

WEEKLY MANAGER'S REPORT

TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

February 12, 2026

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shout-outs of the Week: go to **Lori Crane** and **Denise Williams**, Code Enforcement for their incredible dedication and hard work in cleaning up neighborhoods on the south side of Town! This has been a project more than two years in the making, and the transformation is truly impressive. The positive impact is immediately noticeable when driving through these neighborhoods. Clean neighborhoods contribute to safer communities, stronger pride, and an improved quality of life for everyone. Outstanding job, Lori and Denise — your efforts make a real difference!

I always enjoy sharing positive feedback from our residents. The following message was sent to the Clerk's Office:

"I was at your offices yesterday to pull three permits, and Christie went out of her way to assist me with the necessary documentation and helped Blake Johnson pick up permits for me. She is an asset to the Town! I just wanted you all to know."

— Many thanks, Dona Goodwin

Fantastic customer service, **Christie Gosneigh**! Your commitment to helping residents is greatly appreciated.

Congratulations to **Town Clerk Kathy Rosado**, **Finance Director Joella LeDonne**, and **Assistant Finance Director Brandi Carson** on successfully completing their six-month probationary periods! This is a great milestone, and we appreciate your continued professionalism, teamwork, and dedication to the Town.

The Department Manager's meeting was held Tuesday morning at the library. The team had a productive session reviewing the upcoming commission agenda for the February 25 meeting at 6:00 p.m. We also discussed the Mock Commission meeting exercise and identified valuable opportunities for improvement for next year. Budget discussions are now underway, and we look forward to continued collaboration in the months ahead. Staff will also be participating in the Library Open House on February 23 at 9:00 a.m. We hope to see many members of the community there!

CLERK'S OFFICE (Kathy Rosado):

The Clerk's Office worked diligently to prepare for the upcoming Special Election for Commissioner of Ward #2. We prepared informational packets for distribution to residents interested in running for office. Carol and I also met with two potential candidates to review the requirements and paperwork necessary to qualify as an official candidate.

I reviewed and executed an agreement with the supervisor of elections for the polling location, which will be the Community Center. I also requested the canvassing board schedule.

Next week, from Tuesday at noon through Thursday at noon, individuals wishing to qualify will have the opportunity to submit their petitions. By the close of business on Thursday, we will know whether an election will be required based on the qualifying results.

Attended the manager's meeting where we discussed the upcoming budget process; lessons learned at the mock commission meeting, and what we can do differently; and went over weekly department reports.

Visited the Farmer's Market, which seemed to have a very good attendance from the public. The slight change in weather seemed to bring out the crowds.

The clerk's office attended a 3-hour training on Wednesday.

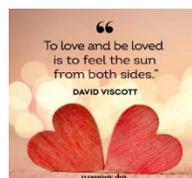
Scheduled a meeting with Orange Data to review the agreement, and to discuss how we can move forward with the lien search process and collection of fees to increase revenue for the Town.

Prepared for the upcoming town commission meeting and reviewed the minutes of the meetings.

This week, the town clerk's office completed –

- two sets of minutes
- Prepared and distributed two Town Commission agenda packets
- Completed 13 lien Search Requests
- Completed 03 Public Records Requests

As Valentine's Day approaches, we encourage everyone to take a moment to express appreciation to those who make a difference in your life. A simple gesture, kind word, or thoughtful note can brighten someone's day. Let's continue to foster a community built on kindness and respect.



COMMUNICATIONS (Elisha Pappacoda):

This week, Communications attended the Managers' Meeting, the Farmers Market, a police-sponsored training, and livestreamed the Planning & Zoning meeting.

On Tuesday, we prepped for and arranged a TV interview with Chief Hunt and WESH-2 news regarding PD's license plate readers.

We also worked closely with Library staff to help plan the Open House on Feb. 23, by assisting with event coordination and scripts. We expect several dignitaries, community stakeholders, and news organizations to attend. We plan to create a video of the event.

Susyn will begin working on digital signage for the police lobby, as well as inside the break room at Public Works. As mentioned in the Manager's Meeting, this is a significant workload, as signage at each location contains specific and varied messaging.

We have also successfully worked with our water conservation consultants to transition their physical messaging (formerly poster boards) to the more engaging digital signs.

We issued the following three press releases and received media coverage for all:

- [Town of Lady Lake welcomes the community to new Children's Library](#) •
- [Town presents spring concert series](#) •
- [Special election and qualifying period announcement](#) •

Three publications picked up promotions on the Sweetheart Market at the Farmers' Market. The weather was beautiful and the vendors were thrilled with the attendance.

We published two Facebook ads for Parks & Recreation and shared holiday closure information on Facebook and [the website](#).

We responded to media requests this week from WESH, The Daily Sun, Lake & Sumter Style Magazine, and A&E.

On Wednesday, Susyn and I will attend a meeting at the Sumter County Emergency Operations Center (EOC) with area public information officers. We will be discussing cold weather response, upcoming campaigns, and more, before taking a tour of the EOC.

FINANCE (Joella LeDonne):

There are stages in creating a budget so that we can organize, plan, allocate, and manage the Town's financial resources in the best way possible to maximize the potential of the Town. We will be entering the stage of gathering data. Every department will have the opportunity to set objectives and goals for what they would like to achieve for the upcoming fiscal year. I kind of refer to it as the "Christmas list" for the department heads. As you know, Christmas lists are made up of everything you WANT. There may be some kids out there that got everything on their

lists (lucky) but in some cases (mine) it was what I needed if I had to make a choice, but if you don't ask, how will you know. Same thing with the budget. The budget will go thru several reviews involving the department heads, Town Manager, and Commissioners to prioritize what is a want and a need and make sure that the Town has enough money to cover all projects requested.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

A final site inspection was conducted for the Phase 1 of the streetscape project in Spanish Springs. A close out letter was also issued. This project includes the area in front of The Sharon as well as the Van Patton House.

Revised plans were received for the Community Clubhouse for Reserve at Hammock Oaks located at 840 Sunshower Drive. Revised plans were also received for a community pool, restrooms, and cabana at the same location.

The building department received eighty permits or plan revisions, and sixty-three building permits were issued this week. A total of one hundred fifty-nine inspections were completed.

Code Enforcement opened twelve new cases, six of which were complaint driven, closed seven cases, and conducted twenty-seven inspections. Thirty-five signs were also removed from the Town's right-of-way. Code Officer Crain presented a request for reduction of lien at the Commission meeting on February 2, 2026.

On Wednesday, planning staff attended the 2026 Florida Legislative Update webinar organized by 1000 Friends of Florida. The one-and-a-half-hour session provided insight regarding which bills were moving through both chambers, which were not likely to move, and which are likely to be amended or deferred to a special session. The financial and environmental impacts of each of the bills were explained very well. Planning staff will tune in again to the next session in March to stay abreast of the activities in Tallahassee.

Also on Wednesday, Senior Planner Rebecca Higgins attended the Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) meeting in Leesburg. Becky relinquished her role as the TAC chair, as new appointments were made for the committee; she remains on the committee serving as the vice-chair.

HUMAN RESOURCES (Tamika DeLee):

The Wastewater Plant Class "B" Operator, Utilities Distribution/Collection Tech I and Youth Services Library Assistant I positions will begin on February 23. A conditional job offer was extended for the Utilities Distribution/Collection Lead position; however, the candidates declined the offer. The background check for the Parks and Recreation Operator I applicant has been initiated. Interviews for the Utilities Distribution\Collection Tech II positions are scheduled to take place today.

INFORMATION TECHNOLOGY (John Pearl):

We made steady progress this week across several active projects. It may not feel dramatic, but these are often the weeks I find most rewarding.

Thank you to the team for their consistent, patient work that keeps us moving forward.

LIBRARY (Aly Herman)

Monday: Youth Services hosted *Alphabet Adventures* featuring the letter R. Kourtney brought in her pet rabbit, which absolutely thrilled the kids! We had 37 attendees.

- Senior Chair Yoga welcomed 32 participants.
- Tween/Teen Movie featured *Elio* with 6 attendees.

Tuesday: Nancy hosted Book Discussion with 18 wonderful ladies in attendance.

- Kourtney and I attended the Managers Meeting. We discussed the budget and shared feedback on ways to improve the Mock Commission Meeting next year.
- Tiny Tots had 32 attendees, and Storybook Studio welcomed 19 participants.

Wednesday: Storytime was exceptional, with 55 attendees.

- Staff attended First Amendment Auditor training. It was very well done. Thank you to Tamika and the Chief for organizing this for our staff.
- Scarlett was also busy, hosting a program with 12 attendees.

Thursday: Youth is hosting a Valentine's Day Card Swap and Craft today at 10:30 AM.

Friday (Last Week):

- We hosted Valentine's Kids BINGO with 26 attendees. Poor Kourtney had lost her voice, so I stepped in to help—and had a blast!
- Baby Sprouts had 12 attendees.
- We are hosting *Love Letters: A Play* at 2:00 PM.

Additional Updates: IRS instruction booklets, as well as 1040 and 1040-SR forms, have arrived.

I am completing Miranda's six-month probation review. She has made a great impact with our teens during her first six months.

Our new hire is scheduled to begin on February 23.

Shout-Out: Elisha has been extremely helpful in getting the word out about the library's Open House on Monday, February 23, at 9:30 AM.

PARKS AND RECREATION (Mike Burske):

This week has been productive across several areas as we continue to focus on maintenance, improvements, and preparation for upcoming projects and events.

Brad has been working closely with Musco Lighting to get the Rolling Acres Soccer Fields lights back online. We are making steady progress and appreciate their responsiveness in helping us resolve the issue.

At the Community Building, Vicky and Sam are in the process of constructing a decorative garden border to enhance the landscaping. This improvement will add a clean, finished look to the area and further improve the appearance of the facility grounds.

Ted Williams from Public Works is currently gathering pricing for Queen Palms to be installed on the north side of the Log Cabin. These will replace trees that had to be removed. The plan is to piggyback off the BrightView contract for Hwy 466 and complete the installation as a change order, unless otherwise directed.

The Driving Range has requested additional electrical capacity at the ball shack, as the air conditioning unit and other appliances have begun tripping breakers. We are awaiting an email and formal quote from them. They will be covering the cost of the project, and we will coordinate with our electrical contractor to see if we can help reduce the expense. They have been quoted nearly \$10,000, so we are exploring options to make this more cost-effective.

Staff have also been working diligently to restore irrigation systems following the recent freeze. We are close to full recovery and anticipate having everything fully operational very soon.

With spring events right around the corner, preparations are well underway. Amy is doing an excellent job coordinating and ensuring we are ready for a successful season.

Lastly, as the Commission will see on the upcoming agenda, the court restoration project is moving forward. We are excited about the transition to six dedicated pickleball courts and the elimination of tennis, which aligns with current community demand and usage trends.

The Community Building getting its makeover!



The Farmers Market had 527 patrons come through this week. We are excited to have our former produce vendor come back out of retirement as his presence greatly enhances the market through much better quality produce and prices, not to mention a smiling face.

POLICE DEPARTMENT (Chief Steve Hunt):

We finally received permitting approval from Lake County for our License Plate Reader program after Sgt. Gehrsitz testified before the Lake County Commissioners. We were one of several departments before the Commission receiving the go ahead to proceed. Incidentally, our neighbors in Ocala were able to arrest a murder suspect using the system as their suspect crossed over the Florida Georgia Stateline.

Our department continued to receive training with communication and deescalation skills. We are always working on ways to bring a better product to those that we serve.

Our annual report has been completed and has been posted on our website soon. Please take a moment to review last year's statistics and points of interest. Thank you Deputy Chief Brough for taking on this project.

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

- All Public Works and Utilities staff attended training at Town Hall this week. The training was very informative and well received. Thank you to Chief Hunt and Sean Quinn for organizing the event.
- Multiple positions remain open within Public Works. Open positions can be viewed at: <https://www.ladylakefl.gov/210/Human-Resources>
- Information regarding current Town projects is available at: <https://www.ladylakefl.gov/167/Town-Projects>

Maintenance Department (Ted Williams - Supervisor)

- Coordinated with contractor performing landscaping project on CR 466.
- Performed driveway apron inspections.
- Met with citizens regarding maintenance concerns.

Streets Division - Kon Scott, Travis Lacey, Todd Foster, Justin Wallace - Lead Operators;

Jordan Correa - Operator III; Jordan Pettinato - Operator II

- Conducted litter pickup along Town roadways.
- Continued cleaning and 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 Lane.

Facilities Maintenance: *Mark Walls – Lead Operator; Joshual Fitchpatrick – Operator II; Phillip Perna - Operator I*

- Completed multiple work orders at Town facilities.
- Continued interior painting at Town Hall.
- Repaired HVAC unit in the IT Department.
- Performed ongoing groundskeeping at Town Hall, Police Department, Growth Management, and the Library.

Motor Pool – Billy Kohler – Lead Mechanic; Jim Richards – Mechanic

- Ongoing repair and maintenance of Town vehicles and equipment.

Utilities – Water & Sewer: *Supervisor: “Butch” Goodman; Staff Assistant: Mary Levesque*

- Coordinated with contractors, engineers, vendors, developers, and Town departments regarding current and upcoming projects.
- Active project coordination includes:
 - Hammock Oaks (Multiple Phases)
 - Boulevard Oaks
 - Lake Ella Estates
 - Green Key Village Phases 5 & 6

Distribution & Collection Systems Field Operations: *Robert Barnes–Field Operations Manager Lead Operator – Vacant*

- Completed work orders, new account setups, meter readings, meter replacements, non-pay disconnects, and re-reads.
- Completed 811 dig ticket location requests and coordinated new fiber optic line locations.
- Submitted required documentation including:
 - FDEP submittals
 - Water/Sewer/Reuse availability requests
 - Utility quotes

- CO inspection requests
- Backflow device verification audits

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

Water & Wastewater Treatment Plants: *Steve Pfouts – Treatment Plants Operations Manager*

Darryl Flanders – Lead Wastewater Plant Operator

Daniel Myklejord – Lead Water Plant Operator

- Responded to after-hours alarm call-outs.
- Pressure washed dewatering boxes.
- Completed and submitted required compliance reports to FDEP.
- Continued process control sampling and plant adjustments as needed.

Planning & Regulatory Projects

- **Water, Wastewater, and Reuse Systems Master Planning Project and Water Facilities Plan Project** (required for SRF funding) have been finalized by Town Engineer Jason Shepler (Mittauer-CPH). Results and recommended infrastructure projects will be presented to the Town Commission in March for consideration.
- **Consumptive Use Permit (CUP) Renewal** with St. Johns River Water Management District (SJRWMD) is underway and currently in pre-submittal coordination. Projected completion is Fall 2026.