

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

January 25, 2024

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout outs this week goes to Detective Erica Hall. Detective Hall stepped up to the plate at the last minute to fill in for Chief Hunt at the Mock Commission meeting on Thursday. The topic was the role of the Police Department in the community and her role as a Detective. The Mock Commission meeting was for the Villages Charter school 7th grade Civic Class. All the department managers put a lot of time and energy into preparing for our time with these students. We welcome the chance to educate our youth about local government and why we serve. Maybe someday we can recruit them into public service.

Department Manager's Meeting was held Tuesday morning at the library to review the mock commission meeting agenda. We also discussed the plan for the day's event with The Villages Charter School civics class. The Mock Commission meeting will be this Thursday at the Commission Chamber.

Teams Meeting with John Pearl: On Wednesday we discussed the 2024 IT projects with his staff and discussed the Florida State mandates on training. The projects list for the IT department is very ambitious.

CLERK'S OFFICE (Nancy Wilson):

No report this week.

COMMUNICATIONS (Elisha Pappacoda):

This week, I worked on several press releases, most of which are scheduled to go out next week. The [Tree City](#) release was issued on Monday and prompted a positive story with generally positive comments in [The Villages News](#). Congrats to Parks & Recreation and the Town for receiving this designation for the 18th year.

I attended the Managers' Meeting and the swearing in of new officer Kyle Lawrence. Welcome, Officer Lawrence! Our Facebook post introducing Officer Lawrence received 66 likes, 13 comments of well wishes and 4 shares making it one of our most popular posts of the month and indicating once again that our community supports Lady Lake PD.

On Tuesday, I stopped by the Farmers Market. After a hiatus due to weather, the Market came back with a bang! Hat's off to all involved. I look forward to continuing to work with the team on

future promotions to help build continuing momentum. We added the Market to several community calendars and are working on promoting a special event in February.

I would like to give a warm welcome to our new Events Coordinator, Amy Alicea. We have already begun working together on the upcoming Easter event and I'm immediately impressed with her creativity and work ethic.

On Thursday, I will participate in my first Mock Commission meeting. I am most excited to share information with students about the public relations profession and explain the importance of communications in government organizations. (Wish me luck!)

FINANCE (Pam Winegardner):

The Finance team has completed the payroll year end W-2s, quarterly reports and the 1099's as required by state law. We do our payroll in-house, which allows for a more personalized procedure in contacting the employees and their supervisors for clarification, error correction and any follow-ups. Our payroll staff accountant also creates and reviews our w-2s against our year-end payroll reports and then everything is reviewed by the finance director who has done payroll in the past. Our other staff accountant reviews information for 1099's, reviews them and handles the notifications dealing with vendor vs. IRS problems.

Our payroll is tied to the Affordable Care Act which requires bi-weekly input by payroll procedures, tied to our health benefits which must be reconciled to payroll each month, reconciled to quarterly 941 reports, reconciled to workman's comp quarterly and then is reconciled annually to all the W-2s.

1099's start when a new vendor is used by town employees. We request an application and a W-9 that specifies as to whether they are required by IRS code to be issued a 1099 or not. We have found the IRS will deny the 1099 and require backup withholding by us on the vendor because the vendor did not supply the same information to us and to the IRS.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Growth Management received the revised final plat for Green Key Village Subdivision Phase 5 consisting of 45 single family lots. A new submittal for the final plat for Green Key Village Phase 6 – consisting of 48 single family lots was also received. Phase 6 is the final phase of the Green Key Village Subdivision. Final plats for Hammock Oaks Phases 1A-1C were also submitted to the Growth Management Department this week for review.

The building department received the fifth revision for Genesis Health Club at 1105 Alonzo Avenue. Also, the third plan revision was received for Blondies located at 1063 Main Street.

Revisions were received for Buildings 1 and 2 of Rolling Acres Reserve Apartments located at 850 Highway 466.

There were 63 building inspections conducted this week and 38 new permits were issued. This week code enforcement opened 17 new cases, closed 13 cases. Seven cases were presented before the Special Magistrate at the Hearing on 01/23/24. In addition, Code Enforcement conducted 50 inspections on properties with open code cases.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

INFORMATION TECHNOLOGY (John Pearl):

No report this week.

LIBRARY

This Monday, our Friends of the Library had their monthly meeting. They got a lot accomplished. They expressed the desire to revisit and revise their Bylaws, as they have not been updated since 2010.

We had our department manager meeting on Tuesday at the library. After the meeting, I got to have a meeting with Mike and Amy Alicea, the new Event Coordinator for the town. We talked about the upcoming Easter Egg Hunt and possibly having our Friends of the Library sponsor an activity for the event. I'm excited to work with Amy in the future. I think she will bring great ideas to the town.

Today, I will be attending the Mock Commission meeting. It's great to see just young minds interested in local government.

Nancy Brock has "Let's Talk Books" This is a great program to share ideas of new or older books you love and want more to know about. The attendees are a good group.

Shout-out this week goes to LeeAnn Elkins. LeeAnn has been working hard and making sure when new books arrive, that they are given to the right people to catalog in a timely manner.

This Friday, Nicole and Kourtney are attending an outreach program at Little Blessing Preschool. Their plan includes reading stories and singing a song for three VPK classes, with a total of 30-35 children.

Now, let's take a look at the statistics for this week's youth programs.

Tiny Tots 11

Family Crafting 11

Storytime 44

Reading with Scarlett 15

Video Games 14

Baby Storytime 5

Remember to 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 that includes mowing and trash detail. Scott finished refurbishing the floor in the train car and it looks very good. Amy has been working with Elisha on promoting the Easter Egg Hunt and the Blues Festival. Van, Brad, Sam, and Scott have been working to remove the old playground equipment. We are scheduled to have the facility closed next week as well and will reopen once completed. We have a questionable tree in the playground that is not healthy, and we will be removing it. This will give the stronger trees the ability to grow into the space that they occupy and remain healthy.

I worked with the Town Manager about not removing the Scout Hut. As storage is at a premium, the building will be better served as storage for the time being.

I spoke briefly to Elisha, our communications director about branding and supporting a theme for the centennial. I predict that you will see a lot of great ideas come from her office on how we can promote and display the centennial year.

Upcoming items going to the Parks, Recreation and Tree Board and then to the Commission from my office:

Exercise equipment at Snooky Park.

New playground equipment at Pyramid Park

Alcohol at the Blues Under the Oaks Event.

Locations for the Fireworks

In the distant future, working on proposals for landscaping 27/441. This will be a town staff team effort.

POLICE DEPARTMENT (Chief Steve Hunt):

No report this week.

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

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

Prepared for Mock Commission Meeting with the students from The Villages Charter School this week. As always, there will be early recruitment efforts presented to the students. It is never too early to promote career opportunities in Public Works!

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. The projected full completion date is April of this year.

Maintenance Department (Ted Williams, Supervisor):

Performed driveway apron inspections, coordinated with residents on concerns, 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 right of ways, tree trimming, and patching road cuts.

Trimmed trees on Granada Court.

Continued townwide street sign replacement project.

Replaced bad sections of sidewalk on Fennell Blvd and Town Center Drive.

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

Staff completed multiple work orders at Town facilities. Repaired urinals and toilets at the Pd and Library. Ran electrical conduit to the gas pumps behind Town Hall. Repaired the lock on a door at Customer Service. Pressure washed sidewalks and front of Town Hall. Setup up tables and chairs for the Mock Commission Meeting with the students. Flea-bombed and sulfur treated in Animal Control.

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.