

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



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AGENDA
CITY COMMISSION MEETING
MONDAY AUGUST 8, 2016
7:30 P.M.
CITY HALL

CALL TO ORDER: MAYOR CHARLES LAKE

INVOCATION AND PLEDGE OF ALLEGIANCE: PASTOR BLOCKER

ROLL CALL: CITY CLERK AMEÉ BAILEY

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

**EMPLOYEE RECOGNITION: JESSICA NEVINS – 10 YEARS
DISTINGUISHED BUDGET AWARD PRESENTATION – AMBER DEATON, FINANCE**

CONSENT AGENDA:

- 1.) CITY COMMISSION MEETING MINUTES FOR JULY 25, 2016
- 2.) CITY COMMISSION ANNOUNCEMENTS

AGENDA

- 1.) PUBLIC HEARING: ORDINANCE 1365-16: PROPERTY CONVEYANCE:
620 GRAPEFRUIT AVENUE
- 2.) ORDINANCE 1366-16: PARKS AND RECREATION BOARD
- 3.) ORDINANCE 1367-16: CITY COMMISSION COMPENSATION
- 4.) BUDGET PRESENTATION: REVENUE & PAYROLL
- 5.) RESOLUTION 07-16: CITY MANAGER EMPLOYMENT AGREEMENT

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
AUGUST 8, 2016**

CONSENT AGENDA

1.) JULY 25, 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.

- Florida League of Cities Conference: , August 17-20, Diplomat Resort, Hollywood

DRAFT MINUTES
CITY OF LAKE ALFRED
CITY COMMISSION MEETING
MONDAY, JULY 25, 2016
7:30 P.M.
CITY HALL

Call to Order: Mayor Charles Lake

Invocation and Pledge of Allegiance: Pastor Strawn

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

Staff attendance: City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, City Clerk Ameen Bailey-Speck, Community Development Director Valerie Vaught, Finance Director Amber Deaton, Parks and Recreation Director Richard Weed, Police Chief Art Bodenheimer, and Public Works Director John Deaton.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood stated the Mackay Gardens and Lakeside Preserve will host a free astronomy workshop on Saturday July 30th from 7 to 10 pm and a gardening workshop on Thursday August 4th at 10 am. Contact the Parks and Recreation Department for more details.

The next Historical Building plaque dedication is scheduled for August 4th. The dedication ceremony will be held at the Mackay House, 945 Mackay Blvd starting at 9 am. The dedication will be followed by the unveiling of the new Polk County Citrus label placed on-site. The program would include light refreshments, dignitary comments, unveiling the plaque and special competition surprise.

CITY ATTORNEY ANNOUNCEMENTS

No Announcements.

RECOGNITION OF CITIZENS

Barbara Katrin, 665 Hillside Cir., member of the Friends of the Library Board, and the Manager of the Friends Bookstore stated the bookstore and workroom are full of books. The bookstore is only open on Saturdays, but requires a lot of work because the books have to be moved out of storage for the sale each week. Both the library and the bookstore need additional storage. She was hopeful that when the duplex was purchased, the library and bookstore would have access to the space. She requested that the City consider the storage needs. She also read a letter from **Margaret Wheaton**, 340 Carolina Ave South. The letter addressed the storage issue and work associated with opening the bookstore each week. The letter stated that the duplex could be used during the interim before the library is expanded. The letter asked the City to consider using the duplex for storage and/or the bookstore.

Jane Brumbaugh, 655 East Pierce St., stated she is a volunteer at the library and a Board Member of the Friends of the Library. She was shocked to hear about the proposal to tear down the duplex. She urged the City to work with the Friends when evaluating the duplex and to consider its use for library storage and/or the bookstore.

Nancy Timmer, 530 N. Pennsylvania Ave, asked the City to consider using the building for the library and bookstore rather than tearing it down. .

City Manager Leavengood stated he would outline the process in acquiring the property and evaluating its use. He anticipates that an expansion of the library would create a U-shaped building on the site of the duplex. However in the interim the City could allow the use of the building similar to other organizations such as the Chamber of Commerce. The library will also be addressed during the Parks and Recreation Master Plan process.

CONSENT AGENDA

Vice Mayor Daley moved to amend the announcements to state the FLC Conference begin on August 17th, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote.

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

Vice Mayor Daley moved to approve the consent agenda as corrected, seconded by **Commissioner Dearmin**. The motion was approved by unanimous voice call vote.

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

AGENDA

1.) PUBLIC HEARING: RESOLUTION 06-16: PROPOSED TENTATIVE MILLAGE RATE

Assistant City Attorney Seth Claytor read the Resolution title.

City Manager Leavengood stated the City is required to advise the Property Appraiser's office of its tentative millage rate, roll-back rate, as well as the date, time and place of the proposed budget hearing.

- The proposed millage for FY 16/17 is 7.4890 mills which is equal to the current millage rate and is 3.34% above the FY 16/17 rolled-back rate of 7.2472.

- The date, time and place of the first public hearing on the fiscal year 2016/2017 budget is set for Tuesday, September 13, 2016 at 7:30 p.m. at City Hall located; 120 East Pomelo Street, Lake Alfred, Florida.

The proposed resolution sets the millage rate ceiling for the next fiscal year. The millage rate can be lowered when considered for adoption in September but it cannot be increased beyond the initial limit set within this resolution. He discussed the trend in the past millage rates and that the ad valorem taxes account for one-sixth of the City's budget. The budget is currently balanced, but final insurance renewals and revenues from the state have not been received.

Staff recommends approval of Resolution 06-16.

The **City Commission** asked about the proposed rate compared to the roll-back rate, if millage remained the same could property taxes increased, and the impacts of new construction.

Staff discussed the difference between the proposed rate and the roll-back rate. Staff recommends no actual change in the current rate, however based on state terminology the proposed rate is still more than the roll back rate. Ad valorem taxes are based on property values therefore taxes could increase even if the millage remains the same. Property values increased due to new construction and appreciation of current properties. Homestead also protects home values.

Commissioner Dearmin moved to approve Resolution 06-16 with the millage of 7.4890, seconded by **Commission Duncan**. The motion was approved by unanimous voice call vote. There were no citizen comments.

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

2.) **ORDINANCE 1365-16: PROPERTY CONVEYANCE: 620 GRAPEFRUIT AVENUE**

Assistant City Attorney Seth Claytor read the Ordinance title.

City Manager Leavengood stated the City currently owns and maintains the vacant residential property on 620 Grapefruit Avenue. The property was given to the City by Polk County following their acquisition due to delinquent property taxes.

The City has no operational need for the property and the proposed ordinance conveys the property to Habitat for Humanity for the construction of a single family home. He showed pictures of the property.

Staff recommends approval of Ordinance 1365-16 on first reading.

The **City Commission** asked about timing for development and maintenance of the property once conveyed.

Julie Ferish, Executive Director for Habitat for Humanity- East Polk County, 3550 Recker Highway Winter Haven, thanked the City. She stated that Habitat for Humanity has developed two other homes in the area over the past 5 years. The owners pay their mortgage and keep the property maintained. The property could be developed within two-three years. They started their budget year on July 1st and the property was not consider since it was not in their ownership. They will maintain the property. She also stated Habitat for Humanity partners with the family. They build the home together, then the family pays an interest free 20-year mortgage. The payments are then used to build the next home.

Commissioner Maultsby moved to approve Ordinance 1365-16 for the property conveyance at on 620 Grapefruit Avenue on first reading, seconded by **Commission Dearmin**. The motion was approved by unanimous voice call vote.

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

3.) **INTERLOCAL AGREEMENT: COLLECTION OF POLK COUNTY IMPACT FEES**

City Manager Leavengood stated the City has had an interlocal agreement with Polk County for the collection of Impact Fees since 1990. Although the County had a moratorium on impact fees the agreement was still in place. On April 7, 2015, the County voted to reinstate the Correctional, Transportation, Emergency Medical Services (EMS), Fire Rescue, Law Enforcement, Library and Park Impact Fees in phases.

In 2006, the Florida Legislature has imposed statutory limits on the imposition of impact fees and the administrative cost for the collection of these fees. The Florida Statute limits the administrative charges to actual cost. Therefore the County has submitted an updated interlocal agreement for the collection of impact fees to be consistent with state statues.

Staff recommends approval of the Interlocal Agreement with Polk County for the Collection of County Impact Fees.

The **City Commission** asked about how the cost were determined, the process if someone does not develop and the request a return of impact fees, if the fee is based on the number of houses, if the City would collect fees for properties outside the city-limits, and type of impact fees.

Staff stated a spreadsheet was included in the agenda showing the amount of time and cost associated with staff processing the impact fees. The process is intense and monitored to ensure the correct fees are collected and processed. The time is approximately eight hours for each permit based on the amount of accountability. If a refund is requested, the County would be responsible for the refund. City administration fees are not refunded. The fees are averaged based on all the time associated with all types of permits. The fee is higher than the flat 3% previously assessed. The City will only collect the County impact fees for properties within the city-limits. The County has always had six different impact fees, however they had stopped collecting them during the recession to encourage development.

Vice Mayor Daley moved to approve the Interlocal Agreement with Polk County for the Collection of County Impact Fees., seconded by **Commission Maultsby**. The motion was approved by unanimous voice call vote.

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

4.) EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT 2016/2017

City Manager Leavengood stated the Florida Administrative Code requires that the units of government in each county reach consensus concerning the expenditure of these funds, including the projects to be implemented. To verify this consensus, the Florida Department of Law Enforcement requires each applicant to obtain a letter of support from at least 51% of the local units of government, representing at least 51% of the county population.

The following amounts have been allocated to fund projects in Lake Alfred.

- 2013/2014 Allocation \$ 8,407
- 2014/2015 Allocation \$10,193
- 2015/2016 Allocation \$ 9,152
- 2016/2017 Allocation \$11,410

This item was added due to the deadline associated with the grant. The County needs the approvals by July 30th.

Staff recommends approval of the fund distribution for Polk County and a letter of acceptance to the Florida Department of Law Enforcement.

The **City Commission** asked about cost of taser, indirect costs, and the number of tasers in use.

Staff stated that the Police Department applies for two different Byrne grant each year. One is a small grant around \$1,000 known as the JAG Direct Grant based on the Uniform Crime Report. The second grant is provided to the County and Polk County allows the cities to submit request. The County then distributes the money. The requested approval is for the entire County including the City of Lake Alfred. The City applied for a controlled electronic weapons (tasers).

The cost for a taser is approximately \$1100 each. The power cartridge and cameras are extra. A camera can cost \$500. The cameras in the existing tasers also served as the powered supply and were the first element to get damaged. One that was damaged was able to be repaired, most had to be completely replaced. All officers carry a taser and this grant will allow us to continue to have one for each officer, reserve officer and a couple of spares.

Vice Mayor Daley moved to approve the fund distribution for Polk County and a letter of acceptance to the Florida Department of Law Enforcement, seconded by **Commissioner Duncan**. The motion was approved by unanimous voice call vote. No citizen comments.

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

RECOGNITION OF CITIZENS

Joyce Schmidt 365 East Sanford St., stated that the Habitat for Humanity store on Recker Highway is wonderful and listed some of the discounts and hours. They also accept donations and need volunteers.

Julie Ferish, Executive Director for Habitat for Humanity- East Polk County, stated the hours and discounts have changed slightly.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Duncan asked about letting the Friends of the Library use the Hughes building for storage. He also asked about signs posted on City property.

City Manager Leavengood stated that the Hughes Building is available for use and that he will have the signs removed.

Jane Rumbaugh stated that the Hughes building could not be used to storage books due to a lack of air-conditioning.

Commissioner Dearmin thanked the Fire and Police for their work at the recent plane crash. He reminded everyone that school will be starting soon.

Mayor Lake helped provide food to the Police and Firefighters that worked the plane crash. He stated that there will be a public forum to meet candidates running for office. The meeting will be in Auburndale.

Commissioner Maultsby stated that tomorrow he will be interviewed as a Polk County Pioneer. He also stated that without the Friends there would not be a library and that the City should honor their request to use the duplex. They are also contributing \$30,000 to purchase the duplex.

Vice Mayor Daley asked about the wayfinding sign for the Mackay Preserve and stated she has joined the Peace Creek Watershed Advisory Committee. The committee will work on watershed protection, water storage, and wetland restoration.

City Manager Leavengood stated they are working on the last few signs including one for the Lions Park.

Commissioner Duncan asked about the piers at Lions Park.

City Manager Leavengood stated they are working on the dock and they will be installed with a sleeve that will allow the platform height to be adjusted. The pier is a more significant project and will need to be budgeted. The boat dock will also be replaced this fiscal year. The new synthetic material also has a longer lifespan.

With there being no further business to discuss, Mayor Lake adjourned the meeting at 8:33 pm.

Respectfully Submitted,

Ameé Bailey
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 8, 2016**

AGENDA

1.) ORDINANCE 1365-16: PROPERTY CONVEYANCE: 620 GRAPEFRUIT AVENUE

ISSUE: The City of Lake Alfred will consider donating a vacant residential property to Habitat to Humanity for the construction of a single family home.

ATTACHMENTS:

- Ordinance 1365-16
- Property Appraiser Details
- 2015 Deed
- Resolution 03-15 Escheated land from Polk County

ANALYSIS: The City currently owns and maintains the vacant residential property on 620 Grapefruit Avenue. The property was given to the City by Polk County following their acquisition due to delinquent property taxes.

The City has no operational need for the property and the proposed ordinance conveys the property to Habitat for Humanity for the construction of a single family home.

STAFF RECOMMENDATION: Approval of Ordinance 1365-16 on second and final reading.

ORDINANCE NO. 1365-16

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAKE ALFRED, FLORIDA, AUTHORIZING AND APPROVING THE DONATION FOR NO MONETARY CONSIDERATION OF LOT 11, BLOCK A OF HIGHLANDS SUBDIVISION AS RECORDED IN PLAT BOOK 4, PAGE 2 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA WHICH IS A VACANT LOT IN THE HIGHLANDS SUBDIVISION OWNED BY THE CITY OF LAKE ALFRED, FLORIDA BY VIRTUE OF A COUNTY DEED GIVEN TO THE CITY OF LAKE ALFRED, FLORIDA DATED JUNE 23, 2015 AND RECORDED IN OFFICIAL RECORDS BOOK 9564, PAGE 250 OF THE PUBLIC RECORDS OF POLK COUNTY, FLORIDA AND ACCEPTED BY THE CITY COMMISSION VIA THE PASSAGE OF CITY OF LAKE ALFRED, FLORIDA RESOLUTION NO. 03-15 ON JUNE 1, 2015 TO HABITAT FOR HUMANITY OF EAST POLK COUNTY, INC., AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A QUIT CLAIM DEED AND OTHER APPROPRIATE DOCUMENTS IN ORDER TO CONVEY THE SAID CITY LAND TO HABITAT FOR HUMANITY OF EAST POLK COUNTY, INC., PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Polk County conveyed a vacant parcel located in the Highlands Subdivision within the municipal limits of the City of Lake Alfred, Florida which had escheated to the County because of the failure of the property owner to pay all real estate ad-valorem taxes by County Deed in favor of the City of Lake Alfred, Florida dated June 23, 2015 and recorded in Official Records Book 9564, Page 250 of the Public Records of Polk County, Florida and which County Deed was affirmatively accepted by City Commission via the passage of City of Lake Alfred Resolution No. 03-15 on June 1, 2015; and

WHEREAS, said real property is a vacant lot located within the municipal limits of the City of Lake Alfred, Florida with a street address of 620 East Grapefruit Avenue and is described as Lot 11, Block A of Highland Subdivision as recorded in Plat Book 4, Page 2 of the Public Records of Polk County, Florida; and

WHEREAS, said real property is an ideal lot for development of a single family home; and

WHEREAS, Habitat for Humanity of East Polk County, Inc. is a not-for-profit corporation specializing in construction of safe, decent and affordable housing for families in need; and

WHEREAS, Habitat for Humanity of East Polk County, Inc. has expressed interest in building affordable housing in the City of Lake Alfred, Florida and the greater East Polk County area; and

WHEREAS, it is in the best interests of the health, safety and welfare of the residents and citizens of the City of Lake Alfred, Florida and serves a proper public purpose in promoting the provision and availability of affordable housing within the City of Lake Alfred, Florida for the City of Lake Alfred, Florida to donate for no monetary consideration said real property to Habitat for Humanity of East Polk County, Inc.; and

WHEREAS, Section 2.09 (d) (7) of the Charter of the City of Lake Alfred, Florida requires the conveyance of lands of the City to be done by ordinance.

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Lake Alfred, Florida that this Ordinance is hereby passed for the protection and welfare of the citizens of the City of Lake Alfred, Florida and that:

SECTION 1. RECITALS INCORPORATED. The above recitals are incorporated herein as the factual basis for the adoption of this Ordinance.

SECTION 2. AUTHORIZATION. The City Commission of the City of Lake Alfred, Florida hereby approves and authorizes the donation of land for no monetary consideration described in Exhibit "A" attached hereto and incorporated herein by reference to Habitat for Humanity of East Polk County, Inc. and authorizes the Mayor and other City Officials to execute a Quit Claim Deed and other appropriate documents, if any, that may be necessary to convey said real property to Habitat for Humanity of East Polk County, Inc.

SECTION 3. CONFLICTS. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the City's Charter and/or Code of Ordinances, unless such repeal is explicitly set forth herein.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Lake Alfred, Florida, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. CODIFICATION. It is the intention of the City Commission that sections of this Ordinance may be renumbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his designee, without need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective immediately upon final adoption.

INTRODUCED AND PASSED on first r eading at a regular meeting of the Lake Alfred City Commission held this 25th day of July, 2016.

PASSED AND FINALLY ADOPTED on second reading at the meeting of the Lake Alfred City Commission duly assembled on the 8th day of August, 2016.

**CITY OF LAKE ALFRED
CITY COMMISSION**

ATTEST:

By: _____
Charles O. Lake, Mayor

By: _____
Ameé Bailey-Speck, City Clerk

APPROVED AS TO FORM:

By: _____
Frederick J. Murphy Jr., City Attorney

Ordinance 1365-16
Exhibit "A"

Lot 11, Block A of Highland subdivision as recorded in Plat Book 4, Page 2 of Public Records of Polk County, Florida. All lying and being in Section 28, Township 27 South, Range 26 East.

Property Address: 620 East Grapefruit Avenue
Parcel ID No: 262728-493500-001110

Parcel Details: 26-27-28-493500-001110



Owners

LAKE ALFRED CITY OF 100%

Mailing Address

Address 1 **155 E POMELO ST**
 Address 2
 Address 3 **LAKE ALFRED FL 33850-2135**

Site Address

Address 1 **620 GRAPEFRUIT AVE**
 Address 2
 City **LAKE ALFRED**
 State **FL**
 Zip Code **33850**

Parcel Information

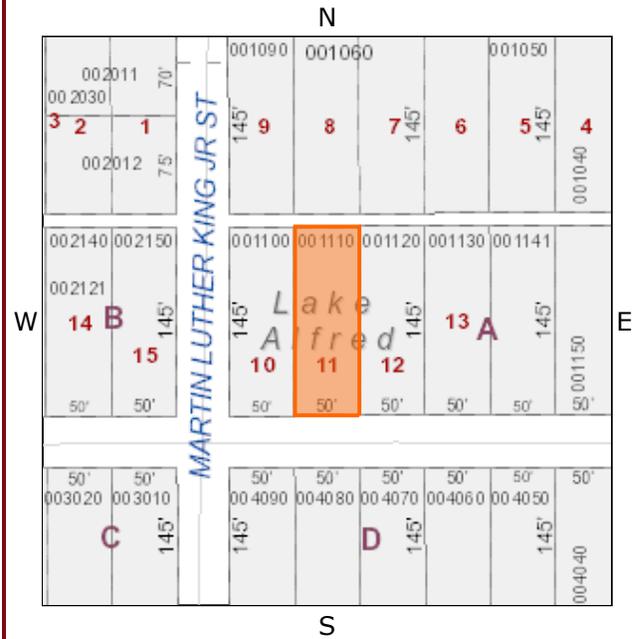
Neighborhood **6666.15**
[Show Recent Sales in this Neighborhood](#)
 Subdivision **HIGHLAND SUB PB 4 PG 2**
 Property (DOR) Use Code **Vacant Municipal - vac land or misc impr of some value (Code: 8089)**
 Acreage **0.17**
 Taxing District **LAKE ALFRED/SWFWMD/LAKE REGION (Code: 92440)**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records. It does not include the section, township, range, or the county where the property is located. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

HIGHLAND SUB PB 4 PG 2 BLK A LOT 11

Area Map



Recorded Plat

[Visit the Polk County Clerk of Courts website to view the Recorded Plat for this parcel](#)

Note: Some plats are not yet available on the Clerk's website. The site contains images of plats recorded on 01/05/1973 (beginning with book 058 Page 020) or later. For information on Plats recorded before 01/05/1973 (Book 058 Page 019 or less) please contact the [Polk County Clerk's Office](#).

Mapping Worksheets (plats) for 262728

[Mapping Worksheet Info](#)

Sales History

Important Notice: If you wish to obtain a copy of a deed for this parcel, click on the blue OR Book/Page number. Doing so will cause you to leave the Property Appraiser's website and access the Polk County Clerk of the Circuit Court's Official Records Search. Click here for a list of the [system requirements](#) that the Clerk's office deems necessary in order to view the deed. Once the document opens, click the printer icon to print the document. If you have any issues opening the document once you have met all the listed system requirements, please contact the Clerk's office at (863)534-4000 and ask to speak to an IT staff member. If the Book/Page number does not have a blue link to Official Records, the deed may not be available through the [online records of the Clerk of the Circuit Court](#). In order to obtain a copy of the deed you will need to contact the Clerk of the Circuit Court Indexing Department at 863-534-4516. If the Type Inst is an "R", the document is not available through the Clerk of the Circuit Court's Official Records Search. Please contact the Property Appraiser to order "R" type instruments.

OR Book/Page	Date	Type Inst	Vacant/ Improved	Grantee	Sales Price
09564/00250	06/2015	M	V	LAKE ALFRED CITY OF	\$100
09437/00473	01/2015	T	V	POLK COUNTY	\$0
4922/2244	01/2002	Q	V	NEAL ERNESTINE S	\$100
	01/1954		E		\$100

Exemptions

Note: The drop down menus below provide information on the amount of exemption applied to each taxing district. The HX—first \$25,000 homestead exemption may be allocated to one or more owners. The HB –second \$25,000 amended homestead exemption reflects the name of the first owner only.

Code	Description	% Ownership	Renew Cd	Year	Name	Value
☒ 027	22-30-FS196.199(1)(C)-LOCAL GOVT MUNICIPAL	100%		2016	LAKE ALFRED CITY OF	\$7,975

Total Exemption Value (County)

\$7,975

Senior Exemption(Additional Homestead Exemption for Persons 65 and Older): For the 2016 tax year, the allowable total household adjusted gross income received during 2015 could not exceed \$28,482. If your total household adjusted gross income exceeded this limit, **YOU MUST NOTIFY THIS OFFICE**. Receiving no notification from the qualified senior will be considered a sworn statement, under penalty of perjury, that the income does not exceed the limit. **Improperly claiming any exemption could result in a lien against your property**. If you would like to receive a notice of renewal electronically, please send us an email at paoffice@polk-county.net with your name, property address, and confirmation of your request.

PERMITS

The Polk County Property Appraiser's Office does not issue or maintain permits. Please contact the [appropriate permit issuing agency](#) to obtain information. This property is located in the **LAKE ALFRED/SWFWD/LAKE REGION** taxing district. The beginning of the description indicates permit agency (UNINCORP is an abbreviation for Unincorporated **POLK COUNTY**).

Land Lines

LN	Land Dscr	Ag/GreenBelt	Land Unit Type	Front	Depth	Units
1	* Commercial/Industrial	N	S	0	0	7250

* For Zoning/Future Land Use contact Polk County or the Municipality the parcel is located in.

NOTICE: All information ABOVE this notice is current (as of Tuesday, May 17, 2016 at 2:20:17 AM). All information BELOW this notice is from the 2015 Tax Roll, except where otherwise noted.

Value Summary (2015)

Desc	Value
Land Value	\$7,975
Building Value	\$0
Misc. Items Value	\$0
Land Classified Value	\$0
Just Market Value	\$7,975
*Cap Differential and Portability	\$0
Agriculture Classification	\$0
Assessed Value	\$7,975
Exempt Value (County)	\$7,975
Taxable Value (County)	\$0

*This property contains a Non Homestead Cap with a differential of \$0.

Values by District (2015)

District Description	Final Tax Rate	Assessed Value	Final Assessed Taxes	Exemption	Final Tax Savings	Taxable Value	Final Taxes
BOARD OF COUNTY COMMISSIONERS	6.781500	\$7,975	\$54.08	\$7,975	\$54.08	\$0	\$0.00
POLK COUNTY SCHOOL BOARD - STATE	4.901000	\$7,975	\$39.09	\$7,975	\$39.09	\$0	\$0.00
POLK COUNTY SCHOOL BOARD - LOCAL	2.248000	\$7,975	\$17.93	\$7,975	\$17.93	\$0	\$0.00
CITY OF LAKE ALFRED	7.489000	\$7,975	\$59.72	\$7,975	\$59.72	\$0	\$0.00
LAKE REGION LAKES MGMT DIST	0.471500	\$7,975	\$3.76	\$7,975	\$3.76	\$0	\$0.00
SOUTHWEST FLA WATER MGMT DIST	0.348800	\$7,975	\$2.78	\$7,975	\$2.78	\$0	\$0.00
		Assessed Taxes:	\$177.36	Tax Savings:	\$177.36	Total Taxes:	\$0.00

Taxes

Desc	Last Year	2015 Final
Taxing District	LAKE ALFRED/SWFWMD/LAKE REGION (Code: 92440)	LAKE ALFRED/SWFWMD/LAKE REGION (Code: 92440)
Millage Rate	22.5217	22.2398
Ad Valorem Assessments	\$168.61	\$0.00
Non-Ad Valorem Assessments	\$0.00	\$0.00
Total Taxes	\$168.61	\$0.00

Your final tax bill may contain Non-Ad Valorem assessments which may not be reflected on this page, such as assessments for roads, drainage, garbage, fire, lighting, water, sewer, or other

governmental services and facilities which may be levied by your county, city or any other special district. Visit the Polk County Tax Collector's site for Tax Bill information related to this account. Use the Property Tax Estimator to estimate taxes for this account.

Prior Year Final Values

2014

Land Value	\$7,500.00
Building Value	\$0.00
Misc. Items Value	\$0.00
Just Value (Market)	\$7,500.00
SOH Deferred Val	\$20.00
Assessed Value	\$7,480.00
Exempt Value (County)	\$0.00
Taxable Value (County)	\$7,480.00

2013

Land Value	\$6,800.00
Building Value	\$0.00
Misc. Items Value	\$0.00
Just Value (Market)	\$6,800.00
SOH Deferred Val	\$0.00
Assessed Value	\$6,800.00
Exempt Value (County)	\$0.00
Taxable Value (County)	\$6,800.00

2012

Land Value	\$6,800.00
Building Value	\$0.00
Misc. Items Value	\$0.00
Just Value (Market)	\$6,800.00
SOH Deferred Val	\$0.00
Assessed Value	\$6,800.00
Exempt Value (County)	\$0.00
Taxable Value (County)	\$6,800.00

2011

Land Value	\$7,200.00
Building Value	\$0.00
Misc. Items Value	\$0.00
Just Value (Market)	\$7,200.00
SOH Deferred Val	\$0.00
Assessed Value	\$7,200.00
Exempt Value (County)	\$0.00
Taxable Value (County)	\$7,200.00

DISCLAIMER:

The Polk County Property Appraiser makes every effort to produce and publish the most current and accurate information possible. The PCPA assumes no responsibility for errors in the information and does not guarantee that the data are free from errors or inaccuracies. Similarly the PCPA assumes no responsibility for the consequences of inappropriate uses or interpretations of the data. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the search facility indicates understanding and acceptance of this statement by the user.

Last Updated: Tuesday, May 17, 2016 at 2:20:17 AM

RETURN TO POLK COUNTY TRANSPORTATION DIVISION



INSTR # 2015117664
BK 9564 Pg 250 PG(s)1
RECORDED 06/29/2015 04:09:05 PM
STACY M. BUTTERFIELD,
CLERK OF COURT POLK COUNTY
DEED DOC \$0.70
RECORDING FEES \$10.00
RECORDED BY gladlope

This instrument prepared under
The direction of:
R. Wade Allen, Manager
Right-of-Way and Real Estate
P. O. Box 9005, Drawer RE 01
Bartow, Florida 33831-9005
Telephone: (863) 535-2200
By: Chris Peterson *dy*
Parcel I.D. #262728-493900-001110

COUNTY DEED

THIS DEED, made this 23rd day of June, 2015, by **POLK COUNTY**, a political subdivision of the State of Florida, Grantor, to **CITY OF LAKE ALFRED**, a Municipal Corporation, whose address is Administration Building, 155 East Pomelo Street, Lake Alfred, FL 33850, Grantee

WITNESSETH: That the Grantor, for and in consideration of the sum of \$1.00, to it in hand paid by the Grantee, receipt whereof is hereby acknowledged, has granted, bargained, and sold to Grantee, its successors and assigns forever, all the right, title, interest, including interests, if any, in rights which may have been reserved by operation of Section 270.11 Florida Statutes, claim, and demand, which the Grantor has in and to the following described land lying and being in Polk County, Florida, to wit:

Lot 11, Block A of Highland Subdivision as recorded in Plat Book 4, Page 2 of the Public Records of Polk County, Florida. All lying and being in Section 28, Township 27 South, Range 26 East.

Being the same property described in that certain Escheatment Tax Deed recorded in Official Record Book 9437 at Page 473, Public Records of Polk County, Florida.

IN WITNESS WHEREOF, said Grantor has caused these presents to be executed in its name by its Board of County Commissioners, acting by the Chair or Vice-Chair of said board, the day and year aforesaid.

ATTEST:

GRANTOR:

Stacy M. Butterfield
Clerk to the Board

Polk County, Florida

By: *[Signature]*

By: *[Signature]*

Deputy Clerk

George Lindsey III, Chairman
Board of County Commissioners

(Seal)



#R.4

RESOLUTION NO. 03-15

A RESOLUTION OF THE CITY OF LAKE ALFRED, FLORIDA; AUTHORIZING THE ACCEPTANCE OF ESCHEATED LANDS FROM POLK COUNTY, FLORIDA, WITHIN HIGHLAND SUBDIVISION AND THE CITY OF LAKE ALFRED; PROVIDING SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Polk County, Florida is the owner of escheated lands that within the Highland Subdivision and within the municipal limits of the City of Lake Alfred, Florida; and

WHEREAS, Polk County, Florida, desires to convey to the City of Lake Alfred, Florida, those escheated lands described as follows, to wit:

HIGHLAND SUB PB 4 PG 2 BLK A LOT 11
Parcel Identification No. 262728-493500-001110.

WHEREAS, the City Commission finds it to be in the best interests of the public health, safety, and welfare and advantageous to the advancement of the public good to accept the conveyance of escheated lands from Polk County, Florida, within the Highland Subdivision and municipal limits of the City of Lake Alfred, Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE ALFRED, FLORIDA AS FOLLOWS:

SECTION 1. RECITAL INCORPORATED.

The above recitals are incorporated herein as the factual basis for passage of this Resolution.

SECTION 2. AUTHORIZATION.

That the City Commission of the City of Lake Alfred hereby accepts the conveyance of escheated lands from Polk County, Florida, within Highland Subdivision and the municipal limits of the City of Lake Alfred, Florida, described as follows, to wit:

HIGHLAND SUB PB 4 PG 2 BLK A LOT 11 Parcel Identification No. 262728-493500-001110.

SECTION 3. SEVERABILITY.

The provisions of this Resolution are severable. If any word, sentence, clause, phrase or provision of this Resolution for any reason is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

SECTION 4. CONFLICTS.

All Resolutions in conflict with this Resolution are repealed to the extent necessary to give this Resolution full force and effect.

SECTION 5. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its passage.

INTRODUCED AND PASSED by the City Commission of the City of Lake Alfred, Florida, in a regular session, this 1st day of June, 2015.

CITY OF LAKE ALFRED, FLORIDA
CITY COMMISSION



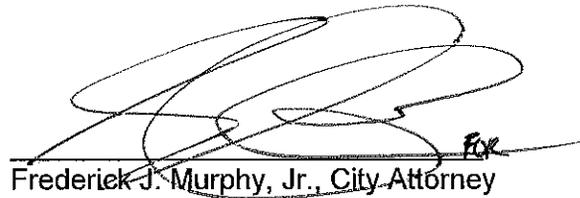
Charles O. Lake, Mayor

ATTEST:



Arnee Bailey-Speck, City Clerk

Approved as to form:



Frederick J. Murphy, Jr., City Attorney

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 8, 2016**

2.) ORDINANCE 1366-16: PARKS AND RECREATION BOARD

ISSUE: The City Commission will consider changes to the membership of the Parks and Recreation Board.

ATTACHMENTS:

- Ordinance 1366-16

ANALYSIS: In April of this year the City Commission adjusted the membership requirements for the Planning Board and Board of Adjustments. The proposed amendment makes similar changes to the Parks and Recreation Board adjusting the number of members from seven to five with up to two alternates.

The current board has five members with two vacant seats.

STAFF RECOMMENDATION: Approval of Ordinance 1366-16 on first reading.

ORDINANCE 1366-16

AN ORDINANCE OF THE CITY OF LAKE ALFRED, FLORIDA AMENDING CHAPTER 2, ARTICLE III, OF THE CODE OF ORDINANCES OF THE CITY OF LAKE ALFRED RELATING TO BOARDS AND COMMITTEES; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred City Commission approved the Unified Land Development Code in 1993, and prescribed the composition, appointments, duties, and authority for the Planning Board and Board of Adjustment; and

WHEREAS, the City of Lake Alfred City Commission adopted Ordinance No. 1364-16, 1012-02 and 831-98 modifying the membership of the Parks and Recreation Board; and

WHEREAS, upon review, the City Commission desires to update the appointment of members, procedures, and to create consistency for all Boards and Committees in regards to their residency status; and

NOW THEREFORE, BE IT ORDAINED by the City Commission of the City of Lake Alfred, Florida that this Ordinance is hereby passed for the protection and welfare of the citizens of Lake Alfred, and that:

SECTION 1. UNIFIED LAND DEVELOPMENT CODE. Article 8 of the Unified Land Development Code of the City of Lake Alfred is hereby amended as identified in Exhibit "A" attached hereto and made a part hereof (deletions are shown in strikethrough and additions are shown in underline format).

SECTION 2. CODE OF ORDINANCES. Chapter 2 Article III of the Code of Ordinances for the City of Lake Alfred is hereby amended as identified in Exhibit "B" attached hereto and made a part hereof (deletions are shown in strikethrough and additions are shown in underline format).

SECTION 3. CONFLICTS. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the City's Code of Ordinances, unless such repeal is explicitly set forth herein.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Lake Alfred, Florida, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. CODIFICATION. It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Lake Alfred; and that sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to, "section", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Code of Ordinances of the City of Lake Alfred is accomplished, sections of this Ordinance may be renumbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing corrected or re-codified copy of same with the City Clerk.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective immediately upon final adoption.

INTRODUCED AND PASSED on first reading at a regular meeting of the Lake Alfred City Commission held this 8th day of August, 2016.

PASSED AND FINALLY ADOPTED on second reading at the meeting of the Lake Alfred City Commission duly assembled on the 22nd day August, 2016.

**CITY OF LAKE ALFRED
CITY COMMISSION**

ATTEST:

By: _____
Charles O. Lake, Mayor

By: _____
Ameé Bailey-Speck, City Clerk

APPROVED AS TO FORM:

By: _____
Frederick J. Murphy Jr., City Attorney

Ordinance 1366-16
Exhibit "A"

Language stricken is shown in ~~strikethrough~~ format; language added is shown as underlined format.

PART II - CODE OF ORDINANCES
ARTICLE III. - BOARDS, COMMITTEES, COMMISSIONS
Chapter 2 - ADMINISTRATION
DIVISION 3. - PARKS AND RECREATION BOARD

Sec. 2-112. - Composition; appointment, term of members.

Each member of the Parks and Recreation Board shall be an elector of the city who has resided within the city's municipal limits for not less than one full calendar year. For the purposes of this section, reside shall mean the elector maintains his or her primary residential home within the municipal city limits. The membership of the parks and recreation board shall consist of ~~seven~~five members and may have up to two (2) alternate members. The members shall be appointed by the city commission, and each member shall serve for a term of three years; except that of the seven members first appointed, two shall serve for a term of one year, two shall serve for a term of two years and three shall serve for a term of three years. The city manager or his designee shall be an ex officio member of the board. All members shall serve until their successors are appointed. Members may be removed without notice and without assignment of cause by a majority of the city commission.

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 8, 2016**

3.) ORDINANCE 1367-16: CITY COMMISSION COMPENSATION

ISSUE: The City Commission will consider an ordinance amending the Commissioners' compensation.

ATTACHMENTS:

- Ordinance 1367-16
- Commission compensation: Survey & Summary

ANALYSIS: During last year's budget preparations staff proposed increasing the City Commission's compensation for the Mayor and Commission based upon a salary survey from similarly sized cities within the state of Florida. The survey showed that the current annual stipend given to the City Commission was less than half of the average from the surveyed cities.

The City Commission's compensation was last adjusted in 2005 to its current levels; \$3,600 for the Mayor & \$2,400 for Commissioners annually. The proposed increase to \$6,000 for the Mayor and \$5,000 for the City Commissioners would bring the stipend amount to approximately 80% of the surveyed average.

Per the City Charter, any increases would not take effect until after each Commissioner's current term has expired. The proposed increases were incorporated into the previously approved second year budget and are also included in the balanced FY 16/17 budget which is set to begin on October 1, 2016.

STAFF RECOMMENDATION: Pleasure of the City Commission.

ORDINANCE NO. 1367-16

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAKE ALFRED, FLORIDA, REGARDING CHAPTER 2, ARTICLE II, SECTION 2-31 OF THE CODE OF ORDINANCES OF THE CITY OF LAKE ALFRED, FLORIDA, WHICH AMENDS THE COMPENSATION SCHEDULE FOR THE CITY COMMISSIONERS AND THE MAYOR; PROVIDING FOR SEVERABILITY, CODIFICATION, AND THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 2.04 of the City of Lake Alfred Charter provides that the City Commission may determine the annual salary of all commissioners and the mayor by ordinance but no ordinances increasing such salary shall become effective until the date of the commencement of the terms of commissioners elected at the next regular election provided that such election follows the adoption of such ordinances by at least six (6) months; and

WHEREAS, the annual salary of commissioners and mayor is \$2,400.00 and \$3,600.00, respectively; and

WHEREAS, the present salary of the commissioners and mayor has not been adjusted since May 1, 2006 as set by Ordinance 1114-05; and

WHEREAS, the present salary is inadequate to partially compensate members of the commission and the mayor for the time required to fulfill the duties of those offices;

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

SECTION 1. CODE OF ORDINANCES. Chapter 2, Article II, Section 2-31 of the Code of Ordinances is hereby amended to read as follows (deletions are shown in ~~strikethrough~~ and additions are shown in underline format):

Section 2-31. Compensation of City Commissioners.

Each member of the City Commission shall receive an annual salary of ~~\$2,400.00~~5,000.00 payable at the rate of \$200.00 per month during the first pay period of each month (once a month) which provides for twelve (12) payment periods in a calendar year. The increase shall take effect for City Commission Seats 3 and 4 on the commencement of the terms of City Commission Seats 3 and 4 after the regular election in April, 2017; for City Commission Seat 5 upon commencement of the term of City Commission Seat 5 after the regular election in April, 2018; and for City Commission Seats 1 and 2 upon commencement of the terms of City Commission Seats 1 and 2 after the regular election in April, 2019. The mayor-commissioner shall receive an annual salary of ~~\$3,600.00 payable at the rate of \$300.00 per month.~~ \$6,000.00

during the first pay period of each month (once a month) which provides for twelve (12) payment periods in a calendar year. The increase shall take effect upon the commencement of the terms for City Commission Seats 3 and 4 after the regular election in April, 2017. Each member of the City Commission shall also receive holiday pay in the same amount and manner as other city employees commencing at the times set forth above after the commencement of their terms following the regular elections in April of 2017, 2018, and 2019, respectively.

SECTION 2. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Lake Alfred, Florida hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 3. CONFLICTS. All ordinances or parts of ordinances and resolutions in conflict or inconsistent with the provisions of this ordinance are hereby repealed to the extent necessary to give this ordinance full force and effect.

SECTION 4. CODIFICATION. It is the intention of the city commission that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Lake Alfred; and that sections of this ordinance may be renumbered or relettered and the word "ordinance" may be changed to, "section", or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Code of Ordinances of the City of Lake Alfred is accomplished, sections of this ordinance may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 5. EFFECTIVE DATE. This ordinance shall become effective immediately after second reading/public hearing, however, the increases in salary and compensation for the city commissioners and mayor as provided in this ordinance shall not be effective immediately but shall be effective on the dates set forth in Section 1 of this ordinance.

INTRODUCED AND PASSED on first reading at the regular meeting of the City of Lake Alfred City Commission held this 8th day of August, 2016.

PASSED AND ADOPTED on second reading at the Regular meeting of the City of Lake Alfred City Commission held this 22nd day of August, 2016.

CITY OF LAKE ALFRED, FLORIDA

By: _____
Charles O. Lake, Mayor

ATTEST:

Ameé Bailey-Speck, City Clerk

Approved as to form:

Frederick J. Murphy, Jr., City Attorney

Commission Salary and Benefit Survey

Municipality	Salary			Benefits				Notes
	Mayor	Commission	COLA	Health	Dental	Vision	Retirement	
Auburndale	\$6,164	\$5,281	No	Yes	Yes	Yes	No	
Bartow	\$6,365	\$6,365	No	Available for purchase			No	
Haines City	\$7,200	\$6,000	No	No	No	No	No	
Winter Haven	\$14,561	\$11,706	Yes	Yes	Yes	Yes	No	
DeFuniak Springs	\$10,470	\$7,380	No	Available for purchase			Yes	FRS
Fellsmere	\$6,000	\$4,800	No	Yes	Yes	Yes	457	includes HRA and Life
Flagler Beach	\$7,540	\$7,540	No	No	No	No	No	
Kenneth City	\$6,000	\$3,600	No	No	No	No	?	
Mascotte	\$6,331	\$4,437	No	No	No	No	No	
Newberry	\$11,861	\$8,922	No	No	No	No	Yes	FRS
Okeechobee	\$8,900	\$6,800						
South Pasadena	\$8,074	\$6,136	No	No	No	No	No	
Starke	\$12,547	\$12,547	Yes	Yes	Available for purchase		Yes	Salary is base. Receive COLA and raises with employees. Retirement - vested at 8 years higher multiplier 3%
Valparaiso	\$1	\$1	No	No	No	No	No	Life only
Wauchula	\$2,400	\$2,400	No	Yes	Available for purchase		No	1 receives \$100 mo since 25 years served (FS?)
	\$7,628	\$6,261						

	<u>Mayor</u>	<u>Commission</u>
Local Market	\$8,573	\$7,338
State Comparators	\$7,284	\$5,869
Overall	\$7,628	\$6,261

Updated 08/2015

Position	DOH	Salary	LLM Sample	LLM-C	+/- 10% Sample	+/- 10% C	Overall	Overall C
Mayor		\$ 3,600	\$ 8,573	42%	\$ 7,284	50%	\$ 7,628	48%
Commissioner		\$ 2,400	\$ 7,338	33%	\$ 5,869	41%	\$ 6,261	39%

Staff Proposed FY 16/17

Mayor		\$ 6,000	\$ 8,573	70%	\$ 7,284	83%	\$ 7,628	79%
Commissioner		\$ 5,000	\$ 7,338	69%	\$ 5,869	86%	\$ 6,261	80%

Secondary Option

Mayor		\$ 5,400	\$ 8,573	63%	\$ 7,284	75%	\$ 7,628	71%
Commissioner		\$ 3,600	\$ 7,338	50%	\$ 5,869	62%	\$ 6,261	58%

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 8, 2016**

4.) BUDGET PRESENTATION: REVENUE & PAYROLL

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

ATTACHMENTS:

- Budget Summary
- General Fund & Enterprise Revenue FY 16/17 & FY 17/18
- Payroll FY 16/17 & FY 17/18

ANALYSIS: The proposed revenue and payroll sections for the upcoming FY 16/17 budget have been prepared using the previously approved second year budget. Proposed changes to revenue have been highlighted and are based on experience from the current and previous fiscal years or from anticipated changes based on future projections.

Proposed changes to payroll have been highlighted and include a two percent (2%) cost of living adjustment (COLA) and other increases based upon the updated salary survey and previously approved payroll goals and objectives.

Following all highlighted and proposed changes the FY 16/17 & FY 17/18 budgets are **balanced with a millage rate of 7.239 which is a quarter of a mil (.25) reduction from the current rate of 7.589.** If approved, the proposed payroll and revenue sections will be included in the preparation of the final budget for consideration at public hearings in September along with any changes that the Commission may determine or that may otherwise be necessary.

STAFF RECOMMENDATION: Approve the proposed Revenue & Payroll Sections to be included in the FY 16/17 Budget for consideration.

**CITY OF LAKE ALFRED
FY 2016/2017 BUDGET
SUMMARY**

	2016/2017	2017/2018		2016/2017	2017/2018
General Fund			Community Redevelopment Agency		
Revenues	4,754,513	4,540,238	Revenues	57,207	57,207
Expenditures	4,747,958	4,526,692	Expenditures	57,207	57,207
Contingency	6,555	13,546	Contingency	-	-
Enterprise Fund			Stormwater		
Revenues	2,440,500	2,410,500	Revenues	57,000	57,000
Expenditures	2,404,865	2,316,001	Expenditures	52,360	52,360
Contingency	35,635	94,499	Contingency	4,640	4,640
		<u>FY 2016/2017</u>			<u>FY 2017/2018</u>
TOTAL BUDGET:		\$7,252,013			\$7,007,738

City of Lake Alfred
GENERAL FUND
FY 2016-2017

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
REVENUES								
		■ Increase Revenue/Decrease Expenditure			■ Decrease Revenue/Increase Expenditure			
001.000- TAXES								
311.110	Ad Valorem Taxes - (M)	956,105	986,370	1,026,238	983,028	96%	1,092,539	1,114,390
311.120	CRA - Tax Increment County	-	-	9,580	6,117	64%	27,595	27,595
311.121	CRA - Tax Increment City	-	-	10,585	6,118	58%	29,612	29,612
312.300	9th Cent Gas Tax - (M)	20,584	25,785	20,000	12,415	62%	20,000	20,000
312.410	Local Option Gas Tax - (M/S)	124,688	131,528	132,149	77,723	59%	142,041	144,882
312.420	5th Cent Gas Tax - (M/S)	79,406	82,534	82,622	49,650	60%	86,495	86,495
312.520	Casualty Insurance Tax -(A)	32,629	32,132	31,535	32,132	102%	31,535	31,535
314.100	Electric Service Tax - (M)	296,385	335,426	295,000	217,796	74%	335,000	335,000
314.300	Water Service Tax - (M)	47,253	52,764	48,000	32,142	67%	50,000	50,000
312.510	Insurance Premium Tax - (A)	26,877	26,391	21,000	26,391	126%	26,000	26,000
314.800	Propane Service Tax - (M)	12,148	12,128	13,000	15,357	118%	14,000	14,000
315.000	Local Comm Tax - (M/S)	126,061	122,343	122,075	72,697	60%	122,355	122,075
335.180	Half-Cent Sales Tax - (M/S)	275,804	290,031	301,101	175,324	58%	329,539	336,130
TOTAL TAXES		1,997,940	2,097,432	2,112,885	1,706,890	81%	2,306,711	2,337,714
001.000- LICENSES AND PERMITS								
321.110	Business Tax	9,471	11,316	12,000	2,616	22%	12,000	12,000
321.100	Code Enforcement Assessments	-	-	-	2,490	0%	2,000	2,000
322.025	Remittance Fee	5,148	12,530	1,000	6,699	670%	6,000	6,000
322.200	Education Fee	1,383	1,798	1,000	921	92%	1,500	1,000
322.100	Alarm Permit	75	200	125	200	160%	125	125
349.322	Building Inspections	525	768	600	105	18%	600	600
322.300	Archive Fee	1,383	1,798	1,000	921	92%	1,500	1,500
354.000	Liens - Violation of Ordinance	13,990	14,702	10,000	2,349	23%	10,000	10,000
354.100	Lien Searches	2,135	3,154	2,000	3,390	170%	3,000	3,000
322.000	Building Permits	87,738	181,988	85,000	164,516	194%	85,000	85,000
TOTAL LICENSES AND PERMITS		121,848	228,254	112,725	184,207	163%	121,725	121,225
001.000- INTERGOVERNMENTAL								
335.120	State Revenue Sharing -(M/S)	119,826	132,004	130,347	75,377	58%	148,104	151,066
335.122	8th Cent Motor Fuel Tax - (M/S)	48,990	53,969	58,927	30,818	52%	60,550	61,761
335.140	Mobile Home Licenses - (M)	14,733	16,026	15,000	16,058	107%	20,000	20,000
335.150	Alcohol Beverage Lic - (Q)	1,736	1,907	3,000	1,883	63%	3,000	3,000
331.100	Grant - Florida Grants	36,584	-	-	-	0%	-	-
334.220	Grant - Police Dept.	7,200	1,215	-	-	0%	11,410	-
331.200	Grant - Police	10,819	10,193	-	-	0%	-	-
334.260	Right of Way Maint - (Q)	30,315	27,263	30,000	12,106	40%	30,000	30,000
334.710	Signal Maint -(A)	2,865	3,541	-	-	0%	-	-
334.952	Street Lights Maint -(A)	20,642	21,262	21,000	-	0%	22,000	22,000
331.540	Grant	1,961	-	-	-	0%	-	-
337.210	SRO Supplement -(Q)	97,103	101,275	102,000	39,733	39%	102,000	105,000
338.350	Library Cooperative -(B/A)	25,702	29,173	25,000	28,828	115%	29,000	29,000
342.340	Fire Automatic Aid - (Q)	190,806	189,343	60,000	107,336	179%	40,000	20,000
TOTAL INTERGOVERNMENTAL		609,282	587,171	445,274	312,139	70%	466,064	441,827

City of Lake Alfred
GENERAL FUND
FY 2016-2017

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
001.000- FRANCHISE FEES								
323.100	Electric FF - (M)	250,720	318,130	320,000	173,565	54%	340,000	340,000
323.400	Gas FF - (M)	35,915	19,097	25,000	12,365	49%	21,000	21,000
323.700	Solid Waste FF - (M)	20,322	20,205	20,000	13,217	66%	21,000	21,000
TOTAL FRANCHISE FEES		306,957	357,432	365,000	199,147	55%	382,000	382,000
001.000- CHARGES FOR SERVICES								
341.200	Zoning Fees	2,023	2,023	2,500	622	25%	2,000	2,000
341.041	Library Printing	2,811	3,938	3,000	3,847	128%	4,000	4,000
341.050	Misc Services	942	1,098	1,450	862	59%	1,450	1,450
343.800	Cemetery Sales	17,085	10,200	10,000	8,300	83%	10,000	10,000
347.208	Summer Rec Program	20,910	20,226	20,000	6,050	30%	20,000	20,000
TOTAL CHARGES FOR SERVICES		43,771	37,485	36,950	19,681	53%	37,450	37,450
001.000- SANITATION								
343.300	Sanitation	305,754	318,476	320,000	227,260	71%	400,000	400,000
343.400	Recycling	47,107	48,515	48,000	30,858	64%	53,000	53,000
343.301	Extra Trash Pickup	1,997	321	1,500	903	60%	1,500	1,500
343.307	Fuel Adjustment Fee	94,069	101,257	97,000	36,259	37%	55,000	55,000
343.306	Garbage Late Fees	14,014	14,810	14,000	8,484	61%	14,000	14,000
343.901	Sanitation Reserve Fund	48,597	50,769	50,000	29,416	59%	50,000	50,000
343.902	Equipment Reserve Fund	18,893	19,732	20,000	10,698	53%	20,000	20,000
TOTAL SANITATION		530,431	553,880	550,500	343,878	62%	593,500	593,500
001.000- FINES AND FORFEITURES								
351.000	Police Fines - (M)	11,903	8,566	12,000	3,119	26%	9,000	9,000
351.100	Police Education	759	816	1,000	470	47%	1,000	1,000
351.200	Forfeiture (Confiscated)	-	-	-	400	0%	-	-
351.300	Police Detail	2,863	3,685	3,000	2,722	91%	3,000	3,000
352.000	Library Fines	1,641	1,559	1,500	877	58%	1,500	1,500
349.400	Restitution	1,630	1,822	1,500	214	14%	1,500	1,500
TOTAL FINES AND FORFEITURES		18,796	16,448	19,000	7,802	41%	16,000	16,000

City of Lake Alfred
GENERAL FUND
FY 2016-2017

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
001.000- RENTALS								
362.030	Rental - Highlands	3,075	3,575	3,000	2,350	78%	3,500	3,500
362.032	Rental - Mackay Preserve	26,747	27,626	25,000	25,633	103%	30,000	30,000
362.033	Rental - Cancellation Fee	1,950	4,100	3,000	750	25%	3,000	3,000
362.034	Rental - Lions Park	1,100	1,300	1,000	750	75%	1,000	1,000
362.038	Rental - Tower	138,111	112,486	100,000	47,743	48%	100,000	100,000
TOTAL RENTAL		170,983	149,087	132,000	77,226	59%	137,500	137,500
001.000- INTEREST EARNED								
361.000	Interest Income	8,774	11,333	9,000	7,853	87%	11,000	11,000
361.100	Interest - Investments	446	92	-	-	0%	-	-
TOTAL INTEREST EARNED		9,220	11,425	9,000	7,853	87%	11,000	11,000
001.000- MISCELLANEOUS								
365.000	Sale of Surplus Property	1,234	568	2,000	282	14%	1,000	1,000
319.100	Motor Fuel Tax Refund - (M)	5,527	5,046	5,000	2,408	48%	5,000	5,000
366.400	Recreation Donations	43	471	1,000	407	41%	1,000	1,000
369.000	Miscellaneous Income	1,673	15,800	7,000	1,602	23%	6,000	6,000
369.100	Storage	150	500	1,000	1,200	120%	1,000	1,000
369.200	Bluegrass Barbecue Bash	14,819	5,006	10,000	10,020	100%	10,000	10,000
369.300	Insurance Proceeds	20,828	12,057	12,000	7,355	61%	12,000	12,000
369.400	Event Reimbursement	-	1,475	1,200	-	0%	1,200	1,200
369.500	Ridge League Receipts	4,574	80	1,500	5,170	345%	5,000	5,000
369.600	Veteran's Memorial	2,200	600	-	-	0%	-	-
369.700	Centennial Merchandise	-	2,663	-	500	0%	-	-
TOTAL MISCELLANEOUS		51,048	44,266	40,700	28,944	71%	42,200	42,200
001.000- TRANSFERS								
381.224	Reserve - Rec. Impact Fee	-	-	-	-	0%	30,000	-
381.233	Public Safety Impact Fees	264,563	30,200	-	-	0%	-	-
381.314	Local Option Gas Tax	-	73,600	-	-	0%	82,622	-
381.375	Equipment Reserve	-	98,513	45,000	-	0%	-	-
381.401	General Fund Reserve	-	-	-	-	0%	105,000	-
381.402	EF Interfund Transfer	152,605	239,515	214,449	125,095	58%	240,000	240,000
381.403	EF Cost Allocation	176,660	91,000	117,921	68,787	58%	144,741	141,822
381.524	SW Cost Allocation	11,130	11,130	11,130	-	0%	25,000	25,000
381.850	CRA Cost Allocation	-	-	-	-	0%	13,000	13,000
381.473	Transfer from Sanitation	249,989	850	-	-	0%	-	-
TOTAL TRANSFERS		854,947	544,808	388,500	193,882	50%	640,363	419,822
TOTAL ALL REVENUES		4,715,223	4,627,688	4,212,534	3,081,649	73%	4,754,513	4,540,238

City of Lake Alfred
ENTERPRISE FUND
FY 2016-2017

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
401.000- UTILITY BILLING RECEIPTS								
343.302	Water Revenue	592,180	622,068	610,000	375,059	61%	640,000	640,000
343.303	Water Billing Adj.	(1,932)	(2,530)	-	(3,537)	0%	-	-
343.308	Temp Water Service	1,950	3,100	2,000	1,600	80%	2,500	2,500
343.305	Irrigation	121,969	149,210	130,000	93,980	72%	160,000	160,000
343.500	Sewer Revenue	1,213,240	1,263,105	1,250,000	790,989	63%	1,325,000	1,325,000
343.503	Sewer Adjustment	(749)	(575)	-	(545)	0%	-	-
343.550	Tap Fees	5,700	13,950	8,000	6,900	86%	8,000	8,000
343.304	Turn On Fee	20,955	26,795	22,000	13,715	62%	24,000	24,000
365.000	Scrap Metal	423	725	2,000	421	21%	1,000	1,000
369.000	Non Payment Fees	34,209	37,560	35,000	17,875	51%	30,000	30,000
369.200	Miscellaneous	1,632	-	-	-	0%	-	-
343.314	Water Meter Fee	38,625	100,500	40,000	47,000	118%	70,000	70,000
343.310	NSF Check Fee	1,620	840	1,500	650	43%	1,500	1,500
343.306	Late Fees	50,387	51,240	51,000	27,961	55%	50,000	50,000
343.312	Turn Off Fee	15,730	18,610	16,000	10,605	66%	18,000	18,000
343.317	Service Work Orders	932	645	500	1,780	356%	1,000	1,000
343.311	Write Off Accounts Collect	2,773	2,625	2,000	1,689	84%	2,500	2,500
361.000	Interest - Bank	9,217	20,098	15,000	14,649	98%	20,000	20,000
361.100	Interest on Investments	1,198	610	-	-	0%	-	-
384.100	Wastewater Reserve	-	-	-	-	0%	30,000	-
384.200	Water Impact Fees	-	98,470	-	-	0%	-	-
384.300	Wastewater Fees	-	91,913	-	-	0%	-	-
349.110	Cash Over/Short	-	205	-	77	0%	-	-
TOTAL UTILITY REVENUES		2,110,059	2,499,164	2,185,000	1,400,868	64%	2,383,500	2,353,500
401.000- STORMWATER								
343.900	Stormwater	54,964	56,910	55,000	34,546	63%	57,000	57,000
381.538	Storm Water Reserve	-	20,353	-	-	0%	-	-
TOTAL STORMWATER		54,964	77,263	55,000	34,546	63%	57,000	57,000
TOTAL OPERATING RECEIPTS		2,165,023	2,576,427	2,240,000	1,435,414	64%	2,440,500	2,410,500

Personnel & Payroll

Proposed Goals & Objectives: (Blue = Completed) (Green= Proposed to be completed)

- ❖ 2% COLA for FY 15/16 & FY 16/17 (There was no COLA given in 10/11, 11/12, 12/13, or 13/14*; and a 1% COLA given in 14/15; only a 1% COLA given in 5 years)(* Salary plan implemented; paid for mid-year through cost savings, elimination of positions, and restructuring).
- ❖ Increase base starting salaries of employees to *at least* 80% of the overall market average as determined by the Lake Alfred Pay Study.
 - Grade adjustments (6% increases) phased in for positions as the budget allows.
 - Subset of this standard: Increase base starting salaries of employees to *at least 70%* of the local labor market average as determined by the Lake Alfred Pay Study.
- ❖ Convert non-base salary components (education incentive, longevity, holiday pay) from a flat fringe benefit to a scaled percentage designed to move employees through the market range from the 80% base rate to the market average over a 15 year period.
 - Market Gap Option #4: 12% step increases over 10 years, 0.25% longevity per year starting with 5th year, 2% AA degree, 4% bachelor degree, 6% master degree, 1% holiday pay.
- ❖ Establish "Service Worker II" as the baseline service worker position for the City. Promote the remaining Service Worker Is.
- ❖ Explore/implement programs to reduce the cost of City provided health insurance including: self-insured options, health clinics, high deductible plans, employee incentives, health care savings/reimbursement accounts, etc.
- ❖ Increase tuition assistance benefit to Employees (currently \$500 per year) and expand program to include student loans for eligible degrees.
- ❖ Take home vehicle policy for Police Department (a few years out with regular vehicle replacement).
- ❖ Limited leave time buyback program designed to incentivize building up sick leave balances (Previously had a buyback program that was too broad and too expensive).
- ❖ Add a Detective position in the Police Department
- ❖ Add a Service Worker II position in Public Utilities.

2016 Pay Study Position	STARTING	LLM	LLM %	Comp.	Comp %	Overall	Overall %	Proposed
	SALARY 15/16							
Com. Dev. Director	\$ 51,169	\$87,465	59%	\$69,584	74%	\$76,736	67%	^G ^S
Parks & Rec. Director	\$ 40,531	\$74,113	55%	\$51,064	79%	\$66,430	67%	^^G
Police Chief	\$ 54,239	\$94,833	57%	\$74,298	73%	\$79,774	68%	^G ^S
Librarian	\$ 32,104	\$53,418	60%	\$40,655	79%	\$49,163	70%	^G
Fire Chief	\$ 51,169	\$90,549	57%	\$65,378	78%	\$72,570	71%	^G ^S
Finance Director	\$ 54,239	\$97,069	56%	\$71,387	76%	\$76,523	71%	^G ^S
Police Sergeant	\$ 36,072	\$54,825	66%	\$46,736	77%	\$49,225	73%	^G
Code Enforcement	\$ 26,955	\$35,347	76%	\$37,945	71%	\$37,000	74%	^G
Public Works Director	\$ 54,239	\$86,679	63%	\$68,389	79%	\$72,692	75%	^G ^S
City Manager	\$ 87,567	\$138,923	63%	\$106,898	82%	\$116,048	75%	^G
Plant Operator	\$ 30,287	\$37,952	80%	\$41,236	73%	\$40,141	77%	
Plant Operator	\$ 30,287	\$37,952	80%	\$41,236	73%	\$40,141	77%	
PW Superintendent	\$ 36,072	\$52,461	69%	\$45,330	80%	\$47,112	77%	^G
Utility Superintendent	\$ 36,072	\$52,461	69%	\$45,330	80%	\$47,112	77%	^G
Fire Capt/EMT	\$ 36,072	\$51,302	70%	\$44,071	82%	\$46,700	77%	^S
Fire Capt/EMT	\$ 36,072	\$51,302	70%	\$44,071	82%	\$46,700	77%	^S
Fire Capt/EMT	\$ 36,072	\$51,302	70%	\$44,071	82%	\$46,700	77%	^S
Finance Clerk	\$ 26,955	\$34,321	79%	\$34,283	79%	\$34,292	79%	
Svc Wkr III	\$ 25,429	\$32,112	79%	\$30,943	82%	\$31,303	81%	
Svc Wkr III	\$ 25,429	\$32,112	79%	\$30,943	82%	\$31,303	81%	
Svc Wkr III	\$ 25,429	\$32,112	79%	\$30,943	82%	\$31,303	81%	
Svc Wkr III	\$ 25,429	\$32,112	79%	\$30,943	82%	\$31,303	81%	
Svc Wkr III	\$ 25,429	\$32,112	79%	\$30,943	82%	\$31,303	81%	
Admin Assistant	\$ 25,429	\$31,023	82%	\$31,531	81%	\$31,418	82%	
Admin Assistant	\$ 25,429	\$31,023	82%	\$31,531	81%	\$31,418	82%	
Admin. Assistant	\$ 25,429	\$31,023	82%	\$31,531	81%	\$31,418	82%	
Svc Wkr I	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr I	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr I	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Svc Wkr II	\$ 21,351	\$25,664	83%	\$26,372	81%	\$26,214	82%	
Mechanic	\$ 30,287	\$36,791	82%	\$36,705	83%	\$36,725	83%	
Comm. Operator	\$ 25,429	\$32,186	79%	\$29,391	87%	\$29,856	85%	
Comm. Operator	\$ 25,429	\$32,186	79%	\$29,391	87%	\$29,856	85%	
Comm. Operator	\$ 25,429	\$32,186	79%	\$29,391	87%	\$29,856	85%	
Comm. Operator	\$ 25,429	\$32,186	79%	\$29,391	87%	\$29,856	85%	
FF/EMT	\$ 30,287	\$38,569	79%	\$34,329	88%	\$35,541	85%	

2016 Pay Study Position	STARTING SALARY 15/16	LLM Sample	LLM %	Comp. Sample	Comp %	Overall	Overall %	Proposed
FF/EMT	\$ 30,287	\$38,569	79%	\$34,329	88%	\$35,541	85%	
FF/EMT	\$ 30,287	\$38,569	79%	\$34,329	88%	\$35,541	85%	
Asst Librarian (P/T)	\$ 21,351	\$31,185	68%	\$20,800	103%	\$29,108	86%	
Asst Librarian (P/T)	\$ 21,351	\$31,185	68%	\$20,800	103%	\$29,108	86%	
Asst Librarian (P/T)	\$ 21,351	\$31,185	68%	\$20,800	103%	\$29,108	86%	
City Clerk	\$ 51,169	\$67,739	76%	\$56,407	91%	\$59,429	86%	
Police Officer	\$ 32,104	\$40,613	79%	\$36,119	89%	\$37,243	86%	
Police Officer	\$ 32,104	\$40,613	79%	\$36,119	89%	\$37,243	86%	
Police Officer	\$ 32,104	\$40,613	79%	\$36,119	89%	\$37,243	86%	
Police Officer	\$ 32,104	\$40,613	79%	\$36,119	89%	\$37,243	86%	
Police Officer (SRO)	\$ 32,104	\$40,613	79%	\$36,119	89%	\$37,243	86%	
UB Clerk	\$ 23,990	\$30,169	80%	\$25,826	93%	\$27,563	87%	
UB Clerk	\$ 23,990	\$30,169	80%	\$25,826	93%	\$27,563	87%	
Police Lieutenant	\$ 45,540	\$60,488	75%	\$48,816	93%	\$51,734	88%	
Comm. Coord.	\$ 26,955	\$32,186	84%	\$29,391	92%	\$29,856	90%	
Police Officer II	\$ 34,030	\$40,613	84%	\$36,119	94%	\$37,243	91%	
Police Officer II	\$ 34,030	\$40,613	84%	\$36,119	94%	\$37,243	91%	
Police Officer II	\$ 34,030	\$40,613	84%	\$36,119	94%	\$37,243	91%	

^G = 6%

^S = 2%

City of Lake Alfred - Salary Schedule
FY 2016 / 2017

COLA: 2.00%

Step (2%)	Grade (6%)																			
	9.88 1	10.47 2	11.10 3	11.76 4	12.47 5	13.22 6	14.01 7	14.85 8	15.74 9	16.69 10	17.69 11	18.75 12	19.88 13	21.07 14	22.33 15	23.67 16	25.09 17	26.60 18	28.19 19	29.89 20
Base	20,545	21,778	23,085	24,470	25,938	27,494	29,144	30,893	32,746	34,711	36,794	39,001	41,341	43,822	46,451	49,238	52,192	55,324	58,643	62,162
(1y)1	20,956	22,214	23,546	24,959	26,457	28,044	29,727	31,510	33,401	35,405	37,529	39,781	42,168	44,698	47,380	50,223	53,236	56,430	59,816	63,405
(2y)2	21,375	22,658	24,017	25,458	26,986	28,605	30,321	32,141	34,069	36,113	38,280	40,577	43,011	45,592	48,328	51,227	54,301	57,559	61,013	64,673
(4y)3	21,803	23,111	24,498	25,968	27,526	29,177	30,928	32,783	34,750	36,835	39,046	41,388	43,872	46,504	49,294	52,252	55,387	58,710	62,233	65,967
(6y)4	22,239	23,573	24,988	26,487	28,076	29,761	31,546	33,439	35,445	37,572	39,827	42,216	44,749	47,434	50,280	53,297	56,495	59,884	63,477	67,286
(8y)5	22,684	24,045	25,487	27,017	28,638	30,356	32,177	34,108	36,154	38,324	40,623	43,060	45,644	48,383	51,286	54,363	57,625	61,082	64,747	68,632
(10y)6	23,137	24,526	25,997	27,557	29,210	30,963	32,821	34,790	36,877	39,090	41,436	43,922	46,557	49,350	52,311	55,450	58,777	62,304	66,042	70,004
7	23,600	25,016	26,517	28,108	29,795	31,582	33,477	35,486	37,615	39,872	42,264	44,800	47,488	50,337	53,358	56,559	59,953	63,550	67,363	71,404
8	24,072	25,516	27,047	28,670	30,390	32,214	34,147	36,196	38,367	40,669	43,109	45,696	48,438	51,344	54,425	57,690	61,152	64,821	68,710	72,833

1 Service Worker I	5 SW III Comm. Operator Administrative Assistant Operator Trainee	8 Fire Fighter Plant Operator Mechanic	11 Fire Captain	15 Police Lieutenant P&R Director	Police Chief Finance Director Public Works/Utilities Director	20
2 Service Worker II Library Assistant	6 Comm. Coord.	9 Police Officer Librarian	12 Superintendent	13 Police Sergeant	17 City Clerk	19
4 Utility Billing Clerk	7 Code Enf. Officer Finance Clerk	10 Police Officer II		Com. Dev. Director Fire Chief		

**City of Lake Alfred Payroll
Fiscal Year 2016/2017**

COLA: 2.00%

Position	DOH	Yrs.	Gr.	St.	POSITION STARTING SALARY	STEP ADJ BASE SALARY	Adjustment	Holiday	Education	Longevity
City Commission**										
Mayor					6,000	6,000		300		
Vice Mayor					5,000	5,000		300		
Commissioner					2,400	2,400		300		
Commissioner					2,400	2,400		300		
Commissioner					2,400	2,400		300		

City Administration

City Manager	3/5/2012	5	-	3	M	94,677	102,482		1%	M	2.75%
City Clerk	2/9/2015	2	17	M	2	52,192	57,559	2 Yr + CMC	1%	M	0.75%

Finance Department

Finance Director	1/11/2005	12	20	6		62,162	70,004		1%	B	3.25%
UB Clerk	5/3/2010	7	6	4		27,494	29,761		300		0.75%

93,243

Police Department

Police Chief	10/12/1987	29	20	6		62,162	70,004		1%		7.50%
Police Lieutenant	3/9/1988	29	15	6		46,451	52,311		1%		6.25%
Police Sergeant	7/24/1995	22	13	6		41,341	46,557		1%		4.50%
Police Officer II	9/1/2004	13	10	6		34,711	39,090		1%		2.25%
Police Officer II	2/8/2016	1	10	1		34,711	35,405	1 Yr Step	1%		
Police Officer II	8/30/2010	7	10	4		34,711	37,572		1%		0.75%
Police Officer	8/27/2014	3	9	2		32,746	34,069		1%		
Police Officer	4/25/2016	1	9	1		32,746	33,401	1 Yr Step	1%		
Police Officer	4/25/2016	1	9	1		32,746	33,401	1 Yr Step	1%		
Police Officer	10/1/2016		9	B		32,746	32,746		1%		
Police Officer (SRO)	10/1/2016		9	B		32,746	32,746		1%		
Comm. Coord.	5/30/2007	10	6	6		27,494	30,963	10 Yr Step	1%		1.50%
Comm. Operator	8/9/2006	11	5	6		25,938	29,210		300		1.75%
Comm. Operator	8/31/2009	8	5	5		25,938	28,638	8 Year Step	300		1.00%
Comm. Operator	8/16/2010	7	5	4		25,938	28,076		300		0.75%
Comm. Operator	10/17/2011	5	5	3		25,938	27,526		300		0.25%

Fire Department

Fire Chief	1/2/2007	10	19	6		58,643	66,042	10 Yr Step	1%		3.50%
Fire Capt/EMT*	11/12/1997	19	11	6	>1	37,529	43,050		1%		3.75%
Fire Capt/EMT	9/4/2004	13	11	6	>1	37,529	42,264		1%		2.25%
Fire Capt/EMT	4/18/2005	12	11	6	>1	37,529	42,264		1%		3.25%
FF/EMT	1/24/2010	7	8	4		30,893	33,439		1%		0.75%
FF/EMT	4/28/2012	5	8	3		30,893	32,783		1%		0.25%
FF/EMT	1/6/2014	3	8	2		30,893	32,141		1%		
FF/EMT (PTR)			-			30,000	-				

**City of Lake Alfred Payroll
Fiscal Year 2016/2017**

COLA: 2.00%

Position	DOH	Yrs.	Gr.	St.	POSITION STARTING SALARY	STEP ADJ BASE SALARY	Adjustment	Holiday	Education	Longevity
Community Development										
Director	10/1/2007	9	19	5	58,643	64,747		1%	A	4.00%
Building Official (P/T)	2/18/2008	9	-	5	24,600	27,160		1%		1.25%
Code Officer (P/T)	2/13/2012	5	7	3	14,572	15,464		1%		0.25%
Admin Assistant	10/14/2013	3	5	2	25,938	26,986		300		0.25%
PW Administration										
Superintendent	11/4/2009	7	12	4	39,001	42,216		1%		0.75%
Sanitation & Refuse										
Svc Wkr III*	7/8/2000	17	5	6	25,938	30,920		1%		3.25%
Svc Wkr III	3/11/2013	4	5	3	25,938	27,526	4 Yr Step	300		
Svc Wkr III	9/2/2014	3	5	2	25,938	26,986		300		
Roads & Streets Maintenance										
Svc Wkr III	9/2/2014	3	5	2	25,938	26,986		300		
Svc Wkr II	4/6/2005	12	2	6	21,778	24,526		300		2.00%
Svc Wkr II	4/18/2016	1	2	1	21,778	22,214	1 Yr Step	300		
Svc Wkr II	1/11/2016	1	2	1	21,778	22,214	1 Yr Step	300		
Central Garage & Motor Pool										
Mechanic	9/24/2014	3	8	2	30,893	32,141		1%		
Parks & Recreation										
Director	9/16/2014	3	15	2	46,451	48,328		1%	B	1.00%
Svc Wkr III	5/13/2013	4	8	3	25,938	27,526	4 Yr Step	300		
Svc Wkr II	7/21/2014	3	2	2	21,778	22,658		300		
Svc Wkr II	4/11/2016	1	2	1	21,778	22,214	1 Yr Step	300		
Admin. Assistant	10/22/2012	4	5	3	25,938	27,526	4 Yr Step	300		
Extra Help (PTR)			n/a		10,000	10,000				
Library										
Librarian	10/1/2010	6	10	4	34,711	37,572	6 Yr Step	1%	M	1.50%
Asst Librarian (P/T)	11/12/2010	6	2	4 ^1	15,245	16,831	6 Yr Step	1%	A	1.00%
Asst Librarian (P/T)	7/13/2015	2	2	2	15,245	15,861	2 Yr Step	1%		
Asst Librarian (P/T)	1/6/2014	3	2	2	15,245	15,861		1%		

**City of Lake Alfred Payroll
Fiscal Year 2016/2017**

COLA: 2.00%

Position	DOH	Yrs.	Gr.	St.	POSITION STARTING SALARY	STEP ADJ BASE SALARY	Adjustment	Holiday	Education	Longevity
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Enterprise Operations

Service Operations

Director	5/7/2001	16	20	6	62,162	70,004		1%		4.25%
Admin Assistant	10/30/2006	10	5 ^1	6	25,938	30,963	10 Yr Step	1%		1.50%
Superintendent	4/5/2010	7	12	4	39,001	42,216		1%		1.75%
UB Clerk	7/20/2011	6	4	4	24,470	26,487	6 Yr Step	300		0.50%
UB Clerk	1/6/2016	1	4	1	24,470	24,959	1 Yr Step	300		
Svc Wkr III	11/15/2010	6	5	4	25,938	28,076	6 Yr Step	300		0.50%
Svc Wkr II	2/17/2014	3	2 ^3	2	21,778	26,986		300		
Svc Wkr II	2/9/2015	2	2	2	21,778	22,658	2 Yr Step	300		
Svc Wkr II	10/1/2016		2	B	21,778	21,778		300		

Water Operations

Plant Oper. (PTR)			n/a		5,000	5,000				
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Wastewater Operations

Plant Operator	8/3/2009	8	8	5 ^1	30,893	34,790	8 Year Step	1%		2.00%
Plant Operator	6/3/2013	4	8	3	30,893	32,783	4 Yr Step	1%		1.00%
Operator Trainee	10/1/2016		5	B	25,938	25,938		300		

P/T - Regular Part Time

PTR - Part Time, Temporary, Reserve

M - Master (6%)

B - Bachelor (4%)

A - Associate (2%)

* Outside of Payscale

** Changes will not take effect until new terms begin in 2017

^ Assignment Pay

> Phase in Grade Increase

	FY 16/17	FICA Exp.	Education	Holiday	Longevity
	\$ 2,140,476	\$ 174,195	\$ 18,222	24,570	\$ 37,187

2,277,062

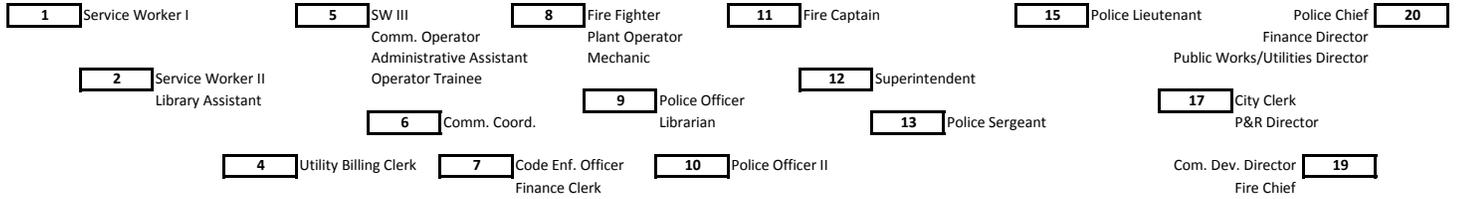
174,195

\$ 2,451,257

City of Lake Alfred - Salary Schedule
FY 2017 / 2018

COLA: 0.00%

Step (2%)	Grade (6%)																			
	9.88 1	10.47 2	11.10 3	11.76 4	12.47 5	13.22 6	14.01 7	14.85 8	15.74 9	16.69 10	17.69 11	18.75 12	19.88 13	21.07 14	22.33 15	23.67 16	25.09 17	26.60 18	28.19 19	29.89 20
Base	20,545	21,778	23,085	24,470	25,938	27,494	29,144	30,893	32,746	34,711	36,794	39,001	41,341	43,822	46,451	49,238	52,192	55,324	58,643	62,162
(1y)1	20,956	22,214	23,546	24,959	26,457	28,044	29,727	31,510	33,401	35,405	37,529	39,781	42,168	44,698	47,380	50,223	53,236	56,430	59,816	63,405
(2y)2	21,375	22,658	24,017	25,458	26,986	28,605	30,321	32,141	34,069	36,113	38,280	40,577	43,011	45,592	48,328	51,227	54,301	57,559	61,013	64,673
(4y)3	21,803	23,111	24,498	25,968	27,526	29,177	30,928	32,783	34,750	36,835	39,046	41,388	43,872	46,504	49,294	52,252	55,387	58,710	62,233	65,967
(6y)4	22,239	23,573	24,988	26,487	28,076	29,761	31,546	33,439	35,445	37,572	39,827	42,216	44,749	47,434	50,280	53,297	56,495	59,884	63,477	67,286
(8y)5	22,684	24,045	25,487	27,017	28,638	30,356	32,177	34,108	36,154	38,324	40,623	43,060	45,644	48,383	51,286	54,363	57,625	61,082	64,747	68,632
(10y)6	23,137	24,526	25,997	27,557	29,210	30,963	32,821	34,790	36,877	39,090	41,436	43,922	46,557	49,350	52,311	55,450	58,777	62,304	66,042	70,004
7	23,600	25,016	26,517	28,108	29,795	31,582	33,477	35,486	37,615	39,872	42,264	44,800	47,488	50,337	53,358	56,559	59,953	63,550	67,363	71,404
8	24,072	25,516	27,047	28,670	30,390	32,214	34,147	36,196	38,367	40,669	43,109	45,696	48,438	51,344	54,425	57,690	61,152	64,821	68,710	72,833



**City of Lake Alfred Payroll
Fiscal Year 2017/2018**

COLA:

Position	DOH	Yrs.	Gr.	St.	POSITION STARTING SALARY	STEP ADJ BASE SALARY	Adjustment	Holiday	Education	Longevity
City Commission**										
Mayor					6,000	6,000		300		
Vice Mayor					5,000	5,000		300		
Commissioner					5,000	5,000		300		
Commissioner					2,400	2,400		300		
Commissioner					2,400	2,400		300		
City Administration										
City Manager	3/5/2012	6	-	4 M	94,677	104,532	6 Yr Step	1%	M	3.25%
City Clerk	2/9/2015	3	17 M	2	52,192	57,559	2 Yr + CMC	1%	M	1.00%
Finance Department										
Finance Director	1/11/2005	13	20	6	62,162	70,004		1%	B	3.50%
UB Clerk	5/3/2010	8	6	5	27,494	30,356	8 Year Step	1%		1.00%
Police Department										
Police Chief	10/12/1987	30	20	6	62,162	70,004		1%		7.75%
Police Lieutenant	3/9/1988	30	15	6	46,451	52,311		1%		6.50%
Police Sergeant	7/24/1995	23	13	6	41,341	46,557		1%		4.75%
Police Officer II	9/1/2004	14	10	6	34,711	39,090		1%		2.50%
Police Officer II	2/8/2016	2	9	2	34,711	36,113	2 Yr Step	1%		
Police Officer II	8/30/2010	8	9	5	34,711	38,324	8 Year Step	1%		1.00%
Police Officer	8/27/2014	4	10	3	32,746	34,750	4 Yr Step	1%		
Police Officer	4/25/2016	2	9	2	32,746	34,069	2 Yr Step	1%		
Police Officer	4/25/2016	2	9	2	32,746	34,069	2 Yr Step	1%		
Police Officer	10/1/2016	1	9	1	32,746	33,401	1 Yr Step	1%		
Police Officer	10/1/2016	1	9	1	32,746	33,401	1 Yr Step	1%		
Comm. Coord.	5/30/2007	11	6	6	25,938	29,210		300		1.75%
Comm. Operator	8/9/2006	12	5	6	26,457	29,795		300		2.00%
Comm. Operator	8/31/2009	9	5	5	25,938	28,638		300		1.25%
Comm. Operator	8/16/2010	8	5	5	25,938	28,638	8 Year Step	300		1.00%
Comm. Operator	10/17/2011	6	5	4	25,938	28,076	6 Yr Step	300		0.50%
Fire Department										
Fire Chief	1/2/2007	11	19	6	58,643	66,042		1%		3.75%
Fire Capt/EMT*	11/12/1997	20	11	6 >2	38,280	43,109		1%		4.00%
Fire Capt/EMT	9/4/2004	14	11	6 >2	38,280	43,109		1%		2.50%
Fire Capt/EMT	4/18/2005	13	11	6 >2	38,280	43,109		1%		3.50%
FF/EMT	1/24/2010	8	8	5	30,893	34,108	8 Year Step	1%		1.00%
FF/EMT	4/28/2012	6	8	4	30,893	33,439	6 Yr Step	1%		0.50%
FF/EMT	1/6/2014	4	8	3	30,893	32,783	4 Yr Step	1%		0.25%
FF/EMT (PTR)			-		30,000	-				

**City of Lake Alfred Payroll
Fiscal Year 2017/2018**

COLA:

Position	DOH	Yrs.	Gr.	St.	POSITION STARTING SALARY	STEP ADJ BASE SALARY	Adjustment	Holiday	Education	Longevity
Community Development										
Director	10/1/2007	10	18	6	58,643	66,042	10 Yr Step	1%	A	4.25%
Building Official (P/T)	2/18/2008	10	-	6	24,600	27,704	10 Yr Step	1%		1.50%
Code Officer (P/T)	2/13/2012	6	6	4	13,747	14,880	6 Yr Step	300		0.50%
Admin Assistant	10/14/2013	4	5	3	25,938	27,526	4 Yr Step	300		0.50%
PW Administration										
Superintendent	11/4/2009	8	12	5	39,001	43,060	8 Year Step	1%		1.00%
Sanitation & Refuse										
Svc Wkr III*	7/8/2000	18	5	6	25,938	30,920		1%		3.50%
Svc Wkr III	3/11/2013	5	5	3	25,938	27,526		300		0.25%
Svc Wkr III	9/2/2014	5	2	3	25,938	27,526		300		
Roads & Streets Maintenance										
Svc Wkr III	9/2/2014	4	5	3	25,938	27,526	4 Yr Step	300		
Svc Wkr II	4/6/2005	13	2	6	21,778	24,526		300		2.25%
Svc Wkr II	9/2/2014	4	2	3	21,778	23,111	4 Yr Step	300		
Svc Wkr II	4/18/2016	2	2	2	21,778	22,658	2 Yr Step	300		
Central Garage & Motor Pool										
Mechanic	9/24/2014	4	8	3	30,893	32,783	4 Yr Step	1%		
Parks & Recreation										
Director	9/16/2014	4	17	3	52,192	55,387	4 Yr Step	1%	B	1.25%
Svc Wkr III	5/13/2013	5	8	3	25,938	27,526		300		0.25%
Svc Wkr II	7/21/2014	4	2	3	21,778	23,111	4 Yr Step	300		
Svc Wkr II	4/11/2016	2	2	2	21,778	22,658	2 Yr Step	300		
Admin. Assistant	10/22/2012	5	5	3	25,938	27,526		300		0.25%
Extra Help (PTR)			n/a		10,000	10,000				
Library										
Librarian	10/1/2010	7	10	4	34,711	37,572		1%	M	1.75%
Asst Librarian (P/T)	11/12/2010	7	2	4 ^1	15,245	16,831		1%	A	1.25%
Asst Librarian (P/T)	7/13/2015	3	2	2	15,245	15,861		1%		
Asst Librarian (P/T)	1/6/2014	4	2	3	15,245	16,178	4 Yr Step	1%		

**City of Lake Alfred Payroll
Fiscal Year 2017/2018**

COLA:

Position	DOH	Yrs.	Gr.	St.	POSITION STARTING SALARY	STEP ADJ BASE SALARY	Adjustment	Holiday	Education	Longevity
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Enterprise Operations

Service Operations

Director	5/7/2001	17	20	6	62,162	70,004		1%		4.50%
Admin Assistant	10/30/2006	11	5 ^1	6	25,938	30,963		1%		1.75%
Superintendent	4/5/2010	8	11	5	36,794	40,623	8 Year Step	1%		2.00%
UB Clerk	1/6/2016	2	4	2	24,470	25,458	2 Yr Step	300		
UB Clerk	7/20/2011	7	4	4	24,470	26,487		300		0.75%
Svc Wkr III	11/15/2010	7	5	4	25,938	28,076		300		0.75%
Svc Wkr II	2/17/2014	4	2 ^3	3	21,778	27,526	4 Yr Step	300		
Svc Wkr II	2/9/2015	3	2	2	21,778	22,658		300		
Svc Wkr II	10/1/2016	1	2	1	21,778	22,214	1 Yr Step	300		

Water Operations

Plant Oper. (PTR)			n/a		5,000	5,000				
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Wastewater Operations

Plant Operator	8/3/2009	9	9	5 ^1	30,893	34,108		1%		2.25%
Plant Operator	6/3/2013	5	8	3	30,893	32,783		1%		1.25%
Operator Trainee	10/1/2016	1	5	1	25,938	26,457	1 Yr Step	300		0.25%

P/T - Regular Part Time

PTR - Part Time, Temporary, Reserve

M - Master (6%)

B - Bachelor (4%)

A - Associate (2%)

* Outside of Payscale

** Changes will not take effect until new terms begin in 2017

^ Assignment Pay

> Phase in Grade Increase

FY 17/18	FICA Exp.	Education	Holiday	Longevity
\$ 2,160,804	\$ 176,691	\$ 18,653	24,745	\$ 41,816

2,309,685

176,691

\$ 2,486,376

Employee Market Gap

80% Base Starting Salary Goal:

	Original	Cost	Proposed	Annual Cost	Phase Cost
Holiday	100	\$6,400	\$200	\$12,800	\$6,400
Phase 2			\$300	\$19,200	\$6,400
Phase 3			\$300 or 1%	\$24,241	\$5,041
Longevity (5y+)	\$75/year		0.25%/year	\$37,187	\$37,187
Education	300/600/900	\$5,700	1%/2%/3%	\$9,111	\$3,411
Phase 2			2%/4%/6%	\$18,222	\$9,111
Step			8y Step	\$16,199	\$16,199

Total Current Cost: \$12,100

Total Remaining Cost: \$36,751.18

Reference:	COLA	1%	\$23,042
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COLA equivalent: 1.59%

	Starting Pay	12% Step*	5% Longevity**	Education	Total
Employee:	80%	90.09%	4.50%	0.00%	94.60%
of market avg			Associate	1.80%	96.40%
			Bachelor	3.60%	98.20%
			Master	5.41%	100.00%

* After 10 years of service

** After 15 years of service

Implemented

Proposed

**LAKE ALFRED CITY COMMISSION MEETING
AUGUST 8, 2016**

5.) RESOLUTION 07-16: CITY MANAGER EMPLOYMENT AGREEMENT

ISSUE: The City Commission will consider a resolution amending the City Manager's employment agreement.

ATTACHMENTS:

- Resolution 07-16
- Employment Agreement

ANALYSIS: The City Manager is one of three contracted employees that reports directly to the City Commission and whose services are provided for through an agreement (Auditor, City Attorney). The City Manager's employment agreement allows for changes to the agreement to be made following the performance evaluation and in advance of the adoption of the annual operating budget. The most recent evaluation was completed in May of 2016 with an overall ranking of 4.91 out of 5 with the final budget for FY 16/17 set to be approved on September 26th, 2016. At the request of the City Commission following the latest evaluation I have proposed several provisions within the agreement for consideration.

The proposed updated employment agreement includes a cleanup of the language and several primary provisions with a few secondary options including:

- 6% Salary increase
- 2% incentive pay for obtaining and maintaining certification as an ICMA credentialed manager.
- FICA allowance
- Deferred compensation match to 457(b) retirement account.

The proposed provisions have been included in the preparation of the FY 16/17 Budget.

STAFF RECOMMENDATION: Pleasure of the City Commission.

(Requesting approval of Resolution 07-16 with the primary provisions).

RESOLUTION NO. 07-16

A RESOLUTION OF THE CITY OF LAKE ALFRED, FLORIDA, AUTHORIZING THE EXECUTION OF THE UPDATED CITY MANAGER EMPLOYMENT AGREEMENT WITH RYAN LEAVENGOOD; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred desires to continue to employ the services of Ryan Leavengood as its City Manager; and

WHEREAS, the City Manager and the City Commission desire to execute the Updated Employment Agreement hereinafter referred to as the Agreement.

NOW THEREFORE BE IT RESOLVED by the City Commission of the City of Lake Alfred, Florida, that

SECTION 1: EMPLOYMENT AGREEMENT. The Updated Employment Agreement is hereby approved and the Mayor is hereby authorized and directed to execute the Agreement with Ryan Leavengood, a copy of which is attached hereto and referenced as Exhibit "A".

SECTION 2: CONFLICT. All Resolutions inconsistent with this Resolution are repealed to the extent necessary to give this Resolution full force and affect.

SECTION 3: EFFECTIVE DATE. This Resolution will take effect immediately upon its passage by the City Commission.

INTRODUCED AND PASSED by the City Commission of the City of Lake Alfred, Florida, in a regular session this 8th day of August, 2016.

**CITY OF LAKE ALFRED, FLORIDA
CITY COMMISSION**

Charles O. Lake, Mayor

ATTEST:

Ameé Bailey-Speck, City Clerk

Approved as to form:

Frederick J. Murphy, Jr., City Attorney

**CITY OF LAKE ALFRED, FLORIDA
CITY MANAGER
UPDATED EMPLOYMENT AGREEMENT**

THIS UPDATED EMPLOYMENT AGREEMENT (hereafter “**AGREEMENT**”), made and entered into this 8th day of August, 2016, by and between the City of Lake Alfred, Florida, a municipal corporation, hereinafter referred to as “**CITY**”, and Ryan Leavengood, hereinafter referred to as “**EMPLOYEE**”.

WHEREAS, the Employee entered into an employment agreement on February 13th, 2012 for employment as City Manager of the City of Lake Alfred, Polk County, Florida; and

WHEREAS, the City and the Employee desire to operate under the terms and conditions of this updated Agreement; and

WHEREAS, the City Commission has passed Resolution No. 05-14 on March 17, 2014, approving an updated Employment Agreement and authorizing the Mayor to execute same.

NOW THEREFORE, the City does hereby continue to employ the services of Ryan Leavengood as its City Manager under, and in accordance with, the following terms and conditions:

SECTION 1. RECITALS INCORPORATED.

The above recitals are hereby incorporated into this Agreement and form a factual basis for the entry into this Agreement.

SECTION 2. DUTIES.

A. The Employee shall be the Chief Administrative Officer of the City. He shall be responsible to the City Commission for the administration of all City affairs placed in his charge by and under the Charter of the City and Ordinances of the City.

B. Employee shall perform other legally permissible and proper duties and functions as the City Commission shall, from time to time direct.

SECTION 3. TERM.

This Agreement shall take effect on this 8th day of August, 2016 (hereafter “effective date”). The commencement of employment was March 5, 2012. Employee shall serve as City Manager at the pleasure of the Lake Alfred City Commission unless removed as set forth in §3.02(b) of the Charter of the City of Lake Alfred.

SECTION 4. SALARY.

City shall pay Employee for his services an annual starting base salary based upon the following schedule:

- 10/1/2015: 87,567
- [PRIMARY: SALARY] 10/1/2016: \$92,821

The salary under this section will be payable in such installments, at the same time as other employees. In addition to the previous, Employee shall receive and carry forward all cost of living increases from the effective date and all other increases to his base salary from the commencement of employment in the same amount and manner as all other City employees without further City Commission action.

[PRIMARY: INCENTIVE PAY] The Employee shall annually receive two percent (2%) of base salary as incentive pay for maintaining certification as an ICMA credentialed manager. [FICA ALLOWANCE]

In addition, the Employee shall receive an allowance equal to his FICA tax obligation on his total salary.

[SECONDARY: PHASE IN] Commencing on October 1st, 2016 the foregoing FICA allowance shall be limited to one third of the amount (33%) and increase by one third each year thereafter up to the full amount (e.g. 10/1/17: 66%, 10/1/18: 100%). The City Commission also agrees to increase Employee’s

salary and/or benefits in such amounts and to such extent as the City Commission may determine on the basis of a performance evaluation of said Employee as set forth in Section 5 of this Agreement.

SECTION 5. PERFORMANCE EVALUATION.

Comment [RL1]: Proposed 6% increase in FY 16/17.
Proposed adjustment is consistent with salary survey goal of starting pay equal to 80% of total market average. Current starting salary is 75% of total market average; the 6% increase will bring it to 80%. Also consistent with proposed department head increases of between 6% - 12%.

Comment [RL2]: Proposed 2% incentive pay for ICMA certification. (~1% in FY 16/17 because I won't be able to receive certification until ~May of 2017)
Significant milestone in my career. ICMA certification requires 7 years of experience as a city manager or assistant city manager with a master's degree. To maintain certification it requires 40 hours each year of documented ongoing training and education.

Comment [RL3]: I have seen FICA allowances in other management contracts. 2% increase in FY 16/17 with the phase in option.

The City Commission shall review and evaluate the performance of the Employee at least once biennially, in advance of the adoption of the annual operating budget utilizing evaluation instruments acceptable to both the City Commission and the Employee. The Employee shall be entitled to discuss his evaluation with the City Commission as deemed necessary.

SECTION 6. HOURS OF WORK.

City expects that the Employee will be generally available at City Administration (subject to phone calls, emails, scheduled meetings, etc.) during normal working hours in the same manner as other exempt employees, Monday through Friday. Notwithstanding the foregoing, it is recognized that the Employee must devote a great deal of time outside of the office and normal working hours to business of the City and shall be allowed to accrue and to take reasonable compensatory time off as he shall deem appropriate during the normal office hours. Compensatory time shall follow the same guidelines and provisions for other leave benefits as established in Section 9 of this Agreement.

SECTION 7. SEVERANCE PAY.

A. If employment is terminated by a majority vote of all the City Commissioners pursuant to §3.02(b) of the Charter of the City of Lake Alfred, the Employee shall receive upon demand and notwithstanding anything to the contrary except as provided in subparagraphs B and C below, an amount equivalent to twenty weeks (or 800 hours) of the Employee's total compensation as severance pay and an amount equivalent to any accrued sick leave, vacation, compensatory time, administrative leave, holiday, and other accrued benefits without reduction and paid at the Employee's hourly rate of total compensation. The foregoing payment shall be provided in a single lump sum or at the election of the Employee, multiple payments within one (1) year of separation for tax liability purposes (e.g. half upon separation and half on January 1st).

B. If the Employee voluntarily terminates his employment he shall receive upon demand and notwithstanding anything to the contrary an amount equivalent to any accrued sick leave, vacation, compensatory time, administrative leave, holiday, and other accrued benefits without reduction but no severance pay.

C. In the event the Employee is terminated during the term of this Agreement because of a conviction of a felony or crime involving moral turpitude; or for cause of malfeasance or misfeasance of office or misconduct as defined in Section 443.036(30) of the Florida Statutes, then, in that event, City shall have no obligation to pay any severance pay.

E. In addition to the notification requirements established in Section 2-182(b) of the Code of Ordinances the Employee shall give at least a thirty (30) day notice of any intention to separate from employment with the City. Provisions or events not contemplated within this section shall be governed by the City of Lake Alfred Personnel Manual in the same manner as other Regular Full Time employees.

SECTION 8. AUTOMOBILE.

Employee's duties require that he shall have the exclusive and unrestricted use at all times during his employment with the City of an automobile provided to him by the Employer. In lieu of City providing such a vehicle and being responsible for paying for liability, property damage, and comprehensive insurance and for the purchase or lease, operation, maintenance, repair and regular replacement of said automobile and fuel costs, the Employer shall provide the Employee a biweekly automobile allowance of \$250. Said biweekly automobile allowance shall be considered full reimbursement for use of the Employee's personal automobile within Polk County, Florida. Notwithstanding and in addition to the expense limitations set forth in section 13 of this Agreement, Employee shall receive an amount equal to the standard mileage and full day per diem allowance provided by the City for travel outside of Polk County, Florida. In lieu of reimbursement for outside of

Polk County travel, Employee shall use to the extent possible an available City vehicle for such travel. Employee shall have a valid Florida Driver's License and maintain insurance on the vehicle during the term of this Agreement.

SECTION 9. VACATION, SICK LEAVE, HOLIDAYS AND OTHER BENEFITS.

Employee shall be treated as an employee having completed five (5) years of service with the City for all purposes related to sick leave, vacation leave, holiday leave and other benefits as a Regular Full Time employee as specified in the City of Lake Alfred Personnel Manual and accrue, and have credited to his personal account, vacation leave, administrative leave, sick leave, holiday leave, and other benefits as provided for in this section, as though the Employee had completed five (5) years of service with the City upon commencement of employment with the City. Additional time in service from the commencement of employment shall be credited to the five (5) year base on a two-for-one basis to determine eligibility for additional benefits. In addition to the previous, Employee shall annually receive forty (40) hours of administrative leave and an additional eight (8) hours of administrative leave for each unadjusted year of service following the commencement of employment. The provisions within this section shall not apply towards qualifying for permissive service credits in the General Employee Retirement System or step adjustments to base salary. Notwithstanding anything to the contrary, all benefits pursuant to this section shall be received once per fiscal year in a lump sum without reduction, shall vest with the Employee upon being credited to his personal account, shall accrue without limit and any balances shall be disbursed at the hourly rate of the Employee's compensation at his discretion or as contemplated in Section 7 of this Agreement.

SECTION 10. INSURANCE BENEFITS.

The City shall provide at its expense and as a part of the Employee's compensation full major family medical, dental, life and other insurances under a plan selected by the Employee that is offered to all other City Employees and an allowance equal to the unused portion of the foregoing benefits up to the full amount. In addition to the previous, the City shall provide the Employee with full long term disability insurance and a \$75 biweekly allowance for supplemental life insurance.

SECTION 11. HOLD HARMLESS INDEMNIFICATION.

City shall defend, save harmless and indemnify Employee against any tort, professional liability claim, demand or other legal action or omission occurring in the performance of Employee's duties as City Manager, as covered by a standard Professional Liability insurance policy. In furtherance and not in limitation hereof, after Employee leaves City employment and/or ceases to serve as City Manager, City agrees to continue the policy of liability insurance covering Employee against any tort, professional liability claim, demand or other legal action arising out of acts which occurred during Employee's term of employment as City Manager for a period not less than three (3) years. Nothing herein shall be construed to require the City to indemnify or hold Employee harmless of any illegal act and/or ultra vires committed by the Employee.

SECTION 12. RETIREMENT.

A. The City agrees to make contributions for the benefit of the Employee to any tax advantaged or investment account designated by the Employee equal to the greater of the Florida Retirement System's total contribution rate for the Senior Management Service Class or the total annual cost of the City's general employee retirement plan and calculated as a percentage of total pensionable

salary and wages of employees participating in the general retirement plan from the respective fiscal year. The Employee shall vest in the highest of the foregoing contribution rates experienced during his tenure with the City. Contributions shall be made on the compensation of the Employee and any contributions made by the City shall immediately vest in Employee upon contribution by the City.

B. In addition to the previous, the City shall provide at its expense and as a part of the Employee's compensation his full: participation; membership; and permissive service credits; in the City's General Employee Retirement System. In the event the Employee vests within the General Employee's Retirement System, the Employee shall, as a requirement under this provision, transfer up to half of the post-tax and penalty (if any are applied) retirement contributions received on pensionable compensation from the City pursuant to Section 12(A) of this Agreement to the City's General Employee Retirement System and thereafter receive half the retirement benefit from Section 12(A) while the Employee continues to accrue service credit in the General Employee Retirement System.

B.C. [PRIMARY: DEFERRED COMPENSATION MATCH] The City shall also match any contributions made by the Employee to any tax advantaged or investment account with the City's contribution limited to one-half (50%) of the 457(b) elective deferral limit per fiscal year. Contributions made by the City shall immediately vest in Employee upon contribution by the City.
[SECONDARY: PHASE IN] Commencing on August 8th, 2016 the foregoing match contribution shall be limited to one third (33%) of the foregoing match amount and increase by one third (33%) in fiscal year 17/18 and fiscal year 18/19 up to the full amount (e.g. 10/1/17: 66%, 10/1/18: 100%).

Comment [RL4]: Deferred compensation match. Additional retirement contribution that requires me to put in an equal amount to receive the benefit. 3% in FY 16/17 with the phase in option.

C.D. In the event the Employee is unable to participate in or no longer accrues service credit in the General Employee's Retirement System (i.e. closed to new members) under section 12(B) of this Agreement and in recognition of the significant impact this has on the Employee's total

compensation the City shall make an annual contribution as a part of the Employee's compensation to any retirement or investment account designated by the Employee equal to the 457(b) elective deferral limit that shall immediately vest in Employee upon contribution by the City.

SECTION 13. GENERAL BUSINESS EXPENSES.

A. The City agrees to budget for and to pay for professional dues of the International City and County Manager's Association and the Florida City and County Managers Association. Additionally, City agrees to budget for and to pay for registration, travel, subsistence, and associated expenses of Employee for the annual Florida City and County Managers Association Conference, the ICMA Annual Conference & the annual Florida League of Cities Conference.

B. The City recognizes that the professional and personal development of the Employee is beneficial to the City and that the Employee will incur expenses in the performance of his duties. In lieu of Employee approving his own training, travel, and general expenses the Employee shall be provided an annual allowance or payment equal to the greater of \$5,000 or the budgeted amount ("expense allowance") for training, general expenses and professional/personal development and additionally provide reimbursement for up to six (6) credit hours of postgraduate tuition and related expenses per semester for continuing formal education. This amount shall be construed as the total benefit and remuneration for continuing education, training, and general expenses and the Employee shall not be eligible for any other general City policy providing for such unless otherwise provided for within this Agreement or authorized by the City Commission. Employee may elect to receive disbursements from the foregoing allowance and/or utilize the City as purchasing agent or provider for such expenses and reimburse the City for the same. Notwithstanding and in addition to the previous, the City acknowledges its responsibility to provide general operating and office supplies for the use of the Employee in the performance of his duties to the City.

C. Employee's duties require that he shall utilize mobile and home based communication, computer, electronic devices, and associated data usage. In lieu of providing such and being responsible for their service, repair, and replacement charges the City shall provide the Employee with a biweekly electronic device and mobile phone allowance of \$75. Employee may utilize the City as a purchasing agent or provider for any devices or service and reimburse the City for the same.

SECTION 14. MOVING AND RELOCATION EXPENSES.

A. Employee agrees to establish residence within the corporate boundaries of the City of Lake Alfred within six (6) months of commencement of employment, and thereafter to maintain residence within the corporate boundaries of the City for all times that this Agreement is in effect.

B. Following the effective date of this Agreement the City agrees to pay for the one-time expenses related to the purchase of a home in the City and the sale of the Employee's current homesteaded residence. Eligible expenses under this provision shall include but are not limited to closing costs, inspection/survey costs, full service move/relocation, staging & carrying costs, recording/doc stamp fees, real estate commission, etc. but shall not include any payment of the principle amount or sale of the home(s).

SECTION 15. BONDING.

The City shall bear full cost of any fidelity or other bonds required of Employee as a condition of employment as City Manager or as required by the State of Florida.

SECTION 16. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

The City Commission and Employee may mutually agree to modify, amend or fix such other terms and conditions of employment as may be determined, from time to time, to be necessary or appropriate, provided that such terms and conditions are not inconsistent with or in conflict with the provisions of the Agreement, Charter or any other law. Further, all provisions of the Code of

Ordinances, Chapter 2, Article IV, Division 2 relating to the City Manager will be followed by City and Employee.

SECTION 17. NO REDUCTION IN BENEFITS.

Employer shall not at any time during this Agreement reduce the salary, compensation or other financial benefits of Employee, except in the event the reduction is the result of an across-the-board reduction for all employees of the City.

SECTION 18. CONSTRUCTION AND OPERATION OF AGREEMENT.

The text herein shall constitute the entire Agreement between the parties. This Agreement shall be binding upon and inures to the benefit of the heirs at law and personal representatives of Employee. This Agreement shall become effective upon execution thereof by the City and Employee and approval by the City's governing body. If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect. The Employee shall have the right to administratively construct and interpret the provisions of this Agreement in their application so long as the context does not clearly require otherwise. Any conflict with the interpretation or application of the provisions within this Agreement, or matters not specifically addressed within this Agreement shall be resolved in good faith with the Employee. With the exception of severance pay, the compensation and benefits provided for in this Agreement may be received or acted upon by the Employee without further action by the City Commission.

SECTION 19. MISCELLANEOUS.

- A. This Agreement shall be construed and regulated under and by the laws of the State of Florida. Venue for any legal action arising hereunder shall be exclusively in the State Courts in and for Polk County, Florida.
- B. Any number of counterparts of this Agreement may be signed and delivered, each of which shall be considered an original and all of which, together, shall constitute one and the same instrument.
- C. The Employee shall be considered a “key employee” and shall receive at least the same benefits and supplemental compensation as other key employees or administrative personnel (e.g. Department Heads). In addition, the Employee’s base starting salary shall be at least fifty percent (50%) greater than the average base starting salary of his three highest compensated direct reports and fifteen percent (15%) greater than the base starting salary of any other employee of the City. In the event that any of the foregoing conditions are not met the Employee’s base salary and benefits shall automatically be provisionally increased until the foregoing conditions are minimally satisfied and the changes shall be included in the subsequent budget cycle for consideration. Pursuant to section 17 of this agreement, any increase in compensation or benefits under this provision shall vest with the Employee (with future increases being applied to this amount) notwithstanding any future calculations of the foregoing criteria that may otherwise indicate a reduction.
- D. Any allowance, reimbursement, or benefit with the exception of salary or payment of accrued leave specified within this Agreement shall be construed as the net post tax benefit to the Employee. For administration of this provision, the City shall assume the Employee is responsible for a thirty percent (30%) tax burden on any of the foregoing that is not provided as a pretax payroll contribution and a fifteen percent (15%) tax burden on any Employee elected post-

tax contribution that would not otherwise be taxable but for the election. In addition, following the commencement of employment any allowance specified within this Agreement shall be adjusted annually at the greater of three percent (3%) or the average annual change in the Consumer Price Index (CPI).

- E. “Base Starting Salary” shall mean the annual salary of a position including cost of living adjustments (COLAs) but excluding any other increases or amounts (e.g. step increases, incentive/assignment pay, longevity, holiday pay, etc.). The hourly rate shall be the amount of base starting salary divided by two-thousand and eighty (2080). In the event a position lacks an identifiable base starting salary with systemic and programmed increases to a minimum salary or range, the current “base salary” for such a position shall be construed as the de facto “starting base salary” for the purposes of its application and use within this Agreement.
- F. “Base Salary” shall mean the full annual salary of a position including COLAs and step adjustments for the given year represented in Section 1 of this Agreement but excluding any other increases or amounts (e.g. incentive pay, longevity, holiday pay, etc.; “Total Salary” would include said amounts). The hourly rate shall be the amount of base salary divided by two-thousand and eighty (2080).
- G. “Compensation” shall mean the full salary, wages, and other benefits received by the Employee from the City on an annual basis that is generally reported on the Employee’s W-2 form plus all tax deferred, tax sheltered, or tax exempt items of income. This amount shall be calculated using the full and unreduced retirement contribution the Employee receives from Section 12(A) of this agreement as if he had not vested in the General Employee Retirement System. The hourly rate shall be the amount of annual compensation divided by two-thousand and eighty (2080).

- H. “Total Compensation” shall mean the full annual monetary value of all salary, compensation, leave time, and benefits that the Employee receives and is provided for, or is eligible to receive from this Agreement and his employment with the City. The hourly rate shall be the amount of total annual compensation divided by two-thousand and eighty (2080).
- I. “Tax advantaged or investment account” shall mean any 401(a) or 457(b) retirement plan offered by the City; 529 qualified tuition plans or college prepaid; individual retirement accounts; brokerage accounts; or to be used for the payment of student loans or other financial liabilities.
- J. Pursuant to F.S. 215.425 any changes in compensation shall be applied following approval of the updated Agreement but shall not result in retroactive or additional compensation for services already rendered. Any calculation for additional compensation that relies upon past service shall be construed as consideration for present and future services.

(The rest of this page left intentionally blank.)

IN WITNESS WHEREOF, the City of Lake Alfred, Florida has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, this 8th day of August, 2016.

Charles O. Lake, Mayor
City of Lake Alfred, Florida

Ryan Leavengood
Employee

ATTEST:

Ameé Bailey-Speck, City Clerk

Approved As To Form:

Frederick J. Murphy, Jr., City Attorney