

WEEKLY MANAGER'S REPORT

TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

February 20, 2025

DEPARTMENT MANAGER'S REPORTS (Bill Lawrence):

Shoutouts and Acknowledgments: This week, we'd like to send a big thank you to Chief Hunt, Deputy Chief Brough, and Communication Director Elisha Pappacoda for their leadership and dedication! Thanks to their hard work, the Police Department's first-ever annual report is almost ready to be published. This report will showcase the department's achievements over the past year, setting a new standard for transparency and demonstrating the value we provide for our taxpayers. Fantastic job, team – your efforts are truly appreciated!

The Library Project is progressing, though we have encountered some unanticipated challenges and additional expenses. Thankfully, we have a contingency budget of \$400,000 in place to help address these issues.

The Children's Library roof, which was last replaced 8 to 10 years ago, was found to need replacement again. After assessing the situation, C.T. visited the roof with the contractors, who identified sections of plywood that had rotted and required replacement. This additional cost was estimated at \$28,000. Furthermore, we've experienced leaks during heavy rains in the main library, and we've decided to allocate a couple of thousand extra to address the drainage issue. We are pleased to report that the Children's Library roof replacement has now been completed.

Additionally, **the Police Station Workshop** took place last Thursday afternoon in the commission chamber. Stockton Reeves, from the Center for Public Safety, led the workshop. With 35 years of experience building police stations nationwide, Stockton provided valuable insight into the planning and construction of these specialized facilities. He explained that due to Lady Lake's anticipated growth, the current police station has no more room to accommodate additional staff. Stockton also highlighted the unique considerations involved in designing a police station, especially concerning safety and security for law enforcement personnel. He discussed potential funding sources for the project, noting that the first step, should the Commission decide to move forward, would be to conduct a staffing study and assessment.

CLERK'S OFFICE (Nancy Wilson):

No report this week.

COMMUNICATIONS (Elisha Pappacoda):

This week, Communications completed the design for the Police Department's annual report and made it ADA compliant. It is now posted on the website at the following link: [2024 PD Annual Report](#). We also met with the Chief to discuss ongoing Communications efforts as well as event emergency planning.

The U.S. Attorney's Office issued a press release ([Eastern District of Missouri | Man Once on FBI's Most Wanted Fugitives List Appears in Court in St. Louis | United States Department of Justice](#)) on the FBI's Most Wanted suspect Eugene Fields, who was recently arrested in Lady Lake. FBI St. Louis shared the release and tagged us on Facebook. There are several additional stories mentioning Lady Lake PD this week, and we anticipate this story will continue to make news through the trial.

The story regarding police recruitment made the front page of The Villages Daily Sun on Monday: [Area police agencies push for new hires](#). It features a photo of new officer Hashaam Choudri.

We have begun to roll out the [Sounds of Spring Concert](#) series promotions on the website and social media.

Susyn is working on the town's public newsletter, which will include details on upcoming events as well as important utility information provided by Finance.

On Wednesday evening, we streamed the Town Commission meeting.

On Thursday, Communications will attend the following free, lunch-hour, professional development session: Lights, Camera, Connection: Media Interviews that Deliver a Message with presenter Dan Ward, APR, CPRC, Owner/President, Curley & Pynn. How would you fare if your organization's future depended on your success in a two-minute interview? For 40 years, Curley & Pynn Public Relations Management has helped industry-leading brands protect their reputations and turn interviews into opportunities with the Message Matrix®. An empowering framework for media interviews, Message Matrix® provides strategies and tools to avoid rushed reactions and engage confidently with a thoughtful response.

FINANCE (Pam Winegardner):

No report this week.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

On Tuesday, small-scale comprehensive plan amendment and rezoning applications were received for a 1.63-acre parcel located at 229 West McClendon Street. The applicant proposes changing the future land use from Single Family Low Density to Professional Services and

rezoning from Single Family Low Density Residential to Residential Professional. The Residential Professional Zoning district was established to implement comprehensive plan policies for managing transitional areas where existing residential structures can be utilized for personal and professional services and not adversely affect adjacent property.

On Wednesday, the Town Commission voted 5-0 to approve Resolution 2025-101 at First and Final Reading. The resolution grants 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 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 Town Commission also approved the Second and Final Reading of Ordinance 2024-25, which adds 35.93 acres to the Lady Lake Crossing development under a new Planned Unit Development Entitlement. The development now encompasses a total of 67.73 acres. Site work is anticipated to begin in the coming months on the vacant 35.93 acres which lies southeasterly of the Sportsman's Warehouse and Tire Kingdom, and west of Highway 27/441. The proposed development plan will create a new access connection to Highway 27/441 for the development across from the recently opened intersection of County Road 25 and Highway 27/441.

On Friday, February 14th, revised plans for the Walmart Neighborhood Market were submitted for review. This project is located at the southeast corner of Cherry Lake Road and Highway 466. A temporary certificate of occupancy was also issued for an internal build-out for Desjardins Retirement Solutions located at 871 Highway 466 Suite 702.

Seventy-eight building permits or revisions were received this week, and fifty permits were issued. One hundred forty-seven building inspections were conducted in the field. Code enforcement opened fourteen new cases, closed eight cases, and conducted forty-nine inspections. Six signs were also removed from the Town's right-of-way. Code Enforcement Officers Crain and Williams also began to prepare their cases for the Special Magistrate Hearing that will take place next week.

HUMAN RESOURCES (Tamika DeLee):

The Lady Lake police department had five applicants that participated in interviews on Wednesday, February 19th. A total of three letters of conditional offers of employment were made. A conditional offer of employment was made last week for the mechanic and, as of today, has not been accepted. One interview for meter reader/work order specialist was held today. The safety committee met yesterday and is currently planning their next safety fair.

INFORMATION TECHNOLOGY (John Pearl):

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

Shout out to Dawn, Michelle and Andy for the progress made over the past two weeks on the Chart of Accounts (COA) and Vendor data migration efforts.

Andy and John attended the annual Lake County Public Safety Communication Systems meeting in Tavares on Wednesday.

The Enterprise Resource Planning (ERP) Implementation Team (Finance, Andy and John) met with vendor Springbrook on Wednesday to review Chart of Accounts data conversion and workflow automation topics.

Staff will be performing various system upgrades over the weekend.

Our annual cybersecurity awareness training for staff will be held in the Commission Chambers on Thursday March 6 with retired FBI Special Agent Stacy Arruda. Staff unable to attend the in-person session will be enrolled in an online equivalent version.

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):

It's been a busy week of programs at the library! On Tuesday, we hosted our monthly knitting and crocheting class. Then on Wednesday, Ruth led her "Author's Round Table," and this afternoon, Sam is bringing the fun with our famous BINGO program.

We also have some exciting news—starting next week, the library will begin accepting credit card payments! Patrons will now be able to use credit cards for non-resident library card memberships and for fines over \$10. This has been one of the most frequent requests from our patrons, and we're thrilled to finally offer this option. A huge thank you to Pam Winegardner for ordering the machines and to Amy Alicea for helping to set them up. I also held a staff meeting this morning to give everyone a lesson on how to use them.

Tomorrow, Kourtney and Nicole will be attending Little Blessing Preschool for an outreach storytime.

Here are the youth program stats for this week:

- Baby storytime: 5
- Video Games: 10
- Tiny Tots: 13
- Family Crafting: 23

- Storytime:37

- Scavenger Hunt: 14

- Reading with Scarlett: 8

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

PARKS AND RECREATION (Mike Burske):

No report this week.

POLICE DEPARTMENT (Chief Steve Hunt):

We have conducted oral board interviews for new hires and will be conducting background checks on a few of the candidates. Due to a recent promotion and a resignation, we now have three slots to fill. We are almost there!

Officer Campbell received training on “General Instructor Techniques”. This is a required class that will now allow us to utilize Brian as a certified trainer in the State of Florida. He was a trainer on many topics when he was an officer in Colorado.

Speaking of Brian, Officer Campbell will be assigned to the Criminal Investigations Division next week. Officer Ronnie Williams will be joining him as the second detective on March 10th. Both bring a wealth of knowledge and experience to the unit.

We just rolled out of the first edition of the Police Department Annual report. Deputy Chief Brough and Elaine gathered the information and built the original draft. Thanks to Elisha and Susyn for the final touches. In our effort to continue to improve with transparency and sharing, I am really proud of this achievement. Thank you to the team for its implementation.

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):

Coordinated with vendors to get quotes for carpet installation in the PD.

Attended Safety Meeting.

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):

Performed litter pickup along roadways in Town. Replaced street and stop signs. Cleaned storm drains. Mowed Town maintained rights of ways.

Continued cleanup of storage area behind PW and started hauling old concrete piles to be recycled.

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

Staff completed multiple work orders at Town facilities. Installed computer networking switch and electrical boxes in the PD offices. Installed magnetic door strip in PD Office. Installed paper dispenser in women's restroom at Town Hall. Cleaned up broken glass in the PD parking lot.

Performed groundskeeping at Town Hall, PD, and the Library.

Motor Pool (Billy Kohler - Lead 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):

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 close out. 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 close out. Well #4 has some remaining equipment issues to address prior to activation. FDEP clearance package has been submitted for well #5, awaiting electrical parts and final clearance for activation.