

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

October 26, 2023

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout out this week goes to Elisha Pappacoda for being selected as the Image Award Chair on the Florida Public Relations Association Lake County Chapter Board. Elisha's press releases have been bringing more attention to our events. The recent success of her press release on the abandoned puppies in Lady Lake was picked up by a television station that ran a story on them. The puppies have all since been adopted. Great Job!

The Not So Scary Halloween Event was a huge success this year with the largest turnout for this event the Town has had to date. Congrats to Mike Burske, the Parks & Recreation staff, and the Town's volunteers who worked on Saturday including staff from the Library, Police Department, and Town Hall.

Planning Week: This week I was busy planning agendas for next week's manager's meeting. I worked on the Identity Meeting agenda and Project Workshop agenda for the new members of the Commission. We will have a meeting next week to go over the safety plan for the Christmas Parade.

CLERK'S OFFICE (Nancy Wilson):

No report this week.

COMMUNICATIONS (Elisha Pappacoda):

The puppies available through Lady Lake Animal Control last week have all been adopted since their appearance on [WESH 2 to the Rescue](#) last Friday.

The Not Too Scary Halloween event was a great success! On the public relations side, the event received 13 placements in the media, including multiple previews in local newspapers, magazines, TV, and community calendars, as well as day-of coverage in the [Daily Sun](#). The Facebook event had 1,059 RSVPs. We shared 8 posts with a reach of 2,488.

I've spent much of my time this week creating graphics for social media, printed flyers and banners for Parks & Recreation's upcoming holiday events, including a combination flyer for Parks' and Library's holiday events. We will have multiple means of distributing the printed materials, in addition to sharing digitally.

This Friday, Oct. 27, is the deadline for Civic Plus to bring content over to the new website. That means anything that appears on the site today will appear when the site goes live next year. Some of this content will be outdated and will need manual updating. New content generated between now and then will also need to be manually added once again by staff.

Thanks to Jackie for copying over Commission and P&Z agendas and minutes to the new site, and to Leon for updating the Growth Management page.

Since I got positive feedback on my tip last week, I'll share some more wisdom from the Trust Transformation: Influence is leadership; build trust from the inside out; relationships are not transactional; keep promises and communicate consistently!

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department is working on agenda items for the November 6th Commission meeting. At this meeting, our department will be presenting eight items. Two of these items are proportionate share agreements for the Lake County School Board. Proportionate share agreements are required to be executed when the number of student seats generated by a project exceeds the number of seats available for reservation. When this occurs, the developer must pay the total cost for the unavailable seats at the start of the project based on the multipliers supplied by the School Board for each student station. For example, if a project is anticipated to generate 20 high school students, but only 6 seats are available for reservation, the developer will need to pay the total cost of the 14 student stations at the start of the project.

The Building Department received revised plans for Rolling Acres Reserve Buildings 1 and 2. Rolling Acres Reserve is a 92-unit apartment complex located on HWY 466 about .25 miles west of Rolling Acres Road.

There were 123 building inspections conducted this week and 57 new permits were issued, 16 in our office and 41 online. Over 1,000 permits have been issued and 969 payments have been made via our online portal this year.

Last Thursday, our Code Enforcement department hosted the Central Florida Code Enforcement Association's quarterly training. Maryann Krisovitch, from Surface Waters Pro, presented Stormwater and erosion control Best Management Practices. Seven were in attendance and approximately 20 attended via Zoom. In addition to opening one new case and closing ten cases, 26 prohibited snipe signs were removed from the Town's rights of way, and 17 property

inspections were conducted for open code cases. Five cases were presented before the Special Magistrate hearing on 10/24/2023.

HUMAN RESOURCES (Tamika DeLee):

No report today.

INFORMATION TECHNOLOGY (John Pearl):

No report this week.

LIBRARY

This week, we are celebrating Bob Ross's birthday. Ruth Patterson set up this local artists exhibit, where they could show their paintings for the public to see. We had 43 different art pieces.

On Monday, I went to the monthly Friends of the Library meeting. The group also underwent sexual harassment training facilitated by HR. Additionally, they discussed revising their by-laws to align them more closely with their current actions.

On Tuesday, Howard Davis met with staff and had a great discussion about security. Howard did an excellent job answering our questions and concerns about online security.

Today, I am attending a county library meeting about the possibility of the county implementing an impact fee grant that we can use to purchase more materials for the library. This would still need to go to the Lake County Board of Commissioners for approval.

Shout out to LeeAnn Elkins. LeeAnn helped make signs for public work in a pinch and stepped in when we needed her extra help. Thanks, LeeAnn, for all your hard work.

The Not-Too-Scary Halloween event was this past Saturday, and what a fabulous turnout! We had 287 people participate in the costume contest, and 5 winners for different categories won a \$20 Target gift card, which Friends of the Lady Lake Library sponsored. We had made 600 goodie bags and only had 18 left at the end of the night. Everyone had a wonderful time and to view the pictures of the event, visit our Facebook page.

Here is the number for our week of programs.

Legos- 18 people

Tiny Tots- 33people

Family Crafting- 17 people

Storytime- 69 people

Reading with Scarlett-9people.

The last thing is to remember to sign up for the Festival of Trees. Spots are going quickly, and the deadline to submit your application to the library is November 8th.

Make sure you check out our Facebook page for all the upcoming events.

www.facebook.com/lakelakelibrary225

PARKS AND RECREATION (Mike Burske):

No report this week.

POLICE DEPARTMENT (Chief Steve Hunt):

Members of the Police Department participated in the Town's Not Too Scary Halloween Event. It was a fun time for all with a great turnout.

This week we welcomed our new Administrative Assistant, Elaine Kuligowski. Elaine recently retired from the Georgia Tech Police Department and moved to our area. She is getting acquainted with our personnel and our procedures. Welcome aboard Elaine!

Last week Human Resources extended conditional job offers to four police applicants. Sergeant Gehrsitz is working diligently on their background investigations. It is an arduous process but necessary.

I would like to offer a 'Shout Out' this week to Records Supervisor Elvira Ruiz. Our Detectives began investigating a child sex abuse allegation last week. Elvira recognized the suspect's name and recalled a similar complaint on the same person from several years ago. She was able to locate the previous investigation and provide pertinent information to the Detectives. Great Work Elvira!

PUBLIC WORKS/UTILITIES DEPARTMENT (C.T. Eagle)

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/>

Public Works has job openings; please see the Town's website or contact Human Resources for more information, <https://www.ladylake.org/departments/human-resources/>

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. Projected completion date is early 2024.

Maintenance Department (Ted Williams, Supervisor):

Performed driveway apron inspections, coordinated with residents on concerns, coordinated with contractors and vendors. Continued coordination with new facilities cleaning crew.

Assemble and prepare information for required NPDES Stormwater Report being submitted to FDEP in coordination with Maryann Krisovitch, the contracted NPDES Coordinator for the Town.

Streets (Kon Scott, Travis Lacey, and Justin Wallace - Lead Operators):

Crews performed normal duties including patching potholes, litter pickup along roadways, cleaning storm drains, mowing right of ways, tree trimming, and patching road cuts.

Began cleaning up the right of way on the dirt portion of Brevard Ave for upcoming improvements.

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

Staff completed multiple work orders at Town facilities. Continued repairing numerous roof drains at Town Hall. Made repairs in the Snooky Park restrooms. Replaced lighting in the PD. Painted parking lot curbing at the Library, please click this link on the Town's Facebook page to see Truman in action: <https://www.facebook.com/TownofLadyLake>

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

Motor Pool (Billy Kohler, Lead Mechanic):

Continued servicing the Town's equipment and fleet vehicles.

Utilities — Water and Sewer (Thomas "Butch" Goodman, Supervisor):

Completed Utilities Availability Requests from prospective developers, Utilities Connection Quotes, project plan reviews, Certificate of Occupancy close out requests, Backflow device verification audits, 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. Work continues relocating the 10" water line on CR 25.

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)

Completed wastewater plant and water treatment plant required regulatory agency compliance items and performed required sampling events.

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. Currently installing a new aeration pipe header.

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. Continued installing new 10" main feed line at well #1.