

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

January 11, 2024

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shoutouts this week goes to Travis Lacey, Justin Wallace, Todd Foster and Josh Carrera of **Roads and Streets with Public Works**. They have been lifting (trimming) the trees around Town Hall for the last couple of weeks. They demonstrated great teamwork, keeping safety a top priority. When the cleanup was completed each day, you would never have known anyone had been there.

The Department Manager's Meeting was held on Tuesday morning. We reviewed the Commission Meeting Agenda for January 17th. We discussed each department's goals for 2024. We also discussed the upcoming Mock Commission Meeting with the 7th-grade civics class from the Villages Charter School.

Facilitator Meeting: Elisha Pappacoda, Chief Hunt and I met with Brett Meade on Wednesday morning. We discussed the role of the facilitator to help our group with core values and a mission statement that would lead to branding and a strategic plan. We will inform the identity team of our opinions on how to move forward at our next meeting on January 17th.

CLERK'S OFFICE (Nancy Wilson):

A draft copy of the ordinance to change elections from two to four years was returned to me from Bob Bridgeman from the Lake County Supervisor of Elections. He said it was good to go and after a review by Derek, I'm going to add it to an upcoming agenda – probably in late February, or early March after I receive the 2023 elections invoice. Once the ordinance is adopted, we all need to educate the public about what the ballot measures actually mean. By statute, the verbiage on ballots must follow certain rules, which in my opinion makes measures on ballots very confusing. That is why the commission, staff, and potentially some board members will be instrumental in educating voters about the proposed charter changes. It sure would be nice to save on those odd-year election costs.

Today, Carol and Jackie headed to Covanta in Okahumpka to dispose of records that have reached their disposition dates. This will further clear out the second floor for the upcoming renovations. Some boxes of records will still need to be relocated but we have done all we can for the time being.

COMMUNICATIONS (Elisha Pappacoda):

It was impressive to hear all the departments' accomplishments for 2023 and their goals for 2024. I'm looking forward to all the unique opportunities we will have to move forward and progress this year.

Last week, we took Commissioner headshots and their group photo and should soon be receiving the final edited pictures for print and the website.

Leon, John, Jackie, and I completed three days of web training to learn how to manage the new Town and PD websites. Now that we have access, we are working on the navigation and building out interior pages, photo galleries, calendars, news, agendas, forms, and more.

We have completed the implementation of Civic Ready and Civic Optimize and will continue to work on Civic Clerk.

Bill, Chief, and I met with a facilitator to discuss ways to move forward with establishing our values and mission, with the goal of ultimately developing a strategic plan.

I will leave you with this quote from Dr. Martin Luther King Jr.

"Everybody can be great, because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love."

Have a great long holiday weekend!

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week, the Growth Management Department conducted interviews for the Growth Management Technician and the Building Permit Technician positions. We hope to make conditional offers to the selected candidates in the very near future.

This week, the building department approved the plans for the Portillos restaurant located at 434 North Highway 27/441. We do not have an anticipated start date for construction, as the general site work has yet to commence on the property.

There were 105 building inspections conducted this week and 53 new permits were issued. This week code enforcement opened 7 new cases, closed 16 cases, and conducted 43 inspections on properties with open cases. Also, in the calendar year 2023, the fire inspector conducted annual inspections for 187 businesses in the Town of Lady Lake.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

INFORMATION TECHNOLOGY (John Pearl):

Shout out to Howard Davis, he achieved the CompTIA Security+ certification this past Friday.

Staff are involved in multiple ongoing enterprise software and information security projects.

CT and John met with Dickerson Architects and Aztek Services Wednesday morning to move the physical security and fire plan toward completion for the Library Renovation project.

Pam, Dawn, Leon, and John met with GFOA on Wednesday to discuss the current status of the ERP contract negotiations. After some discussion, direction was given to GFOA to insist on a fixed-firm contract and a statement of work focused on specific outcomes.

CT, Patrick, and John met with Entrust Solutions (formerly Magellan Advisors) to discuss the current version of the FiberWAN RFP. We are working toward bringing this to the 2/5/24 Commission meeting for approval to advertise.

IT staff are scheduled to meet this afternoon to finalize our project plan for this quarter.

Staff will meet with Mittauer today to plan a fiber optic cabling project to connect the UtilityLAN to the new water and wastewater infrastructure.

John will be working on a UtilityLAN switching upgrade on Friday.

LIBRARY

On Tuesday, I participated in our department manager's meeting, where we discussed the goals for our department in 2024. The objectives set by each department were truly impressive, highlighting the remarkable talent within our town. The collective desire for our town's success is noticeable.

As of the end of December 2023, our library had 15,865 registered patrons, indicating a significant 7% increase from the previous year. In December alone, 12,098 individuals visited our library, a bustling month as snowbirds began arriving. The joy of reconnecting with patrons we haven't seen in months and catching up on their lives adds to the liveliness of our busy season.

This week, I'd like to extend a special shout-out to Truman Henson and Phil Perna for their outstanding contributions to the town. Their exemplary efforts in promptly completing work orders truly go above and beyond. Thank you both for your dedication!

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

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

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 are currently taking down Christmas lights and working on the floor in the train caboose as the carpet is old and we need to fix the subfloor.

We are closing the playground for two weeks starting on Monday, January 22nd. We will be taking out a couple of the play structures that I installed utilizing the Lake County Recreational Grants and the Lake County Youth Assistance Grants. They served us very well for 18 years and it is time to look to improve.

I met with our playground representative for the new play structures. The structure designs that I have my eye on are going to be tall with slides coming down the sides. It will be fully enclosed so the kids will not be able to climb outside. I always want us to have unique items on the playground and Kissimmee is the only one in our area that currently has one like the one that I am looking at. I will be piggybacking off one of the school boards or another municipality to purchase these structures. I am getting three designs so I will be sending them to the school to have the kids pick them out. This will be a sure way for the kids to have ownership of the play structures.

I will have my exercise equipment proposal coming to the Commission in the second meeting in February. This is a budgeted item that we have anticipated since we started planning Snooky Park. Once again, we will be piggybacking off another municipal or school board contract.

I will be bringing a 4th of July proposal to the Commission. We have permission to shoot the fireworks off from the Mayfield Property again if they still own it. Plan B would be the soccer fields or the driving range. In reviewing the larger areas of the town these are the best places with the distances that we need to hold the show. A Plan C could be a drone show, but these have been only mildly popular and are as expensive as fireworks and a shorter show. We have the fireworks budgeted this year but will seek donations for naming rights.

POLICE DEPARTMENT (Chief Steve Hunt):

- We have encountered a small rash of store burglaries in the last few weeks. We have leads and are developing information.
- We interviewed four candidates last week and three are continuing to the background stage of the process. We have five scheduled for interviews next week. We currently have one officer due to start on January 16th and one other in the later stages of the process.
- I attended the Justice Day for the Leadership Lake County program sitting on a panel with other neighboring police chiefs. This was a nice opportunity to represent our community and to interact with this group.
- I attended the Mid-Winter training session of the Florida Police Chief's Association this past weekend Sunday through Tuesday. I want to say how thankful I am for these opportunities to learn, network, and reflect on the work at hand. It is an honor to represent the town and the department.

- Later today, we will conduct our monthly command staff meeting.

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

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

Peggy, Mary, and Maryann, our NPDES Outreach Consultant, met this week to prepare for the upcoming NPDES Stormwater Permit Audit that will be conducted by FDEP staff. This is a very time-consuming process, requesting and gathering information from multiple different Town departments, ensuring that all required information is correct and on hand for the audit. Shout out to everyone involved for the assistance in getting everything together in a timely manner.

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.

Another traffic shift is planned in the coming weeks, the contractor is targeting all major work to be completed by the end of March. The projected full completion date is April of this year.

Maintenance Department (Ted Williams, Supervisor):

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

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.

Took down Christmas lights and displays at Town Hall/PD and Public Works.

Serviced and tested vehicles, equipment, and chainsaws prior to the storm hitting this week.

Removed and cleaned up after a large tree that fell on Hidden Oaks Drive during the storm. Our crew worked on the cleanup until 1:30 AM or so early Wednesday morning. Shout out to our staff for always being ready and always responding!

Cleaned storm drains and picked up debris in the right-of-way around Town after the storm this week.

Continued townwide street sign replacement project.

Repaired broken storm drain on Jason Drive.

Collected and transported records being destroyed to the incinerator at Covanta.

Assisted Code Enforcement in rearranging their office.

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

Staff completed multiple work orders at Town facilities. Cleaned the gutters and repaired the parking bumper at Town Hall. Repaired leaking toilet, installed cork board, and repaired lighting at the Library. Set off flea bomb at Animal Control. Cleaned up storm debris at Town Hall and Library.

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.

Performed storm preparations and after-storm assessments. No damage was reported.

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. Replaced lift station pump mixer, installing electrical conduits, wires, and equipment. 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. The roof/top of the tank has been installed.