

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

March 30, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout Out this week goes to K9 Lux who will be retiring from the Lady Lake Police Department. Lux's handler is Officer Higgins. A special presentation will be held at the Commission Meeting on April 3rd at 6:00 p.m.

The Manager's Meeting was held Tuesday morning upstairs in the library. We reviewed the commission meeting agenda for the commission meeting on Monday, April 3 at 6:00 p.m. We talked about the budget preparation timeline. The managers checked with other towns in the region to get statistics on staffing levels and those were discussed; that discussion will continue at the next staff meeting.

Snooky Park: I met with Mike Burske Wednesday morning to tour Snooky Park since it is near completion. It was nice to see people using the park and it looks great. I recommend taking a stroll in the park to see what has been done.

CLERK'S OFFICE (Nancy Wilson):

Jackie is about halfway through updating the Code of Ordinance and Land Development books. Some of the books were years out of date. We will continue to receive supplements for updates, but I'd like to encourage everyone to use Municode online. The online version is updated more quickly than we receive the supplements and soon, the first page will list the Ordinances that are "waiting in line" to be codified. All legislation received by Municipal Code since the last update (printed or electronic) to the Code of Ordinances that has been enacted, but has not yet been codified, will be listed. I went back 5 years to ensure that all ordinances that should have been codified were, this was after Thad found Ord. No. 2019-19 that did not make it to Municode. There are three ordinances in the pipeline now. [Lady Lake, FL | Municode Library](#)

About 45 boxes of records are ready to be shipped off to MCCi for scanning and uploading to Laserfiche. After they have completed their part, Leon will ensure that the records were uploaded according to his back-end processing, then we will do an audit of the uploaded documents. Next step... more boxes to review, label and prepare for another shipment to MCCi.

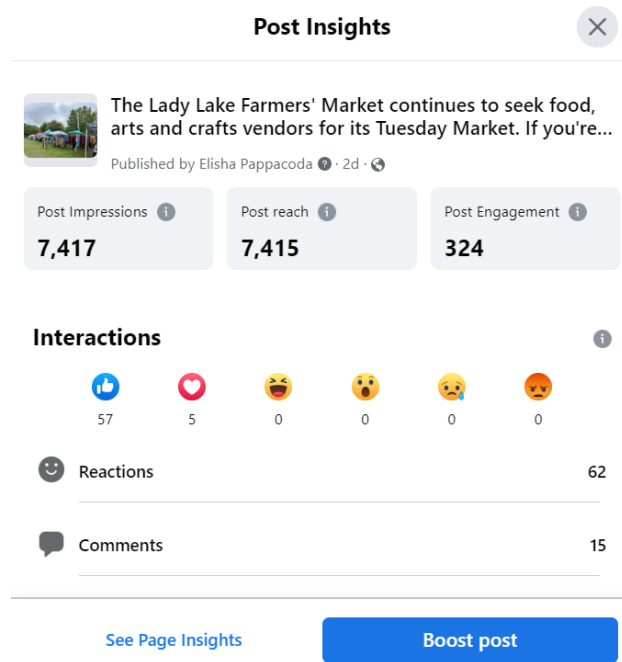
Bill tasked all of us with comparing our staffing levels with other municipalities in Lake County. The Clerk's office is in fine shape. It is difficult to do a town-to-town comparison because job responsibilities likely differ but it was still an interesting exercise.

Municipality	# in office	Population - 2022
Montverde	1	1,725
Howey	1	1,805
Astatula	1.5	1,887
Umatilla	1	3,904
Mascotte	2	7,341
Fruitland Park	2	8,615
Minneola	1	15,869
Lady Lake	3	16,174
Mount Dora	1	17,129
Tavares	3	20,296
Groveland	3	21,732
Eustis	1.5	23,595
Leesburg	2	28,833
Clermont	4	46,093

COMMUNICATIONS (Elisha Pappacoda):

Closing the loop on some items from last week: We are now sharing the Library's monthly events prominently on the Town's website. I have created and scheduled content for Water Conservation Month (April), as well as created a social media mini campaign for illicit discharge, which will run on Facebook in mid-April. The Easter Egg Hunt press release was picked up in four publications.

We continue to promote the Farmers' Market through multiple channels. The below post on the Market is our most popular on Facebook to date, with 7,417 impressions (the total number of times the content has been viewed by users.)



Please continue to send me information you would like to see on the website or [Facebook](#). Thank you!

FINANCE (Pam Winegardner):

The Town is in good financial shape with 50% of the fiscal year completed. Our revenues and expenses are in line for this time of the year. Most of our expenses equate with the % of the year we have completed however some line items that appear overbudget are not.

Certain expenses such as capital assets (those big purchases that are over \$5,000 and have a life of over 1 year) must be ordered at the beginning of the year to ensure we receive the asset before the fiscal year end. Other expenses such as building inspections, large projects and other maintenance items must be encumbered in order to proceed with the work needed.

Revenues are tracked and may appear behind but the pass-through revenues (State collected revenues pass through the county on through to Lady Lake) are a month behind. March collections for fuel taxes, utility taxes, franchise taxes are not received until April. Revenues are up over last year with Ad Valorem or property taxes up 9%, Franchise taxes up 8%, Utility taxes up 4.5%, State Revenue Sharing up 29% and Communication tax is up by 7%.

Property taxes (ad valorem) comprise 25% of our general fund revenue with Franchise at 8.5%, Utility Tax at 7.3%, State Revenue Sharing at 9.6% and Communication Tax at 4.5% which is collectively over 50% of Lady Lake's revenue.

Under good stewardship guided by the Lady Lake Commissioners, Lady Lake will continue to grow in a responsible fashion and provide great services to our Lady Lake taxpayers.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Building Department received revised plans for Rolling Acres Reserve Apartments on Highway 466, the development is located on Highway 466, just west of Rolling Acres Apartments, and will contain 92 units. The permit for the remodel at Chick-fil-a was completed on Thursday, March 30th and is awaiting pick up. We are anticipating applications for the first 15 homes in Lake Ella Estates to be submitted on Thursday. The permit was also completed for the Lake Ella Estates entrance wall.

Pulse MD, located at 871 North Highway 466, Ste 200 received a temporary certificate of occupancy this week (TCO). This building is the first to be completed in The Enclaves commercial development.

The Growth Management Department received a new minor site plan modification on Wednesday, March 29th for the remodel of the Van Patton House Façade located at 992 Del Mar Drive. The minor modification for the trash compactor at Carmendy Square Apartments was approved on Wednesday, March 29th. The first review was completed for Elite RV & Storage and comments have been sent to the applicant.

The Growth Management Department will present the Boulevard Oaks Preliminary Plat application to the Town Commission next Monday, April 3rd for final consideration; the development proposes 160 homes located on County Road 25 a half-mile north of Marion County Road, formerly referenced as the Applebee Property.

This week, staff issued 50 permits and 99 inspections were conducted in the field; the building department has processed 157 permits and 168 payments have been made through the CitizenServe portal since the January 17th launch.

HUMAN RESOURCES (Tamika DeLee):

The interview for the Security Analyst position went very well this past Monday. Administrative Assistant to Human Resources Audrey Richards attended Lake-Sumter Society for Human Resources Management monthly workshop this past Wednesday. The guest speaker was Marisa Benson from Career Source Central Florida. Marisa is a disabled/local veteran who works in Veteran Services at Career Source Central Florida. Human Resources Director Tamika DeLee and Finance Director Pamela Winegardner participated in the "Property State of the Market Update" webinar last Thursday. It was presented by Public Risk Management of Central Florida. Florida

Blue will be here on Wednesday, April 5, 2023, for the wellness presentation. The April Topic is "Stretch it Out." This wellness presentation is worth 10 points.

INFORMATION TECHNOLOGY (I.T.) (John Pearl):

Shout out to Andy Crogan to acknowledge his commitment to helping Town staff successfully use their various technology tools to accomplish their responsibilities. Whether he is attending to a Police officer at 4 AM in the morning, as he was earlier this week, or helping another staff member with limited prior technology experience succeed in a new role, his desire to help people is an asset to the Town and an example to us all.

Leon and John met with Lori and Denise (Code Enforcement), Carol and Jackie (Clerk's Office) on Monday afternoon to rehearse for the Special Magistrate Hearing on Tuesday morning.

John submitted an application for a cybersecurity grant. The competitive grant provides access to new cybersecurity capabilities. We anticipate award status notification in mid-April.

John, Tamika, and Audrey (HR) interviewed one candidate for the Security Analyst position on Monday morning.

LIBRARY SERVICES (Aly Herman):

This week, at our manager's meeting, Bill asked us to check with other towns to get their staffing levels. I reached out to Fruitland Park, Leesburg, Mt. Dora, Eustis, and Tavares. I pulled the number of full-time and part-time staff as well as the square footage of their library and the population of their town. I was astonished at how many staff members even the smaller libraries have. In the future, I would like to add another library assistant in youth when the renovations get completed. Please see the chart of my findings.

Library	SQ of Building	Staff FT- Full PT- Part	Est. Pop for 2022
Lady Lake	49,000	FT -9 Open-1	16,174
Fruitland Park	12,000	FT -8 PT 2	8,615
Leesburg	42,500	FT-19 PT-11	28,833
Mt. Dora	22,660	FT-6 PT-12	17,129
Eustis	25,000	FT-11 PT-2	23,595
Tavares	12,000	FT-7 PT-1	20,296

Stop by on Saturday for the Easter Egg Hunt and visit the library booth. We will have an egg drop game, and everyone will win a prize. We will also have Scarlett and her handler Laurie there to greet the children. We are looking forward to seeing many familiar faces.

Thank you, Marsha Brinson, for teaching two painting classes this week. Tuesday, she did a cherry blossom painting with adults, and Thursday, Marsha talked about Georgia O'Keeffe and the homeschooled children did a painting style of hers. We also had the Lake County Supervisor of Elections sit in the library lobby on Wednesday helping people with registering to vote, changing anything on their voter card, and seeing if anyone wanted to work as a poll worker. They were very happy with the amount of feedback they received.

Library's Facebook page, www.facebook.com/lakelakelibrary225

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Maintenance Staff have been performing the daily duties associated with the parks. Sam and Scott have finished the needed maintenance on the deck at the Train Depot. It took us quite a while, but we were able to complete the project in-house, saving the taxpayers from having to invest in a contractor. I will start reaching out to paint contractors who have contracts with area municipalities and see about getting quotes that we can piggyback off of.

Julia, Jackie, Elisha and I went to The Webster Farmers/Flea Market on Monday to solicit vendors for our Farmers Market. We passed out cards to vendors that met our criteria. I have to say that we made a good sales team in speaking to potential vendors.

The Farmers Market had 17 vendors last Tuesday. We had over 420 patrons come through the gate to visit our market. I predict that the last month of the Market will be slower as we are already seeing some vendors go back North. We started the Market late in the season and had pretty good results. We have some of the vendors asking if we can go back to the Log Cabin. I am not opposed to it but believe that where we are is the best location. I have spoken to most of the vendors, and it appears most are happy with where the Market is or do not care. You will be seeing a recommendation from me to utilize the proceeds from the Farmers Market to help pay for the fireworks.

We are in good shape for the Lady Lake Easter Egg Hunt on April 1st. We will have around 30 vendors and will be handing out 12k eggs. I want to thank Lady Lake Kiwanis for investing in this event.

We are good to go for the fireworks on July 1st. We will have a band at the Rolling Acres Sports Complex from 5 PM-9 PM. We will have bounce houses for the kids, food trucks and of course tents

from our civic organizations. As the Lions invested \$20k in the event, they will have a massive presence. I will be shifting my focus to the fireworks this Monday.

We have been working with Duke Energy to get the power turned on at Snooky Park. This is the last hurdle that we have before completion. I will be proposing an opening celebration in May.

POLICE DEPARTMENT (Chief Robert Tempesta):

K9 Lux is retiring and will be honored at Monday's Commission meeting. K9 Officer Josh Higgins has a strong bond with Lux and will take full ownership of his partner. We wish Lux the best and thank him for his service to the community!

A Physical Agility Test and written exam will take place next Tuesday, April 4, 2023. There are six candidates participating for both reserve and full-time positions. The Police Department currently has six openings for full-time Police Officer positions. Please visit

<https://www.ladylake.org/departments/human-resources/> for more information on job opportunities with the Police Department. Interested applicants can obtain an employment application by contacting the Human Resources department. Please submit all applications to Tamika DeLee in Human Resources.

April is Distracted Driving Awareness Month: Distracted Driving is Dangerous. Anything that takes your attention away from driving can be a distraction. There are three main types of distraction:

- Visual- taking your eyes off the road,
- Manual-taking your hands off the wheel,
- Cognitive- taking your mind off driving.

Sending a text message, talking on a cell phone, or using a navigation system creates hazardous road conditions. These and any other distractions, such as tending to kids or passengers in the back seat, eating, watching an event outside of the vehicle, interacting with passengers, unsecured pets, putting on makeup or grooming, adjusting radio or climate controls, checking your GPS app or daydreaming. These distractions can endanger you, your passengers, and others on the road. The members of the Lady Lake Police Department remind you to be safe out on the roadways.

PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle, Director)

Administration (C.T. Eagle, Director and Peggy Smith, Administrative Assistant to Director)

Public Works still has job openings, please see the Town's website, or contact Human Resources for more information.

A reminder that updated information regarding the FDOT US 27/441 Road Widening Project can be found here <https://www.cflroads.com/project/238395-5>. Questions and concerns can also be submitted via the website.

Maintenance Department (Ted Williams, Supervisor),

Performed driveway apron inspections, performed project plan reviews, and coordinated with residents on concerns.

Streets (Kon Scott, Travis Lacey, and Justin Wallace - Lead Operators):

Crews performed normal duties including patching potholes and road cuts, litter pickup along roadways, cleaning storm drains, mowing right of ways, tree trimming, and patching road cuts.

Kon continued hauling clay for stockpile at Public Works.

Facilities Maintenance (Truman Henson, Lead Operator, Tanner Edwards, Operator II, and Phillip Perna, Operator I):

Staff completed multiple work orders at Town facilities.

Continued performing mowing and landscaping activities at Town Hall, Public Works, and the Library.

Motor Pool (Billy Kohler, Lead Mechanic):

Billy continued servicing and repairing the Town's fleet and equipment as a one-man team.

Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):

Completed Utilities Availability Requests from prospective developers, project plan reviews, Certificate of Occupancy close out requests, purchase orders, Monthly Operating Reports for the regulatory agencies, review of Right of Way Utilization Permits, and work orders.

Future potential and already approved development projects coordination is ongoing with the Growth Management Department.

Distribution and Collection Systems Field Operations (Robert Barnes, Lead Operator):

The supervisor and field staff are in continuous and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. Work on relocating Town Utilities continues in the current project area. Preparing to relocate 1000 feet of water main line at the previous overpass location.

Completed numerous 811 dig ticket location requests.

Performed weekly testing of emergency equipment and generators.

Completed, meter re-reads, work orders, distributed cut-off notice door hangers, and performed service line repair in front of Frank Gay Plumbing. Issued Boil Water Notices and Cancellations due to water service line repairs.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Lead Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator)

Phase Two of the Wastewater Treatment Plant Modifications Project is in process and is on schedule, the estimated completion date is late Spring 2024.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project bid was opened at Town Hall this week. Two competitive bids were received. The bids will be reviewed and brought back to Town Commission for award consideration.

Our contracted vendor, Ring Power, replaced a controller for the Wastewater Treatment Plant generator.