

City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL 33850



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AGENDA
CITY COMMISSION MEETING
MONDAY JUNE 6, 2016
7:30 P.M.
CITY HALL

UPDATED

CALL TO ORDER: MAYOR CHARLES LAKE

INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR BLOCKER

ROLL CALL: VALERIE VAUGHT

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

PROCLAMATION: MEMORIAL DAY - 2016
ICMA RECOGNITION

CONSENT AGENDA:

- 1.) CITY COMMISSION MEETING MINUTES FOR MAY 16, 2016.
- 2.) CITY COMMISSION ANNOUNCEMENTS

AGENDA

- 1.) DISCUSSION: CITY COMMISSION MEETING TIME
- 2.) DISCUSSION: LEGISLATIVE POLICY COMMITTEE
- 3.) BUDGET PRESENTATION: EXPENDITURES
- 4.) DISCUSSION: CITY MANAGER EVALUATION

RECOGNITION OF CITIZENS (PLEASE LIMIT YOUR COMMENTS TO 5 MINUTES.)

COMMISSIONER QUESTIONS AND COMMENTS:

VICE MAYOR DALEY
COMMISSIONER DUNCAN
COMMISSIONER DEARMIN
COMMISSIONER MAULTSBY
MAYOR LAKE

ADJOURN

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 6, 2016**

CONSENT AGENDA

1.) May 16, 2016 CITY COMMISSION MEETING MINUTES

ATTACHMENTS:

- Draft Minutes

ANALYSIS: Please review the minutes at your earliest convenience and if there are any questions, comments or concerns please contact the City Clerk, Ameen Bailey at (863) 291-5747.

2.) CITY COMMISSION ANNOUNCEMENTS

ANALYSIS: Each of the meetings/ events scheduled below may be constitute a public meeting at which two or more City Commissioners or Planning Board Members may attend and discuss issues that may come before the City Commissioners.

- Lake Alfred Lions Club Annual Meeting: Friday June 10th, 7:00 pm at the Lake Alfred Lions Clubhouse
- Lake Alfred Chamber Luncheon: Thursday June 16th, 11:30 am at the Conerstone Grill in Lake Alfred
- Ridge League of Cities Meeting: June 9th, 6 pm in the Hollingsworth Room at the Lakeland Center

DRAFT MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY MAY 16, 2016
7:30 P.M.
CITY HALL

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Reverend Thacker

Vice Mayor Daley moved to excuse Commissioner Duncan; seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER MAULTSBY	AYE

Roll Call: Those in attendance were Mayor Charles Lake, Vice Mayor Nancy Daley, Commissioner Jack Dearmin, and Commissioner Albertus Maulsby.

Staff attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Ameé Bailey-Speck, Police Chief Art Bodenhiemer, Community Development Director Valerie Ferrell, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, Public Works Director John Deaton and Superintendent Terrence Macomber.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the upcoming Lake Alfred Public Library events included computer classes, story time, teen advisory board, adult coloring, and Friends of the Library Book sale. Contact the Library for more information.

The Gardner House walk-through is scheduled for Monday, May 23rd at 9:00 am (275 N Rochelle Avenue).

The City will be closed in observance of Memorial Day on May 30th. As the City will be holding a brief ceremony for honoring and remembering Veterans at the Veterans Memorial (Franc C. Gardner Park) on Monday 10 am. The City has planted a tree and will be placing a wreath.

Mackay Gardens and Lakeside Preserve will host a free gardening workshop on Thursday June 2nd at 10 am. Contact the Parks and Recreation Department for more details.

The next Historical Building plaque dedication is scheduled for June 2nd. The dedication ceremony will be held at the Citrus Growers Association Building (W.E. Jones), 160 Haines Blvd at 9 am.

The City is currently accepting applications for summer camp which will run from June 20 through August 5 at the Lake Alfred Lions Club. Check the website to see the list of fieldtrips and the application.

CITY ATTORNEY ANNOUNCEMENTS

No Announcements.

RECOGNITION OF CITIZENS

Marty Garrett, 215 East Haines Blvd. spoke about fluoride in the public drinking water and the hazards. Many cities have stopped the practice of adding fluoride to public water supplies. He requested the City Commission review the use of fluoride in the City's water. He provided information on the harmful effects of fluoride such as mental defects.

The **City Commission** asked about the purpose of adding fluoride and the consequences of having too much in the water.

Staff responded that most Polk County communities add fluoride. There are studies for and against the use of fluoride. Staff provided the City Commission with the current fluoride readings from the report that accompanied the water bills this month. The maximum rate is 4.0 ppm and the City's highest rate last year was 0.81 ppm. The City adds on average 3 gallons a day into approximately 1 million gallons. Approximately 30-40 gallons of chlorine is added each day. Fluoride also naturally occurs in the water. The City can review the rate of application.

PROCLAMATION: TEACHER APPRECIATION

Mayor Lake read the entire proclamation to celebrate Teachers in May and express gratitude and deep appreciation for all that teachers contribute daily to their students, the school system and our community. He urged citizens to recognize and acknowledge the impact of teachers on their lives. Mayor Lake went on to recognize Brandi Clements from Lake Alfred-Addair Middle School as an example of going the extra steps to impact children. The Mayor stated he had received a citizen letter complimenting her.

Acting Principal Charlene Brinson from Lake Alfred-Addair Middle School accepted the proclamation. She thanked the City for the positive remarks and shared some of the accomplishments of the students and teachers from this school year.

EMPLOYEE RECOGNITION: JOHN DEATON – 15 YEARS

City Manager Leavengood recognized the Public Works Director John Deaton for 15 years of service with the City of Lake Alfred. He stated that Mr. Deaton started in 2001 and that he is one of the better Public Works Directors in the county. Approximately half of the City employees report to Public Works. Mr. Deaton provides the City Manager with daily updates on stormwater, utility lines, or other projects. He stated he is very creative with new ideas and ways to make improvements such as the geo-tech bags for solid waste disposal. **Mr. Deaton** stated that he enjoys his job and loves the City.

ICMA PRESENTATION: The International City and County Management Association (ICMA) presentation will be rescheduled due to a scheduling conflict.

CONSENT AGENDA:

Commissioner Dearmin moved to approve the consent agenda; seconded by **Commissioner Maultsby**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER MAULTSBY	AYE

AGENDA

1.) DISCUSSION: CITY COMMISSION MEETING TIME

City Manager Leavengood stated City staff has been requested to present a discussion item related to the scheduled time of the City Commission meetings.

Section 2.08 of the City Charter requires that, "The commission shall meet regularly at least once in every month, at such times and places as the commission may prescribe by rule ...The commission shall determine its own rules of order and shall adopt said rules by resolution."

In 2010, the City Commission adopted Resolution 08-10 which established the rules of procedure for the preparation and conducting of business at Commission meetings. Within the resolution, a "Regular Meeting" is defined as, "a meeting of the City Commission held on the first and third Monday of each month at 7:30 pm for the purpose of conducting and transacting the business of the City through voting on motions proposed by any member."

In a comparison of the other municipalities within Polk County: four cities had a meeting time of 6:00 pm; three cities had a meeting time of 6:30 pm; and six cities had a meeting time 7:00 pm. Lake Alfred had the latest meeting time at 7:30 pm. Polk County & Lakeland both had the earliest meeting times at 9:00 am, presumably to account for a higher number of action items and longer meetings due to the size of their organizations.

If the City Commission desires to change the meeting time, an amendment to Resolution 08-10 can be presented at a future meeting. Staff stated that the closer the time gets to 6 pm the more opportunity for conflicts with citizens getting home from work in time to attend the meetings. The schedule of the City Commission should take precedence.

The **City Commission** stated that citizens have asked why the City meets so late, that some Commissioners work, and if there was a compelling reason the time could be changed. Over the last six months the Commission was out by 8:30 pm 5 times, by 9:00 3 times, and after 9:30 3 times.

Staff recommended that the discussion item be tabled until Commissioner Duncan could participate.

Judy Ritsema 395 S. Ramona Ave. stated she remembered that a citizen had spoken about meeting at 7 pm and that is often discussed to the Mayor. She stated that 7 pm would be her preference also.

Mayor Lake moved to table the discussion until the next regularly scheduled City Commission meeting, seconded by **Commission Dearmin**. The motion was approved by unanimous voice call vote.

MAYOR LAKE	AYE
VICE MAYOR DALEY	AYE
COMMISSIONER DEARMIN	AYE
COMMISSIONER MAULTSBY	AYE

RECOGNITION OF CITIZENS

There was no citizen comments.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Dearmin stated he attended the Hurricane Expo in Auburndale, which was a good event with good information.

Commissioner Maultsby stated he attended the ethics meeting on Saturday and he thanked Code Enforcement for their recent work in maintaining overgrown lots.

Staff stated that if there is a violation, the property enters a repeat offender status and the City can send in a contractor to mow the lot.

Mayor Lake stated he noticed the house that Polk County built in Mr. Maultsby's neighborhood and that it was made of block rather than wood. He stated that the First Baptist Church held a dinner for the First Responders. He also attended the ethics on Saturday. He attended the Florida League of Mayors Conference, which was very informative. He met with the City Manager to discuss possible projects. The Monday Morning meetings have been interesting as they have been meeting with local candidates.

Vice Mayor Daley commented on damage to the bridge by vandals and asked about a reward or cameras. She also stated that Leo Longworth from the Ridge League of Cities (City of Bartow), is running for office with the Florida League of Cities.

Staff stated that the City had received a quote to restore the bridge. As part of the existing development agreement for Tract 4, the bridge is scheduled to be deeded to the City at substantial completion. The City will contact the owner to allow the City to repair the bridge now rather than later. The City also needs to maintain the bridge for access to the City property across the bridge. The previous quote was around \$6,000. Eventually there will be homes in the area which will prevent future damage. In the meantime staff will look into repair and security issues.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:20 pm.

Respectfully Submitted,

Ameé N. Bailey
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 6, 2016**

1.) DISCUSSION: CITY COMMISSION MEETING TIME

ISSUE: Mayor Lake has requested a discussion item regarding the City Commission meeting time.

ATTACHMENTS:

- Resolution 08-10: Rules of Procedure
- List of Commission Meeting times in Polk County & Recent Adjournment Times

ANALYSIS: City staff has been requested to present a discussion item related to the scheduled time of the City Commission meetings.

Section 2.08 of the City Charter requires that, “The commission shall meet regularly at least once in every month, at such times and places as the commission may prescribe by rule ...The commission shall determine its own rules of order and shall adopt said rules by resolution.”

In 2010, the City Commission adopted Resolution 08-10 (attached) which established the rules of procedure for the preparation and conducting of business at Commission meetings. Within the resolution, a “Regular Meeting” is defined as, “a meeting of the City Commission held on the first and third Monday of each month at 7:30pm for the purpose of conducting and transacting the business of the City through voting on motions proposed by any member.”

In a comparison of the other municipalities within Polk County (attached): four cities had a meeting time of 6:00pm; three cities had a meeting time of 6:30pm; and six cities had a meeting time 7:00pm. Lake Alfred had the latest meeting time at 7:30pm. Polk County & Lakeland both had the earliest meeting times at 9:00am, presumably to account for a higher number of action items and longer meetings due to the size of their organizations.

If the City Commission desires to change the meeting time, an amendment to Resolution 08-10 can be presented at a future meeting.

STAFF RECOMMENDATION: Pleasure of the City Commission.

RESOLUTION NO. 08-10

A RESOLUTION OF THE CITY OF LAKE ALFRED, FLORIDA; ESTABLISHING RULES OF ORDER GOVERNING MEETING AGENDA COMPOSITION AND RELEASE, COMMISSION MEETING PROCEDURES AND CITIZEN INVOLVEMENT AND PARTICIPATION; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, according to the City of Lake Alfred's City Charter section 2.08 procedures; (b) rules and journal; The City Commission shall determine its own rules of order and adopt said rules by resolution; and

WHEREAS, in an effort to facilitate the preparation and orderly progression of meetings, the City Commission finds it necessary to develop procedural rules of order to facilitate and to ensure the efficient preparation of commission meetings and the orderly flow of business; and

WHEREAS, the City Commission deems it appropriate and necessary to create procedural rules governing agenda composition and release as well as commission meeting procedures and citizen involvement; and

WHEREAS, it is the intention of the City Commission that by creating said rules, City business will be addressed and conducted in an efficient, uniform and orderly manner; and

WHEREAS, the establishment of said rules shall govern and apply to each member of the Commission, all staff members and all other individuals in attendance.

NOW THEREFORE, BE IT RESOLVED by the City Commission of the City of Lake Alfred, Florida, as follows:

Section 1. Creation and Adoption of Rules of Procedure

This Resolution shall serve and shall create rules of procedure to provide for the preparation and conducting of business at Commission meetings as specified herein, for the purpose of facilitating and achieving uniformity, efficiency and order.

Section 2. Definitions.

The following words, terms and phrases when used in this Resolution, shall have the meanings described to them in this Section unless the context clearly indicates a different meaning:

a. Chair - shall mean the Mayor, or in his or her absence, the Vice-Mayor, or in his or her absence the presiding member. The Chair refers to the person in a meeting who is actually presiding at the time, whether that person is the regular presiding chair or not.

b. Member - means the Mayor and each and every Commissioner.

c. Regular Meeting - a meeting of the City Commission held on the first and third Monday of each month at 7:30 p.m. for the purpose of conducting and transacting the business of the City through voting on motions proposed by any member.

d. Special Meeting - a special meeting may be held at the pleasure of the mayor, majority of the City Commissioners, in emergency situations or due to urgent needed

business transactions. The special meetings will be held in accordance with the Sunshine law and motions and voting are permitted. Special meetings may also be held in conjunction with a workshop meeting as long as they are advertised properly.

e. Workshop Meeting - is a meeting of the City Commission for the purpose of the Commission being informed on and discussing matters of special concern that require time in excess of that usually afforded for agenda items scheduled at a regular meeting. No motions or voting are permitted at a workshop meeting except for a motion to adjourn.

Section 3. Agenda Composition and Public Release.

A. Agenda Composition - In composing the agenda of a regular meeting, the following order shall be observed: (Employee recognitions, presentations, proclamations and any other business issues not addressed will be placed on the Agenda in the order given from the direction of the City Manager.)

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. City Announcements
6. Attorney Announcements
7. Recognition of Citizens
8. Consent Agenda
9. Public Hearings /Unfinished Business
10. New Business
11. Recognition of Citizens
12. City Commission Questions and Comments
13. Final Adjournment

Employee recognitions, presentations, proclamations and any other business issues not addressed above will be placed on the Agenda in the order given from the direction of the City Manager.

B. As listed above, there shall be a Consent Agenda at each particular regular meeting. Among other items, the Consent Agenda shall contain all prior meeting minutes that have not yet been approved.

C. Any member who desires to add an item to a prospective agenda for a workshop or regular meeting, must request said addition by contacting the City Manager or his or her authorized designee prior to noon on the Wednesday immediately preceding the following Monday's meeting.

Section 4. Public Release of Agenda.

Each workshop and regular meeting agenda shall be finalized and available to the public no later than the close of business five calendar days immediately preceding the regular Commission meeting.

Section 5. Commission Meeting Procedures

The following rules and parliamentary procedures will govern each Commission meeting as specified herein.

A. General rules.

1. Each member shall comply with the laws of the Nation, State of

Florida, and the City of Lake Alfred in the performance of their public duties. These laws include, but are not limited to: United States and Florida Constitutions; the Florida State Code of Ethics; the Florida State Sunshine Laws; the Florida Public Record Laws; the City of Lake Alfred Charter; the laws pertaining to Conflicts of Interest, Election Campaigns, Financial Disclosures, the Open Processes of Government; and City Ordinances and policies.

B. Conduct of City Commission Members.

1. The professional and personal conduct of members must be above reproach and shall avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives upon other members of the Commission, the staff or the public.

2. Members shall perform their duties in accordance with the processes and rules of order established by the City Commission governing the deliberation of public policy issues; the active solicitation of meaningful involvement of the public; and support implementation of policy decisions of the City Commission by the City staff.

3. Members will fully and publicly disclose, business, professional, or financial interests with any individual, group, project or proposal that comes before this City at the outset of public discussion. City Commission members shall abstain from any decision making process in which he or she knows that will inure to his or her special private gain or loss as provided in Chapter 112, Florida Statutes.

C. Commission Rules Governing Meetings.

1. Prior to the initiation of business of any meeting, the Chair shall ensure that a roll call has been conducted and shall declare that a quorum has been established. No business shall be conducted by the City Commission without the establishment of a proper quorum.

2. Once the business of the consent agenda has been completed, and all minutes are approved, the minutes shall be signed and maintained by the City Clerk or designee.

3. Each member shall have the same right as any other member to debate on the floor an issue raised and there shall not be any requirement for the Chair to turn over and relinquish his or her position to another member simply because the Chair is making a motion or stating his or her position in a debate.

4. The ayes and nays of each vote shall be recorded and shall become a part of the minutes. A roll call vote or voice call vote shall be conducted by the City Clerk designee.

5. No member or person shall be allowed to speak unless recognized by the Chair, or unless invited by a majority vote of the entire Commission.

6. Following the adjournment of any meeting, no member shall conduct any further conversation with any other member on any matter previously discussed with the Commission or any other matter which could conceivably be made a topic for discussion by the Commission at a future meeting.

D. Parliamentary Meeting Policies.

1. No member shall introduce a motion or speak to a subject under discussion without acknowledgement and / or recognition by the Chair. When more than one (1) member requests recognition at the same time, the order of speakers will be decided as fairly as possible by the Chair.

2. The Commission should avoid any discussion of matters at a public meeting where the City is, or is likely to be, a party in litigation without concurrence by legal counsel.

3. The Chair shall decide all questions of procedure and order, and the decision shall stand unless reversed by a majority vote of the entire Commission.

4. The Chair shall recognize each member who has the floor and each citizen who is speaking.

5. Any particular item may be added to or taken out of its proper agenda order by a proper motion, seconded and voted on.

6. When a member believes that the rules of the Commission are being violated, he or she may make a "point of order", thereby calling upon the Chair for ruling and enforcement of the regular rules.

7. The Chair shall declare each meeting adjourned for one of the following reasons:

- a. End of scheduled meeting
- b. A set time for adjournment was previously established
- c. In the event of a sudden emergency affecting the safety of those persons present.

8. The above Robert's Rules and other rules pertaining to the Robert's Rules of Order Newly Revised shall govern the proceedings of the City Commission unless stated to the contrary pursuant to the City's Charter, state law, or other administrative rule or procedure. At any time, the Commission is able to supplement the Robert's Rules of Order Newly Revised or to change said rules as they apply to the Commission so long as said change is effected in writing, and if when accepted is incorporated into an amended resolution.

E. Citizen Involvement.

1. Citizen's attending the regular meeting of the Commission may participate at said meeting pursuant to the listing specified in the current agenda. In respect to a workshop meeting, citizens may only participate at the request of the Commission.

2. Members of the public addressing the Commission shall first identify themselves by their full name and address. The Chair shall rule out of order any member of the public who shall speak without being recognized or who shall not address the Commission from the podium or other established speaking area. Citizen comments shall be directed to the Commission as a body and not to individual members.

3. The City Commissions establishes a five (5) minute time limit for members of the public to address the Commission.

4. Signs or graphic displays of any kind shall not be displayed in the Commission chambers except in connection with a presentation made to the Commission by a speaker at the podium.

5. No weapons or objects that may be used as weapons shall be allowed in the Commission chambers. Persons, bags, packages, and parcels entering the Commission chambers are subject to search.

6. All persons shall at all times conduct themselves in accordance with Commission rules, and failing such shall be ruled out of order and may be directed to be removed from the Commission chamber. In the event of such removal, such person shall not thereafter be readmitted to the Commission chamber or City Hall during the same meeting.

Section 6. Resolutions in Conflict.

All resolutions or parts of resolutions in conflict herewith are hereby repealed to extent of said conflict.

Section 7. Severability.

If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining sections of this Resolution, which shall remain in full force and effect.

Section 8. Effective Date.

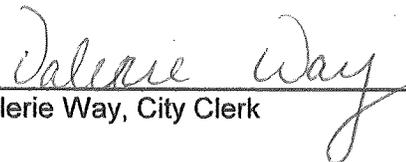
This Resolution shall take effect upon adoption.

PASSED AND CERTIFIED AS TO PASSAGE this 6th day of July, 2010.



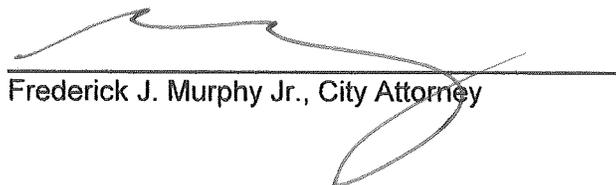
Jack C. Dearmin, Mayor

ATTEST:



Valerie Way, City Clerk

APPROVED AS TO FORM AND CONTENT:



Frederick J. Murphy Jr., City Attorney

City Commission Meeting Schedule

Polk County	Tuesday	1st & 3rd	9:00am
Lakeland	Monday	1st & 3rd	9:00am
Mulberry	Tuesday	1st	6:00pm
Lake Wales	Tuesday	1st & 3rd	6:00pm
Lake Hamilton	Tuesday	1st	6:00pm
Frostproof	Monday	1st & 3rd	6:00pm
Winter Haven	Monday	2nd & 4th	6:30pm
Bartow	Monday	1st & 3rd	6:30pm
Dundee	Tuesday	2nd & 4th	6:30pm
Haines City	Thursday	1st & 3rd	7:00pm
Auburndale	Monday	1st & 3rd	7:00pm
Davenport	Monday	2nd & 4th	7:00pm
Polk City	Monday	3rd	7:00pm
Eagle Lake	Monday	1st & 3rd	7:00pm
Lake Alfred	Monday	1st & 3rd	7:30pm

Lake Alfred Adjournment Times:	1/4/2016	8:45pm
	1/19/2016	8:14pm
	2/1/2016	8:04pm
	2/15/2016	8:15pm
	3/7/2016	9:47pm
	3/21/2016	9:23pm
	4/4/2016	9:18pm
	4/18/2016	9:08pm
	5/2/2016	8:22pm
	5/16/2016	8:20pm

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 6, 2016**

2.) DISCUSSION: LEGISLATIVE POLICY COMMITTEE

ISSUE: The City Commission will have a discussion regarding their participation and membership in the 2016/2017 Legislative Policy Committees for the Florida League of Cities.

ATTACHMENTS:

- None

ANALYSIS: The City of Lake Alfred has always been active in participating on the Legislative Policy Committees. The policy committees develop the Florida League of Cities legislative priorities and help their staff understand the real world implications of proposed legislation. In an effort to get more cities involved, the Florida League of Cities is requesting that each city be represented on one or more of the League's Legislative policy committees. The current City of Lake Alfred participants are:

Mayor Lake – Energy, Environment & Natural Resources Committee

Vice Mayor Daley - Growth Management & Economic Affairs Committee

Commissioner Maultsby – Finance, Taxation & Personnel Committee

Commissioner Dearmin - Transportation & Intergovernmental Relations Committee

Commissioner Duncan - Urban Administration Committee

In the past, the City Commission has requested this item as an opportunity to discuss the topic in advance of submittals to the League of Cities. If a Commissioner so desires they may request to change the Committee they serve on and this request can be forwarded to the Florida League of Cities for consideration.

2016-2017 Legislative Policy Committee Meeting Dates

- September 30, 2016 - Policy Committee Meeting; Embassy Suites Orlando Lake Buena Vista
- October 28, 2016 - Policy Committee Meeting; Embassy Suites Orlando Lake Buena Vista
- December 8-9, 2016 - Policy Committee Meeting (FLC Legislative Conference); Embassy Suites Orlando Lake Buena Vista

STAFF RECOMMENDATION: Pleasure of the City Commission.

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 6, 2016**

3.) BUDGET PRESENTATION: EXPENDITURES

ISSUE: The City Commission will consider the Expenditures to be included in the preparation of the FY 16/17 & FY 17/18 Annual Operating Budgets.

ATTACHMENTS:

- Format Example Slides
- General Fund Expenditures FY 16/17 & 17/18
- Enterprise Fund Expenditures FY 16/17 & 17/18

ANALYSIS: The proposed expenditure sections of the FY 16/17 & FY 17/18 budgets include the approved expenditures from the previously approved second year budget and the capital projects that were approved by the City Commission at the April 18, 2016 meeting. Changes made from the current year budget to the proposed FY 16/17 Budget have been highlighted and are based on feedback from department heads for anticipated expenditures or changes based upon experience in the current and previous fiscal years.

If approved, the expenditure sections will be included in the preparation of the final budget for consideration in public hearings in September along with any changes that the Commission may determine or that may be necessary due to updated revenue or expenditure projections. The Revenue and Payroll sections will be presented at the regular City Commission meeting on August 1st, 2016.

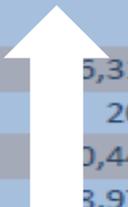
STAFF RECOMMENDATION: Approval of the proposed draft Expenditure Sections of the FY 16/17 & FY 17/18 Annual Operating Budgets.

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.524-	COMMUNITY DEVELOPMENT							
412.000	Salaries & Wages	115,503	120,668	124,076	72,542	58%	8,337	5,312
414.000	Overtime Pay	259	188	200	246	123%	200	200
421.000	FICA Expense	8,856	9,245	9,507	5,713	60%	0,216	0,443
422.000	Retirement	13,388	12,534	8,975	9,124	102%	3,975	3,975
423.000	Life & Health Insurance	9,556	10,972	11,258	6,538	58%	1,929	1,929
424.000	Workers Comp Insurance	4,166	2,762	607	1,940	320%	607	607
431.000	Professional Services	6,338	4,583	5,000	11,664	233%	5,000	5,000
431.100	CFRPC Contract	20,750	18,000	15,000	11,250	75%	15,000	15,000
431.500	Employee Exams	-	-	100	-	0%	100	100
434.600	Special Magistrate	3,278	3,035	4,000	982	25%	3,000	3,000
440.300	Training & Travel	1,578	2,458	2,000	59	3%	2,000	2,000
441.000	Communications	2,711	3,115	5,000	1,333	57%	2,400	2,400
441.100	Cell Phone	40	546	1,000	375	63%	600	600
443.200	Electric	11,205	11,750	12,000	5,895	49%	12,000	12,000
445.000	Property & Liability	1,146	1,030	1,176	904	77%	1,176	1,176
446.000	R & M Services	603	1,235	500	207	41%	500	500
446.100	R & M - Auto	448	215	500	130	26%	500	500
446.120	R & M - Copier	7,080	5,162	6,500	3,517	54%	6,500	6,500
446.220	Code Enforcement Abatement	-	455	-	2,000	0%	-	-
446.348	R & M - Software	900	900	1,400	945	68%	1,400	1,400
451.000	Office Supplies	478	292	500	143	29%	500	500
452.000	Operating Supplies	1,448	1,246	1,500	330	22%	1,500	1,500
452.700	Fuel	802	816	1,000	297	30%	1,000	1,000
454.000	Subscriptions & Memberships	265	322	200	199	100%	200	200
464.100	Capital - Project	35,930	80,918	-	7,089	0%	-	15,000
464.200	Capital - Purchase	12,283		-	-	0%	-	
	TOTAL COMMUNITY DEVELOPMENT	259,384	292,447	208,999	143,457	69%	218,640	236,842

PAST

PRESENT

FUTURE



1st Year
Budget

2nd Year
Budget

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.524-	COMMUNITY DEVELOPMENT							
412.000	Salaries & Wages	115,503	120,668	124,076	72,542	58%	133,337	136,312
414.000	Overtime Pay	259	188	200	246	123%	200	200
421.000	FICA Expense	8,560	9,450	9,507	5,713	60%	10,216	10,443
422.000	Retirement	13,658	12,340	8,975	9,124	102%	8,975	8,975
423.000	Life & Health Insurance	9,556	10,972	11,258	6,538	58%	11,929	11,929
424.000	Workers Comp Insurance	4,166	2,762	607	1,940	320%	607	607
431.000	Professional Services	6,338	4,583	5,000	11,664	233%	5,000	5,000
431.100	CFRPC Contract	20,750	18,000	15,000	11,250	75%	15,000	15,000
431.500	Employee Exams	-	-	100	-	0%	100	100
434.600	Special Magistrate	3,278	3,035	4,000	982	25%	3,000	3,000
440.300	Training & Travel	1,578	2,458	2,000	59	3%	2,000	2,000
441.000	Communications	2,311	3,115	2,400	1,368	57%	2,400	2,400
441.100	Cell Phone	809	546	600	275	63%	600	600
443.200	Electric	1,000	1,750	2,000	5,295	49%	12,000	12,000
445.000	Property & Liability	1,140	1,030	1,150	904	77%	1,176	1,176
446.000	R & M Services	603	1,235	500	207	41%	500	500
446.100	R & M - Auto	448	215	500	130	26%	500	500
446.120	R & M - Copier	7,080	5,620	6,500	3,517	54%	6,500	6,500
446.220	Code Enforcement Abatement	-	455	-	2,000	0%	-	-
446.348	R & M - Software	900	900	1,400	945	68%	1,400	1,400
451.000	Office Supplies	478	292	500	143	29%	500	500
452.000	Operating Supplies	1,448	1,246	1,500	330	22%	1,500	1,500
452.700	Fuel	802	816	1,000	297	30%	1,000	1,000
454.000	Subscriptions & Memberships	265	322	200	199	100%	200	200
464.100	Capital - Project	35,930	50,910	-	7,089	0%	-	15,000
464.200	Capital - Purchase	12,233	-	-	-	0%	-	-
	TOTAL COMMUNITY DEVELOPMENT	259,384	292,447	208,999	143,457	69%	218,640	236,842

PAYROLL

EXPENDITURES

(OPERATING)

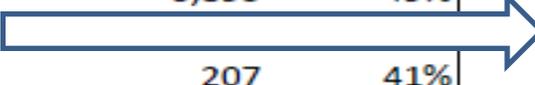
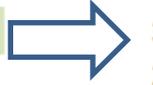
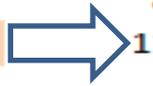
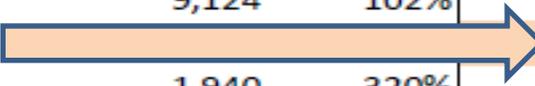
CAPITAL

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.524-	COMMUNITY DEVELOPMENT							
412.000	Salaries & Wages	115,503	120,668	124,076	72,542	58%	133,337	136,312
414.000	Overtime Pay	259	188	200	246	123%	200	200
421.000	FICA Expense			9,507	5,713	60%	10,216	10,443
422.000	Retirement			8,975	9,124	102%	8,975	8,975
423.000	Life & Health			11,258			11,929	11,929
424.000	Workers Com			607	1,940	320%	607	607
431.000	Professional S			5,000	11,664	233%	5,000	5,000
431.100	CFRPC Contra			15,000	11,250	75%	15,000	15,000
431.500	Employee Ex			100	-	0%	100	100
434.600	Special Magis			4,000			3,000	3,000
440.300	Training & Tr			2,000	59	3%	2,000	2,000
441.000	Communications	2,511	3,113	2,400	1,368	57%	2,400	2,400
441.100	Cell Phone			600	375	63%	600	600
443.200	Electric			12,000	5,895	49%	12,000	12,000
445.000	Property & L			1,176			1,176	1,176
446.000	R & M Servic			500	207	41%	500	500
446.100	R & M - Auto			500	130	26%	500	500
446.120	R & M - Copier	7,080	5,162	6,500	3,517	54%	6,500	6,500
446.220	Code Enforcement Abatement	-	455	-	2,000	0%	-	-
446.348	R & M - Software	900	900	1,400	945	68%	1,400	1,400
451.000	Office Supplies	478	292	500	143	29%	500	500
452.000	Operating Supplies	1,448	1,246	1,500	330	22%	1,500	1,500
452.700	Fuel	802	816	1,000	297	30%	1,000	1,000
454.000	Subscriptions & Memberships	265	322	200	199	100%	200	200
464.100	Capital - Project	35,930	80,918	-	7,089	0%	-	15,000
464.200	Capital - Purchase	12,283		-	-	0%	-	
	TOTAL COMMUNITY DEVELOPMENT	259,384	292,447	208,999	143,457	69%	218,640	236,842

Increase in Expenditure from Previous Budget Year

Decrease in Expenditure from Previous Budget Year

No Change from Previous Budget Year





Welcome to
Lake Alfred

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.511- CITY COMMISSION								
411.000	Salaries & Wages	13,200	13,200	13,200	7,700	58%	27,500	27,500
421.000	FICA Expense	1,010	1,010	1,010	589	58%	2,104	2,104
424.000	Workers Comp Insurance	376	125	226	62	27%	226	226
440.300	Training & Travel	8,670	7,850	13,000	1,466	11%	13,000	13,000
443.200	Electric	5,604	5,875	5,500	2,947	54%	5,500	5,500
445.000	Property & Liability	14,144	18,454	21,060	15,503	74%	21,060	21,060
451.000	Office Supplies	490	69	500	-	0%	500	500
452.000	Operating Supplies	1,110	915	1,000	-	0%	1,000	1,000
452.940	Uniforms & Shoes	707	-	800	-	0%	800	800
454.000	Subscriptions & Memberships	1,238	1,368	1,500	1,425	95%	1,500	1,500
TOTAL CITY COMM		46,549	48,866	57,796	29,692	51%	73,190	73,190
001.512- CITY ADMINISTRATION								
412.000	Salaries & Wages	135,976	160,666	159,067	104,001	65%	164,831	167,536
414.000	Overtime Pay	-	-	-	-	0%	-	-
421.000	FICA & Tax Expense	13,983	11,370	18,394	9,376	51%	21,419	21,625
422.000	Retirement	18,749	25,695	35,251	27,931	79%	46,616	46,616
423.000	Life & Health Insurance	9,556	9,426	20,158	10,221	51%	24,030	24,030
424.000	Workers Comp Insurance	3,789	1,438	399	1,014	254%	399	399
431.200	Deed Recording Escrow	500	-	500	-	0%	500	500
431.500	Employee Exams	-	60	-	-	0%	-	-
434.000	Contractual Services	29,986	-	5,000	1,612	32%	12,000	12,000
434.600	Municipal Code Corp	2,207	3,316	3,000	2,857	95%	3,500	15,500
440.300	Training & Travel	4,832	1,893	4,000	1,358	34%	4,000	4,000
440.500	Expense Allowance	-	5,563	5,000	2,755	55%	6,000	6,000
441.000	Communications	2,111	2,625	2,000	959	48%	2,000	2,000
441.100	Cell Phone	516	150	600	400	67%	600	600
443.200	Electric	1,727	1,373	2,000	555	28%	2,000	2,000
445.000	Property & Liability	243	336	-	-	0%	-	-
446.100	R & M - Auto	-	138	500	-	0%	500	500
446.120	R & M - Copier	2,843	2,608	3,500	1,108	32%	3,500	3,500
446.200	R & M - Records	-	-	-	-	0%	-	-
446.348	R & M - Software	2,191	1,500	2,000	600	30%	2,000	2,000
449.000	Legal Advertisement	8,467	9,947	7,000	3,995	57%	8,000	8,000
451.000	Office Supplies	527	1,185	1,000	724	72%	2,000	2,000
452.000	Operating Supplies	2,321	1,412	3,000	191	6%	2,000	2,000
452.700	Fuel	318	230	500	103	21%	500	500
453.100	City Election	24	1,877	-	-	0%	2,000	2,000
454.000	Subscriptions & Memberships	1,547	1,674	1,900	1,512	80%	1,900	1,900
CITY ADMIN. TOTAL		242,413	244,482	274,769	171,272	62%	310,294	325,206
001.514- CITY ATTORNEY								
431.400	Legal	68,572	68,378	64,000	24,801	39%	64,000	64,000
TOTAL CITY ATTORNEY		68,572	68,378	64,000	24,801	39%	64,000	64,000

Cleaning Service:
Replaced Mae

\$12k to archive Land
Development
Regulations in
Municode

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.513- FINANCE								
412.000	Salaries & Wages	84,753	87,462	92,097	43,871	48%	100,368	101,204
414.000	Overtime Pay	51	237	100	142	142%	100	100
421.000	FICA Expense	6,345	6,133	7,053	3,394	48%	7,686	7,750
422.000	Retirement	14,828	13,676	8,975	9,124	102%	8,975	8,975
423.000	Life & Health Insurance	9,556	10,971	11,258	4,209	37%	11,929	11,929
424.000	Workers Comp Insurance	2,459	619	91	423	465%	91	91
431.500	Employee Exams	42	-	50	-	0%	50	50
433.000	Bank Service Charges	228	25	500	232	46%	500	500
433.000	Bank Recon Adjustments	-	-	-	3,682	0%	-	-
440.300	Training & Travel	979	2,069	2,000	1,023	51%	2,000	2,000
441.000	Communications	2,189	2,753	2,000	1,581	79%	2,500	2,500
443.200	Electric	1,727	1,373	2,000	555	28%	1,500	1,500
446.000	R & M Services	1,109	600	500	-	0%	500	500
446.348	Software - ADG	6,700	8,500	8,500	7,980	94%	21,000	10,000
451.000	Office Supplies	944	1,349	1,000	755	76%	1,500	1,500
452.000	Operating Supplies	1,586	1,981	2,000	281	14%	2,000	2,000
452.940	Uniforms & Shoes	621	518	800	298	37%	800	800
454.000	Subscriptions & Memberships	230	230	195	-	0%	250	250
TOTAL FINANCE		134,347	138,496	139,119	77,550	56%	161,749	151,649

13.5k for ADG for Clock In module

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.521- POLICE DEPT								
412.000	Salaries & Wages	503,154	553,286	581,210	273,004	47%	636,329	643,805
412.221	Retirement - Police	32,629	32,132	31,535	-	0%	31,535	31,535
414.000	Overtime Pay	9,053	9,209	5,000	12,124	242%	5,000	5,000
421.000	FICA Expense	38,843	42,758	44,845	21,944	49%	49,062	49,634
422.000	Retirement	67,008	79,542	51,585	54,825	106%	52,708	52,708
423.000	Life & Health Insurance	76,449	81,280	90,061	35,490	39%	95,432	95,432
424.000	Workers Comp Insurance	15,792	14,139	14,355	12,438	87%	14,355	14,355
431.500	Employee Exams	1,459	1,700	1,000	2,736	274%	2,000	2,000
441.300	Training & Travel	2,880	5,752	4,000	1,311	33%	4,000	4,000
441.000	Communications	7,525	6,946	7,500	3,889	52%	7,500	7,500
441.100	Cell Phone	1,592	1,718	1,800	837	47%	1,800	1,800
443.200	Electric	10,819	11,618	10,000	4,784	48%	10,000	10,000
445.000	Property & Liability	5,166	4,940	5,640	4,116	73%	5,640	5,640
445.500	Special Risk Ins.	538	458	550	521	95%	550	550
446.000	R & M Services	1,454	8,690	6,000	3,807	63%	7,000	7,000
446.100	R & M - Auto	11,245	9,220	11,000	8,512	77%	11,000	11,000
446.120	R & M - Copier	2,436	2,164	2,700	1,477	55%	2,700	2,700
446.200	R & M - Radios	3,670	3,417	3,500	1,050	30%	3,500	3,500
446.700	R & M - IT Contract	2,550	2,550	3,000	2,550	85%	3,000	3,000
449.000	Contractual Services	5,157	1,684	2,500	5,309	212%	2,500	2,500
451.000	Office Supplies	1,144	1,449	1,000	23	2%	1,000	1,000
452.000	Operating Supplies	2,213	1,577	3,000	1,988	66%	3,000	3,000
452.012	K-9 Expenses	722	782	1,000	278	28%	1,000	1,000
452.100	Patrol Laptop Replacement	3,389	1,880	2,500	-	0%	5,000	5,000
452.700	Fuel	25,570	20,749	25,000	8,100	32%	25,000	25,000
452.940	Uniforms & Shoes	1,571	4,458	4,000	2,071	52%	4,000	4,000
454.000	Subscriptions & Memberships	370	350	300	260	87%	300	300
464.200	Capital - Purchase	29,617	30,927	30,000	30,796	103%	30,000	30,000
464.300	Capital - Grant Equipment	18,372	12,159	-	-	0%	-	-
TOTAL POLICE DEPT		882,387	947,534	944,581	494,240		1,014,910	1,022,958

Replaces 2 Patrol Vehicle laptop computers each year. 5 year replacement schedule

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.522- FIRE DEPT								
412.000	Salaries & Wages	347,558	340,611	316,520	165,359	52%	290,510	293,173
413.000	Part Time Wages	61,751	61,183	30,000	26,832	89%	30,000	30,000
414.000	Overtime Pay	5,396	6,409	2,000	3,098	155%	2,000	2,000
421.000	FICA Expense	31,540	31,056	26,662	14,818	56%	24,672	24,876
422.000	Retirement	44,608	76,326	26,500	29,107	110%	27,510	27,510
422.100	State Contribution	26,887		21,000	-	0%	21,000	21,000
423.000	Life & Health Insurance	47,781	48,552	39,402	25,212	64%	41,752	41,752
424.000	Workers Comp Insurance	11,029	12,731	16,150	12,079	75%	16,150	16,150
431.500	Employee Exams	5,519	980	3,000	1,430	48%	3,000	3,000
440.300	Training & Travel	2,477	2,973	3,000	1,830	61%	3,000	3,000
441.000	Communications	1,403	1,640	1,500	1,262	84%	2,000	2,000
441.100	Cell Phone	1,114	1,092	1,200	558	47%	1,200	1,200
443.200	Electric	8,553	9,121	8,000	3,885	49%	9,000	9,000
445.000	Property & Liability	5,651	5,685	6,480	4,765	74%	6,480	6,480
445.500	Special Risk Ins.	538	458	550	521	95%	550	550
446.000	R & M Services	2,607	2,929	3,000	2,111	70%	3,000	3,000
446.100	R & M - Auto	17,051	15,338	15,000	6,782	45%	15,000	15,000
446.110	R & M - SCBA	831	-	1,500	1,157	77%	1,500	1,500
446.200	R & M - Radio	3,000	3,000	3,000	-	0%	3,000	3,000
446.348	R & M - Software	720	765	1,500	765	51%	1,000	1,000
451.000	Office Supplies	426	601	500	390	78%	500	500
452.000	Operating Supplies	1,814	2,380	2,500	1,940	78%	2,500	2,500
452.140	Fire Prevention Program	982	972	1,000	866	87%	1,000	1,000
452.700	Fuel	6,707	5,154	6,000	1,670	28%	5,000	5,000
452.800	Diesel	4,557	3,468	4,000	2,808	70%	5,000	5,000
452.940	Uniforms & Shoes	4,258	3,001	4,000	1,723	43%	4,000	4,000
454.000	Subscriptions & Memberships	389	230	400	100	25%	400	400
452.941	Bunker Gear Replacements	3,488	-	-	1,879	0%	5,000	5,000
464.200	Capital - Purchase	40,084	6,424	-	-	0%	45,000	-
TOTAL FIRE DEPT		688,719	643,079	544,364	312,947	57%	570,724	528,590

2 replacement sets of bunker gear per year. Recommended replacement is after 8 to 10 years

Piece of additional extrication equipment

Compressor System for refilling air tanks (grant funded)

Extrication Equipment. Advanced by City Commission in capital budget presentation.

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.524- COMMUNITY DEVELOPMENT								
412.000	Salaries & Wages	115,503	120,668	124,076	72,542	58%	133,337	136,312
414.000	Overtime Pay	259	188	200	246	123%	200	200
421.000	FICA Expense	8,856	9,245	9,507	5,713	60%	10,216	10,443
422.000	Retirement	13,388	12,534	8,975	9,124	102%	8,975	8,975
423.000	Life & Health Insurance	9,556	10,972	11,258	6,538	58%	11,929	11,929
424.000	Workers Comp Insurance	4,166	2,762	607	1,940	320%	607	607
431.000	Professional Services	6,338	4,583	5,000	11,664	233%	5,000	5,000
431.100	CFRPC Contract	20,750	18,000	15,000	11,250	75%	15,000	15,000
431.500	Employee Exams	-	-	100	-	0%	100	100
434.600	Special Magistrate	3,278	3,035	4,000	982	25%	3,000	3,000
440.300	Training & Travel	1,578	2,458	2,000	59	3%	2,000	2,000
441.000	Communications	2,311	3,115	2,400	1,368	57%	2,400	2,400
441.100	Cell Phone	809	546	600	375	63%	600	600
443.200	Electric	11,209	11,750	12,000	5,895	49%	12,000	12,000
445.000	Property & Liability	1,146	1,030	1,176	904	77%	1,176	1,176
446.000	R & M Services	603	1,235	500	207	41%	500	500
446.100	R & M - Auto	448	215	500	130	26%	500	500
446.120	R & M - Copier	7,080	5,162	6,500	3,517	54%	6,500	6,500
446.220	Code Enforcement Abatement	-	455	-	2,000	0%	-	-
446.348	R & M - Software	900	900	1,400	945	68%	1,400	1,400
451.000	Office Supplies	478	292	500	143	29%	500	500
452.000	Operating Supplies	1,448	1,246	1,500	330	22%	1,500	1,500
452.700	Fuel	802	816	1,000	297	30%	1,000	1,000
454.000	Subscriptions & Memberships	265	322	200	199	100%	200	200
464.100	Capital - Project	35,930	80,918	-	7,089	0%	-	15,000
464.200	Capital - Purchase	12,283	-	-	-	0%	-	-
TOTAL COMMUNITY DEVELOPMENT		259,384	292,447	208,999	143,457	69%	218,640	236,842
CRA: 30k Wayfinding Engineering: 5k				Wayfinding Signage		Wayfinding Signage change order: larger side street signs		
001.550- COMMUNITY REDEVELOPMENT AGENCY								
432.000	Audit	-	-	600	-	0%	600	600
440.300	Training & Travel	-	-	565	761	135%	565	565
446.000	R & M Services	-	-	19,000	-	0%	19,000	19,000
464.100	Capital - Project	-	-	-	-	0%	-	-
464.200	Capital - Purchase	-	-	-	-	0%	-	-
TOTAL CRA		-	-	20,165	761	4%	20,165	20,165

City Limit Legal Description

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.540- PUBLIC WORKS ADMIN								
412.000	Salaries & Wages	76,252	67,361	37,178	31,470	85%	39,729	40,623
421.000	FICA Expense	3,369	2,689	2,844	2,383	84%	3,039	3,108
422.000	Retirement	10,568	8,108	8,970	4,559	0%	8,970	8,970
423.000	Life & Health Insurance	9,556	10,947	5,629	3,283	58%	5,965	5,965
424.000	Workers Comp Insurance	-	6,678	2,024	3,464	171%	2,024	2,024
431.500	Employee Exams	42	42	300	-	0%	300	300
440.300	Training & Travel	450	170	1,000	180	18%	1,000	1,000
441.000	Communications	2,644	3,014	3,000	1,648	55%	3,000	3,000
441.100	Cell Phone	1,050	1,092	1,000	512	51%	1,000	1,000
443.200	Electric	1,335	1,442	1,500	625	42%	1,500	1,500
445.000	Property & Liability	938	956	1,092	792	73%	1,092	1,092
446.000	R & M Services	889	-	500	-	0%	500	500
446.120	R & M - Copier	697	786	1,000	713	71%	1,000	1,000
451.000	Office Supplies	284	487	500	445	89%	750	750
452.000	Operating Supplies	517	560	500	250	50%	500	500
452.940	Uniforms & Shoes	5,562	5,276	5,000	3,458	69%	5,000	5,000
454.000	Subscriptions & Memberships	125	110	200	63	32%	200	200
458.902	Cost Allocation - Enterprise	-	-	-	-	0%	-	-
458.903	Cost Allocation - Stormwater	(11,130)	(11,130)	(11,130)	(6,493)	58%	(11,130)	(11,130)
464.100	Capital - Project	-	-	-	-	0%	-	-
464.200	Capital - Purchase	-	-	-	-	0%	-	-
TOTAL PW ADMIN		103,148	98,588	61,107	47,352	77%	64,439	65,402
001.519- BUILDING & FACILITY MAINT								
431.300	Engineering	8,771	754	5,000	-	0%	5,000	5,000
441.000	Communications	1,632	1,680	1,400	796	57%	1,400	1,400
443.200	Electric	620	653	500	223	45%	500	500
445.000	Property & Liability	3,117	3,027	3,456	2,536	73%	3,456	3,456
446.000	R & M Services	36,112	19,451	15,000	14,863	99%	15,000	15,000
446.100	Projects	-	25,043	30,000	1,543	5%	30,000	30,000
452.000	Operating Supplies	17,738	20,026	15,000	6,599	44%	15,000	15,000
464.100	Capital - Project	264,563	40,901	-	535	0%	-	-
446.300	Land Swap with IFAS	-	98,469	-	34,293	0%	-	-
TOTAL BLDG & FACILITY MAINT		332,553	210,004	70,356	61,388	87%	70,356	70,356

Public Safety Expansion into old Library

Spray Foam Insulation & FD Storage

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.534- SANITATION								
412.000	Salaries & Wages	82,304	71,417	79,149	46,577	59%	79,658	80,616
414.000	Overtime Pay	2,124	1,717	7,000	1,608	23%	7,000	7,000
421.000	FICA Expense	6,440	5,570	6,590	3,720	56%	6,629	6,703
422.000	Retirement	14,824	11,643	13,460	13,683	102%	13,460	13,460
423.000	Life & Health Insurance	14,334	15,961	16,887	9,345	55%	17,894	17,894
424.000	Workers Comp Insurance	2,102	7,172	5,400	5,913	110%	5,400	5,400
431.500	Employee Exams	378	211	500	45	9%	500	500
434.100	Contractual Services	5,393	289	-	-	0%	-	-
434.200	Disposal Fees - Recycling	47,406	49,221	-	5,118	0%	8,000	8,000
445.000	Property & Liability	5,849	5,937	6,768	4,950	73%	6,768	6,768
446.000	R & M Services	777	101	1,000	986	99%	1,000	1,000
446.100	R & M - Auto	23,161	21,005	35,000	23,606	67%	35,000	35,000
449.110	Disposal Fees - Land Fill	69,060	76,188	70,000	40,742	58%	72,000	72,000
449.150	Disposal Fees - Brush	24,731	24,340	23,000	11,271	49%	23,000	23,000
452.000	Operating Supplies	834	665	1,000	291	29%	1,000	1,000
452.800	Diesel	34,416	29,759	55,000	13,750	25%	50,000	50,000
464.200	Capital - Purchase	7,186	20,566	-	36,806	0%	-	-
464.300	Capital- Garbage Truck	249,989	-	-	69,975	0%	-	-
TOTAL SANITATION		591,308	341,762	320,754	288,386	90%	327,309	328,340

Disposal Fees for Recycling due to low resell value in current recycling market.

Additional trash cans and recycling decals

Purchased of used sanitation truck

Purchase of recycling cans from Republic and additional trash cans

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.541- ROADS AND STREETS								
412.000	Salaries & Wages	116,151	106,570	120,658	59,162	49%	117,019	118,899
414.000	Overtime Pay	4,267	4,694	5,000	2,161	43%	5,000	5,000
421.000	FICA Expense	9,100	8,391	9,613	4,672	49%	9,334	9,478
422.000	Retirement	21,138	18,590	22,435	22,806	102%	22,435	22,435
423.000	Life & Health Insurance	23,890	26,984	28,144	12,622	45%	29,823	29,823
424.000	Workers Comp Insurance	4,410	7,931	10,120	7,581	75%	10,120	10,120
431.300	Engineering	-	-	1,000	-	0%	1,000	1,000
431.500	Employee Exams	639	231	400	372	93%	400	400
434.000	Inmate Squad : 1 Day Reimb	-	-	12,000	6,762	56%	12,000	12,000
443.200	Electric	56,220	57,112	56,000	28,581	51%	57,000	57,000
434.000	Contractual Services	-	5,603	-	-	0%	-	-
444.100	Rental Equipment	-	-	1,000	-	0%	1,000	1,000
445.000	Property & Liability	1,752	1,554	1,776	1,267	71%	1,776	1,776
446.000	R & M Services	14,126	11,038	10,000	1,586	16%	10,000	10,000
446.020	R & M - Traffic Signs	2,767	4,436	4,000	1,615	40%	4,000	4,000
446.080	R & M - Traffic Signals	7,344	5,203	-	3,837	0%	4,000	4,000
446.100	R & M - Auto	12,943	11,891	12,000	5,845	49%	12,000	12,000
446.200	R & M - Street Sweeper	6,920	3,715	8,000	449	6%	5,000	5,000
446.280	R & M - Street Lights	2,132	1,859	3,000	9,474	316%	3,000	3,000
446.290	R & M - Tree Maint	2,274	7,405	3,000	-	0%	3,000	3,000
446.500	R & M - Cemeteries	3,393	3,161	4,000	2,369	59%	4,000	4,000
446.600	R & M - Right of Way	-	34,812	10,000	4,832	48%	10,000	10,000
452.000	Operating Supplies	7,820	8,803	7,000	2,863	41%	7,000	7,000
452.700	Fuel	19,526	17,885	18,000	5,773	32%	17,000	17,000
452.800	Diesel Charges	3,646	1,345	3,000	1,635	55%	3,000	3,000
452.940	Uniforms & Shoes	-	163	-	900	0%	-	-
453.000	Road & Sidewalk Repair	15,521	21,528	12,000	22,271	186%	20,000	20,000
464.000	Subcapital - Equipment	-	-	-	-	0%	-	-
464.100	Capital - Projects	-	59,862	-	-	0%	-	-
464.200	Capital - Purchases	-	13,343	90,000	75,501	84%	25,000	30,000
464.300	Road & Street Paving	-	151,812	-	-	0%	165,244	-
TOTAL STREETS		335,979	595,921	452,146	284,936	63%	559,152	400,932

Replacement Vehicle

Offset for Bucket Truck purchase in FY 18/19

Holiday Decorations and power plug installation on light poles.

2 street lights hit. Submit against driver's insurance to recover costs.

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.589- CENTRAL GARAGE & MOTOR POOL								
412.000	Salaries & Wages	36,321	32,296	31,710	18,220	57%	31,826	32,462
414.000	Overtime Pay	190	293	300	544	181%	500	500
421.000	FICA Expense	2,793	2,480	2,449	1,427	58%	2,473	2,522
422.000	Retirement	6,442	5,391	4,485	4,559	102%	4,485	4,485
423.000	Life & Health Insurance	4,778	5,040	5,629	3,272	58%	5,965	5,965
424.000	Workers Comp Insurance	970	774	965	765	79%	965	965
431.000	Employee Exams	225	127	100	-	0%	100	100
441.000	Communications	258	240	500	98	20%	500	500
443.200	Electric	2,994	3,535	3,000	1,531	51%	3,500	3,500
445.000	Property & Liability	11,816	10,699	12,216	8,924	73%	12,216	12,216
446.000	R & M Services	3,371	55	500	-	0%	500	500
446.100	R & M - Auto	58	294	500	98	20%	500	500
452.000	Operating Supplies	12,102	7,949	6,000	6,634	111%	8,000	8,000
452.700	Fuel	133	78	100	33	33%	100	100
452.800	Supplies - Diesel	56,110	31,050	64,200	16,791	26%	58,500	58,500
452.900	Supplies - Gas & Oil	102,372	62,580	85,300	27,337	32%	85,200	85,200
454.000	Subscriptions & Memberships	1,500	1,500	1,500	-	0%	1,500	1,500
458.900	Reimbursement - Labor	(12,589)	(10,762)	(15,000)	(3,977)	27%	(15,000)	(15,000)
458.901	Reimbursement - Fuel	(83,958)	(73,321)	(85,300)	(27,445)	32%	(85,200)	(85,200)
458.902	Reimbursement - Diesel	(44,711)	(36,571)	(64,200)	(18,345)	29%	(58,500)	(58,500)
464.200	Capital - Purchase	9,399	-	6,000	3,389	56%	-	-
TOTAL CGMP		110,574	43,727	60,954	43,855	72%	58,129	58,815

Air Compressor

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.572.- PARKS & RECREATION								
412.000	Salaries & Wages	118,152	128,587	149,518	77,617	52%	158,154	166,616
414.000	Overtime Pay	1,049	1,693	1,000	1,634	163%	1,000	1,000
421.000	FICA Expense	9,106	9,932	11,515	6,050	53%	12,175	12,823
422.000	Retirement	19,554	20,313	22,435	22,807	0%	22,435	22,435
423.000	Life & Health Insurance	23,933	21,900	28,144	15,882	56%	29,822	29,822
424.000	Workers Comp Insurance	3,829	3,231	4,000	3,111	78%	4,000	4,000
431.500	Employee Exams	-	-	-	84	0%	300	300
434.000	Contractual Services	429	1,076	1,000	3,080	308%	5,000	5,000
440.300	Training & Travel	429	1,076	1,000	129	13%	1,000	1,000
441.000	Communications	2,721	3,800	3,000	936	31%	3,000	3,000
441.100	Cell Phone	517	590	600	233	39%	600	600
443.200	Electric	7,275	8,577	7,000	3,635	52%	8,000	8,000
444.100	Rental Equipment	60	132	500	164	33%	500	500
445.000	Property & Liability	2,534	2,585	2,952	2,164	73%	2,952	2,952
446.000	R & M Services	15,953	8,436	12,000	3,249	27%	12,000	12,000
446.100	R & M - Auto	3,398	3,581	3,000	2,019	67%	3,000	3,000
446.120	R & M - Copier	2,203	4,009	3,000	1,689	56%	3,000	3,000
446.130	R & M - Dock	-	-	20,000	-	0%	20,000	20,000
448.000	Promotional Activities	16,125	14,651	15,000	17,504	117%	18,000	18,000
451.000	Office Supplies	223	201	500	48	10%	500	500
452.100	Summer Recreation Expense	8,013	10,043	7,000	104	1%	8,000	8,000
452.200	Operating Supplies	17,809	11,645	15,000	7,306	49%	13,000	13,000
452.700	Fuel	8,851	9,064	9,000	2,567	29%	9,000	9,000
452.800	Diesel	432	456	500	-	0%	500	500
452.940	Uniforms & Shoes	1,822	1,672	1,000	1,346	135%	1,000	1,000
454.000	Subscriptions & Memberships	-	-	-	-	0%	-	-
464.100	Capital - Project	31,133	18,873	8,000	8,807	110%	30,000	-
464.200	Capital - Purchases	20,448	-	30,000	34,979	117%	20,000	-
TOTAL PARKS		315,998	286,123	356,664	217,144	61%	386,938	346,047
		Fruitland Park Pavilion		Lion's Park Deck	Replacement Mower			Vehicle Replacement
001.572- MACKAY PRESERVE								
441.000	Communications	600	456	600	300	50%	600	600
443.200	Electric	6,503	6,745	6,000	3,014	50%	6,500	6,500
445.000	Property & Liability	5,300	5,758	6,576	4,858	74%	6,576	6,576
446.000	R & M Services	6,107	5,976	6,000	1,840	31%	6,000	6,000
449.000	Contractual Maint Services	1,800	3,700	4,500	3,000	67%	4,500	4,500
452.000	Operating Supplies	3,683	6,318	4,000	2,410	60%	4,000	4,000
464.100	Capital - Improvements (ASGD)	-	-	30,000	38,888	130%	25,000	25,000
TOTAL MACKAY PRESERVE		23,993	28,953	57,676	54,310	94%	53,176	53,176

City of Lake Alfred
GENERAL FUND
FY 2015-2016

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
001.571- LIBRARY								
413.000	Salaries & Wages	70,637	73,655	80,597	46,546	58%	86,700	87,139
421.000	FICA Expense	5,404	5,635	6,166	3,555	58%	6,633	6,666
422.000	Retirement	5,426	5,022	4,485	4,559	102%	4,485	4,485
423.000	Life & Health Insurance	4,778	5,492	5,629	3,272	58%	5,965	5,965
424.000	Workers Comp Insurance	2,145	449	180	299	166%	180	180
431.500	Employee Exams	126	204	200	-	0%	200	200
440.300	Training & Travel	-	10	500	25	5%	500	500
441.000	Communications	2,073	3,397	5,480	2,075	38%	3,500	3,500
443.200	Electric	6,782	7,500	7,000	5,033	72%	8,000	8,000
445.000	Property & Liability	1,851	1,253	1,428	1,108	78%	1,428	1,428
446.000	R & M Services	2,055	-	500	1,502	300%	2,000	2,000
446.120	R & M - Copier	3,042	2,039	3,000	1,502	50%	2,500	2,500
446.438	R & M - Software	944	917	1,500	700	47%	1,500	1,500
446.660	R & M - Books	15,726	12,063	15,000	8,781	59%	12,000	12,000
451.000	Office Supplies	503	1,067	1,000	1,192	119%	1,500	1,500
452.000	Operating Supplies	2,314	1,754	3,000	840	28%	2,000	2,000
452.160	Youth Programs	2,069	2,265	2,000	478	24%	2,500	2,500
454.000	Subscriptions & Memberships	1,304	1,883	1,000	786	79%	1,000	1,000
464.100	Capital - Projects	-	-	-	-	0%	-	-
464.200	Capital - Purchases	-	4,640	-	-	0%	-	-
TOTAL LIBRARY		127,179	129,245	138,665	82,253	59%	142,590	143,063
TOTAL GEN FUND EXP.		4,378,467	4,447,668	4,198,278	2,542,017	61%	4,423,514	4,295,806

City of Lake Alfred
 ENTERPRISE FUND
 FY 2015-2016

Complete

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
401.538- STORMWATER								
431.300	Engineering - Master Plan	10,458	51,748	10,000	-	0%	10,000	10,000
434.000	Contractual Services (NPD)	1,917	750	1,000	2,563	256%	1,500	1,500
440.300	Training & Travel	452	399	500	-	0%	500	500
443.200	Electric	-	-	160	-	0%	160	160
446.000	R & M Services	4,040	1,200	4,000	3,194	80%	4,000	4,000
446.200	Street Sweeping Contract	9,737	11,533	10,000	7,879	79%	10,000	10,000
452.000	Operating Supplies	237	503	500	372	74%	500	500
452.940	Subscriptions & Members	400	-	700	-	0%	700	700
458.903	Cost Allocation	11,130	11,130	11,130	6,493	58%	11,130	11,130
999.000	Contingency			14,110	-	0%	18,510	18,510
464.200	Capital - Vehicle & Equip	21,426		-	-	0%	-	-
TOTAL STORMWATER		59,797	77,263	52,100	20,501	39%	57,000	57,000
401.000- DEBT SERVICE								
517.716	Loan F-EF Refinanced Bridge	238,443	238,445	238,445	119,222	50%	238,445	238,445
517.719	Wastewater Loan 719090	315,646	315,645	315,645	157,823	50%	315,645	315,645
TOTAL DEBT SERVICE		554,089	554,090	554,090	277,045	50%	554,090	554,090

Cummings Stormwater
 Solution; City pays
 engineering & FDOT pays
 for construction

City of Lake Alfred
 ENTERPRISE FUND
 FY 2015-2016

Complete

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
401.536- SERVICE								
412.000	Salaries & Wages	238,428	237,627	255,147	153,230	60%	289,432	288,285
414.000	Overtime Pay	1,258	4,238	6,000	3,200	53%	6,000	6,000
421.000	FICA Expense	18,295	18,414	19,978	11,843	59%	22,601	22,513
422.000	Retirement	41,873	38,021	35,900	36,495	102%	35,900	35,900
423.000	Life & Health Insurance	38,254	42,206	47,716	26,183	55%	47,716	47,716
424.000	Workers Comp Insurance	7,195	3,581	5,295	3,574	67%	5,295	5,295
425.000	Unemployment Comp	-	1,917	-	29	0%	-	-
431.300	Engineering	2,494	400	5,000	2,480	50%	5,000	5,000
431.500	Employee Exams	416	161	500	102	20%	500	500
440.300	Training & Travel	719	460	1,000	200	20%	1,000	1,000
441.000	Communications	22,057	23,320	22,000	13,806	63%	23,000	23,000
441.100	Cell Phone	1,902	1,683	1,800	838	47%	1,800	1,800
443.200	Electric	2,302	1,830	2,500	740	30%	2,000	2,000
446.100	R & M - Auto	5,299	11,428	10,000	4,952	50%	10,000	10,000
446.120	R & M - Copier	1,352	1,030	1,400	1,336	95%	2,500	2,500
446.348	Annual Software Maint.	3,450	2,550	3,500	3,622	103%	3,500	3,500
446.350	R & M - Water Lines	28,187	24,340	22,000	13,008	59%	23,000	23,000
446.360	R & M - Fire Hydrants	-	918	1,000	2,044	204%	5,000	5,000
446.370	R & M - Lift Stations	50,122	39,792	70,000	35,213	50%	70,000	70,000
446.380	R & M - Sewer Lines	5,190	15,181	10,000	3,921	39%	10,000	10,000
446.390	Subcapital - Equipment	-	-	5,000	-	0%	5,000	5,000
452.000	Operating Supplies	7,405	4,874	5,000	2,272	45%	5,000	5,000
452.700	Fuel	20,362	18,819	20,000	8,579	43%	19,000	19,000
452.800	Diesel	1,304	936	1,500	100	7%	1,500	1,500
452.900	Meter & Fittings - New	39,598	96,270	30,000	53,937	180%	50,000	50,000
452.940	Uniforms & Shoes	4,026	4,785	3,000	3,385	113%	4,000	4,000
536.910	Interfund Transfer - General	-	330,515	222,969	193,883	87%	230,000	230,000
533.910	Cost Allocation - General	-	-	124,149	-	0%	141,430	144,114
536.999	Contingency	-	-	8,022	-	0%	-	-
464.100	Capital - Project	-	183,826	-	-	0%	-	-
464.200	Capital - Vehicle & Equip	4,999	86,118	25,000	7,011	28%	25,000	-
TOTAL SERVICE		546,487	1,195,240	965,376	597,409	62%	1,045,174	1,021,622

Excavator 45k
 Replacement Vehicle: 22k
 Trailers: 7.5k

Outpost Utility
 Expansion Project

City of Lake Alfred
ENTERPRISE FUND
FY 2015-2016

Complete

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED
401.533- WATER OPERATIONS								
412.000	Salaries & Wages	11,051	13,101	10,377	7,943	77%	5,000	5,000
421.000	FICA Expense	765	922	794	568	72%	383	383
424.000	Workers Comp Insurance	-	1,453	1,290	1,195	93%	1,290	1,290
431.300	Engineering	5,922	5,753	10,000	-	0%	10,000	10,000
432.000	Accounting & Auditing	-	-	-	-	0%	-	-
434.000	Contractual Services	9,439	9,911	5,000	1,688	34%	5,000	5,000
434.100	Engineering- Water Monitor	15,500	7,000	14,000	9,150	65%	15,000	15,000
440.100	Land Leases	1,701	3,178	2,000	2,341	117%	3,000	3,000
440.300	Training & Travel	420	1,115	1,000	326	33%	1,000	1,000
443.200	Electric	40,074	41,988	40,000	21,063	53%	42,000	42,000
445.000	Property & Liability	8,207	7,378	8,424	6,263	74%	8,424	8,424
446.000	R & M Services	20,579	36,411	25,000	3,331	13%	25,000	25,000
446.100	R & M - Auto	165	25	500	-	0%	500	500
446.200	R & M - Water Tower	-	-	500	-	0%	500	500
452.000	Operating Supplies	355	384	1,500	699	47%	1,500	1,500
452.600	Chemicals	45,585	48,937	45,000	25,795	57%	46,000	46,000
452.700	Fuel	586	-	3,000	-	0%	500	500
454.000	Subscriptions & Membership	560	560	600	-	0%	2,000	2,000
463.800	Water Imp. - Impact	6,402	6,557	-	1,250	0%	-	-
464.100	Capital - Project	-	-	-	-	0%	60,000	-
464.200	Capital - Vehicle & Equip	-	-	60,000	49,702	83%	-	-
TOTAL WATER OPS		167,311	184,673	228,985	131,314	57%	227,097	167,097

City of Lake Alfred
ENTERPRISE FUND
FY 2015-2016

Complete

58% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 13/14 ACTUAL	FY 14/15 ACTUAL	FY 15/16 BUDGET	2016 APRIL - EXP	EXP %	FY 16/17 PROP.	FY 17/18 PLANNED	
401.535- WASTE WATER OPERATIONS									
412.000	Salaries & Wages	86,972	88,349	91,159	52,763	58%	92,900	93,127	
414.000	Overtime Pay	1,711	2,503	4,000	961	24%	4,000	4,000	
421.000	FICA Expense	6,655	6,851	7,280	4,137	57%	7,413	7,430	
422.000	Retirement	15,515	14,001	13,460	13,683	102%	13,460	13,460	
423.000	Life & Health Insurance	14,467	16,466	17,894	9,810	55%	17,894	17,894	
424.000	Workers Comp Insurance	2,528	1,858	2,379	1,814	76%	2,379	2,379	
431.300	Engineering	14,758	30,621	15,000	2,999	20%	15,000	15,000	
431.500	Employee Exams	56	42	300	-	0%	300	300	
434.100	Contractual Services	-	-	500	-	0%	500	500	
434.500	Sampling of Wells	10,983	15,513	12,000	4,119	34%	12,000	12,000	
434.510	Sludge Hauling	5,480	20,757	8,000	22,720	284%	30,000	30,000	
440.300	Training & Travel	110	1,051	1,000	14	1%	1,000	1,000	
441.000	Communications	7,447	6,540	8,000	3,551	44%	8,000	8,000	
441.100	Cell Phone	269	457	600	325	54%	600	600	
443.200	Electric	92,148	86,996	87,000	44,860	52%	87,000	87,000	
445.000	Property & Liability	32,698	29,374	33,528	24,748	74%	33,528	33,528	
446.000	R & M Services	66,177	60,095	40,000	52,390	131%	60,000	60,000	
446.100	R & M - Auto	335	380	1,000	360	36%	1,000	1,000	
452.000	Operating Supplies	1,983	2,212	2,500	1,245	50%	2,500	2,500	
452.600	Chemicals	90,563	105,472	90,000	53,857	60%	50,000	50,000	
452.700	Fuel	108	579	500	354	71%	500	500	
452.940	Uniforms & Shoes	385	60	750	300	40%	750	750	
464.100	Capital - Project	-	-	-	85,151	0%	30,000	50,000	
464.200	Capital - Vehicle & Equip	21,620	35,880	-	-	0%	15,000	-	
		=====		=====		=====		=====	
TOTAL WASTE WATER		472,968	526,057	436,850	380,161	87%	485,723	490,968	
TOTAL EXPENDITURES		1,800,652	2,537,323	2,237,400	1,406,430	63%	2,369,084	2,290,777	

Sprayfield
Expansion Project

Line
Replacement
Mariana Acres

**LAKE ALFRED CITY COMMISSION MEETING
JUNE 6, 2016**

4.) DISCUSSION: CITY MANAGER EVALUATION

ISSUE: The City Commission will be presented with the summary of the City Manager evaluation.

ATTACHMENTS:

- Evaluation Summary
- Manager Evaluations
- Activity Summary

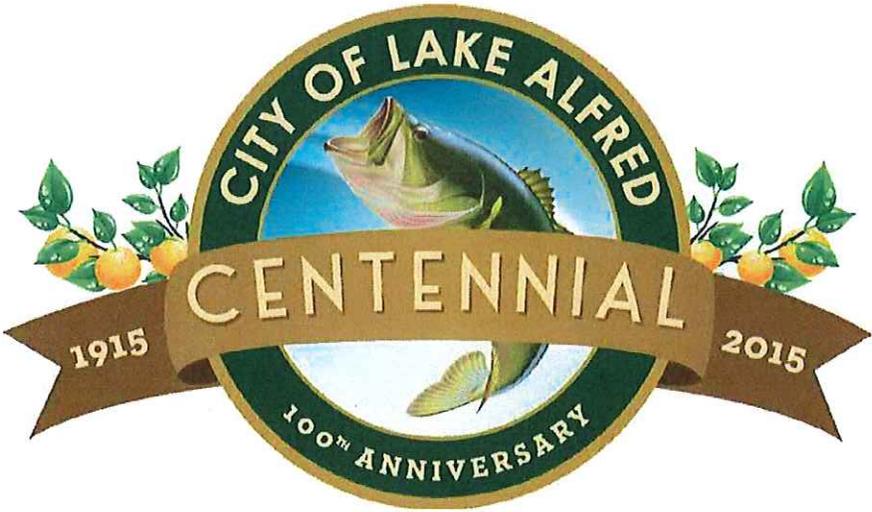
ANALYSIS: Under section 5 of the City Manager employment agreement the City Manager is to receive a performance evaluation at least once every two years and in advance of the adoption of the annual operating budget. The evaluation format was consistent with previous evaluations and was composed of eight (8) categories that allowed for a numerical ranking as well as available space for additional comments under each category and at the end of the evaluation.

2016 City Manager Evaluation

CATEGORIES	COMMISSIONER'S RATINGS					Avg
	Lake	Daley	Duncan	Dearmin	Maultsby	
Fiscal Management	5	5	5	5	4.5	4.90
Management & Organization	5	5	4.75	5	4.5	4.85
Management of City Assets	5	4.5	4.75	5	5	4.85
Program Development & Follow-Through	5	5	4.75	5	5	4.95
Community Relations	5	5	4.5	5	5	4.90
Communication with Commission & Others	5	5	4.75	5	5	4.95
Intergovernmental Relations	5	5	4.75	5	5	4.95
Management Style	5	5	4.75	5	5	4.95
Average	5.00	4.94	4.75	5.00	4.88	4.91

OVERALL AVERAGE RATING:	4.91
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2016
City Manager
Performance Evaluation



City of Lake Alfred
120 E. Pomelo Street
Lake Alfred, FL 33850



Phone: (863) 291-5270
Fax: (863) 291-5317
www.mylakealfred.com

City Manager's Office

May 23, 2016

Honorable Mayor and Commissioners,

Per the City Manager employment agreement I am to be formally evaluated at least once every two years in advance of the adoption of the annual operating budget. Please see the annual evaluation forms that I have enclosed for your review. There are eight (8) categories that allow a numerical ranking as well as available space for any additional comments. Each category is rated 1-5 with the following scoring system:

1 = Poor 2 = Fair 3 = Good 4 = Very Good 5 = Excellent

Decimal ratings are available, should you desire to use them. All ratings will be added together and averaged to give a total score for each Commissioner and then an overall ranking.

Your comments are greatly appreciated. We have worked on and achieved a great deal over the past year and your feedback is very valuable to me as we continue forward. I'd like to think that I am evaluated continuously throughout the year and that feedback is given consistently throughout as we work together to achieve the collective goals of the City. The formal evaluation is an opportunity to then reflect over the work and activities of the prior year and to refocus on our direction going forward. To assist in this effort, I have included an overview of the activities and work that we have undertaken and achieved over the previous year.

I am requesting that your completed evaluations be returned to City Administration by Wednesday, June 1st, 2016 so they can be tabulated and included in the agenda packet for the June 6, 2016 regular City Commission meeting. On a personal note, I sincerely appreciate the great deal of support each member of the City Commission has given me over the past four years as we have worked together to serve the community and our citizens.

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ryan Leavengood'. The signature is stylized with a large, sweeping initial 'R' and a loop at the end.

Ryan Leavengood
City Manager

City Manager
Performance Evaluation

1. **Fiscal Management:** Is the Manager's budget realistic? Is it prepared in an intelligible fashion? Is it balanced? Does he manage City operations within fiscal restraints of the budget? How is his long range financial planning?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

He has done an excellent job of managing finances and keeping the city on budget. He has also found ways of saving money and reducing costs.

2. **Management and Organization:** Does he properly supervise his staff and Department Directors? Does he at the same time maintain a standard of respect for their ability and encourage their initiative? Is he able to get enthusiastic responses to new ideas and reorganizations? Does he know what is going on in the operations of the departments? Is he available to City employees for guidance and counseling? Does he impartially interpret and administer City personnel policy?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

I can find no problem here. There is a sense of teamwork and positive reaction to any changes or new ideas.

City Manager
Performance Evaluation

3. **Management of City Assets:** Does he review City equipment and property for the purpose of future planning and for replacement? Has he developed new ideas for reorganizing or redirecting City equipment for more efficient and effective operations? Has he worked to update technology in order to save work time and/or money? Does he properly manage City property and facilities?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

He has done an outstanding job in this area. New equipment has been covered in the budget and replacement equipment is on schedule.

4. **Program Development and Follow-Through:** Does he use initiative to develop new programs to meet the problems facing City government? Does he understand City ordinances and State laws pertaining to municipal operations? Does he review procedures and programs from time to time to improve effectiveness and efficiency? Does he promptly make changes in programs or procedures when it proves impractical or when changes would enhance City operations or public services?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

The recent and ongoing program of reviewing and updating ordinances and local/state laws, has helped to clean up some outdated and unclear areas.

City Manager
Performance Evaluation

5. **Community Relations:** What is the general attitude of the Community of the City Manager? Does he properly handle complaints from the citizens? Does he represent the City well before groups and the press? Does he properly defend the Commission and its reputation? Does he properly avoid politics and partisanship? Does he cooperate cordially with local clubs and citizens groups?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

As he has gotten more comfortable in the position he has gotten more involved in the community. Most people know who he is and find him easy to talk to. He is a good speaker and represents the city in a number of local and county committees.

6. **Communication with the Commission and others:** Does he keep you as a Commissioner informed of things happening within the operations of the City? Within the community? Does he take the time to discuss and research your concerns and ideas, and does the he follow-up by reporting progress? Does he keep the Commission informed of proposed and approved regulations and constraints placed on City operations by the County and State governments? Does he communicate clearly with Department Directors, employees and the general public?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

His commission updates keep us informed on things that might or might not come before us. Also updates on the progress on issues we may have passed and require followup. The updates are one way but he also uses emails or other forms of communication depending on the urgency.

City Manager
Performance Evaluation

7. **Intergovernmental Relations:** Does he cooperate cordially with citizens and government officials from neighboring cities, Polk County, regional entities, and state level organizations?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

His interaction with neighboring cities has been of value to the city. Sharing ideas and information brought some major benefits to the city. The recent involvement and understanding of the Regional Water Coop has put us in a strong position regarding future water projects.

8. **Management Style:** Does the City Manager have a management style that compliments the effective operation of our City?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

His style is working well. Department supervisors seem to feel comfortable with him. Things get done in organized manner.

City Manager
Performance Evaluation

Additional Comments

During the current year, what can the City Manager take the greatest pride in? What do you feel are his strongest points and his finest accomplishments this year?

Comments:

The Centennial Celebration was a most important event for the city. The involvement and leadership in the formation of Polk Regional Water Corp. He is a good ~~of~~ public speaker and usually is well versed in the subject.

What areas do you feel most needs improvement? Why? Do you have any constructive, positive ideas how the City Manager can improve in these areas?

Comments:

As far as I am concerned all I can say is that I hope he accomplishes all or most of the items on the "list". Of course there are two most important items, ① get the property sold and ② purchase the Gardner House.

Do you have any other comments, feedback, or suggestions?

Comments:

Just that he get out into the community more and visit the various city assets for a first hand look at how things are going. Overall he has been a great asset to the city and thankfully he has a vision to make the city better. That follows my vision.

Performance Appraisal By:

Charles D. Lake

5/29/16

(Signature of Elected Official)

(Date)

City Manager
Performance Evaluation

3. **Management of City Assets:** Does he review City equipment and property for the purpose of future planning and for replacement? Has he developed new ideas for reorganizing or redirecting City equipment for more efficient and effective operations? Has he worked to update technology in order to save work time and/or money? Does he properly manage City property and facilities?

								✓	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan encourages staff to recycle or trade in old equipment wherever practical. Lake Alfred has a great program for replacing equipment and utilizing assets to their fullest potential. He is constantly looking for ways to efficiently upgrade older equipment without putting a strain on the budget.

4. **Program Development and Follow-Through:** Does he use initiative to develop new programs to meet the problems facing City government? Does he understand City ordinances and State laws pertaining to municipal operations? Does he review procedures and programs from time to time to improve effectiveness and efficiency? Does he promptly make changes in programs or procedures when it proves impractical or when changes would enhance City operations or public services?

								✓	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan is constantly reviewing policies and procedures within the city to keep them current and on track. He follows through with changes whenever necessary.

City Manager
Performance Evaluation

5. **Community Relations:** What is the general attitude of the Community of the City Manager? Does he properly handle complaints from the citizens? Does he represent the City well before groups and the press? Does he properly defend the Commission and its reputation? Does he properly avoid politics and partisanship? Does he cooperate cordially with local clubs and citizens groups?

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	✓	

Comments:

Ryan is very involved in city events and connects with

residents and business owners on a personal level. He remains impartial while guiding the commission with pertinent facts so they can make informed decisions.

6. **Communication with the Commission and others:** Does he keep you as a Commissioner informed of things happening within the operations of the City? Within the community? Does he take the time to discuss and research your concerns and ideas, and does the he follow-up by reporting progress? Does he keep the Commission informed of proposed and approved regulations and constraints placed on City operations by the County and State governments? Does he communicate clearly with Department Directors, employees and the general public?

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	✓	

Comments:

Ryan sends regular updates to the commission and staff. He keeps us informed about city business and is open to questions at any time. He is always quick to respond to questions and concerns even during non-business hours.

City Manager
Performance Evaluation

7. **Intergovernmental Relations:** Does he cooperate cordially with citizens and government officials from neighboring cities, Polk County, regional entities, and state level organizations?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan is involved with the City Managers Associate and continues to network with surrounding cities. He pursues opportunities for intergovernmental cooperation whenever possible. There are several areas where we share resources with neighboring cities with great success.

8. **Management Style:** Does the City Manager have a management style that compliments the effective operation of our City?

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Ryan is doing a great job! He is efficient and good natured. He reaches out to others inside the city and out.

City Manager
Performance Evaluation

Additional Comments

During the current year, what can the City Manager take the greatest pride in? What do you feel are his strongest points and his finest accomplishments this year?

Comments: Maintaining the stable financial condition of the city is a great accomplishment that Ryan has excelled at. He has made great improvements throughout the city while still keeping a healthy reserve account.

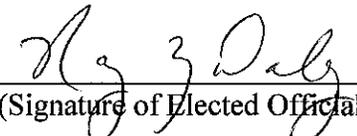
What areas do you feel most needs improvement? Why? Do you have any constructive, positive ideas how the City Manager can improve in these areas?

Comments: The only area where I see improvement would be to think outside the box when it comes to landscaping city properties. There is a small effort in this area, but water conservation is a huge issue and we could be a flagship city for eliminating grasses that need excessive watering and utilizing experts to design overall water saving measures while still having attractive medians and green areas.

Do you have any other comments, feedback, or suggestions?

Comments: Ryan is doing a great job and we are lucky to have him as our manager. Thank you for all of the improvements and keeping the city on track. I would like to explore the possibility of a salary increase or special bonus for Ryan due to his great performance and money saving ability for the city.

Performance Appraisal By:


(Signature of Elected Official)

NANCY Z. DALEY

6/1/16
(Date)

City Manager
Performance Evaluation

1. **Fiscal Management:** Is the Manager's budget realistic? Is it prepared in an intelligible fashion? Is it balanced? Does he manage City operations within fiscal restraints of the budget? How is his long range financial planning?

									5
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

The 2 Year budget process allows the commission, staff, and our residents to know the plans for current and future spending. Thanks for getting this fully implemented.

2. **Management and Organization:** Does he properly supervise his staff and Department Directors? Does he at the same time maintain a standard of respect for their ability and encourage their initiative? Is he able to get enthusiastic responses to new ideas and reorganizations? Does he know what is going on in the operations of the departments? Is he available to City employees for guidance and counseling? Does he impartially interpret and administer City personnel policy?

							4.75		
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

I have spoken with directors and staff nothing but positive comments thanks for working on this category.

City Manager
Performance Evaluation

3. **Management of City Assets:** Does he review City equipment and property for the purpose of future planning and for replacement? Has he developed new ideas for reorganizing or redirecting City equipment for more efficient and effective operations? Has he worked to update technology in order to save work time and/or money? Does he properly manage City property and facilities?

							4.75	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments: Our CIP seems to be helping with our assets the app defiantly has helped to improve and protect our city.

4. **Program Development and Follow-Through:** Does he use initiative to develop new programs to meet the problems facing City government? Does he understand City ordinances and State laws pertaining to municipal operations? Does he review procedures and programs from time to time to improve effectiveness and efficiency? Does he promptly make changes in programs or procedures when it proves impractical or when changes would enhance City operations or public services?

							4.75	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:



City Manager
Performance Evaluation

5. **Community Relations:** What is the general attitude of the Community of the City Manager? Does he properly handle complaints from the citizens? Does he represent the City well before groups and the press? Does he properly defend the Commission and its reputation? Does he properly avoid politics and partisanship? Does he cooperate cordially with local clubs and citizens groups?

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	4.50

Comments: Open door policy makes a huge difference.

6. **Communication with the Commission and others:** Does he keep you as a Commissioner informed of things happening within the operations of the City? Within the community? Does he take the time to discuss and research your concerns and ideas, and does the he follow-up by reporting progress? Does he keep the Commission informed of proposed and approved regulations and constraints placed on City operations by the County and State governments? Does he communicate clearly with Department Directors, employees and the general public?

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	4.75

Comments: I always appreciate the commission update.

City Manager
Performance Evaluation

7. **Intergovernmental Relations:** Does he cooperate cordially with citizens and government officials from neighboring cities, Polk County, regional entities, and state level organizations?

							4.75	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

8. **Management Style:** Does the City Manager have a management style that compliments the effective operation of our City?

							4.75	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:



City Manager
Performance Evaluation

Additional Comments

During the current year, what can the City Manager take the greatest pride in? What do you feel are his strongest points and his finest accomplishments this year?

Comments:

Thank you for making our centennial year a huge success.

What areas do you feel most needs improvement? Why? Do you have any constructive, positive ideas how the City Manager can improve in these areas?

Comments:

Do you have any other comments, feedback, or suggestions?

Comments:

Thank you for another year of service to our fine city and I look forward to working with you for years to come.

Performance Appraisal By:



(Signature of Elected Official)

6/1/16

(Date)

City Manager
Performance Evaluation

1. **Fiscal Management:** Is the Manager's budget realistic? Is it prepared in an intelligible fashion? Is it balanced? Does he manage City operations within fiscal restraints of the budget? How is his long range financial planning?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

BUDGET IS REALISTIC DUE TO THE 2 YEAR BUDGET
PROCESS. IT HAS BEEN BALANCED EVERY YEAR RYAN
HAS BEEN WORKING FOR CITY OF LAKE ALFRED.

2. **Management and Organization:** Does he properly supervise his staff and Department Directors? Does he at the same time maintain a standard of respect for their ability and encourage their initiative? Is he able to get enthusiastic responses to new ideas and reorganizations? Does he know what is going on in the operations of the departments? Is he available to City employees for guidance and counseling? Does he impartially interpret and administer City personnel policy?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

IN THIS AREA RYAN HAS FULL CONFIDENCE
IN HIS DIRECTORS AND EMPLOYEES TO MAINTAIN
THE GREAT SERVICE OUR DEPARTMENTS PROVIDE
TO OUR CITIZENS.

City Manager
Performance Evaluation

3. **Management of City Assets:** Does he review City equipment and property for the purpose of future planning and for replacement? Has he developed new ideas for reorganizing or redirecting City equipment for more efficient and effective operations? Has he worked to update technology in order to save work time and/or money? Does he properly manage City property and facilities?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

THIS AREA IS ALWAYS IN PLAY WITH THE
5 YEAR CAPITAL PROGRAM AND THE AUDIT
PROCESS EACH YEAR. THE EQUIPMENT
REPLACEMENT PROGRAM IN LAKE ALFRED
HAS BEEN EFFECTIVE.

4. **Program Development and Follow-Through:** Does he use initiative to develop new programs to meet the problems facing City government? Does he understand City ordinances and State laws pertaining to municipal operations? Does he review procedures and programs from time to time to improve effectiveness and efficiency? Does he promptly make changes in programs or procedures when it proves impractical or when changes would enhance City operations or public services?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

RYAN HAS DONE VERY WELL WITH
MUNICIPAL OPERATIONS OF OUR CITY.

City Manager
Performance Evaluation

5. **Community Relations:** What is the general attitude of the Community of the City Manager? Does he properly handle complaints from the citizens? Does he represent the City well before groups and the press? Does he properly defend the Commission and its reputation? Does he properly avoid politics and partisanship? Does he cooperate cordially with local clubs and citizens groups?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

RYAN HAS OPEN DOOR POLICY AND WHEN ANYONE HAS ANY QUESTIONS ABOUT ANYTHING HE IS RESPECTFUL + WILL WORK FOR BEST SOLUTIONS. IF HIS SCHEDULE PERMITS HE ATTENDS COMMUNITY EVENTS.

6. **Communication with the Commission and others:** Does he keep you as a Commissioner informed of things happening within the operations of the City? Within the community? Does he take the time to discuss and research your concerns and ideas, and does he follow-up by reporting progress? Does he keep the Commission informed of proposed and approved regulations and constraints placed on City operations by the County and State governments? Does he communicate clearly with Department Directors, employees and the general public?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

RYAN COMMUNICATES VERY WELL WITH OUR COMMISSION WITH UPDATES AND ALL INFO WE NEED TO MAKE GOOD DECISIONS FOR OUR CITY.

City Manager
Performance Evaluation

7. **Intergovernmental Relations:** Does he cooperate cordially with citizens and government officials from neighboring cities, Polk County, regional entities, and state level organizations?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

*RYAN WORKS WITH OUR SURROUNDING CITIES
TO SUPPORT GREAT RELATIONSHIPS.*

8. **Management Style:** Does the City Manager have a management style that compliments the effective operation of our City?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

*RYAN PUTS A GREAT DEAL OF TIME AND
EFFORT IN HOW HE RUNS OUR CITY
AND LOVES WHAT HE DOES.*

City Manager
Performance Evaluation

Additional Comments

During the current year, what can the City Manager take the greatest pride in? What do you feel are his strongest points and his finest accomplishments this year?

Comments:

ALL THE CENTENNIAL PROGRAMS/WAYFINDING SIGNS
AND ALL THE EVENTS OF THE YEAR.
GREAT ORGANIZING SKILLS BY RYAN
AND STAFF.

What areas do you feel most needs improvement? Why? Do you have any constructive, positive ideas how the City Manager can improve in these areas?

Comments:

KEEP THINGS ROLLING FORWARD.

Do you have any other comments, feedback, or suggestions?

Comments:

I AM SO GLAD WE HAVE RYAN, AND WITH
HIS LEADERSHIP WE CAN MAINTAIN
A GREAT CITY.

Performance Appraisal By:

Jack C. Deamin

(Signature of Elected Official)

6-2-16

(Date)

City Manager
Performance Evaluation

1. **Fiscal Management:** Is the Manager's budget realistic? Is it prepared in an intelligible fashion? Is it balanced? Does he manage City operations within fiscal restraints of the budget? How is his long range financial planning?

							✓	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Lake Alfred lives within its budget.

2. **Management and Organization:** Does he properly supervise his staff and Department Directors? Does he at the same time maintain a standard of respect for their ability and encourage their initiative? Is he able to get enthusiastic responses to new ideas and reorganizations? Does he know what is going on in the operations of the departments? Is he available to City employees for guidance and counseling? Does he impartially interpret and administer City personnel policy?

							✓	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Have not heard any negative comments about his leadership style.

City Manager
Performance Evaluation

3. **Management of City Assets:** Does he review City equipment and property for the purpose of future planning and for replacement? Has he developed new ideas for reorganizing or redirecting City equipment for more efficient and effective operations? Has he worked to update technology in order to save work time and/or money? Does he properly manage City property and facilities?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Other small cities are in awe of how Cape Alfred is so independent in meeting the needs of their citizens

4. **Program Development and Follow-Through:** Does he use initiative to develop new programs to meet the problems facing City government? Does he understand City ordinances and State laws pertaining to municipal operations? Does he review procedures and programs from time to time to improve effectiveness and efficiency? Does he promptly make changes in programs or procedures when it proves impractical or when changes would enhance City operations or public services?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

He keeps himself up to date by attending various trainings.

City Manager
Performance Evaluation

5. **Community Relations:** What is the general attitude of the Community of the City Manager? Does he properly handle complaints from the citizens? Does he represent the City well before groups and the press? Does he properly defend the Commission and its reputation? Does he properly avoid politics and partisanship? Does he cooperate cordially with local clubs and citizens groups?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

He works well with all types of people who have a variety of issues and concerns

6. **Communication with the Commission and others:** Does he keep you as a Commissioner informed of things happening within the operations of the City? Within the community? Does he take the time to discuss and research your concerns and ideas, and does he follow-up by reporting progress? Does he keep the Commission informed of proposed and approved regulations and constraints placed on City operations by the County and State governments? Does he communicate clearly with Department Directors, employees and the general public?

									✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Knowing I am not tech savvy, he makes a point to keep me in the loop

City Manager
Performance Evaluation

7. **Intergovernmental Relations:** Does he cooperate cordially with citizens and government officials from neighboring cities, Polk County, regional entities, and state level organizations?

									<input checked="" type="checkbox"/>
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

He is very cooperative in assisting our neighboring cities. Lake Alfred has a positive reputation in meeting the needs of others

8. **Management Style:** Does the City Manager have a management style that compliments the effective operation of our City?

									<input checked="" type="checkbox"/>
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

He has been an enhancement for the city of Lake Alfred

City Manager
Performance Evaluation

Additional Comments

During the current year, what can the City Manager take the greatest pride in? What do you feel are his strongest points and his finest accomplishments this year?

Comments:

the audit was very positive,
the sign concept, the rubber plant
coming down

What areas do you feel most needs improvement? Why? Do you have any constructive, positive ideas how the City Manager can improve in these areas?

Comments:

Keep stretching himself, being
creative, embracing the entire
city

Do you have any other comments, feedback, or suggestions?

Comments:

Performance Appraisal By:

Albertus Mareltsby
(Signature of Elected Official)

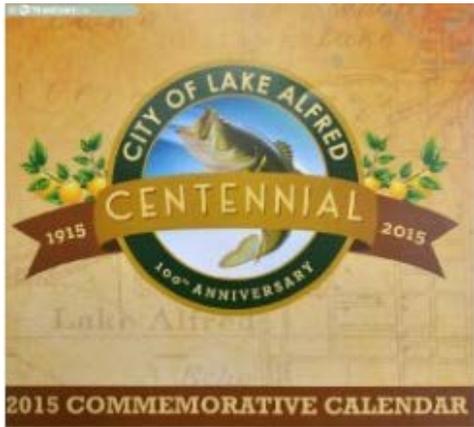
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(Date)

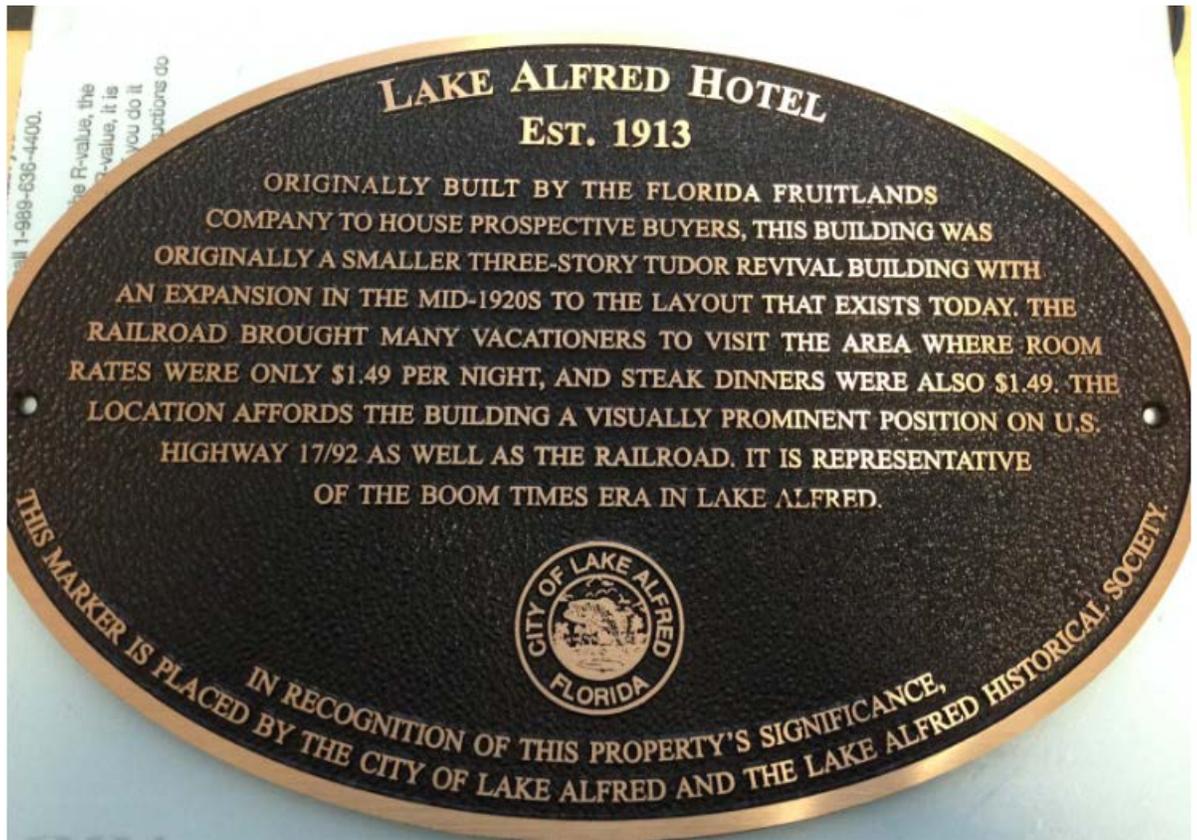
Activity Summary: March 2015 – May 2016

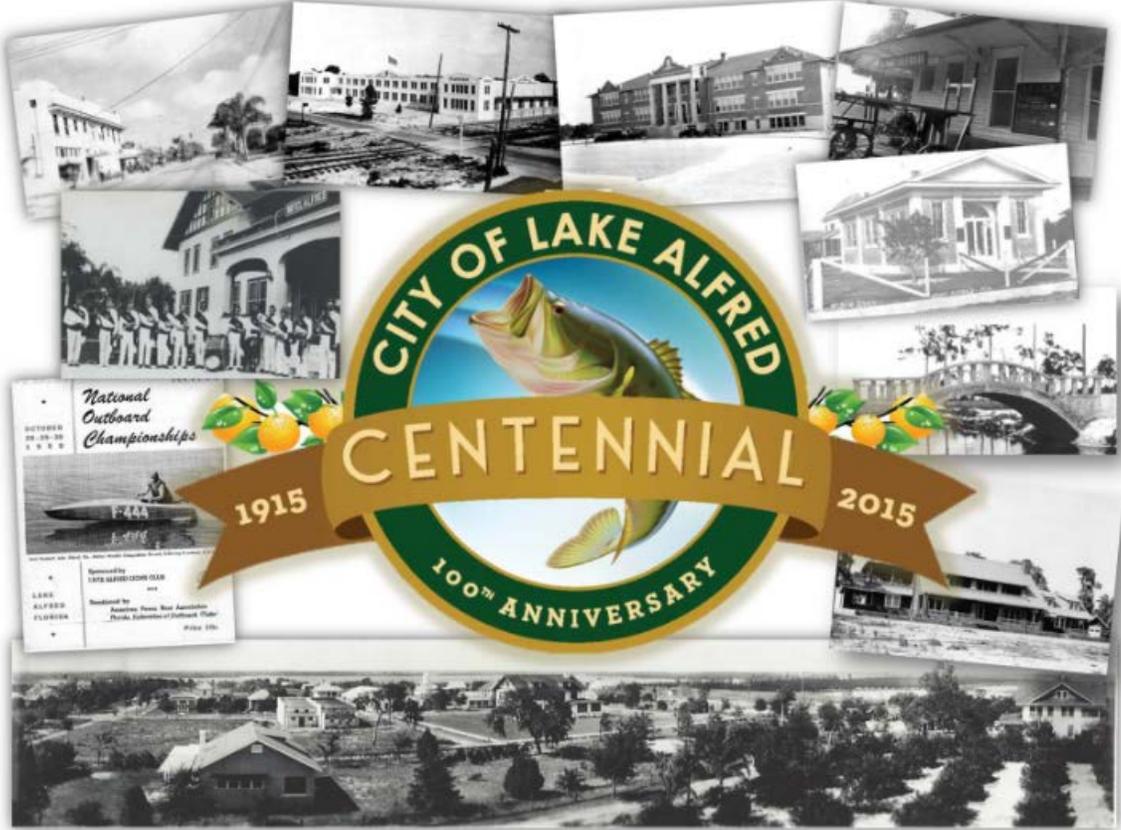
➤ **Centennial:** A centennial only comes around once every 100 years so it requires some outside of the box thinking; although we ended up spending a lot of time thinking about what to put inside the box (time capsule). I had lot of fun with our centennial and I really must commend the department heads for rallying behind me and helping with these events and doing such a great job on them in addition to all their normal responsibilities. We really had some high quality events and items and uncovered a lot of rich Lake Alfred History. The Historic Society was a great partner and resource for many of our centennial events. My personal favorite was the Time Capsule Ceremony; the items presented; the community involvement; the attendance; the level of detail and the overall quality were top notch. There's probably enough pictures and items to fill the entire activity summary with the Centennial alone but below are just a few of the highlights:

- Time Capsule
- Centennial Presentations
- Good Ole Days Event
- Heritage Day Event
- Calendar
- Apparel (hats, pins, coins, shirts)
- Award Ceremony
- Historic Building Markers (started in 2016)
- Sponsored Centennial Little League Team







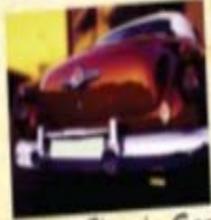


JOIN US AS WE ...
**FLASH
 BACK**
 TO "THE GOOD OLE' DAYS"



**NOV
 7TH**
 3PM TO 7PM

LAKE ALFRED, LIONS PARK



Classic Car Show



Best Vintage Costume Contest



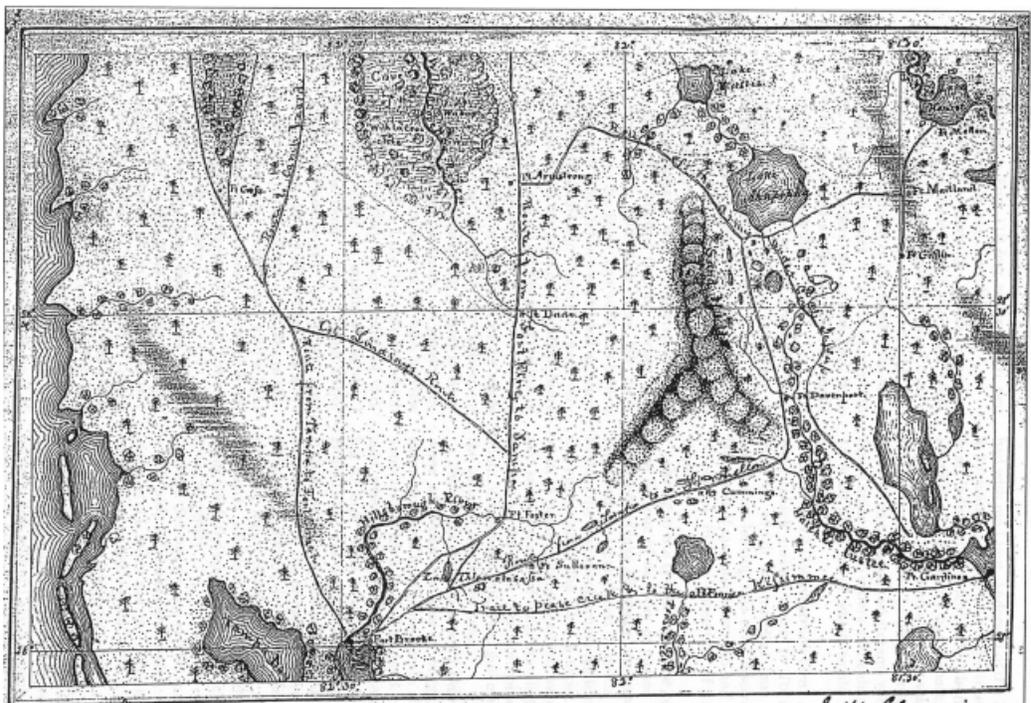
Golden Oldies With Buddy Canova



Don't Miss The Grand Finale Fireworks Display



"Little Miss & Mister" Contest



THE NATIONAL ARCHIVES

Scale of Miles

J. M. G. ...

Robert A. Stevens & Associates, Inc.
 "A Standard of Excellence" Surveying and Mapping, Consulting



Robert A. Stevens & Associates, Inc.
"A Standard of Excellence" Surveying and Mapping, Consulting

Eating Contest & Orangeapult at Heritage Day:



Outside of the Centennial these are some of the items we have worked on over the past year:

- **Investment Policy:** Simplified our policy and tied to back to state statutes. The policy we had on the books was overly complicated and offered investment options that were too risky. Our current investments are with the Florida League of Cities trust which are reliable, easier to understand, and suited to our needs.
- **Fire Automatic Aid Agreement:** Probably the most important agreement we have worked out operationally for the City in the last several years despite the lack of attention in the press. With the loss of \$190,000 (equivalent to 1.5 mils in property tax) in OPA funding the agreement allowed us to maintain/increase our level of service without having to implement a fire assessment fee that likely would have been \$170+ per household just to maintain our service level.
- **First CRA Budget:** A milestone for the City and 10 years in the making. The first annual budget was approximately \$20,000 which is a really good start and also highlights the importance of the presentation we made to the County Commission to keep us on track. Had we been delayed we would have lost the \$20,000 for the next 30 years. Also critical to that presentation was keeping the Gapway Grove site within the CRA boundary (which the county was originally resistant to). As I mentioned in the Chamber Breakfast presentation, they are proceeding with infrastructure improvements to the site so within the next several years that site may be developed and be a giant boost in funding to the CRA (so we can start going after some larger projects identified in the CRA & downtown master plan).
- **Art Show:** This continues to be a signature event for us and generates a lot of good will in the community. Also is a great way to decorate the Commission chambers for the year ☺. I've made it a habit to purchase a few pieces of artwork each year to decorate the city offices which is appreciated by the artists and invests the city further into the program.
- **Mackay House Renovation:** This one had been in the CIP for several years. With the state finally funding these grants again we were able to secure a \$50,000 matching grant to complete the renovations. We retained a consultant to assist us with the application and I attended the hearing in Tallahassee to support our application. To save space I omitted the pictures as these were shown at a recent commission meeting.
- **Controlled Burn at Mackay:** We were able to complete a few controlled burns at the Mackay Preserve consistent with the Habitat Management Plan the City Commission approved. This combined with the efforts of Cathy Butcher, our volunteer group, and our parks department has made headway into implementing that plan. We also recently received notification from the state that the Mackay Preserve has been developed in accordance with our management plan which was required as a part of the grant to purchase the preserve.
- **FCCMA Board of Directors:** I have completed my two year term on the FCCMA Board of Directors as the District 8 Director. I have been elected to service on the Board for an additional term as an At-Large Director and continue to serve as the Chair of the Polk County Manager Group.

- **Permitting Fee Cleanup:** This one was pointed out by the auditor and could have developed into a comment in the audit had we not addressed it. The previous system relied upon values submitted by the builder as well as a subjective determination of the build quality (average, good, etc.) which led to discrepancies in the permitting fees we were receiving between what the auditor considered similar developments. The new system relies upon the greater of the submitted construction value or a price per square foot which takes the guess work out of it and is a much more reliable standard that the auditor is satisfied with.
- **Reduction of Property Tax Rate:** Reduced the tax rate 1/10th of a mil from 7.589 to 7.489. Back in the early 2000s the City operated at a 7.058 millage rate (it dropped to the mid 6.5s during the property boom years). I'd like to get the rate down under 7 if we are able and the best way to do this will be to chip away at it 0.1-0.2 mils at a time so we can continue to meet our operational and capital goals.
- **Continued Investments in Employees: 2% COLA, 2% Increase for Police Officers, 6% Increase for Fire Fighters, tuition assistance, holiday pay, etc.** I am grateful for the Commission's buy in to my proposed salary system and your continued investment in the employees. We have made some significant changes over the past several years and we are seeing positive results. As a recent example, the investments in our police officer pay and take home vehicle policy have allowed us to recruit Adam Leatherberry back from the Winter Haven Police Department.
- **Department Head Hires:** Amee and Richard have both completed a year with the City and both have been excellent additions to my management team and the City. Amee's GIS certification has allowed us for \$23,000 in cost savings annually as we have negotiated in-kind services with Auburndale (IT contract – 20k) and we have also reduced our CFRPC contract by \$3,000 as she can perform the mapping services included in the contract.
- **Fully Funded Capital Improvement Program:** Replacement Patrol Vehicles; Lion's Park Deck Replacement; Dock Replacement; Mackay Improvements; Fire Engine Reserve, Backhoe Replacement, Holiday Decorations, Replacement Service Vehicles, Refurbish High Service Pumps, Road Resurfacing. A total of \$361,000 in capital improvements in FY 15/16 and \$460,000 in improvements budgeted in FY 16/17.
- **Christmas Parade Improvements.** Changing of the route to improve parade start location for lighting and access; reduced the length which was beneficial to walkers; the new location also allowed the detour route to open sooner which prevented the backlog of traffic in 17/92. This combined with the Gardner Park improvements made for an outstanding event. I heard from several residents that it was the best parade we've ever had.
- **Establishment of Water Cooperative:** A significant accomplishment for Polk County (one that the Water Management district staff was in doubt of us being able to accomplish within the timeline the City's set). I was honored to fill a leadership role in this process along with the Mayor and Vice Mayor and I believe our participation helped establish a voting system that allows for the smaller cities to have an equal voice at the

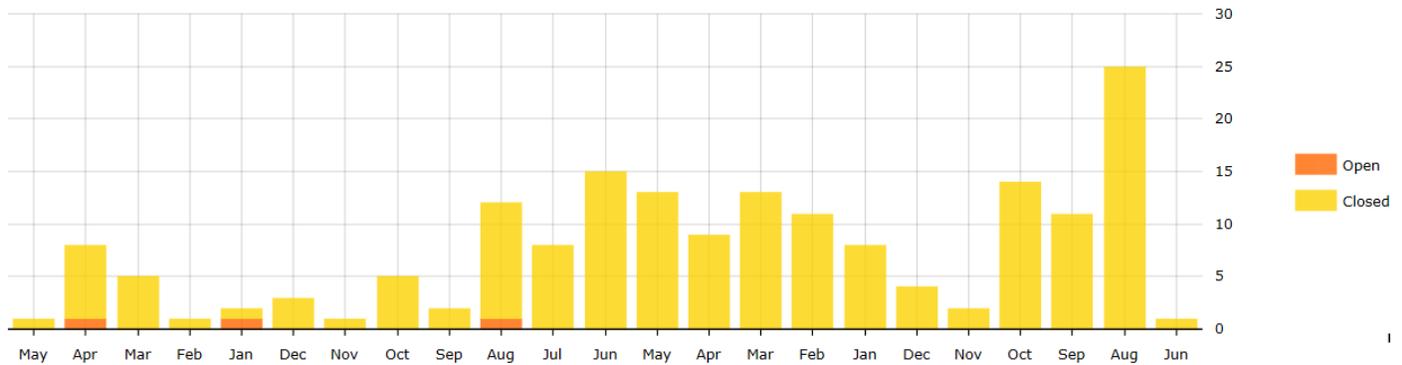
table in the decision making process. This was a major step to avoid infighting between the cities for future water supply and a major step towards having an equal voice with the large regional entities to our east and west (TOHO(Orlando) & Tampa Bay Water) both politically and when it comes to receiving funding for our water supply needs.

- **Little League Field Improvements:** evened out the infield (removed and added new clay); replaced fencing, added fill to the outfield; Richard did a great job working with the League on this.



- **Website and City App:** We have continued to improve the City’s website and expand usage of the City App. Within the last year we had 80 tickets submitted to the City app with the average ticket being closed out within a week (the work is generally done before that with the ticket being closed out later). Auburndale has implemented the same city app and Lake Hamilton is reviewing our App and considering implementing it.

City App tickets submitted over the last year



- **Mackay Median Improvements:** The Lakes Homeowner's Association has been very appreciative of these improvements and has made additional investments in their own signage. With the potential for an additional 400 homes to be constructed these types of beautification improvements are well worth the expense and effort.



- **Gardner Park Improvements:** Sodded the park, new irrigation system, additional sidewalks, bus shelter installation and signage to complement the Veterans Memorial which hosts several ceremonies and our new and improved Christmas Tree.





- **Wayfinding Signage Program.** Finally nearing completion as installation of the side street business signage has begun. The wayfinding signage program has received compliments from cities across the county and represents a major investment in the City's branding effort and is a part of vision of the downtown master plan.





Lake Alfred

- City Hall →
- Fire Dept →
- Police Dept →
- Library →





- Installed solar powered speed limit signs throughout the City and continued beautification improvements in the center medians. I consistently receive compliments from staff and officials from other cities about how good the city looks:



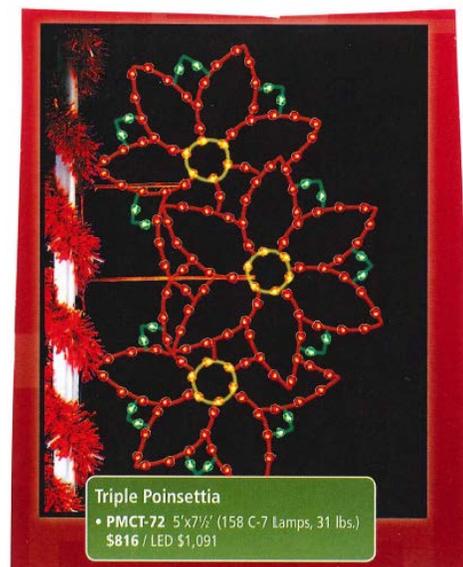
- **Road Resurfacing and Parking Lot Surfacing Project:** The two year road resurfacing cycle is gaining ground on the inventory of roads that need repaving. Consistent funding of this project cycle will ensure that all city roads are maintained at a high standard.



- East Haines Parking lot improvements (surfacing and landscaping) to benefit businesses on East Haines consistent with the Downtown Master Plan.



- Improved community aesthetics consistent with the downtown master plan and the City's branding efforts within the main commercial corridor and downtown.



➤ Continued reinvestment of capital into our City's recreation facilities:



- **Property Swap with University, Demolition of Buchanan Building, & Marketing of the property consistent with the Community Redevelopment Agency and Downtown Master Plan.**



- Seamless takeover of recycling services in-house resulting in a 50% rate savings from the contract renewal proposed by Republic. (\$2.33 vs. \$5.00 per customer/month)



- Use of Geotech Bags for sludge disposal resulting in significant savings over liquid sludge hauling.



- Approval and Support of Discovery Academy High School.



➤ Historic Citrus packing signs for Mackay and the Historic Society



➤ Continued improvements and updating of our city offices:



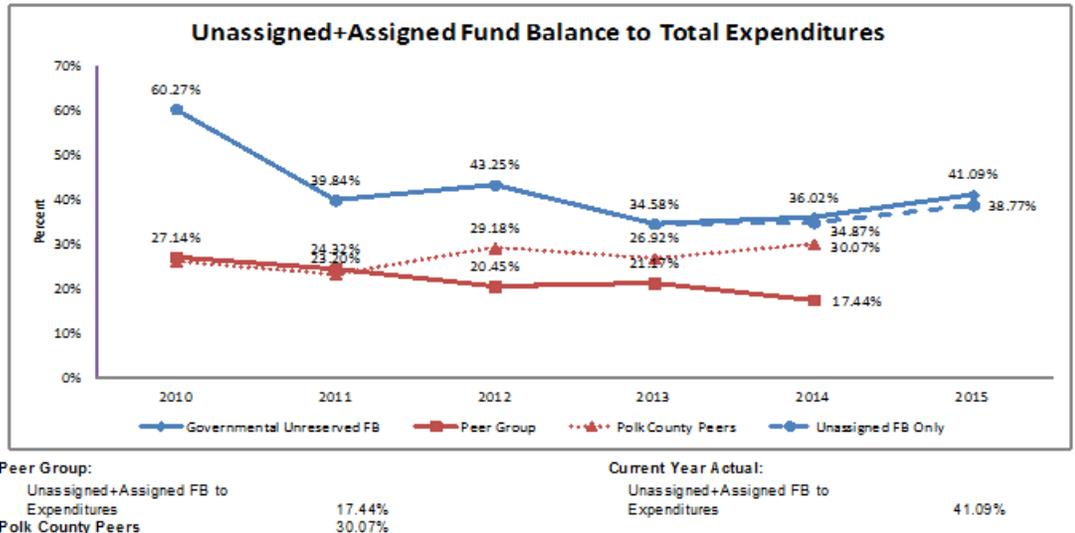
➤ Continued improvements to our public safety facilities and operations:

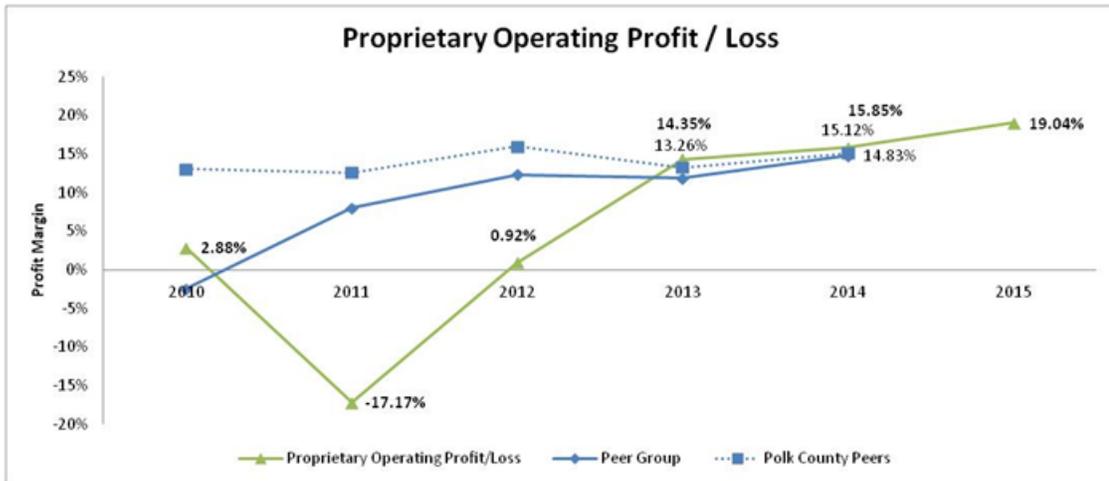


- Clean audit with the City in a strong financial position and positive trending on the financial indicators.

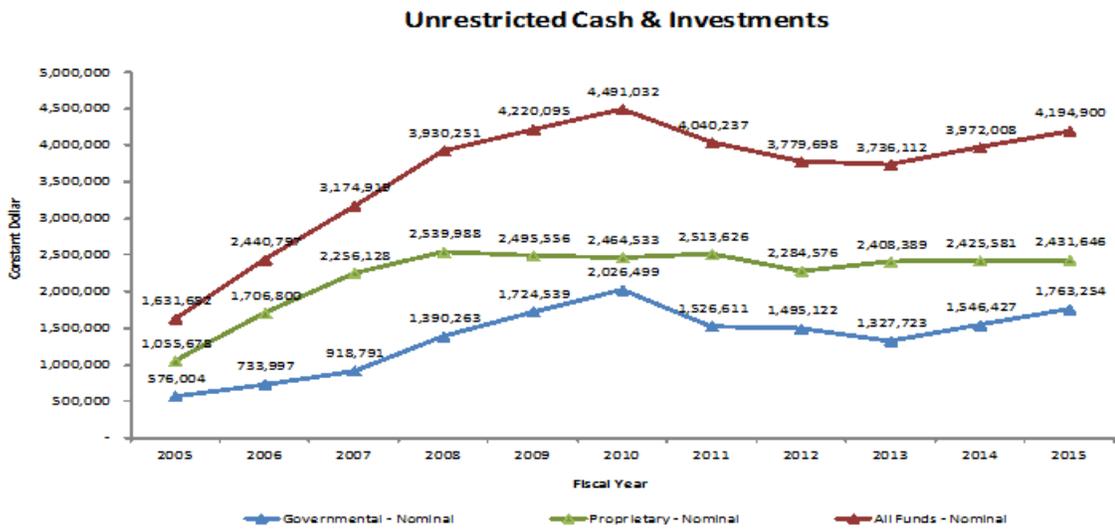
Summary of Audit Results

Report on the Financial Statements (page 1-3)	<ul style="list-style-type: none"> • Unmodified (“Clean”) Audit Opinion • No Material Errors
Report on Internal Control & Compliance (pages 75-76)	<ul style="list-style-type: none"> • No material weaknesses in internal control identified. • No instances of noncompliance reported
Compliance Report with Section 218.415, Florida Statutes (page 77)	<ul style="list-style-type: none"> • No instances of noncompliance with Section 218.415, Florida Statutes – Local Government Investment Policies.
Management Letter (pages 78-79)	<ul style="list-style-type: none"> • No findings reported
Governance Letter (separate letter)	<ul style="list-style-type: none"> • No disagreements with management or difficulties encountered while performing our audit. • Implementation of GASB 68 & 71





Local Peer Group consists of the Cities of Fort Meade, Avon Park and Mulberry

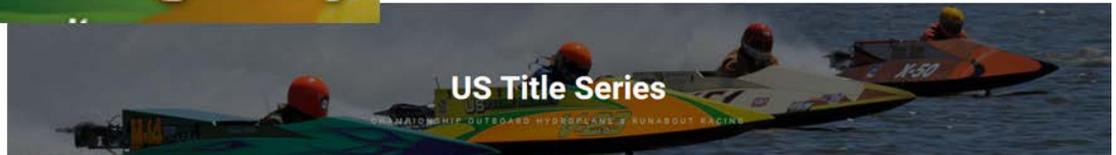


Ridge League Dinner: I can't take credit for this one; it was all Charlie and the staff but we definitely put on a good show (I wouldn't want to be the City that has to follow us).





- Full slate of well attended events within the City.



- I kept a few of these over the last year: Compliments on the Centennial; a thank you from Miss Betty Shinn on the centennial award ceremony; and someone who liked the new Christmas decorations.

I would like to commend you on a well planned & nicely executed 100th anniversary ceremony. The museum was beautifully done & I know took lots of thought & care. I especially liked the idea of including the area restaurants in the food preparation instead of a catered event. When I read light refreshments I expected cake & punch but it was so much more! I am sure this exposure will generate more business for these hard working people. The cake was both beautiful & delicious. I'm very pleased I drove a few extra miles to help celebrate this momentous occasion. Kudos to you all & I hope the citizens 100 years from now appreciate all the hard work & dedication.

Norinda Morrison-Harvard
Senior Library Assistant
Polk County Historical and
Genealogical Library

To:
Ryan Leavenworth, City Manager
Members of the Lake Alfred City
Commission:

I want to thank you for the honor given to me at the Lake Alfred Centennial Awards Ceremony. I am deeply grateful. I will continue to do all that I can to keep Lake Alfred the outstanding community that it is. I am so proud to be a part of it.

Betty H. Shinn

LEAVE YOUR MESSAGE	
M _____	<input type="checkbox"/> TELEPHONED
OF _____	<input type="checkbox"/> CAME TO SEE YOU
PHONE _____	<input type="checkbox"/> RETURNED YOUR CALL
CELL _____	<input type="checkbox"/> PLEASE CALL
FAX _____	<input type="checkbox"/> WILL CALL AGAIN
Message	<input type="checkbox"/> WANTS TO SEE YOU
Kudos on the new Christmas decorations!!	
😊 V. Garrison	
<small>A-9711 T-3022</small>	<small>SIGNED</small>

- As a reference point this was the evaluation summary from last year:

2015 City Manager Evaluation

CATEGORIES	COMMISSIONER'S RATINGS					Avg
	Daley	Lake	Duncan	Dearmin	Maultsby	
Fiscal Management	5	5	5	5	5	5.00
Management & Organization	4.5	5	4.5	5	5	4.80
Management of City Assets	4	5	4	5	5	4.60
Program Development & Follow-Through	4.5	5	4.5	5	5	4.80
Community Relations	4.5	5	4.5	5	5	4.80
Communication with Commission & Others	4.5	5	4.5	5	5	4.80
Intergovernmental Relations	4.5	5	4.5	5	5	4.80
Management Style	5	5	4	5	4.5	4.70
Average	4.56	5.00	4.44	5.00	4.94	4.79

OVERALL AVERAGE RATING:	4.79
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