

WEEKLY MANAGER'S REPORT

TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 3, 2025

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shoutouts & Acknowledgments:

A special thanks to **Jackie Schilling and Julia Harris at the Lady Lake Farmers Market** as they prepare to close for the season. This past week, the market continued to thrive with 31 vendors, generating a total revenue of \$1,055.

The Department Manager's Meeting was held on Tuesday morning at the Commission Chambers, where we reviewed the agenda for the upcoming Commission Meeting on April 7th. We focused on the purpose of the manager's report, as well as strategies for improving communication skills. A major topic of discussion was the potential impact of the property tax revenue loss on the services we provide to the community. Our next meeting will be held next Tuesday, where we will work on developing a strategic plan for moving forward.

On Thursday, the **Lake County Manager's Meeting** took place in Leesburg, with a roundtable discussion focused on property taxes and budgets.

Additionally, the **La Zamora Social Club Meeting** will be held on Thursday night. Commissioner Roberts and I will be attending the conversation, where we'll be discussing current events and addressing traffic concerns within the community.

CLERK'S OFFICE (Nancy Wilson):

The highlight of this week was Carol's impressive work in proofing, compiling, scanning, copying, and posting an exceptionally large packet. This included three proclamations, three consent items, three new business items, and seven ordinances for their first or second readings. With so much to include, she truly did an outstanding job!

COMMUNICATIONS (Elisha Pappacoda):

We received coverage this week on WKMG featuring advancements to Lady Lake PD's evidence process put in place by Evidence Tech Scott Kolb: [Getting Results](#), Lady Lake's Tree City status in The Villages Daily Sun: [Lady Lake celebrates 20 years as a Tree City](#) and a preview of our Easter events on WESH 2 news: [Easter events and activities in Central Florida](#), to name a few.

I completed the Police Department Mock Accreditation report design and layout. Chief Hunt and I took a call with a producer for a public access show. We posted the updated [Notice: Found/Abandoned Property](#) on the PD website.

Alongside Chief and several police staff, I attended Cole Pro Media's virtual training on body worn camera video. The webinar taught how to battle misinformation using body worn camera footage, why the positive stuff matters, and tips and tricks on editing for social media.

We are working on the "Shred It and Forget It" event promotions. The Lady Lake Police Department, in partnership with American Legion Post #347, are pleased to partner on a free drive-through shredding event to help seniors avoid scams. The event will take place on Saturday, April 26 from 8 - 11 a.m. at Post 347, located at [699 W. Lady Lake Blvd.](#)

We shared an alert for the Town Hall phone line outage on Facebook and the website.

Susyn is working on a rack card regarding detecting water leaks, requested by Finance and inspired by an EPA flyer. She created multimedia content for our job openings as well.

I assisted in judging the Water Conservation Poster Contest and we look forward to seeing the students at the Commission meeting on May 5. Communications also attended the Managers' Meeting and the Farmers Market on Tuesday. Remember, April 8 is the last market of the season so be sure to go out and support your favorite vendors!

This weekend, we will attend Parks & Recreation's second Spring Concert at Snooky Park on Saturday from 11 a.m. – 2 p.m. featuring the Gotta Groove Band. We sent out two text alerts to promote the concert and our Easter events.

Last but not least, the Centennial logo banners look fabulous at Snooky Park! We will be creating a short promo video to show them off.

FINANCE (Pam Winegardner):

No Report this week.

GROWTH MANAGEMENT (Thad Carroll):

This week the Building department received a permit application and plans for a remodel for approximately 2,500 square feet of the Sams Club for the area from tire storage to club pick up storage located at 755 North Highway 27/441. Plan revisions were also received for the new Walmart Neighborhood Market, located at 1220 Highway 466, and the Fueling Center located at 1210 Highway 466.

The following projects are currently under construction:

Cresswind Club at Hammock Oaks Amenity Center, located within Tract D of Hammock Oaks – includes clubhouse, pool pavilion, pool, pickleball courts, and tennis courts.

Lady Lake Medical Office, a 7,800 square foot medical office building located at 151 La Grande Boulevard.

The Hammock Oaks Amenity Center, located in Hammock Oaks Phase 1A, includes an amenity building, pool, dog park, and playground.

The Hammock Oaks Multi-Family Apartments, also known as Verdant, being a 312-unit apartment complex within the Hammock Oaks Development.

Teague Plaza, located at 1124 Teague Trail (County Road 25), is a two-story commercial strip center with six apartments on the second floor.

Grading for the Hammock Oaks Commercial property, where the Walmart Neighborhood Market will be constructed. Other tenants which will occupy the other five outparcels are unknown at this time.

One hundred and fourteen building permits or revisions were received this week, and sixty-five permits were issued. Two hundred and twenty building inspections were conducted in the field. This week Code Enforcement opened seventeen new cases, closed seven cases, and conducted sixty-three inspections. Seven cases were presented at the Special Magistrate Hearing of March 27, 2025.

HUMAN RESOURCES (Tamika DeLee):

No report this week.

INFORMATION TECHNOLOGY (John Pearl):

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

The Town experienced a 12-hour network outage affecting Town Hall and the Police Department on Tuesday. Thank you to Howard and Andy for their recovery efforts.

Patrick continued the GIS collection of the Town's water infrastructure in the April Hills area and completed addressing for The Highlands Phase II project.

Enterprise Resource Planning (ERP) vendor Springbrook has begun loading our Chart of Accounts (COA) data. Staff will meet with them next to review this on 4/17/25.

John met with industrial control system vendor Blue Automation on Wednesday to implement an improvement in our Utility SCADA system.

John met with Lake County IT peers in Tavares on Wednesday evening to discuss various technology and budget topics.

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

LIBRARY (Aly Herman):

Our youth library reopened this week, and our little patrons are thrilled to have Ms. Nicole and Ms. Kourtney back! We truly appreciate our patrons' patience and support—thank you!

On Tuesday, I attended our Department manager's meeting.

On Wednesday, I attended a virtual meeting with George Taylor and several other member library directors to discuss the LCC-8 policy regarding library cardholders. During the meeting, we made some changes that will impact our patrons. These revisions still need approval from county attorneys before being sent to all municipalities.

One significant change is that non-Lake County residents (including those from Marion and Sumter counties) will no longer have access to our digital collection, including Libby and CloudLibrary. This policy update is expected to take effect in approximately eight months.

Today, I'm attending a County Directors' meeting in Tavares. One of the key items on our agenda is discussing how the recent executive order involving the Institute of Museum and Library Services may impact our libraries.

Here is a picture of the offices downstairs.



Here are the youth program stats for this week:

- Scavenger Hunt: 16
- Craft Corner: 30
- Tiny Tots: 15
- Family Crafting:8
- Storytime:32
- Reading with Scarlett: 8
- VELL: 800

www.facebook.com/lakelakelibrary225

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department had a busy week this week preparing for the Spring Concert Series at Snookie Park this weekend, painting the sign at the Library and Town Hall, and hanging the centennial banners.



Vicky and Sam did an incredible job in revamping the sign at the library. We have old signs like this one at Heritage Park, Town Hall, and the Library. The before and after photos are incredible and has really changed the look of the sign, at a minimal cost. Sam and Vicky started the one at Town Hall today.



Scott is on the lift at the Lady Lake Library preparing to hang the banners on the poles to decorate for our centennial celebration.



The Centennial Signs are starting to pop up around town in our parks and town-owned properties. I want to thank Elisha and the rest of the team who worked on this, as it looks amazing.

This weekend we will host our concert for the Spring Concert Series. We hosted a great band for the sounds of the Woodstock Era, but this band will cover the songs from the 70s. The Concert starts at 11 AM at Snooky Park, and we predict a great event.

I have coordinated with Musco Lights, and we will see the new lights at the soccer fields go up after June 1st. These much needed lights will finally allow our children and parents to be able to participate in their programs with lighted fields.

POLICE DEPARTMENT (Chief Steve Hunt):

I participated in the Water Conservation Poster judging contest. Wow, what a talented group of 1st, 2nd, and 3rd graders.

Typical week in patrol, a few shoplifting arrests, traffic arrests, and an e-bike theft. Please lock your doors, remove your valuables from your cars, and turn on those outside lights.

We met with several vendors in an attempt to explore opportunities to provide better and more efficient services to our community.

Several of us participated in an online training seminar relating to disseminating body worn camera footage.

Hiring update: two candidates in the final stages, five candidates slated to take the physical fitness assessment, and we reopened the search for a staff assistant.

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

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

Thank you to all the judges that assisted with the ranking of student submissions for the Water Conservation Poster Contest from the Villages Elementary School. The posters were from students in 1st through 3rd grade. The awards will be given out at the May 5th Town Commission Meeting.

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. FDOT has added additional work to the project, and closeout has been pushed back at least a few months.

Maintenance Department (Ted Williams, Supervisor):

Performed driveway inspections.

Coordinated the replacement of a door at the PD.

Continued monitoring retention pond water levels and storm drains throughout the Town.

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

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

Mowed Town maintained rights of ways.

Trimmed trees on Guava St, Skyline Dr, and W Hermosa St.

Moved furniture at the Library.

Removed snipe signs in the right of way for Code Enforcement.

Removed and replaced bad sections of sidewalk on Fennell Blvd.

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

Staff completed multiple work orders at Town facilities. Reset timers for the parking lot lights at Town Hall and PD. Converted light fixtures at the PD to LED. Repaired leaking roof drain at Town Hall.

Continued performing groundskeeping at Town Hall, PD, and the Library.

Moved furniture at 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.

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, Lead Operator):

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.

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

Phase Two of the Wastewater Treatment Plant Modifications Project is approaching final closeout. Both plants are in service and are doing well. Continued work on punch list items and final inspections.

Phase Two of the Well #4 and Well #5 Water Treatment Plant Expansion Project is also approaching final closeout. All new systems are online and operating well. Final punch list items and final inspections remain.