

# WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

September 9, 2021

The **Human Resource Director** position has been filled. After the Town separated employment with the former director, Tamika DeLee has been selected as the new Human Resource Director for the Town of Lady Lake. Congratulations, Tamika! Tamika has been serving as the HR Administrative Assistant for the past 8 years, and most recently as the Interim Human Resource Director. Tamika will be advertising the HR Administrative Assistant position soon.

The **Expense Report** year to date indicates that the General Fund totals are at 88% with one month left in the fiscal year. The total year to date in the Utilities Fund is at 89%. Great Job Staff!

The **Lady Lake Chamber's Board of Directors meeting** was held Wednesday morning. Mike Burske and I attended the meeting at the Community Building. The Fireworks 50/50 raffle tickets are available for \$5.00. The Chamber has moved most of their fall schedule events to outdoor venues.

## **CLERK'S OFFICE (Nancy Slaton):**

It has been quite a busy week, especially with it being a short week due to the Labor Day holiday. Clerk's Office staff processed the packet for next week's Planning and Zoning Board meeting.

We met with our I.T. Systems Analyst Keith Randich to learn more about the Laserfiche software process. Staff has begun uploading files into this document management software.

The Police Pension Board meeting was held yesterday, and an ordinance is being generated by the Police Pension Board attorney to go before the Commission regarding the newly negotiated contract terms.

The Commission appointed a new member to the Planning and Zoning Board at last night's Commission meeting. Carol will put together a welcome packet for our new member, Mr. Edward Regan. The Commission also appointed Commissioner Rietz to be on this year's Canvassing Board, with Commissioner Holden as the alternate. Nancy W. will be sending them the meeting schedule for the Canvassing Board.

## **FINANCE (Pam Winegardner)**

As of this date, the American Rescue Act funds due to the Town of Lady Lake to subsidize the Town's infrastructure has not been received.

The Police Pension held their quarterly meeting and the police pension investments as of quarter-ending June 30, 2021 had earnings of 10.79%, with the fund assets at \$9,135,253. The Police Pension local law plan is required to approve an expected interest rate of return to calculate

projections of what contributions are needed to fund the plan. The projected rate of return was decreased from 7.25% down to 7.0%. This will result in an increase of contributions from the Town.

The ordinance for the Police Union negotiations will go on the September 20<sup>th</sup> Commission meeting agenda for consideration. If approved, this will be effective October 1, 2021, with details to be available to the public just before the meeting.

Human Resources, Growth Management, Finance, and the Town Manager met with Public Risk Management (PRM) to review the renewal of our town's Property and Casualty Insurance. The increase will be around 5% due to the past year's disaster damages and claims through Workman's Compensation self-insured program.

After the Commission meeting on September 8<sup>th</sup>, the tentative millage rate and the budget will be advertised in the Daily Sun around September 16<sup>th</sup>. The ads cannot be placed where legal notices and classified advertisements appear. The ads each will be a ¼ page with specific language and must be next to each other.

The Town's fiscal year is winding to a close as of September 30<sup>th</sup> with the audit of this year to follow.

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

This week plans were approved for the Serenity Villas Memory Care Center on Highway 466, pending the naming of subcontractors, the building permits will be ready for release. In addition, the building permit for the interior build-out was issued for Chipotle, located at 508 North Highway 27/441 (vacated Sweet Tomatoes Building). A permit was also issued for Sofia's Hair Salon located at 113 South Highway 27/441.

The Ye Olde Thrift Store is finalizing landscaping and site improvements at 106 West Lady Lake Boulevard, and staff is preparing the Certificate of Occupancy pending final site inspections.

On Wednesday, September 8, 2021, the Town Commission approved the Final Plat for the Lady Lake Commons Shopping Center, located across from Town Hall on Fennell Boulevard. Construction continues at the property on Outparcel D, as well as in the Earth Fare in-line building.

The building department issued 53 permits over the last week, and 62 inspections were conducted in the field.

#### **HUMAN RESOURCES (Tamika DeLee)**

Human Resource Director Tamika DeLee attended the 2021 HR Florida Conference and Expo. The conference was held from August 29<sup>th</sup> to September 1<sup>st</sup> at the Gaylord Palms Resort. The purpose of the conference was to provide educational classes in Human Resources to Society for Human

Resources Management (SHRM) members, as well as supplying opportunities for networking with brokers and vendors all in one location.

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

Multiple network security infrastructure projects have continued this week. Several new projects are scheduled to begin over the next few weeks, with one beginning this afternoon.

Staff began working with Lewis Brisbois to develop a data breach incident response plan.

The Community Development software implementation project has continued this week with staff and vendor efforts focused on application configuration. We anticipate beginning the Building Permit and Code Enforcement data migration test and Document Management system integration efforts soon.

The Document Management software implementation project has continued this week with staff and vendor efforts focused on document upload using records management workflow and import agent configuration. OCR testing is planned for next week. Staff training is scheduled for Wednesday, September 15<sup>th</sup>, and Wednesday, September 29<sup>th</sup>.

The Enterprise Resource Planning (ERP) Steering Committee is scheduled to meet on Tuesday, September 14<sup>th</sup> to discuss the Selection Committee's recommendations.

**LIBRARY SERVICES (Lori Sadler):**

Although the weather outside is still hot and steamy, it's beginning to look more like fall inside the library with lots of new book displays and autumn decor.

SHINE returned to the adult library this week, offering their one-on-one Medicare and health insurance counseling services. Best Buy's Geek Squad Apple classes will be meeting this week (always on the second Friday of the month) to provide support for iPad and iPhone users.

With the approaching end of the fiscal year, the last orders of books and media are being delivered. Staff is busy processing and preparing those new items for the shelves.

In the Youth Library, book bundles are a huge success. Our youth staff are always trying to find ways to help the parents and families who have little free time. One way they have found to help is by creating book bundles. Book bundles are a collection of three to five books that staff have chosen for specific age groups and reading levels. When busy parents come in and they are in a hurry, they can grab a bundle and go. So far this has been very successful, and staff has received great positive feedback from parents.

**PARKS AND RECREATION (Mike Burske)**

The Parks and Recreation Department has been performing general maintenance to include mowing and trimming. We have an open Operator I position but are keeping up at this time. We

continue to work with the irrigation at Heritage Park and predict that we will be finished in the near future.

The Parks and Recreation Director and the Town Manager represented the Town at the Lady Lake Area Chamber of Commerce's board meeting this month.

Staff has been working with both soccer and baseball for pre-season maintenance needs.

I have received the 100% plans for the Trail Project and am expecting the cost estimate today. I will be taking the plans to both The Parks, Recreation and Tree Advisory Board and the Commission in October for review.

As always, we are working on the events for this fall. Despite the pandemic, the numbers are filling in nicely and we expect a somewhat normal event season.

### **POLICE DEPARTMENT (Chief Robert Tempesta)**

**Announcement:** September 11, 2021 marks the 20th anniversary of the attacks on American soil. This is a time that we remember the courage of the firefighters, police officers, emergency medical personnel, and citizens who sacrificed their lives to save others. Most recall that day and what they were doing when the attacks occurred. Or those that were too young or not born yet, documentaries and annual memorial services that take place throughout the country are what they have to learn and remember about this tragic event. As Americans, we must never forget this tragic event that claimed almost 3,000 lives in 102 minutes.

Members of the Lady Lake Police Department will attend memorial services at Station 44 in The Villages and St. Mark the Evangelist Church in Summerfield.

**Public Safety:** Please be aware of changing traffic patterns on U.S. Hwy 27/441 during the construction process. Flooding has occurred in numerous areas within the construction zone. Please be observant, courteous and slow down to avoid a traffic crash.

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

#### **Streets:**

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.

The annual street resurfacing project has been experiencing delays due to rain; work will continue for the next few weeks.

#### **Facilities Maintenance:**

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

Staff will start the initial work for the kitchen remodel project at Town Hall next 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.

Phase One of the Wastewater Treatment Plant Modifications Project. Work continued this week.

Phase One of the Well #4 and #5 Project, proposals are being prepared by two contractors for near future Town Commission consideration.

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

Staff continued painting fire hydrants throughout the Town this week.

Staff performed water meter reading and re-reads for billing this week.

Staff replaced screens on the vents of ground storage tank at Well Number 3 this week.

A car hit the fencing at Lift Station Number 7 on Griffin Avenue this week; police report filed, and repairs are in process.

Sewer line camera inspections continued this week by the contractor, RedZone.

**Administration:**

Staff continues to stay busy coordinating numerous improvement projects involving various departments and town facilities.

Two job offers have been made to two applicants for vacant positions in the Streets Department, awaiting results of the pre-hire screenings. One vacant position remains in the Utilities Department