

# WEEKLY MANAGER'S REPORT

## TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

January 29, 2026

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

**Shout-outs of the Week go to Mark Walls, Phil Perna, and Josh Fitzpatrick** for the outstanding maintenance work they have been doing in and around town hall, the police department, and the library. Their efforts with painting, cleaning, furniture removal, shrub work, and tree trimming have made a noticeable difference. They have also taken on additional duties with all the recent office moves at the Library and Town Hall. Great job!

**The Department Managers' Meeting** was held on Tuesday morning to review last week's commission workshop. We discussed lessons learned and how to move forward, and we also reviewed the agendas for the next two commission meetings scheduled to start at 5:30 pm on February 2. Final preparations were made for the student Mock Commission Meeting.

**The Mock Commission Meeting** was held on Thursday in the commission chambers for Village Charter School 7th and 8th-grade students. This has been an annual event for several years. The meeting is designed to show students how local government works and how decisions are made in their community. They learned how officials follow procedures, listen to different viewpoints, and vote on issues that affect their town.

Department managers spoke about their roles in municipal government and first provided a demonstration of a commission meeting. Students then broke into groups to work on assigned projects for their own mock meeting. Four presentations were developed and presented to their peers, who took on the roles of mayor, commissioners, town attorney, and town manager.

### CLERK'S OFFICE (Kathy Rosado):

**The Clerk's office is working on the following projects this week:**

- **Mock Commission Meeting** – Prepared and printed final agendas; completed the Clerk's Office and Local Government presentations for delivery to students.
- **Agenda Preparation** – Prepared, reviewed, and distributed the Special Conceptual Workshop Meeting Agenda Packet and the Town Commission Meeting Agenda Packet.
- **NextRequest** – Reviewed incoming requests and responses since implementation to ensure processes are running smoothly; met with Elisha Papacoda to review system workflow and requestor visibility.

- **Hallway Décor** – Removed dated wall hangings from interior office spaces and coordinated with Public Works to patch and paint walls as part of the Town Hall uplift initiative.
- **Laserfiche** – Initiated an audit of records stored in the repository, preparing to begin scanning all contracts and agreements into the system for streamlined access across departments.
- **Lien Search Fees** – Submitted the draft agreement to the Town Attorney for review, comments, and markup.

### **This week's activity:**

- 5 public records requests completed
- 8 lien searches completed
- Completed 3 meeting agenda packets
- Completed 2 sets of minutes

Everyone, stay warm this weekend; the temperatures are going to be extremely cold on Sunday.

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

Communications attended the Department Manager's meeting and prepared for the Mock Commission meeting on Thursday.

On Wednesday, we attended the Lake County Joint Information Center meeting regarding cold weather this weekend. The meeting focused on coordinating information and operational response to historically cold weather, including opening shelters, transportation details, and public messaging. The Town has issued several messages on cold weather preparation. Here is one of the videos we produced: [Facebook](#)

Last week, we coordinated three TV interviews with the Police Department and received over 100 media mentions! [Here](#) is one of those stories from WKMG.

We also have a newspaper interview set up with the Chief on Thursday afternoon to discuss officer mental health.

Additionally, media will be attending the Mock Commission meeting, and we set up a TV interview with Howard Davis following his public Cyber Security training on Thursday. This event received heavy promotion from the Communications Department and has garnered over 70 RSVPs. Way to go, Howard!

Communications also worked with the Clerk's Office to create a tutorial on how to use the new Next Request public records tool. You can view it here: [Records Request Explainer for Town of Lady Lake](#).

We met with Event Coordinator Amy Alicea and have since written verbiage and posted the Spring Concert Series on Facebook and the website, with additional promotion to come. You can learn more [here](#).

We met with Aly to assist in planning the Library's Open House event, create invitation lists, graphics, and more.

Communications also completed the February newsletter, which has been printed and will be sent out electronically on Feb. 1

**FINANCE (Joella LeDonne):**

The second payroll of Springbrook has been processed. W2s are included with your paystub as well. Our Springbrook representative was here with us two weeks ago to make sure payroll was launched successfully. Great job by Brandi in doing this payroll solo and getting all the W2s completed, which were in the old system.

This is the second year that I have had the opportunity to take part in the mock commission meeting. It is always refreshing to see young people getting involved in their communities. It truly amazes me with some of the topics that were shared to discuss. Great job done by all, and always fun to be part of it.

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

This week, revised building plans were received for the Cresswind at Hammock Oaks Pool located at 445 Douglas Hill Drive. Revised building plans were also received for the Cresswind at Hammock Oaks Clubhouse at the same location.

On Monday, applications were submitted for the annexation, comprehension plan amendment, and rezoning of one lot located within Orange Blossom Gardens, Unit 2. The property is addressed as 900 Kim Lane.

This week the building department received seventy-nine permits or plan revisions, and fifty-seven building permits were issued. A total of one hundred sixty-five inspections were completed.

Code Enforcement opened five new cases, two of which were complaint-driven, closed six cases, and conducted twenty-seven inspections. Six cases were also presented at January 22, 2026, Special Magistrate Hearing.

**HUMAN RESOURCES (Tamika DeLee):**

This week's interviews went very well. On Monday, two interviews were conducted for the Parks and Recreation Operator I position, and a conditional offer of employment will be made to one of the applicants. On Wednesday, four applicants were interviewed for the library position, and a conditional offer of employment will be extended. Human Resources is currently conducting background checks for the Utilities positions. Additional interviews are being scheduled for the remaining open Utilities positions.

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

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

Andy and John attended the Winter FLGISA meeting in Orlando on Wednesday. The opportunity to meet with our peers from across the state, to share information, and to learn from each other was very positive.

Howard will provide cybersecurity training to the public later this afternoon.

## **LIBRARY (Aly Herman)**

### **Monday:**

- Nicole, Kourtney, and I attended the monthly Friends of the Library meeting.
- Youth Services hosted Alphabet Adventures featuring the letter **P**, with 35 attendees.
- Senior Chair Yoga welcomed 28 participants.
- Elisha and I met to review plans for the library's renovation Open House on February 23.

### **Tuesday:**

- Department Managers met with Bill to review the Mock Commission Meeting and the agenda for next week's Commission Meeting.
- We hosted a full adult painting class with 15 registered participants.
- Tiny Tots had 30 attendees, and Storybook Studio welcomed 13 participants.

### **Wednesday:**

- Kourtney and I conducted interviews with Kristyn from Human Resources. We are excited to share that we offered the Youth Library Assistant position, and the candidate accepted.
- Storytime was exceptionally busy—due to the cold weather, we had 60 attendees.

### **Thursday:**

- I will be attending the Mock Commission Meeting today.
- Nicole and Kourtney conducted their monthly outreach visit with Little Blessings Preschool.

### **Friday:**

- Baby Sprouts (from last week) had 10 attendees, and Bricks & Beyond welcomed 11 participants.
- We also hosted *Fantastic Four: First Steps* last week, with 11 attendees. We are very pleased with this turnout.

### **Shout-Out:**

- Kristyn Evans from Human Resources for her outstanding support in coordinating and conducting interviews this week. She was excellent at communication and support throughout the process.

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

The Lady Lake Parks and Recreation Department continues to exemplify dedication, professionalism, and teamwork in serving the Town and its residents. Staff accomplishments this week reflect a strong commitment to facility safety, seasonal preparation, special events, and the ongoing care of Town assets. The department's proactive approach and collaborative efforts ensure that our parks, programs, and facilities remain well-maintained and ready for public use.

The Town has received a formal letter from the Lady Lake Chamber of Commerce providing sixty (60) days' notice of their intent to vacate the Log Cabin. Over the past several weeks, the Chamber has not been present on the property, which resulted in inquiries from residents and visitors regarding why the Welcome Center was closed and when it might reopen. A sign remained posted on the door indicating the Chamber was working from home. Parks and Recreation staff addressed questions as they arose and continued to monitor the property. The department appreciates the time the Chamber spent serving the community and wishes them well in their future endeavors.

Thomas has been working extensively at the playgrounds and is scheduled to meet with the playground representative today to order parts for the existing structures. All playground structures are routinely inspected by Thomas, who is a certified playground inspector. Special thanks to Thomas for staying late on Tuesday evening to administer an air quality test at the Log Cabin. A professional environmental group is scheduled to come on Friday to confirm and validate the test results.

Vicky and Sam continue the challenging task of removing Christmas lights at various parks throughout Town. As noted, taking the lights down is just as demanding as installing them, and their continued efforts are appreciated. Brad has been rolling the soccer fields this week in preparation for the upcoming spring season.

Van and I met with the Babe Ruth Baseball field coordinator to prepare for the new season. As he is new to the role, we provided an overview of field operations and outlined the support the Town provides to the league. Van is also pricing new mulch for the playgrounds and did an excellent job rebalancing airflow for the vents at the Historical Society/Train Depot.

Scott and Thomas will be installing donated train crossing lights at the museum for display purposes. Ideally, the lights will be operational; however, at a minimum, they will serve as attractive and fitting accent pieces for the exhibits. Sam successfully installed and activated exit signs at several facility doorways, improving safety and compliance.

Amy continues to prepare for the Spring Survivor Event and has received confirmation from Kiki's to participate. Great work securing vendors and moving the event forward—keep it up, Amy.

Additionally, I picked up newly made signage for the courts indicating that unauthorized teaching is not permitted and noting that our contracted instructor has exclusive rights to one court, as outlined in his agreement with the Commission.

Overall, the department had a productive and successful week, and staff efforts across all areas are greatly appreciated.

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

We received a significant amount of media attention following a successful drone launch, along with the conclusion of two burglary investigations that resulted in arrests. Thank you to the Communications Department team and everyone who contributed to highlighting these events.

I attended a ceremony recognizing two local heroes who used an AED and provided CPR to save a gentleman in The Villages last fall. The event was attended by representatives from the Governor's Office and several stakeholders to raise awareness of the defibrillator program and the importance of CPR training. We currently have 15 units for our patrol officers, and we hope to add more as we explore funding opportunities. We all receive training annually on the operation of the units as well as CPR refreshers.

Today is Mock Commission Day, and we are all looking forward to sharing town government with the students. It is always a great event.

Deputy Chief Brough has been working on compiling our annual report, and we look forward to sharing the completed version soon.

**PUBLIC WORKS/UTILITIES DEPARTMENT Administration (C.T. Eagle -Director and Kevin Anderson – Admin Assistant to Director):**

CT attended and participated in the Mock Commission Meeting with the middle school students this week.

We have multiple positions open here at Public Works; open positions can be found here:

<https://www.ladylakefl.gov/210/Human-Resources>

Information regarding current Town Projects can be found here:

<https://www.ladylakefl.gov/167/Town-Projects>

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

Performed driveway apron inspections.

Met with citizens regarding maintenance concerns.

Inspected the street for needed patching and stormwater cleanup.

**Streets (Kon Scott, Travis Lacey, Todd Foster, and Justin Wallace - Lead Operators; Jordan Correa – Operator III; Jordan Pettinato – Operator II):**

Prepared Trucks and Equipment for the hard freeze warning this weekend.

Performed litter pickup along roadways in Town. Continued cleaning or replacing street and stop signs townwide. Cleaned storm drains. Patched potholes and utility road cuts. Mowed Town maintained rights of way.

Trimmed trees on Oak Meadows Ln.

Repaired concrete after utility cuts.

Cleaned up around Oak Grove's Retention Pond.

**Facilities Maintenance (Mark Walls - Lead Operator, Joshua Fitchpatrick - Operator II, and Phillip Perna - Operator I):**

Staff completed multiple work orders at Town facilities. Moved and mounted TV in lobby at Town Hall. Started prepping a wall in the hallway of Town Hall for painting. AED installed in the IT area. Prepared old Growth Management area and the Commission Chambers at Town Hall for carpet cleaning. Prepared water pipes for the hard freeze warning this weekend.

Set up the Commission Chambers for the Mock Commission meeting with the middle school students.

Continued performing groundskeeping at Town Hall, PD, Growth Management, and the library.

**Motor Pool (Billy Kohler - Lead Mechanic, and Jim Richards - Mechanic):**

Ongoing repair and maintenance on Town Vehicles and Equipment.

**Utilities — Water and Sewer (Thomas "Butch" Goodman – Supervisor, and Mary Levesque - Staff Assistant to Supervisor):**

Met with staff from St. John's River Water Management District, David Sumner at Public Works, to perform well site visits and confirm GIS locations, in coordination of submittal of the Town's new Consumptive Use Permit renewal.

Notified customers and prepared for the multiple-day hard freeze warnings this coming weekend.

Coordinated Final Tank Inspection reports for Charlie Cox with FDEP.

Coordinated with multiple contractors, engineers, vendors, developers, and other departments regarding future and current in-process projects going on around Town.

Current project coordination with Hammock Oaks (Multiple Phases), Boulevard Oaks, Lake Ella Estates, and Green Key Village phases 5 and 6.

**Distribution and Collection Systems Field Operations (Robert Barnes – Field Operations Manager; and Vacant - Lead Operator):**

Continued performing utilities walk-throughs and inspections for phases of the Hammock Oaks Subdivision and Boulevard Oaks Subdivision.

Responded to customer concern calls.

Coordinate and complete various work orders, working on new accounts, meter reading, meter replacements, non-pay disconnects, and re-reads.

Completed 811 dig ticket location requests. Coordinating new fiber optic line locations.

Completed FDEP submittals, Water/Sewer/Reuse physical availability requests, Utility Quotes, CO inspection requests, and required back-flow device verification audits.

Performed weekly fueling and testing of emergency equipment, pumps, vehicles, and generators.

**Water and Wastewater Treatment Plants (Steve Pfouts – Treatment Plants Operations Manager; Darryl Flanders – Lead Wastewater Plant Operator; and Daniel Myklejord – Lead Water Plant Operator)**

Responded to after-hours call out for alarms at the Treatment Plants.

Pressure-washed the dewatering boxes.

Wastewater Plants completed and submitted required compliance reports to FDEP. Continued running process control samples and making necessary plant adjustments.

Water, Wastewater, and Reuse Systems Master Planning Project and Water Facilities Plan Project, required for SRF funding, are in final draft by the Town Engineer, Jason Shepler, with Mittauer-CPH. The results and recommended infrastructure projects will be presented to the Town Commission for consideration for approval in the coming weeks.

Consumptive Use Permit (CUP) renewal project with St. Johns River Water Management District (SJRWMD), in coordination with SJRWMD staff pre-submittal. Projected completion of renewal is Fall of 2026.