

**MINUTES
CITY COMMISSION MEETING
MONDAY, MARCH 2, 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 Jack Dearmin, Commissioner Albertus Maultsby, 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, Finance Director Amber Deaton, Parks and Recreation Superintendent Richard Weed.

CITY MANAGER ANNOUNCEMENTS

City Manager Leavengood announced the upcoming events:

Wednesday, March 4th from 10 till 11:30am - Author Peg Herring, will be at your Lake Alfred Library for a presentation & book signing. A second presentation is geared more towards librarians buying for libraries, but is also open to the public. Please call the library if you have any questions.

March 5, 2015 at 10am - Perennials for Florida by Anne Yasalonis, with Florida Yards and Neighborhoods, Institute of Foods and Agricultural Sciences. The event will be held at the Mackay Gardens and Lakeside Preserve, Anne will help us learn how to identify, install and care for a number of Florida-Friendly perennial plants suited to our unique central Florida climate.

Sunday, March 8, 2015 at 2:00 pm - Celebrating Preservation at the Mackay Gardens and Lakeside Preserve

Tuesday March 10, 2015 from 9am till 3pm - Mobile Career Source will be at the Lake Alfred Library for help finding a job, updating your resume, or to practice interviewing geared for job finding services.

Tuesday March 10, 2015 - Lake Alfred Public Library will be hosting a presentation titled "The Road to Financial Independence". Stop in and get some tips on common investing mistakes, investing strategies and more. It is free but you must RSVP by Monday March 9th. Sponsored by Edward Jones

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

Friday March 13, 2015 from 9am till 2:30pm - Florida Licensing on Wheels (F.L.O.W.) will be at the Lake Alfred Library to provide a convenient method to renew a driver license, obtain a replacement driver license, etc.

Saturday, March 16-21, 2015 - Lake Alfred Community Cleanup Day hosted by the City of Lake Alfred. Meet at City Hall at 9 am to pick up bags and other clean up items. The City-wide spring cleanup will start on the 16th and end on the 21st. The city will be collecting furniture, construction debris, yard trash and tires. All hazardous materials can be dropped off at the Lake Alfred Public Works Facility. For further information visit the website or call 863-291-5275.

Saturday, March 28, 2015 - Spring Festival at Lake Alfred Addair Middle School (LAAMS). The LAAMS leadership class is planning a Spring Festival. We are encouraging you to rent a booth to sell what you have to offer (food, services, products). Contact Mrs. Swartz at rachel.swartz@polk-fl.net.

Tuesday April 7, 2015 - Municipal Election will be held for the purpose of to electing two commissioners and to consider three charter referendum items at your voting precincts.

Summer Camp position openings: Head Counselor, Summer Counselor, and Bus Driver

City Manager Leavengood discussed an update on the little league jamboree on Saturday February 28, 2015. Pictures showed Mayor Daley throwing the first pitch and the little league team in uniform showcasing the City centennial logo. The little league gave the City compliments for field improvements and are considering moving additional games to the fields.

The Purple Heart dedication ceremony was also held on February 28th and was well attended despite the weather. An envoy from the South Korean government attended the event and expressed their appreciation.

CITY ATTORNEY ANNOUNCEMENTS

There were no legal announcements.

RECOGNITION OF CITIZENS

Ella Hale, 675 East Thelma Street, stated she had concerns regarding the article in paper addressing the City Manager's evaluation and exit interviews of recent employees. Her concerns focused on the process of how the evaluation and interviews were conducted. She stated that these documents should cover professional development, employee responsibilities, and conflict resolution to offset the low morale and low pay. She also expressed concern over public perception of the City Manager and Department Directors. She volunteered to be on a committee to revamp the evaluation process.

Angel McGee, 360 East Columbia Street, stated that Lake Alfred city employees are under paid and need a raise.

Mayor Daley read the proclamation for Irish American Heritage Month. **Greg Seán Canning** acknowledged and accepted the proclamation as the Florida State President and National Director of the Ancient Order of Hibernians stating that St. Patrick's Day is the biggest celebration of a national day around the globe and many will claiming themselves as Irish for the day.

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

Commissioner Maultsby moved to approve the City Commission Meeting minutes for the February 16, 2015 regular meeting; seconded by **Commissioner Duncan** and the motion was approved by unanimous voice call vote.

There were no public comments.

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

AGENDA

1.) STREET RESURFACING PROJECT

City Manager Leavengood stated that 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 Todhunter Way
- South Todhunter Way
- East Lakeview Rd. (side street off Todhunter)
- East Hoffman 500 Block
- Parking Lots: City Administration, City Library, East Haines Parking Lot

City Manager Leavengood presented some visuals that identified each of the areas described. The East Haines Parking lot was added due to increased use and could also be improved to include lights, striping, and sidewalk.

The City received one sealed bid from Tucker Paving Inc. out of Winter Haven in the amount of \$133,053. Several companies picked up bid packets therefore this was a competitive bid. \$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 recommended accepting the bid from Tucker Paving, Inc. for the street resurfacing project in the amount of \$133,053.

Vice Mayor Lake asked a question for clarification regarding the two separate quoted amounts.

John Deaton, Public Works Director responded that one quote was based on the estimated area provided and the second was based on the Contractors more detailed analysis of the area. The only work to be performed by City Staff is to remove and replace the parking stops and installing the stop bars.

City Manager Leavengood added that millings will be used as a base for the dirt parking lot prior to installation of the asphalt, which will also save some money.

Commissioner Duncan asked how the additional hardened surface would impact drainage and storm water.

City Manager Leavengood responded that most areas were already hardened and that the slopes will be addressed to ensure the water flows to the storm water system in place on Haines.

John Deaton, Public Works Director added that the water will be directed towards the grassed areas or storm boxes.

Mayor Daley commented that the main roads had already been repaired and these side streets have needed repair. She stated that it is good that they are being addressed now.

Commissioner Dearmin stated that Ramona Ave is also in need of repair.

Commissioner Maulsby asked about the condition of Hillside Circle and that a citizen mentioned this road.

City Manager Leavengood responded that he is aware that other side streets are in similar condition and that there may be funds remaining in the project if there is no change order. If so, additional areas could be improved under the current contract to eliminate additional mobilization fees.

Mayor Daley asked if the Commission could approve the amount up to \$150,000 currently budgeted to allow for the improvement of additional areas.

City Manager Leavengood responded he could sign off on change orders once the project is authorized and it would be beneficial to know that the Commission supported use of the budgeted amount if the opportunity allowed for additional work.

Ron Schelfo, Road 640 East Lakeview Road, appreciated the consideration of improvement at Ramona and Lakeview, however he had concerns over about large trucks impacting the road and they may need to be addressed to maintain any improvements.

Angel McGee, 360 Columbia Street, stated that Columbia Street is also in bad shape and has potholes and should also be fixed.

City Manager Leavengood stated that the paving list was derived from the City Commission approved priority list. Every two years improvements are made to save money on mobilization. During the off year, the Public Works Director reassesses the road and updates the priority list. The list is then provided to the Commission to review, reprioritize, and approve the list. The projects may not occur in the exact order due to locations and the ability to group projects in the same vicinity to reduce mobilization cost.

Ella Hale, 675 East Thelma Street, asked about the drainage issues at Thelma and SR17 and if the FDOT was responsible for the improving the drainage problems. She stated that whenever there is a bad rain there is flooding.

City Manager Leavengood reviewed the work that is underway to address the drainage issues, which was included in the activity summary that was sent to the Commissioners. The report addressed the storm water issue on Cummings as a result of FDOT expansion. The pipe and storm boxes installed do not allow the water to flow properly to Lake Echo. The road and storm water design only addressed road improvements and did not account for the Grays trucking property, which contributed water by sheet flow. The new Family Dollar retention pond has helped to alleviate some water from going into the storm water system. However, a long term fix is needed and FDOT has acknowledged the situation that has been created. They are willing to pay the construction cost (estimated at 0.5 million) to add inlets and add storm water pipes to direct the water to Lake Echo. The City will pay for design, and the Commission has already approved funding of approximately \$59,000. Design is underway and construction should start within 1-2 years.

Truitt Gaines, 725 South Todhunter, stated he appreciates the consideration to repave the cul-de-sac. He also owns property at the corner of 630 East Lakeview and North Todhunter. He stated that the street that Mr. Duncan referred to, not only needs to be paved, but should also be widened.

Commissioner Dearmin asked when the paving projects will take place to assist in noticing citizens.

John Deaton, Public Works Director responded that he did not yet have the timeframe. It will be set after the project is approved and he holds a pre-construction meeting with the contractor. Generally the Contractor notifies the residents of when the project will commence and helps the residents to negotiate getting in or out of their property.

Raymond Curtis with Tucker Paving, thanked the Commission for the work and that Tucker Paving loves small towns. He mentioned that they have another project in Dundee that should take two weeks which means they should be able to start around April 1, 2015. They will speak to the residents and normally leave door tags to notify residents of road work and how to get in and out. They do not expect change orders since they did go and measure each of the areas. Tucker will prepare an additional quote for the proposed work. They already agreed to honor the price per square foot provided for any additional road work.

Commissioner Dearmin moved to accept bid from Tucker Paving, Inc. for the street resurfacing project in the amount of \$133,053 for streets listed and to include up to \$150,000 for

additional work; seconded by **Commissioner Lake** and the motion was approved by unanimous voice call vote.

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

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

City Manager Leavengood stated that 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 Commission 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
- 2) Election night canvassing of ballots
April 7, 2015 at 6:00pm
Location: Supervisor of Elections Headquarters, in Bartow
- 3) Certification of election results
April 9, 2015 at 5:00pm
Location: City Hall, 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, in Bartow

Staff recommendation is to 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.

Mayor Daley asked if the Deputy City Clerk would also be attending.

City Manager Leavengood stated that this is the official appointment, but the Interim City Clerk and Deputy City Clerk have been paired up for the entire election process.

Commissioner Dearmin asked if a Commissioner up for election could vote on this matter.

Assistant City Attorney Seth Claytor stated he did not perceive any conflict that would preclude a Commissioner from voting on this matter.

Lowell Schmidt, 365 East Sanford, reminded the Commission of a monitor / viewer for visually impaired person that is available from the Supervisor of Elections for the day of elections.

Vice Mayor Lake moved to 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; seconded by **Commissioner Dearmin** and the motion was approved by unanimous voice call vote.

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

3.) CITY MANAGER EVALUATION

City Manager Leavengood stated that 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. The City Commission has been copied on the evaluation summary, manager evaluations, and the activity summary.

Mayor Daley stated that the evaluation has been from the summer to the spring prior to budgeting, which is better. The Mayor acknowledged that the position requires time outside of the office and after hours. She stated that City Manager Leavengood is very hard working, gets the work complete and responds at all times of the day and on the weekend. She gave a lot of thought to her evaluation and thinks the City manager is doing a great job and there was a significant amount of accomplishments this year to make the City better.

Vice Mayor Lake reiterated Mayor Daley's comments and that he does not have a problem with the times Mr. Leavengood is out of the office. If Leavengood is not in the office he will send him a text message and quickly receives a response.

Commissioner Dearmin stated that this City Manager stands out from others in past. Leavengood needs to be commended along with his Department Managers.

Commissioner Maultsby stated that If Leavengood is not available in the office; he will quickly get a call. He also stated that he gets positive comments about the City Manager

Ella Hale, 675 East Thelma, stated that she does not have a personal issue with Mr. Leavengood. She stated her concern is with the evaluation method and how compensatory flex time is used. She stated that the evaluation should address professional development and Mr. Leavengood should be accountable for when he uses compensatory time. She stated she is also concerned on how the exit interviews are perceived since the city staff is not paid well or have good benefits.

City Manager Leavengood stated there is not a morale issue and that there is no fear of retaliation. Exit interviews are a management tool and a lot goes into evaluating the responses. He stated that there has been turn over, but not everyone is suited for city employment. He wants to focus on the positive, which is that management has been able to recruiting more positive individuals. Leavengood stated he would rather a position stay vacant and pay overtime, rather than hire the wrong individuals. The exit interviews are 6 months to over a year old and many of the real issues have been resolved.

Leavengood went on to state that the City has excellent benefits. The city pays 100% of employee's health insurance, and provides two weeks of holiday, two weeks of vacation, and twelve days of sick time per year. He stated that the City has a great management team. They look for new ideas, ways to improve, and focus on the positive. The City is moving forward in a positive way. Pay is addressed through the salary surveys and aggressive steps have been taken to address discrepancies. Salaries have been addressed during the budgeting process with smaller COLAs and adjusting the front line personnel salaries. Service worker pay has increased at least 8% in last couple of years. The City is in a much better place than it was even one year ago and will continue to improve as the budget allows and when the salary survey supports the change. Steps stop after 10 years, but defined benefit pension plan is a great incentive to keep tenured employees.

Leavengood thanked the Commission for their support. He outlined some of his continuing professional development such as his Master's Degree in Public Administration, Chair of the Polk County Managers Group, Florida City and County Management Association (FCCMA) Board of Directors. Last week he attended the FCCMA District 8 training, which took him out of the office. He represented the City at the annual conference in February. Participation in these associations and training is beneficial to him and the City.

Leavengood addressed the exit interviews and compensatory time stating that he is sensitive to the public and employee perception, although they do not always have the perspective to understand. He has already made changes to his schedule since these exit interviews were conducted. Emails and research is often completed after hours, for example when City Clerk Bourgeois left he had to pick up additional responsibilities. Often this work was completed after hours. The City does allow salaried employees to earn and accrue comp time to be used on a 1:1 bases and as they see fit. This is not a City Manager policy, this is a City policy approved by the Commission. Leavengood would like to focus on positive and moving the City forward.

Mayor Daley lists accomplishments and goals with Mr. Leavengood on a one to one basis. This may not make into the public. She also mentioned the development of the City app, which allows people to notify the City staff directly and has led to great improvements.

Ella Hale, 675 East Thelma, restated that the evaluation format needs to be revamped. The evaluation should be more specific and include measurable deliverables. She only saw the summary rather than the entire evaluation.

Commissioner Duncan also wanted to mention the implementation of the tuition assistance program.

Vice Mayor Lake asked how the exit interviews become an issue.

Ella Hale, 675 East Thelma, stated that a few people left disgruntled and the word got out. She stated that the exit interview process should also be improved.

Commissioner Maultsby commended the City Manager on a job well done and that he left him some room for improvement.

RECOGNITION OF CITIZENS

Joseph Hults, 824 James Way, stated that he attends and/or reads minutes. He did mention that he acknowledges that the City Manager is not always available, but he does not expect to have Leavengood at his desk all day every day. If so, that could be also be problems. He addressed the exit interviews and stated that the exit interviews should also be considered in light of the employee and past performance reviews.

Truitt Gaines 725 South Todhunter Way, stated that he has always been able to set an appointment with the City Manager and meet to discuss issues.

COMMISSIONER QUESTIONS AND COMMENTS

Mayor Daley thanked little league for opportunity to participate in jamboree. She requested "Thank you" letters from the Commission for the volunteers who assisted with the Veterans Memorial dedication. She also mentioned that the PGTV crew will begin filming the historic venues in the City over the next couple of weeks.

Commissioner Dearmin commended Mayor Daley on her interview with Bay News 9 on the memorial and the dedication.

Vice Mayor Lake stated he would have loved to have attended the dedication, but thought it went well by the coverage.

Commissioner Duncan mentioned a grant opportunity through Keep America Beautiful in conjunction with Dr. Pepper and Snapple for recycle bins in the Parks.

Commissioner Maultsby commended the City Manager on a job well done and stated that Lake Alfred going places. With the 70 new houses, the City should soon get a Publix or Winn Dixie. He also stated that any citizen can call him on any issue and he will he will help to get it done.

Mayor Daley asked about the Lake Alfred Clean-up events.

Parks and Recreation Superintendent Richard Weed stated that the Great American Clean-up is at the end of the City's Spring Clean-up. Therefore the Spring Cleanup is the week of March 16 and the Clean-up Day is Saturday March 21st.

With there being no further business to discuss, Mayor Daley adjourned the meeting at 9:16 p.m.

Respectfully Submitted,

Ameé N. Bailey
Deputy City Clerk

Reviewed by

Valerie Ferrell
Interim City Clerk