

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

May 6, 2021

The Town Clerk position was filled this week. Congrats to Nancy Slaton who is the Town Clerk. We will be moving forward to filling the Deputy Town Clerk's position.

The Finance Department: Congratulations to the Finance Department for receiving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Associations of the United States and Canada for 25 consecutive years. Congrats Pam, Becky, Dawn, Michelle, and Debbie!

YTD Expense Report shows the General Fund Revenues at \$8,516,559. The expenditures at \$5,690,043 makes a difference of \$2,826,516. The Utilities Funds Revenues at \$2,400,627 with expenses at \$2,640,565 with a net operating at \$288,624. The percentage of available funds remaining YTD should be at 44% or higher to be on target. The General Fund is at 51.79% and the Utility Fund is at 44.3%. Great job, staff!

Animal Control Officer Denise Williams made the Daily Sun this week. The article was focused on the Animal Control Officer career. Great job, Denise!

Police News: Congrats to the Lady Lake Police Department for clearing 49.2 % of their UCR reported criminal cases from 2013 to 2019 as reported in the Daily Sun. The national average is around 23%.

Department visits: I spent time this week visiting the Public Works, Library, Growth Management, and Parks and Recreation departments.

Public Works: I met with C.T Eagle who introduced me to his Facilities Maintenance, Water & Wastewater Utilities, Motor Pool, Roads & Streets Maintenance crews, and Administration staff. They were able to tell me their job functions and length of service at the Town of Lady Lake. I was impressed by the maintenance and condition of the equipment and buildings.

Growth Management Department: I met with Thad Carroll who introduced me to the staff and what they do for the department. It was a pleasure to meet with Wendy, Rebecca, Malina, Cheyanne, and Lori.

Parks & Recreation: I met with Mike Burske at his office and Mike introduced me to Van Kao, Vicki Chandler, Wayne Monroe, and Shawn Clayton. We had a great discussion about each other and the roles we play working for the Town of Lady Lake.

Library: I met with Lori Sadler who gave a tour and introduced me to Alyssa Herman, Nancy Brock, Nicole LeFrancois, Miranda Hayes, Kourtney Fehr, Ruth Patterson, Donna Woolf, and Lynn Martin. They explained their job duties and how long they have worked for the library.

I was very impressed with the staff in all the departments I visited this week. I found a common theme. They enjoy working for the Town of Lady Lake and work well as a team. The Town should be fortunate to have little turnover in staff. There is a great mixture of staff with many years of experience and younger staff eager to learn from the senior members.

CLERK'S OFFICE (Nancy Slaton):

After Monday night's Commission approval, the advertisements for RFP 2021-0003 — Enterprise Resource Planning (ERP) software were sent to two area newspapers. The RFP was also posted on the DemandStar website and the Town's website; all were broadcast today (May 6th).

Clerk's Office staff attended more training this week on the audio/visual equipment in the Chambers in case the Commissioners ever choose to go live (please just say no!). I.T. Director John Pearl coordinated this training, and he and Systems Administrator Andy Crogan were also present to learn and consider the technical aspects.

At last week's training on the new LED sign, we discovered we were sent the wrong software for the sign. John Pearl was able to obtain the correct software and IP address yesterday. Carol and I are currently putting our training into practice by making our LED sign messages compliant with our Land Development Regulations!

Our Town Manager appointed me as Town Clerk this week! I very much appreciate this opportunity, and I am also appreciative of the confidence and support of all the department heads and staff. I will do my best to meet all expectations. The Deputy Town Clerk position was posted yesterday, and based on the applications received for the Town Clerk position, I feel we will find a good candidate to fill this position.

The Clerk's Office will be conducting the bid opening for Bid 2021-0001 — Wastewater Treatment Plant Phase One Improvements today at 2 p.m. in the Chambers with Public Works Director C.T. Eagle and Jason Shepler of Mittauer & Associates, Inc.

FINANCE DEPARTMENT (Pam Winegardner):

The semi-annual Surtax Oversight Committee held its meeting in Tavares on Monday, May 3rd, and reviewed each municipality's filed reports on what they spent surtax money on in FY2020. Attendance was requested from each town or city to be available to answer questions; however; the committee had no questions with Lady Lake's expenditures for the

fifth year in a row. This is just an advisory committee, but the information that passes through these meetings provides excellent guidelines for Lady Lake's spending of our surtax (discretionary) revenue. The Town, at this point in time, has received \$710,636 of a budget estimated \$1,360,000. This compares with last year's revenue of \$722,418 at this time (a decrease this year). The town saw a decrease of \$37,000 in surtax revenue from FY19 to FY20 and it appears we may see another decrease at the end of this year.

This money (\$200,000) is used for paving and police vehicles, and will provide funding for the Commission-approved Growth Management building. The purpose of surtax is not for operating/repairs and maintenance, but for new projects, which could include the WWTP improvements in process.

Auditor Chet Ross submitted his FY19-20 audit year findings which resulted in a good audit. A special thanks to our finance team! Chet stated he had a concern about the utility rates being high enough to cover the costs of running our utilities. We paid for a rate study in 2020 by an excellent group, Stantec, and the results were just what the auditor stated. The Town followed recommendations and raised rates 5% in FY21 (current year) and will be increasing rates another 5% for next fiscal year. This in turn will satisfy the auditor's recommendations.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The Growth Management Department is processing site plans for the vacated Sweet Tomatoes space and Outparcel D of the Lady Lake Commons shopping center. In addition, we are conducting building plan review for the vacated Stein Mart and Five Guys locations.

Building and Code Enforcement staff continue their efforts in providing feedback to the consultants for the CitizenServe software implementation project. The consultants have been very receptive to staff's requests in developing forms that will enhance the efficiency of our processes, while providing an interface that will be user friendly for the public as well.

Staff has drafted the development order for Water Oak Country Club Estates – Hilltop Expansion Phases 2-4. Upon its execution, we look forward to the commencement of work over the coming months.

The team welcomed back Senior Planner Wendy Then this past Tuesday. Although we were able to weather her leave and stay on top of projects as best possible over the past three months, her absence really showcased the amount of work she does for the department and how well she manages multiple things at once. Welcome back Wendy, you are greatly appreciated!

The building department issued 42 permits over the last week, and 59 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

The Town Clerk position was filled this week by our very own Nancy Slaton. Congratulations on your well-deserved promotion, Nancy!

The Utilities Distribution Collection Technician and Public Works Operator II positions will be a feature in the Daily Commercial newspaper Sunday through Wednesday. Both positions have also been posted at the Leesburg Resource Center.

INFORMATION TECHNOLOGY (John Pearl):

The Community Development and Document Management software implementation projects continued. In addition to our continuing efforts, staff had discussion with vendor regarding business process options for adding administrative Animal Control Officer (ACO) workflow to the Code Enforcement module of the Community Development software.

The Enterprise Resource Planning (ERP) Request for Proposals (RFP) was published this week. A pre-proposal conference call is scheduled for May 18th.

Network security infrastructure projects continued this week.

Staff attended training on Microsoft Teams Live Event production.

Staff continues to work on FY2022 budget preparation.

LIBRARY SERVICES (Lori Sadler):

The library is celebrating the tenth anniversary of the grand opening of the adult library. A photo collage takes our patrons through the years of the history of the Lady Lake Library from 1992 with the library being housed in the train cars near the log cabin, to the move in 2000 to Guava Street, and then to the building of the adult library, with the grand opening on May 19th, 2011.

This week, the youth library is back to in-person programming! They had their first storytime in house in over a year! Also planned is baby storytime and a tween-teen Mario Kart competition on Friday. Story time is scheduled every Wednesday at 10:30, Baby Storytime are on Fridays at 9:30, and the video games are on Fridays at 3:30. The youth department also celebrated "May the 4th Be With You" and raffled off a baby Yoda that was printed on their 3-d printer.

As the countywide quarantine on returned materials came to an end effective April 30th, we have now opened our study rooms and have started to take reservations. Each small step is a reminder that there is a light at the end of the tunnel to “normal”.

Town Manager Bill Lawrence visited the library this week and met the staff. The youth department has eagerly added him to the list of special guest readers for Storytime.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance for our facilities. We are in the last few weeks of the season for soccer and baseball and are preparing for our summer field turf maintenance. We anticipate beginning installation of sunshades at a couple of the fields in the next week or so and have identified what we will be working on with the ongoing repairs to the deck at the Train Depot. The department has begun finalizing the events schedule for the next year. I am excited to be adding a couple of events in coordination with our partners at the Lady Lake Chamber of Commerce.

POLICE DEPARTMENT (Lieutenant Nelson Vargas)

The week of May 9th to May 15th, 2021 is National Police Week. In 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week. National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others. On Saturday May 15th, 2021, Lady Lake Police officers will be attending a memorial ceremony to honor law enforcement officers who have died in the line of duty at Veterans Memorial Park near Spanish Springs Square. The memorial will begin at 10am.

On May 3rd, 2021, the Lady Lake Police Department was allocated over \$3,900 in federal grant funds. The Lady Lake Police Department plans to use these funds to purchase laser measurement equipment and new software technology to assist officers trained in traffic reconstruction and crime scene investigations.

PUBLIC WORKS (C.T. Eagle):

Motor Pool: The 4 vehicles set to surplus this year are in the process of being picked up by the auction vendor this week.

Community Building Renovation Project: Interior buildout is complete. Final inspections in progress, some punch list items remaining. Public Works staff will be performing window tinting and other finishing items this week.

Utilities — Water and Sewer:

Coordinated with Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. Continued and ongoing throughout the project. This week, staff assisted the Duke Energy contractor that is relocating transmission poles with water line locations to keep the project moving forward.

Staff coordinated mailing the 2020 Consumer Confidence Water Report (C.C.R) to all Customers on February 29, 2021.

Assisted contractors with Wastewater Plant access and questions in preparation for the Wastewater Treatment Plant Modifications Project Bid submittals to be opened May 6th.

Received permits from Florida Department of Environmental Protection (FDEP) this week for Phase One of the Well # 4 and Well #5 Construction Project. Bidding in process, bid opening in June.

Reviewed and signed Florida Department of Environmental Protection (FDEP) Notice to Construct Permits for the Lake Ella Estates Phase One Project, 80 Lots.

Administration:

All Public Works Departmental Budget requests were submitted to the Finance Department on time this week.

All Public Works and Utilities Staff had the opportunity to meet the new Town Manager this week at the Public Works Complex during a walking tour of the facilities. Staff welcomed him aboard.