

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

By Bill Lawrence, Town Manager

August 24, 2023

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

**Shout outs this week goes to Heather Couch, Joshua Higgins, and Joseph Ostrom** of the Lady Lake Police Department for apprehending the shoplifters involved in the theft of laptops at Best Buy. One suspect was apprehended at the scene and a foot chase ensued through the school and the second person was apprehended soon after. The case is still under investigation. Great Job!

**The Legislative Delegation Meeting** was held Tuesday morning at the Venetian Center in Leesburg. Elisha Pappacoda came with me as we watched agencies request funds for their projects from the state delegation. Our state delegation consists of Senator Baxley, State Representative Yarkosky, Representative Truenow, and Representative McClain. We will be identifying a project and submitting our project applications by October.

**PoliceApp:** Steve, Tamika, Kristyn, and I attended a conference call with the President of PoliceApp (an online police job site) on Wednesday morning. They explained to us their method of reaching out to police officers who are looking to relocate to another state, especially from the northern regions. We are familiar with the recent success of a neighboring community that filled its vacancies by using this vendor.

## CLERK'S OFFICE (Nancy Wilson):

Qualifying is over! Now all the candidates have to worry about is filing out their campaign treasury reports but not as many are required this year as in previous years, so it won't be too tedious.

A commissioner and an alternate for the canvassing board will be appointed at the September 6th meeting. There will be one more staff member appointed, identity is unknown at this time. We'll discuss it at the manager's meeting on Tuesday. Scheduling for the canvassing board meetings has not been distributed by the Supervisor of Elections yet but the basic timeframe should run somewhere between October 24th and November 10th.

A bill was passed in Tallahassee this summer that is causing some angst among elected officials. It is the requirement that elected officials at the municipal level must start filing full disclosures of financial interests (Form 6) instead of what was submitted this year which are limited disclosures (Form 1). The biggest differences are that net worth must now be disclosed, tangible assets must be disclosed and assets over \$1,000 must also be disclosed. It will not be the simple process as in

years past. I am not too happy with this requirement because it will discourage people from running for office. In my town, our incumbent mayor dropped out of the mayoral race several weeks ago due to the intrusive nature of this new requirement.

I've attached a copy of the instructions for Form 6 along with a PowerPoint presentation from the Florida League of Cities which is very thorough.

<https://disclosure.floridaethics.gov/2022/form/6/instructions/print>

[PowerPoint Presentation \(floridaleagueofcities.com\)](https://floridaleagueofcities.com)

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

Bill and I attended the Lake County Legislative Delegation meeting this week at Venetian Gardens. The county and a few cities were in attendance, along with many private and non-profit organizations. It was helpful to see the types of requests that will be made to our legislators in the 2024 session.

This week, I attended an FPRA Lake Chapter webinar, "Exploring the Transformative Potential of AI." Lake-Sumter State College Director of Faculty Development Dr. Justin Greathouse presented on how to incorporate Chat GPT and other artificial intelligence tools into our communications practice ethically and without errors.

Today, I will attend the PIO Toolkit webinar, "Comms Surgery." Each month, a panel of experts take questions and give advice.

Our request for the domain, ladylakefl.gov, has been accepted and will be the URL for our new website.

I picked up a box of marketing materials from Visit Lake, and we spruced up the Clerk's window in the lobby with locally focused magazines, maps, event flyers and more.

This week, I issued two press releases and posted additional news stories on the website. I responded to media requests and conducted media outreach. We submitted several articles and the Chief's column to Lady Lake magazine. We continue to receive positive media coverage:

- [Local farms, farmers markets prepare for fall | News | The Villages Daily Sun |](#)
- [Lady Lake Announces Budget Public Hearing Dates | \(lakeandsumterstyle.com\)](#)
- [Need a Job? Lady Lake Looking To Fill Positions at Job Fair |](#)

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

With the end of August approaching, the fiscal year for the Town of Lady Lake is coming to a close as of September 31<sup>st</sup>. The year has passed quickly with most major projects ahead of schedule.

This week, finance cut off all regular purchases with exceptions. We seek to post all this fiscal year's revenue and expenses timely within this fiscal year (October 1, 2022, through September 31, 2023) but due to a lag in getting invoices sent to the town for work/services done in FY23, we

need to push the vendors and the department heads in not creating new expenses in August or September that will delay closing the fiscal year.

All departments in the past years have complied with the cutoff while maintaining services by looking ahead and anticipating what is needed. Some expenses such as chlorine needed for the water department or fuel must continue but the town also has emergencies that must be dealt with.

At the end of October to mid-November, finance hopes to timely have all invoices and all revenue attributable to the current year posted so we can soft close the books for the auditors to examine. They are looking to ensure the town is in compliance with accounting rules, not in a fiscal emergency and has no material misstatements.

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

The Growth Management Department received a minor modification application for Lady Lake Square Apartments which proposes the shift of three apartment building locations and increasing the size of the clubhouse. There will be 124 one-bedroom units, 140 two-bedroom units, and 24 three-bedroom units as part of the development.

Also received was the final plat application for Hammock Oaks Phase 1A which proposes 147 detached single-family residential units, a commercial development tract, a multi-family tract, and two tracts dedicated to amenities. The final plats for Hammock Oaks Phase 1B and Hammock Oaks Phase 1C were submitted concurrently. Phase 1B proposes 114 market-rate townhomes and Phase 1C proposes 54 single-family residential lots.

Review comments were distributed to the applicants of the Lady Lake Reserve Preliminary Plat, a proposal of 111 units including 69 single-family residential units and 42 Townhomes on 24.75 acres located on Rolling Acres Road, one mile south of Highway 466. Comments were also sent for Elite RV & Boat Storage, a proposal for a 100,050 square foot three-story storage building with 312 boat/RV spaces on 8.71 acres located on Teague Trail approximately .2 miles north of Fennell Boulevard, and for the Hammock Oaks Phase 2D Improvement Plat a proposal of 130 detached single-family residential units.

The building department received interior remodel plans for Five Below, located at 486 North Highway 27/441. The PGA Superstore interior remodel plans were approved this week which will be located at 655 North Highway 27/441.

There were 125 building inspections conducted this week and 52 new permits were issued. The building department has processed 735 building permits through the CitizenServe portal since the

January launch. The Code Enforcement Division closed 5 cases, and 6 new cases were opened this week. Nine cases were heard on Tuesday at the Special Magistrate Meeting.

**HUMAN RESOURCES (Tamika DeLee):**

No report this week.

**INFORMATION TECHNOLOGY (John Pearl):**

Shout out to Howard Davis for earning the Microsoft SC-900 Security, Compliance, and Identity Fundamentals certification this past Friday.

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

On Monday Howard and John began an online self-paced University of West Florida Center for Cyber Security training program on network defense fundamentals.

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

John attended a Florida International University Cybersecurity Leadership and Strategy training course on Tuesday and Wednesday.

Wednesday afternoon Leon met with Growth Management staff (Thad, 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 work toward finalizing the FiberWAN RFP effort this week. Thursday afternoon John and CT will meet with Magellan to review the status.

The ERP Selection Committee (Debbie, Dawn, and Leon) has scheduled the ERP selection meeting for next Monday, August 28<sup>th</sup> at 4 PM in the Commission Chambers at Town Hall to rank the top three vendors. These will be invited to perform scripted product demonstrations in September.

**LIBRARY**

This week, the Library started taking down our summer displays and putting up fall displays. A few display themes are a 9/11 display, September is National Service Dog Month and just a blend of fall color books. Please stop by and give the ladies at the front desk all the credit for their time and effort into these displays.

This week, my shoutout goes to LeeAnn Elkins. LeeAnn is in charge of processing and receiving transit for other Lake County Libraries. Every morning, she pulls between 60-130 materials that need to be sent to other libraries in the county. She also labels and processes new materials before giving them to Nancy to catalog. Thank you, LeeAnn, for your hard work!

Sylvia Walden from the DAR is looking at doing a Storytime and homeschool program for us in September. She has been working with Nicole and Kourtney to make sure it's age-appropriate for the littles since they quickly lose their attention. Make sure you stop by the youth desk to make your guess on how many apple erasers are in the jar. The person who guesses the closest will win two tickets to the Crayola Experience!

Library's Facebook page, [www.facebook.com/lakelakelibrary225](https://www.facebook.com/lakelakelibrary225)

**PARKS AND RECREATION (Mike Burske):**

No report this week.

**POLICE DEPARTMENT (Chief Steve Hunt):**

The department attended Inservice Training last week. Topics covered were defensive tactics, Juvenile Law Update, State Law Update, and Use of Force. We were able to integrate Lexipol Police One Academy into the program. IT Howard provided us with information in regard to upcoming IT training and ways he can assist us in our mission. I also had a one-on-one with Howard and look forward to his assistance.

We received and prioritized over a dozen applications for the Staff Assistant position. First-round candidates will be interviewed next week.

Staff procured promotional exams and we are working through the required steps of the process to fill a Corporal and Sergeant position.

Staff continued to work on the body-worn camera project in preparation for the budget workshop next week. One funny note, while we were in training last week, the State Attorney's Office prosecutor was giving us instructions on how to document getting consent to interview a juvenile suspect from a parent. He said, "just use your body camera, oh that's right you don't have them". We all laughed and said we hope they are on the way.

Several of our newer personnel received training on how to administer Narcan. This was informative and helpful.

We met with the President of Police App, a hiring portal fairly new to Florida but extremely popular in the north. One of our neighboring departments has had great success with the platform and we hope it opens a few new doors for us.

I spent half a day on the Lake County Sheriff's Office campus touring the facility and meeting with important stakeholders. I was able to establish connections with Dispatch, Emergency Operations, Real Time Crime Center, Criminal Investigations Unit, School Resource Team, Specialty Teams, Grant Writing and Allocation as well as Intake at the jail. It was extremely informative and beneficial. I came away with a better understanding of the processes our officers

deal with when utilizing LCSO services and by learning other potential resources we have yet to use.

Lastly, I will end with “the call of the week”. On Friday afternoon, we were notified by Loss Prevention staff at Best Buy that two of their stores to the north were the victims of an organized theft of numerous laptop computers. They were able to provide some video descriptions of suspects and their vehicle. They surmised

they might be heading south on the trail. Well, sure enough, our squad saw the vehicle enter the Best Buy parking lot. Officers confronted the two suspects. One complied with detention and the other fled on foot. A chase ensued and the suspect climbed over a fence heading for the Village's Elementary School. Sgt. Ostrom quickly notified the school, and they went into lockdown. The school day was almost over, and parents were awaiting pick-up. The suspect ran through the school grounds (he did not enter any buildings). He may have even attempted to carjack a car in a queue. A parent, who just happened to be an off-duty Lake County Deputy Sheriff noted the commotion and tackled the suspect being pursued by our officers. Thank you, Deputy Burns. Both suspects were from the Jacksonville area and were indeed traveling down the Orange Blossom Trail with the intent on hitting Best Buys along the way. Both had warrants for their arrest. The suspect's car was impounded, and a search warrant was obtained. We recovered over \$10,000 in stolen property from three different stores. Another example of outstanding police work and of the great job our folks do on a daily basis. Yet, another caper from the “Criminals are making a big mistake when they come to Lady Lake.” files.

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

##### **Administration (C.T. Eagle -Director and Peggy Smith – Admin Assistant to Director):**

Information regarding current Town Projects can be found here:

<https://www.ladylake.org/departments/public-works/town-projects/>

The Public Works Complex is a busy place right now with three major projects happening at the same time. The Water Treatment Plant Expansion Project, The Wastewater Treatment Plant Expansion Project, and the Annual Road Resurfacing Project. There are trucks, equipment, and workers at every part of the property, inside and out. Even though it is challenging keeping everyone separated and maintaining daily operations, it is good to see our years of planning and efforts come to fruition, while doing our best to stay ahead of the pending growth on the horizon.

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.

Set up tile and VCT cleaning and waxing at PD for this Saturday.

Coordinated with paving contractor, APS, who began work this week resurfacing town-maintained roadways. Resurfacing efforts will continue for the next two weeks or so, weather contingent. Information regarding the annual resurfacing project can be found on the Town's website. <https://www.ladylake.org/news/microsurfacing-project/>

**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.

Removed four dead trees on the corner of Second Street and W Lemon Street.

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

Staff completed multiple work orders at Town facilities. Removed and disposed of old plans and documents from the Library storage room for the Growth Management Department. Mounted a display case for the Library. Repaired HVAC units at the Library. Repaired Server Room Door at Town Hall. Replaced light bulbs in HR.

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.

Ongoing coordination on the Town's annual backflow device testing program.

**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 installed an eight-inch waterline boring near the Hermosa Street intersection, currently coordinating line testing and clearance.

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

Performed weekly fueling and testing of emergency equipment and generators.

Completed meter change-outs, new meter installs, work orders, distributed cut-off notice door hangers, re-connects, and performed service line repairs.

**Water and Wastewater Treatment Plants (Daniel Myklejord – 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, is progressing, is on schedule, and is within budget. The projected completion date is late Spring 2024.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project. Work is in process, is progressing, is on schedule, and is within budget. The projected completion date is by the end of June 2024.