

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

By Bill Lawrence, Town Manager

November 16, 2023

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

**Shout out this week goes to Thad Carroll.** Thad Carroll, Growth Management Director, did a great job at the Planning & Zoning Meeting. Thad gave a fantastic presentation that explained the process of what happens in a conceptual meeting and the requirements afterwards that answered the public questions. Great Job Thad!

**Pam Winegardner and the Finance Department.** The Florida Department of Revenue, Rene Lewis, said that the review of the submitted millage certification documents has met the requirements for certification. The documents submitted to the Florida Department of Revenue show that Lady Lake is in compliance with the requirements of maximum total taxes levied.

**Lady Lake Library:** Library Director Aly Herman shared this last week in her report.

I've just completed our state report and wanted to share some impressive program statistics.

Programs	FY 22-23	FY 21-22
Total number of programs	503	377
Attendance of ALL programs	15,919	10,659
Adult programs	158	82
Attendance for adult programs	2,259	2,000
Children programs	237	225
Children program attendance	8,469	6,916

I'm immensely proud of the dedication and hard work exhibited by our entire staff, which has contributed to the remarkable success of these programs. So, other shout-outs go to Nancy, Nicole, LeeAnn, Lynn, Kourtney, Ruth, Lisa and Sam. Thank you for ALL YOU do to make us have the best library for our community. Great Job!

**Manager's Meeting was held Tuesday Morning.** We reviewed the commission meeting agenda for November 20<sup>th</sup> at 6:00 p.m. We discussed the upcoming workshop with the new commission.

## CLERK'S OFFICE (Nancy Wilson):

Canvassing for the 2023 election cycle is over!! For those who sat on the board, this is a big relief; it's a long and sometimes tedious process. Thanks to Ed Freeman and Carol Osborne for

attending the meetings and to Jackie Schilling and Ruth Kussard for being pinch hitters. The ordinance for holding even-year only elections has been written, Derek has reviewed it, and it is now in the hands of SOE to make sure it is statutorily correct. The reason we did not hear the ordinance in 2023 is because we are betting people, and we took a gamble. Explained: We pay for the elections in odd-numbered years so if we had put the referendum on the ballot, we would definitely have had an election that would have been held in all Wards costing us a boatload of money! But, given that we often have candidates run unopposed, we gambled that we may not have an election thus saving quite a bit of money. The gamble did not pay off but at least we did not have to pay for an election in all five Wards.

As discussed in my report two weeks ago, and after a discussion with Elisha, we will not be using the CivicPlus interface to post our advertisements on Lake County's site. After CS/HB 7049 was passed, it was thought that advertising on the county's site would be free or much less expensive than the Daily Sun. That is not the case (I mean, really, I should not have been surprised!) We will continue to support the Daily Sun.

Also discussed a few weeks ago, Municode now has an option to pay a flat fee or pay per update. For this year's contract, we are going to stick with our current plan and revisit next fall.

I am looking forward to working with the new commission that has not seen this kind of turnover for a very long time. I am going to miss Mayor Rietz very much; but he has a very exciting year ahead of him so he probably will not miss me!

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

This week, I attended the Florida Public Relations Association Lake County Chapter's professional development program "Innovative Communications: Using Digital Tools to Reach Your Audience" with Devon Chestnut, APR, CPRC. We learned about digital tools and platforms to build newsletters, infographics, presentations, videos and more, and discussed why digital is more effective and cost efficient than print.

The web team met this week for Administrator Training for Civic Optimize, including learning the dashboard, environments and help center.

I also attended the Department Managers' Meeting on Tuesday and the Special Commission Meeting on Wednesday.

Since I joined the town earlier this year, one of my priority assignments was to assist in recruiting efforts for the police department. This week, I was thrilled to be a small part of a much larger, strategic plan coming together. We launched the [police recruitment video](#), [press release](#), [updated web graphics](#) and QR code and links to HR's [PoliceApp](#). After the Commission's vote on Wednesday, we received media coverage and support from the public and law enforcement

community. We will embark on an ongoing social media campaign on Facebook and LinkedIn and will be launching a new website for the department in early 2024.

Congratulations to Chief, Bill and all involved in this process!

This week, I also stopped by the Log Cabin to see Parks & Rec and Public Works staff making amazing progress on the lights. I snapped some pics and will be sharing a short social video of their work on Facebook. Kudos to these fabulous elves of Lady Lake, creating holiday cheer behind the scenes.

Please also note, the [holiday closures and trash collection schedule](#) through the end of the year are posted on our website.

**FINANCE (Pam Winegardner):**

No report this week.

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

The Growth Management Department received new plan sets for the Paradise Recreation Center Improvements located at 1403 Paradise Drive. The plans propose a demolition and rebuild on 5.25 acres of property, a 30,700 square foot recreation center, 400 square foot pool restroom building, 155 parking spaces and Shuffleboard and Cornhole Courts. A minor modification of the La Hacienda Recreation Center Game Room Addition was submitted which proposes a 227 square foot building addition, along with curbing and asphalt removal and additions.

The Building Department approved the plans for Centerwell Home Health, a new business located at 104 LaGrande Boulevard. A reroof permit was also issued for the Sams Club this week.

There were 76 building inspections conducted this week and 39 new permits were issued. The Code Enforcement Division opened 13 new cases, and 7 cases were closed. Code Enforcement conducted 27 inspections on properties with open code violations.

**HUMAN RESOURCES (Tamika DeLee):**

No report this week.

**INFORMATION TECHNOLOGY (John Pearl):**

Staff are involved in multiple ongoing information security projects.

Andy received new tablet computers for our Commission members this week and is preparing them for distribution.

Tuesday afternoon Leon, Elisha, Jackie, and John met with Civic Plus staff to review the functionality of their process automation and development product.

Thursday morning Andy and Robert Barnes are scheduled to begin field testing our utility meter collection equipment with the intent of improving the collection efficiency of some of our meter locations.

Staff will be continuing the upgrade of network equipment at our data center location on Friday morning. Please anticipate service disruptions over the weekend.

The current FiberWAN construction project is nearing completion at the intersection of Rolling Acres and CR466. Conduit is scheduled to be installed on Tuesday, 11/28.

## **LIBRARY**

No report this week.

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

[www.facebook.com/lakelakelibrary225](https://www.facebook.com/lakelakelibrary225)

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

This week, the Parks and Recreation Department has been working on daily maintenance that includes mowing and trash detail. We are currently hanging Christmas lights at the Log Cabin and overseeding the fields. Sam is working on pressure washing the playground equipment while the rest of the crew works with various tasks.

We had a rain-out for the Farmers Market on Tuesday. In discussing with Jackie and Julia, we will make cancellation decisions the evening before the Market. We start set-up very early and most of the vendors would like to know our intentions at that time in case of the threat of inclement weather.

The oldest play structure at our playground has sustained damage from what I can only assume a larger person jumping on several items. The cost to replace the parts would be around \$5k. I did a site visit with both the Town Manager and our H.R./Risk Manager. The equipment was installed by me around 18 years ago with the Lake County Recreational Grant funding. It is now worn, and it would be better served to remove the structure around the holidays along with the train at the playground. I am meeting with our playground company next week and will start getting proposals. Keep in mind that we will be looking to invest around \$150k to add another structure to that location.

I have been interviewing for our Events Coordinator Position. I want to thank our Town Manager Bill, Ally from the Library and Tamika for sitting in on the interviews with me. I believe that we will have a strong candidate chosen from this round of interviews.

The Parks and Recreation Director is currently working on the Lady Lake Christmas Parade, Santa and a Movie, Light Up Lady Lake and, in the distance, the Blues Festival. We will have a fun holiday season.

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

Last Friday evening the Lady Lake Police Department conducted a proactive enforcement project focusing on interdiction of drugs and guns. The detail was conducted between 9:00 pm and 3:00 AM and concentrated on the south end of town on the 441 corridor. Nine officers were involved including two officers from Fruitland Park. The event led to 51 car stops with 3 individuals charged with driving offenses and 2 charged with drug possession. It was a great opportunity to see our officers in action and to view firsthand the professional demeanor in which they conduct themselves. It is our belief that high visibility in problem areas will assist in crime reduction.

Our officers encountered a stolen vehicle and were able to follow it in an unmarked unit to the area behind public works. The car was occupied by three individuals who all fled once they realized that it was the police who were following them. The driver and one of the passengers were apprehended. Both were juveniles and are suspected of committing other crimes in our town. We were again assisted by Fruitland Park PD. We are fortunate to enjoy a great working relationship with our south end PD neighbors. Also, I wanted to mention how pleased I was with the safe manner this event was handled by our supervisory staff and all the officers involved. Careful consideration and judgement were used to bring this event to a safe conclusion.

Finally, the new Body Worn Cameras are on the street! Officers received training on their use as well as the new Taser units during In Service Training that was conducted on Tuesday and Thursday.

I attended Reasonable Suspicion for Managers Training in Fort Pierce last week.

I met with concerned residents about traffic related issues on Rio Grande.

Lastly, we want to thank the Commissioners, the Town Manager, the Department Heads, and all of the Town employees for their support and trust in our mission at the police department. We/I are humbled and will continue to work hard to make this department the very best as we serve Lady Lake together.

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

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

Preparing packet information for upcoming Town Commission Workshop.

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.

Purchased LED Christmas lights for the Log Cabin.

**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.

Continued installation of Christmas lighting for the Light up Lady Lake event at the Log Cabin.

Continued townwide street sign replacement project.

Repaired wash out area on Oak Street.

Continued sidewalk replacement efforts on Old Dixie Hwy in preparation of the Christmas Parade.

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

Staff completed multiple work orders at Town facilities. Pressure washed the front and back entrances to Town Hall and PD. Weeded and prepped flower beds at Town Hall for planting and mulching. Repaired a leak and lighting at the PD. Put out Rye seed and repaired restroom dispenser's cam locks at the Library. Escorted insurance adjuster around the Town facilities.

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. Revised CO checklist to include water and reuse meters information, ERU allocations, and backflow device information for final CO inspections.

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. Coordinated and submitted lab results to FDEP. Replaced RAS motor at plant. Performed process control sampling and made necessary plant operational adjustments.

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 Summer 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. The ground storage tank contractor, PreCon, has begun work on the construction of the new ground storage tank at Water Treatment Plant #3.