

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



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

AGENDA
CITY COMMISSION MEETING
MONDAY, MARCH 2, 2015
7:30 P.M.
CITY HALL

CALL TO ORDER: MAYOR NANCY Z. DALEY

INVOCATION: TBA

PLEDGE OF ALLEGIANCE: MAYOR NANCY Z. DALEY

ROLL CALL: INTERIM CITY CLERK VALERIE FERRELL

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

PROCLAMATION – IRISH AMERICAN HERITAGE MONTH

CONSENT AGENDA: APPROVE CITY COMMISSION MEETING MINUTES 2/16/15.

AGENDA

- 1.) STREET RESURFACING PROJECT**
- 2.) APPOINT REPRESENTATIVE TO ATTEND 2015 CITY ELECTION EQUIPMENT TESTING**
- 3.) DISCUSSION: MANAGER EVALUATION**

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

COMMISSIONER QUESTIONS AND COMMENTS:

MAYOR DALEY
COMMISSIONER DEARMIN
VICE MAYOR LAKE
COMMISSIONER DUNCAN
COMMISSIONER MAULTSBY

ADJOURN



Proclamation

Whereas, by 1776 nearly 300,000 Irish nationals had emigrated to the American colonies and played a crucial role in America's War for Independence; and

Whereas, five signers of the Declaration of Independence were of Irish descent and three signers were Irish born; and

Whereas, Irish Americans helped fashion a system of government for our young Nation; and

Whereas, twenty-two Presidents have proudly proclaimed their Irish American heritage; and

Whereas, the Irish first came to Spanish "La Florida" in the 1500s – first as missionaries and mercenary soldiers and then as planters, traders, businessmen, doctors and administrators; and

Whereas, three of the Spanish Governors of "La Florida" were actually Irish military officers; and

Whereas, Irish Americans, since America's inception, have provided and continue to provide leadership and service to this nation's political, business, and religious establishments; and

Whereas, it is fitting and proper to celebrate the rich cultural heritage and the many valuable contributions of Irish Americans.

Now, Therefore, I Nancy Z. Daley, Mayor of the City of Lake Alfred, do hereby proclaim March 2015 as

"Irish American Heritage Month"

in the City of Lake Alfred, Florida and urge all citizens to recognize the long history of Irish American contributions to State of Florida and the United States of America.

IN WITNESS WHEREOF, I have hereunder set my hand this 2nd day of March, 2015.

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

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2015**

CONSENT AGENDA

1.) CITY COMMISSION MEETING 2/16/15

ATTACHMENTS:

- February 16, 2015

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

**MINUTES
CITY COMMISSION MEETING
MONDAY, FEBRUARY 16, 2015
7:30 P.M.
CITY HALL**

Call to Order: Mayor Nancy Z. Daley

Invocation and Pledge of Allegiance

Roll Call: Those in attendance were Mayor Nancy Daley, Vice Mayor Charles Lake, Commissioner John Duncan, Commissioner Albertus Maultsby, Commissioner Jack Dearmin, City Manager Ryan Leavengood, Assistant City Attorney Seth Claytor, and Interim City Clerk Valerie Ferrell, and Deputy City Clerk Ameen Bailey.

Staff attendance: Police Chief Art Bodenheimer, Public Works Director John Deaton and Parks and Recreation Superintendent Richard Weed.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood introduced and welcomed Ameen Bailey to the City, who will be taking over the City Clerk position. She joins us from the Polk County team, and will be working as Deputy City Clerk through training with a swearing in ceremony to be held in June.

The City will conduct its Municipal Election on April 7th for the purpose of electing two commissioners, and to consider three charter referendum items. Qualifying for candidates will begin Monday, February 16th at 8:30am and close on Friday, February 20th at 12:00noon.

The Chamber of Commerce will host its monthly luncheon on Wednesday, February 18th at the Lake Alfred Addair Middle School beginning at 11:45am. Discussion topic will be "Parent and Business Involvement"

Also on Wednesday February 18th will be the regular Planning Board meeting with training session beginning at 6pm. The training is open to the public. This session will cover an overview of the planning process and ethical decision making.

The Lake Alfred Little League will kick-off the season with its Jamboree on Saturday, February 21st beginning at 9am. Mayor Daley will be throwing the first pitch of the season.

The Chamber of Commerce will host "Meet the Candidates" at Lake Alfred City Hall on Wednesday, March 11th from 5:30pm to 7pm. Also prior to the event, the Historical Society will be open for tours at their location.

He announced the Heritage Day Event coming April 11th at Central Park and stated flyers are being circulated. Parks and Recreation staff will be assembling activities including dessert contests, Police and Fire demonstrations, play zone, food truck rally, etc.

CITY ATTORNEY ANNOUNCEMENTS

There were no legal announcements.

RECOGNITION OF CITIZENS

Judy Schelfo, 640 E Lake View Road, stated the Purple Heart and Korean War Monument Dedication Ceremony will be held on Saturday, February 28th beginning at 11am.

Karen Boswell, 645 E Lemon Ave, shared her concern regarding criminal activity in the Highlands community. She asked for the assistance from the City Commission, City Manager and Police Chief to act on reducing crime in the area.

City Manager Leavengood stated he understands her concerns and certainly wants to do whatever is necessary to assist in their efforts. He will meet with the Police Chief to review possible avenues to address the criminal activity. He mentioned efforts from the City to assist with aesthetic issues, such as blighted properties, unsafe or abandoned homes and making improvements to parks, sidewalks, etc.

Vice Mayor Lake suggested creating a neighborhood watch program and working with the police department.

Ms. Boswell indicated that the neighborhood residents already do something similar, and have reported the locations of the activity.

Commissioner Maultsby added that he has witnessed the activity and is frequently in communication with the police department to assist.

Wanda Daley, 660 E Grapefruit Ave, stated she also informs the police department about activity she observes. She also added that the locations are not within abandoned or vacant property, but within actively leased or owned property. She indicated the activity occurs at all times, in open public observation very close to schools, churches, and parks. She then thanked the City Commission and City Manager for the use of the Highlands Community Center to provide a free summer program each year.

Brenda Drayton, 645 E Orange Ave, expressed her concern with Cypress Greens golf course and players damaging her property. She stated that golf balls are landing on her property, causing damage to her home and vehicle and is concerned that either herself or any of her guests may be injured. She also complained that tires are being dumped behind the golf course.

Commissioner Dearmin stated he recalls a screen installed above the fence to help protect the residents behind the golf course.

Assistant City Attorney Claytor stated he would advise that this is a civil matter between two private property owners, and it would not be the City's jurisdiction to require action. He stated Ms. Drayton will need to contact her insurance company to repair any damages. He also added the City Commission may direct the City manager and staff to determine if there is a buffer required.

There was some discussion regarding options to assist, with a consensus from the City Commission directing the City Manager to investigate further.

Mayor Daley shared a letter from Barbara Hill of 350 Chamberlain Drive commending the Public Works Department and their immediate response to her concerns.

CONSENT AGENDA: APPROVE CITY COMMISSION MEETING MINUTES 2/2/15.

Vice Mayor Lake moved to approve the City Commission Meeting minutes for the February 2, 2015 regular meeting; seconded by **Commissioner Dearmin** 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

AGENDA

1.) CITY "APP" UPDATE

City Manager Leavengood stated he wanted to provide an update to the City Commission on the City's App, Lake Alfred 311, which went live in August 2014. The application has been active for about 6 months with staff responding to all types of requests, including right-of-way maintenance, code enforcement, potholes, etc. The application has been downloaded about 150 times and the City has received and responded to 70 tickets. He reviewed the feedback received and indicated more functionality is a common request, including paying utility bills. He said there will be a continuous effort to improve the functionality and shared his appreciation of the community support in using the application.

2.) CENTENNIAL PRESENTATION

Rob Stevens introduced himself as a local professional surveyor who has worked extensively within the Auburndale, Lake Alfred and Haines City areas as well as Central Florida. He reviewed the events that opened the wilderness into Central Florida occurred during the Second Seminole War during 1835-1842. He indicated Lieutenant Colonel Alexander Cummings was located at Fort Brook in Tampa, whose commanding officer was Zachary Taylor who later became the 12th President of the United States. Cummings' task was to create a road from Fort Brook, Tampa to tie into the St. Johns River at Fort Mellon, Sanford. He went on to read from Cummings' diary on June 24, 1839 describing the scene where Fort Cummings was located at the ridge near the Lake Alfred, approximately 46 ½ miles from Fort Brook. On June 31, 1839, Cummings wrote that Major Wilcox had completed Fort Cummings, and directed him to proceed towards Fort Maitland, and establish another fort to be named Fort Davenport. Overall, the distance from the Gulf of Mexico to St Johns River is 120 miles and Cummings described the scene as barren, sandy pine, picturesque, with thick hammocks and did not predict it to ever be

developed. He also noted Cummings observation that the land had never been traveled or occupied by anyone other than Native Americans.

In 1843, the US Government requested the entire Central Florida land area be surveyed and subdivided into tracts for private ownership, mostly to veterans from the military as compensation for their service. He noted that a survey control known as Washington's Parallel served as the first base line to map this entire area. The Parallel happens to run directly through downtown Lake Alfred. B.F. Whitner was the lead surveyor assigned to work in this area, and described the techniques used to mark corner posts within tracts. Whitner's team used trees as a point of reference for each post set, and was extremely precise in their placement. Mr. Stevens stated his own survey work has been based on the accuracy of posts set and uncovering evidence of these trees, all as noted by Whitner's team in the late 1840s.

Based on journal entries, Whitner described some ruthless weather and environment conditions while surveying in the area and requested an increase in salary from Congress. His contract stated he would receive \$4 per mile, and due to these hardships he requested an increase to \$8 per mile. His journal describes an incident where his supplies were raided and mules taken. After encountering some Native Americans and helping them with medicine and what supplies he had left, he was pleased to discover his remaining supplies and mules were returned to him that evening. Whitner also described the torrential rain and working in several feet of water on a daily basis, as well as a tremendously cold winter where ponds were frozen. Supplies had to be brought in by wagon across 60 miles on the new road constructed by Cummings.

Mr. Stevens concluded by sharing his respect and commendation of Whitner's work, which took 6-months to survey over 580 miles, which is an equivalent distance from Lake Alfred to South Carolina. He also noted that Cummings' road shaped much of the growth of the area, and demonstrated that the railroad line and US Highway 17/92 were built based on this.

A copy of Mr. Stevens' presentation is attached hereto and made a part of these minutes.

RECOGNITION OF CITIZENS

There were none.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Daley shared the Mackay volunteer day was a huge success and thanked everyone who was able to participate. Also, she shared a historic architect, Ed Pilkington, was able to offer his services to restore the garden arbor at Mackay. She stated the Steering Committee will evaluate the project and review potential fundraisers to pay for its restoration. Also, she inquired if the City Commission had any thoughts to adding a sign to the Veterans Memorial park, fronting Highway 17/92 identifying the park as project by the City of Lake Alfred.

Commissioner Dearmin agreed that a sign should be placed at the Veteran's Memorial park. He also suggested the Police and Fire reach out to neighborhoods to assist with neighborhood watch. He also wished the Mayor luck in throwing the first pitch at the Lake Alfred Little League Jamboree.

Vice Mayor Lake stated the Commission all attended the ethics training held in Winter Haven last week. Also, he attended a Transportation Disadvantaged Local Coordinating Board Meeting, and shared the different perspectives of individuals needing transit service. He also serves on the Transportation Planning Organization and was reappointed to represent them on the Metropolitan Planning Organization Advisory Committee. He thanked the City Manager and Public Works for the work at the Library parking lot.

Commissioner Duncan thanked the City Manager and staff for their work around the community, and stated the residents have noticed the improvements.

Commissioner Maultsby shared his concern with the criminal activity in the Highlands subdivision, concurring with the comments made previously in the meeting. He urged the residents to work with the Police Department to build a case and work with State Attorney's Office. He also commended City Manager and staff for improvements in the community, and also mentioned the amount of residential growth in recent months.

Mayor Daley also mentioned the Discovery High School charter application received a recommendation of approval from the State Charter Advisory Board, so their Charter designation will now be processed for an additional hearing in the next few weeks.

Judy Schelfo, 640 E Lake View Road, stated the Veteran's Memorial park sign, indicating it is a Lake Alfred park, was acceptable however the Purple Heart Monument was a Polk County project, since the Board of County Commissioners established the Purple Heart County initiative.

With there being no further business to discuss, Mayor Daley adjourned the meeting at 9:07 p.m.

Respectfully Submitted,

Valerie Ferrell
Interim City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2015**

1.) STREET RESURFACING PROJECT

ISSUE: The City Commission will consider awarding a bid for the resurfacing of City streets.

ATTACHMENTS:

- Bid Packet
- Street/Parking Lot Visual
- Lake Alfred Street Resurfacing Prioritization List

ANALYSIS: In April of 2014 the City Commission approved the street resurfacing priority list to be used as a guideline for future street resurfacing projects. City staff put out a request for sealed bids for resurfacing of the following areas:

- North Todd Hunter Way
- South Todd Hunter Way
- East Lakeview Rd. (side street off Todd Hunter)
- East Hoffman 500 Block
- Parking Lots: City Administration, City Library, East Haines Parking Lot

The City received one sealed bid through the process from Tucker Paving Inc. out of Winter Haven in the amount of \$133,053.

\$150,000 in restricted gas tax revenue has been budgeted in the current FY 14/15 Budget to accommodate this project. Consistent with the City's Capital Improvement Program (CIP) the next street resurfacing project is scheduled to take place in FY the 16/17 budget year. Staff will present an updated priority list for the Commission's consideration in the preparation of the FY 16/17 Budget.

Any remaining funds from this project will be carried over to increase the total budget for the next resurfacing project.

STAFF RECOMMENDATION: Accept bid from Tucker Paving, Inc. for the street resurfacing project in the amount of \$133,053.

**CITY OF LAKE ALFRED, FLORIDA
REQUEST FOR BIDS
Street Resurfacing Project**

SEALED BID

NAME OF BIDDER: TUCKER Paving Inc

ADDRESS: 3545 Lake Alfred Road
Winter Haven Florida 33881

PHONE: 863 299 2262 FAX: 863 294 1007

EMAIL: Patrick@tuckerpaving.com

PRICE TOTAL: \$ 133,053.47

This Sealed Bid Price Total is good for 30 days after the closing date of this Bid Request. By signing below, I hereby certify that the price quoted is based on the specifications of the City of Lake Alfred Request for Bids.

SIGNATURE: 
PRINT NAME: Patrick Braisted
TITLE: Executive Vice President
DATE: 02 19 2015

<i>Attachments:</i>	<i>Check if Attached:</i>
Noncollusion Affidavit of Prime Bidder	<u>X</u>
Sworn Statement on Public Entity Crimes	<u>X</u>
W-9 Request for Taxpayer Identification	<u>X</u>
Other: General Contractor's License	<u>X</u>
Certificate of Insurance	<u>X</u>

**CITY OF LAKE ALFRED, FLORIDA
REQUEST FOR BIDS
Street Resurfacing Project**

SEALED BID

NAME OF BIDDER: TUCKER Paving Inc

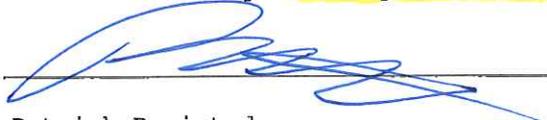
ADDRESS: 3545 Lake Alfred Road
Winter Haven Florida 33881

PHONE: 863 299 2262 FAX: 863 294 1007

EMAIL: Patrick@tuckerpaving.com

PRICE TOTAL: \$ 122,123.63

*This Sealed Bid Price Total is good for 30 days after the closing date of this Bid Request. By signing below, I hereby certify that the price quoted is based on the specifications of the City of Lake Alfred Request for Bids. ***This price is based upon quantities Provided By the City of Lake Alfred*

SIGNATURE: 

PRINT NAME: Patrick Braisted

TITLE: Executive Vice President

DATE: 02 19 2015

<i>Attachments:</i>	<i>Check if Attached:</i>
Noncollusion Affidavit of Prime Bidder	<u>X</u>
Sworn Statement on Public Entity Crimes	<u>X</u>
W-9 Request for Taxpayer Identification	<u>X</u>
Other: General Contractor's License	<u>X</u>
Certificate of Insurance	<u>X</u>

CITY OF LAKE ALFRED, FLORIDA
REQUEST FOR BIDS
Street Resurfacing Project

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida
County of Polk

Patrick Braisted, being first duly sworn, deposes and says that:
(Print Name)

- (1) He/She is EVP of TUCKER Paving Inc
(Title) (Company)
said company being the Bidder that has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of his/her officers, partners, owners, agents, representatives employees or partied in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached Bid has been submitted or has refrained from bidding in connection with such contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the City of Lake Alfred, Florida or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its' agents, representatives, owners, employees, or parties in interest, including this affiance.

[Signature]
(Signed)

02 19 2015
Date

NOTARIZATION:

Subscribed and sworn to before me this 19 day of February 2015
by Patrick Braisted being personally known to me or having
produced valid identification.

(Notary Stamp Here)

S. Qu
Notary Public
My Commission Expires: 11/1/2016



CITY OF LAKE ALFRED, FLORIDA
REQUEST FOR BIDS
Street Resurfacing Project

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted to The City of Lake Alfred, Florida
- by: Name and Title: Patrick Braisted EVP
- Name of Company: TUCKER Paving Inc
- Mailing Address: 3545 Lake Alfred Road Winter Haven FL
- Federal ID #: 59-3315987

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" included those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate.

The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

**CITY OF LAKE ALFRED, FLORIDA
REQUEST FOR BIDS
Street Resurfacing Project**

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. *[indicate which statement applies]*

 X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. *[attached is a copy of the final order]*

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(Signed)

Patrick Braisted

(Title)

02 19 2015

Date

NOTARIZATION:

Subscribed and sworn to before me this 19 day of February, 2015, by Patrick Braisted being personally known to me or having produced valid identification.
(Notary Stamp Here)



Notary Public
My Commission Expires: 11/1/2016



Street Resurfacing Project

North Todd Hunter Way Striping (by City) Mill 1" Pave 2"	20x1050	(21,000 SF)	(Bid Quantity)
South Todd Hunter Way Same as above (8,865 SF with Cul De Sac)	20x325	(6,500 SF)	(Bid Quantity)
East Lakeview Rd. same as above (Measures 10,300 SF)	20x485	(9,700 SF)	(Bid Quantity)
East Hoffman 500 Block Striping by City (Measures 13,950 SF)with wing walls)	20x515	(10,300 SF)	(Bid Quantity)
Administration Parking Lot 50 x 75 + 30 x 20 (Measures 4,350 SF) 17 wheel Stops (remove only) City replace when Stripes	50x75	(3,750 SF)	(Bid Quantity)
Library Parking Lot 16 wheel stops (remove, replaced when City Stripes?)	50x75	(3,750 SF)	(Bid Quantity)
East Haines Parking Lot Grade existing lot, spread + Compact 5" Millings,(approx. 200 tons from the project,) 2" asphalt, trim tree	85x85	(7,225 SF)	(Bid Quantity)

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) TUCKER PAVING, INC.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 3545 LAKE ALFRED ROAD		Requester's name and address (optional)
City, state, and ZIP code WINTER HAVEN, FL 33881		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
Employer identification number									
5	9	-	3	3	1	5	9	8	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>2-19-15</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD
1940 NORTH MONROE STREET
TALLAHASSEE FL 32399-0783**

(850) 487-1395

**TUCKER, TERRELL RANDAL
TUCKER PAVING, INC.
3545 LAKE ALFRED RD
WINTER HAVEN FL 33881**

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbecue restaurants, and they keep Florida's economy strong.

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DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER	
CGC040393	

The GENERAL CONTRACTOR
Named below IS CERTIFIED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2016



**TUCKER, TERRELL RANDAL
TUCKER PAVING, INC.
3545 LAKE ALFRED RD
WINTER HAVEN FL 33881**





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WorkComp Solutions, Inc. P.O. Box 24987 Lakeland, FL 33802 www.workcompsolutionsfl.com	CONTACT NAME: PHONE (A/C, No, Ext): 863-646-4642 FAX (A/C, No): 863-646-3521 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Tucker Paving, Inc. 3545 Lake Alfred Rd. Winter Haven FL 33881	INSURER A: Bridgefield Casualty Ins. Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 19481382 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0196-13885	4/1/2014	4/1/2015	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

30 day Notice of Cancellation Applies.

CERTIFICATE HOLDER

CANCELLATION

To Be Used As Proof of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE *

Darrell J. Mills

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ACORD 25 (2014/01)

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CERTIFICATE OF LIABILITY INSURANCE

OP ID: RB

DATE (MM/DD/YYYY)

05/22/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LL Ewing, Blackwelder & Duce 4930 Southfork Drive Lakeland, FL 33813 Steven Norton - A193520		Phone: 863-647-5187 Fax: 863-646-6286	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: TUCKE-3	FAX (A/C, No):
INSURED Tucker Paving, Inc 3545 Lake Alfred Road Winter Haven, FL 33881		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Auto Owners Insurance Co.		18988
		INSURER B : FCI Insurance Group		10178
		INSURER C : Travelers		19070
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	GENERAL LIABILITY			GL0013026	03/25/2014	03/25/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
	<input checked="" type="checkbox"/> XCU Included						PERSONAL & ADV INJURY	\$ 1,000,000
B	Contractual Liabi			GL0013026	03/25/2014	03/25/2015	GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMPIOP AGG	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC							\$
A	AUTOMOBILE LIABILITY			4346238700	03/25/2014	03/25/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS						PIP	\$ 10,000
A	<input checked="" type="checkbox"/> NON-OWNED AUTOS			4346238700	03/25/2014	03/25/2015		\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			4839159700	03/25/2014	03/25/2015	EACH OCCURRENCE	\$ 10,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 10,000,000
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			QT6608514P107TIL	03/25/2014	03/25/2015	WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
C	Equipment Floater			QT6608514P107TIL	03/25/2014	03/25/2015	Equipment	4,485,394
C	Leased/Rent Equip			QT6608514P107TIL	03/25/2014	03/25/2015	Leas/Rent	1,000,000

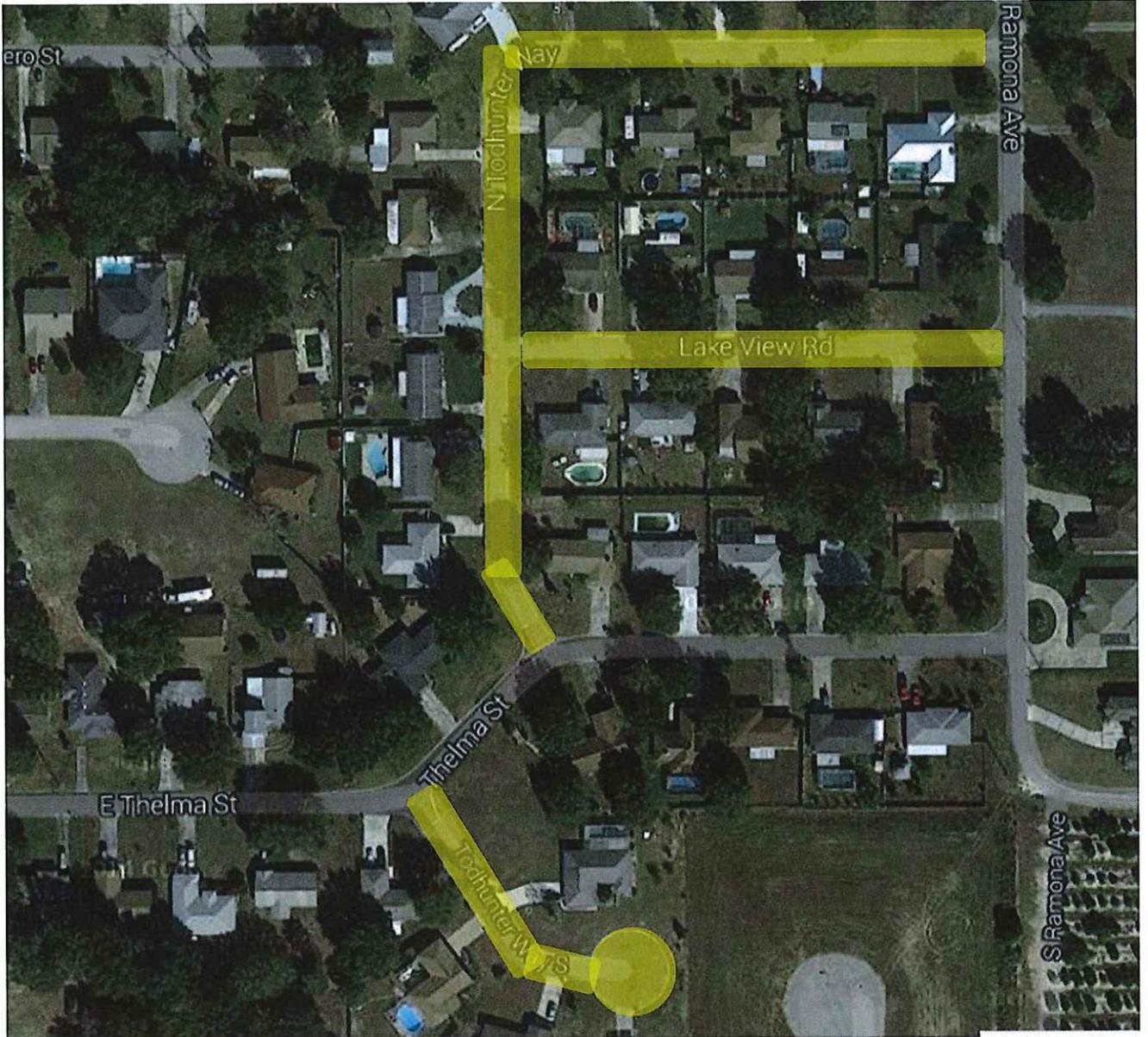
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

INSURED COPY INSUR01	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  A193520

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LAKE ALFRED STREET RESURFACING PRIORITIZATION

RATING	STREET	CRACKS	POTHOLES	THIN
				PAVEMENT
1	E. HOFFMAN ST. 500 BLOCK	X	X	X
2	E. GRAPEFRUIT ST.	X	X	
2	E. ORANGE AVE.	X	X	
2	N. NEKOMA 100 BLOCK	X	X	
2	N. ROCHELLE RD.	X	X	
2	N. RIDGE AVE.	X	X	
2	E. LEMON ST.	X	X	
2	E. MIDWAY	X	X	
2	N. RAMONA	X	X	
2	N. GLENCRUITEN	X	X	
2	E. POMELO	X	X	
2	E. SANFORD 300 BLOCK	X	X	
2	GLENN AVE.	X	X	
2	CHARMIL AVE.	X	X	
2	E. COLUMBIA ST. 300 BLOCK	X	X	
2	E. THELMA AVE.	X	X	
2	S. TODHUNTER 700 BLOCK	X	X	
2	S. TODHUNTER	X	X	X
2	HILLSIDE	X	X	
2	S. NEKOMA RD.	X		X
2	W. FISHER LANE	X	X	
2	S. ILAKEE AVE. 400 BLOCK	X	X	
2	W. SANFORD ST. 200 BLOCK	X	X	
3	W. PIERCE ST.	X		
3	W. HAINES BLVD	X		
3	W. SWOOPE ST.	X		
3	W. PARK LANE	X		
3	MESSER LANE	X		
3	N. LAKESHORE WAY	X		
3	E. SWOOPE ST.	X		
3	E. TANGERINE AVE.	X		
3	N. RAMONA TO WWTP	X		
3	E. SANFORD 600 BLOCK	X		
3	E. PIERCE ST. 600 BLOCK	X	X	
3	S. TOWNER TO SANFORD	X		
3	S. TOWNER TO CUMMINGS	X	X	
3	S. CAROLINA AVE.	X		
3	S. CAROLINA AVE.	X		
3	E. ECHO	X		
3	S. ROCHELLE AVE	X		
3	S. SEMINOLE	X		
3	S. GLENCRUITEN	X		

LAKE ALFRED STREET RESURFACING PRIORITIZATI

RATING	STREET	CRACKS	POTHLES	THIN PAVEMENT
3	E. COLUMBIA ST. 100-200 BLOCK	X		
3	E. HOFFMAN ST. 100-400 BLOCK	X	X	
3	LAKE GEORGE RD.	X		
3	S. ECHO	X		
3	S. CROSS RD.	X		
3	NECHO AVE.	X		
3	DAVIS AVE.	X		
3	W. TERRACE	X		
3	E. LAKEVIEW	X		
3	W. PERSHING	X		
3	SELLARS DR.	X		
3	HARBORD ST.	X		
3	PINNER CT.	X		
3	S. ILAKEE AVE. 700 BLOCK	X		
3	WINONA AVE. 600 BLOCK	X		
3	N. ECHO DR.	X		
3	S. NEKOMA 500 BLOCK	X		
3	ORANGE ST.	X		
3	W. COLUMBIA ST.	X		
3	S. ITASCA AVE.	X		
3	W. HOFFMAN ST.	X		
4	E. SANFORD 500 BLOCK			
4	E. HAINES			
4	E. CUMMINGS			
4	GOODMAN AVE.			
4	E. PIERCE ST. 100-200 BLOCK			
4	E. ORANGE 100-200-300 BLOCK			
4	MACKAY BLVD			
4	RAINERO			
4	W. CUMMINGS ST.			
4	N PENNSYLVANIA 100 BLOCK			
4	W. INTERLACHEN ST.			
4	E. PARK LANE			
5	S. GLENCRUITEN TO CUMMINGS			
5	S. ILAKEE AVE. 200 BLOCK			
5	S. WINONA AVE.			
5	S. ITASCA AVE.			
5	S. NEKOMA AVE.			
5	S. PENNSYLVANIA AVE.			
5	N. PENNSYLVANIA AVE.			
5	W. ALFRED ST.			
5	LAKE SWOOPE DR.			
5	MARTIN LUTHER KING			
5	N. THIRD ST.			

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2015**

2.) APPOINT REPRESENTATIVE TO ATTEND 2015 CITY ELECTION EQUIPMENT TESTING

ISSUE: The City Commission will make an appointment from the Canvassing Board members to represent the City of Lake Alfred at the Logic and Accuracy test for the voting equipment.

ATTACHMENTS: None

ANALYSIS: The Logic and Accuracy (L&A) test is scheduled to be held at the Supervisor of Elections Office on March 31, 2015 at 4:30P.M. The test is open for the qualifying candidates to view. The purpose of the test is to run sample ballots through the voting machine that will be located on our polling site during the election and test it for accuracy. After the test is performed the machine is sealed by the Supervisor or Elections staff and delivered to the City election site with the seal intact. The appointed representative conducts the procedure, confirms the results, and then signs the verification forms for the accuracy of the machine tested. In previous elections, the canvassing board has appointed the City Clerk to attend the testing on their behalf.

The 2015 Canvassing Board includes the following members:

Mayor Nancy Daley

Vice Mayor Charles Lake

Commissioner Jack Dearmin

Interim City Clerk Valerie Ferrell

City Attorney John Murphy

Per Florida Statute, canvass board members are required to attend the following meetings: Please note a quorum must be present at each of the meetings (except pre-election logic and accuracy testing).

1) Pre-election logic and accuracy testing of tabulating equipment

March 31, 2015 at 4:30pm

Location: Supervisor of Elections Headquarters, 1460 S Broadway Ave, Bartow

(The Board may designate one member to represent them at this meeting, typically the City Clerk)

2) Election night canvassing of ballots

April 7, 2015 at 6:00pm

Location: Supervisor of Elections Headquarters, 1460 S Broadway Ave, Bartow

3) Certification of election results

April 9, 2015 at 5:00pm

Location: City Hall, 120 E Pomelo Street, Lake Alfred

4) Post-election manual audit

April 13, 2015 *Time to be determined by canvassing board on night of election

Location: Supervisor of Elections Headquarters, 1460 S Broadway Ave, Bartow

STAFF RECOMMENDATION: Appoint Valerie Ferrell, Interim City Clerk to attend the 2015 City Election Logic and Accuracy Equipment Test on Tuesday, March 31, 2015 at 4:30pm.

**LAKE ALFRED CITY COMMISSION MEETING
MARCH 2, 2015**

3.) DISCUSSION: CITY MANAGER EVALUATION

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

ATTACHMENTS:

- Evaluation Summary
- Manager Evaluations
- Activity Summary

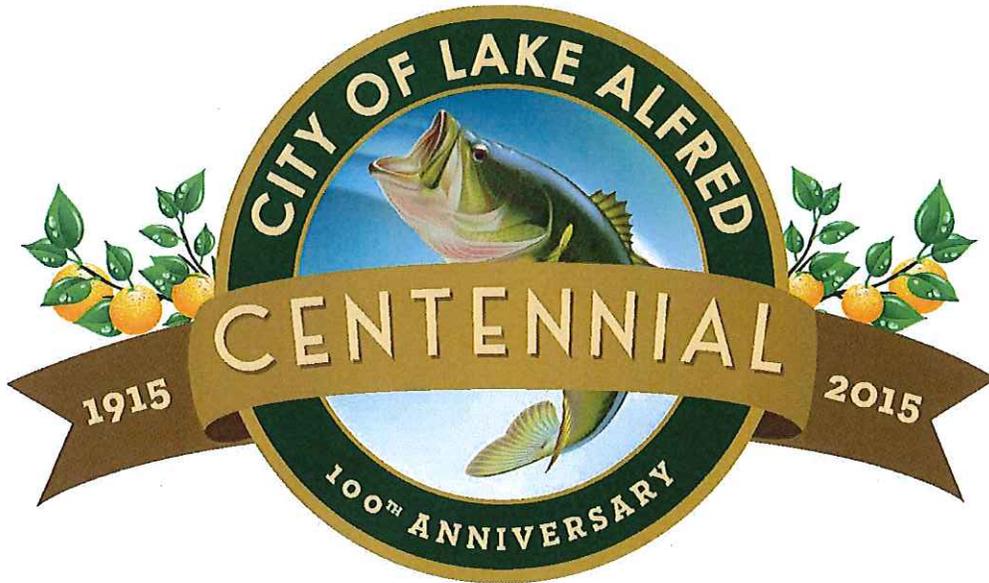
ANALYSIS: Under section 5 of the City Manager employment agreement the City Manager is to be formally evaluated at least once per year in advance of the adoption of the annual operating budget. The evaluation format was consistent with previous evaluations and consisted of eight (8) categories that allowed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

2015 City Manager Evaluation

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

OVERALL AVERAGE RATING:	4.79
-------------------------	------

2015
City Manager
Performance Evaluation



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



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

City Manager's Office

February 3, 2015

Honorable Mayor and Commissioners,

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

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

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

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

I am requesting that your completed evaluations be returned to City Administration by Monday, February 16th, 2015. The evaluations will then be tabulated and included in the March 2, 2015 regular City Commission meeting. I greatly appreciate your consideration and the opportunity to work together to serve the citizens of Lake Alfred. Please do not hesitate to contact me if there are any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Leavengood', with a stylized flourish at the end.

Ryan Leavengood
City Manager

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	✓

Comments:

The Lake Alfred budget is an award winning document.

Ryan prepares a realistic budget that is easy to understand. He is diligent in his efforts to stick to the budget plan. He has a second year budget prepared in advance each year.

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	✓

Comments:

Ryan is very sensitive to the needs of the employees. He has initiated several types of tuition assistance and encourages staff development. The salary structure that he created seems to be working very well.

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Ryan has integrated new technology into the city in several ways. The most obvious is the introduction of the city AP which helps citizens report problems in their neighborhoods. It has been very well receive and successful. I would like to see more Florida Friendly water conservation techniques used in landscaping of public buildings.

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Ryan has been cleaning up the language in many areas of the Lake Alfred Code of Ordinances. He has implemented procedures followed by the county and the state for more consistency in general government.

City Manager
Performance Evaluation

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

								✓	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Ryan attends Ridge League of Cities' functions when he can, as well as chamber of commerce events. He is attentive to the needs of residents when they ask for help and doesn't let problems drag on indefinitely. The new wayfinding sign program is a great tool for the city to help the business community in our town.

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

								✓	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Ryan provides the commission with regular updates and seeks input. He has the ability to create power point presentations and use them at the commission meetings to explain things which is clearly a better way to present agenda items.

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Ryan has developed several programs that share resources with neighboring cities.
He knows who to call for intergovernmental discussions and reaches out when necessary.

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Ryan's management style is effective and successful.

City Manager
Performance Evaluation

Additional Comments

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

Comments:

Completing the downtown master plan, creating a brownsfield area and completing the CRA process are major accomplishments for Ryan this year. The Veterans memorial is a new asset for the city that Ryan should take pride in.

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

Comments:

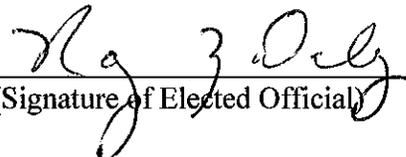
I would like to see Ryan utilize the advice of gardening experts regarding the landscaping of medians and city buildings. He has these resources at his fingertips but somehow we don't quite use best practices.

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

Comments:

I am optimistic about the development of our downtown corridor. I hope we are doing everything possible to market the city and attract the right new businesses to our city. I would like to see the city being more proactive in preparing for growth in the northern gateway.

2015 Performance Appraisal By:


(Signature of Elected Official)

2/16/15
(Date)

City Manager
Performance Evaluation

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

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Budgets are always simplified and easy to understand. It helps us to make intelligent decisions based on information we can all understand.

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

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

From all appearances and reports there is very good synergy with all departments.

City Manager
Performance Evaluation

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

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

He has found a number of areas for cost savings and opportunities for the City

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

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

He has a good grasp of codes and statutes that may affect or enhance the city operations.

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	✓

Comments: Yes to all of the above.

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	✓

Comments: The receipt of regular updates is of major value to prepare for items that may come before us either in a meeting or in possible conversations with citizens.

City Manager
Performance Evaluation

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

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

He is very good at staying in contact with leaders in neighboring cities to the advantage of LA.

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

								✓
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

He has a very laid back approach rarely showing any signs of negativity. He is well organized so things get done in a timely manner.

City Manager
Performance Evaluation

Additional Comments

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

Comments: Taking initiative to get the landscaping
done on the main city street - Pomelo St.
Strong communication and updates.

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

Comments: There are still areas of the city that need
repairs or sprucing up.

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

Comments: Larry the Cable guy - Get R Done!

2015 Performance Appraisal By:

Charles D. Lake
(Signature of Elected Official)

2/10/15
(Date)

City Manager
Performance Evaluation

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

									X
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan does a great job with the budget process. He works aggressively with department heads and is focused on keeping our budget balanced.

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

									X
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan has a knack for making people feel comfortable. Thru his accomplishments of this past year Ryan is leading our city in the right direction.

City Manager
Performance Evaluation

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

								X
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Since Ryan has created the 2 year budget process we are in a better position of maintaining our assets.

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

City Manager
Performance Evaluation

									x
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan's steadfast philosophy on programs and development are second to none. He strives to improve the operation of the city thru his research.

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

									x
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

Ryan understands our community and he goes out of his was to handle question or complaints from our citizens..

City Manager
Performance Evaluation

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

								X
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Ryan does very well with communicating with commission and others on a regular basis. He will contact us if there are any important items we need to know about that effects the overall status of our city.

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

								X
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

City Manager
Performance Evaluation

Ryan works with all officials and organizations to promote Lake Alfred to be a better place to live work and play..

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

								X
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Ryan is very open with his management style due to his open door policy for anyone that needs to meet with him for any reason .

City Manager
Performance Evaluation

Additional Comments

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

Comments:

The creation of our CRA. Upon its completion Lake Alfred will really be a special place.

The property swap which will help our city in so many ways for establishing economic development.

Veterans Memorial upgrade of the park and the Purple Heart/Korean War added monuments.

Mackay Restoration Management Plan and the Grant Funding Process.

Streetscaping and improvements of our downtown core area..

Landscaping improvements around city hall..

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

Comments:

Road resurfacing projects.

Installation of wayfinding signs..

Beachfront erosion at Lions Park

City Manager
Performance Evaluation

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

Comments: I am very happy with Ryans performance this past year.

2015 Performance Appraisal By:

Jack C. Deamin

(Signature of Elected Official)

2-23-15

(Date)

City Manager
Performance Evaluation

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

							X	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments: The 2 year cycle works well to see potential spikes and savings makes future planning easier.

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

							X	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments: City manager has almost completed the review of our personnel policy and has presented acceptable changes and improved the policy.

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

I feel we have a good plan in place and schedule for future.

The new app is a great tool for managing information therefore saving time and money, There has been a significant improvement to many of our city facilities.

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments:

I know several of the projects currently that the city is considering and implemented has raised the amount of time spent to educate, research to keep up with the demand, also time lines to get them completed.

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: Has worked to improve on community relations this year and it has
been noticed by the community and the residents.

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	

Comments: I have worked with the city manager personally on several projects
over the last year its been a pleasure to work with him on them. Would like
commissioner update on a more frequent and consistent basis.

City Manager
Performance Evaluation

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

							X	
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

I have attended several meetings with the city manager and feel he has done a good job on this subject.

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

						X		
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

Several directors and staff have left this year its concerning and we need to keep our eye on exit interviews and policies to see what can improve. This is something we as the commission need to be attentive to.



City Manager
Performance Evaluation

Additional Comments

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

Comments:

Lots of great things have happened over the last year. Its hard to pick one to take the greatest pride in. CRA, Wayfinding, Property Acquisition Centennial Celebration, Attention to our parks.

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

Comments:

Attendance, Keeping with the contract for hours in administration building, keeping the commission informed of comp time and out of office meeting schedule. I have gotten complaints about manager not in office or unavailable from concerned residents and business owners.

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

Comments:

Its been a pleasure to work on many things with the city manager and I look forward to another year. Thank you for your hard work and can do attitude!

2015 Performance Appraisal By:

Commissioner *John Duncan*
(Signature of Elected Official)

2/16/15
(Date)

City Manager
Performance Evaluation

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

								5.0
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

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

								5.0
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

City Manager
Performance Evaluation

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

								5.0
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

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

								5.0
1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

*NO Neg comments
from citizens*

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

*You get The Job done
Keep it up*

City Manager
Performance Evaluation

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

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

1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0

Comments:

City Manager
Performance Evaluation

Additional Comments

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

Comments:

Overall
quite Room for improvement

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

Comments:

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

Comments:

2015 Performance Appraisal By:

Alberto Mauldy

(Signature of Elected Official)

2-16-15

(Date)

Activity Summary: March 2014 – February 2015

- **Community Redevelopment Agency:** We completed a major milestone for the City with the establishment of a Community Redevelopment Agency, something the City began working on back in 2006. While establishing a CRA is a complex and detailed process we were additionally faced with the unanticipated concerns expressed by the County Commission near the end of the process regarding the inclusion of the Gapway Grove property and the general size and duration of our CRA. Faced with what appeared to be a 3-2 against the CRA in its current format, we were given the opportunity to make a presentation to the County Commission. Following the presentation to the Board and one my personal highlights of 2014, we were able to secure a 5-0 unanimous approval for our CRA in its proposed format; keeping the Gapway Grove catalyst site and keeping the 2014 base year which will have significant and positive long term impacts on the CRA's budget and its ability to pursue projects.

- **University of Florida Property Swap:** Another major highlight, we essentially traded 60 acres of grove property realistically worth 120k-180k and of limited use to us for a piece of commercial property in our downtown core that is worth upwards of 600k-700k and a storage facility across from our library that takes care of our long term storage needs and closes out our ownership of all adjacent property. Even when you add in the cost of surveys, environmental assessments, spray field improvements, and demolition (assuming no major contamination) we are still looking at a \$400k+ profit (which we could reinvest into other projects). Added to this is the benefit of eliminating blight and advancing our downtown vision by gaining total control over what is developed on one of our major downtown core parcels. It really was a rare and golden opportunity and I am glad we were able to line everything up on this one over the past six months and bring it home.

- **Downtown Core Stormwater System:** Negotiated a very favorable agreement with FDOT wherein the City will pay design costs (\$59,000) and FDOT will pay for construction costs (\$500,000) to create an underground Stormwater system in and around the Gray Trucking Property area that will:

- Solve the flooding issue at Cummings & Lake Shore

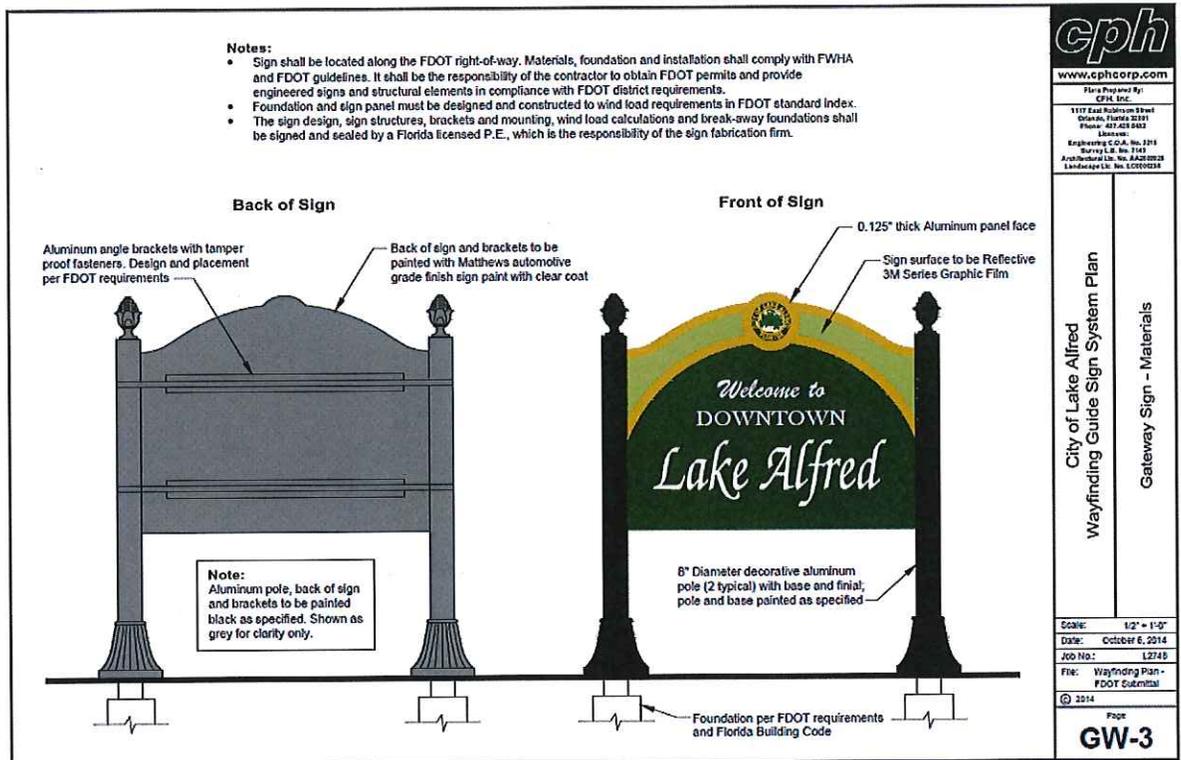


- Eliminate the need for future retention ponds in that area like the one that was put in at Family Dollar. Retention ponds reduce the area of developable space in the downtown core and will threaten the ability to establish businesses on the Shinn Blvd side of downtown (as future retention ponds would likely line up on Shinn Blvd).



- Assist us in implementing the Downtown Vision and associated development as the vision did not include retention ponds. Retention ponds are also costly, must be maintained, and reduce the value of the land by removing developable space.
- **Veterans Assisted Living Facility:** Aggressively pursued an opportunity through the Florida Department of Veterans Affairs for the placement of a 120 bed assisted living facility in Lake Alfred. We had a solid presentation of the site which impressed the selection committee. We effectively came in 4th overall in the ranking process and were only outperformed by sites that were worth millions of dollars or counties that brought hundreds of thousands of dollars in incentives to the table. While we were not ultimately selected, it was a good showing for Lake Alfred to the point where other applicants attended our site presentation and copied what we did.

- **Downtown Wayfinding:** Navigated the state regulations and process to implement a downtown signage program that will aid our downtown businesses and the implementation of our downtown vision by helping establish a sense of place and a border for our downtown core. This has been a lengthy and complex process requiring exploration of several different options through state regulations, the development of a hybrid plan that will utilize side street signs, as well as the selection of the signage design (color, angles, font size & style, etc.). City staff also surveyed downtown businesses for ideal sign locations and bids have been awarded to a contractor for installation of the signs pending approval from the state.

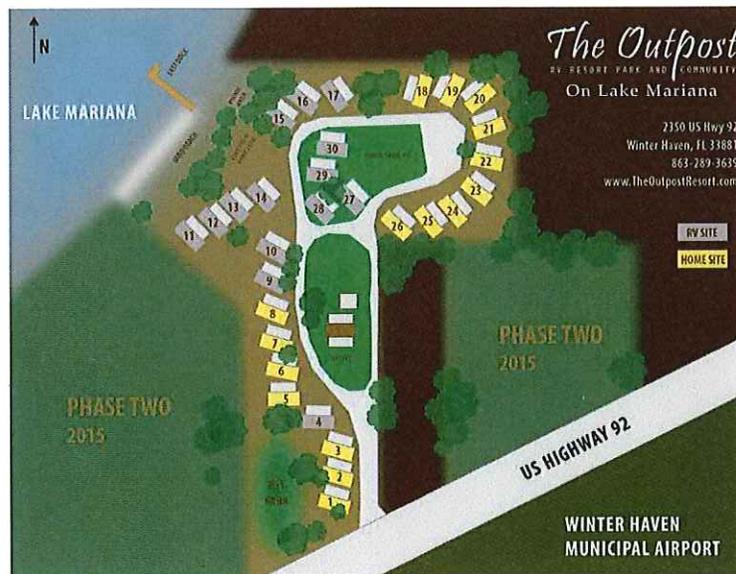


- **County Fire OPA Agreement:** Following receipt of a letter from the County Manager stating that we should prepare our upcoming FY 15/16 budget as though the OPA agreement funding was gone (\$190,000) I have met with Gary Hester, Deputy County Manager and David Cash, County Fire Chief. With the preparation of the 2nd year budget in our budget process I already had the numbers for FY 15/16 and was able to put the exact impact the loss of the OPA agreement would have on Lake Alfred in their hands. When they saw the significant impact it would have to our budget it lead to a conversation about alternative options. After a follow up meeting with David Cash and with our Chief and hearing the different options they are looking at I am optimistic for a favorable outcome. We are currently exploring the numbers on an automatic aid type agreement that has an opportunity for significant cost savings, addressing our ISO concerns, as well as increasing the level of service to citizens. I should have more information on this in April.

- **TECO Franchise Agreement:** A major revenue highlight, through past research of the revenue issue with the electric franchise agreement and learning that the City of Auburndale was renegotiating their Franchise Fee I was able to reach out to my connections with TECO to pitch our case and renegotiate the terms of our agreement and secure an additional \$80,000 in revenue per year for the City.
- **Veterans Memorial:** Received \$15,000 grant from the Home Depot Foundation to install irrigation and re-sod Gardner Park. This grant combined with city funding also allowed for the expansion of the Veterans Memorial to include a Purple Heart monument (only the second in Polk County) as well as a pedestal monument for the Korean War which is being sponsored by the Winter Haven VFW. The tops of the monuments should be installed sometime this week and then we will announce a dedication ceremony near the end of February. In recognition and appreciation of the Lake Alfred Lion's Club, we will dedicate one of the memorial benches to them for their assistance in securing the grant as well as their overall support for this project. They were the first group that donated funding to the project when we did the initial Veteran Memorial back in 2012/2013.



- **Approval of Utility Extensions** to the western boundary of the City to pick up “The Outpost” development. Staff has persistently pursued this project and reached out and worked with the owners to develop a plan to extend utilities to the project. We have also been in contact with Winter Haven to ensure that we retain the rights to this project since it is in our utility area. The utility agreement and impact fee reduction language that we previously passed has been a great asset in working with the property owners on this project. Staff will likely be presenting bids in March to extend water and sewer to this project. Voluntary annexation will also be tied to the utilities allowing for the eventual expansion of the western city limits of Lake Alfred. Projected water and sewer revenue on this project is in excess of \$50,000 per year.



- **Successful hiring of two department head positions; Parks and Recreation and City Clerk:**
 - In his time here so far **Richard Weed** has acclimated well to his responsibilities and fit in well with the staff. He has also been an asset to me in working on various projects including the Centennial, city events, and the recent Veteran Memorial Expansion. He had the right combination of crew work experience and education and I believe he'll be a long term asset for the City in this position.
 - **Amee Bailey, City Clerk.** While she hasn't started yet, she should also be a great addition to the Lake Alfred Team. With her experience as senior planner in the Natural Resources Division of Polk County as well as her master's degree and background in digital mapping (GIS), planning, research, and grant writing she will be a valuable team member. She can assist me on any number of projects and I have already begun talks with the City of Auburndale about a potential arrangement for them to utilize her GIS skillset for some projects that they may have. In return, they would credit this against our IT agreement with them, a potential annual savings to us of \$21,000 per year. A critical component of recruiting her was our reputation as a good City to work for.

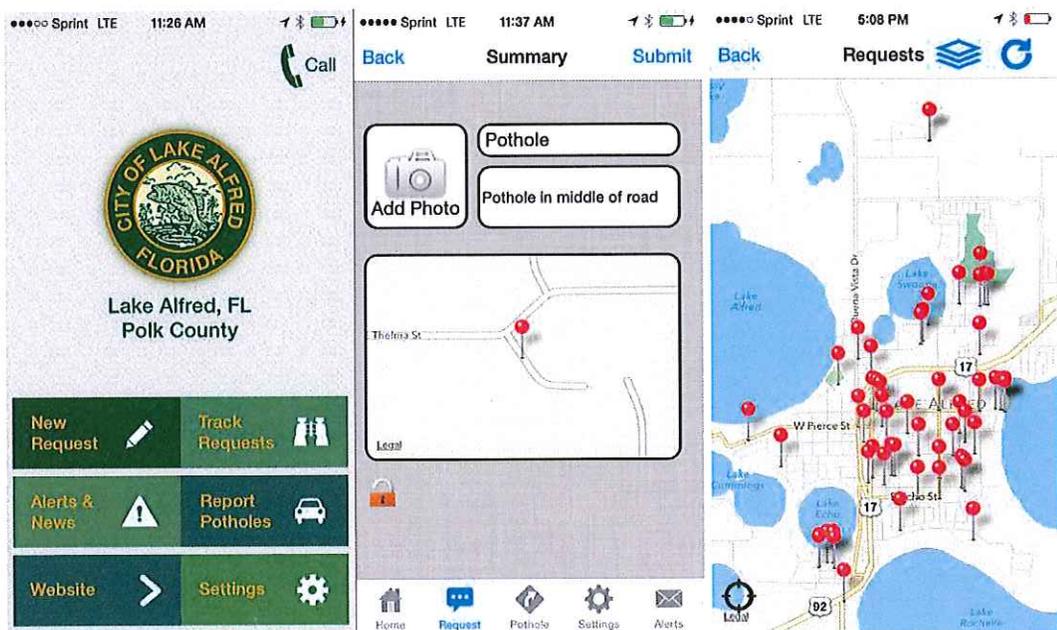
- **Cost Recovery Ordinance / Cell Tower Consultant:** The cost recovery ordinance will give the City the option to recover costs from any sale or lease of city property allowing us to recover the cost of attorney and consulting fees related to cellular leases (and potentially any other sale or lease of city property). While we have not been able to secure any additional revenue as of yet due to the very favorable terms that were given to these cellular companies in previous leases we are staying persistent. Some have come back wanting “early lease renewals” but having seen that we have gotten wise to the situation and hired a consultant that knows the value of these leases they are losing some of their enthusiasm. However, it is just a matter of time until we are able to successfully renegotiate some of these leases to secure additional revenue (and more favorable terms in the future) and a few of them have come back to the table.

- **Mackay Habitat Restoration and Management Plan:** The preparation and adoption of the plan was a milestone for the City and the Mackay Preserve and a major component of what we need to move toward securing the long term vision and success of the Preserve. Controlled burns, selective removal, and other methods will eventually move the 100+ acres under maintenance conditions that will provide better passive recreation for residents as well as improved Gopher Tortoise Habitat. Getting this plan in place and moving towards achieving it now is also very important in advance of future development in Tract 4 and Tract 8 (we don’t want to have a back log of material that needs to be burned when there are 200 additional houses built there).

We have made strides in the last couple of years to improve the preserve including the relocation of the Parks and Recreation Department to the Mackay House. This, combined with the work of the volunteers has had a significant impact on rental revenue on the property (We nearly doubled anticipated revenue from the previous year). Additionally, with the efforts of the Mayor Daley and the steering committee we are coming up with new ideas and goals to move Mackay forward and will be working on long term plans for future events, fundraising, and projects.



- **Mackay Historic Restoration Grant:** Applied for \$50,000 in historic restoration funds through the State for the renovation and restoration of the 2nd floor rooms and balcony. I personally attended the grant hearing in Tallahassee to support the application. We do not have a final word yet on the submission but our consultant believes that we will receive funding; it will just be a question of how much.
- **City App:** Worked with Commissioner Duncan on the creation and implementation of a City App through Fix311. The effectiveness of the app, its simplicity and ease of use, as well as the low cost to implement it are all highlights of this project that cannot be understated. I use this app consistently and other citizens are using it as well. As you can see in the map on the right, we have received dozens of tickets from residents all over the City. The City of Auburndale was so impressed with our app that they implemented the same app for their citizens. The more cities that use this app the more valuable it will become because you can use your Lake Alfred App to report a pothole or a broken piece of playground equipment if you were in Auburndale or vice versa. We will continue to market and promote the expanded use of the app for our citizens.



- **Adoption of International Property Maintenance Code** coupled with agreements with the Property Appraiser and Tax Collector will allow the City to place nuisance abatement costs on the property's tax bill through the code enforcement process and allow us to either recover our cleanup costs or to eventually take ownership of the property. This will allow the City to cleanup dilapidated properties and if the city were to eventually take possession of a property, to partner up with Habitat for Humanity or other nonprofits to address blight by building new housing. This is something the CRA could potentially assist with if the property was within the CRA area.

- **Improved Streetscaping:** Replaced old benches on East Haines Blvd to benefit local businesses and improve our overall downtown image.



- **Completion of air conditioning project (FD/PD):** While this project doesn't have the "wow factor" or visibility as some of the other projects that we have accomplished this year it was still an important project. There have been moisture issues and complaints from PD staff for years regarding their building and it was a health concern as well as a bit of a morale issue with the staff. This improvement, as well as the expansion of the police department, the landscaping improvements, the consistent replacement of police cruisers each year that the officers can see in the 1st and 2nd year budgets, and the salary adjustment for the officers as a result of the salary plan and survey have all had a very positive impact with the Police Department staff.
- **Downtown Traffic Signage:** Worked with Vice Mayor Lake and FDOT for improvements to one-way directional signage to improve safety and hopefully reduce the number of "wrong way" incidents we have downtown.



- **Improvements to Library Parking Lot:** This was a needed improvement (Thanks to Vice Mayor Lake for pointing this out to us) as cars were scraping their bumpers as they exited the lot due to the angle of the driveway so we lowered the sidewalk, busted out of the old driveway (with our new excavator mini hammer attachment) and re-poured it at a more shallow angle. We also widened the lot to make it easier to pull in and back out of spaces.



- **City Hall Landscaping Improvements** continuing with our visual and landscaping improvements to City facilities. The small paver areas you may have seen on either side of the sidewalk going into City Hall will have planters where we can plant annuals and other flowers. Also, signs for City Administration and City Hall will be installed in the near future.



- **Median Landscaping Improvements:** Following FDOT's road work back in 2009/2010 we had never dedicated funding to maintain or improve the medians. In this budget year we were able to dedicate \$40,000 to get us caught up, including median improvements to Mackay Blvd. that should be a visual asset in assisting eventual home sales in Tract 4 and Tract 8. These improvements also help with the overall aesthetic of Lake Alfred and especially our downtown core.



- **Compressor Grant for Fire Department:** Received 95% grant to purchase this \$38,000 piece of equipment. Allows us to refill our air tanks on site (instead of loading them up and traveling to Winter Haven or another agency) allowing our firefighters the ability to train using their breathing apparatuses.

This grant, combined with other efforts including the expansion of the Fire Department, replacement of grills and the purchase of about \$5,000 in new workout equipment has also had a very positive impact with Fire Department staff.



- **Sidewalk Project:** Safe route to school project. Also, the city completed the last leg of central park which now has a sidewalk network all the way around its outside border.



- **Implemented Tuition Assistance and Education Incentive Pay** programs to benefit City Employees. In the first semester we implemented the program I have received 3 applications from employees that are attending college and can benefit from the program. This number will only increase as we go and it has the opportunity to be a very nice incentive that goes a long way with employees.
- **Worked with our local sports leagues to improve facilities, including:**
 - New scoreboard for football
 - Concession stand improvements including: additional storage space, picnic tables, lighting, electrical fixes, and installing a concession window
 - Dug out and refilled infield bases with clay to level the field, added fill in outfield, and in the process of replacing/repairing fencing near the dugout areas.



- Worked with Polk County on the refurbishment and placement of a **bus shelter** along Shinn Blvd at no cost to the City.



- **Renovated City Hall Kitchen:** A result of an overall boost in the Repair and Maintenance line item to make repairs and to update and renovate outdated city facilities.



- While we are still very early into the Centennial year I wanted to include the logo in the review of the things we have accomplished over the past year. We have a lot of fun things planned throughout the upcoming year but to date the logo itself is a real standout:



Other Agenda Items:

- Cleanup of bicycle regulations
- Cemetery Regulation overhaul
- Updated Street Resurfacing Priority List to reflect existing conditions and Commission priorities to give direction on future road resurfacing projects.
- Personnel Policy Programs: Tuition Assistance, Education Incentive Pay, CDL Assistance
- Trail Naming Survey and Selection Process
- Continual Improvements to our Personnel Policy Handbook.
- Centennial Workshop – engaged community members and facilitated discussion on our upcoming centennial events.
- Election Charter and Code of Ordinance Cleanup
- Continued investment in capital equipment: purchase replacement of mini excavator and police vehicle
- Animal Ordinance Cleanup: Code of Ordinances and Land Development Regulations.