

# WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 20, 2023

## DEPARTMENT MANAGER'S REPORT (William Lawrence):

**Shout Outs this week goes to Officers Orr, Eckerdt and Sgt. Daniels** for having the highest monthly stats for the month of March. The stats consist of summonses, arrests, accidents, warnings, and reports.

**The Driving Range Appreciation Lunch:** I attended the lunch Tuesday with several staff members, Mayor Reitz and Commissioner Freeman at the Parks and Recreation Complex. Kudos to all the volunteers with the Lions Club and to Chef Van for his mastery of cooking.

**The Budget:** The budget calendar and worksheets have been sent to the department managers. They are due on May 4<sup>th</sup>.

**Annual Volunteer Dinner:** This a special time of year to host this dinner to show our appreciation for those who volunteer their time to make our town great. We would not be able to provide great services to the Community without their service on our boards and committees. We value their guidance. A special thanks to Julia for organizing the event at the Harbor Hills Country Club. Also, special thanks go to the religious leaders in our community who offer prayer and guidance before each commission meeting. Thank You!

## CLERK'S OFFICE (Nancy Wilson):

We are beginning to work on our budget to determine our needs and prioritize our wants. A huge factor in the Clerk's budget will be whether we will hold an election this year; that is about a \$30,000 consideration. Postage is going up yet again to .66 and increases will now take place twice a year. Certified Mail has increased substantially, and I expect that trend to also continue.

CDBG activities are heating up. Fox Enterprises will be handling a lot of the requirements, but we will still be heavily involved. This process is new to me so some of the requests seem odd, but they must be done. Here is one such request: "Environmental review letters need to be addressed to the Indian Tribes and Division of Historic Resources regarding the CDBG #23DB-N15 project. Place the letters on Town letterhead, have the Mayor sign them, and email each of 14 letters to the addressed tribe or Historic Resources, along with the project narrative and jurisdiction map attachments. Keep all delivery receipts and read notifications for proof the email was sent and delivered per HUD requirements."

We are still trudging along with our records management project and municode updates. Once Jackie has completed the arduous project of updating the books, we will have to put a process in place, so the books never get this outdated again. Through the years, we have been receiving 40 supplements per update. If we can get most people to switch to viewing the Code and LDR's online, we will be able to cut that number by two-thirds. Viewing our Code online is superior because searches are easy and reliable. Also, ordinances that aren't yet codified are placed on the introductory page for reference.

**COMMUNICATIONS (Elisha Pappacoda):**

I have been in touch with three professional videographers regarding working with us on some of our more advanced video needs, including a police recruitment video and a lifestyle video/still photos to be filmed at the July 1<sup>st</sup> fireworks event. The lifestyle piece will be multi-purpose - used for social media, a website header and to promote future events. I will be requesting quotes for these services.

John and I set up Smarsh to track public records on our social media accounts (Town and Library.) We also met again with Civic Plus and expect to obtain a quote next week. Additionally, John gave me a brief tour of the streaming studio and showed me its capabilities.

DOT Community Outreach Coordinator Natecia Gayle and I went on a ride along with Lady Lake PD for Work Zone Awareness Week. Thanks to Deputy Chief Brough for coordinating and Officers Pranouskes and Eckerdt for participating in the outreach efforts. The photos are posted on [Facebook](#).

As part of our recruitment efforts, we are becoming more active on LinkedIn. We have increased our followers by 500% in the last 29 days. If you are not already, please consider following the Town on [LinkedIn](#) and sharing our posts to help us grow!

Additionally, I attended the Commission meeting on Monday and responded to media requests regarding the alcohol ordinance and Arbor Day tree raffle.

**FINANCE (Pam Winegardner):**

Budget time has begun. Budget documents have been sent to each of the department heads along with the budget calendar, forms for personnel requests, an activity report (for last year showing all purchases within that department) and the budget spreadsheet.

Finance has requested that the projected FY2023-2024 budget for operating expenditures, personnel requests and any changes in overtime be submitted to Finance by May 4<sup>th</sup>.

Capital Assets which are purchases over \$5,000 and a life of over one year are due by Thursday, May 11<sup>th</sup>. Finance has asked that consideration be given to the price of the asset that may increase when ordered 6 to 7 months from now.

The Town bases budget on historical and projected future plans. The Revenue is estimated by the trend over the last three years but also with estimates from the Florida Department of Revenue. Large projects ongoing are budgeted along with any new projects. Restricted money such as sur-tax funds, impact fees and the committed asset fund may be used if approved by Commission.

A budget workshop is tentatively planned for July 26<sup>th</sup> at 2 pm and each department budget will be reviewed by commissioners. The projected budget workbook will be given to commissioners before the workshop two weeks in advance to give ample time for questions before and during the workshop.

The Town of Lady Lake has not raised the millage, 3.3962 on property taxes for the last seven years since the decrease from 3.551 in 2016 which followed another decrease in 2015 from 3.75. The town also has not had any debt since the library in 2017. The town has currently three large projects of which one has been completed. The Snooky Park Walking Trail was completed this year with small wrap up projects still on-going. The largest projects are the expansion of our wells and our WWTP. These large projects have not incurred any debt at this point due to the Town Manager and the Commissioners being fiscally responsible and saving money in the town's reserves and due to the Rescue Money received from the Government in the amount of \$8,023,000 for this infrastructure.

#### **GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):**

On Monday, the Town Commission voted 5-0 to approve Ordinance 2023-03 upon first reading; the ordinance will expand the Hammock Oaks Community Development District by adding an additional 271.847 acres, bringing the total amended CDD Boundary to 649.655 acres.

The growth management department received a variance for the removal of three historic trees for the Lady Lake Luxury Apartments project located at 925 South Highway 27/441; the site plan is under concurrent review which proposes 330 units.

The Building Department approved the construction plan permit for the remodel of the Publix Liquor Store located at 1118 Bichara Boulevard. Plans were also approved for the Metro Infusions medical treatment facility at 924 Bichara Boulevard. A demolition permit was received this week for Hammock Oaks to commence work to remove the structure on Highway 466; on March 9, 2023, development orders were issued for Phases 1A – 1C to begin sitework.

This week staff issued thirty-four permits and ninety-three inspections were conducted in the field; the building department has processed 212 building permits (52% of all over-the-counter

permits processed) and 227 payments (21.8% of all payments received) through the CitizenServe portal since the January 17th launch.

On Wednesday, Senior Planner Wendy Then returned to work following her three-month hiatus. In her absence, Development Coordinator Becky Schneider stepped up with considerable effort to keep our projects and applications moving forward. Welcome back Wendy, and a big thank you to Becky for keeping us going these past few months.

#### **HUMAN RESOURCES (Tamika DeLee):**

On Monday, April 17<sup>th</sup> four candidates were selected and interviewed for the Finance & Human Resources Specialist position. The selection process remains ongoing for this position. On Wednesday, April 19<sup>th</sup> four candidates were selected and interviewed for Reserve/Police officer positions. Conditional offers of employment are pending. Human Resources Director, Tamika DeLee attended the Public Risk Management of Florida Group Health Trust Board Meeting last Friday. Mount Dora High School hosted a job fair for high school seniors, which was attended by HR's very own, Audrey Richards. Audrey provided information on the Town's vacancies. The Employee Annual Health fair will take place today from 9:00 AM to 12:00 PM. Employees will earn 30 points for attending and a chance to win raffle prizes. Human Resources quote for the week is, "Treat employees like they make a difference, and they will." — Jim Goodnight

#### **INFORMATION TECHNOLOGY (John Pearl):**

Staff met with Lori and Denise (Code Enforcement) and Carol (Clerk's Office) to continue collaboration on the Special Magistrate packet production process. We are working this week to prepare the packet and presentation for the upcoming meeting next Tuesday.

John and Patrick are scheduled to meet with CT (Public Works) and vendor Magellan Advisors this afternoon to continue the data-gathering element (milestone 2 of 9) of the FiberWAN Design and Engineering project.

IT and Finance will meet with consultant GFOA next week to complete the RFP revision process. We plan to release it in May.

The IT Department currently has a Security Analyst position opening. Please see the Town's website or contact Human Resources for more information.

#### **LIBRARY SERVICES (Aly Herman):**

The 2023 AARP tax season, hosted at the library, has come to an end. This year, AARP volunteers were able to help file over 1,100 tax returns in our community just at our location. AARP Villages Tax-Aide is a wonderful, free service we offer to many people in our community. I had requested 8,000 copies from the IRS of the 1040/1040 SR tax forms and instruction booklets. We still have

about 100 copies available, and we even printed a ton of schedules and other tax forms for patrons.

I attended Monday night's meeting where the Town Commission consented to the amended interlocal agreement with the Lake County Library System and agreed to participate in the Food for Fines program during the month of May. If you have not come into the library lately, please visit the adult side and see the Sulky horse cart. Thank you to patron Shelly Oates from the Equine Heritage Museum in Weirsdale for letting us put the Sulky on display and hosting a program on Tuesday. The program had 15 attendees, and she took people on a journey through time and the importance of horses.

Shout out this week goes to Kourtney Fehr. She has been working at the youth desk a lot since we have been shorthanded while also keeping up with her job of processing new materials for the library.

I may be biased, but our library has some of the best children's programs and it truly shows with our numbers. Baby Storytime 5 people, video games 12 people, Tiny Tots 40 people, Family Crafting 8 people, Storytime 56 people, and Reading with Scarlett 6 people. Our staff works very hard to create successful programs.

Ruth Patterson had her Author's Round Table meeting on Wednesday. This group of future authors had a great time, learned so much about different writing techniques, and shared some of their writings with the group.

Library's Facebook page, [www.facebook.com/lakelakelibrary225](https://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. Brad and Vicky have performed weekly maintenance along with Sam and Scott.

The Farmers Market had 16 vendors last Tuesday. We had around 425 patrons come through the gate to visit our market. Julia and Jackie have done great as always. We will have an end-of-season wrap-up meeting with the vendors to get an idea for the Fall Grand Opening. As expected, we are seeing the number of vendors fall off for the season.

We had the last progress meeting for Snooky Park on Friday. The park is ready, and the power will be turned on soon. The topic of when to hold the ribbon cutting will be brought up at a Commission Meeting under Commissioner Comments.

I am in the beginning stages of budget preparation for next year. As of now, we have a simple mower replacement and a request from staff for a more versatile fertilizer spreader. We will also be asking for forks and a grapple for our tractor. You will see a request from the Parks Director to

have three Operator II positions added to our staff. We will request to drop the Operator I position. You will also see the Events Coordinator Position added to the budget. You will also see the request for exercise equipment for Snooky Park, the design for paving at Rolling Acres Sports Complex and the conceptual design for the Recreation Center.

Julia has been working on the Mother-Son Glow Party, the Fireworks Event to be held on July 1<sup>st</sup> and you will see a proposal to have a Back to School Kick-Off Party. I am excited to see the additional events added to our events resume. Nice work Julia!!!

In the future, you will see a proposal for a minor change to the ordinance pertaining to signage and banners. I will be requesting to utilize real estate-type signs to advertise our events. This will educate those who are not tech savvy and are not able to use or afford the technology. These are very beneficial in impulse visitation to the Farmers Market.

**POLICE DEPARTMENT (Chief Robert Tempesta):**

This week is Work Zone Awareness, April 17-21, 2023. The Florida Department of Transportation (FDOT) is partnering with local agencies to educate motorists about the importance of driving safely through work zones. FDOT provided educational materials for officers to hand out during traffic stops. Officers are out in the work zone ensuring the safety of all those working and traveling through the active zone. When you enter the work zone, slow down and pay attention to road patterns. Driving distracted is a major contributor to traffic crashes. Section 316.306, Florida Statutes, is prohibition on using wireless communications devices in a handheld manner in school and work zones. A person may not operate a motor vehicle while using a wireless communications device in a handheld manner in a designated school crossing, school zone or active work zone area. Active work zone, as it pertains to Section 316.306, Florida Statutes, means that construction personnel are present or are operating equipment on the road or immediately adjacent to the work zone area.

The Police Department held interviews for police officer positions on Wednesday, April 19, 2023. Three candidates will be offered conditional employment. Two full-time positions and one reserve position will be filled by these candidates pending an extensive background check, medical screening, and psychological exam.

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.

In the event that the police are needed to respond to any service call, please contact dispatch at the non-emergency number 352-343-2101 or 911 for emergencies. The police officers on duty will be notified for a faster response and the call is logged into the system for record purposes.

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

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

Staff continues to stay busy coordinating with developers and engineers on numerous development projects that are in the works or in the planning stages. We are fortunate to have such an experienced staff to keep up with it all and make sure that the Town's best interests are always the priority.

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.

Coordinated interdepartmental vehicle transfers for four departments.

**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.

Continued replacing the landscaping at Public Works.

Assisted in the purchase of supplies, set up, and take down for the Health Fair taking place at the Library.

Barricaded sidewalk that was cut by contractor on West Lady Lake Blvd.

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

Staff completed multiple work orders at Town facilities. Hauled boxes to the Library storage for the Clerk's Office. Planed sidewalks at the Library and Town Hall. Cleaned gutters and re-sealed roof on the back porch at the Community Building. Sprayed and removed wasp's nest and made repairs to a drawer handle at the Library.

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.

**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. Approved CO for the new 7-Eleven, utilities received regulatory approval.

**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. Preparing to relocate 1000 feet of main water line between CR 25 and Fennell Blvd.

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 several 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. Coordinated and assisted with a critical large 20-inch pipe tie-in this week.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project bid was approved at the Town Commission meeting this week. The same contractor performing the Wastewater Plant project won the bid for this project which will hopefully streamline the process since they are already on site with mobile offices and large equipment. Notice to proceed has been issued, a project timeline will be passed along once received by staff.