

WEEKLY MANAGER'S REPORT

TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager
May 15, 2025

DEPARTMENT MANAGER'S REPORT (William Lawrence):

Shoutouts & Acknowledgments

As we look ahead to celebrating Public Works Week next week, we want to take a moment to recognize and appreciate the outstanding work of our dedicated staff. Below are a few recent highlights and expressions of gratitude from members of our community.

Roads & Streets Crew Recognition

We received a heartfelt email from a community member who witnessed the efforts of our tree-trimming crew:

"I'm not sure who to contact, but a crew came through today and trimmed up all the trees. I wanted to let someone know that they have done a *wonderful* job and deserve recognition that I'm not able to give. The crew was extremely professional and did an outstanding job cleaning up the limbs. I couldn't ask for better—excellent work and extremely professional. Job well done!"

Kudos to Jorden Correa & Public Works Team

Mrs. Felicia Rawls of 236 W. McClendon St. called to personally compliment **Jorden Correa** for doing a fantastic job keeping the streets of Lady Lake clean. She also extended her thanks to all Public Works employees for maintaining our rights-of-way.

In addition, she shared appreciation for:

- **Parks and Recreation:** Specifically praising Snooky Park
- **Lady Lake Farmers Market:** A community favorite
- **Lady Lake Police Department:** Great job all around!

ERP Springbrook Software Program Integration

Special recognition to **Andy Crogan** and **Dawn Woods** for their exceptional work implementing the new ERP Springbrook Software Program within the Finance Department.

As noted by **John Pearl**, this is a monumental project, and thanks to their hard work, it remains on track with the projected timeline.

Department Manager's Meeting – Highlights

During our Tuesday morning meeting, department managers discussed the following:

- **Upcoming Commission Meeting** – Scheduled for **Monday, May 19 at 6:00 p.m.**
- **Budget Calendar** – We are on target with our planning and timelines.
- **Wastewater Project Workshop**
- **Cybersecurity** – Focused discussion on business email best practices and protocols.

Thank you to all departments and team members for your dedication and professionalism. Your hard work is noticed and truly appreciated!

CLERK'S OFFICE (Nancy Wilson):

It has been a little quiet around here lately, cancelled meetings and light meetings. This portends busy months ahead!!!

Many thanks go to our IT department for hosting the all-important Lunch and Learn Cybersecurity Training session. Hopefully these sessions will continue, and more people will attend.

My (Nancy's) news is that I am resigning from my position as Town Clerk for greener pastures. Like I wrote in my resignation letter, I have truly enjoyed my four years here and have met some people who will be lifetime friends. Lady Lake is so lucky to have the commission that she has, and I'll miss working for them.

During my remaining time, I'm ensuring that Carol and Jackie have everything they need to excel and am confident they will serve the town well. Please offer your support to them.

Best wishes to all!

COMMUNICATIONS (Elisha Pappacoda):

In addition to the regular coverage we receive from proactive communication, I would like to also show how positive PR highlights the great work of our departments and strengthens our message.

Please see below excerpt from Leesburg Daily Commercial reporter Julie Garisto's newsletter this week.

"Good Tuesday to you all. The Florida government may be at an impasse , but the **hardworking special event officials at Lady Lake have been busy bringing citizens together** for the town's Sounds of Spring Concert Series, an event chock-full of fun, food and live entertainment..."

This week, we met with the Special Events Safety Team regarding the Big Bang and created tasks for all upcoming Communications promotions for this event. The [Facebook event](#) already has more than 60 RSVPs in just two days. We also announced [Coffee with a Cop at Target](#), which is scheduled for June 3 at 9 a.m.

On Tuesday, I attended the Department Directors' meeting. I would like to thank John for his insightful presentation.

I met with our Sumter County PIO group in Wildwood on Wednesday. We discussed the pros and cons of various mass notification systems.

I sat down with new Finance Director Joella LeDonne to offer the assistance of our department and discuss upcoming projects together. She is a great addition to the leadership team.

On Thursday, Susyn will attend the Peace Officers Memorial Day ceremony and the swearing-in of Officer Steven Johnson. She will also livestream the 4 p.m. Commission workshop.

With Julia's assistance, we designed lapel pins with the Centennial branding to distribute to staff and commissioners.

FINANCE (Joella LeDonne)

No report this week.

GROWTH MANAGEMENT (Thad Carroll):

Two additional Minor Site Plan Modifications were submitted this week for the Spanish Springs Town Square. The modification to the PB Smythe building includes the removal of the existing rear courtyard and modifications to existing parking lot. The site plan modification application for the La Reina building proposes replacing the existing rear circular driveway entrance and portico with a pool and alterations to the existing parking lot.

Building plans for the restroom addition for the Villages Church of Christ, located at 1421 Oak Street, were approved this week; however, final approval of the site plan modification is still pending. Revised building plans were also received for the interior demolition of existing space at the former Simply Salt, located at 480 North Highway 27/441.

Eighty-six building permits or revisions were received this week, and fifty-six permits were issued. Ninety-three inspections were conducted in the field.

This week code enforcement opened twelve new cases, closed eleven cases, and conducted fifty inspections. Twelve signs were also removed from the Town's right-of-way. Code Enforcement Officers Crain and Williams also began preparation of their cases for the Special Magistrate Hearing that will take place next Thursday.

HUMAN RESOURCES (Tamika DeLee):

Lake-Sumter SHRM's 33rd Annual Human Resource, Leadership, and Business Management Conference and Expo will be held on May 21, 2025, in Leesburg. Presentations include the following: "SWAB The Deck: Clearing Your Life of Stress, Weakness, Attention Pirates, and That

Bloating Feeling,” presented by J. Leonora Bresler. The second presentation is “Legislative Updates and What’s Ahead,” presented by Elizabeth Jozi. The third presentation is “Supervising Others: A Survival Guide for the New Supervisor,” presented by Alan Bernstein. The final presentation is “The Talent Shortage and What is Next,” presented by Gerry Hoeffner. Audrey Richards and Kristyn Evens will be attending this conference. Interviews for a part-time staff assistant to the police department are scheduled for today.

INFORMATION TECHNOLOGY (John Pearl):

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

Howard and John attended a meeting in Tavares with our peers on Tuesday discussing various security related topics.

Howard has organized and will lead our initial security-related lunch-and-learn later today. Hourly staff, please check with your Department Heads for approval to attend prior to RSVP’ing.

LIBRARY (Aly Herman):

Renovation Update

We remain on schedule to relocate the Children's Library to the second floor by mid-June. As part of the ongoing renovation work, the contractor will be replacing the existing flooring in the first-floor lobby next week. This update is necessary to ensure consistency with the new flooring in the addition lobby, which will house the new staircase and elevator.

To complete this work, we will need to close the first-floor lobby and the bookstore for approximately one week (May 23-May 30). During this time, patrons will be able to access the library through the side entrance located near the main front door. Clear signage will be in place to guide visitors. We apologize for any inconvenience this temporary closure may cause. We appreciate your patience and understanding as we work to enhance our facility. The final results will be well worth these short-term disruptions.

We received several generous donations this week in support of our Summer Reading Program. A heartfelt thank you goes out to the Orange Blossom Lion’s Club, Chris Semans, the Kiwanis Club of Lady Lake, the Science of the Mind Study Group, and Red Rooster Cookie Jar for their generous contributions. Your support helps make our program a success and is greatly appreciated.

This evening, I will be attending the Lake County Library Advisory Board meeting in Howey-in-the-Hills. George Taylor will be presenting this year’s Impact Fee Grant applications, and I want to be there to show my support. All of the applications submitted are strong and have the potential to greatly benefit our patrons and the community.

Our monthly Friends of the Library (FOL) meeting will be held on Monday at 10:30 a.m. in Room 152. All are welcome to attend.

Finally, a big—bittersweet—shoutout goes to Truman Henson, our Public Works Lead Operator for Facilities Maintenance. Truman is moving on to pursue new opportunities and continue growing in his career. He's truly going to do great things, and I feel fortunate to have had the chance to work with someone as kind, dedicated, and talented as he is. Wishing you all the best, Truman, you'll be missed!

Here are the youth program stats for this week:

- Scavenger Hunt:15
- Craft Corner: 30
- Tiny Tots: 38
- Family Crafting:13
- Storytime: 48
- Reading with Scarlett: 5

www.facebook.com/lakelakelibrary225

PARKS AND RECREATION (Mike Burske):

No report this week.

POLICE DEPARTMENT (Chief Steve Hunt):

Mayor Freeman and I attended the 2025 Central Florida Safety Summit in Daytona. The event was sponsored by FDOT and was a collaboration of the many stakeholders working toward the Target Zero goal of no crashes on our roads. The session was very informative and was an excellent stimulant to work towards improving safety in our community.

The department participated in the Peace Officer Memorial Observance with our area law enforcement partners at the Villages Veterans Memorial Park. All the names of the officers who died in 2024 were read aloud in tribute to those who have provided the ultimate sacrifice.

In honor of National Police Week, our friends from Target dropped off a very generous gift basket full of snacks and drinks. We are appreciative of their partnership.

We held Officer Steven Johnson's swearing-in ceremony this week. Steve comes to us with several years of experience from the Leesburg Police Department. We are honored to have him join our family.

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

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

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>

Maintenance Department (Ted Williams, Supervisor):

Worked on upcoming budget requests, gathering quotes, assisting, and coordinating with other departments.

Coordinated with Paving Contractor on the upcoming annual resurfacing project list.

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 W McClendon St, W Lady Lake Blvd, and Arlington Ave.

Cleaned up downed trees and tree limbs from the storm in Hidden Oaks and on W McClendon St.

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

Good luck to Truman, who is leaving us for new adventures in the City of Inverness, you will be missed. Congratulations to Mark Walls, who will be promoted and replace Truman as the Lead Operator next week.

Staff completed multiple work orders at Town facilities. Repaired irrigation at Town Hall. Removed Wasp Nests at the Library and Town Hall. Converted lighting in Town Hall to LED. Repaired a toilet at Town Hall.

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 workshop meeting with the Town Commission is today, May 15th, at 4:00 PM in the Commission Chambers for discussion and direction regarding future wastewater treatment and capacity planning.

Completed the required annual CCR, Consumer Confidence Report. FDEP has approved the report, and it will be sent to all Town water customers with the next utility bill. The Town has no violations and is in full compliance with the regulatory agency requirements. Great job to all who keep Lady Lake's drinking water safe!

Completed upcoming budget requests.

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):

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

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)

Completed washout and inspection of the ground storage tank at Well #3. No issues reported.

Continued round-the-clock monitoring, making adjustments, and compliance assurance operations of the treatment plants are ongoing and doing well.

The Water, Wastewater, and Reuse Systems Master Planning Project is in process by the Town Engineer, Jason Shepler. The results and suggested projects will be presented to the Town Commission for consideration of approval this Fiscal Year. These master plans outline current and projected system needs and potential projects, for continued operations levels of service, and to keep up with known and potential future demands due to growth.

The Consumptive Use Permit (CUP) renewal project with St. Johns River Water Management District (SJRWMD), is nearing the submittal phase to the regulatory agency for review. Projected

completion of renewal is by the end of this year or early 2026. The Town received the last permit in 2006, a 20-year permit which allocates the maximum amount of groundwater that may be used to supply the potable water system. Known and potential future growth contribute to the requested and granted water allocations.