

1 **DRAFT MINUTES OF THE COMMISSION BUDGET WORKSHOP MEETING**
2 **TOWN OF LADY LAKE, FLORIDA**

3 **July 22, 2020**

4 This workshop meeting of the Lady Lake Town Commission was held in the Commission
5 Chambers at Lady Lake Town Hall, 409 Fennell Blvd., Lady Lake, Florida with Mayor Pro Tem
6 Ruth Kussard presiding. The meeting convened at 10 a.m.

7 **A. CALL TO ORDER**

8 Mayor Pro Tem Ruth Kussard

9 **B. ROLL CALL**

Commissioner (Ward)	Present
Hannan (Four)	YES
Kussard (One)	YES
Holden (Two)	YES
Vincent (Three)	YES
Richards (Five)	YES – Via Teleconference

10 **STAFF PRESENT**

11 Kris Kollgaard, Town Manager; Pamela Winegardner, Finance Director; Chief Rob Tempesta and
12 Deputy Chief Jason Brough, Police Department; Thad Carroll, Growth Management Director; C.T.
13 Eagle, Public Works Director; Mike Burske, Parks and Recreation Director; John Pearl, IT Director;
14 Maureen Gochee, Human Resource Director; Marsha Brinson, Library Director; Debbie Rodriguez,
15 Accounting Specialist; Dawn Woods, Accounting Clerk; Becky Hewitt, Accounting Clerk; Ted
16 Williams, Street Maintenance Supervisor; Butch Goodman, Utilities Supervisor; and Nancy
17 Slaton, Deputy Town Clerk

18 **C. PUBLIC COMMENTS**

19 Mayor Pro Tem Kussard asked if there were any comments from the audience.

20 Janet Fraley, Assistant Director of the Chamber of Commerce, introduced herself as well as
21 Leslie DiCesare, the Executive Director, and thanked the Town for supporting the Chamber. She
22 offered to answer any questions.

1 **D. NEW BUSINESS**

2 Finance Director Pam Winegardner asked if the Commissioners wanted her to review the
3 transmittal letter included with the budget books. She read it into the record its entirety at
4 Commissioner Hannan's request.

5 Commissioner Vincent questioned why the budget includes a three percent across the board
6 cost of living raise when the wage study said differently.

7 Mayor Richards stated the cost of living is published in Atlanta each year. He pointed out that
8 these figures vary each year and are estimated for the future budget.

9 Ms. Winegardner agreed that the cost of living adjustment (COLA) is figured from a month of last
10 year to a month of this year. She stated the figure cannot be predicted in the future such as the
11 beginning of the fiscal year in October. Other items such as increases in health and dental
12 insurance are considered when figuring a cost of living adjustment for the employees. Ms.
13 Winegardner reminded the Commissioners that not everyone would be affected by the
14 recommendations in the pay study.

15 Commissioner Vincent asked for something in writing that shows the cost of living is 3%.

16 Ms. Kollgaard asked that the Commissioners vote on whether they want to include the COLA at
17 3% today in the budget or possibly readjust it in October. She noted that there is no merit
18 increase included in the budget and the cost of living adjustment will prevent the employees
19 from bringing home a lot less since the health and dental insurance costs increased. She stated
20 the Town's budget must be sent to the state and the county.

21 Ms. Winegardner agreed that the current cost of living is an estimate. She reiterated that the
22 budget must be sent in a timely manner to Lake County and the Department of Revenue or the
23 Town will be penalized.

24 After further discussion, Mayor Pro Tem Kussard asked for a vote.

25 **It was the consensus of the Commission to keep the cost of living increase to wages in the**
26 **budget at 3% for employees by a vote of 4 to 1 (Vincent).**

27 Ms. Winegardner stated the proposed budget for Fiscal Year 2021 is based on the millage rate of
28 3.3962 with a total budget of \$18,803,656. She stated it is balanced with the General Fund
29 revenue and expenditures at \$12,661,661; Special Revenue at \$1,375,200; and Utility Fund at
30 \$4,766,795.

31 Ms. Winegardner then reviewed budget summary information for capital improvements and
32 equipment from the General fund, the Special Revenue fund, and the Utilities fund.

1 Commissioner Hannan asked if the Town receives a copy of the Chamber budget.

2 Ms. Fraley of the Chamber of Commerce replied that they send their profit and loss statement to
3 the Town Manager each year.

4 Ms. Kollgaard agreed that this is done, and the Commissioners are sent a copy.

5 Commissioner Holden stated he suggested at the last meeting that the \$10,000 the Town
6 budgets for donation to the Chamber be switched to assist the Lady Lake Cemetery instead.

7 Ms. Fraley stated that membership is down in the past few months, possibly due to the Covid-19,
8 and she believes this funding is needed and is appreciated.

9 Mayor Pro Tem Kussard stated she would prefer that the Town keep funding the \$10,000 to the
10 Chamber rather than the cemetery.

11 Mayor Richards stated the Chamber acts as a welcome center for the Town and he is in favor of
12 the continued funding of \$10,000 for providing this service.

13 Commissioner Hannan and Commissioner Vincent were also in favor of continued funding for
14 the Chamber rather than the cemetery.

15 Ms. Winegardner continued reviewing revenues.

16 Commissioner Vincent asked if the garbage collection fee is increasing.

17 Ms. Winegardner replied that it is not, and she explained how the rate is set .

18 Commissioner Vincent stated the Town should consider looking at joining the State of Florida
19 pension fund for non-salaried employees. He suggested putting together a committee to look
20 into this so that it could be included in the budget in case professional advice is needed.

21 Mayor Richards stated that it costs quite a bit to fund employees for the Florida State Retirement
22 Plan; perhaps as much as 18% to 20% of payroll, and it will only go up each year, not down.

23 After further discussion, Mayor Pro Tem Kussard asked that this discussion be considered at a
24 regular Commission meeting so that the budget workshop can continue.

25 Ms. Winegardner reviewed expected revenues and matching expenditures. She also reviewed
26 the expected decreases in revenue for the next fiscal year; some as the result of the economy at
27 this time.

28 Ms. Kollgaard noted that the budget is based on these estimated decreases in revenues.

29 Mayor Pro Tem Kussard and the Commissioners agreed that Ms. Winegardner would continue to
30 review the budget by department and any questions would be entertained accordingly.

1 **1. Fiscal Year 2020—2021 Budget — General Fund Overview**

2 **Town Commission**

3 No questions.

4 **Town Manager**

5 No questions.

6 **Town Clerk**

7 Ms. Winegardner noted that the overall increase in the Clerk's budget was because Ms. Kollgaard
8 is stepping back down into the Town Clerk position and her salary as Town Clerk will come from
9 this budget rather than the Town Manager's budget.

10 Commissioner Vincent stated he would like to have a breakdown of staff and salaries included
11 under the category of personal services for each department in the future.

12 **Elections**

13 Ms. Kollgaard stated this budget is based on how many Commissioners' terms expire each year.
14 During the year when two terms expire, \$5,000 is budgeted, and when three terms expire, the
15 budget increases to \$8,000. She stated since it appears no election will be needed this year, the
16 Commission can choose to reallocate these funds.

17 **Finance**

18 No questions.

19 **Human Resource/Risk Management**

20 Ms. Kollgaard noted the large decrease in expenses in this department was because there was
21 \$50,000 included in the budget last year for the compensation study and it was taken out this
22 year.

23 **Growth Management**

24 **Building**

25 No questions.

26 **Code Enforcement**

27 No questions.

28 **Information Technology (I.T.)**

29 No questions.

1 **Police Department**

2 Mayor Richards noted that there appears to be no funds included in this budget to purchase new
3 police vehicles as per the plan. He asked if it will affect the operating budget down the road.

4 Ms. Kollgaard stated she spoke with the Chief, and with the decreases in revenue expected this
5 year, they have not included new vehicles in the budget this year since they have kept up with it
6 in the past. She stated they expect to include five new vehicles in next year's budget.

7 **Police Department — Villages Detail**

8 No questions.

9 **Library**

10 **Community Building**

11 No questions.

12 **Parks and Recreation**

13 No questions.

14 **Public Works — Administration**

15 No questions.

16 **OGS — Facilities Maintenance**

17 **OGS — Motor Pool**

18 **Public Works — Road and Street Maintenance**

19 No questions.

20 **Non-Departmental**

21 **OGS — Town Hall**

22 **Town Attorney**

23 No questions.

24 **Villages Fire Protection District**

25 No questions.

26 **2. Fiscal Year 2019-2020 Budget — Special Revenue and Utility Fund**

27 **Special Revenue Fund**

28 **Utilities Fund**

1 **Water Utility**

2 **Solid Waste Utility**

3 No questions.

4 **Sewer Utility**

5 No questions.

6 Ms. Kollgaard thanked the Finance Department staff, the Department Heads and employees for
7 their hard work in cutting this budget to the bare bones for needs versus wants.

8 Mayor Pro Tem Kussard also thanked staff for their work on the budget.

9 Mayor Pro Tem Kussard announced she will be bringing up the need to have a workshop to
10 review the compensation study at the next Commission meeting.

11 Ms. Winegardner asked the Commissioners for their input on the millage rate.

12 **After discussion, it was the consensus of the Commissioners to keep the millage rate at the**
13 **same rate of 3.3962 as last year with the presentation of this balanced budget.**

14 Commissioner Holden asked when and where funds will come from for development of the 11
15 acres purchased for a park on Old Dixie Highway.

16 Ms. Kollgaard stated that usually the capital asset fund is used for that type of project.

17 Ms. Winegardner stated the amount available is noted on the monthly financial report and the
18 June report was just sent out today, and it shows a balance of \$3.7 million.

19 Commissioner Holden questioned the 15% estimated cost for an engineering report for a new
20 Growth Management building. He stated the American Legion and Fruitland Park pay 9% for
21 engineering fees.

22 **E. ADJOURN**

23 There being no further business, the meeting was adjourned at 11:19 a.m.

24 _____
25 Kristen Kollgaard, Town Clerk

26 _____
27 Ruth Kussard, Mayor Pro Tem

28 Minutes transcribed by Nancy Slaton, Deputy Town Clerk