

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 10, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout outs this week go to Jan Miller, Rob Tempesta, Jason Brough, Robert Chausse, and Elisha Pappacoda for their help organizing the swearing in ceremony for Chief Hunt and a hat tip to Jan for the reception that followed. A special thanks to **Nancy Wilson** for conducting the swearing in ceremony.

I appreciated the great turnout for the event from the Chief's family, friends, and neighbors. A special thanks to the Commission, Chamber of Commerce, Department Managers, town staff, surrounding communities' police chiefs and members of the Lady Lake Police Department.

Performance Evaluations: I have continued to work on evaluations this week. As a part of my routine, I visit departments and managers on an almost daily basis. I like to leave the office and make visits to their locations to listen and understand their issues and concerns.

CLERK'S OFFICE (Nancy Wilson):

Nothing notable to report this week. Enjoy the weekend!

COMMUNICATIONS (Elisha Pappacoda):

We continue to work on the website content, and completed new pages for Parks & Recreation to include [Active Recreation](#), [Farmers Market](#) and [Facility Rentals](#). Combined with the existing pages for passive recreation and events, all of Parks & Recreation's public services now have a presence on our website. These pages will be moved over and re-designed on the new website.

This week, I met with Civic Plus to discuss design preferences, colors and layout for the new website. Our next deadline is Sept. 8.

I attended the Commission meeting and swearing in ceremony for Chief Hunt. The ceremony, speech and reception were truly special. Congratulations, Chief, and welcome!

I issued two press releases this week: [The Lady Lake Farmers and Crafts Market seeks creative vendors](#) and [Lady Lake partners to offer free pickleball classes for kids](#). Additionally, we had several media requests for varying topics including a Code issue, election qualifying, and Chief Hunt's swearing in. Below are some news clips that appeared this week:

[Lady Lake: free pickleball classes for kids – WFTV](#)

[Villager teaming up with Lady Lake to offer free pickleball classes for children](#)

[Free Pickleball Classes for Kids | \(lakeandsummerstyle.com\)](https://lakeandsummerstyle.com)

[Officials urge patience and planning as school begins this week - Villages-News.com](https://villages-news.com)

[Your Lifestyle News](#) (K9 Ember, Officer Diego Posada sworn in and Chief sworn in)

[Lady Lake Police Department swears in new police chief | In Today's Daily Sun |](#)

[New Lady Lake police chief takes oath of office - Villages-News.com](https://villages-news.com)

[Lady Lake Library raises money for back-to-school supplies \(aol.com\)](https://aol.com)

[Lady Lake Library raises money for back-to-school supplies - Villages-News.com](https://villages-news.com)

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week, the Growth Management Department received revised plans in response to the comments issued last week for the Hammock Oaks Improvement Plat Phase 2D proposing 130 lots. Plan review comments were sent for Portillo's Site Plan this week for the proposal of the 7,800-foot fast food restaurant containing a drive-thru and 131 parking spaces.

On Monday evening, the Town Commission approved a Major Modification to the site plan for Rolling Acres Reserve Apartments located on Highway 466 west of Rolling Acres Road on an 8.12-acre parcel. Changes were approved for the relocation of the lift station and trash compactor, the raising of site grades, and modifications to utilities on site. The complex will contain 92 units. Also approved Monday was the Preliminary Plat for the Reserve at Hammock Oaks, a 950-lot subdivision located west of Rolling Acres Road and south of Highway 466.

The building department approved construction plan review for the Genesis Health Club at Rialto located at 1105 Alonzo Avenue; staff are waiting for the subcontractors to be named for the release of the building permit. Building plan revisions for Blondies, located at 1063 Main Street on Spanish Springs Square, were also received for the construction of the outside bar establishment.

There were 145 building inspections conducted this week and 39 new permits were issued. The building department has processed 663 building permits through the CitizenServe portal since the January launch. The Code Enforcement Division closed 17 cases, and 12 new cases were opened this week.

HUMAN RESOURCES (Tamika DeLee):

Employee evaluations are due on August 17th. Do not forget to complete open enrollment by August 31st. As of today, 22 employees have completed the open enrollment process. Human Resources will be at Utilities and Public Works department on August 17th at 1:30pm. This is the

perfect time to receive help with your open enrollment if needed. Please contact Human Resources if you would like to attend. Human Resources quote for the week is, "Feedback is meant to address the problem, not the person." Travis Bradberry

INFORMATION TECHNOLOGY (John Pearl):

Staff are involved in multiple ongoing information security projects. These efforts are anticipated to continue through the end of the quarter.

Wednesday afternoon John met with Growth Management staff (Wendy, Becky, and Malina) and vendor Citizenserve to continue the Planning and Zoning phase of the Community Development software implementation. We also discussed some potential improvements to the Building Permitting business process workflows.

Thursday afternoon John and Howard are meeting with an information security incident response vendor to continue the Security Program Critical Controls Review effort.

Staff will be making certain changes to email service over the weekend. Please anticipate some disruption beginning on Friday.

LIBRARY

Monday night, I attended Chief Hunt being sworn-in as the new police chief. What an incredible evening, and the number of people who came to show their support was fantastic. Welcome to Lady Lake Chief Hunt; look forward to working with you.

I met with Becky Itle, from Becky's Personalized Books. She makes custom books for children. Our Friends of the Library is paying to have books made for each first grader from the Villages Elementary of Lady Lake and Fruitland Park Elementary about fire safety and will work with the school during fire safety month. The Friends of the Library has been doing this for many years, and this is just a small thing they do to give back to the community.

Nicole and Kourtney attended a youth service meeting yesterday at the Leesburg Library. They talked about how the summer reading programs went during this summer. Today I have a virtual Library Director meeting. Nancy will be attending a safety meeting at Town Hall this morning.

Nancy had a book discussion on Tuesday, and as always, the feedback I hear on how great of a job Nancy does is terrific. Keep up the great work Fancy Nancy.

Youth was a little slow on Monday and Tuesday as people were getting ready for back-to-school. Yesterday we thought storytime would be a small group, and nope, we were wrong. They had an attendance of 45. We had 10 come in to read with Scarlett, the Library dog, yesterday.

This week I would like to give Donna(Lisa) Woolf a shout-out. She is always willing to lend a hand and step up when we need extra help. Thank you, Lisa, for being a team player.

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

PARKS AND RECREATION (Mike Burske):

This week, the Parks and Recreation Department has been working with daily maintenance that includes mowing and trash detail. We have been top dressing and fertilizing the fields this week.

This is in preparation for the Fall season. Little League will be starting play in mid-September. Soccer will start practice the last week of this month. This is one of the busiest times of the year for our maintenance crew.

I have emailed the firm that was the lowest bid for the Train Depot Paint Project. I will schedule a meeting with them as soon as they reply. As stated, I will be seeking to work with them on price for the painting of the trim.

We will have a free kids pickleball clinic in September. This will be put on and hosted by our pickleball instructors. This will hopefully evolve into a kid's program over time. I want to thank Elisha for her work in marketing the kids pickleball clinic. It has hit a wide variety of news sources and even the instructors emailed me to thank us for the Towns marketing efforts.

We are losing Scout Troop 244. As Boy Scouts of America has gone bankrupt due to endless lawsuits, the fees for the organization and Covid were the death knell for many troops in the organization. Our Troop was down to four Scouts and the American Legion was no longer interested in sponsoring the organization. They are selling off the canoes and other various items from the Troop. My guys will be moving the supply trailer and the canoes to the Legion for liquidation. If interested in purchasing one of the canoes, please contact me and I will give you their contact info. I am on the fence if I will buy one.

As a result of Troop 244 closing, I will be recommending and adding a late \$30k to the budget for the removal of the Scout Hut. The building is a doublewide trailer that started its life as the sales office for The Villages, and later became a library and had stucco added to the walls. The building was not designed for stucco, and you will see how the floors buckled under the weight. About 15 years ago I had the building inspected and it was deemed safe, but it is my opinion that it will be a fiscal liability with no good return on our investment to keep it. I do not have a recommendation for a use of the land.

POLICE DEPARTMENT (Chief Steve Hunt):

I attended the Florida Police Chief's Association conference in Bonita Springs. It was a great opportunity for learning, networking, and inspiration.

We administered the Oath of Office to new Officer Deigo Posada with his family in attendance. He has started his field training and we are happy he is on board.

We conducted a few media interviews introducing K-9 Ember to the community.

I worked a Saturday afternoon/evening shift and was able to ride along with another officer. I really have enjoyed these opportunities to get to know everyone better. Just a few more to go.

As we continue to address the problems in the Skyline Hills community, I wanted to note the efforts by several of our officers conducting special patrols, being proactive in appearance, as well as reactive with some traffic enforcement. This is a work in progress but know we are there.

A couple of calls to note, last week officers administered Narcan on two separate occasions to three individuals. The actions of the officers probably saved their lives. Thank you, Corporal Couch, Officer Higgins, and Officer Orr, nice work.

Lastly, I know Monday should go on next week's report, but I did not want to wait that long to address the Swearing in Ceremony. Your kindness was overwhelming and extremely humbling. It is an incredible honor to serve and to be part of such a wonderful department, Town team, and community. I am committed to the task at hand and look forward to the journey.

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

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

Shout out this week goes to all Town Staff that work outside in the heat. It's hot out there, extremely hot. We get asked quite a bit, how do they do it when it's this hot? Lots of small breaks, constant hydration, teamwork, knowing your body and immediate action when something feels off. Knowing how to handle the heat doesn't change the fact that it is hard work, and our staff gets the job done. So, when you see our staff working hard outside, remember to show them appreciation and maybe offer them a drink or two.

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. The projected completion date is early 2024.

Maintenance Department (Ted Williams, Supervisor):

Performed driveway apron inspections and coordinated with residents on concerns.

Setup carpet and chairs; steam cleaning in the Commission Chambers for this Friday.

Coordinated quote for new automatic gate opener at Public Works.

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 repairing bad areas in roadways in preparation for upcoming annual resurfacing project. Project is expected to begin in the next few weeks, detailed schedule to follow.

Planted palm trees at the Utilities Operation Building that were relocated due to Water Treatment Plant Expansion Project.

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

Staff completed multiple work orders at Town facilities. Moved furniture and installed shelves in the PD. Repaired leaking faucet at Town Hall. Assisted setup for the new PD Chief's swearing in ceremony at Town Hall.

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

Motor Pool (Billy Kohler, Lead Mechanic):

Billy continues to perform maintenance and repairs on the Town's fleet vehicles 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.

Coordinated annual backflow device testing.

Issued and rescinded Boil Water Notice at Lake North Apartments due to broken water line.

Conducted interview and submitted written job offer to applicant for UT Tech II Position.

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. Work has commenced and is projected to be completed by the end of June 2024.