

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

July 1, 2021

Managers Meeting was held Tuesday: We discussed the budget process and expenditures. We also reviewed the salary grades that were presented in the Commission Workshop Tuesday afternoon.

Salary Pay Grades Workshop was held Tuesday with the Commissioners. C.T. Eagle, Pam Winegardner, and I presented proposed changes to the current salary paygrades that would accommodate the new minimum wage law of \$15.00 an hour and the compression effect to the other positions. We have problems filling vacancies that pay less than \$15.00 an hour and are losing some employees to other agencies that pay more. This will be placed on the next Commission meeting agenda for final approval.

The Year-to-Date Expense Report in the General Fund has revenues at \$10,048,475 and expenses at \$7,601,080, leaving a difference of \$2,447,395. The General Fund expenditures are at 59.05% after completing eight months into the fiscal year. The Utilities Funds has revenues at \$2,969,279 and expenses at \$2,799,978 with a difference of \$169,301.

The Volunteer Appreciation Dinner will be held Thursday night at Harbor Hills Country Club. Everyone will be welcomed and recognized by Mayor Ruth Kussard. The guest speaker will be Pastor Keith Johnson of the Chapel of Christian Faith Church. A special thanks to all the volunteers for their service on the Town's boards, observance at meetings, and their assistance with activities that help us to deliver services to the citizens, businesses, and visitors of Lady Lake.

CLERK'S OFFICE (Nancy Slaton):

The Clerk's Office continued to correspond with the Lake County Supervisor of Elections Office to insure that our timelines for this year's general election will be met. Their office has informed us that the Town will be required to have its own canvassing board for this year's election. Per Ordinance 2018-21, regarding the appointment of a canvassing board when necessary, the canvassing board will be made up of the Town Clerk or other designee by the Town Manager, the Library Director, and a member of the Town Commission who is not a candidate for this year's election. Per the Supervisor of Elections Office, the Town's canvassing board would conduct the post-election audit on Monday, November 8, 2021, at 8:30 a.m. Mr. Hays has volunteered to assist the Town in this process.

Clerk's Office staff attended the Commission Workshop regarding salary pay grades for recording of the minutes on Tuesday. Staff is very appreciative of the Commission's consideration of this proposal.

The report for Business Tax Receipt renewals being mailed out today, July 1st, showed that 828 business tax renewals were printed for mailing.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

The building department received plans for the remodel of the Taco Bell and Kentucky Fried Chicken (KFC) on Highway 441/27. The remodel will remove the KFC, so the Taco Bell will be the only occupant of the building. A remodel is also underway for the Bed Bath and Beyond in the Village Crossroads Shopping Center as well. Sitework continues at the Lake Ella Estates Subdivision, the Big Dan's Car Wash (former Pure Gas Station), as well as Outparcel D in the Lady Lake Commons shopping center which will host a bank and an additional retail tenant.

The building department issued 50 permits over the last week, and 66 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee)

The Human Resource Department received quotes for insurance benefits renewal for the upcoming fiscal year 2021-2022. The quote shows a 3.4% increase in the cost for medical insurance, although the dental insurance cost decreased by 5%.

Human Resources has advised that department heads/manager should start preparing employee evaluations beginning July 1st. The 2020 evaluations were postponed due to COVID.

INFORMATION TECHNOLOGY (I.T.) (John Pearl):

Multiple on-going network security infrastructure projects continue.

The community development and document management software implementation projects continue with multiple staff and vendor meetings focused on application configuration and integration.

The Enterprise Resource Planning (ERP) Selection Committee have continued weekly scheduled meetings to review vendor proposals.

The GIS water system field verification project continues with Water Utility and I.T. staff in the field collecting GIS coordinates for various utility assets.

The effort to relocate the I.T. offices from Town Hall to the Library is underway. We anticipate completion of our relocation next week.

The I.T. Department would like to thank the Town Commission for approving the revised paygrade plan. We would also like to thank the Town Manager for leading a transparent process, and C.T. Eagle and Pam Winegardner for their efforts preparing the revised plan. The process and the outcome is encouraging.

LIBRARY SERVICES (Lori Sadler):

The Library staff would like to recognize the "C" shift from Fire Station 52 for providing the "Meet the Fire Truck" program for the children. Lieutenant Eddie Johnson, Fire Medic Hunter Stagg, and Firefighter Toni Coschigano took time away from their busy schedules and were greatly appreciated by the crowd of forty that attended.

The Youth Library is celebrating the 4th of July this week. Special craft kits were distributed to celebrate the holiday. The children also participated in the weekly regularly scheduled programs that included Storytime, Reading with Scarlett, Family Crafting, Baby Storytime, Manga Meet-Up and Video Gaming.

The adult library is looking very summery with new displays being created to celebrate the season and fun at the beach. Staff have created 4th of July themed displays, along with "Hot Dog Days of Summer" and "Chill Out with a Cozy Mystery".

Wednesday, June 30th, the Lady lake Chamber of Commerce held their New Member Orientation in the second floor meeting rooms. This "Lunch and Learn" event presented new ways for businesses to promote themselves while also being able to network with other businesses.

PARKS & RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. The Director has been pricing sod to try and combat the erosion at the basketball courts and playground. This week has been slower than most as the rain has delayed most of the goals that we had hoped to accomplish. As of this writing, the parking stops are being installed in front of the Community Building and I am working with the design engineers to select properly priced and effective lighting for the walking trail project.

POLICE DEPARTMENT (Chief Rob Tempesta)

Announcement: The Lady Lake Police Department is pleased to announce that Officer Mark Austin and Officer Jesse Pettis have successfully completed their field training. They are now on patrol and assigned to a shift. Congratulations Officer Austin and Officer Pettis!

Public Safety: Hurricane Season is upon us in Florida. The 2021 Atlantic hurricane season runs June 1st through November 30, 2021. The NOAA forecasters predict a 60% chance of an above-normal season. The time to prepare for the hurricane season is when you have time and are not under pressure. The Lady Lake Police Department would like to encourage all residents to begin

preparations for this anticipated busy hurricane season now, before the season gets into full swing. Some things to consider during your preparations should include,

- Formulate an evacuation plan and an alternate plan.
- Keep a first aid kit and check that it is stocked.
- Plan on at least one gallon of drinking water per person, per day (at least 3 to 5 days).
- Stock supplies of non-perishable food items like peanut butter, cereal, granola bars and dried fruit for at least 3 to 5 days.
- Have at least a seven day supply of medications.
- Flashlight
- Extra Batteries and portable chargers
- Personal hygiene items
- Waterproof container with cash and important documents
- Make sure that cats and dogs are wearing collars and identification tags that are up to date.
- Put your cellphone number on your pet's tag (or a relative/friend's number in case you need to evacuate). Check in advance to find out about pet-friendly shelters and special needs shelters, if required.
- Additionally, help your neighbors. Many people, especially senior citizens, rely on the assistance of neighbors before and after a hurricane. Help your neighbors collect supplies they will need before the storm or assist them with securing their residences. Assist them with evacuation if needed or ordered to do so. Check on them after the storm when it is clear and safe. With proper preparations and planning ahead you may remain safe in an emergency.

Upcoming Events: The Villages is hosting Market Night on Tuesday, July 6, 2021 from 5 p.m. to 9 p.m. at Spanish Springs Town Square. There will be no street closures around Town Square. The Police Department will have an officer posted on Town Square.

PUBLIC WORKS (C.T. Eagle):

Maintenance:

Streets:

Staff continued inspection of the new stormwater infrastructure being installed at Lake Ella Estates.

Staff continued cleaning numerous storm inlets around Town to stay ahead of the heavy rains.

Tree trimming continued this week. Road patching and wash out repairs continued this week. Mowing of right of ways continued this week.

Staff continued performing street sign assessment this week which includes street sign washing, repairs, and/or replacement throughout the town.

Staff performed driveway apron inspections this week for new installations around Town.

Facilities Maintenance:

Staff continued working on landscaping improvements for Town Hall/Police Department and the Library this week.

Staff adjusted some duct dampers on the HVAC system in Town Hall this week to resolve temperature imbalances between offices.

Staff continued assessment of the water leaking issues from the roof area in the Library this week.

Utilities — Water and Sewer:

Staff is in continuing and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project. This week staff continued assisting the contractor with utilities locations at numerous areas to keep the project moving forward.

Phase One of the Wastewater Treatment Plant Modifications Project. Notice to proceed issued by the Engineer this week. Full construction schedule being finalized. Initial work to commence mid-July.

Phase One of the Well #4 and Well #5 Project bid opening occurred this week. Only one bid was received. Staff and the engineer are currently discussing options to keep the project moving forward.

Staff performed water service line repairs on Shenandoah Lane and Ivanhoe Circle this week.

Staff performed repairs to a sewer force main break at the American Legion lift-station on Rolling acres road this week. Clean up completed and a spill report was submitted to the regulatory agencies.

Staff performed new utilities installation inspections at Lake Ella Estates this week.

Two fire hydrants were struck by vehicles this week and are out of service. One on Fennell Blvd. and the other on CR 25. The Lake County Fire Marshall was informed of the out of service hydrants. Replacement hydrants are being purchased and repairs are being scheduled.

Administration:

Staff continued coordinating with fencing contractors this week to receive quotes for installation of new fencing around the rear parking lot at Town Hall/Police Department. Four contractors have responded and walked the project, quotes to follow.

Staff attended and participated in the Town Commission Workshop this week discussing paygrades and minimum wage for Town employees. A big thank you from the entire staff of Public Works to the Town Commission and the Town Manager for taking the time to listen to the employees and being open to addressing their concerns.

Staff attempted to contact the property owner of the Taylor property on Caroline Ave this week to check on status of the potential property acquisition. As of today, no return contact has been made by the property owner. Staff will continue to follow up with the property owner next week.