

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 29, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shoutout this week goes to Deputy Chief Brough who has been working patrol shifts on the weekends to fill in the vacancies in patrol.

The final Budget Review was done on the police budget on Monday. There had been a request for five new vehicles and by the end of the review, we agreed to cut two vehicles from the budget.

The Department Manager's Meeting was held Tuesday morning. We reviewed the LPA and Commission meeting agendas for July 3rd beginning at 5:30 pm. We discussed preparing for the budget workshop, which will be done differently this year with Pam and the Department Manager presenting their budgets.

The final Safety Plan Meeting was held Tuesday including Lake County and Villages Fire Department, Mike Burske presided over the meeting as the final review was completed. We are ready for a fun and safe event for the July 4th weekend.

Snooky Park Dedication was held Thursday morning. I attended along with several staff members and Commissioners.

CLERK'S OFFICE (Nancy Wilson):

Alan Hays (Supervisor of Elections) requested that we utilize the previous ward map for the upcoming election. It would be onerous for us to get the ordinance adopted and then have them change the map before the election. No harm, no foul. This will work out better for everyone involved. I have prepared the advertisement and resolution to announce the qualifying period and I believe the candidate forms are all up to date (do not want to speak too soon....July 1st is the date on which the SOE makes the final decision but I think we are good.)

The bid opening for the Enterprise Resource Planning software took place today. There were seven bids, all of which were tallied. A team consisting of IT and Finance staff will review the bids to determine the best vendor for the town's needs.

Carol and Jackie attended the dedication of Snooky Park this morning. It is a beautiful park with a shaded walking path. The park is named in honor of Atticus "Snooky" Blanton, a Lady Lake native who perished on the USS Arizona in the attack on Pearl Harbor.

Other than that, we are conducting business as usual.

COMMUNICATIONS (Elisha Pappacoda):

This week, I attended the Managers' Meeting and the final fireworks event planning meeting. It was beneficial to have all partners together at the table. The fireworks event has received 12 placements in the news media and event websites without the need for paid ads.

Today, I look forward to a wonderful ribbon-cutting event at Snooky Park. Due to the power of positive publicity, we were able to connect with one of Snooky's relatives living out of state who found an article online about the dedication. Mike can share more, as he is rightfully thrilled to make this connection.

Last week, I signed up for a Lake County Library card at the Lady Lake Library. A great benefit of the card is access to LinkedIn Learning. I took the opportunity to take a short online course in Emotional Intelligence. In the course, communications expert Brenda Bailey-Hughes discusses how to understand others' perspectives, balance empathy and accountability, demonstrate listening, and respond appropriately to a variety of verbal and nonverbal cues.

The new Town website team, which includes John Pearl, Leon Platt, Jackie Schilling, and I, had a kickoff meeting with our website project manager. We discussed our target demographic, accessibility, website needs, design, goals and priorities.

We continue to receive positive media coverage and steady growth on social media. Our recent Animal Control post regarding two found dogs received 115 shares. We also coordinated an interview with Chief Hunt and the Daily Sun regarding the future purchase of a new K9.

[LadyLakeMagazine July2023 web.pdf](#)

[Lady Lake will host inaugural fireworks celebration on Saturday - Villages-News.com](#)

[4th of July and before: Fireworks, festivals and more for Lake County \(yahoo.com\)](#)

[Lady Lake park will be named in honor of man who died at Pearl Harbor \(](#)

[4th of July, fireworks, festivals: Your Lake County guide \(dailycommercial.com\)](#)

[Independence Day celebrations | Community | midfloridanewspapers.com](#)

[Calendar - June 21 | News | midfloridanewspapers.com](#) (Snooky Park)

https://www.midfloridanewspapers.com/triangle_news_leader/eedition/page-l-02/page_2816840e-b3ec-5222-95c7-89a6f3739139.html (Food for Fines)

FINANCE (Pam Winegardner):

I attended the FGFOA Annual Conference in Orlando Sunday through Wednesday and several seminars had really good information. In order to meet the requirements of my job as Finance Director, I must attend 80 hours of education every two years. These CEUs must include ethics

and an investment course. The certification I am maintaining is CGFO or Certified Government Financial Officer which is close to a CPA certification.

At this seminar, I got to ask questions about FRS, Florida Retirement System as several employees have asked about switching. Any person who was in FRS and leaving the system must be unemployed including no volunteer work for a year to reenter the system. I also was informed that it is very expensive to buy into FRS. A person buying retirement time with our local police pension law plan must not only contribute money for the number of years they want to buy into but also the rate of return the plan has earned for those years. I imagine it would be the same with FRS.

I also was introduced to Artificial Intelligence Technology. This is a program that can be set up to reconcile several sources of information (bank statements, credit card statements, general ledger statements) to ensure that a credit card receipt was deposited per the bank statement, check the entry in the general ledger (booking the receipts) and if not, create the journal entry to post to the general ledger and proceed to post it. We also had a demonstration asking the program to create a policy for safety but put it in Dr. Seuss (children's book) wording. It was hilarious to see the result in perfect rhyme.

The sessions also covered investing, GASB (Governmental Accounting Standard Board) updates, cyber-crime, ERP bidding (going for software to run financials, building permits, utility billing), Public Records Requests, and budgeting to name a few.

The one important impression I ended up with was that for all the recommendations relating to cyber security, going out for bids for an ERP, investments policies, public records request requirements, the Town of Lady Lake fully complies. There were counties and cities that do not comply per the lawsuit examples we were shown.

I am proud of our level of knowledge and compliance and want to give a "shout out" to our Department Heads that keep the staff up to date on laws, rules, and education to avoid lawsuits and to continue to bring transparency to the town.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week, the Growth Management Department distributed comments for Teague Plaza a Mixed-Use 5,787-square-foot Building of which 3,893 will be for office space and 1,894 square feet will be for the Restaurant. The applicant is also proposing six dwelling units which will allow two apartments per dwelling unit for a total of 6 apartments. Comments were also sent for Lake Sumter Reserve Phase II Utility Modification Minor Modification, a proposal to remove offsite water main extension, connect to the Phase 1 water system, and remove a portion of the internal loop. The applicants of Hammock Oaks Phase 2B and 2C Improvement Plats were also provided

comments; Phase 2B proposes 114 Townhome Lots features 16-foot-wide by 105-foot-deep and 24-foot-wide by 105-foot-deep lots; and Phase 2C proposes 42 Attached Single Family Lots features 35-foot-wide by 115-foot-deep lots. Elite RV and Boat Storage, also under review, a proposal for a 100,050 square foot, 3-story building (33,350 square foot footprint) and 312 boat/RV spaces, were provided comments as well.

Finally, review comments for the Reserve at Hammock Oaks Preliminary Plat were deemed satisfactory and the plat will be presented at the July 10th Planning & Zoning Board meeting for recommendation to proceed to the Town Commission. The proposal includes 792 single family residence lots and 30 townhome lots with 168 total townhome units, for a total of 822 lots and 960 units on approximately 271.87 +/- acres of land. The project is proposed to be developed in eight phases and is located approximately 1.2 miles south of Highway 466, west of Cherry Lake Road and east of Rolling Acres Road.

The building department approved plans for Blondies, an outside bar area, located at 1063 Main Street in front of The Sharon. Plans were also approved for the Water Treatment Plant Expansion at 136 Skyline Drive and the remodel of Davis Hearing located at 309 Orange Street. Plans for the façade changes at the El Mercado building were also approved.

Lori attended the 34th Annual Florida Association of Code Enforcement Conference (F.A.C.E.) in Cape Coral, June 20-23. It was very informative and educational. In addition to continuing education hours, she was occupied with other tasks serving as a member of this year's conference planning committee. Denise did an awesome job keeping up with several new complaints that came in while Lori was at the conference. Most of these were stormwater-related due to the days of heavy rainfall. Seven cases were closed, and 19 new cases were opened. The workload has not allowed for time to officially enter all the new complaints into CitizenServe software program.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

INFORMATION TECHNOLOGY (John Pearl):

Patrick completed a three-day instructor-led Python development for GIS course this week.

Howard had introductory calls with several of our vendors and completed several self-paced information security-related courses this week.

John and Andy each attended different FDLE Criminal Justice Information System (CJIS) workshops this week to learn about upcoming changes to their information security policies.

Wednesday afternoon Leon met with Growth Management staff (Wendy and Becky) and vendor Citizenserve to continue the Planning and Zoning phase of the Community Development software implementation.

Staff from Magellan Advisors continued the onsite fielding and survey work effort (milestone 5 of 9) for the FiberWAN project.

LIBRARY SERVICES (Aly Herman):

On June 12, Samantha "Sam" Williams has been with our library for six months. Sam has been a true asset and has made so many positive changes. She had already weeded fiction, oversized, audiobooks, and is working on non-fiction materials. Many patrons adore her, and we are lucky to have Sam part of our team!

I attended a few meetings this week. One of them is our department head meeting. We talked about the upcoming budget workshop in July. I also attended the grand opening of Snooky Park today. Mike Burske and his incredible team did an excellent job, and many people from our community will enjoy this walking trail.

My shout-out goes to Ruth Patterson this week. Ruth scheduled a remarkable adult program. She had Christopher Balzano folklorist and author. He talked about spooky stories, urban legends, and how social media has influenced them. We had 26 people attend the program, even Mayor Jim Reitz attended.

Here are the attendance numbers for our children's events this week.

Baby Storytime 6/23	10
Video Games 6/23	14
Tiny Toys 6/27	32
Family Crafts 6/27	20
Zoo Mom 6/28	200
Reading with Scarlett 6/28	11
Magic Show 6/29	150

There is no sign-up necessary to attend any of our programs. See Ms. Nicole and Ms. Kourtney at the youth library for more information about how to sign up for summer reading.

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

PARKS AND RECREATION (Mike Burske):

I am going to start my report off by thanking the Parks and Recreation Crew and Julia. This week we have the grand opening for Snooky Park and of course we have the festivities related to the fireworks. This could easily be the most challenging week that we have had since we came to Lady Lake. The beautiful part is that we are in great shape for the event here in a couple of hours and I predict the same for this weekend. Van, Brad, Sam, Scott, and Vicky do an awesome job for the Town.

We have met and coordinated with all town departments to include Lake County Fire Rescue and The Villages Public Safety. I want to thank Bill and Elisha for helping me coordinate these meetings. Ted with Public Works has been working with the sidewalks around the event and his crew has done a beautiful job in prepping the R-O-W for the event. This event has taken the talents of every department in the Town. Thanks everyone! I believe that we are in great shape for the event.

In conclusion, Parks and Recreation has been coordinating with all departments and performing the duties associated with the events this weekend. We mowed Snooky Park in prep for the event and are currently setting up tables and chairs for the grand opening at 10AM. We will start decorating The Guava Street Athletic Complex on Friday. We have the stage in place and the crew has mowed and trimmed the park. We will start putting up barrier fencing today. Ted and his crew will install barrier fencing east of where the fireworks will be shot off. This will give a barrier of where the fencing was taken down for the 27/441 project.

POLICE DEPARTMENT (Chief Steve Hunt):

We continued to roll out the new iPhone with IT and have seen a great improvement with mobile data coverage while on patrol. We know this is a work in progress but want to thank our IT partners, (think Andy and John) for all their help.

We were thankful the Commission approved our request to purchase a new K-9 to add to our team. We are all excited to get this dog trained and on the road. Officer Higgins will begin training next week.

DC Brough and I met with the head of security for the Lake County School District about the possibility of developing a School Resource Officer program. I am intrigued about the potential for this program. We will be looking into the details.

We are working with our department partners on the distribution of a property keyholder information sheet for our town businesses. Thank you to all for your help with this project. It is always a challenge to keep this information updated.

I attended the Florida Internal Affairs Investigator's Association conference in Clearwater as a guest to the association (think no fee attached). It was very helpful to gain some insight into one of the more difficult but extremely important parts to our mission.

Again, we were short on supervisor's last weekend. DC Brough helped get us through some of the lean hours.

I worked from 4pm to 2am on Saturday. I was able to ride and observe our folks in action. I am very impressed in the way so many of our people conduct their business. I can see firsthand the challenges and issues at hand (think Margarita Republic).

I wanted to clarify from last week, we are allotted 30 sworn positions, and we currently have **23** filled at this time. There are two full-time candidates completing the last step in the hiring process next week.

It has been an honor to serve with you all and I look forward to great days ahead.

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.

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

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

We continue to stay very busy coordinating and staying ahead of the near future residential and commercial projects. This week we have been working on obtaining easements and right-of-way dedications for road and utility extensions related to the Lady Lake Luxury Apartments project on US 27/441 and the Mayfield Property development. The dedications consist of a twenty-foot utility easement at the end of Citrus Lane and a thirty-foot right-of-way dedication at the end of N Clay Avenue, between N Clay Ave and the cul-de-sac at the end of Fennell Blvd. We are also coordinating with the developer, Benchmark, to officially take over maintenance of the portion of Fennell Blvd that was constructed as a part of the Lady Lake Crossings development. This road connection has been a high priority for many years since it will establish a connector/feeder road between US 27/441 and CR 466. If all goes well, these items will be presented to the Town Commission next month for consideration.

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. Projected completion date is early 2024.

Please note there is new public outreach contact information posted on the website and new lane closure information.

Maintenance Department (Ted Williams, Supervisor):

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

Met with Dawn and Debbie from Finance to discuss new fuel system for the Fuel Depot behind Town Hall.

Investigated a reported depression on Vista Place and St Andrews Blvd.

Met with Mike Burske and Police Department to coordinate staffing and assignments for the upcoming fireworks event. Installation of perimeter safety fencing around launch site, setup and take down message board display, staffing locations, barricade locations, post event breakdown and clean-up. Most of the PW Maintenance staff will be working at the event.

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 rights-of-way, tree trimming, and patching road cuts.

Re-striped roadways. Chula Vista Ave from La Zamora Gate to Palermo Place, entrance of Spring Arbor, entrance to Town Hall and entrance to the Library.

Trimmed trees on Clay Avenue.

Repaired sidewalk on W Hermosa Street.

Replaced "Stop" sign on corner of Lake Griffin Road and W Hermosa Street.

Serviced and prepared equipment to prepare for storm season.

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

Staff completed multiple work orders at Town facilities. Repaired toilet leak, roof leak, and placed batteries in the restroom automatic flush kits at the Library. Replaced soffit and repaired AC Unit at Animal Control. Installed emergency call box and sign at the entrance of the Police Department. Moved document storage boxes from the Finance Department to the Library storage.

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

Completed work on remodeling the Guava Street public restrooms at the playground. New motion sensing LED lighting, vent fans, sinks, toilet seats, automatic flush kits, and water heater were installed along with deep disinfection cleaning and new paint from floor to ceiling were performed. Shout out to Tanner, Scott, and Truman for the hard work and completing the renovation prior to the Fireworks Event. The place looks and smells brand new!

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. Lake Ella Estates, Lady Lake Luxury Apartments, Boulevard Oaks, Getting's RV Storage, Hammock Oaks (multiple phases), Mayfield Property, and Lady Lake Square Apartments.

Completed distribution and submitted Certificate of Deliverance for 2022 Consumer Confidence Report (CCR) for drinking water quality to FDEP.

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.

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

Performed weekly testing of emergency equipment and generators.

Completed meter reading, re-reads, meter change outs, new meter installs, work orders, distributed cut off notice door hangers, service disconnects for nonpayment, re-connects, 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)

Phase Two of the Wastewater Treatment Plant Modifications Project is in process and is on schedule, the estimated completion date is late Spring 2024. The Reuse Water System was taken offline this week to complete work on core drilling the Ground Storage Tank and replacing the

baffle curtain inside of the tank. The tank is also being washed out as a part of the work. The Reuse Water System is scheduled to be back in service this Friday the 30th of June.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project. Work has commenced this week and is projected to be completed by the end of June 2024.