

WEEKLY MANAGER'S REPORT

TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

February 13, 2025

DEPARTMENT MANAGER'S REPORTS (Bill Lawrence):

Shoutouts and Acknowledgments: C.T. Eagle's Staff Meeting: It's great to see C.T. engaging with the Public Works team, keeping them informed about the ongoing projects in town. The positive feedback shows that open-minded communication and encouraging staff involvement are really paying off. Nice work, C.T.!

The Department Manager's meeting was held Tuesday morning at the commission chamber. We reviewed the upcoming commission meeting for Wednesday at 6:00 p.m. We reviewed last month's mock commission meeting. We felt it was managed the best to date but we could improve on the educational component. The managers will be planning the budgets in the next few weeks. We then went into a round table discussion and talked about the upcoming centennial. Pam shared the current audit process and Steve shared his annual report that was getting ready to be released. Aly discussed the library construction updates. Elisha shared the centennial banner logo.

The Commission Workshop was being held Thursday afternoon. Stockton Reeves, Executive Director, The Center for Public Safety, Inc. gave us a presentation on what goes into planning for a new police station. He has built police stations all over this country. Closer to home they have built the Clermont police station.

CLERK'S OFFICE (Nancy Wilson):

Jackie prepared the annual tree raffle material for the 2025 drawing that is part of the town's Arbor Day celebration. \$5,000 is budgeted for this program and the money comes from the Tree Bank for the purchase of 25, \$200 gift cards to be used at a nursery in Oxford. There are usually about 100 entries submitted in March with the drawing held in April.

Meetings attended this week included a Planning & Zoning meeting, the Managers meeting, and a Town Commission Workshop about a new police building. Also, Carol prepared and compiled the February 19th commission meeting and the agenda for the February 27th Special Magistrate hearing.

Farmers & Crafts Market "Sweetheart Market" this week, we welcomed over 926 shoppers! While vendors are performing well, many report that although people are attending, purchases are still low. We're optimistic that the economy will improve by next fall. We

created small signs for our special events, placing them inside the fence to attract attention. Next week, we will be hosting the Lake County Master Gardeners Clinic.

COMMUNICATIONS (Elisha Pappacoda):

This week, I attended the Department Managers' meeting and the Sweetheart Market at the Farmers' Market.

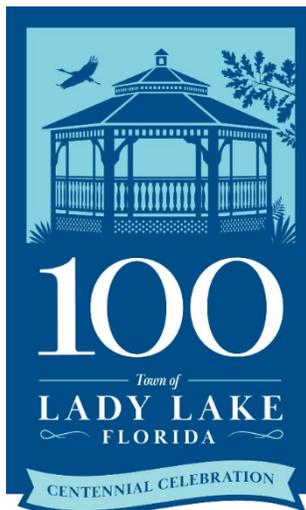
I began laying out the Police Department's annual report. We also coordinated an interview and photos with the Daily Sun on Wednesday regarding Lady Lake PD's recruitment efforts and successes.

We have prepared promotions seeking sponsors for the [annual children's Easter Egg hunt](#) and for the first ever-adult Easter scavenger hunt. We've already received positive feedback on Facebook regarding the new event.

I met with Events Coordinator Amy to discuss merchandise for the centennial, which she plans to roll out soon.

Susyn has created at least 20 short videos on the town's history to begin promoting the centennial. These will appear on YouTube and Facebook.

Below is the centennial branding Communications worked on with Parks & Recreation and a designer. The next step is to order banners for light poles in Snooky Park and around Old Dixie Highway. 2025 is going to be an exciting year for the Town of Lady Lake!



FINANCE (Pam Winegardner):

Finance just filed the Town's Federal Highway Administration-536 report that details the expenses the town has in the past year. This report is sent to the Florida Department of Transportation, and they consolidate the numbers with other Florida governments and forward the information to the Federal government. Based on all this information, the Federal

government will divide the transportation dollars into each state. Florida will then divide the dollars to each entity.

Finance also filed the Sales Tax Report with Lake County to report on how we spend our portion of sales tax revenue. The town will be spending this money on library renovations, which is over \$5 million.

This project allows the Growth Management Department, Building Department and Code Enforcement to move to the area of the children's library. The children's library is moving first to the newly renovated second floor which will be completed around September. The children's library will be more secure to protect our little ones and have a better floor plan to expand our ever growing population. This in turn will allow the finance department personnel and customer service billing personnel (that finance oversees) to come together to occupy the town hall space off the lobby that Growth Management, Building and Code Enforcement vacates. Human Resources can then move all HR personnel into one area where the customer service billing will be vacated. This resolves a lot of problems with space in town hall and as stated, the renovation will be financed with sales tax money and with our library director's successful application of grant money in the amount of \$1 million dollars.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Monday, the Planning and Zoning Board voted 5-0 to forward Resolution 2025-101 to the Town Commission with the recommendation of approval. The resolution proposes granting a variance from the provisions of the Memorandum of Agreement of Ordinance 2022-15, which requires all structures, except walls or signage, to be a minimum of 50 feet from the right of way of Highway 466. The variance request is to allow a 14-foot by 47.66-foot portion of the northwest corner of the fuel canopy to be built within the 50-foot setback on the Walmart Neighborhood Market property located south of Highway 466 and east of Cherry Lake Road. The variance request will be heard for final consideration by the Town Commission next Wednesday, February 19th.

This week, the building permits were issued for the "vanilla shell" buildings located at 871 Highway 466 Suite 402 and Suite 802. A Certificate of Completion was given to Potbelly Sandwich Shop located at 870 North Highway 27/441.

Plan review comments were sent to the applicant for the new Church at the Springs Lady Lake Campus at 600 Rolling Acres Road (formerly the site of the Daily Sun printing facility). The project consists of renovating the existing building as well as parking lot and landscaping modifications.

Sixty-three building permits or revisions were received this week, and forty permits were issued. One hundred fifty-five building inspections were conducted in the field. Code

enforcement opened eighteen new cases, closed eleven cases, and conducted sixty-three inspections. Twenty signs were also removed from the Town's right-of-way.

HUMAN RESOURCES (Tamika DeLee):

This week in human resources Wednesday was a full day of interviews. Four interviews were conducted for the Meter Reader/Work Order Specialist. One interview was conducted for the Utilities Treatment Plant Operations Manager. Conditional offer letters were made for the Mechanic and Staff Assistant to Police (part-time) positions. Human resources are currently working on scheduling police officer interviews for next week.

INFORMATION TECHNOLOGY (John Pearl):

No report this week.

LIBRARY (Aly Herman):

This week has brought significant construction progress at the library! Upstairs, the walls have been textured to match the existing ones, and painting has begun. The children's computer area is also taking shape, making the space truly feel like a youth library.

I want to extend my deepest gratitude to the commissioners (both past and present) and the Town Mayor for approving this incredible project. A huge thank you as well to our wonderful patrons for their patience and understanding throughout this process. And, of course, a special shout-out to my amazing staff for adapting to constant changes and enduring all the noise. The end result will be absolutely worth it!

Here are some update photos



This morning, we are hosting a Valentine's card exchange, providing a wonderful opportunity for our homeschool families to connect, interact, and build friendships.

Here are this week's youth program stats:

Tiny Tots: 29

Family Crafting: 11

Storytime: 49

Scavenger Hunt: 10

Reading with Scarlett: 2

Happy Valentine's Day!

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

PARKS AND RECREATION (Mike Burske):

This week, Sam and Vicky completed the extension of the sidewalk bricks at Heritage Park. They have moved on to start reworking the landscaping at the Community Building. These were originally removed during the highway widening project. Scott and Thomas installed the speaker system at Harry Sacks Field and installed new ceiling fans at the baseball concession stand.

We are in the process of ordering centennial banners for the celebration. A huge shout out to Elisha and all her help working with a vendor to get a final design. We will be ordering 115 banners and will start to see them up around March.

The Farmers and Craft Market went very well this week with 48 vendors and around 980 patrons came through the gate. The weather was impeccable, and I want to thank the Farmers Market Team for hosting a great day. The strawberry themed event for the Farmers Market on **Tuesday, March 4th is rescheduled to Tuesday, March 11th** as I inadvertently scheduled the school's field day on the soccer fields for March 4th.

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. The contract has been signed, and we are on our way. The contractor is currently working with Growth Management to obtain the proper permits.

I had a phone meeting with Ted as I will have the privilege to work with him on revamping the landscaping on CR 466. Ted has met with Brightview to get pricing for the project which will include revamping the irrigation. Ted is also getting a quote from a second vendor as we will be piggy backing off a Leesburg contract and want to make sure that we are getting value for our money. This project is being paid for by Tree and Beautification Funds from development in Lady Lake.

I will be meeting with Thad and Neel Schaffer Engineering as we will be getting a proposal to start doing a streetscape on Old Dixie Highway. This is Growth Management's part of the Master Plan that we recently implemented.

Amy has been working on the Easter Egg Hunt, the Adult Easter Scavenger Hunt, the 4th of July Event, the concert series and the Centennial events.

Here is an update from Amy on our Centennial Celebration:

Elisha has written the Proclamation for the Commission Meeting on November 3rd.

Elisha will be contacting the County to see if they too will do a Proclamation.

The Street Pole Signs have been ordered, and street pole sign hardware will be ordered today.

I will be attending the "Taste of Lake" in Leesburg to see how they run their event and get some ideas.

The band for Speakeasy has been booked.

Found the Band for the Saturday Night Celebration. Just working on details with them.

Mike is working on the fireworks.

I have ordered Centennial Bumper Stickers and keychains.

I ordered 1 Centennial t-shirt just to check on quality and look before I order those for retail. I will order in small quantities and purchase more as needed.

Working on Kids Zone for Saturday Night Celebration.

Have arranged cooks for our Pancakes in the Park event.

The Recreation Director spoke at the Project Legacy Donation Event on Wednesday the 12th. Project Legacy was started in Lady Lake about 15 years ago to fund our sports programs. I was called a few weeks ago as they wanted me to speak, and they donated to the Lady Lake Soccer Association. The check was made out to the Town, and we will cut them a check. The organization has raised over \$150,000.00 for area youth programs.

POLICE DEPARTMENT (Chief Steve Hunt):

We were interviewed for a story with the *Daily Sun*, which focused on our department's recent recruitment success. Elisha coordinated the event, and several officers contributed content to the feature.

Conditional job offers have been extended to two candidates for the Lieutenant positions. Both individuals are currently in the background check and vetting process, with a formal announcement to be made once completed.

Following the conclusion of the lieutenant selection process, our department will be staffed with 29 officers, leaving us just three short of our full complement of 32. A new hire oral board is scheduled for next week, with five candidates slated to participate.

The department successfully completed its quarterly In-Service Training this week. Training topics included tactical first aid, CPR/EAD, Narcan administration, evidence collection and preservation, and case law updates. Detective Jordan Duffy, a fire and arson investigator with the Department of Financial Services, SWAT team paramedic, and former colleague, led the first aid session. His exceptional teaching and expertise are invaluable, and we are deeply grateful to him and his agency for facilitating the training. We remain committed to offering cutting-edge instruction that reflects current best practices and enhances our skill set.

I participated in a webinar focused on Police Budgeting, further expanding my understanding of fiscal management within law enforcement.

I also attended the Manager's meeting.

I had the opportunity to meet with leadership from the American Legion Post. We had a productive discussion on several subjects, and I am grateful for the strong partnership we continue to share with the Post.

By the time of this post, we will have also conducted our monthly supervisory staff meeting, along with a Commission workshop. The workshop aimed to outline best practices for evaluating the potential construction of a new police department building, and I hope it will provide valuable insight into the necessary steps for making an informed and prudent decision.

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

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

CT held two Departmental Update Meetings consisting of half of Public Works staff attending each meeting (15 each). The purpose of the meetings was to enhance communication at all levels of the department. The Strategic Plan was presented and discussed in depth, with emphasis on the Core Values, Mission Statement, and Vision Statement. Current and future projects were outlined and discussed. The meetings went very well, with good open discussions and input from the staff, we plan on having more meetings like this.

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. The projected closeout for this project is March 2nd.

Maintenance Department (Ted Williams, Supervisor):

All maintenance staff attended the Update Meeting with the Director.

Continued monitoring retention pond water levels throughout the Town.

Continued coordination with Mike Burske on installation of new landscaping along the CR 466 corridor.

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

Hauled off a pile of old asphalt at the Public Works Complex to the asphalt plant for recycling.

Mowed streets on the east side of US 27/441, April Hills area, and Hidden Oaks area.

Performed litter pickup townwide.

Trimmed trees on Whitney Way and Del Toro.

Replaced stop signs in April Hills.

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

Staff completed multiple work orders at Town facilities. Repaired Sprinklers and performed groundskeeping at Town Hall, PD, and the Library. Repaired Fuel Depot gate. Repaired parking lot lights at Town Hall. Cut plexiglass for the Clerk's Office. Pressure washed Town Hall sign. Repaired sink and toilet at the Library.

Motor Pool (Billy Kohler - Lead Mechanic):

Assisted with repair of the Fuel Depot Gate.

Ongoing repair and maintenance on Town Vehicles and Equipment.

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

All Utilities staff attended the Update Meeting with the Director.

Coordinated with multiple contractors, engineers, vendors, developers, and other departments regarding future and current in-process projects going on around 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 final closeout. Both plants are in service and doing well. Substantial Completion Letter issued by the Engineer. Only punch list items and final inspections remain.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project is also weeks away from final closeout. Well #4 has some remaining electrical and equipment issues to address prior to activation. Final water sampling on well #5 is in process.