

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 17, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout outs this week goes to the crews of Public Works Road & Streets, Building Maintenance, Utilities and Parks and Recreation. These crews have been working during unbelievable heat conditions over the last several weeks. A special thanks to Van Kao, Brad Weeks, Vicki Chandler, Samuel Beale, Scott Skorupski, Travis Lacey, Phillip Perna, Kon Scott, Justin Wallace, Todd Foster, Tanner Edwards, Jordan Correra, Truman Henson, Josue Carrera Pimental, Scott Hammack, Jose Aguilar, Steve Pfouts, Darryl Flanders, Jacob Jackson, Antonia Borja, Richard Mitchem, Daniel Myklejord, Robert Barnes, and Johnny Gosneigh.

Department Manager's Meeting was held Tuesday morning in the commission chambers. We reviewed the commission agenda for the commission meeting on 8/21/23 at 6:00 p.m. We discussed the current AED situation and the upcoming Legislative Appropriations. The applications for the appropriations are due in October. We will identify upcoming projects and place a request for funding from the State.

Second Budget Workshop: Another workshop is scheduled for Wednesday, August 30th before the 1st and 2nd public hearings in September. We will discuss the last three remaining items that were not discussed at the July 27th budget meeting. They are Police Body Cams, Boy Scout Building Demolition and Lady Lake Chamber donation/membership. We will confirm the August 30th date at the Monday Commission Meeting.

Grant Assistance Program: Commissioner Freeman returned from the Florida League of Cities annual convention in Orlando with information on the Florida League of Cities Grant Assistance program with eCivis. We have signed up for the program. I will bring grant information to the Commission if we qualify for any funds that are available.

CLERK'S OFFICE (Nancy Wilson):

The qualifying period for the 2023 General & Special Elections is almost over (Friday at noon). We are not likely to get more submissions so below is the list of who qualified:

General Election:

Ward 1: Treva Roberts has qualified, Ruth Kussard is not seeking reelection. Treva is unopposed.

Ward 3: Ed Freeman has qualified, incumbent. Ed is unopposed.

Ward 5: Jim Rietz has qualified, incumbent – campaigning against Mike Sage

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Special Election:

Ward 4 (replacement for Paul Hannan): Ed Regan has qualified. Ed is unopposed.**

There is only one race so voting will be held in Ward 5 at Paradise Recreation Hall, Judy Garland Room, at 1403 Paradise Drive. The old precinct numbers (65, 72) have been replaced by Precinct 500. Polls are open from 7 a.m. to 7 p.m. on election day only. There is no early voting during odd-year races when only municipalities hold elections. DON'T FORGET TO TAKE YOUR PHOTO ID TO YOUR PRECINCT.

** Because Ed Regan will be seated for the remainder of Paul Hannan's term, it is for one year only.

COMMUNICATIONS (Elisha Pappacoda):

Over the last week, I attended the Managers' Meeting and the monthly Lake County Communicators meeting. We discussed the process for establishing a Joint Information Center (JIC) if any of the municipalities were to face a major incident, and how the communicators would support the city in need.

Nancy and Thad helped test live captioning during the Planning & Zoning Meeting on Monday. We plan to roll out this feature during Commission meetings as well. This is a free PowerPoint feature and provides relatively accurate real-time captioning. This will make our meetings more accessible to the public.

A group of employees came together for City Hall Selfie Day! We had a great turnout on short notice, and I would especially like to thank Julia for taking the selfies, and Butch's team for showing up in force!

We have received the website color palette, mood board and layout. The next step is the design phase.

Our Facebook page now has over 600 followers and more importantly, great engagement. For example, we recently created Facebook events for the Farmers Market and Halloween party, and already have over 100 RSVPs on each. Our LinkedIn is nearing 200 followers.

I met with Leon and Patrick regarding Mike's idea for the Lights of Lady Lake. The plan is to create an interactive GIS map that serves as a self-guided tour of the community's decorated holiday homes.

I am also working on promotions for several upcoming events involving HR, the Library and Parks & Recreation.

FINANCE (Pam Winegardner):

The town experienced the effect of Hurricane Ian back on 09/27/2022. We filed our request for reimbursement for expenses with FEMA and Florida Public Assistance (FLPA) and with the help of a really good Program Delivery Manager with FEMA, we worked out the errors and are in compliance with the rules dealing with Ian.

The costs for the Town of Lady Lake were divided into two categories, A and B. The A category includes first push to eliminate immediate threats to lives, public health and safety, eliminates immediate threats of significant damage to public or private property, ensures economic recovery and mitigate risk to life and property within the town.

At this time as the reviewer is looking at the town's request for reimbursement, the total the town could be reimbursed for straight time labor including the cost of benefits, materials used, and the equipment cost associated with the straight time use is \$97,428.54.

The second category, B covers emergency protective measures. This includes the elimination or lessening of immediate threats to lives, public, health or safety or elimination or lessening of immediate threats of significant damage to public or private property. This category includes over-time only, use of police vehicles in excess of routine duties, materials, equipment such as the use of our generator and mulch bags (instead of sandbags). The cost for category B that the town should be reimbursed is \$17,717.04.

This brings the total reimbursement cost to \$115,145.58.

A big thank you to Ted Williams, who is our Public Works supervisor and his crew and the other departments that helped for the quick debris pickup, taking pictures for FEMA, documenting the equipment, tracking debris pickup and follow ups. This made applying for reimbursement so much easier with the needed proof.

The town is still waiting on the approved \$18,184.98 for administrative work by C.T. Eagle and the finance director from Hurricane IRMA that occurred on September 10, 2017.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Monday evening, the Planning and Zoning Board recommended approval of Ordinance 2023-12, a Planned Commercial rezoning application for the development of 3.21 acres located west of Old Dixie Highway along Griffin View Drive. Commercial and industrial equipment and supplies, equipment rental, RV and boat storage, motor vehicle towing and storage, motor vehicle service department to include auto collision repair, contractors' office, and furniture or appliance store are the proposed uses under the ordinance. Resolution 2023-107 was also given a

recommendation of approval, a variance for the removal of two historic trees for the proposed Gettings RV Storage on South Old Dixie Highway.

The building department issued a revision for an awning to be installed at Coastal Del Mar on Spanish Springs Square. Also received this week was a demolition permit and construction plans for Bella Vida, an outdoor bar located at 1101 Main Street.

The Growth Management Department continues to work on the planning and zoning module of the CitizenServe software to allow those applications to be submitted online as we do at present with our building permit applications. On Monday, staff will be presenting the major site plan application for the Lady Lake Luxury Apartments on South Highway 27/441 and the second and final reading of the Water Supply Plan to the Town Commission.

There were 136 building inspections conducted this week and 48 new permits were issued. The building department has processed 701 building permits through the CitizenServe portal since the January launch. The Code Enforcement Division closed 9 cases, and 16 new cases were opened this week. The code officers have spent much of the week working to prepare for next Tuesday's Special Magistrate Meeting.

HUMAN RESOURCES (Tamika DeLee):

Human Resources Director Tamika DeLee attended HR Roundtable on Wednesday, August 16th. The workshop was hosted by Public Risk Management of Florida in Lakeland. This workshop was approved by SHRM for five recertification credit hours. Attorney Brian Koji was the presenter who presented an informative presentation on important Employment and Labor Laws affecting our workplace. Do not forget complete open enrollment by August 31st. As of today, 36 employees have completed the open enrollment process. Please contact Human Resources with questions or concerns with regards to open enrollment. Human Resources quote for the week is, "It's about getting the best people, retaining them, nurturing a creative environment and helping to find a way to innovate." ~ Marissa Mayer

INFORMATION TECHNOLOGY (John Pearl):

Equipment is beginning to arrive for the final phase of new mobile phone service migration. We anticipate that Town staff will be completely migrated before the end of the month.

This past Monday Howard and John completed the University of West Florida Center for Cyber Security training program on defending against ransomware and insider threats.

The ERP Selection Committee (Debbie, Dawn, and Leon), Pam and John met Tuesday morning to discuss the vendor evaluation and ranking process. The Selection Committee will schedule a

selection meeting soon to rank the top three vendors. These will be invited to perform scripted product demonstrations in September.

Howard and John met vendor Blue Automation on Tuesday and Wednesday afternoons to continue the Utility Network Hardware Lifecycle (HWLC) project.

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

On Friday Howard and John are scheduled to spend the day with an information security engineer to begin a health check of one of our security products.

LIBRARY

August 17 is National Nonprofit Day. Did you know our library has a nonprofit? The Friends of the Lady Lake Library is a nonprofit 501c Three "Second Chance Bookstore" is in the library's lobby. They sell donated materials, and all the money they make goes back to the library and community. If you want to learn more or become a volunteer, visit <https://www.ladylake.org/departments/library>, and download an application today.

On Tuesday, I attended the department head meeting, and after, Elisha arranged to take a picture for #cityhallselfieday. It was incredible how many of our town departments came out to take this picture.

I have a virtual meeting with the State of Florida Library for Rural and Small Library Directors on Friday. I also finished staff evaluations for the fiscal year.

The ladies in youth are doing a fantastic job with regularly scheduled programs. They are also preparing for the Towns Not Too Scary Halloween in October. The library is in charge of the costume contest, and we are changing this up this year. We will have 5 different categories, and each winner will win a gift card sponsored by the Friends of the Lady Lake Library. These are the following categories: babies, preschool, school-aged, family, and homemade. We always have a great time and look forward to the night and hopefully cooler weather by then too.

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 including mowing and trash detail. We have been top dressing and fertilizing the fields this week. We finished top dressing of the soccer fields and practice will begin next Monday.

Van and Brad have been working to fix the irrigation at The Rolling Acres Sports Complex. We had lightning strikes that followed the water through the pipes blowing holes in the system while destroying the relays at the junction areas.

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 met with the firm who was the lowest bidder for the Train Depot Painting Project. I have to say that I was impressed by the questions that he asked and the number of notes that he took. The town will be painting the wheels to the train cars as I would rather us do it. The price will be adjusted as we discussed at the commission meeting where this bid was accepted. I do not know to what extent at this point. The job will be finished by September 30th and I have given them the permission to work on the weekends.

I have been working with Nancy Wilson, town clerk, to work on our banner and sign ordinance in Town. I am seeking to be able to put educational signs up for town sponsored events. These signs would be up for a short time and have proven to be very effective over the short period of time that I have utilized them.

I want to thank Julia and Elisha for all that they have done for the Parks and Recreation department. Julia has been working on the Father-Daughter Dance with Dawn, and Elisha has been working on giving my info letter a new look. I also want to thank Elisha for the 13th hour phone call that I gave her on Wednesday. The Soccer Association is in dire need of coaches, and I reached out to her for a quick press release to help the Soccer Association. I also want to thank Deputy Chief Brough for his assistance with the digital sign.

As mentioned, The Lady Lake Soccer Association has a dire need for coaches. I am asking that any media groups that are reading this to reach out to me for details. We had a solid registration this season and we need coaches to help. No need for experience. Experience is only obtained by becoming a coach.

POLICE DEPARTMENT (Chief Steve Hunt):

Members of the PD along with Pam and John Pearl met with representatives of AXON fine tuning quotes, needs, and concerns in reference to the potential purchase of Body Worn Cameras, updated Dash Cameras as well as Tasers. It was a great advantage to have Pam and John attend the meeting in order to have a better understanding of the project and for them being able to have input at the grass root level. I firmly believe with this style of corroboration much can be achieved. I/we continue to work diligently on this project in order to have a presentation worthy of consideration.

We launched a new training aid called Lexipol Police One Academy. This is best described as a digital training format that provides contemporary training in both formal and informal settings. Topics range from the practical to the conceptional. Officer safety, industry best practices, as well as liability training blocks are numbered in the hundreds. Video training blocks range from 90

seconds, 5-10 minutes, as well as two hours. The officers can complete them on their own, at roll call or in formal training sessions. The versatility and options are numerous. It is my opinion this format will help keep our team more current and update in regard to positive policing trends.

I met with Chalen Godwin from Central Florida K-9 to go over the completed training of both K-9 Ember and his handler Josh Higgins. I am pleased to report that they both received extremely high remarks. We have made arrangement for K-9 Fast and handler Ryan O'Neal to receive the same four-week training block in order to have both K-9 teams at the same level of competence and certification. It is my plan to enter into formal agreement with Central Florida K-9 to assist the department in monthly training that would include certifications. The K-9 program will be only as good as the commitment to those involved as well as to maintaining high standards in training. These gentlemen know the "to much is given, much is required" motto. I am excited to see this unit develop and for the Lady Lake Police K-9 unit to be considered one of the best in our area.

We worked with some folks on W McClendon in reference to speeding and unsafe driving. This is one of our many "cut through" streets that are problematic in nature. Our folks have been able to provide some heightened coverage to the area. We continue to have concentrated efforts on Rio Grande/Chula Vista and in Skyline Hills. Thank you, squads that have stepped, up. Your efforts are appreciated.

We worked with folks at the Villages Elementary with the first day of school. Elisha was able to put out a media blast to drivers asking them to avoid the area. Alternative routes were identified with maps and graphics. We were all extremely pleased as it appeared to have made a huge difference. Our new Community Safety Aide Tim Puchalski was thrown into the fire and did a great job with traffic with help from the patrol squads. DC Brough, LT Tempesta and Corporal Couch were also on site to greet the students on the first day. I met with school officials to fine tune a few minor topics and it is my hope will continue to go well. I have had conversations with two vendors that provide automated traffic speed enforcement for school zones at no cost to the municipality. I am gathering information to see if it would be appropriate for our consideration.

Lastly, I find it difficult to find the words to express my appreciation for the kindness shown to me and my family at my swearing in ceremony. As you know at this point, I am not usually at a loss for words. I will wrap it up by saying I am extremely humbled and extremely grateful to work beside such amazing people. I am looking forward to the journey, #LLPDSTRONG

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

No report this week.