

# WEEKLY MANAGER'S REPORT

## TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

April 24, 2025

### DEPARTMENT MANAGER'S REPORT (William Lawrence):

#### Shoutouts & Acknowledgments

A big thank you to Julia Harris for organizing the Employee Recognition Lunch this past Wednesday behind the Town Hall! Special shoutouts go to Jackie and Dawn for their assist, Public Works for the amazing cooking, and Parks & Recreation for setting up and handling cleanup duties. Judging by the empty plates and full smiles, it's safe to say everyone had a great time!

#### Finance Director Hiring Update

Finance Director interviews continued on Tuesday with three more strong candidates. We're moving forward with a plan to make a conditional offer by the end of the week. Special thanks to Pam, Tamika, and Thad for their work reviewing resumes and conducting the interviews, and to Krystin for coordinating the scheduling and candidate notifications—your help has been invaluable.

#### Understanding the Hiring Process

We've had several questions recently about the length of the local government hiring process. Here's a quick breakdown of the typical timeline, which can span 12 to 16 weeks:

Job Advertisement: Open for 4 weeks

Application Review & Interview Selection: 1 week

Interview Notifications & Scheduling: 2 weeks

Conditional Offer Made: 1 week

Background Checks: Approximately 2 weeks

Notice Period (if applicable): Varies, typically 2 to 4 weeks

While it can feel lengthy, this process helps ensure we find the right candidate and maintain the integrity of our hiring standards.

#### Celebrating Excellence: Officer of the Year

I had the honor of attending the Officer of the Year Rotary Club Event at the Venetian Center in Leesburg on Wednesday. Congratulations to Corporal Lidia Maya of Lady Lake, who was

recognized as Officer of the Year for 2024 at the Leesburg Rotary Club's 44th Annual Law Enforcement Officer of the Year Program. Well deserved, Lidia—we're proud of you!

**CLERK'S OFFICE (Nancy Wilson):**

The tree raffle sure does generate interest among our residents. We had 248 entries with the following breakdown: Ward 1 - 56, Ward 2 - 29, Ward 3 - 99, Ward 4 - 15, Ward 5 - 49. Each commissioner chose 10 names from the bucket to yield the happy 50 winners. This year the commission decided to give away 50, \$200 gift certificates instead of the usual 25. The breakdown for the winners: Ward 1 - 9, Ward 2 - 9, Ward 3 - 23, Ward 4 - 1, Ward 5 - 8.

Each January, the town and The American Legion Auxiliary host our annual Mock Commission meeting, an event that has become a highlight for both our town and local students. The Unit 347 President, Maureen Caswell, asked me to write a letter to their National Organization so they could vie for an award for their local unit, which I did. We shall see what happens.

We have a new Planning & Zoning Board member - Richard Masso. He is going to be a fabulous addition to this important board. He attends all our commission meetings, so his knowledge of the town business is going to be a huge asset. Welcome Richard!

**COMMUNICATIONS (Elisha Pappacoda):**

As part of Communications' annual goals to continue professional development training, Susyn attended FPRA's monthly webinar "Leveraging Relationships into Meaningful Stories." Buccaneers Team Reporter Casey Phillips explained how building authentic relationships helps uncover social media content ideas that are compelling, meaningful and build real connections.

We livestreamed the Commission meeting and for the first time, the tree raffle. With added promotion and media coverage, the raffle received the most applicants in recent history.

Villages-News covered the Commission's discussion of ongoing issues with Lady Lake Senior Living: [Assisted living facility slapped with liens over unpaid taxes and water bills - Villages-News.com](#)

We issued a press release on the officer of the year: [News Flash • Lady Lake Police Department names Corporal Lidia Maya Officer of the Year.](#) Congratulations to Cpl. Maya!

On Tuesday, I was excited for the opportunity to strengthen connections across county lines, meeting with PIOs for Wildwood, Sumter County and The Villages at the new Villages District Office. As government communicators in this unique area of Central Florida, we face many of the same challenges. Our group is looking forward to meeting regularly to help coordinate communications strategies. We are stronger together!

On Thursday, I will attend the Lake County Communicators meeting at the Emergency Operations Center in Tavares to review hurricane season preparations and discuss ways to support one another throughout the upcoming season.

Communications will attend and gather content for the Arbor Day Tree Planting on Thursday and the Shred it and Forget it event on Saturday.

Shoutout to all who were involved in the Employee Appreciation Lunch on Wednesday. It was greatly appreciated.

**FINANCE (Joella LeDonne, Assistant Finance Director)**

I have been monitoring and keeping track of the expenses for the Library Renovation Project. Last week was the first time that I had visited the library since the renovations started. As Aly beamed from ear to ear, explaining and showing us all the new things, a lot happens behind the scenes to make it all happen. To make it all possible, everything needs to be monitored and tracked so that we stay within the approved budget for the project. With every project, there are always unknowns. You never know what you may find that you would have to deviate from the plan. To make sure that a "safety net" is in place, a contingency fund is established. Normally, with large dollar amount projects, a percentage of the total cost of the project is set aside, like a reserve. If needed, those funds are available. The great thing about this is that since it has already been approved in the original proposed bid amount, it does not have to go to the Commission. It would only have to go to the Commission if all contingency funds have been exhausted. I am also working with Aly on the Library Grant. We are working together to make sure the proper paperwork gets submitted for reimbursement. Can't wait to see the finished project. If you haven't been down there, go check it out. It is going to look amazing when it is done. And CT, you have no money. 😊

**GROWTH MANAGEMENT (Thad Carroll):**

This week, staff received a Minor Modification application for the Spanish Springs Citrus Exchange building. This application proposes the removal of an existing courtyard and modifications to the existing parking lot area.

Also received was a Minor Modification application for The Sharon and Van Patton House buildings. The proposed improvements are part of the overall streetscape project for the square at Spanish Springs.

The building department received an application for the demolition of pump equipment and concrete pedestals located at 501 Sunbelt Road. A permit was also issued to repair a damaged wall at 740 Highway 466, Village Palms. The damage occurred as a result of a car driving into it. Finally,

the building permit for new playground equipment for The Groves at Lake Ella has been approved, and pending payment, the permit will be issued.

At Monday's Town Commission meeting the applicants of the T Lovell Alpha, LP property, vacant property located just south of the SmartStop Self Storage on Rolling Acres Road, tabled their Small-Scale Future Land Use Map Amendment (Ordinance 2024-32) and Rezoning (Ordinance 2024-33) applications at the second and final reading to a date uncertain. The applications are for three properties totaling 18.5 acres. The applications propose entitlement changes which would remove the right to develop 184,850 square feet of commercial/office space and 222 dwelling units which were granted in April of 2007, and establish new development rights to construct a maximum of 148 townhomes or single-family detached units. Public notice will be given, and the property will again be posted prior to coming back before the Town Commission.

One hundred and two building permits or revisions were received this week, and fifty permits were issued. One hundred and forty-two inspections were conducted in the field. This week, code enforcement opened six new cases, closed eleven cases, and conducted thirty-six inspections. Code Enforcement Officers Crain and Williams also prepared their cases for the April 24, 2025, Special Magistrate Hearing.

**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 Enterprise Resource Planning (ERP) Implementation Team (Finance, Andy, and John) will meet this afternoon with vendor Springbrook to continue reviewing the initial Chart of Accounts implementation in the new software.

Year two of the FiberWAN construction project is underway. Most of the activity over the next few weeks will be noticed on the 27/441 corridor.

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

**LIBRARY (Aly Herman):**

On Tuesday, a few of us met with the finance team to discuss the Square machines, which we use for credit card payments. We're considering adding a small convenience fee, though the details are still being finalized.

We also had our bi-weekly renovation meeting with McLauchlin & Company that day. Everything is really coming together—upstairs is looking wonderful!

On Wednesday, I attended the Staff Appreciation Lunch at Town Hall. A big shoutout to everyone involved, especially Julia, Jackie, Dawn, Billy, and Justin. Great job all around!

Today, I'll be attending the Arbor Day celebration at Town Hall. The Parks and Rec team always does a fantastic job. It's wonderful to see new trees being planted throughout our beautiful town.

We currently have an open Library Assistant I position. I've received a few strong applications and will be closing the job posting on May 1. After that, I'll coordinate with HR to schedule interviews.

Today, Kourtney and Nicole are heading out for their monthly outreach with the local VPK classes at Little Blessings. They'll make one more visit in May before it's time for the VPK kids to graduate. It's bittersweet seeing the children grow up.

Here are the youth program stats for this week:

-Scavenger Hunt:14

-Craft Corner: 30

-Tiny Tots: 21

-Family Crafting:9

-Storytime:70 again!!

-Reading with Scarlett: 10

[www.facebook.com/lakelakelibrary225](http://www.facebook.com/lakelakelibrary225)

#### **PARKS AND RECREATION (Mike Burske):**

The Parks and Recreation Department had a maintenance week this week. We prepared the fields for play and mowed where necessary. We are in dire need of rain to keep the dust down and to let the grass green up. Van led the crew at Guava Street to fix the irrigation and get it back on track. We fixed the net at the tennis courts and the water fountain at Pyramid Park. Sam and Vicky led the project to trim up the trees in the back of The Rolling Acres Sports Complex and remove the old shrubs. Most were dying and had long overserved their useful life. We had a complaint about the condition of the tennis/pickleball courts at Guava Street. I let him know that I would be putting money in the budget to have them repaired.

**POLICE DEPARTMENT (Chief Steve Hunt):**

The department provided assistance with the Running of the Squares 5k road race in Spanish Springs. Nearly a thousand runners participated and it all went very smoothly. Great collaboration was demonstrated once again with our Villages partners.

Patrol had a busy/normal weekend that resulted in two drug possession arrests after K-9 alerts, one DUI arrests; three shoplifters, a disturbing the peace arrest, and one domestic violence case along with all the "usual" calls for service.

Scams, scams, scams...unfortunately, folks are still giving scammers money and access to their banking accounts for fraudulent reasons. No one is going to have you pay a fine using gift cards or cryptocurrency. No one is going to call you from your bank and tell you to remove money from their bank to have you move it to another bank because theirs was "compromised". Please, if you get one of these calls, check with a family member, a friend, or call us for guidance before you act. If they stress urgency, it is probably a scam!

We were able to share in the Arbor Day tree planting celebration. We are proud to participate in all the amazing town events.

Members of the department attended the Leesburg Rotary Club "Service Above Self" award ceremony and luncheon. All of the Lake County law enforcement agencies were celebrated at the event. Corporal Lidia Maya received our nomination as our Officer of the Year. Lidia does a great job serving our department, our town, and our community. Great job, Corporal Maya, we are very proud of you!

We will be having officers assist the City of Leesburg at Bikefest over the weekend. Again, another example of collaboration between area departments.

We will be holding a shredding event with our partners from the American Legion on Saturday. This will be our first one in a few years.

Lastly, I wanted to give a big thank you to Elaine as we celebrated Executive Assistant Day this week. She does an amazing job keeping us all straight. She wears many hats and is efficient at all of them. We are so thankful for all she does for us here at LLLPD!

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

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

Shout out to all staff that put together and cooked at the Employees Appreciation Luncheon this week! Thank you for all that you do!

We have positions open here at Public Works; open positions can be found here:

<https://www.ladylakefl.gov/210/Human-Resources>

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):**

Performed driveway apron inspections.

Assisted with coordinating the Employee Appreciation Luncheon.

**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 Clay Ave, Del Mar Drive, and Rio Grande Ave.

Removed dead tree on W McLendon St.

Repaired sidewalk on Fennell Blvd.

Assisted with setting up, breakdown, and cooking for the Employee Appreciation Luncheon.

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

Staff completed multiple work orders at Town facilities. Repaired the irrigation and water line at the Library. Moved equipment from the Commission Chambers to the EOC at Public Works.

Repaired the HVAC unit at the Library. Replaced the grate on the manhole at 1<sup>st</sup> St. and Skyline Dr.

Continued performing 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):**

A big welcome to John Stevens, the new Treatment Plants Trainee, who started with us this week. John worked previously for the City of Leesburg in the same role.

Congratulations to Richard Mitchem for being promoted to the Meter Reader/Work Order Specialist position. Richard is a long-time employee of the Utilities Department, and this is a big step to further his career here at the Town.

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.

Working on the annual CCR (Consumer Confidence Report) and Revised Lead and Copper Sampling Plan as required by the regulatory agencies for the Potable Water System.

Conducted interviews for open positions.

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

Coordinate and complete various work orders, working on new accounts, meter reading, and re-reads.

Performed service line repairs on Aaron Ln and Sue Ln.

Installed a new water line service and meters on CR 25.

Completed 811 dig ticket location requests. Coordinating new fiber optic line locations.

Completed FDEP submittals, Water/Sewer/Reuse physical availability requests, Utility Quotes, CO inspection requests, and required back-flow device verification audits.

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 – 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.