

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

August 31, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout outs this week goes to Elisha Pappacoda for her work before and during the hurricane by getting relevant information posted on the website and our Facebook page. Channel 2 picked up her story and ran with it on Wednesday morning then sent a crew to town hall to discuss our prep work. Great Job Elisha!

Hurricane Preparedness Meeting was held Monday morning at 9:30 at the Public Works EOC meeting room. We prepared for the worst but hoped for the best. The difference this year is Elisha who effectively got the word out to the public.

Department Manager's meeting was held Tuesday morning in the Commission Chamber. We reviewed the Commission meeting agenda for 9/06/23 at 6:00 p.m. We reviewed hurricane preparation procedures and rescheduled meetings as necessary.

Budget Workshop Review: Steve Hunt, John Pearl and I met to discuss the body cam, taser and dash cam proposal being presented at the next budget workshop.

Hurricane Damage Assessment: We always will prepare for the worst but hope for the best. The best came. No damage to report at the time of this report.

CLERK'S OFFICE (Nancy Wilson):

The Clerk's office scrambled to get the agenda packet completed and distributed by early Tuesday afternoon in case the hurricane made a turn toward us and Town Hall was closed. The same is true for getting records requests and other questions taken care of quickly since most of those who request information are not in our immediate vicinity thus not affected by the storm that never came.

We will soon be entering our final phase of records management at the library. The phase recently completed entailed categorizing all the rolled and folded plans, the final phase encompasses the remaining boxes including some that will require more intense review since they are older and/or have a mixture of records in them. We will have another records destruction in December.

Election news: Approval of the ballot has been submitted to SOE; two notices announcing the election will be advertised on October 3rd and October 17th; the Commissioner and an alternate will be selected as canvassers at the September 6th meeting; by October 2nd, candidates must be notified of the Logic & Accuracy test on October 31st at 8:30am – this meeting must be advertised

on October 25th in the Daily Sun. Though a schedule has not been published, the Canvassing Board will start meeting on October 31st. This year, candidates will only have to file one treasurer's report prior to the election. It covers the period between 7/1/2023 and 9/30/2023 and is due on 10/10/2023. The final report is the termination report and is when the campaign account is closed and the funds disbursed. That period covers 10/1/2023 and 12/31/2023. It is due on or before 1/10/2024.

COMMUNICATIONS (Elisha Pappacoda):

No report this week

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department received a revised site plan for Hammock Oaks Multi-Family development, a 312-unit apartment complex on 23.05 acres located south of Highway 466 and east of Cherry Lake Road.

On Tuesday, the department issued the development order for Lady Lake Luxury Apartments, a 330-unit apartment complex on 27.82 acres located on South Highway 27/441 just north of the Village Veranda assisted living center, the site plan was approved by the Town Commission on August 21, 2023. A special review application for landscaping changes at Ye Olde Thrift Shoppe was also received this week.

The building department received interior remodel revision plans for Five Below, located at 486 North Highway 27/441, as well as revisions for the Genesis Health club located at Rialto 1105 Alonzo Avenue.

There were 112 building inspections conducted this week and 45 new permits were issued. The building department has processed 762 building permits through the CitizenServe portal since the January launch. The Code Enforcement Division closed 12 cases, and 4 new cases were opened this week.

HUMAN RESOURCES (Tamika DeLee):

Today is the last day to complete open enrollment for the upcoming fiscal year. As of today, all employees have completed the open enrollment process. Interviews were conducted this past Monday, August 28th, for Customer Service Representative I position, and a conditional offer of employment has been made.

Human Resources quote for the week is, "If everyone is moving forward together, then success takes care of itself." ~Henry Ford

INFORMATION TECHNOLOGY (John Pearl):

No report this week.

LIBRARY

This past Monday, our Friends of the Library had their monthly meeting. This was one of the biggest turnouts I had ever seen. A lot of new faces and even Mayor Jim Reitz attended. As a library, we are so excited for new and fresh ideas to emerge from this new group.

Many patrons came in on Monday and Tuesday to ensure they had enough reading materials to stay reading during Hurricane Idalia. We are all very grateful we dodged this storm.

This week, my shoutout goes to Mike Burske. Mike came over Tuesday to check if the library needed any help with preparation. The library will be closed for Labor Day on Monday, September 4. We hope everyone has a safe and fun holiday weekend.

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

PARKS AND RECREATION (Mike Burske):

No report this week.

POLICE DEPARTMENT (Chief Steve Hunt):

- I forgot to mention in the previous weekly that Mission BBQ treated us to a nice lunch with all the fixings. We are thankful for them and so many in our community that provide such wonderful support.
- Staff reviewed a new gun range for our training needs. We entered into an agreement with Ares Training in Leesburg for use of facilities that will better be suited for our firearm training needs. We will use the facility for our annual qualifications in November.
- We have continued to work and fine tune the Body Camera, Dash Camera, Taser project. We will be presenting to the Commissioner's at the budget workshop.
- Preparation for Hurricane Idalia consumed much of the week. There are so many little details that go unnoticed in planning for such an event. I was extremely impressed and proud of our team in the manner in which they handle such challenges. We had an officer at the Lake County EOC for the event (who had to be in place at 7:00 pm the night before) as well as DC Brough, LT Tempesta and myself covering our local EOC. Thankfully for our town, we were spared any significant damage. I can assure you we were prepared along with our department partners if the storm had taken a different path.
- I will be traveling to Maine for the weekend. When we moved to Florida in the fall of 2020, I made a commitment to our daughter that I would try to get her to the Blue Hill Fair every year

in consolation for disrupting her world. The BHF is one of those classics that you see on the Hallmark channel, and she enjoys the time to reconnect with her family and friends. I like the lobster rolls and watching the women's skillet throwing competition. Some of those ladies can really "chuck em". I will be back in Florida on Monday. DC Brough will have the ship while I am gone.

I am thankful for the opportunity to serve those at LLPD, the Town, and this amazing community. Stealing a line from my friend Lt. Tim Cotton of the Bangor Police Department; "Keep your hands to yourself, leave other people's things alone, and be kind to one another". #LLPDSTRONG

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

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

All PW and UT Staff were busy preparing for the arrival of Hurricane Idalia this week, testing out equipment, topping off fuel for all the generators, cleaning storm drains on all the Town streets, removing items on all the Town facilities' grounds that could become storm projectiles, weather hardening Town facilities known to have potential heavy rain issues, coordinating with other Town departments, and constantly monitoring the projected storm path. Fortunately, the Town was outside of the storm's path and received no reported significant damage. All PW and UT staff reported for duty at their regularly scheduled hours, performed damage assessments, and resumed normal operations.

Information regarding current Town Projects can be found here:

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

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):

Coordinated with residents on concerns.

The paving contractor, APS, delayed project works this week due to the pending hurricane. 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.

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

Staff completed multiple work orders at Town facilities.

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.

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.

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.