

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

**By Bill Lawrence, Town Manager**

**December 21, 2023**

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

**Shout out this week goes to Ted Williams, Public Works Maintenance Supervisor.** Ted and his crew put on the employee Christmas luncheon last Wednesday. They decorated, gathered, and cooked the food and provided some entertainment. Everybody had a great time due to their efforts. Great job!

**Sunshine Law & Ethics Class** was put on by the Town's Attorney Derek Schroth on Monday afternoon for the Town Commission. Several department managers were in attendance. Derek put on a great workshop. Thanks Derek!

**Identity Meeting** was held on Wednesday morning. We discussed using a facilitator and shared our ideas at the meeting for the creation of a new Lady Lake Mission Statement. We also discussed creating a town center and exchanged other ideas. Mayor Freeman was in attendance. This group has been inspirational to work with, as we brainstorm the town's future. We are fortunate to have so much talent among our staff.

## **CLERK'S OFFICE (Nancy Wilson):**

No report this week.

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

This week, I attended the special holiday Farmers Market, the Sunshine workshop and the Town's Identity meeting, which was attended by Mayor Freeman. The group is truly coming together and is getting closer to a shared vision and path forward, as evidenced by similar mission statements and core values.

The police recruitment video has 744 views on YouTube and 971 views on Facebook. We received these views with no sponsored posts or paid ads. The videos link directly to Police App to encourage applications. In the new year, when many people begin to explore new job opportunities, we may consider boosting posts to increase our reach and target certain demographic areas. Also, since Nov. 1, the PD page on the website has been visited 989 times and is the 6th most visited page.

We had several media requests this week, including WFTV Ch. 9, which involved a public record request, Growth Spotter, and The Villages Daily Sun.

The web admin team and the entire Clerk's office attended a kickoff meeting for the Civic Clerk platform and set dates to begin training and implementation.

I will be attending three full days of web management training for the new website on Jan. 2, 3 and 4. If you have anything coming up that requires advanced promotion, please let me know by early next week.

Commissioner headshots have been scheduled for 4:45 pm. on Jan. 3. This should complete the Commissioner onboarding process.

I wish you all a safe and joyous holiday and I look forward to working with you in the new year!

**FINANCE (Pam Winegardner):**

No report this week.

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

As a reminder, the new Florida Building Code will go into effect January 1, 2024. Any plans submitted after December 31, 2023 will need to reference compliance with the 2023 Florida Building Code, 8<sup>th</sup> edition. With this in mind, we anticipate a larger influx of permit applications which may affect the typical review and processing times.

There were 86 building inspections conducted this week and 42 new permits were issued. This week, code enforcement opened 12 new cases and presented 6 cases at the Special Magistrate Hearing on 12/14/2023 and conducted 31 inspections on properties with open cases.

**HUMAN RESOURCES (Tamika DeLee):**

The Town of Lady Lake will welcome two new employees in the upcoming weeks. The HR team is currently working on the Onboarding program in NeoGov. The tuition reimbursement program is now available until January 12<sup>th</sup> for fiscal year 2024. Interviews are scheduled for Wednesday, December 27<sup>th</sup> for the Permitting Technician position.

Human Resources quote for the week is, "Sending warm wishes for a joyful and peaceful holiday season." ~Tamika, Audrey, & Kristyn

**INFORMATION TECHNOLOGY (John Pearl):**

No report this week.

**LIBRARY**

On Monday, I participated in the Commission workshop focused on Sunshine Laws and Ethics, presented by our Town Attorney, Derek Schroth. The session proved to be highly informative, and I gained valuable insights. On Tuesday, we treated our patrons to the delightful sounds of Bossa

Nova Christmas Music in the library. The feedback was fantastic, with attendees expressing their love for the classic Christmas tunes.

Today, we're gearing up for an afternoon of adult BINGO at 2 pm, with all 23 confirmed participants. I'm confident it will be an enjoyable time for everyone involved!

As we approach the end of another year, I want to express my gratitude to the staff, patrons, community, and the Town of Lady Lake. It has been a fulfilling year, marked by success and the ability to assist numerous individuals who visited the library. Wishing you all a Merry Christmas, Happy Holidays, and a Joyous New Year. May 2024 bring forth exciting and wonderful things for you and your family.

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):**

No report this week.

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

It was another busy week at the police department. The weeks between Thanksgiving and Christmas are always busy for law enforcement across the country. Spikes in travel, shopping, alcohol consumption and family gatherings always provide "business opportunities" for our team. The holidays also add stress, and we traditionally see an uptick in depression and suicide calls. That trend has proven to be true here as we have handled five of those calls so far. Last week, our officers performed to the highest standard in helping an armed resident who was threatening to end his life. Officers Higgins and Thomas were able to maintain a position of cover and protection while Sgt. Couch successfully negotiated the person's peaceful surrender. We were able to provide help (at least for the night) to a person in need. Well done as always team. Great job, Heather!

So, I mentioned the armed robbery last week at the Sunoco (too many guns calls). I wanted to share that the officers encountered a person of interest out and about in the late evening hours a few days after the event. A consensual conversation deteriorated (he did not want to talk to the cops anymore and would not provide his name) and we had to let him go about his way. Because we now employ the use of AXON body worn cameras, we were able to take a screenshot picture of the fella and were able to run it through facial recognition software enabling us to identify his name. Would you be surprised that he has a warrant for his arrest? We will find him, arrest him on the warrant and see where that takes us. Just another example of the usefulness of the BWC.

I held a Chief's interview with two candidates from the list prior to the payrate increase. They both are going forward in our process and have been scheduled for medical and psychological testing. We will be administering a physical assessment and written test next week for over a dozen new candidates. I will keep you posted.

Officer Eckerdt and I had a great time speaking to the folks in Recreation Plantation. We were warmly received, and many wanted to extend their appreciation to the officers at the PD (I am doing that now). They had great questions, observations, and showing of support. It was an honor to speak to them.

Lastly, I want to thank everyone for their kindness extended to the police department and to me personally on my first Christmas here at Lady Lake. It has been a great year and I consider myself to be truly blessed. So, from our team to yours, **Have a Merry Christmas!**

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

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

Shout out to everyone in attendance at the Town Commission meeting this Monday night for learning way more than they wanted to know about Stormwater, NPDES Permitting, Grants, and Stormwater Utilities. It was a lot to take in, we appreciate your attention and active participation in the presentations and item discussions.

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 Spring of 2024.

##### **Maintenance Department (Ted Williams, Supervisor):**

Performed driveway apron inspections, coordinated with residents on concerns, coordinated with contractors and vendors.

The new cleaning service began work in the Town facilities this week; it is a work in progress.

Coordinated with the HVAC contractor on the installation of new ductwork for the new Communications Department media room and the IT Office at Town Hall.

Coordinated with the contractor performing striping and cross walk enhancements for visually impaired pedestrians at the intersection of Avenida Central and Del Mar Drive.

Coordinated annual fire extinguisher maintenance and testing for the Town Facilities and Vehicles.

**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 rights-of-way, tree trimming, and patching road cuts.

Trimmed trees on Veterans Way and around Town Hall/PD.

Cleaned storm drains and picked up debris in the rights-of-ways around Town after the storm over the weekend.

Continued townwide street sign replacement project.

**Facilities Maintenance (Truman Henson, Lead Operator, and Phillip Perna, Operator I):**

Staff completed multiple work orders at Town facilities. Repaired electrical outlet at Town Hall. Repaired toilet and sink at the PD. Assembled desk and chair for the new Communications Department media room at Town Hall. Replaced cam lock in the Library restroom. Repaired faucet and drain line at the Community Building. Replaced overhead light in front of Town Hall.

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.

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. 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, continued work on the construction of the new 400,000-gallon ground storage tank at Water Treatment Plant #3.