

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

By Bill Lawrence, Town Manager

February 1, 2024

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

**Shout outs this week goes to our Town Clerk, Nancy Wilson** who ran the mock commission meeting last Thursday. Nancy does a great job explaining to the students the process of the commission meeting. Nancy has been working with the Disciplinary Arbitration Panel and attorneys scheduling hearing dates. This has been challenging. Great Job, Nancy!

I thought I would share this recent email we received.

*The Charter School students really had a good learning experience at the Mock Town Hall meeting this past Thursday. Thank you again for all your work in helping to put this together, for feeding them and providing them with many gifts and honors. We will miss you, Marie! But hopefully, we'll do it again next year.*

*Enjoy the weekend!*

*Rob Trifu*

**Florida League of Cities Magazine** covered the Town of Lady Lake GIS map for the Lights of Lady Lake project. Thanks to Mike Burske, Elisha Pappacoda and Patrick Kauper, GIS Technician.

**The Department Manager's Meeting** was held Tuesday morning. We reviewed the Commission Meeting Agenda for February 5<sup>th</sup> at 6:00 p.m., and the mock Commission Meeting. We discussed the team identity program including core values, our mission statement and ultimately a strategic plan. We will be meeting twice monthly starting February 6<sup>th</sup> with Brett Meade, a facilitator, to discuss the town's core values.

**The Lake County City Manager** meeting was held Thursday in Leesburg. I will share more information from this meeting next week.

## CLERK'S OFFICE (Nancy Wilson):

No report this week.

## COMMUNICATIONS (Elisha Pappacoda):

Last week, I joined my fellow department heads in participating in my first Mock Commission meeting. The students were engaged, and I was impressed by their knowledge and curiosity! I hope we were able to inspire some future public servants. We are expecting coverage of the

event in The Villages Daily Sun. I also attended the Department Managers' Meeting, where we de-briefed on the Mock Commission and discussed steps to move forward in developing our core values, mission, and eventual strategic plan.

On Thursday afternoon, the web team and the Clerk's office have a meeting with Civic Plus to have a first look at the Clerk's side of the new website, learn how to access it and review next steps.

This week, we issued three press releases: [Lady Lake Police Department embraces modern policing with new body cameras](#), [Lady Lake Farmers and Crafts Market hosts Sweetheart Market in time for Valentine's Day](#), [Lady Lake invites organizations to sponsor annual Easter Eggstravaganza Egg Hunt](#). We received the below positive new coverage.

#### Police 1

[Lady Lake \(Fla.\) Police Department embraces modern policing with new Axon body cameras \(police1.com\)](#)

#### Villages News

[Lady Lake Police Department embraces modern policing with new body cameras](#)

#### Lake & Sumter Style

[Lady Lake Police Department Now Has Body Cameras | \(lakeandsumterstyle.com\)](#)

[Sweetheart Market Coming To Lady Lake | \(lakeandsumterstyle.com\)](#)

[Sponsors Needed For Lady Lake's Annual Easter Eggstravaganza |](#)

[Lady Lake named 'Tree City' for 18th year | \(lakeandsumterstyle.com\)](#)

#### Daily Commercial

[Romantic dinners, fun stuff for Valentines & Galentines in Lake County](#)

[Food trucks, art, music and fests this coming up in Lake County](#)

#### Mid Florida Papers

[Page A 02 | Triangle News Leader | midfloridanewspapers.com](#) (Tree City)

#### FLC Quality Cities

[Town of Lady Lake Offers Holiday Lights Map – Quality Cities](#)

#### **FINANCE (Pam Winegardner):**

The Federal Highway Administration has emailed me the annual FHWA-536 to fill out for fiscal year 2022-2023. This is a mandatory report per Section 218.322, Florida Statutes assures that

the State of Florida and the Town of Lady Lake is receiving the maximum federal transportation dollars.

Due to the fact that 599 miles of the National Highway System has been identified as being under local government jurisdiction, we must report our expenditures to the Florida Department of Transportation, the Office of Work Program and Budget to properly allocate highway funds.

Lake County is in District 5 and in looking at the FDOT Five-year Work Program, in 2026, \$900,000 is projected to be used to add lanes and reconstruct Rolling Acres Road from south of CR 466 to north of US Hwy 27/441. The town will work with FDOT to expedite the widening and possibly help with financing.

Some fast facts of Florida, we have 19 commercial airports, 122 million visitors to Florida, 7,152 bridges maintained by FDOT, the largest cargo vessel docking in the world, 123,652 centerlines of miles of public roads (Lady Lake has 64 miles of roads)

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

Growth Management received a major site plan modification for the Villages Church of Christ Fellowship Hall Addition. The proposal is to construct a 60 by 33.33 feet fellowship hall on property located at 1421 Oak Street. The Green Key Village Subdivision Phase 5, consisting of 45 single family lots located north of Lake Ella Road, satisfied all review requirements this week and will be scheduled for the February 12, 2024, Planning and Zoning Board meeting. Also on that agenda will be the final plats for Hammock Oaks Subdivision Phase 1A, proposing 147 Single Family Detached Lots, Hammock Oaks Subdivision Phase 1B, proposing 114 Market-Rate Townhome Lots, and Hammock Oaks Subdivision Phase 1C, proposing 54 Single Family Detached Lots.

The building department conducted final inspections of the Van Patton House Loft Apartments this week as well. All inspections were passed, and the Certificates of Occupancy will be issued in the coming days.

Senior Code Enforcement Officer Crain participated in the Town's audit by the State Department of Environmental Protection (DEP) along with Public Works and Utilities staff on Wednesday afternoon. The audit was an assessment of the policies and procedures utilized by the Town to ensure that development complies with National Pollutant Discharge Elimination System (NPDES) requirements. Coincidentally, both Officers Crain and Williams each discovered violations of illicit discharge this week. One of those cases has been resolved and closed.

There were 102 building inspections conducted this week and 48 new permits were issued. This week code enforcement opened 27 new cases, closed 16 cases, and conducted 54 inspections on properties with open cases. In addition, 12 snipe signs were also removed from the Town's right-of-way.

#### **HUMAN RESOURCES (Tamika DeLee):**

Interviews were conducted on Wednesday, January 24<sup>th</sup> for the Parks and Recreation Operator I position. Interviews were conducted on Wednesday, January 31<sup>st</sup> for the Parks and Recreation Operator II. Today concludes the final day of interviews for Parks and Recreation positions. A conditional offer letters are currently pending. The employees will enjoy a wellness presentation, "Exercise is Not Enough" on Wednesday, February 7. The presenter is Ryan Booher from Vitality SarcoHealth.

#### **INFORMATION TECHNOLOGY (John Pearl):**

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

Patrick participated in preparations for the FDEP NPDES audit that occurred on Wednesday.

CT, Patrick, and John met with Entrust Solutions to finalize the FiberWAN RFP. We are bringing this to the February 5, 2024 Commission meeting for approval to advertise.

Howard and John attended the 2024 FLGISA Winter Session in Orlando on Wednesday. Several sessions were informative including a discussion about the human element of cyber security and another about building a secure AI platform for government use.

John received notice from Dickerson Architects on Wednesday that they anticipate completing the electrical plans for the library renovation project soon.

Patrick, Thad, and John are meeting with SAM, LLC this afternoon to begin efforts to scope the GIS GAP Analysis project. We hope to initiate this effort soon.

#### **LIBRARY**

On Monday, our Adult Painting Class, led by Marsha Brinson, was quite a success. Although we usually limit reservations to 14 people, this time we had a full house with 17 attendees. Marsha graciously accommodated 3 walk-ins in addition to those who had reserved spots. Thank you again, Marsha, for doing a fabulous job.

On Tuesday, we held our department manager's meeting where we discussed the outcomes of the Mock Commission meeting held last Thursday. We explored potential improvements for future sessions. It's truly inspiring to witness the unfolding of young leaders, and perhaps, in the future, they might express an interest in local government work.

Today, the AARP Tax-Aide program will once again be set up in the empty area on the library's 2nd floor, continuing this free service to the community. They will begin offering assistance to the public starting Tuesday, Feb 6, from 9 am to 1:30 pm and will run until Thursday, April 11. Appointments are mandatory and can be made at [www.villagestaxaide.com](http://www.villagestaxaide.com), as walk-ins are not accepted. Additionally, the library has received the 2023 IRS tax forms and booklets.

Here are the stats for youth this week:

Lego Masters 34

Tiny Tots 15

Family Crafting 17

Storytime 37

Reading with Scarlett 13

Remember to check out our Facebook page for all the upcoming events:

[www.facebook.com/lakelakelibrary225](http://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. We are taking down Christmas lights as time permits. Van, Scott and Brad made quick work of getting the playground open about one week ahead of schedule. We have the mulch coming in today so we will see it closed for one more day. This will give us the opportunity to freshen the mulch up and it should last a couple of years.

We had chilly weather for the Farmers Market on Tuesday. We had over thirty vendors set up for the day with around 530 patrons visiting the Market. Jackie, Julia and the Parks and Recreation Team did an awesome job as always.

I am currently working on my agenda items for the Parks, Recreation and Tree Board meeting. The items that will be brought to the February meeting will include the location of the fireworks, conceptual plan for the recreation center, updated five-year C.I.P. and playground renovations recommendations.

As mentioned in a previous report, we have two areas where we can launch fireworks. The first one is the site where we launched last year. The back up site is from the driving range or the soccer fields. These are the only two suitable areas in Town. We have the money budgeted for the fireworks. Our goal is to offset the cost through sponsorship. This may or may not pay for the full show. I am currently working on getting sponsors lined up for the event.

Amy, our Events Coordinator has been working diligently on the Easter Egg Hunt and the Blues Concert. I want to thank Elisha, Communications Director, for working with her to get the flyers and propaganda in line for us to get ready for the events. I predict a full schedule in our future.

We have our sports seasons right around the corner. We are ordering chemicals and preparing the fields. Both the Soccer Association and the Little League have paid their field usage fees for the upcoming season.

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

We were proud to participate in the annual Mock Commission meeting. This would have been my first one. Detective Orr stood in my place and did a wonderful job. I received great feedback from staff and understood the kids had a great experience.

The Town Manager, DC Brough, and I met with officials of Lake County in regard to working out Animal Control logistics. This was a very productive meeting, and more information will follow.

I attended a speaking engagement with a great group of seniors from the First Baptist Church of Lady Lake. I love sharing the story of all that is going on here at the police department with those in our community. We are thankful for this group's support.

We have responded to renewed complaints of speeding cars on West Lady Lake Boulevard. We put up a couple of speed and message boards in addition to added patrols in this neighborhood. We are constantly responding to these calls whenever we can, but it is often a game of whack a mole.

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

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

FDEP (Florida Department of Environmental Protection) performed their mandatory NPDES Stormwater Permitting audit here at Public Works yesterday. It was an all-day event and very in depth. The audit went very well, and the good news is the Town passed the audit. Special thanks and shout out to Patrick in IT, Thad/Becky/Lori in GM, Peggy here in PW, Mary in UT, our NPDES Outreach Coordinator Maryann, and all other staff involved for your time and effort in keeping the Town in good graces with the regulatory agencies!

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.

Coordinated with the vendors to service all of the Town facilities HVAC units and generators to be annually serviced.

**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 W Lemon Street and removed two trees on Clay Avenue.

Continued townwide street sign replacement project.

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

Shout out to PW staff for assisting the Parks and Recreation Department by removing a dead tree inside the Guava Street Playground and dead wooding trees in the playground parking area!

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

Staff completed multiple work orders at Town facilities. Repaired toilets at and Library.

Repaired and replaced lighting at the Museum.

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

**Motor Pool (Billy Kohler, Lead Mechanic):**

Another big shout out to Billy for servicing the Town's equipment and fleet vehicles as a one man show. He is doing an outstanding job keeping up with demand and keeping the work flow moving.

**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.