



155 E. Pomelo Street
Lake Alfred, FL. 33850-2135

CITY OF LAKE ALFRED

Ph.: (863) 291-5270
Fax: (863) 298-4440

**AGENDA
CITY COMMISSION MEETING
WEDNESDAY, SEPTEMBER 10, 2014
7:30 P.M.
CITY HALL**

CALL TO ORDER: MAYOR NANCY Z. DALEY

INVOCATION: JOHN DAME

PLEDGE OF ALLEGIANCE: MAYOR NANCY Z. DALEY

ROLL CALL: CITY CLERK LINDA BOURGEOIS

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

EMPLOYEE LONGEVITY- ANTHONY GETTLE, POLICE DEPARTMENT- 10 YEARS

OVARIAN CANCER AWARENESS MONTH PROCLAMATION

RARE PLANT CONSERVATION LETTER OF SUPPORT

**CONSENT AGENDA: APPROVE CITY COMMISSION MEETING MINUTES – 08/18/14 &
TRAFFIC SIGNAL MAINTENANCE COMPENSATION AGREEMENT AMENDMENT**

AGENDA

- 1.) PUBLIC HEARING – 1337-14 BUDGET ADOPTION
- 2.) EQUAL EMPLOYMENT OPPORTUNITY PLAN ADOPTION
- 3.) CPH TASK ORDER – STORMWATER PROJECT
- 4.) UF CITRUS RESEARCH CENTER: PROPERTY SWAP DISCUSSION

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

COMMISSIONER QUESTIONS AND COMMENTS:

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

ADJOURN



Proclamation

NATIONAL OVARIAN CANCER AWARENESS MONTH

WHEREAS, each year, by proclaiming September as Ovarian Cancer Awareness Month, we call attention to a disease that affects women across our county, state and country, with the American Cancer Society estimating that in 2014 in the United States there will be 22,000 new cases of ovarian cancer diagnosed and 15,000 women projected to lose their lives to ovarian cancer; and

WHEREAS, these women are mothers and daughters, sisters and grandmothers, community members and cherished friends, and the absence they leave in our hearts will be deeply felt forever; and

WHEREAS, women who are middle aged or older, who have a family history of ovarian or breast cancer, or have had certain cancers in the past are at increased risk of developing ovarian cancer; and

WHEREAS, because ovarian cancer often goes undetected until advanced stages, increasing awareness of risk factors is critical to fighting this disease; and

WHEREAS, the public awareness campaign strives to increase knowledge about this disease, it recognizes the best defense against ovarian cancer is early detection, therefore it is essential that women know the risk factors associated with the disease; and

WHEREAS, this month is dedicated to prevention and awareness, it is also to honor those we have lost, show our support for women who bravely carry on the fight, and take action to lessen the tragic toll ovarian cancer takes on families across our county.

NOW, THEREFORE, BE IT PROCLAIMED by the City of Lake Alfred City Commission that the month of September is proclaimed as;

OVARIAN CANCER AWARENESS MONTH

We call upon the citizens to join us in helping raise awareness.

IN WITNESS WHEREOF, I have hereunder set my hand this 10th day of September, 2014.

Nancy Z. Daley, Mayor
City of Lake Alfred, Florida



155 E. Pomelo Street
Lake Alfred, FL 33850-2135

CITY OF LAKE ALFRED
Office of the Mayor

Ph.: (863) 291-5270
Fax: (863) 291-5317

September 10, 2014

CSX Transportation Inc.
500 Water Street
Jacksonville, FL 32202
904-359-3100

To Whom It May Concern:

I am pleased to write in support of the grant application submitted by Bok Tower Gardens to CSX Transportation. There is a dire need for scrub habitat conservation and restoration in central Florida and if funded, the proposed project will restore an important scrub habitat site and protect numerous federally-listed plant species, including the critically endangered Scrub Lupine.

The City of Lake Alfred has been collaborating with Bok Tower Gardens for a number of years to conserve Scrub Lupine at the Mackay Gardens and Lakeside Preserve. We are familiar with the dedication of Bok Tower Gardens to rare plant conservation, conservation education, community outreach, and the high quality of their work. They have been active for decades in the research and management of wild populations and have been a leading force in organizing the plant conservation community statewide. Bok Tower Gardens has also been a key member of the Center for Plant Conservation, and a national coalition of botanical gardens dedicated to conserving our nation's rarest plants.

The City of Lake Alfred unreservedly supports their grant application and commends their efforts to protect endangered and threatened native plant species. I hope CSX Transportation will support this important project.

Sincerely,

Nancy Z. Daley, Mayor

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 10, 2014**

CONSENT AGENDA

1.) CITY COMMISSION MEETING MINUTES – 08/18/14

ATTACHMENTS:

- August 18, 2014 – City Commission Meeting

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

2.) TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT AMENDMENT

ATTACHMENTS:

- Amendment

ANALYSIS: Amend the Phase 1A of the Traffic Signal Maintenance and Compensation Agreement previously entered into by both parties. Amendment #1 deletes the previous language contained in Paragraphs 5 and 6 of the Phase 1A Agreement for the period beginning with the Department's fiscal year 2014-2015. The Phase 1A Agreement included language on the preventative and periodic maintenance of mast arms. This Amendment provides language on the basic maintenance required for effective functioning of the traffic signals on the State Highway System. All other provisions of the original Agreement remain unchanged.

**Minutes
City Commission Meeting
Monday, August 18, 2014
7:30 p.m.
City Hall**

Call to order – Nancy Z. Daley, Mayor

Invocation: Minister Annie Blocker Church of God by Faith

Pledge of Allegiance: Nancy Z. Daley, Mayor

Roll Call: Those in attendance were Mayor Nancy Z. Daley, Vice Mayor Charles Lake, Commissioner John Duncan, Commissioner Jack Dearmin, Commissioner Albertus Maultsby, City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, and City Clerk Linda Bourgeois.

Staff attendance: Public Works Director John Deaton, Community Development Director Valerie Ferrell, Fire Chief Chris Costine, Police Chief Art Bodenheimer, and Finance Director Amber Deaton.

Guest attendance: Doug Driggers of Tampa Electric Company

CITY MANAGER ANNOUNCEMENTS

The Chamber of Commerce business breakfast is this coming Wednesday, August 20, 2014 at LA Café beginning at 8:00a.m.

City Offices will be closed on Monday, September 1, 2014 in observance of Labor Day.

The next free community gardening workshop at the Mackay Gardens and Lakeside Preserve will be held on Thursday, September 4, 2014 at 10:00 a.m. The topic of *Landscaping with edible plants* will be presented by Anne Yasalonis.

The final Millage rate and 2014/2015 budget adoption is scheduled for the City Commission Meeting on Monday, September 22, 2014 at 7:30p.m.; There will be two public hearings - the first on Wednesday, September 10, 2014 and the second on Monday September 22, 2014.

The Lake Alfred Chamber of Commerce annual golf tournament has been scheduled for Saturday, September 20, 2014 beginning at 8:00 a.m. at Cypresswood Golf and Country Club. Please contact the Chamber of Commerce for additional information.

Mark your calendars now! On Saturday, October 4, 2014, starting at 10:00 a.m. is the annual bar-b-que competition "Grillin and Chillin" at Lions Park. Bring the family out for a day filled with food, fun, and entertainment.

The Cornerstone Grill is now open for business.

City Manager Leavengood provided an update and said the Johnson family that was previously in attendance which spoke about the traffic issues on George and Locke streets; were actually County roads. The City has passed the request on to the County road maintenance.

CITY ATTORNEY ANNOUNCEMENTS

There were none.

RECOGNITION OF CITIZENS

Judy Schelfo of 640 East Lakeview Road shared she had received an email today from the Home Depot Foundation (Winter Haven store 6371) awarding the Lions Club a grant in the amount of \$15,500.00. She went on to say the Purple Heart project started in January of this year, and this would be the second monument in Polk County. She provided the City Manager with the project file, and introduced the current president of the Lion's Club. She explained that the Lions Club was the nonprofit entity which helped obtain the grant. She thanked them for their support. She went on to distribute a picture of the monument, and said her goal is to have the monument open in November for Veterans Day.

City Manager Leavengood shared about the potential for expanding the Veterans Memorial with a Korean War monument and the Purple Heart project. He said the City has a great supplier for granite, and Home Depot had been instrumental in our first project. He thanked Judy for all of her hard work.

Mayor Daley concurred and also thanked Judy Schelfo.

A discussion ensued about the Purple Heart monument being similar to the fallen warriors' but larger. The concept will be the same slant top design for reading, and it is estimated to cost around \$30,000.00.

EMPLOYEE LONGEVITY– CYNTHIA DANIELS – POLICE DEPARTMENT 5 YEARS

Mayor Daley said Candy began her career with the Lake Alfred Police Department on August 31, 2009, and has been an integral part of the Police Department Communications section since she started. She is known for her ability to stay calm and deal with stressful situations in a professional manner. Candy is a very dependable employee that works one of the most difficult schedules; working days, evenings and midnight shifts each week. Candy has a great work attitude and can be counted on to take care of her job in the communications section of the Police department. Congratulations on your five year tenure. We sincerely appreciate and thank you for all the hard work that you do!

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL PROCLAMATION

Mayor Daley read the Proclamation into record.

CONSENT AGENDA: APPROVE CITY COMMISSION MEETING MINUTES – 08/04/14

Commissioner Maultsby moved to approve the minutes from the August 4, 2014 regular City Commission meeting; seconded by **Commissioner Dearmin** the motion was approved by unanimous voice call vote.

There were no public comments.

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

AGENDA

1.) PUBLIC HEARING - ORDINANCE 1336-14 COMMUNITY REDEVELOPMENT AGENCY PLAN

Mayor Daley read Ordinance 1336-14 into record.

City Manager Leavengood said on February 7, 2014, the City Commission adopted the Finding of Necessity for the establishment of a Community Redevelopment Agency within the City of Lake Alfred. Additionally, the City requested the delegation of authority from the County to establish a CRA and was subsequently granted that authority following the Board of County Commissioner's adoption of resolution 14-052. He went on to say he proposed ordinance adopts the Community Redevelopment Area Plan. The CRA plan will be the core guiding document to determine the objectives, goals, funding, and activities pursued by the Community Redevelopment Agency and Governing Board. He concluded by saying the proposed plan comes with a recommendation of approval from the Community Redevelopment Agency's Governing Board and the City's Planning Board.

Mayor Daley opened the public hearing.

There were no comments.

Mayor Daley closed the public hearing.

Vice Mayor Lake moved to approve Ordinance 1336-14 on second and final reading; seconded by **Commissioner Duncan and Commissioner Dearmin** the motion was approved by unanimous voice call vote.

There were no public comments.

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

2.) TRAIL SUB-LEASE AGREEMENT & TRAIL NAMING DISCUSSION

City Manager Leavengood said the term of the proposed agreement will be from the execution date of the document until October 4, 2050.

- The City shall have the right of ingress and egress to and from the subleased premises for all purposes of quiet enjoyment.
- The City shall prepare and submit a management plan within twelve months of the effective date of the sublease.
- Maintenance of property, policies of fire, extended risk, and liability insurance will be the responsibility of the City.

Additionally, the City of Lake Alfred has the option of naming the Lake Alfred segment of the trail. He concluded by saying staff's recommendation is for approval of the trail sublease agreement and if the City Commission wanted to entertain naming the trail we can do that in a discussion tonight or at a future meeting.

Commissioner Duncan asked if there was a way the City could poll the residents for name suggestions.

A discussion ensued about how the City named Shinn Boulevard and suggestions for obtaining names. It was agreed the request would be placed on the website, the app, and on the utility bills.

Commissioner Duncan inquired if the City could also name the bridge?

City Manager Leavengood replied that we could.

Vice Mayor Lake inquired about naming it the Veterans Memorial Trail.

Mayor Daley responded and said she likes that name.

It was agreed to keep the Veterans Memorial Trail as a priority name for consideration on the survey.

Vice Mayor Lake asked about the agreement being from the year 2000.

Community Development Director Ferrell said this portion of the trail was actually subleased to the City of Winter Haven in 2000. We are now becoming a sublease beneath the City of Winter Haven following their same term.

Commissioner Dearmin moved to approve the trail sub-lease agreement; seconded by **Commissioner Maultsby** and the motion was approved by unanimous voice call vote.

There were no public comments.

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

A consensus was given to direct the City Manager to research and strategize about obtaining public input for the naming of the trail.

3.) 2014/2015 FIRE PROTECTION SERVICES AGREEMENT

City Manager Leavengood said each year Polk County presents an agreement for the City of Lake Alfred to provide fire protection services to areas outside of our City limits in unincorporated Polk County. He continued and said the proposed fire protection service agreement for FY 14/15 includes \$189,343.00 for the City to provide these services.

- 2012/2013 \$184,807
- 2013/2014 \$190,805
- 2014/2015 \$189,343

Vice Mayor Lake asked why there was an anticipated reduction in revenue for fiscal year 2014/2015.

Fire Chief Costine said right now he cannot answer the question; however he can find out for the City Commission and get back to them. He said if he had to guess, it would be due to the restructuring of the rates.

Vice Mayor Lake moved to approve the fire protection services agreement between the City of Lake Alfred and Polk County for FY 2014/2015 in the amount of \$189,343; seconded by **Commissioner Duncan** and the motion was approved by unanimous voice call vote.

There were no public comments.

MAYOR DALEY	AYE
VICE MAYOR LAKE	AYE
COMMISSIONER DEARMIN	AYE

COMMISSIONER DUNCAN AYE
COMMISSIONER MAULTSBY AYE

4.) CENTRAL FLORIDA REGIONAL PLANNING COUNCIL ADVISORY SERVICES AGREEMENT

City Manager Leavengood said the Central Florida Regional Planning Council (CFRPC) currently and historically has provided planning services for the City of Lake Alfred. The proposed agreement with the CFRPC continues the provision of planning services through FY 14/15 with a funding requirement of \$18,000. The proposed agreement is consistent with the previous year and the contract amount has been included in the FY 14/15 Budget.

Commissioner Dearmin said they do an excellent job and moved to approve the Central Florida Regional Planning Council provider services agreement in the amount of \$18,000.00; seconded by **Commissioner Maultsby** and the motion was approved by unanimous voice call vote.

There were no public comments.

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

5.) PARKS AND RECREATION BOARD RESIGNATION

City Manager Leavengood explained Mr. William Stroupe was no longer a resident of the City of Lake Alfred, and had tendered his resignation. He went on to say we are actively recruiting volunteers for the boards and have recently purchased a banner and a sign. There will be a booth at future City events to fill some of the vacancies on some of the various boards.

Vice Mayor Lake asked how many members were on the Parks and Recreation Board, and how many openings would there be when he leaves?

City Clerk Bourgeois replied and said there were seven members on the Parks and Recreation Board. She continued and listed the vacant board positions.

Vice Mayor Lake moved to accept the resignation of William Stroupe from the Parks and Recreation board; seconded by **Commissioner Dearmin** the motion was approved by unanimous voice call vote.

There were no public comments.

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

RECOGNITION OF CITIZENS

Truitt Gaines of 725 S. Todhunter said it looked nice to see all of the stop signs being replaced around the City. He continued and requested the City to consider installing them at the same height. He shared his concerns about the street sweeper and said he has noticed more dirt in the middle of the street which could be hazard to motorcycles. He recommended for them to empty the sand storage bin more.

City Manager Leavengood said staff would contact the contractor with the concerns.

Joyce Schmidt 365 East Sanford Street said the mailbox on Sanford Street had still not been repaired.

Public Works Director Deaton replied and said the mailbox and post has been replaced. He concluded by saying the City will send the invoice to Republic Services for reimbursement.

COMMISSIONER QUESTIONS AND COMMENTS

Vice Mayor Lake said he appreciated the presentation of future technology. There were some interesting concepts in healthcare in where the University of Central Florida students came up with a prosthetic arm made with a 3-D printer. He said a prosthetic arm would have cost upwards of \$40,000.00 and they did it for about \$400.00. It was amazing. He shared he attended a soft opening of the Cornerstone Grill. He thanked Judy Schelfo and asked if there were any plans to do anything pertaining to the Vietnam Veterans?

City Manager Leavengood said there was a strategy session in which the Korean War Memorial would be finished first, and then we could move on to the Vietnam War.

Commissioner Maultsby shared he learned about future technology in which one day he may own a car that can be programed to take him to his destination without an accident. He continued and said there will also be a smart pill that someone can take for diagnosing illnesses or diseases. He commented they are working on this type of technology now so we will live longer. He shared we are doing great. He continued and said "we have a very good Commission here and we do what is right with our funds for our citizens." He shared he has been using the City's app for reporting potholes. He concluded and said it is our professional staff that makes us look great, and he is thankful for the City staff. Thank you.

Mayor Daley said she also had enjoyed the conference. She said she had gone earlier to join the Florida League of Mayors conference, and there was a lot of information shared. The City of Lake Alfred had received a lot of compliments, and has a really good reputation. She continued and said the Polk City Mayor complimented our Commission, and had even adopted a few of our procedures that we perform. She said she has had success with the new City app and she really likes it. She said she has also noticed potholes being fixed around the City. It is such an easy way and handy tool to report City issues. She requested for the City Manager to provide an update on the Historical Grant status.

City Manager Leavengood said the Historical Grant is going before the committee this week in Tallahassee on Wednesday, August 20, 2014. He continued and said this will be an all-day session reviewing forty applications within the same dollar range. He said Fred Fox, the City's consultant will be in attendance, and he plans to attend as well. He went on to say he does not have a timeframe for when they will make the decision, but it should be soon thereafter.

A discussion ensued about the importance of ranking relative to the funding, and having a tribute to the "Women in the Military" for the Gardner Park in the future as well.

Commissioner Dearmin said the meetings at the Florida League of Cities Conference were great. He went on to say Polk County is the home of one of the largest Veterans populations in the state of Florida. We are on the forefront of things happening with what we started here and with what we will continue to do. He concluded by thanking Judy Schelfo and everyone involved that worked together to make the Memorial Park a success.

Commissioner Duncan said he brought back some literature on way-finding signage and solar lighting options. He said he looked at some of their demonstrations and said they have some really nice products. It definitely was a very informative conference, technology was everywhere. He said there

were robots running around doing things, and you can see where the future is going to be. He learned a lot and appreciated everybody's support on it. He said school is back in session so please watch out while you are on the roads.

Mayor Daley said she was looking for a solar LED Christmas decoration company, and thanked Pat Steed for her attendance and all of the things they do for us. She concluded by wishing the Assistant City Attorney a Happy Birthday.

Judy Schelfo thanked the Lions' Club for allowing themselves to be the vehicle that the grant will flow through. She said they have always been involved and she appreciates their support.

City Manager Leavengood commented that the Lions Club was the first private donor (\$1,000.00) we had received for the original Memorial park project. They have been a great partner the whole time.

Commissioner Duncan said he had another announcement. He said the football league is very happy about the new scoreboard being installed before season. It has literally changed the game for them. It has made a huge difference and they are very appreciative.

Without any other business or comments, the City Commission Meeting was adjourned at 8:27 p.m.

Respectfully Submitted,

Linda Bourgeois, M.M. C.
City Clerk

CONTRACT NO. _____
FINANCIAL PROJECT NO. _____
F.E.I.D. NO. _____

Purpose:

Amend the Phase 1A TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT previously entered into by both parties. Amendment #1 deletes the previous language contained in Paragraphs 5 and 6 of the Phase 1A Agreement for the period beginning with the Department's fiscal year 2014-2015. The Phase 1A Agreement included language on the preventative and periodic maintenance of mast arms. This Amendment provides language on the basic maintenance required for effective functioning of the traffic signals on the State Highway System. All other provisions of the original Agreement remain unchanged.

Paragraph 5 shall be removed and replaced in its entirety by the Paragraph 5 provided below:

5. The Maintaining Agency shall be responsible for basic maintenance functions such as the tightening of nuts and replacing missing or deficient bolts (not including anchor bolts); replacing missing cap covers or equivalent; cleaning; replacement of missing or deficient access hole cover plates; all wiring issues, including improper grounding; graffiti removal; all signal related issues (lighting, signs and connections); and response to traffic impact including repair and replacement of all components damaged by the traffic impact.

Paragraph 6 shall be removed in its entirety without any replacement text.

Paragraph 19 is removed and replaced in its entirety by the Paragraph 18 provided below:

18. The Department shall monitor the performance of the Maintaining Agency in the fulfillment of the agreement. The Maintaining Agency shall submit an annual Report on April 1 of each year detailing the following:
a. Detection device malfunctions. Repairs shall be made within sixty (60) days of discovery and such events shall be logged into the annual report. If repairs cannot be performed within 60 days, the agency shall document the reasons why. Discovery of such events shall be logged into the annual report. If the detection device malfunctions are not repaired or restored within sixty (60) days of discovery, there shall be a 10% deduction of the annual compensation amount for the affected signal locations.
b. Preventative maintenance inspections. All traffic signals shall receive at least one (1) minor preventative maintenance inspection, preferably two inspections, within a twelve (12) month period. Preventative maintenance inspection shall include verification that all detection is working, the signal is cycling properly, the ventilation system is functioning and filters are clean. The inspection report should note the location, date of inspection and any items noted. If the traffic signals do not receive at least one (1) minor preventative maintenance inspection during a twelve (12) month period, there shall be a 20% deduction of the annual compensation amount for the affected signal locations.

IN WITNESS WHEREOF, the parties have caused these presents to be executed, the day and year first above written.

_____, Florida
(Maintaining Agency)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

By: _____
(Authorized Signature)

By: _____
(Authorized Signature)

Print/Type Name: _____

Legal Review _____

Title: _____

Print/Type Name: _____

Attest: _____

Title: _____

(Seal if Applicable)

Attest: _____

Reviewed:

Attorney Date

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 10, 2014**

1.) PUBLIC HEARING – 1337-14 BUDGET ADOPTION

ISSUE: The City Commission will consider approving Ordinance No. 1337-14 on first reading for adoption of the 2014/2015 Annual Budget.

ATTACHMENTS:

- Ordinance No. 1337-14 with 2014/2015 Budget attached as Exhibit A.

ANALYSIS: Over the past several months the City Commission has been presented with and has given conceptual approval to the different sections of the FY 14/15 & FY 15/16 annual operating budgets including: Capital, Expenditures, Revenue, and Payroll.

The proposed FY 14/15 & FY 15/16 budget assembles the previously approved sections into the final budget. The proposed budgets are consistent with the previous presentations and are currently balanced with the proposed millage rate of 7.589.

General Fund		2014/2015	2015/2016
Revenues		4,129,720	4,106,822
Expenditures		4,129,720	4,106,822
Contingency		7,265	18,650
Enterprise Fund			
Revenues		2,171,500	2,143,390
Expenditures		2,171,500	2,143,390
Contingency		-	-
Stormwater			
Revenues		55,000	56,890
Expenditures		55,000	56,890
Contingency		14,110	-
Total		6,356,220	6,307,102

STAFF RECOMMENDATION: Approval of Ordinance No. 1337-14 on first reading.

ORDINANCE NO. 1337-14

AN ORDINANCE OF THE CITY OF LAKE ALFRED, FLORIDA, ADOPTING A BUDGET FOR THE CITY OF LAKE ALFRED, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING SEPTEMBER 30, 2015 AND APPROPRIATIONS AND ALLOCATIONS OF REVENUE FOR FISCAL YEAR 2014/2015; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 2.11 of the City Charter of the City of Lake Alfred, Florida and laws of the State of Florida, a proposed budget of estimated revenues and expenditures and complete financial plan of all City funds and activities for Fiscal Year 2014/2015 has been prepared and reviewed; and

WHEREAS, the City Commission is of the opinion that all of the items of anticipated revenues and expenditures for the said fiscal year are reasonable and proper for the administration of the affairs of the proper conduct of the business of the City of Lake Alfred; and

WHEREAS, after further review, the City Commission desires to adopt said budget attached hereto as exhibit "A".

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

Section 1: That there is hereby adopted a budget for Fiscal Year 2014/2015 for the City of Lake Alfred, Florida, for the period beginning October 1, 2014 and ending September 30, 2015.

Section 2: That the expenditures of more than \$10,000 must be approved by the City Commission and that a complete copy of the entire budget for Fiscal Year 2014/2015 consisting of estimated revenues and expenditures is attached to this ordinance and specifically incorporated herein along with all amendments thereto made by this Commission on the date of adoption.

Section 3: CONFLICTS. All Ordinances or parts of Ordinances in conflict with any provisions of this Ordinance are hereby repealed.

Section 4: SEVERABILITY. If any section or portion of a section of this Ordinance proves not valid, unlawful or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Ordinance.

Section 5: EFFECTIVE DATE. This Ordinance shall become effective on October 1, 2014.

INTRODUCED AND PASSED on first reading at a Regular Meeting of the City Commission of Lake Alfred, Florida held this 10th day of September, 2014.

PASSED AND ENACTED ON SECOND READING, with a quorum present and voting, the City Commission of Lake Alfred, Florida, this 22nd day of September, 2014.

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

Nancy Z. Daley, Mayor

ATTEST:

Linda Bourgeois, M.M.C.,
City Clerk

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney

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



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

City Manager's Office

August 12, 2014

Honorable Mayor, City Commissioners, and Citizens
City of Lake Alfred, FL

I am pleased to present the City of Lake Alfred's Biennial budget for fiscal year (FY) 14/15 & FY 15/16. The budget includes the General Fund, Utility Fund, Stormwater Fund, and the City's five-year Capital Improvements Program (CIP).

This is the second budget process that has included the 2nd year budget. The inclusion of a second year budget gives financial insight for both staff and the City Commission into the impact of changes to revenue and expenditures on operations. It also gauges the ability for the budget to pursue capital goals in the CIP and allows for staff and the Commission to plan accordingly.

This is the first budget process that has included the five-year CIP within the budget. This allows staff to include capital within the budget process to be funded and for the Commission to give clear direction to staff on the capital priorities they would like to see the City pursue.

Capital

The budget includes a healthy investment in capital projects in both budget years for City operations including:

- (2) Replacement Police Vehicle (\$30,000 each)
- Street Resurfacing (\$150,000)
- Heavy Equipment Replacement (\$150,000; Excavator & Backhoe)
- (2) Replacement Service Vehicles (\$25,000 each)
- (3) Replacement Mowers (\$8,000 each)
- Fire Engine Equipment Reserve (\$50,000 each year)

These items coupled with previous capital purchases of a replacement Lightning Loader in FY 12/13 & a replacement Garbage Truck in FY 13/14 represent a significant investment in City operations and ensure that we will not fall behind in capital needs.

Revenue

The City's proposed two-year budget is balanced utilizing the current property millage rate of 7.589 and represents a 2.9% increase in revenue from the previous year. The majority of our state distributed revenues (gas tax, half-cent sales tax, state revenue sharing, etc.) are projected to increase with the exception of the Local Communication Tax.

The City has lost approximately \$30,000 in annual revenue from the loss of the Nextel cellular lease. The City has been approached by several other vendors that wish to update their equipment which may present an opportunity to offset this loss. The City has retained a consultant to represent our interests in these negotiations in order to maximize the value to the City.

As of June's experience in FY 13/14 (75% of the fiscal year) our building permits are at 118% of projected revenue (\$41,263 experience with \$35,000 budgeted). This is a strong and positive indicator of growth for the City. Houses and businesses are being built which shall only serve to build our tax base and to achieve greater economies of scale in our service delivery.

Utility revenue remains consistent, showing a slight increase over the FY 13/14 Budget year. The utility fund provides a \$241,000 interfund transfer to offset operational costs in the general fund.

Expenditures

The budget mostly maintains expenditure and current service levels with only experience based adjustments. Increased personnel costs in the Fire Department remain a concern due to the ISO Audit requiring 4 man minimum staffing. Staff has implemented an internal policy, and per ISO guidelines, that allows the Fire Chief to count against this requirement, therefore reducing the cost to fill a slot in the event one of the 4 scheduled firefighters calls in sick or has a vacation day. While this only applies during the week (when the Fire Chief is working) it is already having a significant effect on reducing costs. Our experience costs in FY 14/15 should give us a true number going forward for the operational expenses of the Fire Department.

Fuel and Diesel costs are an expenditure that staff continues to monitor. Diesel experience has been high in FY 13/14 but may be as a result of updated equipment that is more accurate as well as increased usage in Sanitation, Public Works, and the Fire Department.

Favorable market returns have decreased the City's pension contribution this year by approximately \$30,000.

The budget also includes additional funding for Building Repair & Maintenance (R&M) projects (\$30,000 FY 14/15) to update city facilities as well as a new line item for Right

of Way R&M (\$40,000 in FY 14/15) which will allow us to significantly improve the landscaping and the aesthetics of 17/92 and Mackay Blvd.

Payroll

This is the second year the budget has utilized the salary plan that was adopted as the core document to provide a framework for all compensation decisions for City Employees. The salary plan is fully funded for both years and includes step increases, longevity increases, incentive pay, and holiday bonuses for all City Employees. Also, this budget includes funding for the newly implemented tuition reimbursement program and commercial driver license (CDL) program for city employees. The budget provides a 1% cost of living adjustment to all City employees as well as a step adjustment (2%) to all Police Officers, (2) service worker grade adjustments (6%), and a grade adjustment (6%) for the Code Enforcement Officer position, based upon the salary survey completed in 2013.

Funding is also set aside within the budget to update the salary survey to provide updated and accurate information as we make future adjustments in order to recruit and retain effective employees.

Summary

The proposed FY 14/15 & FY 15/16 Budgets maintain service levels and provide for a healthy investment in city operations by fully funding capital projects included in the CIP. Revenue projections and increased permit activity look favorable for the future. The budget continues to set aside reserves to offset future capital purchases and both budgets are balanced without utilizing any general fund reserves and only \$30,000 in enterprise reserves being used to offset the purchase of capital equipment in FY 14/15. The general fund is free of debt service and we have ample reserves in both the General Fund and Enterprise Fund. Also, in the upcoming years the newly established Community Redevelopment Agency should begin to build its budget to pursue projects in the CRA area.

Overall, the City is in sound financial condition with stable operations, strong investments in capital, and positive indicators going forward.

Respectfully submitted,



Ryan Leavengood
City Manager

CITY OF LAKE ALFRED
FY 2014/2015 BUDGET
SUMMARY

General Fund

	2014/2015	2015/2016
Revenues	4,129,720	4,106,822
Expenditures	4,129,720	4,106,822
Contingency	7,265	18,650

Enterprise Fund

Revenues	2,171,500	2,143,390
Expenditures	2,171,500	2,143,390
Contingency		

Stormwater

Revenues	55,000	56,890
Expenditures	55,000	56,890
Contingency	14,110	

<u>Restricted Funds</u>	<u>6/30/14 Balance</u>	<u>2014/2015 Budget</u>	
Police Forfeitures	33,431	-	
Sanitation Equipment	44,964		
Sanitation Vehicle	348,126	(249,000)	New Sanitation Truck (13/14)
Local Option Gas Tax	59,170	(150,000)	Street Resurfacing
Equipment Reserve	50,000	95,000	Fire Engine & Backhoe
Public Safety Impacts	10,000	(10,000)	Public Safety A/C (13/14)
Recreation Impacts	32,621	(15,000)	Football Scoreboard (13/14)
General Government Impacts	140,130		
Stormwater	135,018	(16,000)	Stormwater Sampler
WasteWater Impacts	267,246		
Prepaid	746,200		
Water Impacts	233,876		
Prepaid	477,600		
			Unrestricted Funds
		General Fund Unrestricted	1,382,740
		Enterprise Fund Unrestricted	2,637,302

CITY OF LAKE ALFRED

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2014/2015 - FY 2018/2019

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Funding
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General Government

Phone System	\$5,000					
Total:	\$5,000	\$0	\$0	\$0	\$0	

Police Department

Replacement Patrol Vehicle	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
Police K-9					\$10,000	
Total:	\$30,000	\$30,000	\$30,000	\$30,000	\$40,000	

Fire Department

Replacement Fire Engine	\$50,000	\$50,000	\$50,000	\$450,000	\$50,000	200k GF R.
Jaws of Life	\$6,500					
Total:	\$56,500	\$50,000	\$50,000	\$450,000	\$50,000	

Community Dev.

Total:						
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Public Works

Street Resurfacing	\$150,000		\$150,000		\$150,000	Local Gas Tax
Backhoe	\$45,000	\$90,000				45k GF R.
Trailer	\$8,000					
Mower		\$8,000	\$8,000			
Tire Changer		\$7,500				
Replacement Air Compressor		\$6,000				
Total:	\$203,000	\$111,500	\$158,000	\$0	\$150,000	

Parks and Recreation

Lion's Park Deck		\$30,000				
Mower		\$8,000		\$8,000		
Vehicle Replacement			\$20,000			
Tennis Court Relocation			\$100,000			FRDAP Grant
Mackay Upstairs Balcony			\$30,000			Grant/GF R. Match
Baseball Scoreboard			\$15,000			
Dock Repair & Replacement			\$15,000	\$15,000	\$15,000	
Football Lighting				\$150,000		County MSTU
Civic Center					\$1,000,000	
Multisports Complex					\$1,000,000	
Total:	\$0	\$38,000	\$180,000	\$173,000	\$2,015,000	

Library

Computers	\$5,000					
Total:	\$5,000	\$0	\$0	\$0		

CITY OF LAKE ALFRED

CAPITAL IMPROVEMENTS PROGRAM (CIP)

FY 2014/2015 - FY 2018/2019

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Funding
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Public Utilities

Mini Excavator	\$60,000					
Replacement Service Vehicles	\$25,000	\$25,000	\$25,000			
Refurbish High Service Pumps		\$30,000		\$30,000		
Stormwater Sampler		\$16,000				Stormwater R.
Tri-City Cooperative - Well			\$350,000			
Water Tank Mixer				\$50,000		
Ramona L/S Improvements				\$30,000		
Mower					\$8,000	Stormwater R.
Total:	\$85,000	\$71,000	\$375,000	\$110,000	\$8,000	

Total General Fund Capital	\$299,500	\$229,500	\$418,000	\$653,000	\$2,255,000
Total Enterprise Fund Capital	\$85,000	\$71,000	\$375,000	\$110,000	\$8,000
Total Capital	\$384,500	\$300,500	\$793,000	\$763,000	\$2,263,000
Total Oper/Unres GF Capital	\$149,500	\$184,500	\$138,000	\$303,000	\$105,000
Total Oper/Unres EF Capital	\$85,000	\$71,000	\$375,000	\$110,000	\$8,000
Total Oper/Unres Capital	\$234,500	\$255,500	\$513,000	\$413,000	\$113,000

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
REVENUES								
Increase Revenue/Decrease Expenditure				Decrease Revenue/Increase Expenditure				
001.000-	TAXES							
311.110	Ad Valorem Taxes - (M)	920,201	926,120	939,640	928,158	99%	968,250	977,720
312.300	9th Cent Gas Tax - (M)	18,090	23,115	20,000	14,885	74%	20,000	20,000
312.410	Local Option Gas Tax - (M/S)	109,006	119,669	119,750	91,939	77%	124,240	125,642
312.420	5th Cent Gas Tax - (M/S)	68,424	72,999	73,600	59,170	80%	76,780	76,780
312.520	Casualty Insurance Tax -(A)	30,876	32,268	31,535	-	0%	31,535	31,535
314.100	Electric Service Tax - (M)	290,107	295,925	280,000	187,891	67%	290,000	292,900
314.300	Water Service Tax - (M)	48,125	45,737	48,000	36,520	76%	48,000	48,000
312.510	Insurance Premium Tax - (A)	7,706	23,713	21,000	-	0%	21,000	21,000
314.800	Propane Service Tax - (M)	14,360	11,121	12,000	10,130	84%	13,000	13,000
315.000	Local Comm Tax - (M/S)	158,722	142,488	145,300	96,163	66%	125,830	125,830
335.180	Half-Cent Sales Tax - (M/S)	247,945	262,033	265,425	206,687	78%	282,475	285,300
	TOTAL TAXES	1,913,562	1,955,188	1,956,250	1,631,543	83%	2,001,110	2,017,708
001.000-	LICENSES AND PERMITS							
321.110	Business Tax	9,990	10,553	12,000	2,745	23%	12,000	12,000
322.025	Remittance Fee	184	1,022	500	1,403	281%	1,000	1,000
322.200	Education Fee	861	1,233	1,000	876	88%	1,000	1,000
322.100	Alarm Permit	150	150	125	50	40%	125	125
349.322	Building Inspections	385	630	500	455	91%	600	600
322.300	Archive Fee	861	1,233	1,000	876	88%	1,000	1,000
354.000	Liens - Violation of Ordinance	12,488	1,687	8,000	13,512	169%	10,000	10,000
354.100	Lien Searches	1,350	2,415	2,000	1,770	89%	2,000	2,000
322.000	Building Permits	24,900	39,511	35,000	41,263	118%	45,000	45,000
	TOTAL LICENSES AND PERMITS	51,169	58,434	60,125	62,950	105%	72,725	72,725
001.000-	INTERGOVERNMENTAL							
335.120	State Revenue Sharing -(M/S)	103,437	108,676	112,860	80,015	71%	123,695	124,932
335.122	8th Cent Motor Fuel Tax - (M/S)	37,582	44,432	46,140	32,714	71%	50,570	51,076
335.140	Mobile Home Licenses - (M)	13,546	14,820	15,000	14,267	95%	15,000	15,000
335.150	Alcohol Beverage Lic - (Q)	1,722	1,785	3,000	1,687	56%	3,000	3,000
331.100	Grant - Florida Grants	2,667	59,850	-	-	0%	-	-
334.220	Grant - Police Dept.	12,792	9,491	9,770	9,769	100%	10,190	-
331.200	Grant - Police	1,000	1,000	-	-	0%	-	-
334.260	Right of Way Maint - (Q)	30,315	22,737	30,000	30,315	101%	30,000	30,000
334.710	Signal Maint -(A)	2,701	2,782	2,700	-	0%	2,700	2,700
334.952	Street Lights Maint -(A)	24,136	17,054	20,640	-	0%	20,640	20,640
331.540	Grant	46,498	-	-	1,961	0%	-	-
337.210	SRO Supplement -(Q)	93,448	92,266	91,000	96,286	106%	100,650	100,650
338.350	Library Cooperative -(Q)	45,000	33,731	25,000	25,702	103%	25,000	25,000
342.340	Mutual Fire - (Q)	184,919	184,807	184,920	138,476	75%	190,805	190,805
	TOTAL INTERGOVERNMENTAL	599,763	593,431	541,030	431,192	80%	572,250	563,803

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.000- FRANCHISE FEES								
323.100	Electric FF - (M)	244,282	234,530	240,000	198,209	83%	240,000	240,000
323.400	Gas FF - (M)	20,729	23,371	26,000	32,667	126%	32,000	32,000
323.700	Solid Waste FF - (M)	21,604	18,895	22,000	14,594	66%	22,000	22,000
	TOTAL FRANCHISE FEES	286,615	276,796	288,000	245,470	85%	294,000	294,000
001.000- CHARGES FOR SERVICES								
341.200	Zoning Fees	348	358	-	1,187	0%	-	-
341.400	Variance	232	-	500	-	0%	2,500	2,500
341.041	Library Printing	1,312	2,304	2,000	2,220	111%	3,000	3,000
341.050	Notary Services	164	130	200	147	74%	200	200
341.040	Copies & Research	731	40	500	64	13%	500	500
343.800	Cemetery Sales	12,815	5,075	5,000	14,335	287%	10,000	10,000
347.208	Summer Rec Program	19,004	26,250	24,000	19,525	81%	20,000	20,000
349.030	Filing Fee-City Election	-	48	150	24	16%	150	150
349.528	Police Reports & Services	741	882	1,000	406	41%	1,000	1,000
	TOTAL CHARGES FOR SERVICES	35,347	35,087	33,350	37,908	114%	37,350	37,350
001.000- SANITATION								
343.300	Sanitation - (M)	299,109	301,398	305,000	230,951	76%	305,000	305,000
343.400	Recycling	-	-	-	11,580	0%	48,000	48,000
343.301	Extra Trash Pickup	393	1,125	1,000	1,549	155%	1,500	1,500
343.307	Fuel Adjustment Fee	86,834	90,738	90,000	70,564	78%	92,000	92,000
343.402	Garbage Adjustments	-	-	-	-	0%	-	-
381.473	Transfer from Sanitation	-	-	-	-	0%	-	-
343.306	Garbage Late Fees	12,739	13,175	12,000	10,550	88%	13,000	13,000
343.302	Garbage Cans	100	45	200	-	0%	-	-
343.901	Sanitation Reserve Fund	47,550	48,222	49,000	36,451	74%	49,000	49,000
343.902	Equipment Reserve Fund	18,502	18,767	19,000	14,170	75%	19,000	19,000
	TOTAL SANITATION	465,227	473,470	476,200	375,815	79%	527,500	527,500
001.000- FINES AND FORFEITURES								
351.000	Police Fines - (M)	29,385	14,984	30,000	8,546	28%	20,000	20,000
351.100	Police Education	2,442	2,050	2,500	508	20%	2,000	2,000
351.200	Forfeiture (Confiscated)	1,549	5,209	-	-	0%	-	-
351.300	Police Detail	2,220	2,295	2,000	2,113	106%	3,000	3,000
352.000	Library Fines	1,261	1,639	1,500	1,195	80%	1,500	1,500
349.400	Restitution	6,012	1,452	3,000	1,032	34%	1,500	1,500
	TOTAL FINES AND FORFEITURES	42,869	27,629	39,000	13,394	34%	28,000	28,000

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.000- RENTALS								
362.030	Rental - Highlands	2,450	2,675	3,000	2,775	93%	3,000	3,000
362.032	Rental - Mackay Preserve	16,048	14,961	12,000	18,527	154%	22,000	22,000
362.033	Rental - Cancellation Fee	996	1,175	1,000	1,150	115%	1,000	1,000
362.034	Rental - Lions Park	1,201	1,500	1,000	1,000	100%	1,000	1,000
362.038	Rental - Tower	132,869	143,012	130,000	90,459	70%	110,000	110,000
362.035	Rental - Ball Field	240	90	300	-	0%	300	300
	TOTAL RENTAL	153,804	163,413	147,300	113,911	77%	137,300	137,300
001.000- INTEREST EARNED								
361.000	Interest Income	9,525	8,892	8,000	6,418	80%	8,000	8,000
361.100	Interest - Investments	2,506	1,238	-	393	0%	-	-
	TOTAL INTEREST EARNED	12,031	10,130	8,000	6,811	85%	8,000	8,000
001.000- MISCELLANEOUS								
365.000	Sale of Surplus Property	5,667	14,460	10,000	1,234	12%	6,000	6,000
319.100	Motor Fuel Tax Refund - (M)	5,163	4,528	4,500	4,234	94%	5,000	5,000
366.100	Christmas Party Donations	1,225	150	-	-	0%	-	-
366.200	Mackay Park Donations	-	25	-	-	0%	-	-
366.300	Bluegrass Bash	4,672	7,848	8,000	6,931	87%	7,000	7,000
366.400	Recreation Donations	1,000	1,000	1,000	43	4%	1,000	1,000
366.500	Fountain Donation (Median Fund)	-	-	-	-	0%	-	-
369.000	Miscellaneous Income	13,093	13,786	12,000	1,556	13%	10,000	10,000
369.100	Storage	1,900	2,200	1,200	850	71%	1,000	1,000
369.200	Grillin & Chillin	9,915	8,304	3,000	1,689	56%	3,000	3,000
369.300	Insurance Proceeds	14,209	12,396	9,670	19,279	199%	9,670	9,670
369.400	Event Reimbursement	1,000	622	1,200	-	0%	1,200	1,200
369.500	Ridge League Receipts	1,024	3,693	1,500	3,194	213%	1,500	1,500
369.600	Veteran's Memorial	100	31,258	-	1,450	0%	-	-
369.700	Vending Machine Sales	1,265	-	-	-	0%	-	-
	TOTAL MISCELLANEOUS	60,233	100,270	52,070	40,460	78%	45,370	45,370
001.000- TRANSFERS								
381.224	Reserve - Rec. Impact Fee	-	-	15,000	-	0%	-	-
381.233	Public Safety Impact Fees	-	25,475	-	-	0%	-	-
381.314	Local Option Gas Tax	-	-	-	-	0%	73,600	-
381.375	Equipment Reserve	-	-	-	-	0%	-	45,000
381.401	General Fund Reserve	-	101,912	25,000	-	0%	-	-
381.402	Interfund Transfer	-	118,236	230,210	172,657	75%	239,515	237,807
381.403	Cost Allocation	-	-	176,660	132,495	75%	91,000	90,260
381.473	Transfer from Sanitation	-	95,968	201,000	-	0%	-	-
381.850	Reserve - Fleet Fund	-	-	2,000	-	0%	2,000	2,000
	TOTAL TRANSFERS	-	341,591	649,870	305,152	47%	406,115	375,067
	TOTAL ALL REVENUES	3,620,620	4,035,439	4,251,195	3,264,606	77%	4,129,720	4,106,822

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
	Increase Revenue/Decrease Expenditure							
	Decrease Revenue/Increase Expenditure							
001.510-	GENERAL GOVERNMENT							
422.000	General Employees Retirement	99,432	105,903	205,340	198,995	97%	180,750	180,750
422.100	Public Safety Retirement	37,346	104,841	115,130	89,875	78%	107,250	107,250
423.000	Group Health Insurance	-	129,355	318,500	220,639	69%	329,625	329,625
423.200	Health Insurance: Hedge Incr.						-	16,481
423.100	HRA Deductible Reimbursement	13,330	-	5,000	-	0%	2,000	2,000
424.000	Workers Comp Insurance	-	-	65,000	60,791	94%	65,000	65,000
425.000	Unemployment Compensation	793	198	1,000	-	0%	1,000	1,000
432.000	Accounting & Auditing	31,271	33,006	46,300	43,403	94%	46,300	46,300
434.000	Contractual Services	22,175	23,192	24,000	11,915	50%	24,000	24,000
434.100	Cell Tower Consultant	-	-	-	-	0%	5,000	5,000
434.200	Salary Survey	-	-	-	-	0%	2,500	2,500
440.200	Employee Holiday Dinner	4,088	3,420	3,500	3,592	103%	3,500	3,500
440.201	Ridge League Dinner	1,611	4,436	1,000	4,797	480%	1,000	1,000
445.000	Property & Liability	5,567	5,448	113,100	105,780	94%	113,100	113,100
449.000	Insurance Claims	-	1,000	2,000	3,450	173%	2,000	2,000
452.300	IT - Software & Hardware	1,274	8,953	8,000	13,279	166%	21,000	21,000
531.000	Donations	9,000	4,638	5,000	2,000	40%	5,000	5,000
440.400	Tuition Assistance	-	-	-	-	0%	3,000	3,000
480.000	CDL Assistance	-	-	-	-	0%	1,000	1,000
510.999	Contingency	-	-	19,895	-	0%	7,265	18,650
510.979	Fire Engine Reserve	-	-	50,000	-	0%	50,000	50,000
510.996	Sanitation Vehicle Reserve	-	48,222	11,000	-	0%	49,000	49,000
510.997	Sanitation Equip. Reserve	-	-	-	-	0%	19,000	19,000
510.995	General Fund Retirement Cost Out	-	-	-	-	0%	(180,750)	(180,750)
510.994	Police & Fire Retirement	-	-	-	-	0%	(107,250)	(107,250)
510.993	Health Insurance	-	-	-	-	0%	(329,625)	(329,625)
510.992	Workers Comp Insurance	-	-	-	-	0%	(65,000)	(65,000)
510.991	Property & Liability	-	-	-	-	0%	(106,110)	(106,110)
510.998	Local Option Gas Tax Reserve	-	72,000	73,600	-	0%	-	76,780
464.200	Centennial	-	-	-	-	0%	15,000	-
464.100	Capital - Phone Upgrade	-	12,005	5,000	21,401	428%	-	-
	TOTAL GEN GOVERNMENT	225,887	556,617	1,072,365	779,917	73%	264,555	354,201
001.511-	CITY COMMISSION							
411.000	Salaries & Wages	13,050	13,200	13,200	9,900	75%	13,200	13,200
421.000	FICA Expense	998	1,010	1,010	757	75%	1,010	1,010
424.000	Workers Comp Insurance	100	1	-	-	0%	125	125
440.300	Training & Travel	7,555	5,503	8,000	1,573	20%	8,000	8,000
443.200	Electric	5,854	5,829	5,500	3,608	66%	5,500	5,500
445.000	Property & Liability	18,315	16,864	-	-	0%	19,860	19,860
451.000	Office Supplies	-	47	500	350	70%	500	500
452.000	Operating Supplies	3,319	805	500	986	197%	1,000	1,000
452.940	Uniforms & Shoes	274	49	800	373	47%	800	800
454.000	Subscriptions & Memberships	1,241	1,239	1,250	1,238	99%	1,250	1,250
458.903	Cost Allocation - Enterprise	(5,303)	-	-	-	0%	-	-
	TOTAL CITY COMM	45,403	44,547	30,760	18,785	61%	51,245	51,245

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.512- CITY ADMINISTRATION								
412.000	Salaries & Wages	164,408	152,859	129,525	96,778	75%	134,210	138,770
414.000	Overtime Pay	4	23	100	-	0%	-	-
421.000	FICA Expense	12,537	12,592	9,910	9,310	94%	14,200	14,900
422.000	Retirement	20,112	24,786	16,500	11,882	72%	21,240	21,240
423.000	Life & Health Insurance	17,698	18,110	-	-	0%	10,985	10,985
424.000	Workers Comp Insurance	1,272	1,170	-	-	0%	1,440	1,440
431.200	Deed Rcding Escrow	300	47	300	500	167%	500	500
431.500	Employee Exams	42	-	50	-	0%	-	-
434.100	Contractual- Visit FL Grant	-	-	-	-	0%	-	-
434.600	Municipal Code Corp	2,733	1,032	3,000	2,207	74%	3,000	3,000
440.300	Training & Travel	4,638	7,037	5,000	2,586	52%	4,000	4,000
441.000	Communications	1,949	1,786	2,000	1,252	63%	2,000	2,000
441.100	Cell Phone	857	737	600	316	53%	-	-
443.200	Electric	1,901	2,322	2,000	1,110	56%	2,000	2,000
445.000	Property & Liability	238	221	-	-	0%	-	-
446.000	R & M Services	495	-	500	-	0%	500	500
446.100	R & M - Auto	174	122	500	-	0%	500	500
446.120	R & M - Copier	3,719	3,370	4,000	2,141	54%	3,500	3,500
446.200	R & M - Records	-	4,920	-	-	0%	-	-
446.348	R & M - Software	4,850	4,375	2,200	1,350	61%	2,500	2,500
449.000	Legal Advertisement	7,519	5,601	7,500	3,790	51%	6,000	6,000
451.000	Office Supplies	504	483	500	332	66%	500	500
452.000	Operating Supplies	3,625	3,158	3,500	2,175	62%	3,000	3,000
440.500	Expense Allowance	-	-	-	-	0%	5,000	5,000
440.600	Car Allowance	-	-	-	-	0%	6,500	6,500
440.700	Phone Allowance	-	-	-	-	0%	1,200	1,200
452.700	Fuel	537	364	500	194	39%	500	500
453.100	City Election	-	48	1,800	24	1%	1,800	1,800
454.000	Subscriptions & Memberships	891	1,417	1,900	1,327	70%	1,900	1,900
458.903	Cost Allocation - Enterprise	(49,124)	-	-	-	0%	-	-
CITY ADMIN. TOTAL		201,879	246,580	191,885	137,274	72%	226,975	232,235
001.514- ATTORNEY								
423.000	Life & Health Insurance	133	-	-	-	0%	-	-
431.400	Legal	69,583	62,883	60,000	46,803	78%	63,000	62,000
458.903	Cost Allocation - Enterprise	(6,500)	-	-	-	0%	-	-
TOTAL ATTORNEY		63,216	62,883	60,000	46,803	78%	63,000	62,000

City of Lake Alfred
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ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.513- FINANCE								
412.000	Salaries & Wages	76,090	80,926	84,840	61,626	73%	87,215	87,830
414.000	Overtime Pay	-	-	-	42	0%	100	100
421.000	FICA Expense	5,504	5,871	6,500	4,654	72%	6,610	6,719
422.000	Retirement	-	-	-	-	0%	13,890	13,890
423.000	Life & Health Insurance	6,245	5,144	-	-	0%	10,985	10,985
424.000	Workers Comp Insurance	571	506	-	-	0%	620	620
431.500	Employee Exams	-	42	50	-	0%	50	50
433.000	Bank Service Charges	528	109	500	57	11%	500	500
440.300	Training & Travel	2,051	830	500	746	149%	1,500	1,500
441.000	Communications	2,842	2,543	2,800	1,090	39%	2,000	2,000
441.100	Cell Phone	541	227	-	-	0%	-	-
443.200	Electric	1,901	2,322	2,000	1,110	56%	2,000	2,000
446.000	R & M Services	2,350	870	1,500	260	17%	1,000	1,000
446.348	R & M - Software	6,700	6,700	6,700	6,700	100%	7,600	7,600
451.000	Office Supplies	571	860	1,000	338	34%	1,000	1,000
452.000	Operating Supplies	1,719	2,244	2,000	1,126	56%	2,000	2,000
452.940	Uniforms & Shoes	719	480	800	621	78%	800	800
454.000	Subscriptions & Memberships	195	160	195	70	36%	195	195
458.903	Cost Allocation - Enterprise	(36,158)	-	-	-	0%	-	-
464.100	Capital - Equipment	13,354	-	-	-	0%	-	-
TOTAL FINANCE		85,723	109,834	109,385	78,440	72%	138,065	138,789

City of Lake Alfred
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ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.521- POLICE DEPT								
412.000	Salaries & Wages	535,559	550,410	567,335	375,019	66%	574,540	578,880
412.221	Retirement - Police	70,507	32,268	31,535	-	0%	31,535	31,535
414.000	Overtime Pay	2,671	4,479	4,000	7,230	181%	4,000	4,000
421.000	FICA Expense	40,902	42,122	43,400	28,959	67%	44,260	44,590
422.000	Retirement	-	-	-	-	0%	79,385	79,385
423.000	Life & Health Insurance	75,150	-	-	-	0%	87,900	87,900
424.000	Workers Comp Insurance	12,316	11,522	-	-	0%	14,155	14,155
431.500	Employee Exams	1,353	594	1,000	727	73%	1,000	1,000
441.300	Training & Travel	4,296	2,795	4,500	779	17%	4,000	4,000
441.000	Communications	7,370	8,024	8,000	5,322	67%	7,500	7,500
441.100	Cell Phone	2,074	1,529	1,800	1,053	59%	1,800	1,800
443.200	Electric	8,774	10,245	8,500	5,976	70%	8,000	8,000
445.000	Property & Liability	5,104	4,705	-	-	0%	5,320	5,320
445.500	Special Risk Ins.	406	538	550	538	98%	550	550
446.000	R & M Services	816	2,449	1,500	513	34%	1,000	1,000
446.100	R & M - Auto	12,127	15,108	12,000	5,212	43%	10,000	10,000
446.120	R & M - Copier	2,641	2,518	2,700	1,982	73%	2,700	2,700
446.200	R & M - Radios	703	-	3,500	3,670	105%	3,500	3,500
446.700	R & M - IT Contract	-	2,550	3,000	2,550	85%	3,000	3,000
449.000	Contractual Services	1,982	3,762	2,500	4,359	174%	4,500	4,500
451.000	Office Supplies	766	951	1,000	570	57%	1,000	1,000
452.000	Operating Supplies	5,643	4,050	3,000	1,205	40%	3,000	3,000
452.012	K-9 Expenses	9,545	882	1,500	369	25%	1,000	1,000
452.100	Computer Replacement	-	-	2,500	3,389	136%	2,500	2,500
452.700	Fuel	26,875	29,857	28,000	19,157	68%	27,000	27,000
452.940	Uniforms & Shoes	4,263	3,860	4,000	117	3%	4,000	4,000
454.000	Subscriptions & Memberships	155	320	300	250	83%	300	300
464.100	Capital - Vehicle	27,972	30,274	30,000	-	0%	30,000	30,000
464.200	Capital - Grant Equipment	19,625	11,248	9,770	17,223	176%	10,190	-
TOTAL POLICE DEPT		879,595	777,060	775,890	486,169		967,635	962,115

City of Lake Alfred
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ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.522- FIRE DEPT								
412.000	Salaries & Wages	362,410	408,192	351,635	255,907	73%	396,850	400,040
413.000	Part Time Wages	-	-	40,000	44,673	112%	40,400	40,400
414.000	Overtime Pay	347	2,433	2,000	4,645	232%	2,000	2,000
421.000	FICA Expense	26,915	30,919	29,960	23,198	77%	33,605	33,850
422.000	State Retirement Contribution		23,713	21,000	-	0%	70,515	70,515
423.000	Life & Health Insurance	47,587	51,030	-	33	0%	54,940	54,940
424.000	Workers Comp Insurance	10,797	10,377	-	-	0%	12,745	12,745
431.500	Employee Exams	1,212	6,913	3,000	3,519	117%	3,000	3,000
440.300	Training & Travel	2,672	3,991	3,000	2,292	76%	3,000	3,000
441.000	Communications	1,565	1,225	1,500	1,023	68%	1,500	1,500
441.100	Cell Phone	621	715	1,200	674	56%	1,200	1,200
443.200	Electric	6,714	8,310	8,000	4,768	60%	6,000	6,000
445.000	Property & Liability	5,592	5,147	-	-	0%	6,115	6,115
445.500	Special Risk Ins.	406	538	550	538	98%	550	550
446.000	R & M Services	2,815	2,758	3,000	2,405	80%	3,000	3,000
446.100	R & M - Auto	9,551	14,291	12,000	13,946	116%	13,000	13,000
446.110	R & M - SCBA	984	1,464	1,500	248	17%	1,500	1,500
446.200	R & M - Radio	420	-	3,000	3,000	100%	3,000	3,000
446.348	R & M - Software	704	1,500	2,000	720	36%	2,000	2,000
451.000	Office Supplies	462	387	500	366	73%	500	500
452.000	Operating Supplies	2,758	2,601	3,000	1,573	52%	2,500	2,500
452.140	Fire Prevention Program	793	801	1,000	673	67%	1,000	1,000
452.700	Fuel	5,285	6,296	6,000	5,071	85%	6,000	6,000
452.800	Diesel	1,981	2,800	2,500	3,567	143%	3,500	3,500
452.940	Uniforms & Shoes	2,951	2,821	4,000	4,258	106%	4,000	4,000
454.000	Subscriptions & Memberships	375	269	400	389	97%	400	400
452.941	Bunker Gear Replacements	2,831	-	5,000	1,812	36%	3,000	4,000
464.100	Capital - Equipment	-	62,955	3,000	2,391	80%	6,500	-
464.200	Capital - Bunker Gear	-	13,674	-	293	0%	-	-
TOTAL FIRE DEPT		498,748	666,120	508,745	381,982	75%	682,320	680,255

City of Lake Alfred
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75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.524- COMMUNITY DEVELOPMENT								
412.000	Salaries & Wages	114,487	115,165	116,765	82,932	71%	117,865	118,695
414.000	Overtime Pay	37	21	100	186	186%	200	200
421.000	FICA Expense	8,761	8,812	8,935	6,359	71%	8,995	9,060
422.000	Retirement	-	-	-	-	0%	12,730	12,730
423.000	Life & Health Insurance	10,117	1,998	-	-	0%	10,985	10,985
424.000	Workers Comp Insurance	2,249	26,875	-	-	0%	2,765	2,765
431.000	Professional Services	45,000	-	5,000	2,500	50%	5,000	5,000
431.100	CFRPC Contract	18,000	18,000	18,000	13,500	75%	18,000	18,000
431.500	Employee Exams	42	-	100	-	0%	100	100
434.600	Special Magistrate	4,126	3,754	4,000	2,151	54%	4,000	4,000
440.300	Training & Travel	2,279	1,919	2,000	(59)	-3%	2,000	2,000
441.000	Communications	2,284	2,373	2,400	1,308	55%	2,400	2,400
441.100	Cell Phone	1,084	1,019	1,200	629	52%	1,000	1,000
443.200	Electric	11,709	11,658	12,000	7,215	60%	12,000	12,000
445.000	Property & Liability	1,138	1,044	-	-	0%	1,110	1,110
446.000	R & M Services	900	103	500	-	0%	500	500
446.100	R & M - Auto	660	895	500	237	47%	500	500
446.120	R & M - Copier	5,568	6,505	6,000	5,536	92%	6,500	6,500
446.348	R & M - Software	1,028	900	1,400	900	64%	1,400	1,400
451.000	Office Supplies	377	513	500	463	93%	500	500
452.000	Operating Supplies	1,447	1,310	1,000	1,375	138%	1,500	1,500
452.700	Fuel	783	972	1,000	538	54%	1,000	1,000
454.000	Subscriptions & Memberships	60	200	200	120	60%	200	200
431.200	Wayfinding Signs	-	-	40,000	5,591	14%	-	-
431.250	CRA Plan	-	-	30,000	21,250	71%	-	-
464.100	Capital - Machinery & Equip.	16,551	-	-	-	0%	-	-
TOTAL COMMUNITY DEVELOPMENT		248,687	204,036	251,600	152,731	61%	211,250	212,145

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.540- PUBLIC WORKS ADMIN								
412.000	Salaries & Wages	138,622	36,958	39,440	28,860	73%	35,465	35,465
414.000	Overtime Pay	22	-	-	-	0%	-	-
421.000	FICA Expense	10,177	2,492	3,020	1,921	64%	2,715	2,715
422.000	Retirement	-	-	-	-	0%	5,780	5,780
423.000	Life & Health Insurance	19,813	5,089	-	-	0%	5,495	5,495
424.000	Workers Comp Insurance	4,951	1,860	-	-	0%	4,565	4,565
431.500	Employee Exams	-	174	300	42	14%	300	300
440.300	Training & Travel	147	851	1,000	49	5%	1,000	1,000
441.000	Communications	1,624	1,582	1,500	1,663	111%	1,500	1,500
441.100	Cell Phone	1,037	678	1,200	690	58%	1,000	1,000
443.200	Electric	1,693	1,684	1,600	707	44%	1,500	1,500
445.000	Property & Liability	932	854	-	-	0%	1,030	1,030
446.000	R & M Services	-	121	500	-	0%	500	500
446.120	R & M - Copier	840	2,041	1,000	496	50%	1,000	1,000
451.000	Office Supplies	928	374	500	284	57%	500	500
452.000	Operating Supplies	1,085	473	1,000	432	43%	500	500
452.940	Uniforms & Shoes	3,225	3,745	3,400	4,098	121%	4,000	4,000
454.000	Subscriptions & Memberships	92	115	200	125	63%	200	200
458.902	Cost Allocation - Enterprise	(84,160)	-	-	-	0%	-	-
458.903	Cost Allocation - Stormwater	(18,641)	(10,326)	(11,130)	(8,348)	75%	(11,130)	(11,130)
464.200	Office Equipment	-	-	-	-	0%	-	-
TOTAL PW ADMIN		82,387	48,765	43,530	31,019	71%	55,920	55,920
001.519- BUILDING MAINT								
412.000	Salaries & Wages	26,930	27,668	28,495	20,836	73%	28,680	28,755
414.000	Overtime Pay	10	6	50	-	0%	50	50
421.000	FICA Expense	2,061	2,117	2,180	1,594	73%	2,195	2,200
422.000	Retirement	-	-	-	-	0%	4,615	4,615
423.000	Life & Health Insurance	5,059	5,085	-	-	0%	5,495	5,495
424.000	Workers Comp Insurance	1,372	1,239	-	-	0%	2,120	2,120
431.300	Engineering	12,416	28,658	5,000	8,626	173%	5,000	5,000
441.000	Communications	1,331	1,310	1,400	1,056	75%	1,400	1,400
443.200	Electric	465	545	500	197	39%	500	500
445.000	Property & Liability	3,089	2,839	-	-	0%	3,260	3,260
446.000	R & M Services	18,426	16,135	20,000	19,792	99%	10,000	10,000
446.100	R & M Projects	-	-	-	-	-	30,000	10,000
452.000	Operating Supplies	2,268	7,117	3,500	10,712	306%	11,000	11,000
452.940	Uniforms & Shoes	90	-	100	-	0%	100	100
464.100	Capital - Bldg. Improvements	190,895	-	-	236,222	0%	-	-
446.620	CDBG - Projects	48,120	-	-	-	0%	-	-
464.200	Lightning Invoices - Insurance	-	-	-	-	0%	-	-
TOTAL BLDG MAINT		312,532	92,719	61,225	299,035	488%	104,415	84,495

City of Lake Alfred
GENERAL FUND
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75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.534- SANITATION								
412.000	Salaries & Wages	88,854	79,857	92,125	63,032	68%	73,790	73,865
414.000	Overtime Pay	152	815	1,000	1,563	156%	1,000	1,000
421.000	FICA Expense	6,789	6,166	7,050	4,928	70%	5,645	5,650
422.000	Retirement	-	-	-	-	0%	11,825	11,825
423.000	Life & Health Insurance	17,331	-	-	-	0%	16,480	16,480
424.000	Workers Comp Insurance	6,535	5,843	-	-	0%	7,180	7,180
431.500	Employee Exams	107	1,390	750	294	39%	750	750
434.100	Contractual Services	-	-	-	3,418	0%	-	-
434.200	Recycling - City Portion	824	583	1,000	8,094	809%	49,000	49,000
445.000	Property & Liability	5,787	5,327	-	-	0%	6,355	6,355
446.000	R & M Services	209	1,034	1,000	581	58%	1,000	1,000
446.100	R & M - Auto	29,238	23,908	25,000	20,546	82%	25,000	25,000
449.110	Disposal Fees - Polk County	66,132	67,612	60,000	44,797	75%	60,000	60,000
449.150	Disposal Fees - Brush	23,764	23,650	24,000	16,217	68%	23,000	23,000
452.000	Operating Supplies	1,906	1,702	2,000	240	12%	500	500
452.800	Diesel	19,454	19,486	23,000	24,690	107%	25,000	25,000
464.100	Capital - Equipment	-	-	8,000	7,186	90%	-	-
464.200	Capital- Garbage Truck	-	114,731	250,000	-	0%	-	-
TOTAL SANITATION		267,082	352,104	494,925	195,586	40%	306,525	306,605

City of Lake Alfred
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75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.541- ROADS AND STREETS								
412.000	Salaries & Wages	137,943	119,866	114,960	84,401	73%	119,335	120,015
414.000	Overtime Pay	639	3,530	3,000	3,613	120%	5,000	5,000
421.000	FICA Expense	10,100	9,190	8,795	6,643	76%	9,420	9,470
422.000	Retirement	-	-	-	-	0%	18,880	18,880
423.000	Life & Health Insurance	26,876	-	-	-	0%	27,470	27,470
424.000	Workers Comp Insurance	7,135	6,462	-	-	0%	7,940	7,940
431.300	Engineering	-	-	-	-	0%	1,000	1,000
431.500	Employee Exams	275	308	1,000	224	22%	400	400
443.200	Electric	56,114	60,837	56,000	38,055	68%	56,000	56,000
444.100	Rental Equipment	-	999	1,000	-	0%	1,000	1,000
445.000	Property & Liability	1,734	1,596	-	-	0%	1,670	1,670
446.000	R & M Services	8,887	12,097	10,000	10,170	102%	10,000	10,000
446.020	R & M - Traffic Signs	3,485	2,157	3,000	2,645	88%	3,000	3,000
446.080	R & M - Traffic Signals	28,560	6,224	10,000	4,329	43%	7,000	7,000
446.100	R & M - Auto	9,377	16,112	10,000	8,519	85%	11,000	11,000
446.200	R & M - Street Sweeper	5,572	6,920	10,000	2,307	23%	10,000	10,000
446.280	R & M - Street Lights	1,766	7,778	3,000	2,132	71%	3,000	3,000
446.290	R & M - Tree Maint	496	1,150	1,000	2,274	227%	1,000	1,000
446.500	R & M - Cemeteries	-	582	4,000	3,160	79%	4,000	4,000
446.600	R & M - Right of Way	-	-	-	-	0%	40,000	5,000
452.000	Operating Supplies	3,091	3,936	3,000	7,372	246%	5,000	5,000
452.100	Operating Supplies - Stolen	5,630	-	-	-	0%	-	-
452.700	Fuel	12,572	16,571	13,000	13,624	105%	17,000	17,000
452.800	Diesel Charges	2,004	2,884	2,000	3,090	155%	3,000	3,000
452.940	Uniforms & Shoes	-	251	-	157	0%	-	-
453.000	Road & Sidewalk Repair	8,040	12,631	12,000	9,470	79%	12,000	12,000
453.100	Road & Street Paving	-	123,750	-	-	0%	150,000	-
463.000	Capital - Bldg. Improvement	17,366	-	-	-	0%	-	-
464.000	Capital - Machinery & Equipment	5,688	-	-	-	0%	53,000	98,000
TOTAL STREETS		353,350	415,831	265,755	202,185	76%	577,115	437,845

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.589- CENTRAL GARAGE & MOTOR POOL								
412.000	Salaries & Wages	34,037	33,951	33,900	24,818	73%	34,045	34,125
414.000	Overtime Pay	66	24	300	190	63%	300	300
421.000	FICA Expense	2,606	2,571	2,595	1,913	74%	2,595	2,610
422.000	Retirement	-	-	-	-	0%	5,475	5,475
423.000	Life & Health Insurance	5,059	5,103	-	-	0%	5,495	5,495
424.000	Workers Comp Insurance	695	629	-	-	0%	775	775
431.000	Employee Exams	42	56	100	98	98%	100	100
441.000	Communications	260	236	500	179	36%	500	500
443.200	Electric	3,311	3,285	3,000	1,600	53%	3,000	3,000
445.000	Property & Liability	11,700	10,204	-	613	0%	11,515	11,515
446.000	R & M Services	128	6,782	500	936	187%	500	500
446.100	R & M - Auto	508	306	500	58	12%	500	500
452.000	Operating Supplies	1,120	4,590	1,000	9,820	982%	2,000	2,000
452.300	IT - Software & Hardware	1,532	1,749	100	-	0%	100	100
452.700	Fuel	20	56	100	130	130%	100	100
452.800	Supplies - Diesel	31,994	40,065	29,600	38,418	130%	31,200	31,200
452.900	Supplies - Gas & Oil	86,759	100,612	79,700	68,113	85%	79,800	79,800
452.940	Uniforms & Shoes	-	(190)	-	-	0%	-	-
454.000	Subscriptions & Memberships	-	1,500	1,500	-	0%	1,500	1,500
458.900	Reimbursement - Labor	(14,236)	(15,431)	(15,000)	(9,581)	64%	(15,000)	(15,000)
458.901	Reimbursement - Fuel	(77,003)	(80,229)	(79,700)	(60,251)	76%	(79,700)	(79,700)
458.902	Reimbursement - Diesel	(25,003)	(24,939)	(29,600)	(33,288)	112%	(31,200)	(31,200)
464.200	Capital - Machinery & Equip	4,531	-	-	9,399	0%	-	13,500
TOTAL CGMP		68,126	90,930	29,095	53,165	183%	53,600	67,195

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.572.- PARKS								
412.000	Salaries & Wages	79,077	104,202	116,515	79,844	69%	134,400	135,100
414.000	Overtime Pay	375	1,038	1,000	618	62%	1,000	1,000
421.000	FICA Expense	6,078	8,047	8,915	6,143	69%	10,280	10,412
422.000	Retirement	-	-	-	-	0%	20,630	20,630
423.000	Life & Health Insurance	12,542	17,312	-	43	0%	27,470	27,470
424.000	Workers Comp Insurance	2,879	2,632	-	-	0%	3,235	3,235
431.500	Employee Exams	300	380	300	574	191%	300	300
440.300	Training & Travel	45	224	300	204	68%	300	300
441.000	Communications	889	1,603	1,500	1,527	102%	1,500	1,500
441.100	Cell Phone	541	510	600	337	56%	600	600
443.200	Electric	7,341	6,220	8,000	5,126	64%	7,000	7,000
444.100	Rental Equipment	-	-	500	60	12%	500	500
445.000	Property & Liability	2,503	2,308	-	-	0%	2,780	2,780
446.000	R & M Services	6,437	5,380	7,000	4,185	60%	6,000	6,000
446.100	R & M - Auto	2,386	1,494	2,500	2,154	86%	2,500	2,500
446.120	R & M - Copier	-	647	1,200	1,785	149%	2,000	2,000
452.200	Operating Supplies	11,348	9,688	11,000	7,510	68%	10,000	10,000
452.700	Fuel	6,113	7,306	6,000	6,020	100%	7,500	7,500
452.800	Diesel	737	509	800	432	54%	500	500
452.940	Uniforms & Shoes	783	1,133	750	1,527	204%	1,000	1,000
454.000	Subscriptions & Memberships	38	-	-	-	0%	-	-
464.100	Capital - Mower	-	7,847	-	-	0%	-	8,000
464.200	Capital - Improvements	-	-	19,000	4,114	22%	-	30,000
464.300	Veteran's Memorial	-	51,249	-	6,059	0%	-	-
464.620	Capital - Lake Swoope Pavilion	-	-	-	25,074	0%	-	-
TOTAL PARKS		140,412	229,729	185,880	153,336	82%	239,495	278,327
001.572- MACKAY PRESERVE								
441.000	Communications	583	600	600	450	75%	600	600
443.200	Electric	5,663	6,552	6,000	3,263	54%	6,000	6,000
445.000	Property & Liability	5,245	4,827	-	-	0%	6,195	6,195
446.000	R & M Services	4,603	3,891	4,000	4,961	124%	4,000	4,000
449.000	Contractual Maint Services	-	-	1,200	1,600	133%	1,500	1,500
452.000	Operating Supplies	2,959	3,407	4,000	2,399	60%	3,500	3,500
464.100	Capital - Bldg. Improvement	-	23,885	-	-	0%	-	-
TOTAL MACKAY PRESERVE		19,053	43,162	15,800	12,673	80%	21,795	21,795

City of Lake Alfred
GENERAL FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE- EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
001.572- RECREATION								
440.200	Employee Quarterly Meetings	1,100	847	1,500	1,545	103%	1,500	1,500
441.000	Communications	-	44	-	-	0%	-	-
446.000	R & M Services	1,900	2,477	2,500	1,948	78%	2,500	2,500
448.000	Promotional Activities	15,200	19,656	15,000	8,945	60%	15,000	15,000
451.000	Office Supplies	416	234	500	223	45%	500	500
452.000	Operating Supplies	3,401	2,026	3,500	1,801	51%	3,500	3,500
452.100	Summer Recreation Expenses	7,021	8,574	7,000	1,059	15%	7,000	7,000
452.102	Christmas Banners	-	-	-	-	0%	-	-
TOTAL RECREATION		29,038	33,858	30,000	15,521	52%	30,000	30,000
001.571- LIBRARY								
413.000	Salaries & Wages	58,189	72,437	74,200	50,812	68%	76,500	77,290
421.000	FICA Expense	4,213	5,541	5,675	3,887	68%	5,835	5,890
422.000	Retirement	-	-	-	-	0%	5,100	5,100
423.000	Life & Health Insurance	421	5,066	-	-	0%	5,495	5,495
424.000	Workers Comp Insurance	347	368	-	-	0%	450	450
431.500	Employee Exams	332	42	100	126	126%	100	100
440.300	Training & Travel	195	30	500	-	0%	500	500
441.000	Communications	1,985	5,516	5,480	1,690	31%	5,480	5,480
443.200	Electric	6,401	6,485	6,000	4,077	68%	6,000	6,000
445.000	Property & Liability	1,235	1,686	-	-	0%	1,350	1,350
446.000	R & M Services	502	486	500	631	126%	500	500
446.120	R & M - Copier	2,314	3,694	3,000	2,301	77%	3,000	3,000
446.438	R & M - Software	-	767	1,500	944	63%	1,500	1,500
446.660	R & M - Books	-	-	-	-	0%	12,000	12,000
451.000	Office Supplies	404	357	1,000	212	21%	1,000	1,000
452.000	Operating Supplies	2,157	4,929	3,000	2,207	74%	3,000	3,000
452.160	Youth Programs	1,250	1,950	2,000	1,855	93%	2,000	2,000
454.000	Subscriptions & Memberships	1,303	926	1,000	482	48%	1,000	1,000
464.100	Capital - Computers	-	-	-	-	0%	5,000	-
466.000	Capital - Books	10,701	15,620	15,000	14,798	99%	-	-
TOTAL LIBRARY		91,949	125,900	118,955	84,022	71%	135,810	131,655
TOTAL GEN FUND EXP.		3,613,067	4,100,675	4,245,795	3,128,643	74%	4,129,720	4,106,822

City of Lake Alfred
ENTERPRISE FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE - EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
401.000- UTILITY BILLING RECEIPTS								
334.100	SWFTMD - Toilet Rebate	3,102	-	-	-	0%	-	-
343.302	Water Revenue	590,985	592,836	600,000	447,608	75%	600,000	600,000
343.303	Water Billing Adj.	(2,064)	(4,844)	-	(1,702)	0%	-	-
343.308	Temp Water Service	950	2,550	2,000	1,400	70%	2,000	2,000
343.305	Irrigation	124,797	122,217	125,000	91,956	74%	125,000	125,000
343.500	Sewer Revenue	1,167,539	1,186,311	1,165,000	924,078	79%	1,200,000	1,200,000
343.503	Sewer Adjustment	(1,205)	(1,568)	-	(49)	0%	-	-
343.550	Tap Fees	600	1,950	1,500	2,250	150%	1,500	1,500
343.304	Turn On Fee	20,590	21,015	22,000	15,750	72%	21,000	21,000
365.000	Scrap Metal	14,394	6,849	10,000	-	0%	10,000	10,000
365.100	Hay Proceeds	252	-	500	750	150%	1,000	1,000
369.000	Non Payment Fees	35,159	33,352	35,000	25,778	74%	35,000	35,000
369.200	Miscellaneous	-	68,996	-	1,214	0%	-	-
343.314	Water Meter Fee	3,500	12,500	8,000	15,375	192%	12,000	12,000
343.310	NSF Check Fee	1,725	1,150	2,000	1,255	63%	1,500	1,500
343.306	Late Fees	49,953	50,180	50,000	38,184	76%	51,000	51,000
343.312	Turn Off Fee	13,865	16,870	16,000	11,950	75%	16,000	16,000
343.317	Service Work Orders	163	295	500	295	59%	500	500
343.311	Write Off Accounts Collect	1,941	2,069	2,000	1,598	80%	2,000	2,000
361.000	Interest - Bank	16,636	5,529	10,000	6,460	65%	8,000	8,000
361.100	Interest on Investments	16,845	4,962	-	1,579	0%	-	-
384.100	Wastewater Reserve	-	-	25,000	-	0%	30,000	-
349.110	Cash Over/Short	137	53	-	(120)	0%	-	-
TOTAL UTILITY REVENUES		2,059,864	2,123,272	2,074,500	1,585,609	76%	2,116,500	2,086,500
401.000- STORMWATER								
343.900	Stormwater	55,279	55,808	55,000	41,282	75%	55,000	56,890
381.538	Storm Water Reserve	-	-	10,990	-	0%	-	-
TOTAL STORMWATER		55,279	55,808	65,990	41,282	63%	55,000	56,890
TOTAL OPERATING RECEIPTS		2,115,143	2,179,080	2,140,490	1,626,891	76%	2,171,500	2,143,390

City of Lake Alfred
ENTERPRISE FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE - EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
401.538- STORMWATER								
431.300	Engineering - Master Plan	60,917	12,005	10,000	9,380	94%	10,000	10,000
432.000	Accounting & Auditing	707	662	-	-	0%	700	700
434.000	Contractual Services (NPD)	2,647	552	3,000	1,732	58%	1,000	1,000
440.300	Training & Travel	205	322	500	425	85%	500	500
443.200	Electric	67	101	160	-	0%	160	160
446.000	R & M Services	2,009	3,537	4,000	3,739	93%	4,000	4,000
446.100	R & M - Auto	396	-	1,000	-	0%	1,000	1,000
446.200	Street Sweeping Contract	9,737	9,737	10,000	9,737	97%	10,000	10,000
452.000	Operating Supplies	505	805	500	163	33%	500	500
452.700	Fuel	1,136	741	1,200	971	81%	1,200	1,200
452.940	Subscriptions & Members	-	-	-	400	0%	700	700
458.903	Cost Allocation	18,641	10,326	11,130	8,348	75%	11,130	11,130
999.000	Contingency	-					14,110	
464.200	Capital - Machinery & Equip	10,839	7,332	24,500	20,413	83%	-	16,000
TOTAL STORMWATER		107,806	46,120	65,990	55,308	84%	55,000	56,890
401.000- DEBT SERVICE								
517.716	Loan F-EF Refinanced Bridge	295,842	238,443	238,445	178,833	75%	238,445	238,445
517.719	Wastewater Loan 719090	315,646	315,646	315,645	157,823	50%	315,645	315,645
TOTAL DEBT SERVICE		611,488	554,089	554,090	336,656	61%	554,090	554,090

City of Lake Alfred
ENTERPRISE FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE - EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
401.533- WATER OPERATIONS								
412.000	Salaries & Wages	11,365	12,117	10,075	7,802	77%	10,225	10,225
421.000	FICA Expense	794	847	775	537	69%	775	775
424.000	Workers Comp Insurance	371	337	-	-	0%	1,455	1,455
431.300	Engineering	32,165	14,842	20,000	3,522	18%	10,000	10,000
432.000	Accounting & Auditing	4,843	5,428	-	-	0%	-	-
434.000	Contractual Services	5,538	3,540	5,000	4,177	84%	5,000	5,000
434.100	Engineering- Water Monitor	18,760	22,263	14,000	4,100	29%	14,000	14,000
440.100	Land Leases	-	640	1,500	1,701	113%	1,500	1,500
440.300	Training & Travel	481	530	500	309	62%	500	500
441.100	Cell Phone	46	-	-	-	0%	-	-
443.200	Electric	41,665	41,419	38,000	25,809	68%	38,000	38,000
445.000	Property & Liability	8,128	7,475	-	-	0%	7,940	7,940
446.000	R & M Services	27,936	61,988	30,000	12,040	40%	30,000	30,000
446.100	R & M - Auto	457	329	1,000	165	17%	500	500
446.200	R & M - Water Tower	-	-	500	-	0%	500	500
449.100	Toilet Rebates	3,864	-	-	-	0%	-	-
452.000	Operating Supplies	1,432	822	1,500	340	23%	1,500	1,500
452.600	Chemicals	42,834	41,307	43,000	31,367	73%	42,000	42,000
452.700	Fuel	2,784	1,536	3,000	586	20%	3,000	3,000
454.000	Subscriptions & Membership	545	545	600	560	93%	600	600
463.800	Water Improvements - Impa	36,307	135,850	-	6,402	0%	-	-
464.200	Capital - Machinery & Equip	-	7,063	59,000	10,803	18%	-	55,000
464.400	Meter Changeout Program	325,886	-	-	-	0%	-	-
TOTAL WATER OPS		566,201	358,878	228,450	110,220	48%	167,495	222,495

City of Lake Alfred
ENTERPRISE FUND
FY 2014-2015

75% Complete

ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE - EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
401.535- WASTE WATER OPERATIONS								
412.000	Salaries & Wages	87,363	85,635	85,270	63,360	74%	88,735	88,960
414.000	Overtime Pay	1,433	1,207	4,000	1,175	29%	4,000	4,000
421.000	FICA Expense	6,735	6,589	6,525	4,840	74%	7,095	7,115
422.000	Retirement	10,894	12,939	-	-	0%	14,220	14,220
423.000	Life & Health Insurance	15,198	14,467	-	-	0%	16,480	16,480
424.000	Workers Comp Insurance	1,778	1,609	-	-	0%	1,860	1,860
431.300	Engineering	10,687	-	15,000	14,256	95%	15,000	15,000
431.500	Employee Exams	42	177	300	56	19%	300	300
432.000	Accounting & Auditing	6,964	7,326	-	-	0%	-	-
434.100	Contractual Services	-	-	500	-	0%	500	500
434.200	Wastewater Grant-SG530500	425	-	-	-	0%	-	-
434.500	Sampling of Wells	15,896	11,256	16,000	9,161	57%	12,000	12,000
434.510	Sludge Hauling	1,268	2,536	3,000	-	0%	3,000	3,000
440.300	Training & Travel	225	757	500	-	0%	500	500
441.000	Communications	7,711	7,856	8,000	5,280	66%	8,000	8,000
441.100	Cell Phone	1,081	532	-	89	0%	600	600
443.200	Electric	84,146	93,082	80,000	56,833	71%	80,000	80,000
445.000	Property & Liability	28,589	26,326	-	-	0%	27,960	27,960
446.000	R & M Services	18,680	31,691	35,000	41,335	118%	35,000	35,000
446.100	R & M - Auto	842	1,510	2,000	462	23%	2,000	2,000
452.000	Operating Supplies	3,173	1,335	2,500	1,616	65%	2,000	2,000
452.600	Chemicals	56,598	43,641	90,000	60,592	67%	90,000	90,000
452.700	Fuel	178	-	500	57	11%	500	500
452.800	Diesel Fuel	-	-	200	-	0%	200	200
452.940	Uniforms & Shoes	104	90	750	385	51%	750	750
464.100	Capital - Equip	35,754	58,209	39,500	21,620	55%	-	-
TOTAL WASTE WATER		395,764	408,770	389,545	281,117	72%	410,700	410,945
401.535- SUMMIT GROVE						0%		
443.200	Electric	5,019	6,893	5,000	5,060	101%	7,000	7,000
445.000	Property & Liability	3,739	3,456	-	-	0%	3,655	3,655
446.000	R & M - Services	17,322	3,234	16,000	33	0%	5,000	5,000
452.000	Operating Supplies	143	-	500	-	0%	500	500
464.100	Capital - Improvements	-	-	-	-	0%	-	-
TOTAL SUMMIT GROVE		26,223	13,583	21,500	5,093	24%	16,155	16,155

City of Lake Alfred
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ACCT. #	ACCOUNT DESCRIPTION	FY 11/12 ACTUAL	FY 12/13 ACTUAL	FY 13/14 BUDGET	2014 JUNE - EXP	EXP %	FY 14/15 PROP.	FY 15/16 PLANNED
401.536-	SERVICE							
412.000	Salaries & Wages	181,233	232,510	236,735	173,223	73%	245,695	247,868
414.000	Overtime Pay	4,476	1,354	6,000	859	14%	6,000	6,000
421.000	FICA Expense	14,200	17,817	18,110	13,283	73%	19,000	19,030
422.000	Retirement	21,088	36,911	-	-	0%	38,615	38,615
423.000	Life & Health Insurance	34,322	40,986	-	29	0%	43,950	43,950
424.000	Workers Comp Insurance	5,505	7,287	-	-	0%	3,585	3,585
431.300	Engineering	3,865	8,306	5,000	2,075	41%	5,000	5,000
431.500	Employee Exams	361	112	500	374	75%	500	500
440.300	Training & Travel	1,403	594	2,000	711	36%	1,000	1,000
441.000	Communications	20,969	20,869	21,000	16,198	77%	21,000	21,000
441.100	Cell Phone	1,083	1,529	1,800	1,363	76%	1,800	1,800
443.200	Electric	2,534	3,096	2,500	1,481	59%	2,500	2,500
441.100	Rental Equipment	1,452	-	500	-	0%	500	500
446.100	R & M - Auto	11,886	11,244	10,000	3,935	39%	10,000	10,000
446.120	R & M - Copier	1,387	1,548	1,400	1,079	77%	1,400	1,400
446.348	Annual Software Maint.	3,546	3,450	3,500	3,450	99%	3,500	3,500
446.350	R & M - Water Lines	22,193	16,401	20,000	7,062	35%	20,000	20,000
446.360	R & M - Fire Hydrants	1,058	1,432	1,000	-	0%	1,000	1,000
446.370	R & M - Lift Stations	60,691	76,504	70,000	31,211	45%	70,000	70,000
446.380	R & M - Sewer Lines	13,721	13,940	10,000	3,547	35%	10,000	10,000
452.000	Operating Supplies	4,271	4,442	3,000	6,338	211%	5,000	5,000
452.700	Fuel	20,721	16,542	20,000	13,990	70%	20,000	20,000
452.800	Diesel	651	1,356	1,500	1,153	77%	1,500	1,500
452.900	Meter & Fittings - New	5,306	18,987	18,000	23,226	129%	18,000	18,000
452.901	Meters & Fittings - Replace	45,760	-	-	-	0%	-	-
452.940	Uniforms & Shoes	2,540	2,391	3,000	3,071	102%	3,000	3,000
536.910	Interfund Transfer - General	90,622	59,118	203,435	152,576	75%	239,515	237,807
533.910	Cost Allocation - General	90,622	59,118	203,435	152,576	75%	91,000	90,260
536.999	Contingency	-	-	10,000	-	0%	-	-
464.200	Capital - Machinery & Equip	16,724	-	8,500	4,999	59%	85,000	-
	TOTAL SERVICE	684,190	657,844	880,915	617,809	70%	968,060	882,815
	TOTAL EXPENDITURES	2,391,672	2,039,284	2,140,490	1,406,203	66%	2,171,500	2,143,390

City of Lake Alfred - Salary Schedule
FY 2014 / 2015

Grade (6%)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Step (2%)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Base	19,748	20,932	22,188	23,520	24,931	26,427	28,012	29,693	31,475	33,363	35,365	37,487	39,736	42,120	44,647	47,326	50,166	53,176
(1y)1	20,142	21,351	22,632	23,990	25,429	26,955	28,572	30,287	32,104	34,030	36,072	38,236	40,531	42,962	45,540	48,273	51,169	54,239
(2y)2	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
(4y)3	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
(6y)4	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
(10y)5	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
6	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
7	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

- 1 Service Worker I
Library Assistant
- 2 Service Worker II
- 3 Utility Billing Clerk
- 4 Administrative Assistant
- 5 SW III
Communication Operator
- 6 Fire Fighter
Finance Clerk
Code Enforcement
- 7 Mechanic
- 8 Police Officer
Plant Operator
Librarian
- 11 Police Sergeant
Superintendent
Fire Captain
- 12 P&R Manager
- 13 City Clerk
Police Lieutenant
- 17 Director

**City of Lake Alfred Payroll
Fiscal Year 2014/2015**

Proposed Increase/Adjustment

Position	DOH(Ben.)	Yrs.	Gr.	St.	FY 14/15 BASE	1% COLA for FY 14/15	% Adj	Holiday	Incentive	Longevity	FY 14/15 Salary
City Commission											
Mayor					3,600	3,600					3,600
Vice Mayor					2,400	2,400					2,400
Commissioner					2,400	2,400					2,400
Commissioner					2,400	2,400					2,400
Commissioner					2,400	2,400					2,400
Totals:					\$ 13,200	\$ 13,200					\$ 13,200

City Administration											
City Manager	3/5/2012	3	-	2	85,833	86,691	Contr. Adj.	100	900	300	87,991
City Clerk	3/3/2008	7	13	4	45,141	45,592		100	300	225	46,217
Totals:					\$ 130,974	\$ 132,283		\$ 200	\$ 1,200	-	\$ 134,208

Finance Department											
Finance Director	1/11/2005	10	17	5	58,129	58,710	10 Yr Step	100	600	450	59,860
Finance Clerk	10/1/2013	1	6	1	26,688	26,955	1 Yr Step	100	300	-	27,355
Totals:					\$ 84,817	\$ 85,665		\$ 200	\$ 900	\$ 450	\$ 87,215

Police Department											
Police Chief*	10/12/1987	27	17	5	58,739	59,030		100	1,440	1,725	62,295
Police Lieutenant*	3/9/1988	27	13	5	48,922	49,139		100	1,440	1,725	52,404
Police Sergeant*	7/24/1995	20	11	5	41,868	42,061		100	1,560	1,200	44,921
Police Officer	9/1/2004	11	8	5	33,108	33,439		100	1,320	525	35,384
Police Officer	4/3/2006	9	8	4	32,459	32,783		100	840	375	34,098
Police Officer	4/2/2007	8	8	4	32,459	32,783		100	480	300	33,663
Police Officer	8/30/2010	5	8	3	31,822	32,141		100	720	75	33,036
SRO	12/12/2011	3	8	2	31,198	31,510		100	480	-	32,090
Police Officer	10/1/2015	0	8	B	29,987	30,287		100		-	30,387
Police Officer	10/1/2015	0	8	B	29,987	30,287		100		-	30,387
Police Officer	10/1/2015	0	8	B	29,987	30,287		100		-	30,387
Comm. Coord.	5/30/2007	8	5	4	27,373	27,526		100		300	27,926
Comm. Operator	8/31/2009	6	5	4	26,719	26,986	6 Yr Step	100		150	27,236
Comm. Operator	8/16/2010	5	5	3	26,195	26,457		100		75	26,632
Comm. Operator	10/17/2011	3	5	2	25,681	25,938		100		-	26,038
Comm. Operator	8/9/2006	9	5	4	26,719	26,986		100		375	27,461
Totals:					\$ 533,223	\$ 537,640		\$ 1,600	\$ 8,280	\$ 6,825	\$ 554,345

Fire Department											
Fire Chief	1/2/2007	8	17	4	53,763	54,301		100		300	54,701
Fire Capt/EMT*	11/12/1997	17	11	5	41,924	42,117		100		975	43,192
Fire Capt/EMT	9/4/2004	11	11	5	38,659	39,046		100		525	39,671
Fire Capt/EMT	4/18/2005	10	11	5	38,659	39,046	10 Yr Step	100		825	39,971
FF/EMT*	12/1/2006	8	6	4	30,983	31,125		100		450	31,675
FF/EMT	1/24/2010	5	6	3	27,766	28,044		100		75	28,219
FF/EMT	1/6/2014	1	6	1	26,688	26,955	1 Yr Step	100		-	27,055
FF/EMT	10/8/2013	1	6	1	26,688	26,955	1 Yr Step	100		-	27,055
FF/EMT	4/28/2012	3	6	2	27,222	27,494		100		-	27,594
FF/EMT	10/24/2011	3	6	2	27,222	27,494		100		-	27,594
FF/EMT (P/T)		-			40,000	40,400				-	40,400
Totals:					\$ 379,575	\$ 382,977		\$ 1,000	\$ -	\$ 3,150	\$ 387,127

**City of Lake Alfred Payroll
Fiscal Year 2014/2015**

Proposed Increase/Adjustment

Position	DOH(Ben.)	Yrs.	Gr.	St.	FY 14/15 BASE	1% COLA for FY 14/15	% Adj	Holiday	Incentive	Longevity	FY 14/15 Salary
Community Development											
Director	10/1/2007	7	17	4	53,763	54,301		100	300	675	55,376
Building Official	2/18/2008	7	-	4	24,600	24,600					24,600
Code Enforcement	2/13/2012	3	6	2	13,611	13,747	^ Grade	50		-	13,797
Admin Assistant	10/14/2013	1	4	1	23,752	23,990	1 Yr Step	100		-	24,090
Totals:					\$ 115,727	\$ 116,638		\$ 250	\$ 300	\$ 675	\$ 117,863
Library											
Librarian	10/1/2010	4	8	3	31,198	31,510	4 Yr Step	100	900	300	32,810
Asst Librarian (P/T)	11/12/2010	4	1	3	14,815	14,963	4 Yr Step	50	150	75	15,238
Asst Librarian (P/T)	10/15/2013	1	1	1	13,960	14,100	1 Yr Step	50	150	-	14,300
Asst Librarian (P/T)	1/6/2014	1	1	1	13,960	14,100	1 Yr Step	50	-	-	14,150
Totals:					\$ 73,933	\$ 74,673		\$ 250	\$ 1,200	\$ 375	\$ 76,498
Parks & Recreation											
P&R Manager	10/1/2015	0	12	B	37,116	37,487		100	-	-	37,587
Svc Wkr II	10/1/2015	0	2	B	20,725	20,932		100	-	-	21,032
Svc Wkr I	12/30/2013	1	1	1	19,943	20,142	1 Yr Step	100	-	-	20,242
Svc Wkr I	4/1/2014	1	1	1	19,943	20,142	1 Yr Step	100	-	-	20,242
Admin. Assistant	10/22/2012	2	4	2	24,228	24,470	2 Yr Step	100	-	-	24,570
Counselor/Driver			n/a		3,960	4,000				-	4,000
Lead Counselor			n/a		3,600	3,636				-	3,636
Counselor			n/a		3,060	3,091				-	3,091
Totals:					\$ 95,459	\$ 96,413		\$ 500	\$ -	\$ -	\$ 134,400
Public Works											
Superintendent	10/1/2015	0	11	B	35,015	35,365		100		-	35,465
Building Maintenance											
Custodian (SW I)*	9/9/1985	30	1	5	26,520	26,628		100		1,950	28,678
Roads & Streets Maintenance											
Svc Wkr III	5/17/2002	13	5	5	27,253	27,526		100		675	28,301
Svc Wkr III	11/4/2009	5	5	3	26,195	26,457		100	-	75	26,632
Svc Wkr II	5/13/2013	2	2	2	21,562	21,778	2 Yr / ^ Grade	100	-	-	21,878
Svc Wkr II	11/6/2012	2	2	2	21,562	21,778	2 Yr Step	100	-	-	21,878
Svc Wkr I	6/3/2013	2	1	2	20,342	20,545	2 Yr Step	100	-	-	20,645
Totals:					\$ 116,915	\$ 118,084		\$ 500	\$ -	\$ 750	\$ 119,334
Central Garage & Motor Pool											
Mechanic*	12/20/2010	4	7	3	33,800	33,947	4 Yr Step	100		-	34,047

**City of Lake Alfred Payroll
Fiscal Year 2014/2015**

Proposed Increase/Adjustment

Position	DOH(Ben.)	Yrs.	Gr.	St.	FY 14/15 BASE	1% COLA for FY 14/15	% Adj	Holiday	Incentive	Longevity	FY 14/15 Salary
Utility Operations											
Service Operations											
Director	5/7/2001	14	17	5	58,129	58,710	Assignment ^ G	100	-	750	59,560
Admin Assistant*	10/30/2006	8	4	4	27,560	27,694		100	-	300	28,094
Superintendent	4/5/2010	5	11	3	37,158	37,529		100	-	375	38,004
UB Clerk	5/3/2010	5	3	3	23,313	23,546		100	-	75	23,721
UB Clerk	7/20/2011	4	3	3	23,313	23,546	4 Yr Step	100	-	-	23,646
Svc Wkr III*	2/22/1999	16	5	5	27,768	27,904		100	-	900	28,904
Svc Wkr II	2/17/2014	1	2	1	21,140	21,351	1 Yr / ^ Grade	100	-	-	21,451
Svc Wkr II	11/15/2010	4	2	3	21,994	22,214	4 Yr Step	100	-	-	22,314
Totals:					\$ 240,375	\$ 242,495		\$ 800	\$ -	\$ 2,400	\$ 245,695

Waste Water Plant Operations

WW Plant Operator	5/31/2005	10	8	5	33,108	33,439	10 Yr Step	100	-	450	33,989
WW Plant Operator	8/3/2009	6	8	4	31,822	32,141	6 Yr Step	100	-	150	32,391
Svc Wkr I	4/26/2005	10	1	5	21,587	21,803	10 Yr Step	100	-	450	22,353
Totals:					\$ 86,517	\$ 87,383		\$ 300	\$ -	\$ 1,050	\$ 88,733

Water Plant Operations

Plant Oper. (P/T)	1/21/2011	4	n/a	3	10,075	10,176	4 Yr Step	50			10,226
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Sanitation & Refuse

Svc Wkr III*	7/8/2000	15	5	5	30,202	30,338		100	-	825	31,263
Svc Wkr II	3/11/2013	2	2	2	21,562	21,778	2 Yr Step	100	-	-	21,878
Svc Wkr I	9/30/2013	2	1	2	20,342	20,545	2 Yr Step	100	-	-	20,645
Totals:					72,106	72,662		300	-	825	73,787

Payroll	Total	FY 14/15	FY 15/16	FICA Exp.	Holiday	Incentive	Longevity	FY 14/15
Misc Pays		\$ 2,048,230	\$ 2,066,228	\$ 163,773	\$ 6,250	\$ 11,880	\$ 18,450	\$ 2,140,820
Overtime								

2,140,820
163,773
\$ 2,304,592

* Outside of Payscale

City of Lake Alfred - Salary Schedule
FY 2015 / 2016

Grade (6%)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Step (2%)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Base	19,748	20,932	22,188	23,520	24,931	26,427	28,012	29,693	31,475	33,363	35,365	37,487	39,736	42,120	44,647	47,326	50,166	53,176
(1y)1	20,142	21,351	22,632	23,990	25,429	26,955	28,572	30,287	32,104	34,030	36,072	38,236	40,531	42,962	45,540	48,273	51,169	54,239
(2y)2	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
(4y)3	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
(6y)4	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
(10y)5	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
6	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
7	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

- 1 Service Worker I
Library Assistant
- 2 Service Worker II
- 3 Utility Billing Clerk
- 4 Administrative Assistant
- 5 SW III
Communication Operator
- 6 Fire Fighter
Finance Clerk
- 7 Mechanic
- 8 Police Officer
Plant Operator
Librarian
- 11 Police Sergeant
Superintendent
Fire Captain
- 12 P&R Manager
- 13 City Clerk
Police Lieutenant
- 17 Director

**City of Lake Alfred Payroll
Fiscal Year 2015/2016**

Position	DOH(Ben.)	Yrs.	Gr.	St.	FY 15/16 BASE	0% COLA for FY 15/16	% Adj	Holiday	Incentive	Longevity	FY 15/16 Salary
City Commission											
Mayor					3,600	3,600					3,600
Vice Mayor					2,400	2,400					2,400
Commissioner					2,400	2,400					2,400
Commissioner					2,400	2,400					2,400
Commissioner					2,400	2,400					2,400
Totals:					\$ 13,200	\$ 13,200					\$ 13,200

City Administration

City Manager	3/5/2012	4	-	3	91,105	91,105	Contr. Adj. / St.	100	900	375	92,480
City Clerk	3/3/2008	8	13	A1 4	45,592	45,592		100	300	300	46,292
Totals:					\$ 136,697	\$ 136,697		\$ 200	\$ 1,200	-	\$ 138,772

Finance Department

Finance Director*	1/11/2005	11	17	A1 5	58,710	58,710		100	600	525	59,935
Finance Clerk	10/1/2013	2	6	2	27,494	27,494	2 Yr Step	100	300	-	27,894
Totals:					\$ 86,204	\$ 86,204		\$ 200	\$ 900	\$ 525	\$ 87,829

Police Department

Police Chief*	10/12/1987	28	17	A1 5	59,030	59,030		100	1,440	1,800	62,370
Police Lieutenant*	3/9/1988	28	13	5	49,139	49,139		100	1,440	1,800	52,479
Police Sergeant*	7/24/1995	21	11	5	42,061	42,061		100	1,560	1,275	44,996
Police Officer	9/1/2004	12	8	5 *1	33,439	33,439		100	1,320	600	35,459
Police Officer	4/3/2006	10	8	5 *1	33,439	33,439	10 Yr Step	100	840	450	34,829
Police Officer	4/2/2007	9	8	4 *1	32,783	32,783		100	480	375	33,738
Police Officer	8/30/2010	6	8	4 *1	32,783	32,783	6 Yr Step	100	720	150	33,753
SRO	12/12/2011	4	8	3 *1	32,141	32,141	4 Yr Step	100	480	-	32,721
Police Officer	10/1/2015	0	8	B *1	30,287	30,287		100		-	30,387
Police Officer	10/1/2015	0	8	B *1	30,287	30,287		100		-	30,387
Police Officer	10/1/2015	0	8	B *1	30,287	30,287		100		-	30,387
Comm. Coord.	5/30/2007	9	5	4 A1	27,526	27,526		100		375	28,001
Comm. Operator	8/31/2009	7	5	4	26,986	26,986		100		225	27,311
Comm. Operator	8/16/2010	6	5	4	26,986	26,986	6 Yr Step	100		150	27,236
Comm. Operator	10/17/2011	4	5	3	26,457	26,457	4 Yr Step	100		-	26,557
Comm. Operator	8/9/2006	10	5	5	27,526	27,526	10 Yr Step	100		450	28,076
Totals:					\$ 541,156	\$ 541,156		\$ 1,600	\$ 8,280	\$ 7,650	\$ 558,686

Fire Department

Fire Chief	1/2/2007	9	17	4	54,301	54,301		100		600	55,001
Fire Capt/EMT*	11/12/1997	18	11	5	42,117	42,117		100		1,050	43,267
Fire Capt/EMT	9/4/2004	12	11	5	39,046	39,046		100		600	39,746
Fire Capt/EMT	4/18/2005	11	11	5	39,046	39,046		100		900	40,046
FF/EMT*	12/1/2006	9	6	4	31,125	31,125		100		525	31,750
FF/EMT	1/24/2010	6	6	4	28,605	28,605	6 Yr Step	100		150	28,855
FF/EMT	1/6/2014	2	6	2	27,494	27,494	2 Yr Step	100		-	27,594
FF/EMT	10/8/2013	2	6	2	27,494	27,494	2 Yr Step	100		-	27,594
FF/EMT	4/28/2012	4	6	3	28,044	28,044	4 Yr Step	100		-	28,144
FF/EMT	10/24/2011	4	6	3	28,044	28,044	4 Yr Step	100		-	28,144
FF/EMT (P/T)		-			40,000	40,000				-	40,000
Totals:					\$ 385,316	\$ 385,316		\$ 1,000	\$ -	\$ 3,825	\$ 390,141

**City of Lake Alfred Payroll
Fiscal Year 2015/2016**

Position	DOH(Ben.)	Yrs.	Gr.	St.	FY 15/16 BASE	0% COLA for FY 15/16	% Adj	Holiday	Incentive	Longevity	FY 15/16 Salary
Community Development											
Director	10/1/2007	8	17	4	54,301	54,301		100	300	750	55,451
Building Official	2/18/2008	8	-	4	24,600	24,600					24,600
Code Enforcement	2/13/2012	4	6	3	14,022	14,022	4 Yr Step	50		-	14,072
Admin Assistant	10/14/2013	2	4	2	24,470	24,470	2 Yr Step	100		-	24,570
Totals:					\$ 117,393	\$ 117,393		\$ 250	\$ 300	\$ 750	\$ 118,693
Library											
Librarian	10/1/2010	5	8	3	31,510	31,510		100	900	375	32,885
Asst Librarian (P/T)	11/12/2010	5	1	3	14,963	14,963		50	150	225	15,388
Asst Librarian (P/T)	10/15/2013	2	1	2	14,382	14,382	2 Yr Step	50	150	-	14,582
Asst Librarian (P/T)	1/6/2014	2	1	2	14,382	14,382	2 Yr Step	50		-	14,432
Totals:					\$ 75,237	\$ 75,237		\$ 250	\$ 1,200	\$ 600	\$ 77,287
Parks & Recreation											
P&R Manager	10/1/2015	0	12	B	37,487	37,487		100	-	-	37,587
Svc Wkr II	10/1/2015	0	2	B	20,932	20,932		100	-	-	21,032
Svc Wkr I	12/30/2013	2	1	2	20,545	20,545	2 Yr Step	100	-	-	20,645
Svc Wkr I	4/1/2014	2	1	2	20,545	20,545	2 Yr Step	100	-	-	20,645
Admin. Assistant	10/22/2012	3	4	2	24,470	24,470		100	-	-	24,570
Counselor/Driver			n/a		3,960	3,960				-	3,960
Lead Counselor			n/a		3,600	3,600				-	3,600
Counselor			n/a		3,060	3,060				-	3,060
Totals:					\$ 97,113	\$ 97,113		\$ 500	\$ -	\$ -	\$ 135,100
Public Works											
PW Administration											
Superintendent	10/1/2015	0	11	B	35,365	35,365		100		-	35,465
Building Maintenance											
Custodian*	9/9/1985	31	1	5	26,628	26,628		100		2,025	28,753
Roads & Streets Maintenance											
Svc Wkr III	5/17/2002	14	5	5	27,526	27,526		100		750	28,376
Svc Wkr III	11/4/2009	6	5	4	26,986	26,986	6 Yr Step	100	-	150	27,236
Svc Wkr II	5/13/2013	3	2	2	21,778	21,778		100	-	-	21,878
Svc Wkr II	11/6/2012	3	2	2	21,778	21,778		100	-	-	21,878
Svc Wkr I	6/3/2013	3	1	2	20,545	20,545		100	-	-	20,645
Totals:					\$ 118,613	\$ 118,613		\$ 500	\$ -	\$ 900	\$ 120,013
Central Garage & Motor Pool											
Mechanic*	12/20/2010	5	7	3	33,947	33,947		100		75	34,122

**City of Lake Alfred Payroll
Fiscal Year 2015/2016**

Position	DOH(Ben.)	Yrs.	Gr.	St.	FY 15/16 BASE	0% COLA for FY 15/16	% Adj	Holiday	Incentive	Longevity	FY 15/16 Salary	
Water & Sewer Operations												
Service Operations												
Director	5/7/2001	15	17	5	^1	58,710	58,710		100	-	825	59,635
Admin Assistant*	10/30/2006	9	4	^1	4	27,694	27,694		100	-	375	28,169
Superintendent	4/5/2010	6	11	4		38,280	38,280	6 Yr Step	100	-	450	38,830
UB Clerk	5/3/2010	6	3	4		24,017	24,017	6 Yr Step	100	-	150	24,267
UB Clerk	7/20/2011	5	3	3		23,546	23,546		100	-	75	23,721
Svc Wkr III*	2/22/1999	17	5	5		27,904	27,904		100	-	975	28,979
Svc Wkr II	2/17/2014	2	2	2		21,778	21,778	1 Yr / ^ Grade	100	-	-	21,878
Svc Wkr II	11/15/2010	5	2	3		22,214	22,214		100	-	75	22,389
Totals:						\$ 244,143	\$ 244,143		\$ 800	\$ -	\$ 2,925	\$ 247,868

Sewer Operations												
WW Plant Operator	5/31/2005	11	8	5	^1	33,439	33,439		100	-	525	34,064
WW Plant Operator	8/3/2009	7	8	4		32,141	32,141		100	-	225	32,466
Svc Wkr I	4/26/2005	11	1	5		21,803	21,803		100	-	525	22,428
Totals:						\$ 87,383	\$ 87,383		\$ 300	\$ -	\$ 1,275	\$ 88,958

Water Operations												
Plant Oper. (P/T)	1/21/2011	5	n/a	3		10,075	10,075		50			10,125

Sanitation & Refuse												
Svc Wkr III*	7/8/2000	16	5	5		30,338	30,338		100	-	900	31,338
Svc Wkr II	3/11/2013	3	2	2		21,778	21,778		100	-	-	21,878
Svc Wkr I	9/30/2013	3	1	2		20,545	20,545		100	-	-	20,645
Totals:						72,662	72,662		300	-	900	73,862

Payroll	Total	FY 14/15	FY 15/16	FICA Exp.	Holiday	Incentive	Longevity	FY 14/15
Misc Pays		\$ 2,081,131	\$ 2,081,131	\$ 165,154	\$ 6,250	\$ 11,880	\$ 21,375	\$ 2,158,872
Overtime								

* Outside of Payscale

2,158,872
165,154
\$ 2,324,026

**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 10, 2014**

2.) EQUAL EMPLOYMENT OPPORTUNITY PLAN ADOPTION

ISSUE: The City Commission will consider the adoption of the Equal Employment Opportunity Plan for 2014 through 2016.

ATTACHMENTS:

- Equal Employment Opportunity Plan update

ANALYSIS: In October of 2012, the City Commission approved the Equal Employment Opportunity (EEO) Plan that was effective until September 30, 2014. The EEO plans are required by certain state and federal agencies when applying for grant funding. Additionally, the proposed plan is consistent with and reinforces the City's personnel policies providing for equal opportunity in hiring practices and continued employment.

This proposed plan for the 2014-2016 term has been reviewed and revised with new formatting, language, and current utilization statistical information.

STAFF RECOMMENDATION: Approval of the 2014-2016 Equal Employment Opportunity Plan.



Equal Employment Opportunity Plan 2014-2016



City of Lake Alfred
155 E. Pomelo Street
Lake Alfred, Florida 33850
(863) 291-5270

POLICY STATEMENT

City of Lake Alfred is committed to equal employment opportunity for all qualified individuals without regard to race, color, sex, religion, age, national origin, or other factors that cannot lawfully be considered in employing people. We support and shall cooperate fully with all applicable laws, regulations, and executive orders in all of our employment policies, practices, and decisions. We shall take affirmative action to assure equal opportunity for employment is provided with regard to all personnel actions, including but not limited to:

- All recruiting, hiring, and promotion programs in all job categories.
- Decisions regarding employment.
- All personnel actions such as compensation, benefits, transfers, training, job opportunities, layoffs, recalls, education, and other terms and conditions of employment.
- Employee incentives.

We firmly believe that equal employment opportunity can only be achieved through demonstrated leadership and implementation of a viable Equal Opportunity Employment Plan. Our plan sets forth specific affirmative action and equal employment opportunity responsibilities for department heads, managers, superintendents, and all of our colleagues. All associates are expected to comply with this policy. We expect all employees to demonstrate respect for all other employees. It is imperative that all department heads, superintendents, and managers make personnel and employment decisions in accordance with City of Lake Alfred policies, practices, and procedures.

Our commitment to this policy is complete. It is our deliberate intention that City actions and decisions shall support the spirit of this policy and program. Recruiting, interviewing, testing, hiring, retention, compensation, training, and promoting shall continue to be an objective for securing and employing qualified individuals. All personnel actions such as transfers, layoffs, return from layoff, and the administration of City sponsored training sessions, education programs, tuition assistance, social and recreation programs, and employee compensation and benefits shall be administered nondiscriminatory.

This plan shall remain in effect until September 30, 2016.

PREFACE

The concepts of Equal Employment Opportunity (EEO) and Affirmative Action (AA) are intended to promote fair and equitable personnel practices within the City of Lake Alfred. As such, the City continues a long standing commitment to the philosophies of each program.

Equal Employment Opportunities can be defined as the method used by the City to identify and eliminate all barriers within the personnel management system which limit the ability of qualified employees to reach their full potential. This EEO program is based on the desire to provide equitable opportunities for employment and conditions of employment to all employees regardless of race, color, sex, religion, age, national origin, or other factors that cannot lawfully be considered in employing people.

Affirmative Action was a term first used that meant the removal of "artificial barriers" to the employment of women and minority group members; now it refers to compensatory opportunities for hitherto disadvantaged groups – specific efforts to recruit, hire, and promote qualified members of disadvantaged groups for the purpose of eliminating the present effects of past discrimination.

The Equal Employment Opportunity and Affirmative Action programs identify a specific goal, objectives, and a plan of action for the City to conform with Title VII of the Civil Rights Act of 1964, as amended in 1972, the Florida Civil Rights Act of 1992, the Age Discrimination in Employment Act of 1967 and all other relevant federal and state civil rights laws and funding agency guidelines.

GOAL & OBJECTIVES

GOAL

To recruit, establish, and maintain a qualified workforce representative of the surrounding population;

OBJECTIVES

- Equality of employment opportunity shall be provided without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, marital status, gender identity, genetic information, handicap or disability, veteran status, any other non-merit characteristic, or any other factors that cannot lawfully be considered in employing people.
- During the course of recruiting, hiring, and training; job transfers, assignments, and promotions; and taking disciplinary action; all applicants and members shall be evaluated solely upon their qualifications and merits.

- All advertisements for applicants, recruitment, transfers, promotions, training, compensation, benefits, terminations, and any other materials utilized in personnel actions shall clearly state that the City of Lake Alfred is an Equal Opportunity Employer.
- An organized, effective, and aggressive effort shall be conducted to identify and eliminate the specific causes of any under representation of qualified minorities and women in the work force including any employment practices which have an adverse impact on these individuals.
- Employment practices which have an adverse impact on or cause under representation of minorities, women, or others protected by law, shall be identified and eliminated.
- Employment practices based upon qualification, merit, and other job-related criteria shall be utilized.
- Diverse applicant pools shall be developed through special recruitment efforts and other appropriate measures to ensure sufficient numbers of these groups are included.
- Monitoring systems and procedures have been established to assure the effective operation of the Equal Employment Opportunity / Affirmative Action Programs.

AFFIRMATIVE ACTION

The City's Affirmative Action Plan is divided into two separate areas. The first addresses equal employment opportunity elements and include analytical data for the year 2013 to assess equal employment operations in such areas as hiring, discipline, lateral transfers, and promotions. The second section addresses Affirmative Action issues such as analysis of the current workforce by equal employment opportunity Job Category, determines the extent of under-utilization, if any, of minorities and women, presents reasonable goals to correct the under-utilization and establishes measurable objectives to meet those goals.

This program does not establish quotas or lower minimum performance levels for entry level positions and promotional opportunities to correct any instances of under-utilization. However, it is designed to create a "level playing field" in which women and minorities can achieve their full potential based on equal employment opportunities.

EQUAL OPPORTUNITY

The responsibility for educating the City of Lake Alfred's programs rests with Human Resources.

These responsibilities include:

- Internal and external distribution of the Plan.
- Coordination of training to educate department members on the concepts of the Equal Employment Opportunity and Affirmative Action Programs.
- Determination, by job group, of the percentage of qualified minorities, women, persons with disabilities, covered veterans and other selected populations, who are currently available in the designated recruitment area.
- Analysis of the City's workforce, by job group, every other year to determine areas of under-utilization.
- Establishment of goals, objectives, and a plan of action to address any under-utilization.
- Serve as the City's liaison with enforcement agencies, minority organizations, and the general public regarding inquiries about this Equal Employment Opportunity Program.
- Systematic ongoing review of the City's recruitment, selection, and promotional procedures to ensure adherence to the Equal Employment Opportunity Program.
- Discussion of the policy during new employee orientation.
- Website availability for public awareness.
- Incorporation of an EEO clause into the Personnel Administration Policies Manual, employment applications, and position vacancy announcements.
- Posting of the policy along with job safety, minimum wage, and worker's compensation information.
- Provisions for the inspection of the Equal Employment Opportunity Plan by anyone who makes such a request.
- Ensure that advertisement for department activities, functions, or related programs are diversified.

This Equal Opportunity Plan, including its supporting data, is a public document. A complete copy of this plan shall be distributed to the departments with instructions to review the plan and share its contents with all staff.

All department heads shall be fully advised of their duties and responsibilities with respect to this plan. Since this is the level at which most employee selections are made, they must be aware at all times of the goals for their department, and all selections must be made in accordance with this plan.

All external recruitment sources used by this City shall be informed of the City's non-discrimination policy.

The application for employment form has been revised to include the statement.

"The City of Lake Alfred is an Equal Employment Opportunity Employer. No person shall, on the basis of race, color, creed, religion, sex, national origin, age, sexual orientation, marital status, gender identity, genetic information, handicap or disability, or veteran status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under jurisdiction of the government of the City of Lake Alfred."

ASSESSMENT

As part of the review to the City's Equal Employment Opportunity Program, the City shall conduct an assessment of its employment practices. The intent of this assessment is to compare current employment practices with applicable laws and regulations. The current utilization schedules are attached.

The assessed positions fall into seven basic categories:

(1) Officials and Managers, (2) Professionals, (3) Technicians, (4) Protective Services: Sworn, (5) Administrative Support, (6) Skilled Craft, and (7) Service Maintenance.

RECRUITMENT

Position vacancies can be advertised in local local papers, on the City's web page, with Career Source Polk, and in house at the approval of the City Manager. All advertisements display "Equal Employment Opportunity Employer or EEO."

HIRING PRACTICES

Applicants interested in positions with the City, must submit an Employment Application. The applications are reviewed to determine whether the applicant meets the minimum qualifications contained in the "Job Description." Applicants possessing the required education and/or experience are scheduled for an interview.

This applies to applicants of sworn positions who must be certified as meeting the minimum requirements as established by job descriptions.

All interviews are "content valid," i.e., they measure the knowledge, skills, and abilities necessary for the particular job.

At the end of the interview, the candidate who is ranked the highest may be offered the position. Where two applicants are equally well-qualified, and one is a minority, the City generally shall offer the position to the minority.

Entry-level positions may be subjected to review prior to employment. The elements of the selection process are critical in determining whether an applicant can perform the essential job functions for the position. These additional phases of the selection process:

- Background examinations may be used to check applicants such as criminal history, driving record, and reference verification. Applicants with backgrounds that do not meet minimum acceptable levels shall be eliminated from the selection process.
- Medical examinations are performed as a conditional employment offer which may be secured by employment authorization and a negative drug screen from the provider.

PROMOTIONS

All employees have an equal opportunity to be "promoted." Promotional openings are posted in departments and interested employees must submit an application.

Selection procedures vary. For Police and Fire Departments a "valid" written examination/oral interviews are utilized. The applicants are ranked, and the department head generally chooses the highest-ranked employee, although he/she may choose any one of the top three. For other positions, applicants work records are reviewed, and all applicants are interviewed, using criteria designed to predict future job performance. The applicants are then ranked, and the highest-ranking employee is generally selected.

B = BLACK W = WHITE H = HISPANIC A/PI = ASIAN OR PACIFIC ISLANDER AI/IA = AMERICAN INDIAN OR ALASKAN NATIVE

CITY OF LAKE ALFRED POLICE DEPARTMENT

Job Category	TOTAL SEXES	TOTAL MALE						TOTAL FEMALE					
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN		
Professional	1 100%	0 0%	1 100.0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn	9 100%	0 0%	7 78%	1 11%	0 0%	0 0%	1 11%	0 0%	0 0%	1 11%	0 0%	0 0%	0 0%
Administrative Support	5 100%	0 0%	0 0%	0 0%	0 0%	0 0%	5 100%	0 0%	0 0%	5 100%	0 0%	0 0%	0 0%

CITY OF LAKE ALFRED WORKFORCE

Job Category	TOTAL SEXES	TOTAL MALE						TOTAL FEMALE					
		B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN		
Officials/Administrators	6 100%	1 16.6%	4 66.4%	0 0%	0 0%	0 0%	1 17%	0 0%	1 17%	0 0%	0 0%	0 0%	0 0%
Professionals	7 100%	0 0%	4 57%	0 0%	0 0%	0 0%	3 43%	0 0%	3 43%	0 0%	0 0%	0 0%	0 0%
Technicians	3 100%	0 0%	3 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Protective Services: Sworn	9 100%	0 0%	7 78%	1 11%	0 0%	0 0%	1 11%	0 0%	1 11%	0 0%	0 0%	0 0%	0 0%
Protective Services: Non-Sworn	18 100%	1 1%	16 98%	1 1%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Administrative Support	18 100%	0 0%	1 1%	0 0%	0 0%	0 0%	17 99%	3 17%	13 81%	1 1%	0 0%	0 0%	0 0%
Skilled Craft	4 100%	0 0%	4 100%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%
Service/Maintenance	16 100%	6 38%	7 44%	2 12%	0 0%	0 0%	1 6%	0 0%	1 6%	0 0%	0 0%	0 0%	0 0%

UTILIZATION ANALYSIS FOR CITY OF LAKE ALFRED

MALE

FEMALE

Job Category	TOTAL	TOTAL Male	B	W	H	A/PI	AI/AN	Total Female	B	W	H	A/PI	AI/AN
Officials/ Administrators													
City of Lake Alfred Workforce	6	5	16.6%	66.4%	0%	0%	0%	1	0	17%	0%	0%	0%
Polk County Workforce	10,166	57.1%	2.7%	53.8%	1.1%	0.2%	0.2%	7,634	2.8%	38.8%	0.9%	0.3%	0%
Utilization			+13.9%	+12.6%	-1.1%	-0.2%	-0.2%		-2.8%	-21.8%	-0.9%	-0.3%	0%
Professionals													
City of Lake Alfred Workforce	7	4	0%	57%	0%	0%	0%	3	0%	43%	0%	0%	0%
Polk County Workforce	7,631	67%	2.2%	38.3%	0.1%	0.6%	0.1%	10,360	6.6%	49.1%	1.1%	0.5%	0%
Utilization			-2.2%	+18.7%	+10%	-0.6%	-0.1%		-6.6%	-6.1%	-1.1%	-0.5%	0%
Technicians													
City of Lake Alfred Workforce	3	3	0%	100%	0%	0%	0%	0	0%	0%	0%	0%	0%
Polk County Workforce	2,400	95.2	3.2%	42.3%	7%	0.1%	0.4%	2,711	0.5%	47.4%	0.3%	0%	0.1%
Utilization			-3.2%	+57.7%	-7%	-0.1%	-0.4%		-0.5%	-47.4%	-0.3%	0%	-0.1%
Protective Service													
City of Lake Alfred Workforce	27	26	0%	96%	0%	0%	0%	1	0%	4%	0%	0%	0%
Polk County Workforce	2,624	82.8%	6.6%	71.1%	1.4%	0%	0.3%	671	0.2%	17.2%	3.5%	0%	0.2%
Utilization			-6.6%	+24.9%	-1.4%	0%	-0.3%		-0.2%	-13.2%	-3.5%	0%	-0.2%
Administrative Support													
City of Lake Alfred Workforce	18	1	0%	1%	0%	0%	0%	14	17%	81%	0%	0%	0%
Polk County Workforce	5,125	4.4%	1.6%	16.9%	0.5%	0%	0%	21,356	6.3%	71.9%	1.9%	0.1%	0.2%
Utilization			-1.6%	-15.9%	-0.5%	0%	0%		+10.7%	+9.1%	-1.9%	-0.1%	-0.2%
Skilled Craft													
City of Lake Alfred Workforce	4	4	0%	100%	0%	0%	0%	0	0%	0%	0%	0%	0%
Polk County Workforce	22,209	86.4%	6.7%	82.3%	0.2%	0.4%	0.4%	1,960	0.9%	6.5%	0.6%	0.1%	0%
Utilization			-6.7%	+17.7%	-0.2%	-0.4%	-0.4%		-0.9%	-6.5%	-0.6%	-0.1%	0%
Service/Maintenance													
City of Lake Alfred Workforce	16	15	38%	44%	12%	0%	0%	1	0%	6%	0%	0%	0%
Polk County Workforce	7,704	75%	7.3%	20.9%	2.1%	0.3%	0.3%	17,175	17.4%	47.9%	1.3%	0.6%	0.4%
Utilization			+30.7%	+23.1%	-9.9%	-0.3%	-0.3%		-17.4%	-41.9%	-1.3%	-0.6%	-0.4%

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UTILIZATION ANALYSIS FOR POLICE DEPARTMENT

MALE

FEMALE

Job Category	TOTAL	TOTAL	B	W	H	A/PI	AI/AN	TOTAL	B	W	H	A/PI	AI/AN
Professional													
City of Lake Alfred Workforce	1	1	0	100%	0	0	0	0	0	0	0	0	0
Polk County Work Force	17,991	7,631	2.2%	38.3%	1%	0.6%	0.1%	10,360	6.6%	49.1%	1.1%	.5%	0%
Utilization			-2.2%	+61.7%	-1%	-0.6%	-0.1%		-6.6%	-49.1%	-1.1%	-5%	0%
Protective Services													
City of Lake Alfred Workforce	9	8	0%	89%	0%	0	0	1	0	11%	0%	0	0
Polk County Workforce	3,295	2,624	6.6%	71.1%	1.4%	0%	0.3%	671	2%	17.2%	3.5%	0%	.2%
Utilization			-6.6%	+17.9%	-1.4%	0%	-0.3%		-2%	-5.2%	-3.5%	0%	-2%
Administrative Support													
City of Lake Alfred Workforce	5	0	0%	0%	0	0	0	5	0%	100%	0%	0	0
Polk County Workforce	26,481	5,125	1.6%	16.9%	0.1%	0	0%	21,356	6.3%	71.9%	1.9%	.1%	.2%
Utilization			-1.6%	-16.9%	-0.1%	0%	0%		-6.3%	+28.1%	-1.9%	-1%	-2%

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**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 10, 2014**

3.) CPH TASK ORDER – STORMWATER PROJECT

ISSUE: The City Commission will consider approval of task order number nine (9) for the evaluation and design services to remediate the storm water collection system at the northeast corner of the intersection at East Cummings Street and Lakeshore Way.

ATTACHMENTS:

- Task order #9
- Map

ANALYSIS: Task order number nine proposes a site review of all surveys, as-builts, reports, and studies done in and around the affected East Cummings Street area. Additionally, design options to correct the drainage situation within this area will be proposed. Furthermore, CPH will review options of providing stormwater treatment to the property bordered by US 92 at the east and west side; East Pierce Street at the north and East Cummings Street at the south.

The proposed CPH Task order for the stormwater project will be coordinated with the Florida Department of Transportation.

- Site visit, research, and coordination with the City and Florida Department of Transportation to provide recommendations and conceptual design options for review.
- Preparation of stormwater calculations, technical specifications, and construction drawings for the project.
- Submission of two (2) sets of construction documents for review and comment by City at the 60%, 90% and 100% completion levels.
- Meetings as necessary for permitting services related to the project.
- Preparation and submission of the "Right-of-Way Utilization Permit" for the installation of the storm system.

Services that are not included within this proposal are stormwater permitting through the South West Florida Water Management District, surveying, field locates prior to design (if necessary), geotechnical engineering services, bidding and construction administration. These services can be provided by CPH in the future as necessary.

The proposed task order is for the amount of \$49,650.00.

STAFF RECOMMENDATION: Approval of task order number nine to CPH, Inc.

March 4, 2014

CITY OF LAKE ALFRED, FLORIDA

TASK ORDER NUMBER NINE (9) ASSIGNED BY THE CITY OF LAKE ALFRED UNDER THE "MASTER CONTINUING PROFESSIONAL CONSULTING AGREEMENT FOR ENGINEERING CONSULTING SERVICES BETWEEN THE CITY OF LAKE ALFRED, FLORIDA AND CPH, INC. DATED AUGUST OF 2009" ("AGREEMENT")

SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT, THE CITY OF LAKE ALFRED ASSIGNS AND CONSULTANT AGREES TO PERFORM THE FOLLOWING TASK(S):

(a) Scope of services, Task Order No. 9:

As-Needed Miscellaneous Engineering, Surveying and Construction Management Services.

This Task Order shall apply to those project services although not fully defined by the Agreement and may fall outside of the scope of Article III, §§1.5 and 1.6 of the Agreement (authorizing the performance and completion of minor services, the generation of minor reports, the issuance of opinions of probable cost, and office consultations that do not contemplate full consulting engineering services offered under Article III, Items 2 through 7). This Task Order applies to those project services that are identified on Exhibit "A" as attached hereto and incorporated herein by reference. Upon the written authorization of the City Manager (which may, but is not required to, take the form of an electronic message to an authorized managerial employee or licensed professional of the Consultant), this Task Order authorizes the Consultant to provide such as-needed miscellaneous and as-directed professional consulting engineering services. It is acknowledged and understood that any and all written authorizations shall be issued subject to this Task Order and the Agreement, and, as such, no written authorization shall modify the terms and conditions of this Task Order or the terms and conditions of the Agreement.

(b) Time for Performance, Task Order No.9:

The time for performance of as-needed miscellaneous engineering, surveying and construction management services as contemplated in this Task Order shall be specified in the written authorization to proceed. In the event that the written authorization to proceed does not specify a performance deadline, the Consultant should complete any and all assigned professional consulting engineering services and/or work as provided by such written authorization to proceed on a date no later than October 1, 2014.

(c) Method and Amount of Compensation, Task Order No. 9:

The City shall compensate Consultant based on the performance of each authorized and specifically defined service, task and/or Project performed by the Consultant, as specified in Article VI of the Agreement and Exhibit "A" attached hereto. Consultant shall bill the City on a

monthly basis for any and all services, tasks and/or Projects performed in summary form, in accordance with the Agreement. The City shall only be obliged to pay for those services, tasks and/or Projects performed under this Task Order that the Consultant can demonstrate are reasonable, provable, and within the Scope of Services of the written authorization to proceed.

The total amount of any and all such compensation under this Task Order for any and all miscellaneous engineering, survey and construction management services and/or any and all work performed in furtherance thereof shall not exceed **Forty-nine Thousand Six Hundred Fifty dollars (\$49,650.00)**, for which such total amount includes any and all reimbursable expenditures authorized by Article VII of the Agreement.

(d) Provisions of Article III, Items 2 and 3 Applicable to Task Order No. 9:

Article III, §§2.1 through 2.6 shall apply to this Task Order, as identified in the instructions in the written authorization. Article III, §2.7 shall apply to this Task Order.

Article III, §§3.1 through 3.10 shall apply to this Task Order, as identified in the instructions in the written authorization.

The Consultant should ask for written clarification from the appropriate assigning party within the City (i.e., the City Manager) in the event that the Consultant believes a written authorization to proceed implies, but does not state, that a particular section of Article III, Item 2 or Article III, Item 3 applies to any given service, task and/or Project authorized and assigned hereunder.

(e) Deliverables Pursuant to Task Order No. 9:

Items to be provided to the City as a result of the services, tasks and/or Projects shall be determined by the City at the time of issuance of the written authorization to proceed and may include, but not be limited to, verbal opinions, written opinions, drawings, evaluations, study reports and/or engineering plans.

(f) City Services, Information and Data Provided to Consultant under Task Order No. 9:

The City shall furnish the Consultant with such services, information and data as are necessary for the performance of the Consultant's obligations per the applicable written authorization under this Task Order and as identified in applicable portions of the Agreement, including Article IV, Items 1, 3 and 5. With regard to information/data possessed by the City, the City shall indicate at the time of the information/data transmittal to the Consultant whether or not the Consultant should rely on the information/data, provided however, that the City specifically disclaims liability for the accuracy of any and all information/data provided to it by third parties and accordingly directs the Consultant to verify such information/data as the Consultant may reasonably deem necessary for the performance of its obligations in the written authorization to proceed.

ALL TERMS AND CONDITIONS OF THE AGREEMENT ARE HEREBY INCORPORATED HEREIN. IN THE EVENT THAT THE LANGUAGE OF THIS TASK ORDER IS CONSTRUED TO BE IN CONFLICT WITH THE LANGUAGE IN THE AGREEMENT, THE LANGUAGE OF THE AGREEMENT SHALL CONTROL.

Made and executed by and between the City and the Consultant on the date first aforesaid.

City:

**CITY OF LAKE ALFRED, a Florida
municipal corporation**

By: _____
Nancy Z. Daley, Mayor

Attest:

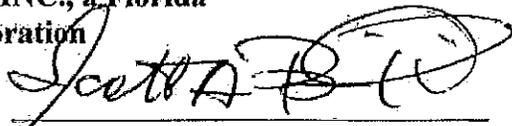
Linda Bourgeois, City Clerk

Approved as to Form:

Frederick J. Murphy, Jr., City Attorney

Consultant:

**CPH, INC., a Florida
Corporation**

By: 

Scott A. Breitenstein, P.E.
Title: Vice President/Associate

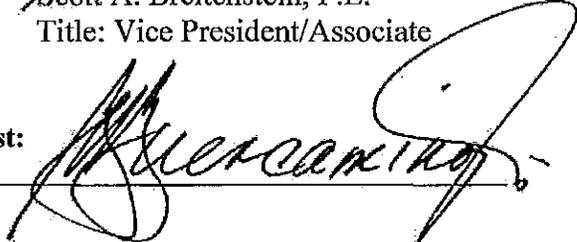
Attest: 

EXHIBIT "A"

THE CITY OF LAKE ALFRED US 92 and E CUMMINGS STREET STORM WATER EXTENSION IMPROVEMENTS SCOPE OF SERVICES

PROJECT DESCRIPTION

The proposed project includes evaluation and design services for a remedial storm water collection system to address the flooding that occurs at the northeast corner of the intersection of E. Cummings Street and U.S. 92 (Lake Shore Way). Several remedial options have already been discussed with the Florida Department of Transportation (FDOT) and the City of Lake Alfred Public Works Department. These options will need to be verified and evaluated to determine the best possible solution. CPH will review all available information including survey, as-built, reports and studies done within and around the affected area to determine design options to correct the drainage situation.

As part of this proposal, CPH will look into options of providing stormwater treatment to the property bordered by U.S. 92 at the east and west side, E. Pierce Street at the north and E. Cummings Street at the south. The stormwater design will be sufficient to satisfy the requirements of the Southwest Florida Water Management District (SWFWMD).

The plans and specifications shall be prepared to meet FDOT standards. CPH shall also coordinate with FDOT as necessary during the design process, and be available for meetings with the City and FDOT as necessary. The final plans shall be submitted to the City and FDOT for review and approval.

SCOPE OF SERVICES

The scope of services included in this proposal are itemized as follows:

1. Coordinate a kick-off meeting with the City to discuss the project, visit and walk the route, and collect pertinent information and other documents.
2. Coordinate with Florida Department of Transportation (FDOT), receive the storm water calculations for the US 92 road improvements and review the calculations to verify the existing design calculations and roadway design which may impact the proposed design.
3. Evaluate existing site information and provide recommendations and conceptual design options for review and approval of the City.
4. Prepare Project construction drawings to include all required Plan views and crossing details, and all necessary Construction Details and Notes. Prepare the technical specifications for the project manual. The construction documents shall be complete and meet all requirements for construction contract competitive bid formulation and subsequent construction of the Project. Plans and specifications shall be prepared in FDOT format.
5. Prepare storm water calculations for design of collection system. ENGINEER shall use the AdICPR stormwater modeling program and the Hydroflow storm pipe modeling

program as design aids in the design of the new collection system of storm pipes. CPH shall compare proposed design to original FDOT storm water calculations.

6. The ENGINEER will submit two (2) sets of construction documents to the CITY for review and comment at the 60%, 90% and 100% completion levels. The 90% level of completion of the construction documents shall be at a level to permit the project.
7. The ENGINEER shall update the ADICPR model and the Hydroflow model based on design comments or changes from the City or FDOT.
8. The ENGINEER will submit plans and specifications to FDOT for their 60%, 90% and 100% review.
9. Following the 100% review by the CITY, the ENGINEER will prepare and submit four (4) sets of Final Construction Documents. Included with this submittal will be the submission of the electronic drawing files and the technical specifications for City records.
10. The ENGINEER will submit an Engineer's estimate on the probable construction cost for the project based on at the 90% and 100% design level.
11. CPH will provide coordination and time for meetings with the City and FDOT as necessary for design and coordination services related to this project.
12. ENGINEER will submit the required permit applications for this project. Permits needed include the following:
 - Florida Department of Transportation (FDOT) "Right-of-Way Utilization Permit" for the installation of the storm system.
13. Services **not included** in this proposal, but can be provided in the future, as necessary, are as follows:
 - Surveying is not included in this proposal. The City will obtain surveying separately, but the surveyor will need to consult with CPH to delineate the appropriate route and services needed. Additional services including field locates (VVH) prior to design may be necessary and will be discussed with the City at that time.
 - Geotechnical engineering services are not included in this proposal. However, if the City desires these services, then a firm can be retained to provide an engineering report with information on water table, type of soils encountered, and pipe installation recommendations.
 - Storm water permitting through the South West Florida Water Management District.
 - Bidding and Construction Administration services are not included at this time.

COMPENSATION

CPH will perform the Scope of Services contained in this Agreement as a lump sum project, which will include miscellaneous reimbursable expenses. The miscellaneous expenses include items such as, but not limited to travel, copies, and plan and detail printing, and will be billed as a part of the project costs. The following is the break down of fees for each task and miscellaneous expenses.

Phase Description	Billing Method	Fee
60% Design Engineering	Lump Sum	\$23,065.00
90% Design Engineering	Lump Sum	\$12,060.00
100% Design Engineering	Lump Sum	\$ 6,450.00
Coordination Meetings	Lump Sum	\$ 3,080.00
FDOT Permitting	Lump Sum	\$ 1,495.00
As-built review	Lump Sum	\$1,500.00
Total Lump Sum Fee		\$ 47,650.00
Misc. Expenses		\$ 2,000.00
TOTAL PROJECT FEE		\$ 49,650.00

MANPOWER BREAKDOWN
Taks Order 9 - US 92 storm system
March 4, 2014

BY: ACL

ITEM / DESCRIPTION	PRINCIPAL	P.E.	ENGINEER / TECH.	DRAFTMAN	CLERICAL	cost per task
	\$145.00	\$125.00	\$105.00	\$90.00	\$55.00	
ENGINEERING						
Kick-off meeting, data collection	3	3				\$810.00
Review FDOT drainage calcs		16				\$2,000.00
Evaluate site conditions, provide conceptual design options.	1	8				\$1,145.00
60% Site Plan						
Specifications	1	8		0	8	\$1,585.00
Plan/profile	1	10		32	10	\$4,825.00
summary of pay items	1	8		4		\$1,505.00
Storm cross sections	1	8		24		\$3,305.00
paving/storm details	1	4		8		\$1,365.00
Cover Sheet	1	2		2		\$575.00
General Notes	1	2		2		\$575.00
ICPR modeling		21				\$2,625.00
Hydroflow storm pipe calcs		22				\$2,750.00
90% site plan						
Plan/profile	1	16		24		\$4,305.00
summary of pay items	1	2		4		\$755.00
Storm cross sections	1	4		16		\$2,085.00
paving/storm details	0	1		4		\$485.00
Cover Sheet	0	1		1		\$215.00
General Notes	0	1		1		\$215.00
ICPR modeling		16				\$2,000.00
Hydroflow storm pipe calcs		8				\$1,000.00
Review FDOT drainage calcs		8				\$1,000.00
100% site plan						
Plan/profile	1	8		24		\$3,305.00
summary of pay items	1	1		2		\$450.00
Storm cross sections	1	4		8		\$1,365.00
paving/storm details	0	2		4		\$610.00
Cover Sheet	0	1		1		\$215.00
General Notes	0	1		1		\$215.00
Coordination meetings (4)	4	20				\$3,080.00
Final plan review by PE	2					\$290.00
PERMITS						
FDOT ROW use app	1	6		3	6	\$1,495.00
As-builts review		8				\$1,000.00
Submit as-builts to City, FDOT		4				\$500.00
Expenses, mileage, printing						\$2,000.00
TOTAL ENGINEERING	24	224	0	165	24	\$49,650.00
Engineering & Permitting						
P		24 HRS.	AT		\$145.00	\$3,480.00
PM		224 HRS.	AT		\$125.00	\$28,000.00
E		0 HRS.	AT		\$105.00	\$0.00
D		165 HRS.	AT		\$90.00	\$14,850.00
C		24 HRS.	AT		\$55.00	\$1,320.00
Expenses						\$2,000.00
TOTAL						\$49,650.00



Designed by:	ACL	Date:	2/12/14
Drawn by:	DGH/ACL	Job No.:	L2720
Checked by:	SAB/ACL	File:	SR 600
Approved by:	ACL	COLLECTION	
Scale:	1" = 300'	©	2013



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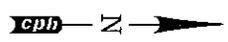
Plan Prepared By:
CPH, Inc.
1117 E. Robinson St. - Orlando, FL
32801 PH: 407.426.6452

Eng. C. License: 3215
Survey Lic. No. 7143
Arch. Lic. No. AA48802526
Landscape Lic. No. LC0900298

E CUMMINGS STREET, E PIERCE STREET
STORM COLLECTION SYSTEM

CITY OF LAKE ALFRED
STORMWATER COLLECTION

Sheet No.
G-1



**LAKE ALFRED CITY COMMISSION MEETING
SEPTEMBER 10, 2014**

4.) UF CITRUS RESARCH CENTER: PROPERTY SWAP DISCUSSION

ISSUE: The City Commission will have a discussion regarding the opportunity of swapping property with the University of Florida Citrus Research Center.

ATTACHMENTS:

- Grove Acreage Map & Warehouse pictures

ANALYSIS: Earlier this year properties owned by Jim Hughes's estate were given to the University of Florida that included warehouses at 100 West Cummings (Buchanan Building) and Seminole Avenue (across from the Library).

For the past several months city staff has been in communication with University of Florida staff regarding the properties and their stated interest in City owned grove property. The estate is tied to citrus research and the UF Citrus Research Center in Lake Alfred desired to have land near their existing operations.

Through staff negotiations and onsite visits the tentative consideration for the two warehouses would be approximately 60 acres of City owned grove property. The proposed acreage is a part of the City spray field but it is not necessary for current or future operations.

Formal appraisals have not been conducted for the respective properties. However, the commercial value of the two warehouse properties could easily double the value of the proposed City grove acreage. Additionally, the Buchanan building is located in the downtown core and has access to both Lake Shore & Shinn Blvd. Demolition of the building would both address blight and prepare the site for future development consistent with the Community Redevelopment Agency plan & the Downtown Master Plan.

The City owns all of the property surrounding the warehouse located across from the library. The warehouse would be utilized for parks and recreation storage. This would also allow the City to save the expense of putting in a storage building at the Mackay Preserve or on other city property that had an estimated cost of \$30,000 in the previous budget year.

STAFF RECOMMENDATION: Proceed with drafting a formal agreement for the property swap with the University of Florida.

Lake Alfred Grove Acreage





Seminole Avenue Warehouse (Across from Library)

Cummings Avenue Warehouse (Buchanan Building)

