

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

September 7, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shoutouts this week go to Wendy Then, Senior Town Planner. Wendy has been working with the Town of Lady Lake for over 17 years. She started as a Permitting Technician full-time while attending college and raising a family. Wendy was eventually promoted to Senior Planner where she developed relationships with developers and builders over the years. Wendy always has a smile on her face and always lends a hand to town staff and customers. If you are having a bad day, see Wendy, she will put a smile back on your face.

Wendy is leaving us to further her career. Good Luck Wendy!

The Southside Neighborhood Meeting was held on Wednesday afternoon at 2:30. The purpose of the meeting was to give a status report on code violation cases in that area, police activities and to schedule a cleanup date.

CLERK'S OFFICE (Nancy Wilson):

No reports this week.

COMMUNICATIONS (Elisha Pappacoda):

Beginning Aug. 25, we started sharing hurricane information, with a total of 25 posts on Facebook throughout the duration of Hurricane Idalia. These posts included preparedness information such as the updated hurricane track, what to pack in a supply kit, school and Town Hall closures and re-openings, shelters, trash collection, and more. Additionally, all this information was kept up to date on our website as the top story under the news tab, and emergency preparedness information is available permanently on our website here: [Emergency Preparedness - Lady Lake](#).

Local media shared our information and photos, including Public Works prepping, the Mayor signing the emergency declaration and PD taking down flags in preparation for the storm. We worked with the Villages News on several stories about trash collection changes due to the Hurricane and Labor Day holiday.

The storm was a great dry run for myself in testing our communications capabilities during a storm, and I look forward to adding additional layers, including our new agreement with Lake County for AlertLake. On Wednesday, the Commission approved an interlocal agreement between the Town and the County that gives the Town 24-hour access to the county's alerting system. This is a great resource for us for the rest of hurricane season and until we get our new website up and

running with our own mass notification system. I would like to thank the Commission and the County for this partnership. To sign up for alerts, visit [AlertLake - Emergency Notification System - AlertLake](#).

The Commission also approved a social media policy for the Town. This policy is tailored to both external users of Town-managed social media accounts and staff. This policy provides consistency to help maintain a professional image and addresses legal requirements and limitations related to social media usage to help the town avoid legal pitfalls.

In closing, I would like to give a shoutout to Jackie Schilling. Jackie was a great help to me in updating hurricane information on the website when I was on the go. She is always an enthusiastic team player. Thank you, Jackie!

FINANCE (Pam Winegardner):

The Town signed off on the first approved reimbursement expenses submitted to Florida Public Assistance (FLPA) and FEMA. This is for Project 4673DR-FL for IAN that occurred on September 27, 2022.

The Town was just notified that the first part Category A totaling \$94,617.52 was obligated meaning that it has passed all reviews and is ready to pay. Category B has been reviewed but is not obligated yet.

A big shout out to Patrick Kauper who is the town's GIS employee. GIS means Geographic Information System that creates, manages, analyzes and maps all types of data which includes meters, lines, addresses, lift stations and other assets of the town.

Patrick was tasked with updating the Department of Revenue Point Match database of addresses for Lady Lake. This was formerly done by watching what new addresses were added to the town utilities or through our Growth Management department, one address at a time. The Point Match database is used by the State of Florida to decide on revenue sharing and other means of revenue to the Town of Lady Lake. Communication, electric, gas and other companies can also use this database to see what municipality the utility or franchise tax goes to.

Patrick added hundreds of new addresses to our system by comparing their database to ours and submitting the missing addresses. One city disputed an address, but Patrick was correct, and the address was also added to our database. He accomplished in a short period what it took months to do by the old method.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department received a revised site plan for Teague Plaza, a 5,787 square foot mixed-use plaza, consisting of 1,894 square foot of restaurant space and 3,893 square

feet of office space located along Teague Trail. The applicant also proposes six two-bedroom dwelling units on the second floor.

On Wednesday, September 6th, the Town Commission approved the site plan for Gettings RV Storage located along Old Dixie Hwy. This project consists of four covered RV parking areas, office space, and the manager's residence.

The building department received revised construction plans for the future clubhouse at the Lady Lake Square Apartment complex located at the corner of Griffin Avenue and Teague Trail.

There were 111 building inspections conducted this week and 31 new permits were issued. The Code Enforcement Division closed 2 cases, and 3 new cases were opened this week.

We would like to extend our best wishes to our Senior Town Planner, Wendy Then. Thursday, September 7, 2023, is her last day with the Town after 17 years of service. She has been an invaluable member of our department and will be greatly missed.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

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.

Andy has continued the final phase of the new mobile phone service and equipment deployment. We anticipate that the remaining Town staff will be completely migrated shortly.

On Wednesday and Thursday mornings Leon and John met with Elisha, Jackie, and staff from Civic Plus to review the functionality of their public alerting and automation products.

Wednesday afternoon Leon and 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. This effort is nearing completion. We anticipate launching this addition to our Community Development portal soon.

Thursday afternoon Howard and John will meet with an information security incident response vendor to continue the security program critical controls review effort.

Staff from Magellan Advisors continued the work toward finalizing the FiberWAN RFP effort this week. Thursday afternoon John, CT and Patrick will meet with Magellan to review status.

The ERP Selection Committee (Debbie, Dawn, and Leon) has completed the ERP selection process and is currently working to schedule the top three vendors to perform scripted product demonstrations later this month.

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

LIBRARY

No report this week.

The 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 to include mowing and trash details. We have been top-dressing and fertilizing the fields this week. Van and Brad have been working to fix the irrigation at The Rolling Acres Sports Complex.

I have been working with Nancy Wilson, the 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.

We are at around 21 new vendors for the Farmers Market that will be starting on October 3rd. I have secured Bobby Blackmon to play the first day of the event. We have had a lot of buzz for this event and anticipate a great year this season.

Opening Day for soccer will be this Saturday at 0800. We will be starting off the season after a great registration. I will be working with the Little League this Fall and Spring as we are seeing a drop in Little League Registration. The Lady Lake Little League is looking to switch to Babe Ruth Baseball as most leagues in the area are affiliated with that organization. We will be able to play up to seven area Babe Ruth organizations in the immediate vicinity while under Little League; they have to travel up to two hours for games. Needless to say, that comes with a huge financial and time investment. Once they are confirmed as Babe Ruth, the Town will assist them with advertising with registration. This would be another town-sponsored organization that would benefit from my proposed sign ordinance modification. Once the change is underway, I will have the Little League President approach the Commission.

I brainstormed with Elisha a few weeks ago about the "Lights of Lake Event" that we were a part of years ago. It was a collection of municipal Christmas displays marketed by the Leesburg Daily Commercial. About 17 years ago the event went away as the paper downsized. We discussed bringing back the event and having us spearhead the effort to have local municipalities fall under one umbrella and advertise the activities. Elisha proposed marketing the local displays this year as it will take time for me to meet with my counterparts at other agencies. She has put together a simple map with the ability to show a photo of displays and locations on our website.

I am looking forward to sending one of our older mowers to the Driving Range. The mower is 17 years old, and the deck has been too large for most of our mowing. It will be perfect for the large open areas at the Driving Range. We have done this in the past with tractors. The Driving Range will upkeep the mower and when the mower is phased out, it will come back to the Town for surplus. I am also looking to send the old police golf cart to soccer. As with the driving range, the cart will be used by soccer and kept up by soccer. We rarely use golf carts, and it would be a benefit to the league. We will still have the ability to use both pieces of equipment once they are in use by the other town-sanctioned organizations. If we sell them off now, we will get pennies on the dollar and no utility in return. Under these agreements, they will continue to benefit the town while being maintained by our partners.

POLICE DEPARTMENT (Chief Steve Hunt):

Jan and I represented LLPD at a Scams and Fraud presentation at the Villages Ezell Recreation Center in Wildwood as a guest of Wildwood PD. I provided a small training block and Jan set up an information table. We are fortunate to have a strong relationship with WPD and are thankful for the invitation.

We attended a meeting along with our town partners in regard to improving the Skyline neighborhood quality of life issues. I want to personally thank those of you who have stepped up to help. Please continue to work toward being part of the solution. Your directed patrols and high visibility are noted and appreciated.

We received great feedback from a resident of West McClendon who had alerted us to increased speeding violations. The resident stated that the situation had been approved and acknowledged the increased presence of our department.

We interviewed several candidates for the Administrative Part-time staff assistant.

Our officers handled yet another shooting in the Cove over the weekend. Another great job by the squad. First aid was rendered, an arrest was made, and a crime scene was contained. We were assisted by folks at Lake County S.O. Just another example of the changing times in which we live. Lastly, Officer Eckerdt is now a proud father to a son Levi. We wish both Andru and Alyssa the very best. Congratulations!

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

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

A special PW Director shoutout “Goodbye” to Wendy Then and Kathy Learn who are leaving us this week. Thank you for your years of service to the Town and it has been my pleasure to work with both of you over the last 15+ years, you will be missed!

Information regarding current Town Projects can be found here:

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

Public Works 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, coordinated with paving contractor, coordinated with electricians performing the Commission Chambers LED lighting change-out project, and coordinated with vendors for carpet cleaning and floor stripping and waxing at Town facilities.

The paving contractor, APS, resumed project work this week and should be finished next week, 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.

Trimmed trees on Arlington Ave, Wildwood St, and Highland Trail.

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

Staff completed multiple work orders at Town facilities. Procured and placed bags of mulch around the Library sliding doors for water protection in preparation for the hurricane. Setup tables, and ice cooler in the Commission Chambers for the Clerk's Office. Moved furniture in the PD for carpet cleaning. Moved furniture in the Library for floor stripping and waxing.

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

Motor Pool (Billy Kohler, Lead Mechanic):

Shout out to Billy for installing sides to the dump trucks in a time crunch to prepare for possible debris hauling after the hurricane. 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 GIS mapping.

Performed weekly fueling and testing of emergency equipment and generators.

Completed meter change-outs, new meter installations, 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.