

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

**By Bill Lawrence, Town Manager**

**May 11, 2023**

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

**Shout Outs this week goes to Andy Crogan.** Andy has been doing a great job trouble shooting computer issues with Communication Department and setting up programs for the Interim Chief. As many of us know, Andy is quick to respond and fix our IT issues. Thanks Andy!

**Department Manager's Meeting:** Steve Hunt, Interim Police Chief was introduced to the team. We reviewed the agenda for the commission meeting scheduled for Monday May15th at 6:00 p.m. We discussed developing a safety plan for the fireworks and formed the committee that will start right away.

**The Fireworks Safety Plan Committee** had their first meeting Wednesday morning. The committee consist of Mike Burske, Steve Hunt, C.T. Eagle, Thad Carroll, and Elisha Pappacoda. The launch site was reviewed, the plan is being developed, scene safety and traffic control is being reviewed. number of police officers needed, public parking locations and public works staff needed etc. When the plan is completed, it will be forwarded to the commission.

## **CLERK'S OFFICE (Nancy Wilson):**

No report this week.

## **COMMUNICATIONS (Elisha Pappacoda):**

I attended the Managers' Meeting and the Florida Blue Positivity Program.

John and I worked on an Emergency Preparedness webpage, which we plan to publish ahead of Hurricane Season on June 1.

I spent several hours meeting with C.T., Butch and Ted to learn more about their individual operations and roles. We discussed hurricane response, emergency alerting and how I can support Public Works moving forward. The Water Conservation materials, which we designed in house, have arrived and look great!

Mike took me on a tour of the sites involved in the July 1 fireworks event and I am assisting in marketing material creation such as press release, social media graphics and event map. On a side note, we hit a milestone of creating 100 designs in Canva!

I issued one press release this week to help promote an upcoming adult library program. We had several media requests and conducted outreach efforts, which resulted in positive publicity. See news stories below:

- [Disney insider to offer peek behind the curtain at secrets of Magic Kingdom - Villages-News.com](#)
- [Surrounding Cities Search for Volunteers | News | The Villages Daily Sun | thevillagesdailysun.com](#)
- [Faces and Places \(week of May 10\) | Business | midfloridanewspapers.com](#) (Chief Hunt)
- [LSTV Digital - Topping the Lake and Sumter Style Magazine's... | Facebook](#) [Town of Lady Lake](#) names interim Police Chief
- [Officials to hear plan for new outdoor dining concept in Lady Lake - Villages-News.com](#)
- [Portillo's files plan to build restaurant on U.S. Hwy. 27/441 in Lady Lake - Villages-News.com](#)

#### **FINANCE (Pam Winegardner):**

We are at 67% of the year and revenues are coming in slightly ahead of last year.

As of 05/10/2023, Local Communication Tax and Franchise Fees are up 6.6%, Utility Tax is up 3%, Cigarette and Fuel Tax Revenue Sharing is up 8%, Local Government Half-Cent Sales Tax is up 3%, Discretionary Local Gov Infrastructure Tax is up 5.5% with Ad Valorem (property) taxes up 9.9%. Please remember that many of these revenues are based on products and services which in turn have increased a lot in this inflation period.

We are finding however costs are going up for the town in purchasing products and services.

There is also a wait time for materials and products of up to a year. Despite revenues going up, the revenue is not keeping pace with costs of products and services.

In reading the progress reports on minutes from the meetings on the widening of 27/441, I want to give a big shout out to the contractors and workers. There is a constant emphasis on safety, citizens' complaints, and coordination between the electric companies, phone companies, and Internet Companies. They track and rate safety, quality, public perception, budget, and resolving issues. I am impressed with FDOT, CEI, contractors, companies and the workers keeping a tight rein on this massive project.

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

The growth management department received applications proposing to rezone two properties, one being 0.78 acres, and the other 0.68 acres from Mixed Low Density Residential (MX-5) to Planned Commercial (CP). Also submitted were applications to amend the future land use designation from Mixed Residential Low Density (MR-LD) to Commercial General Retail Sales and Services (RET), for the same two properties. The changes are being proposed to allow for restaurant use with outdoor dining for a project referred to as the Taste of Lady Lake. The

applications will be considered by the Planning and Zoning Board on Monday, June 12, 2023, and will be presented conceptually at a workshop next Monday at 5:00 p.m.

The building department received revisions for the construction plans of the Rolling Acres Reserve Apartments located on Highway 466, just west of Rolling Acres Apartments. The apartment complex is located on 8.12 acres and will include 92 dwelling units. Also received was a building permit for an interior remodel for the Genesis Health Club at Rialto located at 1105 Alonzo Avenue. Plans were approved this week for Metro Infusion located at 924 Bichara Boulevard.

Staff issued forty-five permits and 103 inspections were conducted in the field. The building department has processed 285 building permits through the CitizenServe portal since the January 17th launch, with 36 of those occurring this month. Also, 302 payments have been received through the CitizenServe portal since the January 17th launch, with 45 occurrences this month.

**HUMAN RESOURCES (Tamika DeLee):**

No report this week.

**INFORMATION TECHNOLOGY (John Pearl):**

No report this week.

**LIBRARY SERVICES (Aly Herman):**

This week was full of meetings. The not-so-much-fun-stuff of a Library Director, but I enjoy the information and knowledge I gain from these meetings. Tuesday, I attended the department head meeting. I had a virtual Reference & Collection Management Group meeting on Wednesday; today, I had Lake County Library System Director meeting in Eustis. Nancy had her book discussion meeting on Tuesday. They discussed *The Magnolia Palace*: a novel by Fiona Davis. The group decided it was horrendous, but they had lots to discuss and developed some display ideas for the library.

This week's shout-out goes to Nancy Brock. Nancy does an outstanding job with her book discussion, cataloging, and the relationship she builds with patrons. We are lucky to have Nancy!

Our Food for Fines is going very well after just one week. We have roughly 30 lbs. of food already! Food for Fines is ongoing all month at any Lake County Library System Libraries. We will forgive library fines for overdue materials in exchange for donations of dry or canned food items, hygiene and baby products, and packaged pet food.

Here are the attendance numbers for our children's events we have had this last week.

Lego	15
Tiny Toys 5/9	16

Family Crafts 5/9	9
Storytime 5/10	50
Reading with Scarlett 5/10	14

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. Sam and Scott have Snooky Park looking very good. I get a few calls throughout the week saying thanks for the facility.

I have to say that the Mother Son Glow Party turned out very well. We had 73 tickets sold for the event. Many mothers thanked us since there really are not any other mother-son events like this in Town. Julia, Dawn Mina, Brad and the rest of the team put on a great event.

The Parks and Recreation Director met with interim Police Chief Hunt and Deputy Chief Brough on Wednesday to view the launch site for the fireworks. Later in the day I met with Elisha, the Communications director, to view the predicted viewer radius, and we identified the businesses and property owners that will be affected by the events. During this tour, we identified viewing areas that will be listed on the town website. We will have a completed S.O.P and Safety Plan for the event in place by June 1<sup>st</sup>. This plan will have locations for traffic assistance and a basic program plan for the event. The plan will be updated after the event as we will see what works and what will not. Keep in mind that the fireworks launch area that we have access to this year will probably be a construction site next year. An alternative site will have to be identified, but we can worry about it then. This will be the largest event ever hosted by the town and we have a great team in place to work through the logistics.

We will be holding the Snooky Park Ribbon Cutting on June 29<sup>th</sup> at 10AM. This will be a simple event to commemorate the opening of the park. My goal is to have invitations to the event sent out by the end of next week. We will be inviting the community and dignitaries from around our area.

Budget is going well. I have three new positions in my budget. Parks and Recreation will be creating the Operator III position. As I have a small department, we need to give staff the opportunity to advance. This will assist in the retention of staff. About half the staff that we lose go to Public Works due to the ability to advance. The Department will have a few capital requests this year along with requests to fund the designs for projects approved under the Five-Year Capital Improvement plan.

**POLICE DEPARTMENT (Deputy Chief Jason Brough):**

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)**

We are wrapping up budget preparation for all the Public Works and Utilities divisions this week. Another big thanks and shout out to Ted and Butch for all the thought and work put into making it happen.

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),**

Submitted final budget request items for next fiscal year.

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.

Crews continued removing and replacing segments of sidewalks on Old Dixie Highway.

Repaired a rain wash out area on W Hermosa Street.

**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.

Finished re-stripping the parking lots at Town Hall and the Police Department.

Started work repairing and refurbishing the public restrooms at the Guava Street ballfields.

**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):**

Finished and submitted budget request items for next fiscal year.

Working on Annual AXA XL-Environmental Insurance Submittal Report and coordinating with the HR Director.

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 continuing and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. The contractor has relocated 1000 feet of main water line between CR 25 and Fennell Blvd. Staff coordinated pressure and Bac-tee testing with the contractor for line clearance with FDEP.

Completed numerous 811 dig ticket location requests and coordinated for GIS mapping.

Performed weekly testing of emergency equipment and generators.

Completed meter reading, meter re-reads, work orders, distributed cut off notice door hangers, service disconnects for nonpayment, re-connects, and performed 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)**

Collected and submitted samples for the water triannual tests and wastewater annual tests required by the regulatory agencies.

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. Notice to proceed has been issued, pre-construction meeting being coordinated with the engineer and contractor, a project timeline will be passed along once received by staff.