

WEEKLY MANAGER'S REPORT

TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

January 30, 2025

DEPARTMENT MANAGER'S REPORTS (Bill Lawrence):

Shoutouts and Acknowledgments: This week I would like to recognize **Butch Goodman** who appeared in an article in the Daily Sun. Butch was recognized for his proactive role during Hurricane Milton, using the new plant as a surge tank to prevent wastewater spills, which highlights the Town's forward-thinking approach to handling wastewater concerns amidst growth. Great job Butch!

Congrats to **Sgt. Michelle Bilbrey and Cpl. Andru Eckerdt**. While conducting a routine traffic stop last Saturday, it resulted in taking a fugitive on the FBI 10 Most Wanted list off the street. This shows their sharp attention to detail during a routine traffic stop. Sgt. Bilbrey noticed suspicious behavior from the driver, and Cpl. Eckerdt assisted, showcasing their teamwork and vigilance.

I want to recognize the work **Elisha Pappacoda** did throughout the weekend with Chief Hunt, the officers, staff and the media outlets, to put together a professional press conference on Monday afternoon.

The Manager's meeting was held Tuesday morning at the Commission Chambers. We reviewed the upcoming commission agenda for the next commission meeting on February 3rd at 6:00 p.m. We discussed the recent change orders at the library. We also did preparations for the mock commission meeting for Thursday.

Quarterly Lake County Fire Meeting: I met with John Simpson, Fire Chief for Lake County Fire on Wednesday morning. John and I had a successful discussion regarding the new reporting system and the smooth operation of services, looking forward to continued collaboration.

CLERK'S OFFICE (Nancy Wilson):

A productive week of a variety of tasks were accomplished. Carol collaborated with Nancy for cross-training and successfully created and posted the Commission Agenda and Packet for February 3. She also continued her work on the Minutes and other preparations for the upcoming Commission meeting.

The Clerk's Mock Commission presentation received a makeover in Canva by Jackie, resulting in a fresh and updated appearance. Nancy finalized the compilation of the Mock Commission agenda and the agenda items intended for the Mock Commission Meeting.

The Farmers & Crafts Market experienced a record-high attendance on Tuesday, with 886 shoppers! Additionally, we welcomed ten new applications. Work continued in Canva as ads for the remainder of the season were drafted, alongside ongoing coordination with vendors and special events groups, as well as planning the budget for next year.

Collaboration with Growth Management focused on the agenda items for the next P & Z meeting, along with legal advertising and adjustments to several agenda items for the LPA and Commission Meeting.

Special thanks to Andy for assisting with a local HOA meeting to connect their AV equipment to our system. Thanks also to Elaine for keeping updated with our calendar and ensuring timely access to Town Hall doors.

COMMUNICATIONS (Elisha Pappacoda):

It's not every day a local police department like Lady Lake catches the No. 4 fugitive on the FBI's Most Wanted List. I am so proud of Sgt. Bilbrey, Cpl. Eckerdt and Officer Pettis for getting this suspect off the streets, and truly thankful they were able to safely apprehend him.

While it's important to stay humble, this is a huge win for LLPD that should be celebrated.

I was also thrilled to highlight this major arrest with the largest news conference I have ever coordinated, in conjunction with the FBI. This was a moment I was very grateful to lean on my continued PIO training. Thanks to all who helped with everything from setting up the projector to taking photos. The entire press conference can be viewed here:

<https://www.fox35orlando.com/video/1583508>.

As of midday Wednesday, the story of the arrest had 428 mentions in the media to an audience of 341,684,814. The publicity value is **\$10,140,575**.

Communications attended the Department Managers' meeting and the emergency event planning meeting to discuss ways to increase security at major town events. Public communications in advance of and during these events is a key component. This week, we created text keywords for all applicable 2025 events so people can receive emergency, weather, and traffic alerts via text in real time.

On Wednesday, Aly and I attended Lake County's ribbon cutting for the new Astor Library. We got some inspiration on how to host our own grand opening event when the expansion is complete in the coming months.

This week, Susyn worked with our A/V vendor to enhance the picture-in-picture position for the livestream. She also adjusted the audio on the two microphones we were having problems with and is working on a solution for a visual signal on the dais mics so that the Commissioners know when the mics are on.

On Thursday, I will attend the mock Commission meeting, hoping to inspire a future generation of fantastic communicators!

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

Though no new development applications were submitted this week, Planning and Zoning staff are working on several existing site plans at various stages of completion. Two site plan modifications are currently underway for the Church at the Springs Lady Lake Campus on Rolling Acres Road, and Church of Christ of The Villages located on Oak Street in the vicinity of Clay Avenue. Two new site plan applications for automotive repair and warehouse facilities located on Griffin View Drive are pending revised civil and landscaping plans.

Two site plan applications are also being processed for the Hammock Oaks commercial site. These include the proposed Walmart Neighborhood Market and site preparation plans. Several land use and variance applications are being reviewed and prepared to be presented at upcoming public meetings.

A building permit was issued for CFS Coffee Shop located at 1002 Alvarez Avenue. An application was also received for a remodel to Salon located at 668 North Highway 27/441. Eight-eight building permits or revisions were received this week, and sixty-one permits were issued. One hundred and thirty-two building inspections were conducted in the field.

This week code enforcement opened twenty new cases, closed twenty-five cases, and conducted fifty-eight inspections. Twenty-five signs were also removed from the Town's right-of-way. Code Officers Crain and Williams presented six cases at the Special Magistrate Hearing on January 23, 2025.

HUMAN RESOURCES (Tamika DeLee):

The Human Resources staff have registered for the Public Risk Management of Central Florida Human Resources Academy. Public Risk Management of Central Florida desires to provide their pool member human resource professionals with the opportunity to review the fundamentals of human resources management. This program is designed for professionals new to their role in their organization, as well as seasoned human resources professionals, and will focus on human resources in the public sector. The first webinar was Session 1: Recruitment Strategies, presented by attorney Brian Koji. It covered topics such as crafting job descriptions, job applications, job postings/sourcing candidates, and so on. Upon completion of the program, participants will receive a Certificate of Completion, signifying their training in

foundational human resources skills. Society of Human Resources Management certification holders will also receive SHRM Recertification Credit Hour.

INFORMATION TECHNOLOGY (John Pearl):

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

Shout out this week to Andy. He manages our Help Desk operation taking on all manner of technical support issues each day with a consistently positive and determined attitude, quietly working behind the scenes, to deliver good outcomes for staff. Thank you, Andy.

The Enterprise Resource Planning (ERP) Implementation Team (Finance, Andy and John) will meet this afternoon to review various work task topics.

Public Works and IT staff are scheduled to meet with vendor PCS on Friday to continue a planned network management upgrade at the Public Works campus.

Public Works Utilities and IT staff have scheduled three days of on-site GPS collection training next week with vendor SAM, Inc.

The IT Department currently has Systems Analyst and Network Administrator position openings. Please see the Town's website or contact Human Resources for more information.

LIBRARY (Aly Herman):

On Monday, I attended the monthly Friends of the Library meeting. It was a great meeting. Marsha Brinson, President of Friends of the Library would like to speak to local organizations about all the Friends offer. So, if you're an organization, feel free to reach out to me and I will get you in contact with her.

On Monday afternoon, I attended the press conference and assisted Elisha in recording it for the Town. She did a fantastic job organizing the event. Shoutout to LLPD for their great work in making this arrest!

On Tuesday, we had our department manager meeting, followed by a team gathering to go over our topics for Thursday's Mock Commission meeting.

On Wednesday, I attended the ribbon-cutting ceremony for the new Lake County Astor Branch Library. It's a beautiful building and will serve as a fantastic community hub.

Later that afternoon, Kourtney and I participated in VELL School's Literacy Night from 3 PM to 6 PM. We had the opportunity to talk with families about the importance of early reading and signed people up for library cards.

Today, I will be participating in the mock commission meeting that the Town hosts annually for The Villages Charter Middle School.

Shoutout this week goes to Ruth Patterson and Nicole LeFrancois! Ruth has been a tremendous help over the past few weeks, assisting at the adult desk while we've been short-staffed and even stepping in to support programs. Then, when I asked Nicole to present for a local organization on Tuesday, she did an outstanding job! The host even called to share how much valuable information they received from her. Thank you both so much!

Lastly, a renovation update: This week, all the lights on the first floor are being replaced with LED fixtures. This is a great way to save energy, and they look fantastic!

Here are the youth program stats for this week:

- Tiny Tots: 22
- Family Crafting: 23
- Storytime:50
- Scavenger Hunt: 28
- Reading with Scarlett: 15
- Legos-26
- Little Blessings- 25

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

PARKS AND RECREATION (Mike Burske):

This week, the Parks and Recreation Department is finishing up taking down the Christmas Lights at Heritage Park. Sam has stated that he is looking forward to next year's lights and has multiple ideas. Scott, Thomas, and Brad have been working to secure the fence at the tennis courts. As fences get older, they will begin to buckle up at the bottom with repeated ball hits. I am getting a complaint every so often about cracks starting to form in the tennis courts. There is really not much that can be done as the asphalt that was laid in the early 90's has begun to fail. We will have to rip out the courts and resurface in the next year or two. Any attempt at a repair is little more than a waste of time.

We have been brainstorming with Amy, our events coordinator, about the Centennial Celebration for 2025. Around March you will be seeing the propaganda go up about our 100-year anniversary. We will have educational materials at the events and the week of November 8th, 2025, we will have many events leading up to the big celebration. We had some input from the Parks, Recreation and Tree Board and the public at the January Meeting.

I have received the parts supply list and the scope of the job for the Rolling Acres Soccer Fields Lighting Project Phase II. This project will begin after soccer is over and will give us three

lighted soccer fields for the Fall of 2025. This lighting has been needed for over 20 years and am past happy that it is going up.

I had a phone meeting with Ted as I will have the privilege to work with him on revamping the landscaping on CR 466. We will see the revamping of the irrigation, installation of grass where mulch and plants currently are and the addition of palm trees. This will improve the appearance and take out the labor-intensive landscaping currently on place. We do not have a start date as of now. We will be working with Brightview Landscaping by piggybacking off the City of Leesburg.

Art in the Park has been cancelled by the vendor for this weekend. She was not able to get enough vendors. She will be requesting a new date in late March.

POLICE DEPARTMENT (Chief Steve Hunt):

The arrest of an FBI Top Ten Most Wanted Fugitive by Charlie Squad was an amazing way to start 2025. The response to this arrest has been nothing short of overwhelming. We are so appreciative of all the kind words and support for our department. Special thanks to Elisha for all of her assistance in coordinating the response to media requests and with the messaging. Thank you, the support team that assisted behind the curtain, in order to get all the requests fulfilled. One less "bad actor" off the corridor.

I received an excellent training report on our two K-9's Ember and Flash. Our dogs and handlers are performing superbly. Their training coordinator stated, "both teams have exceeded my expectations". Both teams continue to be active on the street and are great assets to the department.

Additional interviews are continuing with the Lieutenant's positions.

I attended several meetings with our neighboring law enforcement partners.

We are looking forward to participating in the Mock Commission meeting and sharing all we do with the next generation!

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

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

Information regarding current Town Projects can be found here:

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

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.

Maintenance Department (Ted Williams, Supervisor):

Continued monitoring of retention pond water levels throughout the Town.

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

Sprayed, edged, weed-eated, trimmed trees and cleaned up the right-of-way areas on Hwy 466.

Cleaned off storm drains around the Town.

Checked out the low wetland areas around Town.

Performed driveway apron inspections.

Cleaned up around the debris pile storage area behind Public Works.

Helped Code Enforcement take down signs.

Patched road cuts.

Met with contractors for another quote for maintenance on Hwy 441.

Picked up trash around Town.

Facilities Maintenance (Truman Henson - Lead Operator, Mark Walls - Operator II, and Phillip Perna – Operator I):

Pressure-washed Town Hall and Police Department areas.

Worked on landscaping and put out insect control.

Started planting flowers and mulch.

Performed groundskeeping at the library, took down the Christmas tree, and hung banners.

Set up for the Mock Commission Meeting.

Motor Pool (Billy Kohler - Lead Mechanic):

Ongoing repair and maintenance of Town Vehicles and Equipment.

Checked out the generator at Public Works.

Stripped down the surplus police car to be used in Growth Management and got quotes to fill in the wiring holes left on the roof.

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

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

Distribution and Collection Systems Field Operations (Robert Barnes, Lead Operator):

Completed 811 dig ticket location requests.

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

Water and Wastewater Treatment Plants (Daniel Myklejord – Lead Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator)

Phase Two of the Wastewater Treatment Plant Modifications Project is weeks away from the final closeout. Both plants are in service and are doing well. We are currently working on punch list items and final inspections.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project is also weeks away from the final closeout. Final water sampling on well #4 is in process, which will be followed by flushing and testing of well #5 once power activation is completed.