

# WEEKLY MANAGER'S REPORT

## TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 19, 2025

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

No report this week.

### CLERK'S OFFICE (Carol Osborne):

Three public meetings were held on Monday, June 16<sup>th</sup>: the Special Commission Meeting, the Local Planning Agency Meeting, and the Regular Town Commission Meeting. The post meeting processes are well underway.

This morning a bid opening was held for the roof repair and installation for the Gazebo at Heritage Park. Contractual services exceeding \$35,000.00 require a Request for Proposal by sealed bid. The details of the project are advertised, along with the date and time the sealed bids are required to be delivered to the Clerk's Office, as well as the time the bids will be opened. The bids are opened individually and read aloud for the record. Once all the bids have been opened, the meeting is closed. The department head reviews the bids and presents the best bid to the Town Commission for their consideration.

### COMMUNICATIONS (Elisha Pappacoda):

Communications livestreamed all three meetings on Monday evening and attended the Centennial planning and Water Conservation Committee meetings. During the Water meeting, Communications shared with St. Johns River Water Management the recently created water leak prevention materials. We have also been invited to attend the Water Management District's Inter-District Water Conservation Coordinator meeting in Kissimmee on July 30<sup>th</sup>.

The police bodycam videos Communications edited and released on YouTube showing the arrest of a suspect on a charge of possession of meth with intent to sell has received nearly 1,000 combined views.

This week, Communications created a landing page for the [Centennial Celebration](#). It incorporates a new Centennial events calendar, embedded videos, vendor opportunities, with more to be added in the coming months. We are also working on a Lady Lake timeline and history panels for display.

Jackie has been working hard to prepare for the Market season. In response, we have updated the [Market webpage](#) with new information and photo gallery. We also created a Market calendar as

well as a special keyword. You can now text **LadyLakeMarket** to 38276 for event and weather-related market updates.

We also added the May stats to the [Police Department](#) webpage.

Our A/V contractor came out to help us improve the Commission dais microphones.

Per the goals listed in our strategic plan, we have created a flyer to be handed out during The Big Bang to encourage residents to sign up for email, text or phone alerts via our mass notification system. You can sign up [online here](#) and customize your settings, or text **LadyLakeFL** to 38276 to receive automated severe weather alerts only.

Lastly, we had a behind-the-scenes tour of the progress of the Children's Library. It looks fantastic! Early congrats to all involved in this highly anticipated project.

### **FINANCE (Joella LeDonne)**

No report this week.

### **GROWTH MANAGEMENT (Thad Carroll):**

An application and building plans were received for the new clubhouse in the Boulevard Oaks Subdivision located at 1797 Flowertop Way. The subdivision is located a quarter mile north of Marion County Road, east of County Road 25, and will contain one hundred and sixty homes. A building permit was also issued for an interior build out for the State Farm Offices, located at 408 and 410 Highway 466.

On Wednesday, four final plat applications were received, including the Reserves at Hammock Oaks Phase 2A consisting of 72 single family lots on 16.862 acres; the Reserves at Hammock Oaks Phase 2B consisting of 78 townhome lots on 8.268 acres; Hammock Oaks Phase 3A consisting of 60 age-restricted single family lots on 17.667 acres; and Hammock Oaks Phase 3B consisting of 180 age-restricted single family lots on 73.231 acres .

On Monday, the Town Commission voted to approve the annexation of one property located on the north side of East Hermosa Street approximately 105 feet east of Massachusetts Street, addressed as 129 East Hermosa Street. The property is approximately 2.29 acres and is concurrently amending the Future land Use designation from Lake County Urban Medium Density to Lady Lake Single Family Low-Density (SF-LD), and the zoning designation from Lake County Rural Residential to Lady Lake Single Family Low Density Residential. The second and final reading of the ordinances will take place on Monday, July 7, 2025, at 6:00 p.m.

One hundred and twenty-four building permits or revisions were received this week, and sixty-five permits were issued. Two hundred and ten inspections were completed in the field.

This week code enforcement opened eight new cases, closed nineteen cases, and conducted fifty-six inspections.

Just a reminder, by visiting the Growth Management Online Service Portal, you can access online permitting and code enforcement services. You may search for permits or code complaints by using the search option at the top of the portal. You will be required to register with the Building Department before applying for any building permits.

**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.

We have been working on final setups for the audio video and physical security systems for the new Library and IT spaces.

Patrick began a stormwater data collection effort this week to document the total length of Town pipes, culverts, ditches, and swales requested by the Department of Environmental Protection (DEP) for our initial notice of intent submission.

The Enterprise Resource Planning (ERP) Implementation Team (Joella, Debbie, Dawn, Michelle, Andy and John) have been continuing to work with our vendors, preparing for a system transition in four weeks. The team is meeting later today to review status.

Welcome aboard to Ken Rumpler, our new Network Administrator. Ken joins our team with over 25 years of IT experience serving in various technical roles in the private sector.

**LIBRARY (Aly Herman):**

What a week—it's true, opening a Youth Library isn't for the faint of heart!

We want to remind everyone that not all of our new furniture has arrived yet. Some items are still backordered from the manufacturer, so you may notice a few familiar pieces in the space. At this point, we're not sure when the remaining items will arrive—and honestly, we don't want to wait any longer to welcome you into our amazing new Youth Library!

We've expanded from 4,300 square feet to over 8,000 square feet —and that's not even counting our brand-new meeting rooms!

On Tuesday, Mayor Freeman stopped by for a tour of the newly renovated upstairs space. Later that day, George Taylor, Lake County Library Director, also visited for his annual meeting and a tour. He was very impressed with how everything is coming together.

Ruth hosted her Author's Round Table program on Wednesday, and Sam is running Adult BINGO today, with Board Games scheduled for Friday. Even with all the construction and chaos, we're still actively delivering programs—and I'm proud to say that throughout this major project, our services to patrons haven't missed a beat.

A big shout-out to the Public Works crew for all their help moving furniture into our new library spaces. We truly appreciate their hard work and support.

This week was truly a team effort, but two staff members in particular went above and beyond—Kourtney and Nicole. They jumped in wherever they were needed: moving furniture, helping at the desk, organizing boxes, and so much more. Their hard work did not go unnoticed.

I appreciate you both deeply. When you see the new Youth Library, you'll see the care and dedication they poured into it.

Today we will be hosting Storyteller Windell Campbell. It will be located in our new meeting room on the 2nd floor at 10:30am.

Here are the youth program stats for this week:

- Jiggleman: 129
- Lego Master: 32
- Craft Corner: 35
- Tiny Tots: 18
- Family Crafting: 29
- Storytime with Lake County Animal Control: 74
- Reading with Scarlett: On vacation

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

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

The Parks and Recreation Department has been performing routine maintenance this week with Sam and Vicky performing concrete repair at the Guava Street Athletic Complex while Brad mowed and worked with the soccer fields and Scott and Thomas mowed and did insulation work at the Log Cabin.



The lighting project at the Rolling Acres Sports Complex is coming along well. As mentioned, we will have to have the contractor come back as we will have to wait for the osprey to abandon the nest. Again, she seems quite content right now and will have to wait for the baby to fly the nest.

Amy hosted a meeting with Parks and Recreation Staff concerning the Big Bang Fireworks. We are coordinated! I spoke to Ernie with Zambelli Fireworks this morning to confirm that they will have a back-up power supply and appropriate clothing for the event.

We have had crews over at the Log Cabin to remove and replace insulation due to years of rodent activity from time to time. The old structure loves to attract a variety of woodland creatures that come in to try to make their home in the insulation. The Chamber of Commerce requested that we have an outside company come in and treat while we installed new insulation and seal off possible entry points.

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

No report this week.

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

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

We have multiple 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):**

Performed driveway apron inspections.

Finalized this year's Street Resurfacing Project List, it will be on the next Town Commission Meeting agenda.

**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.

Monitored retention ponds after rain events.

Moved boxes, shelves and furniture at the Library in preparation for the next phase of the renovation project.

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

Staff completed multiple work orders at Town facilities.

Continued performing groundskeeping at Town Hall, Police Department, and the Library.

Moved boxes, shelves and furniture at the Library in preparation for the next phase of the renovation project.

**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):**

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.)**

Water, Wastewater, and Reuse Systems Master Planning Project 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.

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.