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Lake Alfred, FL. 33850-2135

CITY OF LAKE ALFRED

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**AGENDA
CITY COMMISSION MEETING
MONDAY, OCTOBER 20, 2014
7:30 P.M.
CITY HALL**

CALL TO ORDER: MAYOR NANCY Z. DALEY

INVOCATION: PASTOR MICHAEL ZARLE OF FIRST ASSEMBLY OF LAKE ALFRED

PLEDGE OF ALLEGIANCE: MAYOR NANCY Z. DALEY

ROLL CALL: CITY CLERK LINDA BOURGEOIS

CITY MANAGER & CITY ATTORNEY ANNOUNCEMENTS

RECOGNITION OF CITIZENS: ITEMS NOT ON AGENDA

EMPLOYEE RECOGNITION – BRIAN BEASLEY, FIRE DEPARTMENT; 15 YEARS

POLK COUNTY FAMILY WEEK PROCLAMATION

**CONSENT AGENDA: APPROVE BUILDING TOUR AND CITY COMMISSION MEETING
MINUTES - 10/6/14 AND CENTENNIAL WORKSHOP MINUTES – 10/13/14**

AGENDA

- 1.) PUBLIC HEARING - ORDINANCE 1338-14: ELECTION CHAPTER 26
- 2.) PUBLIC HEARING - ORDINANCE 1339-14: PERSONNEL HANDBOOK
- 3.) ORDINANCE 1340-14: ELECTION CHARTER ARTICLE IV; CANDIDACY
- 4.) ORDINANCE 1341-14: ELECTION CHARTER ARTICLE VI; WRITE-IN
- 5.) ORDINANCE 1342-14: ELECTION CHARTER ARTICLE VI; TIE VOTES
- 6.) RESOLUTION 14-14: DOWNTOWN WAYFINDING SIGNAGE PROGRAM
- 7.) RESOLUTION 15-14: QUALIFIED TARGET INDUSTRY INCENTIVE; LOCAL MATCH
- 8.) MACKAY HABITAT RESTORATION PLAN
- 9.) TRAIL NAMING DISCUSSION/SELECTION

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

COMMISSIONER QUESTIONS AND COMMENTS:

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

ADJOURN



Proclamation

Whereas, the quality of our community life begins within the homes of individual families; and

Whereas, families are indispensable to a stable and free society; and

Whereas, family traditions and values help make America compassionate, and hopeful; and

Whereas, corporations, non-profit agencies, government entities, faith based groups, schools and families themselves, have an important role to play in building successful families:

Now, therefore the City of Lake Alfred City Commission, does hereby urge all families to unite, honor and celebrate together to proclaim November 14th – 21st, 2014 as

Polk County Family Week

Dated this 20th day of October, 2014.

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

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

CONSENT AGENDA

**1.) BUILDING TOUR AND CITY COMMISSION MEETING MINUTES – 10/6/14
AND CENTENNIAL WORKSHOP MINUTES – 10/13/14**

ATTACHMENTS:

- October 6, 2014 – Building Tours
- October 6, 2014 – City Commission Meeting
- October 13, 2014 – Centennial Workshop

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

**MINUTES
BUILDING TOURS
MONDAY, OCTOBER 6, 2014
6:00P.M.
CITY HALL**

Attendance: Those in attendance were Mayor Nancy Z. Daley, Vice Mayor Charles Lake, Commissioner John Duncan, Commissioner Albertus Maulsby, City Manager Ryan Leavengood, City Attorney Frederick J. Murphy, Jr., and City Clerk Linda Bourgeois.

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

Guest attendance: Planning Board Member Irving Spokony

100 W Cummings St ("Buchanan building")
Approx. 1.59 acres
Office Building approx. 2,080 sq ft
Warehouse Building approx. 29,650 sq ft

Discussions included zoning, comparative sale information, environmental studies, and demolition of building.

Questions asked were:

1. What manufacturing processes were performed there? Water Ski Boots and specialized fiberglass projects
2. How long has the building been vacant? Approximately 7 years
3. What is the property worth?

Comparative sale info: South State Brokerage to Boos Development (Family Dollar site)
225 S Lake Shore Way
Approx. 1.77 acres
Vacant land
Final Sale June 2014 \$498,000

[Previous sales contract was for entire northern half 3.1 acres at \$880,000, correction submitted by the Community Development Director]

4. What were the anticipated demolition charges? \$70,000.00 - \$80,000.00

City Manager Leavengood said the City is working with Central Florida Regional Planning Council, and they are recommending a demolition as the best prospect for this property. He went on to provide comparative values to the recently sold acre of which was purchased by the Dollar General store. He explained the benefit of a shovel ready project and said that we would definitely be able to clear what our expenses would be for demolition on the sale, especially since we are swapping for grove property. An

additional benefit would be that the developer agreement would potentially have performance clauses such as a requirement to turn dirt within a year. We don't want someone to buy the property and then sit on it for five years just to sell it to someone else. This is our opportunity to create our own destiny. He continued and said the selling point here is that the gas station will look at several factors such as car counts, population, rooftops and the amount of vehicle traffic through the City on a given day. This property has access to both north and southbound directions so you never have to take a left hand turn crossing oncoming traffic.

Vice Mayor Lake asked about the retention pond requirements.

City Manager Leavengood said we are working on a fix.

Vice Mayor Lake asked about if this property was in a brownfield designation.

City Manager Leavengood replied and said yes. He continued and said we would have to do this for our own due diligence, since no money is actually changing hand. This will entail an environmental phase one study estimated at several thousand dollars; and an asbestos survey. If phase one does detect something, then the City would have to go to a phase II. There may be mitigation costs; however there are federal programs and it is a brownfield site. Just remember just because there may be contamination, it does not mean you cannot develop it. He went on to say he thinks because they operated inside with a floor, there may not be any contamination. Gray's property did have some contamination and there is a slight possibility this property may have been cross contaminated by underground flow. We will cross that bridge when we come to it, and in any case - the City will be in the best position to deal with that. He explained the challenges of potential developers without the City's intervention and said this property will sit here for years if we don't get proactive on this.

A discussion ensued about programs available other than brownfields for mitigation, and the equal threshold levels for the property swap based upon a comparative value level.

The tour continued to the office section of the building. It was pointed out that the Florida Department of Transportation was stationed within these offices during the one-way pair road construction. There was not any business discussed while visiting this location of the property.

Next, everyone met at the Library parking lot, and went inside the second building.

260 N. Seminole Ave ("Hughes building")
Approx. 0.18 acres
Warehouse Building approx. 7,500 sq ft

City Manager Leavengood said last year the City had budgeted \$35,000.00 for a storage shed on the Mackay Gardens and Lakeside Preserve property. Once we heard there was movement with this property, we held off in anticipation of being able to use this property as storage. This is much larger than any storage shed you can purchase for \$35,000.00. This property can be utilized for a combination of storage for the Parks and Recreation, Public Works, and Utilities departments. That then gives us the opportunity to clean-up Public Works. We are pretty much at storage capacity down there and this building would give us the opportunity to organize the public works site.

He went onto say that while it looks a little rough on the interior; the building is structurally in good shape for what we would use it for.

The tour ended without any further questions at 6:47 p.m.

Respectfully submitted,

Linda Bourgeois, M.M.C.
City Clerk

**MINUTES
CITY COMMISSION MEETING
MONDAY, OCTOBER 6, 2014
7:30 P.M.
CITY HALL**

Call to order – Nancy Z. Daley, Mayor

Invocation: John Dame

Pledge of Allegiance: Nancy Z. Daley, Mayor

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

Staff attendance: Public Works Director John Deaton, Finance Director Amber Deaton, Parks and Recreation Manager Richard Weed, Community Development Director Valerie Ferrell, and Police Chief Art Bodenheimer.

CITY MANAGER ANNOUNCEMENTS

The next Ridge League of Cities Dinner is this Thursday, October 9, 2014 in Winter Haven at the Ritz Theater. Social hour begins at 6:00p.m. with Dinner following at 7:00p.m.

Race for the Kids Foundation will present the UIM World Championship Boat Race in Lions Park in Lake Alfred, FL. Over 80 boats from all over the U.S. will be competing on October 17th, 18th and 19th! This is a sanctioned event by the American Power Boat Association & Union International Motonautique.

Next Monday, October 13, 2014; the City of Lake Alfred will be hosting a Centennial Workshop beginning at 6:00 p.m. in City Hall.

There will be a Lake Alfred CRA workshop with the Board of County Commissioners on October 21st at 10:30a.m.in the Board Room on the 4th floor in Bartow.

The weekend of October 18th the City will have new art on the walls within the City Hall chambers.

An update on the City app was presented and it was shared Auburndale may consider using the same company.

CITY ATTORNEY ANNOUNCEMENTS

There were no legal announcements.

RECOGNITION OF CITIZENS

John Dame of 325 S. Glencruiten Avenue thanked the City Police Officers for meeting him when he came off of the plane. He shared came here to commend Jeffrey Blose and Trent O'neal for their exemplary service. He went on to thank the City Manager and the Chief of Police. He said it was more than he expected on the honor flight because they went to a lot of more places other than the World War II Memorial. The whole mission of the honor flight was to honor World War II Veterans. He shared his military history and said he has a lot of respect for the police because he had been a military policeman during his career. He said he was here tonight to return thanks, and thanked a citizen for her escort back to his home. He concluded by saying as always, he loves Lake Alfred and he has lived here a long time.

Rodney Thompson of 640 Pennsylvania Avenue said he was here tonight to ask for assistance. He distributed two photos of his property and explained years ago, the Public Works department came down his road and dug out his ditch for drainage purposes. He explained that after they were finished they placed grass seed down, however rocks were left within the dirt. He claimed he can't mow his lawn, and public works does not mow it anymore. He requested for the public works department to put the ditch back in the condition it was prior to the digging. Additionally, he requested for the City to consider placing an access (driveway) on his second lot. He said a former employee had promised the City would come back and do this, and it never has been done. He concluded by saying thank you.

City Manager Leavengood said he is not familiar with this specific case and he will follow-up with him tomorrow. If there is anything we can do to assist, he said he is all for common sense solutions.

EMPLOYEE OF THE THIRD QUARTER – JASON PITTS, PUBLIC WORKS ROADS AND STREETS

Mayor Daley said Jason had worked in the Public Works Department since May of 2013, and was responsible for the maintenance and care of the downtown core area. Additionally, he mows and maintains the right-of-ways and median and due to his landscaping knowledge and attention to detail Jason has proven to be a benefit to the City. Jason is an outstanding and dedicated employee who is always willing to help where needed and constantly strives to improve the downtown area with his skills. She concluded by saying we want to thank him for all of his hard work and recognize him as the Employee of the Third Quarter. With this honor he will receive a day off with pay and will also be considered for the employee of the year. Congratulations!

Jason Pitts said he is only as good as his Director forces him to be, by threats of annihilation and now that he has joined forces with captain photographer; he will only work even harder. [Laughter].

DISTINGUISHED BUDGET AWARD PRESENTATION AND CAFR AWARD – AMBER DEATON, FINANCE

Mayor Daley invited Amber Deaton to the podium. She went on to say the Government Finance Officers Association (GFOA) established the Distinguished Budget Presentation Awards Program in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality. It is with our sincerest gratitude that the City of Lake Alfred presents our Finance Director, Amber Deaton, with the Distinguished Budget Presentation Award for the fiscal year beginning October 1, 2013. This is the seventh consecutive year of achievement. She continued and said additionally, Amber has been awarded with the Government Finance Officer Association Certificate of Achievement for

excellence in financial reporting. This is presented to the City of Lake Alfred, Florida for its Comprehensive Annual Financial Report for the fiscal year ending September 30, 2013. This is the third consecutive year for the CAFR award. She said thank you Amber for all of your hard work and we are very happy to have you on our side.

Amber Deaton expressed her gratitude to the City Manager, her staff, and the City Commission for their support. This is definitely a group effort and she has one of the best teams she has ever had. She concluded by saying she loves working for Lake Alfred and is very grateful for the opportunity to serve the citizens.

FLORIDA CITY GOVERNMENT WEEK PROCLAMATION

Mayor Daley read the proclamation into record.

CONSENT AGENDA: APPROVE CITY COMMISSION MEETING MINUTES – 09/22/14

Commissioner Dearmin moved to approve the minutes from the September 22, 2014 regular City Commission Meeting; seconded by **Vice Mayor Lake** 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.) ORDINANCE 1338-14: ELECTION CHAPTER 26

Mayor Daley read Ordinance 1338-14 into record.

City Manager Leavengood said following feedback from the City Commission and as a part of a comprehensive review of City codes and policies, city staff has identified an opportunity to clean up and improve Chapter 26 of the code of ordinances related to the election regulations within the City. He went on to say the City's current election regulations were originally adopted in 1959 and were last amended in 1963. Of the six (6) sections pertaining to election administration; two (2) are focused on the conduction of the election and one (1) section pertains to qualifications of holding office. Additionally, the proposed amendment repeals the City's existing election code regulations and replaces them with adoption by reference, pursuant to F.S. § 100.3605, the Florida Election Code (F.S. chapters 97—106) which governs the conduct of a municipality's election in the absence of an applicable special act, charter, or ordinance provision. Additionally, staff is proposing to amend the section to define: the types of elections, the canvassing board and related responsibilities; procedural certification of the election results; and the Oath of Office language. Consistent with existing procedures, this would essentially allow for the codification of the current practices. He concluded by saying that City staff in conjunction with the city attorney has reviewed regulations from nearby cities, Florida Statutes, and Attorney General Opinions in the preparation of this ordinance.

Commissioner Dearmin said he knows the City Clerk has worked very hard on this election chapter, and he thinks the updates are very good.

Mayor Daley said, at first she had some questions about the residency requirements being removed from Chapter 26, and then explained she found they were provided for in City Charter.

City Manager Leavengood agreed and said this is a part of the complete review of City codes. He said he appreciated the City Clerk for her work. Those responsibilities, in terms of governing the election process, do fall to the Clerk. It was good for her to be in the driver's seat on this one and working with the City Attorney and myself to produce the changes.

Commissioner Duncan said the election discussions started in summer of 2013, and he read through all of the old code. He is glad we are updating and getting it so that when somebody is reading the Charter or reading the Code of Ordinances they are consistent.

Vice Mayor Lake commented that this is a good time to go through all of this since we have not had any elections the last couple of years.

A discussion ensued about the Charter amendment discussion being next on the agenda to see if there was any collective interest from the City Commission on changing election procedures within the Charter.

Vice Mayor Lake moved to approve the Ordinance 1338-14 on first reading; seconded by **Commissioner Dearmin and Commissioner Duncan** and the motion was approved by unanimous voice call vote.

Betty Biggar of 140 West Haines Boulevard asked if a citizen of this community wanted to run for City Commission, is there a handbook on this.

City Clerk Bourgeois said the candidate packages can be picked up from the City Clerk's office any time before qualifying or during qualifying week. She went on to say qualifying for the 2015 Election will be held the week of February 16th – 20th [corrected dates] and said the packets will be ready for review ninety days prior to qualifying, as required by the Charter. She concluded by welcoming her to come by and see her at any time, and said she would be more than happy to help her.

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

2.) CHARTER AMENDMENT DISCUSSION – ELECTION

City Manager Leavengood said following feedback from the City Commission on May 19, 2014, city staff had identified and researched the provisions of the City Charter Article IV; Nominations and Elections related to election procedures. He went on to say some of the identified items within the City Charter potentially may be difficult to implement with the current election processes. After review of the Charter language, the City Attorney in conjunction with city staff has identified opportunities to improve the provisions in the following areas while also preserving their intent:

- 1.) A procedural cleanup for accepting nominations for City Commission.
- 2.) Amend the "write-in" candidate procedures to be consistent with the state law.
- 3.) Amend the "tie" process to be decided by a drawing of lots rather than a "second election."

He yielded to the City attorney for further analysis.

City Attorney Murphy said as a follow-up from the May 19, 2014 meeting this discussion will focus on the issues that were in the Charter so as to ensure compliance with the State election code, as well as to make sure the Charter and the Code are consistent. With that intent, there were three items which were identified;

1. Section 4.03 (d) regarding when a candidate shall file a written acceptance of such candidacy. He went on to say the Clerk has advised him that this process occurs during qualification. Therefore, by the way of clean-up it would be helpful to clarify that language. His recommendation and City Staff would be to allow for a clean-up ordinance to make that provision consistent with state law and the current practice. This would come forth in the form of an ordinance which, upon approval, would become a Charter amendment for the ballot at the next election.
2. Section 4.03 (e) regarding when a person may seek election to the City Commission by write-in vote. Currently this section requires a candidate to certify under oath certain information to the City Clerk, the elections qualifying officer, and that is allowed fifteen days prior to the election. Here it is recommended, so as to be consistent with Florida's Election Code, that we clarify that such write-in candidates must make all required certifications to the City Clerk during the qualification period specified as in section 4.03 (b) in the City Charter.
3. Section 4.05 (c) regarding tie votes. This section of the City's Charter was amended a few years back to require only a plurality of the votes cast for a candidate to elect such as candidate. Plurality is the greatest number of votes and not a majority. Under the current Charter provisions, a tie vote is decided by a second election, between the two candidates who would have received an equal number of votes; the suggestion is the City Commission consider allowing any tie votes to be resolved by drawing of lots. This procedure would then be the deciding factor as to who is the selected candidate. He went on to say section 100.061 F.S. allows for the State and County elections for nominations of candidates, in the Primary Election generally, to have a tie vote resolved in that manner. There is State Law that, in the elections code, that addresses this in part. Of course this would then dispense with the necessity and expense of having to conduct another election, in the unlikely event of a tie vote, but it could happen.

He concluded by saying those are the three areas that if the Commission is in consensus on moving forward with, he would be happy to work with the City Clerk and City Manager on preparing an Ordinance or Ordinances for first reading at the next City Commission Meeting. This will allow for enough time to prepare ballot language, and provide an educational opportunity to the citizens. Upon approval, they will be presented at the April 2015 election.

Mayor Daley asked if the referendums would still be considered in an election even if there was not any opposition to the incumbents.

City Attorney Murphy said if you are inclined and want to address these issues, you should address them and have these presented to the voters, notwithstanding whether there were any candidates.

Mayor Daley said so if there were not any candidates, it would be similar to a special election which would severely affect the turn-out for that election.

City Attorney Murphy said it could but in order for the Ordinances to become effective and valid, they would have to be put to the voters for a vote. He continued and said the nature of the changes is to make things more consistent with intent, and current State Law. These Ordinances shouldn't generate much controversy because they are more procedural in nature in terms of making sure there is clear protocol in place. That would be the only subjects on the ballot, if that were the case, because as a matter of law if the candidates qualify and there is no opposition that qualifies, then they are deemed to have been elected by what is referred to as acclamation.

Mayor Daley said the good thing about that would be the changes would then be in effect for the future elections.

Vice Mayor Lake asked what the process would be for the drawing of lots. Drawing straws?

City Attorney Murphy stated he believed so, lots would be straws.

Commissioner Duncan said he had two items to discuss. One of them is the power of initiative and the recall process. He said these were two items he had brought up almost two years ago for consideration.

City Attorney Murphy said his understanding and in conjunction with the City Clerk, will look into those items more specifically if it is the desire of the City Commission. The recall has statutory provisions that deal with how the recall election is to be conducted or handled. There already is a law that will govern the recall process.

Commissioner Dearmin and **Commissioner Maultsby** said they were in consensus of moving forward for the 2015 election cycle. **Vice Mayor Lake** and **Commission Duncan** agreed.

There were no audience comments.

Mayor Daley said she is also in consensus to go forward with this for the April 2015 election.

City Attorney Murphy requested clarification as to if this was as presented or to do you want to address the additional citizen initiative. He went on to say there is a lot of case law surrounding this and mentioned St. Pete Beach. He said he would want to look at this further if that is what the majority of the Commission wishes for him to do. He explained to the audience that the initiative process would be where the citizens would take the initiative to place an ordinance before the City Commission for their vote. Initiative would be just another way for the citizens to put something before this commission by the way of an ordinance or action, assuming that it was consistent with the Charter and State Law.

City Manager Leavengood advised caution on this. He went on to say it does have the "feel good" direct democracy component, but as the governing body, you may have a tough decision in front of you that collectively you will have to make for the good of the community. Using the

St. Pete Beach example, they have had trouble to where if you had very passionate group of a minority, they can actually swing things to a different way. In that example they were a very motivated group of individuals that maybe not were representative of the passive majority, that were then able to pass certain things in the land development regulations. He thinks they have been in lawsuits for ten-plus years. He said there is a good side to where people can come together and correct things; but at the same time that is really the elective process for who their representatives are in a representative democracy.

Commissioner Duncan said what if the controlling of the majority is appointed to the Commission and there is a specific subject, such as saving a preserve or whatever it may be, and you have come to this Commission six times and they are not hearing you. They technically were not elected by the people because no one filed paperwork to run against them, but that controlling majority is controlling what happens. That is why he thinks the power of initiative should exist. He continued and said it is not an easy thing to do because they will have to get legal advice, with petitions worded properly and legally, and submitted in the timeframe that's required. There will be rules set into place in order for it to happen, and it still would have to go onto the ballot for the people to vote on.

City Attorney Murphy said keep in mind you already have an initiative process for making Charter amendments. He said he did not know how many other municipalities in Polk County had an initiative process, but he can find out at the pleasure of the Commission.

Mayor Daley said it can cause a lot of controversy too because even look at the State initiative in this coming election. It can cause a lot of turmoil and dissention. She went on to say she is leaning toward not opening that can of worms and appreciates him bringing it forward.

A discussion ensued about initiatives starting at the planning board level, and the acceptance of petitions from the City Commission.

A consensus was given to move forward with the proposed Charter amendments as presented.

Commissioner Duncan asked if the power of initiative can be in the form of an Ordinance or does it have to be in the Charter?

City Attorney Murphy said he would have to look into it.

Commissioner Maultsby asked if there were a lot of citizens asking for the initiative process?

Commissioner Duncan replied and said there were some pressures before.

City Attorney Murphy said his experience has been that initiative expresses itself in the ballot box and that if at the time of the election, you have Commissioners or candidates that don't feel like they are getting their fair shake or getting what they want, they are going to run for office or you are going to have opposition to incumbent seats. He continued and said now when you don't get that, you infer from that the people are satisfied or at least there is not an interest to participate within that process. That is almost like a built in initiative right there, and ultimately the buck stops with the five of you all.

There were no public comments.

3.) ORDINANCE 1339-14: PERSONNEL HANDBOOK

Mayor Daley read Ordinance 1339-14 into record.

City Manager Leavengood said the employee handbook sets forth in detail the employee benefits programs, personnel policies, general guidelines, and disciplinary rules of the city. The last formal review of the Personnel Manual was conducted last year, and adopted on November 4, 2013. He continued and said the City of Lake Alfred has evaluated the current needs of the City's benefits, disciplinary rules, policies and procedures. The proposed revisions and amendments throughout the manual as listed in exhibit "A". Following the major revisions from last year, staff has continuously reviewed the policies throughout the year and how they have been implemented and applied. The majority of the changes are designed to clarify and to improve the intent of existing policies. He provided an overview of the proposed changes and presented them for consideration.

Overview

- Defined active disciplinary action
- Defined fiscal year
- Administration and direction of personnel program; provides rights to interpret and construct the program
- Included E-cigarettes within the prohibited acts in public facilities
- Position control; new positions can be created by the City Manager rather than the City Commission – the Commissions control is on the budget process.
- Removed 1,250 hours for PTR employees and broadened the language
- Drug screens only applying to high risk categories or other mandatory testing classifications with applicable laws.

City Manager Leavengood explained this proposed change is due to case law. He went on to say the Human Resources designee will maintain a list of positions which will require the mandatory drug testing. Fire, police, or service workers which have a high risk safety component will be classified as a mandatory category for pre-employment screening, however, a finance clerk probably would not.

City Attorney Murphy provided an overview of the Federal District Court ruling in the south Florida. He said they issued an opinion earlier this year that talks about suspicion-less pre-employment drug testing, and the inherent constitutionality of rights of privacy and rights against searches and seizures. He went on to say this was a challenge to a provision within the City of Key West's policy. He provided an overview of the specifics of the case. He continued and said the Court's interpretation and it said there were certain safety sensitive or public safety positions which were carved out as acceptable for drug testing, and for everything else since the rule is so broad it is unconstitutional therefore voidable. We are trying to avoid that, and most public employers are attempting address these issues in a proactive way before they become issue down the road.

Mayor Daley asked if this case only applied to the public sector, and not the private sector.

City Attorney Murphy said he thought it was applicable across the board, but in this context it arose in a public employer context.

Mayor Daley clarified and said so they ruled against the City in this particular case. She went on to say she thinks pre-employment drug screening is important if they are a finance officer, or taking care of the public's money.

A discussion ensued drug testing for suspicion versus suspicion-less and the potential for a discrimination lawsuit. Additionally, it was discussed this was just a District Court opinion.

City Manager Leavengood said the overarching consensus from the Polk County City Managers Association was to go ahead and get ahead of it to where it almost becomes like that public records request where they just test you for the sake of testing you.

A discussion ensued about the drug testing for suspicion and any post-accident that requires treatment or causes \$100.00 damage to City property. Furthermore, it was said if the ruling was overturned; it would just be a matter of reclassifying all positions for the requirement of pre-employment screening through human resources.

Overview Continued

- Initial probationary period can be extended by the Department Head and limiting it to six months.
- Second drug screens paid for by potential applicants.
- Removed language referencing a form while requesting limited duties.
- Rearranged the organizational flow under the vacation section.
- Provision allowing the City Manager to authorize vacation leave within the first six months of employment.
- Clarifying language pertaining to the volunteer sick leave program.
- Provision to allow sick and vacation leave to be taken for bereavement.
- Compensatory time for remote travel up to eight hours a day.
- Compensatory time section to add "forty-hour work week" as and/or provision.
- Active Disciplinary Action framework provided.
- Removed appeals board for disciplinary action.

Commissioner Maultsby asked how often has the City had to terminate employees which have tested positive for drugs?

City Clerk Bourgeois responded and said within the last five years, there was one termination for a positive test, and it was determined through a post-accident drug screen.

Mayor Daley inquired if there would ever be a problem with the post-accident drug testing.

City Manager Leavengood said he has not heard that.

A conversation occurred referencing post-accident drug screening limiting the liability of the City, and all injured employees seeking treatment through workers compensation are drug tested.

There were no public comments.

Vice Mayor Lake moved to approve the Ordinance 1339-14 personnel handbook on first reading; seconded by **Commissioner Maultsby** 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

4.) RESOLUTION 13-14: HIGHWAY MAINTENANCE AGREEMENT

Mayor Daley read Resolution 13-14 into record.

City Manager Leavengood said the City of Lake Alfred entered into an agreement on October 20, 2011 between the State of Florida Department of Transportation and the City of Lake Alfred to perform Mowing (Large, Intermediate, and Slope), Litter Removal, Mechanical Sweeping, and Edging and Sweeping.

The term of this agreement has been proposed for a period of three years for the following scope of services:

- Perform mowing (Large, Intermediate, and Slope)
- Litter Removal
- Mechanical street sweeping
- Edging and sweeping

The previous agreement was (\$30,315.37) and the current agreement is (\$24,211.23) for a difference of \$6,104.14. The new formula was based upon current state contractors' prices.

A clarification was provided the \$24,211.23 was an annual payment to the City.

Commissioner Maultsby commented that was not a lot of money, however years ago the City did not receive any money for the median maintenance.

Commissioner Dearmin moved to approve the Resolution 13-14 for the maintenance agreement in the amount of \$24,211.23 per year; 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

5.) PURCHASE 2015 FORD F250 CREW CAB FOR PUBLIC WORKS

City Manager Leavengood said in the current Fiscal Year 2014/2015 Budget, \$30,000 was allocated for the purchase of a replacement public works vehicle. City staff has solicited bids for this purchase and received the following submissions:

- Bartow Ford: \$22,625.00
- Weikert Ford: \$22,093.77
- Winter Haven Ford: Chose not to bid

This vehicle will replace a 1999 Ford F150 truck with over 100,000 miles on it, which is anticipated to be sold on govdeals.com. Typical revenue expected for this vehicle will be approximately \$1,000.00. He concluded by saying staff's recommendation is for approval of the bid award to Weikert Ford in the amount of \$22,093.77.

Commissioner Maultsby asked if we could we get more savings by piggybacking off of a larger City or State contract and asked to have a crew-cab explained to him.

Public Works Director Deaton replied said whenever the City goes out to bid we ask for the State contract prices. These prices are reflective of the contract. He continued and said a crew cab truck has four doors so we are able to carry more people on the job.

Commissioner Maultsby continued and asked why the City did not obtain bids from the Chevrolet dealerships.

Public Works Director said the City has always dominantly been Fords. He explained our mechanic is trained on them and the parts in stock are Ford parts. Consistency helps to save the City money in the long term.

Vice Mayor Lake asked if he has ever performed a price comparison of the different makes.

Public Works Director Deaton replied no sir. He said he believes generally the price ranges are the same.

A discussion ensued about the great price for the vehicle and that the new truck will come with a towing package and hitch.

Commissioner Maultsby moved to approve the purchase of a 2015 Ford F250 Crew-cab truck from Weikert Ford in the amount of \$22,093.77; seconded by **Commissioner Dearmin and 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

RECOGNITION OF CITIZENS

Betty Biggar of 140 Haines Boulevard said the Chamber of Commerce is hosting workshops and there seems to be a "disconnect" from the City Commission. She posed the question, do you know what the Chamber is doing, and does the Chamber know what you are doing? She said it is very important at this point to work together on the Centennial. She continued and said the Chamber's new motto is "Local People Doing Local Things", keeping this community local. She pointed out there used to be many groups in Lake Alfred such as Boy Scouts, a beautification committee, a women's committee, and what we are trying to is reorganize to bring back all those beautiful things. She asked how many parks the City of Lake Alfred had and if they can name them? The other thing that has come up is the signs. She went on to say we have to be a squeaky wheel and shout loud and clear that it is time. If it takes both the Commission and the Chamber to do this, we have to, because it is time. New businesses are struggling. It is not an easy thing for the new businesses opening up to not be able to put a sign up to show where they are located. It's not fair to this community to let the Department of Transportation to let us suffer this long. She concluded by saying we need to be a squeaky wheel and we are working hard as a Chamber for the Centennial.

Commissioner Duncan shared about the upcoming Centennial Workshop and said it has been posted around the City, it is on the website, and the newspaper published it as well.

Betty Biggar said the Chamber will be willing to work with the City, if the City will work with the Chamber.

Jane Brumbaugh of 655 East Pierce Street recommended inviting the Friends of the Library, the Historical Society, the Lions' Club and other public organizations. She went on suggest forming a council to create a calendar of events for the Centennial. She concluded by telling John Dame she enjoyed the evening very much and it was such a pleasure.

Mayor Daley requested that the City reach out to all of these different groups so that they are aware of this workshop.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Dearmin said he had great time at the Grillin and Chillin and knows the City has been busy. He commented that City staff and management has been working hard and thanked the citizens of Lake Alfred.

Commissioner Duncan thanked staff for working on the personnel manual. He went on to say the Discovery Academy students asked many important questions. He continued and said this Sunday at 3:00 p.m., at the First Presbyterian Church, is the ordination of their new Pastor, Deb Belusa. He concluded by sharing the art show drop off will be on the 17th and 18th with a judicial critique following about 2:30 p.m. to provide feedback to the artists.

Vice Mayor Lake he shared tonight the Commission visited two buildings. The Buchanan building is like a football field on the inside and it is amazing. With the Grillin and Chillin event, our new Parks and Recreation Manager got his first crack at it. He continued and said he had the pleasure of announcing the winners of the event, and the winners were "two-crackers." He congratulated to John Dame for his honor flight, and said the museum was open on Saturday

with one attendee. He encouraged attendance and said there is a new Girl Scout display set up in there. Thank you.

Commissioner Maultsby clarified the date of the workshop and said that is all for tonight.

Mayor Daley said she was unable to attend the Grillin and Chillin this year because it was the first day of the Legoland Brick-o-Treat celebration and she had to work. She stated she did break away and attended the funeral of former Reverend Roland Castro over at the Hope Presbyterian Church. She shared it was a really uplifting ceremony of his life. He is going to be dearly missed by the City of Lake Alfred; he was a great friend to us. She continued and reminded everyone of the Legislative Policy Committee meetings this Friday in Orlando. She concluded by congratulating Amber on her achievements, it is a really big deal to get that award seven years in a row. Thank you.

Meeting Adjourned at 9:17 p.m.

Respectfully Submitted,

Linda Bourgeois, M.M. C.
City Clerk

**MINUTES
CENTENNIAL WORKSHOP
MONDAY, OCTOBER 13, 2014
6:00 P.M.
CITY HALL**

Call to order – Nancy Z. Daley, Mayor

Invocation: John Dame

Pledge of Allegiance: Nancy Z. Daley, Mayor

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

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

Other attendance: Joseph Hults, Jane Brumbaugh, John Dame, Fran Beach, Rita Fawcett, and Marilyn Anderson.

1.) DISCUSSION OF CENTENNIAL EVENTS

City Manager Leavengood thanked everyone for coming out this evening. He went on to say the City had budgeted \$15,000.00 to assist us with whatever projects we desire to pursue. That excludes any sponsorships or in-kind donations we may receive from any outside entities. He went on to present ideas for consideration, and said this is not an inclusive list - just a starting point. He welcomed all organizations to participate in sharing their ideas for direction.

- Centennial logo for branding and trademark.
- Logo can be placed on items such as banners, lapel pins, custom coins, hats, T-shirts, and centennial badges for police and fire.
- Display case for the sale of Centennial items at cost.
- Proclamation from the Board of County Commissioners proclaiming "June" our Centennial Month.
- Resolution from our City Commission recognizing 2015 as the Centennial year.
- Time capsule; container and location selection, items that are placed within such as the Centennial Logo and Police Department badge, and incorporate schools and community organizations to place items inside.
- Historic markers; provides opportunities to recognize other historic places or buildings.
- Centennial celebrations; combine the Bluegrass Bash and Grillin and Chillin.
- November event to have a better opportunity to maximize participation.
- Lions Park fireworks component from sponsorship opportunities from places such as Mizkan or Republic Services.
- Food Truck Event
- Car Show

- Centennial presentations at City Commission meetings such as early pioneer families, pioneer businesses, historical events, or period pieces.
- Historical Society to be open more than once a month.
- Reach out to residents and businesses to get photos and family histories.
- Centennial Art "100 years in Agriculture".
- Centennial float for the Christmas Parades.

He concluded by saying, again, this is an opportunity to discuss and provide feedback. He asked do we like some things but not others? Do we want to cross some off of the list or add more? This is a good foundation to start from and it has a good opportunity to provide a lot of value.

Joseph Hults suggested having events in locations other than Lion's Park. He said the events may need to start at Lions Park but not stop at Lions Park. He recommended hosting events from Haines Boulevard up to Seminole Avenue. He said the Lions Park area does not recognize our businesses and we need to recognize our businesses. They pay their taxes and support the City as much as any citizen. He went on to say there is a lot of rich history in Lake Alfred and Betty Biggar has some pictures hanging up in her shop that you will not find anywhere. He agreed with the Art Society concept and referenced Mount Dora. If they can do it on a larger scale, there is not a reason we can't do this on a smaller scale.

Mayor Daley said the events can be on different days, like the food truck wars can be right downtown and Grillin and Chillin can be on a different day that way they are not competing with each other. A lot of the events can happen all over the town and we can plan it that way.

John Dame asked if the City would be spearheading the entire Centennial celebrations, and wanted to know the actual date of the Centennial.

City Manager Leavengood replied and said the Articles of Incorporation were signed by the Secretary of State on June 29, 1915.

Mayor Daley said a Resolution declaring the entire year as a Centennial celebration was a good idea. She suggested shooting off fireworks on New Year's Eve of this year to kick off the celebratory events.

A discussion ensued about the benefits of forming a steering committee to oversee all of the events, and establishing smaller committees for specific events.

Janet Baldwin said she is in favor of incorporating a Centennial element to all of the events throughout the year and not just limiting it to a fall festival in November. She suggested having a Centennial event in February or March before the northerners go back home.

Vice Mayor Lake suggested having the Historical Society open more often during one entire month, even if it was every weekend or a couple days per week.

It was discussed to plan a schedule of events throughout the year either on a monthly or quarterly basis.

Jane Brumbaugh said she is in favor of something every month, and said it does not have to be big things. She recommended having the pioneer families and community organizations share their stories at the first City Commission Meeting of each month.

Vice Mayor Lake said each organization could head up an event and be designated a month to plan.

A discussion ensued about the actual anniversary falling on a Monday.

Commissioner Dearmin reminded everyone that next year will be the year Lake Alfred will host the Veterans Day event.

City Manager Leavengood said there is a lot that goes into event planning, and it cannot all be on the City staff side of it either. He explained the involvement and cooperation necessary to facilitate successful events. He said if we are only focusing on our citizens for participation, it would be easier to host, however if we are looking for outside participation we really need to look at the staple events that have already got the participation built-in.

Commissioner Duncan recommended having the groups work together to create the events and have staff as support them in things like advertising or whatever else is needed.

Janet Baldwin said since the Bluegrass Bash is in January; that is where we should kick-off the Centennial year events.

A discussion ensued about phasing out the Bluegrass Bash at the Mackay due to the event growth, limited space, and parking issues with the homes being built-out in "The Lakes".

Mayor Daley suggested a walking tour of the historical homes and having the buildings advertised on the website.

Joseph Hults suggested even hosting bake sales at these events.

Vice Mayor Lake said October is the "Discover Lake Alfred Day" so the walking tour would fit in with the Discover Lake Alfred theme.

Janet Baldwin mentioned incorporating the yard sales again in October to bring people into the City.

Rita Fawcett said on the Fourth of July there is a fishing tournament, a pageant, and a car show. She said we can enhance the event to include the Centennial celebration.

A recap was given with the Bluegrass Bash in January, the July 4th Celebration, Grillin and Chillin with Discover Lake Alfred Day in October, and Veterans Day in November.

A discussion ensued about not having to have a monthly event, just when they do occur we would add the Centennial component.

Commissioner Maultsby suggested the City could design a municipal flag.

Banners, a centennial flag, and a municipal flag were discussed. Schools and church organizations were discussed as other community interest groups. It was shared the Presbyterian Church was also celebrating its centennial this upcoming year.

A Sunday celebration, with a combined service, was suggested by **Commissioner Duncan** in November.

Janet Baldwin recommended a 100 year publication be constructed for sale to the citizens. She suggested having the homes displayed, and articles of their history. Suggestions included: the founding family's stories, churches, history of the town. The Historical Society wants to be heavily involved in this publication to make sure it is written up properly.

A discussion ensued about potential advertising, individuals paying a minimal fee to include their personal family information, and including local organizations such as the scouting groups, the Chamber of Chamber, the Lions Club, and the Historical Society history.

City Manager Leavengood said the City has to be cautious of the fee it would charge because it has to be sold at cost to avoid potential litigation.

It was agreed the Historical Society would take on the publication project. A funding request was made to assist with the project so there would be no government entanglement issue.

Other suggestions were:

- Bumper stickers
- Pens
- Cozies
- Pads
- Magnets

Families to have showcased were discussed:

- Shinn
- McNeer
- Gardner
- Goodman
- Costello
- Maultsby

Mayor Daley thought there were a lot of good historical names submitted for the trail naming survey: Amos Watson, Costello, Sam Devito, Sr. and said there are a lot of historical families we should name something after. There may be the opportunity to choose some other places for their recognition within the Centennial year. She suggested naming sections of streets after them. She acknowledged these sections should be considered only for the least impact on addressing issues. She continued and said maybe we can do several of them all at once or just do one at a time throughout the year.

City Manager Leavengood said staff can look at the streets to determine where the opportunities may be.

Vice Mayor Lake suggested placing markers along the trail in dedication of the historical names submitted.

Commissioner Duncan suggested doing a historical geocaching site.

An explanation was given for informational purposes on what geocaching entailed.

Commissioner Duncan also recommended creating quick response (QR) codes for the building tour so when they walk the area, they can scan the codes with their smartphone and it will tell them all about the building they are viewing. Additionally, this can mark that they have been there to visit on a scavenger hunt map.

Jane Brumbaugh suggested having a prize attached to that for the winner.

Commissioner Duncan said maybe they can ride on the 100 year float. He went to say he flagged the art show suggestion as a great opportunity and asked if the City would allow a sculpture show outside of City Hall. He said he would check into this.

John Dame said it would be nice to generate a newsletter or calendar for the citizens about the community events.

Commissioner Duncan said from here we need to create a rough draft calendar and distribute it to the group. Then we can see which organization will volunteer and take on those events.

Mayor Daley said then we may need to put a committee together for like the publication.

City Manager Leavengood said he would provide centennial updates and present them at the City Commission meetings as well. He said the City would send some historical elements and the seal to a company for the creation of a Centennial logo.

A discussion ensued about the water tower being an icon. It was agreed the City Manager would create the rough draft of an event calendar, consolidate the list of suggestions, and then send it out to everyone in an update.

Janet Baldwin said if we were to do larger quarterly events, the City is only missing an event to host in April. She went on to say the Ministerial Association, the Chamber of Commerce, and the Historical Society used to put on a Heritage Day event. She said the Chamber of Commerce always got the craft vendors and the Historical Society did the period people demonstrations. She recommended having this event in the spring. She said in the past, all of the proceeds from this event went to the food bank.

Mayor Daley envisioned something of that nature being held at the Mackay Gardens and Lakeside Preserve.

Janet Baldwin suggested Central Park for a Heritage Day event as well.

Rita Fawcett said the Lions Club would assist with this event.

Fran Beach said she still has the list of participants from the previous Heritage Day events, if we were interested in having it.

Janet Baldwin said the event eventually involved into "Community Day" when the Ministerial Association had dropped out.

Joseph Hults reminded everyone that we need to keep the business community involved during the Centennial year.

Commissioner Duncan suggested hosting the Heritage Day (or weekend) on Haines Boulevard.

Joseph Hults said then there could be an open house for all of the businesses.

Janet Baldwin said that is what Discover Lake Alfred is for in the fall.

A discussion ensued about the Discover Lake Alfred Day and the economic impact it had on the local businesses.

City Manager Leavengood said this will be a continuous process. He said his door is always open and he will present continuous status updates. He concluded by saying this was a very good kick-off meeting to get to what we are looking at.

Rita Fawcett suggested having a birthday party on June 29, 2015 to celebrate the actual Centennial day.

There were no citizen comments.

Everyone was thanked for their attendance and the meeting was adjourned at 7:39 p.m.

Respectfully Submitted,

Linda Bourgeois, M.M. C.
City Clerk

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

1.) PUBLIC HEARING - ORDINANCE 1338-14: ELECTION CHAPTER 26

ISSUE: The City Commission will consider Ordinance 1338-14 Election Chapter 26 on second and final reading.

ATTACHMENTS:

- Ordinance 1338-14

ANALYSIS: Following feedback from the City Commission and as a part of a comprehensive review of City codes and policies, city staff has identified an opportunity to clean up and improve Chapter 26 of the code of ordinances related to the election regulations within the City.

The City's current election regulations were originally adopted in 1959 and were last amended in 1963. Of the six (6) sections pertaining to election administration; two (2) are focused on the conduction of the election and one (1) section pertains to qualifications of holding office.

The proposed amendments to this section are to define: the types of elections, the canvassing board and related responsibilities; procedural certification of the election results; and the Oath of Office language. Consistent with existing procedures, this would essentially allow for the codification of the current practices.

City staff in conjunction with the city attorney has reviewed regulations from nearby cities, Florida Statutes, and Attorney General Opinions in the preparation of this ordinance.

STAFF RECOMMENDATION: Approval of Ordinance 1338-14 on second and final reading.

ORDINANCE 1338-14

AN ORDINANCE OF THE CITY OF LAKE ALFRED, FLORIDA AMENDING SECTIONS 26-1 THROUGH 26-5 OF CHAPTER 26 OF THE CODE OF ORDINANCES OF THE CITY OF LAKE ALFRED, FLORIDA REGARDING ELECTION PROCEDURES FOR MUNICIPAL, SPECIAL, RECALL, AND ALL ELECTIONS CONDUCTED BY THE CITY OF LAKE ALFRED, FLORIDA BY INCORPORATING THE PROVISIONS OF FLORIDA'S ELECTION CODE AND DEFINING ELECTION TYPES AND SETTING FORTH PROVISIONS REGARDING A CANVASSING BOARD, ELECTION CERTIFICATION, AND OATH OF OFFICE REQUIREMENTS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND THE ADMINISTRATIVE CORRECTION OF SCRIVENERS ERRORS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred desires to clarify, confirm, and update reasonable election regulations and requirements for all elections conducted by the City of Lake Alfred and specifically incorporate the provisions of Florida's Election Code codified in Chapters 92 through 106 of the Florida Statutes to the extent not inconsistent with any applicable special act, charter and ordinance provision of the City; and

WHEREAS, it is in the best interest of the residents and citizens of the City of Lake Alfred, Florida for the City Commission to amend Chapter 26 of the Code of Ordinances relating to elections.

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

SECTION 1: *Exhibit "A"*. Sections 26-1 through 26-5 of Chapter 26 of the Code of Ordinances of the City of Lake Alfred are amended to read as set forth in Exhibit "A", attached hereto and made a part hereof. (language stricken is shown as ~~strikethrough~~ text; language added is shown as underlined text):

SECTION 2: *Conflicts*. All ordinances, resolutions, or parts of ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 3: *Severability*. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Lake Alfred, Florida hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

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

SECTION 5: *Effective Date.* This Ordinance shall take effect immediately after passage on second and final reading.

INTRODUCED AND PASSED on first reading at the regular meeting of the Lake Alfred City Commission held on the 6th day of October, 2014.

PASSED AND ENACTED ON SECOND READING, with a quorum present and voting, the City Commission of Lake Alfred, Florida, this 20th day of October, 2014.

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

ATTEST:

Nancy Z. Daley, Mayor

Linda Bourgeois, M.M.C.
City Clerk

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney

Exhibit "A"

~~Sec. 26-1. Qualifications to hold elective office.~~

~~No person shall hold an elective office who is not a qualified voter in the city and who has not resided in the city for six months next preceding the election.~~

Sec. 26-21. Elections to be conducted as provided for state and county elections.

All elections as further defined herein in Section 26-2 of this Code of Ordinances shall be conducted and carried on under the same regulations and manner as provided for state and county elections as more specifically set forth in Florida's Election Code codified in Chapters 92 through 106 of the Florida Statutes, except when otherwise provided by this Code and the Charter of the city. In the event that any provision of this Code conflicts with either the Florida Election Code that expressly applies to municipalities or the Charter of the City then the provisions of the Florida Election Code and/or the Charter of the City shall control.

Sec. 26-2. Types of elections.

(a) Municipal Election: General municipal elections shall be held for the purpose of electing officers of the City and for such other ballot measures as the commission may prescribe.

(b) Special Election: All other elections which may be held by authority of the Charter, or of any law, shall be known as a special election. Special municipal elections shall be held in the same manner as the regular election except that the city commission, by resolution, shall fix the date of holding such special election. A municipality shall not call any special election until notice is given to the supervisor of elections and his or her consent has been obtained as to a date when the registration books are available.

(c) Recall Election: Any member of the city commission may be removed from office through recall procedures established by state law.

~~Sec. 26-3. Election officers; appointment; location; opening and closing of polls; procedure.~~

~~The city commission shall at least five days before any general or special election select three inspectors of election and one clerk of election who shall be qualified voters in the city. It shall be their duty to open the polls at the polling place in the city at 7:00 a.m. on the day of the election and keep the polling place open until 7:00 p.m. of the same day. The ballot box shall be kept in view of the three inspectors, none of whom shall have the key to the box; and the ballot box and a complete canvass or count of the votes shall at no time, from the opening of the polls to the completion of the canvassing or counting of the votes, be concealed from the public.~~

Sec. 26-3. Canvassing Board.

(a) The canvassing board shall consist of the City Commission, except officials running in the current election, the City Clerk or his/her designee, and the City Attorney or his/her designee.

(b) The chair for the canvassing board shall be nominated and appointed by the members at the first board meeting.

Sec. 26-4. Reserved.

Editor's note—

At the request of the city ~~§ 26-4~~ has been deleted as they are superseded by the provisions of F.S. § 102.101. Formerly, said section pertained to city police to be present at polls as enacted by Ord. No. 1, Civil Code, § 18, 11-6-1913; as amended by Code 1959, § 6-5

Sec. 26-4. Election Certification.

(a) Election results shall be certified by the canvassing board on the first Thursday, following the municipal or special election at 5:00 p.m. in City Hall. A majority vote from the board shall be required to amend the location, date, and/or certification time.

(b) The canvassing board shall sign a certificate containing the total number of votes cast for each person, and any other ballot measure which may have been voted upon.

~~Sec. 26-5. Examination of election results; meeting of commission and candidates; election certificates.~~

~~On the second day after any general or special election the city commission, unless the second day is on Sunday, then the third day, shall convene, and the mayor shall open the ballot box and the reports shall be examined and compared by the city commission in open session with the officers elected to the respective offices; and it shall be the duty of the city clerk to furnish each officer with a certificate of election the following day.~~

Sec. 26-5 Oath of office.

Every officer of the city shall, before entering upon the duties of his/her office, take and subscribe to the following oath or affirmation.

I, _____ do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State, and the charter of the City of Lake Alfred, Florida, and that I will well and faithfully perform the duties of City Commissioner on which I am now about to enter.

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

**2.) PUBLIC HEARING - ORDINANCE 1339-14: PERSONNEL HANDBOOK
AMENDMENTS**

ISSUE: The City Commission will consider approval of Ordinance No. 1339-14 on second and final reading, which provides for amendments to the Personnel Manual for the City of Lake Alfred.

ATTACHMENTS:

- Ordinance 1339-14 with Exhibit "A"

ANALYSIS: The employee handbook sets forth in detail the employee benefits programs, personnel policies, general guidelines, and disciplinary rules of the city. The last formal review of the Personnel Manual was conducted last year, and adopted on November 4, 2013.

The proposed revisions were passed on first reading at our last regular City Commission meeting. Additional changes are depicted in strikethrough and underline language in exhibit "A" and are intended as additional cleanup of the handbook with specific improvements to the section related to the initial probationary period.

STAFF RECOMMENDATION: Approval of Ordinance 1339-14 on second and final reading.

ORDINANCE 1339-14

AN ORDINANCE OF THE CITY OF LAKE ALFRED, FLORIDA; AMENDING THE PERSONNEL MANUAL AND EMPLOYEE HANDBOOK FOR THE CITY OF LAKE ALFRED; PROVIDING FOR SCRIVENERS ERRORS, CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the personnel rules and regulations are required to be adopted by the City Commission per Section 3.06(b) of the City of Lake Alfred Charter; and

WHEREAS, it is in the best interest of the citizens and employees of the City of Lake Alfred to adopt revised personnel rules attached hereto as Exhibit "A" and incorporated herein by reference;

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE ALFRED, FLORIDA:

Section 1: The *Personnel Manual and Employee Handbook* is amended as set forth in Exhibit "A" attached hereto and incorporated herein by reference (text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed).

Section 2: It is the intention of the City Commission that the provisions of this ordinance shall become and be made a part of the *Personnel Manual and Employee Handbook*; and that sections of this document may be renumbered or re-lettered and the word may be changed to "chapter", "section", "article", or such other appropriate word or phrase in order to accomplish such intentions; and the correction of typographical and/or scrivener's errors which do not affect the intent or context may be authorized by the City Manager by filing a corrected or re-codified copy with the City Clerk.

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

Section 4: Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 5: Effective Date. This ordinance shall take effect immediately upon final adoption.

INTRODUCED AND PASSED on first reading at the regular meeting of the Lake Alfred City Commission held on the 6th day of October, 2014.

PASSED AND ENACTED ON SECOND READING, with a quorum present and voting,
by the City Commission of Lake Alfred, Florida, this 20th day of October, 2014.

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

ATTEST:

Nancy Z. Daley, Mayor

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

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney



**Personnel Manual and
Employee Handbook
2014**

ADOPTED: June 21, 2004
AMENDED by Ordinance 1199-07: September 4, 2007
AMENDED by Ordinance 1239-08: September 22, 2008
AMENDED by Ordinance 1269-10: February 15, 2010
AMENDED by Ordinance 1286-11: February 7, 2011
AMENDED by Ordinance 1288-11: April 4, 2011
AMENDED by Ordinance 1322-13: July 8, 2013
AMENDED by Ordinance 1328-13: November 4, 2013

**Personnel Manual and Employee Handbook
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SECTION 1
GENERAL PROVISIONS

1.01 Purpose

This handbook is designed to acquaint you with Lake Alfred and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Lake Alfred to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

1.02 Positions Covered

These personnel rules shall apply to most employees of the City of Lake Alfred. Employees whose salaries are funded through Federal or State Programs and whose working hours and conditions are similar to those of other employees herein described shall be subject to all provisions of these policies and procedures. Department Heads are covered by all provisions except overtime rules. Some positions are not covered by these personnel regulations due to their nature and include: Mayor and Commissioners, City Attorney, and Board Members. The City Manager will be covered under all personnel policies and procedures unless stipulated otherwise in his/her contract.

1.03 Administration

The City Manager shall be responsible for the administration and direction of the City's personnel program. In the performance of this duty, the City Manager shall have the right to administratively construct, interpret, and to supplement these personnel policies with departmental policies, unless such construction, interpretation, or supplementation would be inconsistent with the manifest intent of the City Commission, or the context clearly requires otherwise.

Department Heads will be responsible for the proper and effective administration of these personnel policies within their respective departments. It will also be the responsibility of the Department Head to ensure that each employee has received an employee handbook summarizing these rules and to conduct appropriate orientation sessions with new employees to review these rules and other related City personnel procedures. It is the responsibility of each employee to understand and abide by these personnel rules as a condition of continuing employment. These rules shall be in addition to any divisional/departmental rules and regulations.

1.04 Amendments

No employee handbook can anticipate every circumstance or question about policy. As such, the City reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur. Handbook changes will be orally reviewed with the affected employees. Copies of the handbook changes shall be provided to all employees.

1.05 Department Policies

Department operating policies, programs and procedures serve as supplements to these policies. In the event of conflict in any section, the City Personnel Policies shall prevail.

Department policies, programs and procedures will be in writing and approved by the City Manager for conformance to the Personnel Policies.

SECTION 2
DEFINITION OF TERMS

Active Pay Status - Authorized paid leaves, holiday or time worked.

Active Disciplinary Action – The period of time established by the disciplining supervisor wherein the disciplinary action may be utilized to establish progressive disciplinary action for future disciplinary problems or infractions.

Anniversary Date - The date on which an employee begins regular full time or regular part time employment and the same date in following years. This also is the date from which vacations and sick leave are computed (this date changes only if an employee is in a non-pay status for one (1) pay period or more; the anniversary date is then deferred by an equivalent amount).

Applicant - Individual who has completed and submitted an application for employment with the City.

Appeal - An application for review of a disciplinary action submitted or instituted by an employee.

Appointment - Offer and acceptance by a person of a position either on a regular or temporary basis.

Assignment Pay- An increase in compensation for additional duties or responsibilities that are in excess, in either scale or scope, of the employee's base classification.

Benefit Date – The date on which an employee is placed in a full-time position.

Class - Group of positions which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, class descriptions and pay range.

Class Description - Written description of a class consisting of a class title, a general statement of the major function of work, illustrative duties and the qualifications for the class.

Class Title - Title in the classification plan which describes the general nature of work of the position.

Classification - Grouping positions in classes.

Classification Date - Date an employee entered, transferred, or was promoted to the current position. This is the date from which length of service in classification is computed for determination of probationary periods, order of layoff and eligibility for step increases.

Classification Plan - Official system of grouping positions into classes.

Compensation - The standard rates of pay which have been established for the respective classes of work, as set forth in the compensation plan.

Compensation Plan - The official schedule of pay assigning rates of pay to each class title.

Continuous Service - Employment which is uninterrupted except for authorized leaves of absence, suspension or separation due to reduction in work force. Authorized paid leaves of absence are included as part of continuous service.

Demotion - Assignment of an employee from one class to another which has a lower maximum rate of pay.

Dismissal - Separation from City employment for cause without cause during a probationary period.

Employment Category - Includes designations of exempt or non-exempt; full-time or part-time; regular or probationary; or part-time, temporary, reserve (PTR)

Electronic Messaging Device (EMD) - includes all City of Lake Alfred personal computers, electronic mail systems (e-mail), voice mail systems, paging systems, electronic bulletin boards, Internet service providers, fax machines, laptop or mobile computing terminals (MCT) and any part of the City's computer network. EMD devices are designed and intended for conducting business of this organization and are restricted to that purpose.

Exempt Status - Employees who are in an exempt status category under the Fair Labor Standards Act and are not eligible for overtime pay.

Fiscal Year - The accounting period beginning on October 1st and ending on September 30th

Full-Time - Position that requires an employee to work the full amount of hours scheduled for employees of the division.

Insubordination - The unwillingness on the part of an employee to submit to the official authority vested in supervisors, Department Heads and the City Manager as outlined in the Personnel Policies.

Layoff - Reduction of the number of employees due to the lack of work, funds or other causes.

Leave - Approved type of absence from work as provided by these policies.

May - The word "May" shall be interpreted as permissive.

Non-Covered Position - Employees and positions which are exempt from specific provisions of the Personnel Policies, including the Career Service employment appeal provisions:

Overtime - Time worked in excess of the regularly scheduled work periods for those persons not working on an exempt basis.

Part-Time, Temporary, or Reserve (PTR) Employee - Any city employee that is not within a specified regular full-time or regular-part time position (or associated probationary period), and has worked fewer than 1,250 hours in the previous twelve (12) months.

Pay Range - Salary which is assigned to a classification title, expressed as a pay range number.

Performance Evaluation - A report relative to the job performance of employees made by the supervisor.

Position - Groups of duties and responsibilities assigned and budgeted requiring the full-time or part-time employment of one (1) person.

Probationary Employee - An employee serving a trial period prior to regular appointment in that position.

Probationary Period - Period of time provided to allow the Department Heads an opportunity to evaluate an employees' performance and to decide whether or not the employee is to be retained.

Promotion - Assignment of an employee from one class to another which has a higher maximum rate of pay.

Regular Appointment - Appointment to a regular position authorized to be filled. A regular full-time or regular part-time employee is subject to and receives all benefits and rights as provided by the Personnel Policies of the City.

Regular Employee - An employee who has successfully completed an initial probationary period.

Relative - Father, mother, son, daughter, brother, sister, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchild(ren), stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Remote Travel -- Travel outside of Polk County.

Resignation - Act of voluntarily withdrawing from City employment.

Retirement - Whenever an employee meets the conditions set forth in the Retirement Plan regulations, the employee may elect to retire and receive all benefits earned under the Plan.

Sexual Harassment - Unwelcome sexual advances of whatever nature, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Shall/Will - These terms are interpreted as being mandatory.

Step - Series of pay progressions within a classification.

Suspension - Relief from work with or without pay under the Personnel Policies by their Department Head or other supervisor authorized to enforce disciplinary action.

Temporary Employee -- An employee appointed for a special project or other work of a temporary or transitory nature. All will serve in a non-covered status and meet requirements set by the City.

Transfer - Action in which the employee moves from one budgeted position to another with no resulting title change, or if a title change does take place, there may be no change in the pay range.

Work Day - Scheduled number of hours an employee is required to work in a normal schedule for that department.

SECTION 3
STANDARDS OF CONDUCT

3.01 General Policy

The City of Lake Alfred has established a system of personnel management to assist in providing superior service to the community.

The City advocates the concept that the quality of public service can reach maximum efficiency through a Personnel Management System based on merit principles.

Employees are encouraged to develop skills and seek formal training that will enhance their personal development and add to the overall expertise of the organization.

It is the policy of the City to expect compliance from employees with all Personnel Policies, state statutes and federal regulations in the performance of duties. An employee who violates any of the Personnel Policies shall be subject to disciplinary action.

An employee of the City of Lake Alfred represents the City in all his/her dealings with the public. Being a representative involves a degree of duty and obligation regarding public and private conduct which is not common to other classes of employees. A City employee's appearance, attitude, and behavior all announce to our customers, both internal and external, what may be expected from the City government.

3.02 Equal Employment Opportunity

The City of Lake Alfred has adopted an Equal Employment Opportunity Plan, which is on file at the City Clerk's office.

3.03 Harassment

It is the policy of the City of Lake Alfred that each employee shall work in an environment free of discrimination, and any form of harassment, based on race, color, religion, age, gender, pregnancy, national origin, handicap or marital status (and any other protected class as established by law). The City prohibits any such discrimination or harassment under these provisions.

- A. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

- B. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, [alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation] or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.
- C. The City of Lake Alfred prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.
- D. The above is not to be construed as an all-inclusive list of prohibited acts under the City's Harassment Policy

Any employee who believes he or she has been the target or victim of harassment, discrimination, retaliation, or a hostile work environment should report the incident immediately to their immediate supervisor, City Manager, or the City Attorney to initiate an investigation of the claim.

With the cooperation of the concerned employee, the investigation will be carried out with respect for the confidences and sensitivity of all persons involved. The concerned employee will be afforded protection from retaliation. The results of any investigation of alleged harassment, discrimination, retaliation, or hostile work environment shall be promptly communicated to the employee. Where charges are substantiated, appropriate action will be taken, up to termination.

The City of Lake Alfred recognizes that false accusations of harassment can have a serious effect on innocent men and women and that absolute guilt or innocence may be difficult to prove. However, individuals determined to have made false accusations of harassment will be subject to appropriate disciplinary action, up to termination.

The provisions, processes and actions taken under this section are related to anti-discrimination statutes and are not a general civility code. Federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment. Complaints or investigations that are determined to not meet the test of severity, pervasiveness, or tangible employment action set herein may otherwise be addressed under Section 12: Disciplinary Action.

3.04 Conflict of Interest

This policy is in accordance with Florida Statutes, entitled "Code of Ethics for Public Officers and Employees".

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The City of Lake Alfred wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the appropriate Department Head for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled at the executive level of The City of Lake Alfred. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific City Manager approval. Penalty for violation of this policy will be immediate termination.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of The City of Lake Alfred's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they file a sworn statement to this effect with the City Clerk as soon as possible to address the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Employees will not transact any business in their official capacity with any business entity of which they are an officer, Department Head, agent or member, or in which they own a controlling interest, excluding civic, charitable, or religious organizations.

Employees shall not have personal investment in any enterprise which will create a conflict between their private interest and the public interest.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City of Lake Alfred does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City of Lake Alfred.

3.05 Political Activity

In accordance with Florida Statutes, and as specified herein, City employees will not take any active part in political campaigns in the election of the City Commission for the City of Lake Alfred.

No employee or other person will solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party while on duty with the City.

Nothing herein contained will be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he/she chooses, to maintain political neutrality, or to attend political parties after working hours.

No employee shall use his/her position with the City in order to benefit any political party and/or candidate.

3.06 Employment of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

In accordance with Florida Statutes, a public official or Department Head may not appoint, employ, promote, or advance or advocate for appointment, employment, promotion or advancement of certain relatives in or to a position in the City or Department in which he/she is serving or over which he/she exercises jurisdiction or control. The Statutes define a "Public Official" to mean an officer or employee of the City in whom is vested the authority by law, rule or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with the employment in the City. The Statutes define a "Relative" to mean with respect to a public official an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandmother, grandfather, grandchild(ren), father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.

Relatives of persons currently employed by the City of Lake Alfred may be hired only if they will not be working directly for, or supervising a relative, or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. The City of Lake Alfred employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the City Manager will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

This section does not apply to persons serving in volunteer capacity who provide emergency medical or firefighting services. Such persons may, without losing volunteer status, receive reimbursements for the costs of training and incidental expenses in relation to their volunteer status.

3.07 Outside Employment

City employment will be considered to be PRIMARY employment and no employee may engage in outside employment which will interfere with the interest of the City service. An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with The City of Lake Alfred. All employees will be judged by the same performance standards and will be subject to The City of Lake Alfred's scheduling demands, regardless of any existing outside work requirements. Prior to beginning any outside employment, employees will inform their Department Head of the name of the outside employer, the nature of the work and hours of work.

Any employee accepting outside employment under the terms of this rule will make arrangements with the outside employer to be available to respond immediately to any emergency call of duty whenever the Department Head or City Manager will determine that the employee's services are necessary.

If the City of Lake Alfred determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City of Lake Alfred as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the City of Lake Alfred.

Injuries sustained while engaged in outside employment are ineligible for benefits under the City's Worker's Compensation program. An Employee may utilize accrued vacation and/or sick leave for an injury sustained while engaged in outside employment. Should an employee exhaust all of his or her accrued vacation and/or sick leave, the employee's Department Head may terminate the employee if, depending on the extent of the injury sustained while engaged in outside employment, he or she is unable to perform the essential requirements of the employee's position with the City.

City property will not be used for outside employment.

Outside employment will present a conflict of interest if it has an adverse impact on The City of Lake Alfred as determined by the City Manager. The City Manager will notify the employee in writing of his or her determination. Failure to comply with the requirements set therein within thirty (30) days of transmittal of the letter will be considered abandonment of their position and subject to discharge.

3.08 Release of Information

Information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. Release of such information before final decisions or disposition of the matter often causes misunderstanding and confusion.

It is the intent of the City to ensure that all information released is true and accurate. Unless release of information is a normal part of their duties employees will direct such inquiries to their Department Head or the City Manager.

3.09 Solicitation and Distribution

In an effort to assure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute literature in the workplace at any time for any purpose without the express authorization by the City Manager.

The City recognizes that employees may have interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time unless expressly authorized by the City Manager. (Working time does not include lunch periods, work breaks, or any other periods during which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communication on such items as: City Commission information, public hearing notices, employee announcements, internal memoranda, job openings, organization announcements, payday notice, Worker's Compensation insurance information, and State disability insurance/unemployment insurance information, etc.

3.10 Employee Debts

An employee's financial transactions are the employee's personal affair. The City will not act as a collection agency against an employee unless so ordered to carry out a garnishment by a court of competent jurisdiction or the United States Internal Revenue Service.

However, should complaints concerning an employee's failure to meet financial obligations result in interference with the City service, the employee concerned will be so informed and appropriate action taken by the Department Head or the City Manager.

3.11 Use of City Property

The City provides employees with necessary equipment, materials and vehicles to carry out their job assignments. When employees are assigned equipment, it becomes their responsibility to exercise reasonable care in its use and to preserve the life of the equipment while observing all safety precautions. Employees shall not make personal use of any City owned property and shall also seek so as not to give the appearance that such property is in the personal use of the employee. Violations of this policy may subject an employee to disciplinary action, up to and including termination.

Employees are responsible for all city-owned property, materials, or written information issued to them or in their possession or control. All City property shall be returned by employees on or before their last day of work. The City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

3.12 Dress and Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that the City presents to citizens and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. All clothing issued constituting regulation uniform shall be worn on duty and there shall be no substitutions to the required uniform. No clothing issued by the City shall be utilized in any manner whatsoever while off duty.

Hair, nails, jewelry, clothing and similar appearance factors shall not be displayed in a manner which interferes with the employee's safety or productivity, or the safety and productivity of co-workers.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire and appearance.

3.13 Personal Business

Conducting personal business while on official duty should be kept to a minimum. If it is necessary for the employee to make telephone calls or meet with persons not employed by the City, the discussions should be held during breaks or meal period. Exceptions will be allowed only in cases of emergency.

3.14 Acceptance of Gifts

Employees shall not accept anything of value, including a gift, loan, reward, promise of future employment or services that would cause a reasonably prudent person to be influenced in the performance of official duties; or are based upon any understanding that the judgment of the employee in carrying out his/her employment responsibilities would be influenced thereby (Section 112.313, Florida Statutes, Section 2).

3.15 Internet Access

Computers, computer files, the E-mail system, and software furnished to employees are the property of the City of Lake Alfred and are intended for business use. Employees are prohibited from using another employee's password or login ID. Employees are prohibited from accessing files, or retrieving any stored information or communication, that are not within the scope of their normal job duties.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect to others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The city purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The city prohibits the illegal duplication of software and its related documentation. Also, no software will be installed on city computers without prior authorization from the City Manager.

Employees should notify their immediate supervisor, the City Manager or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

3.16 Use of Phone and Mail Systems

Personal use of telephones for long-distance and toll calls is not permitted without approval of the Department Head. Employees should practice discretion in using city telephones or personal cell phones when making local personal calls and may be required to reimburse the city for any charges resulting from their personal use of the telephone. Employees using their personal cell phones should limit their use to breaks and/or their lunch time unless there is an emergency as authorized by the Department Head. Misuse of personal cell phones during the work day may result in disciplinary action to the employee.

The use of city-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The City of Lake Alfred provides e-mail accounts and internet access for City business. Inappropriate use or abuse of City e-mail accounts or internet will subject employees to disciplinary action, up to and including termination.

Employees are hereby notified that the City has the capability and reserves the right to monitor the use of such communication as needed. Monitoring may but is not limited to identifying and analyzing telephone numbers, time and length of incoming and outgoing phone calls; internet sites visited, and email messages sent and received. Please note that all email content is considered a public record and is subject to Florida's Public Records Laws (Chapter 119, Florida Statutes). Electronic communication concerning any official business may not be deleted or destroyed (i.e., erased from computer memory). All email transactions are archived and considered public record..

The City of Lake Alfred provides computers and software, computer files, and electronic mail services to employees. These systems are designed to facilitate the communication with employees and with the public when such communication is necessary. All electronic communication systems, all communications and stored information transmitted, received or contained in the City's Information Systems are the property of the City.

A. Email is not a private communication. Employees are responsible and accountable for their actions and communications using the internet. Prohibited email content may be but is not limited to any materials which is unauthorized, offensive, political, slanderous, obscene, controversial, critical of any person or entity, or which contains vulgar language, references to sexual matters or is otherwise deemed inappropriate.

B. All business information via internet email messages and other transmissions are to be professional, accurate, appropriate, ethical, and lawful.

C. Any form of harassment via email, whether through language, frequency or size of messages is prohibited.

D. Downloading of software is prohibited.

E. Sending unsolicited email messages and advertising materials (SPAM) is prohibited.

F. The City Manager will determine when this Section is being violated and if disciplinary action is warranted.

While electronic mail may require the use of a password for security, confidentiality cannot be guaranteed. Messages may be reviewed by someone other than the intended recipient.

No electronic mail may be sent which attempts to hide the identity of the sender, or represents the sender as someone else.

3.17 Smoking

In keeping with the City's intent to provide a safe and healthful work environment, and in compliance with the Florida Indoor Clean Air Act, smoking in the workplace, including e-cigarettes, is prohibited within any municipal building.

This policy applies equally to all employees, customers, and visitors.

3.18 Visitors in Workplace

To provide for the safety and security of employees and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should report to the Department office upon arrival. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

Department Heads, with approval from the City Manager, may designate areas restricted from visitation for reasons of workplace efficiency or for safety reasons. If an unauthorized individual is observed on the premises, whether in a restricted or unrestricted area, employees should immediately notify their supervisor or, if necessary, direct the individual to the nearest city office.

SECTION 4 **EMPLOYMENT POLICIES**

4.01 Appointing Authority

The City Manager has the authority of appointment and removal of subordinate positions. Such authority may be delegated to a Department Head.

4.02 Position Control

All positions in the City are established and maintained through a personnel budget each fiscal year. The establishment of new or additional positions can be authorized by the City Manager subject to adequate justification on need and availability of funds.

4.03 Types of Appointments

It is the intent of the City of Lake Alfred to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT category may be changed only upon written notification by City of Lake Alfred management.

In addition to the above categories, each employee will belong to one of the following employment categories:

Regular Full Time employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Lake Alfred's full-time schedule. Generally, they are eligible for the City of Lake Alfred's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work 28 or fewer hours per week. Part-time firefighters, reserve police officers, and any other city employee(s) must work or be scheduled to work at least 1,250-hours per fiscal year to be classified as a regular part-time employee.

Probationary employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City of Lake Alfred is appropriate. The Initial probationary period is for a period of one (1) year for all employees in positions that are eligible for regular appointment. Employees who satisfactorily complete the initial probationary period will be notified of their appointment to a regular employment classification. Regular Full time probationary employees will receive benefits the first day of the month following sixty (60) days of employment with the City, subject to the terms, conditions, and limitations of each benefit program as described in Section 14.04 herein. Probationary employees may be paid at a rate below regular full-time or regular part-time employees.

Part-Time, Temporary, or Reserve (PTR) employees are those who are hired as interim replacements; to temporarily supplement or enhance the work force; to assist in the completion of a specific project; or to work in a reserve capacity on an as needed or on-call basis. Employment assignments in this category may be for a limited duration.

Part-time firefighters, reserve police officers, and any other city employee that is not within a specified regular full-time or regular-part time position (or associated probationary period) fall into this employment category.

Employment beyond any initially stated period does not in any way imply a change in employment status. PTR employees retain that status until an approved change of status is documented in their personnel file. While PTR employees shall receive all legally mandated benefits (e.g. workers' compensation insurance and Social Security), they are ineligible for all of Lake Alfred's other benefit programs. PTR employees are subject to dismissal without cause or the the right of appeal. PTR employees may be paid at a different rate than regular or probationary employees.

Volunteer or Community Service Workers are non-employees that assist the City in the provision of its services. Volunteer or Community Service Workers receive no pay for their service and generally are interested in either furthering the community goals of the City of Lake Alfred or in acquiring community service / internship credits for academic programs. All volunteers may be required to submit an application with background information and Department Heads must receive approval from the City Manager prior to commencing any service with the City of Lake Alfred.

4.04 Application Procedures

When departments submit requests for persons to fill vacancies, the requests shall include the title of the position and other pertinent information as may be needed to locate qualified applicants. Requests for personnel should be made reasonably far in advance of actual need when circumstances permit.

Upon being notified of a vacancy, the employee delegated this authority shall prepare a notice and advertisement, where appropriate, outlining the qualifications for the position as per the City's Equal Employment Opportunity Plan specifications.

The advertisement shall be posted on the City of Lake Alfred website, the City bulletin board, and published within a local newspaper. The position shall be open for applicants a period of ten business days.

The City Manager, in conjunction with the appropriate Department Head, will select the best qualified applicant.

When a vacancy has been filled, the remaining applications become inactive after six (6) months. Should a vacancy occur with the same position within the active period, the Department Head may fill the position using the active applications on file or a current PTR employee without advertising for the position.

Employment with the City shall be based on merit, which includes considerations of qualifications such as ability, skill, experience, training and other merit factors.

As part of the pre-employment procedure, references provided by applicants or reference sources will be checked.

4.05 Processing of Applications

The City will review and consider all applications for employment filed with the City. The City may have any individual application or applications reviewed by Department Heads and subordinates as appropriate. The City may approve or disapprove applicants for employment taking into consideration the requirements of the position to be filled, the applicant's criminal history and their qualifications and the interests of the City. The City reserves the right to perform state and

national background checks on all potential and current employees (Section 166.0442, Florida Statutes).

The City may reject an application which indicates that the applicant does not possess one or more of the requirements as specified in the announcement.

Applications may also be rejected for the following reasons:

1. The applicant has been convicted of a felony or of a first degree misdemeanor, which directly relates to the position sought.
2. The applicant has made false statements of any fact in the application.

NOTE: Whether or not an applicant will be rejected under items 1 and 2 above will depend on the specific facts, including the nature of the offense, relevance to employment, the passage of time since the incident occurred, evidence of rehabilitation or other mitigating factors.

Before final processing, all applicants must:

1. Pass a drug screen performed and evaluated by the City's designated testing facility. This requirement only applies to employment positions that are in a special risk category or other mandatory testing classifications consistent with applicable laws. The list of positions that require drug testing shall be maintained by the Human Resources Designee.
2. Present a valid Social Security card.
3. Present proof of:
 - a. Education, if required by the position.
 - b. Date of birth.
 - c. Citizenship or resident alien status.
 - d. Separation from the Armed Forces (DD-214 Form).
 - e. Be subject to a background investigation, if required by the position.
 - f. Present a valid Florida Driver's License, where required by the position.

The applicant upon receiving the job offer must pass a physical exam or medical exam, based on requirements for the position which they are seeking, prior to reporting to work so as to evaluate the employee's physical ability to perform the duties required by the position.

4.06 Employee Benefits

Eligible employees at The City of Lake Alfred are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

Holidays (see Section 5)

Vacation (see Section 6)

Sick Leave (see Section 7)

Funeral, Court, Conference, Compensatory, Military, Civil Disorder or Natural Disaster, Examinations, Educational, Administration, Maternity, Voting, Family, Medical, Leave without Pay Leave (see Section 8)

Health Insurance (see Section 14.04)

Life Insurance (see Section 14.04)

Retirement Plan (see Section 14.02)

Employee Assistance Program (consult City Manager or Department Head)

Voluntary Deferred Compensation (consult City Manager or Department Head)

4.07 Transfers

The City of Lake Alfred provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

An employee may be transferred from a classification in one department to the same or equivalent classification in another department. Two (2) weeks' notice shall be given prior to the transfer, unless otherwise agreed upon by both Department Heads.

Notices of all regular, full-time, and part-time job openings are posted, although The City of Lake Alfred reserves its discretionary right to not post a particular opening. Job openings will be posted on the employee bulletin board and remain open for a minimum of three days.

Each job posting notice will include the dates of the posting period, job title, department, pay scale, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days (6 months) in their current position. Employees who have a written warning on file that had occurred less than 30 days prior, or are on probation or suspension are not eligible to apply for posted jobs. The City Manager may waive the requirements in certain cases at his/her discretion. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

4.08 Promotions

An employee is promoted when he/she is selected for a higher level position with the City. City employees shall receive preference when applying for vacant positions for which they are qualified.

4.09 Demotions

A demotion is the assignment of an employee from one class to another which has a lower maximum rate of pay. The City may demote an employee from one class to another which has a lower maximum rate of pay in the following instances:

1. In lieu of lay-off when a position is to be abolished or an employee with prior rights returns to the position.
2. In lieu of dismissal when an employee is not performing satisfactorily or when a health examination conducted by the City's physician discloses that the employee is not physically qualified to perform the duties of the position.
3. When an employee fails to perform satisfactorily during the probationary period following promotion.

The City shall furnish the employee a written statement containing the reasons for the demotion.

4.10 Reinstatements

An employee who has resigned in good standing or whose position has been abolished may be rehired, if a vacancy exists, to the same or similar position by the same department from which the employee left.

An employee may be reinstated at the same pay rate as previously received or may revert to a lower rate within the pay range at the discretion of the City Manager.

Reinstated employees that have separated from the City's employment for less than three (3) months may resume the same seniority & pension (if applicable) benefits they enjoyed prior to termination except herein as otherwise specifically provided. Reinstated employees are subject to the provisions of the applicable pension and insurance programs that are in effect at the time of reinstatement.

Reinstated employees that have separated from the City's employment for more than three (3) months will be considered new employees for the purpose of all benefit calculations.

4.11 Initial Probationary Period

The initial probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether they are a good fit in the organization. ~~new position meets their expectations.~~ Lake Alfred uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probationary basis for one (1) year after their date of hire. ~~Employees who are promoted or transferred within Lake Alfred must complete a secondary probationary period of six months with each reassignment to a new position.~~ During the initial probationary period, new employees are eligible for those benefits that are required by law (e.g. work comp, social security, etc.). The employee may also be eligible for other Lake Alfred-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements. A probationary employee will receive credit for the probationary term for the purpose of accruing benefits when and if the employment status is converted to full time regular appointment. A new employee in their initial probationary period will be ineligible to receive accrued benefits should he/she become separated for any reason during the probationary period.

An initial probationary employee is subject to dismissal without cause or the right of appeal at any time during his/her initial probationary period. The initial probationary period is completed when a written evaluation and recommendation for regular appointment is conducted by the appropriate Department Head in accordance with existing evaluation standards. Recommendations for completion of probationary period and regular appointment are subject to approval by the City Manager.

Any significant absence during the initial probationary period, as determined by the appropriate Department Head, will automatically extend a probationary period by the length of the absence. If the City of Lake Alfred determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for up to an additional six (6) months at the discretion of the appropriate Department Head with such an extension being documented in the employee's personnel file.

~~In cases of promotions or transfers within the City, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.~~

~~Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification. The probationary period will not include any other time served on an emergency or temporary basis. A probationary employee will receive credit for the probationary term for the purpose of accruing benefits when and if the employment status is converted to full time regular appointment. A new employee in their initial probationary period will be ineligible to receive accrued benefits should he/she become separated for any reason during the probationary period. A probationary employee, as a result of a transfer or promotion, will carry over, continue and have utilization of all accrued benefits.~~

~~During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Lake Alfred provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.~~

~~Benefits eligibility and employment status are not changed during the secondary probationary period that results from a promotion or transfer within Lake Alfred.~~

~~New employees in Police or Fire Departments, who must meet State minimum standards, shall be probationary for one (1) year after completion of State minimum standards and/or date of hire.~~

~~An initial probationary employee is subject to dismissal without cause or the right of appeal at any time during his/her probationary period. The initial probationary period is completed when a written evaluation and recommendation for regular appointment is conducted by the appropriate Department Head in accordance with existing evaluation standards. Recommendations for completion of probationary period and regular appointment are subject to approval by the City Manager.~~

4.12 Secondary Probationary Period

A secondary probationary is intended for all probationary periods related to transfers & promotions. A secondary probationary period is limited to a period of six (6) months. If during the six (6) month probationary period, the employee is found to be unqualified or not a good fit for the

new position, the employee may return to their previous position, with the approval of the Department Head if a vacancy exists. If the former position is filled, every effort will be made to place the employee in a comparable position. If a vacancy or alternative position does not exist the employee shall be dismissed in good standing with the City (See section 16.08).

An employee within a secondary probationary period will continue to accrue and have use of all benefits consistent with their employment classification as a regular part time or regular full time employee.

4.132 Hours of Work

The normal work schedule is 40 hours per week, consisting of five (5) eight (8) hour shifts. Exceptions are Fire Fighters and Fire Department Shift Commanders who work an average fifty-three (53) hour work week, and the Police Department's work schedule which consists of eighty-six (86) hours over a normal pay period. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

4.143 Timekeeping

All nonexempt employees are required to keep a formal record of their time worked. Such records will be kept using a time card and/or mechanical device used to document time. Employees are required to punch in upon arrival to work, out and back in during meal periods, and punch out at the end of the workday. Certain Police and Fire personnel are exempt from this policy. The City will provide machines for this procedure. Any correction or additions to times cards must be initialed by the supervisor. All salaried employees (that are exempt from the Fair Labor Standards Act) are not required to use a time clock, however shall report days worked, or leave (vacation, sick, etc.) used.

4.154 Paydays

Paychecks are distributed on a bi-weekly (every two weeks) basis. Payday normally falls on Friday, and employees will be notified ~~through~~ if payday is shifted due to Holidays, City closings or other circumstances.

4.165 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick

leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment. Emergency situations will be dealt with on a case by case basis.

Kelly Day (Pertains to 24 hour shift fire department employees):

Kelly Day Defined: Fire Department personnel working an average of 53 hours a week are credited with a Kelly Day in lieu of overtime. A Kelly Day is credited for every thirteen (13) shifts worked and may not be split or taken in less than twenty-four (24) hour increments. Shift personnel are paid for 106 hours bi-weekly and K-Day is given as compensation for any overtime worked over 212 hours during the 28 day period.

Only one (1) Kelly Day may be accrued at any given time and must be used before another can be accrued. A Kelly Day shall not be accrued within the 28 day cycle if time off (hours not worked) during that period equates to four (4) shifts).

Kelly Day Use: Kelly Day must be used within the work cycle following the cycle the time was earned and cannot receive vacation pay and Kelly K-Day at same time. At the discretion of the Fire Chief a K-Day can be moved or exchanged if;

- A. At the time of the move does not create overtime.
- B. K-Day exchange occurs on the same shift and within the same 13-shift cycle.
- C. Does not exceed the number of personnel allowed off per shift.
- D. Does not cause a shortage of personnel on a shift.
- E. Exchange is of mutual agreement by all parties.
- F. Called back into work on a scheduled day off for K-Day.

Kelly Day and Holiday: K-Day will be treated like other scheduled time-off in regards to Holiday pay. Sick leave will be the only time-off that the person will forfeit their Holiday benefit. K-Day that consequently falls on a Holiday should be considered as the "luck-of-the-draw" and the eventually everyone would receive a portion of this good fortune.

| 4.176 Attendance

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees in the City. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they shall notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Three (3) consecutive absences without providing proper notification to the employee's immediate supervisor or Department Head will be considered an abandonment of their position and may result in discharge from employment with the City.

| 4.187 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an

employee's probationary period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The ratings will be made a part of the procedures affecting promotions, demotions, transfers, separations, permanent assignments, and other personnel status changes, which require such pertinent and job-related information to form the basis for objective personnel decisions. Additionally, the evaluation is intended to identify strengths and weaknesses; provide for counseling of the individual employee; reveal work performance requiring improvement; identify training needs; and disciplinary actions.

The employee will be included in the job performance evaluation process and will be advised as to the results in discussions with the rating supervisor.

All employees will be required to sign their respective evaluation forms, signifying that they have reviewed their rating. Such signature does not necessarily reflect agreement with the results of the evaluation. Employees shall have the opportunity to file a letter should they disagree with the rating received, which later will become part of the employee's personnel file.

4.198 Employee Training

The City may establish and develop educational, counseling and training programs for employees. The purpose of such programs is to increase operational efficiency, improve public/employee relations and to assist employees in preparing themselves for positions of increasing difficulty and responsibility.

The City Manager may send Employees, Volunteers or those performing work for the City to take/receive training, classes, or instruction at the City's cost (or reimburse for the same) if it is determined to be a benefit to the City to do so.

4.2049 Physical Examination/Testing Procedures

To help ensure that employees are able to perform their duties safely, physical and/or medical examinations may be required. If a second test is required for any reason, the individual employee, at the discretion of the appropriate Department Head, will be held responsible for the cost of the exam.

After an offer has been made to an applicant entering a designated job category, a physical and/or medical examination will be performed at the City of Lake Alfred's expense by a health professional of the City of Lake Alfred's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be maintained confidentially.

4.210 Drug Free Workplace Program

The City of Lake Alfred has adopted a Drug Free Workplace Program Policy, which shall be maintained and updated by the Human Resources Designee as a Departmental Policy under the direction of the City Manager. ~~is on file at the City Clerk's office.~~

4.224 Restricted Duty Assignment

Occasions will arise when an employee is temporarily unable to perform all of their job duties as a result of an injury, illness or other debilitating condition. In order to ensure consistency and fairness to all employees, it is necessary to establish guidelines for restricted duty assignments. Also, in order to ensure the continued service and adequate service delivery for the citizens of Lake Alfred, it is necessary to place a limitation upon the duration of restricted duty assignments.

Employees whose physical abilities have been temporarily diminished as a result of an injury, illness or other debilitating condition (e.g., broken arm) may, at the discretion of the City Manager, be assigned to restricted duty.

A. Qualifications for Restricted Duty

1. In order to qualify for restricted duty, an employee must be certified by the City's Workers Compensation Medical Review Officer and/or a licensed physician to be temporarily unable to perform all of their job duties as a result of an injury, illness or other debilitating condition.
2. Employees certified for restricted duty must be capable of performing all of the tasks associated with an available, restricted duty assignment.

B. Application for Restricted Duty

1. Injuries on the Job - A qualified employee who has been injured on the job may request a restricted duty assignment following receipt of Return to Work (with restrictions) authorization from the City's Worker's Compensation Medical Review Officer and, where necessary, the employee's personal attending physician.
 - a. The Department Head shall have the authority to temporarily assign an employee to restricted duty when the injury will require restricted duty for a period not to exceed three (3) consecutive workdays.
 - b. If an employee's injury will require more than three (3) consecutive workdays of restricted duty, the employee shall submit a Request for Restricted Duty Assignment form to their Department Head requesting a restricted duty assignment. The form should include a brief description of the injury and the prognosis for recovery. A copy of the Return to Work authorization from the City's Worker's Compensation Medical Review Officer shall be attached. The Department Head shall submit the request along with a recommendation to the City Manager for consideration. The City Manager shall have the final authority in deciding whether to approve a request for extended, restricted duty. An employee may not return to duty until the request is approved by the City Manager.
2. Injuries/Illnesses / Conditions Arising Off the Job - A qualified employee who is suffering from an injury, illness or condition **not** arising in the line of duty may request a restricted duty assignment.

- a. The Department Head shall have the authority to temporarily assign an employee to restricted duty when the injury will require restricted duty for a period not to exceed three (3) consecutive workdays.
- b. If an employee's injury will require more than three (3) consecutive workdays of restricted duty, the employee shall request in a written memorandum, a restricted duty assignment from their Department Head. The memorandum should include a brief description of the injury and the prognosis for recovery. A copy of the Return to Work authorization from the employee's attending physician shall be attached. The Department Head shall submit the request along with a recommendation to the City Manager for consideration. The City Manager shall have the final authority in deciding whether to approve a request for extended, restricted duty. An employee may not return to duty until the request is approved by the City Manager.

C. Administration

1. The City Manager shall consider recommendations from the Department Head regarding restricted duty assignments.
2. In some cases, employees may be allowed to continue in their primary assignment if the efficiency of the division/department will not be affected (Example: An employee normally assigned to administrative duties may be allowed to continue in that assignment after knee surgery).
3. Department Head will be responsible for monitoring employees from their department who are assigned to restricted duty.

D. Periodic Medical Evaluations

1. At least every thirty (30) days, or more often when necessary, the City's assigned Worker's Compensation Medical Review Officer shall evaluate employees who are on restricted duty as a result of an on-the-job injury.
2. At least every thirty (30) days, employees who are on restricted duty as a result of an injury, illness or condition *not* arising in the line of duty shall be evaluated by their private attending physician and shall submit a monthly update to their Department Head.

E. Duration of Restricted Duty Assignments

1. Restricted duty is only available on a temporary basis to eligible employees.
2. An employee's eligibility for restricted duty shall expire six (6) months after the date of initial injury or onset of the illness or condition.
3. An employee who is on restricted duty and unable to return to full and unrestricted duty after six (6) months from the date of initial injury or onset of the illness or condition must take an authorized leave of absence (e.g., worker's compensation leave, sick leave, vacation leave, compensatory time, volunteer sick leave program, leave without pay, Family and Medical Leave Act, etc.).

4. An employee who is disabled will be reasonably accommodated as required by the Americans with Disabilities Act.

Requirements to Remain in Authorized Leave Status

1. Employees are required to remain in an authorized leave status (e.g., worker's compensation leave, sick leave, vacation leave, compensatory time, volunteer sick leave program, leave without pay, Family and Medical Leave Act, etc.).
2. Employees whose eligibility for restricted duty has expired and who are still physically unable to perform their normal job duties shall be required to remain in an authorized leave status (e.g., worker's compensation leave, sick leave, vacation leave, compensatory time, volunteer sick leave program, leave without pay, Family and Medical Leave Act, etc.).
3. Failure to remain in authorized leave status for three (3) consecutive days will be considered an abandonment of the position and may result in discharge from employment with the City.

F. Restrictions while on Restricted Duty

1. Employees on restricted duty will follow the directives (i.e., work related restrictions) of the City's Worker's Compensation Medical Review Officer and/or their private attending physician during the entire period of restricted duty eligibility. Failure to follow medical restrictions may result in denial of restricted duty.
2. Employees on restricted duty shall be evaluated by the City's Worker's Compensation Medical Review Officer and/or their private attending physician and shall submit a fitness-for-duty certification before returning to full duty.

G. Management Discretion

1. Restricted duty assignments are provided under the sole discretion of the City Manager and are available on a temporary basis only and may be rescinded at any time.
2. Restricted duty assignments may include changes in work responsibilities, work hours, work location, work attire, etc.

| 4.232 Tuition Reimbursement Program

The City may establish and implement a Tuition Reimbursement Program by resolution.

| 4.243 Commercial Driver's License (CDL) Assistance Program

The City may establish and implement a CDL Assistance Program by resolution.

| 4.254 Education Incentive Pay

The City may establish and implement an Educational Incentive Pay Program by resolution.

SECTION 5
HOLIDAYS

5.01 Eligibility for Holiday Leave

All probationary or regular full-time employees will receive eight (8) hours off with pay for each of the holidays observed. All probationary or regular part-time employees will receive four (4) hours off with pay for each of the holidays earned. ~~See Section 5.03, Holiday on Work Day or payment as per Section 5.01 and 5.03~~

An employee must be on "Active Pay Status" (~~See Section 2, Definitions of Terms~~) on the regularly scheduled working day immediately prior to a holiday and the regularly scheduled working day immediately following a holiday in order to qualify for the holiday leave. ~~A Doctor's note is required in order to be eligible for holiday pay if an employee is sick on the day prior and/or on the following day after the holiday, at the discretion of the Department Head.~~

5.02 Days Observed

The City of Lake Alfred will grant holiday leave to all eligible employees on the holidays listed below.

Eligible employee classification(s): Regular full-time employees and regular part-time employees. Holiday pay will be calculated based on the employee's straight-time hourly pay rate (as of the date of the holiday) times eight hours for regular full-time employees and four hours for regular part-time employees.

New Year's Day (January 1)
Martin Luther King Jr. Day (third Monday in January)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veterans' Day (November 11)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas (December 25)

One Floating Holiday (any regular work day-pre-approved by the Department Head to recognize personal or religious holidays, i.e.: birthday, Easter, Good Friday, Rosh, Hashanah, Yom Kippur, or other personal day)

The City of Lake Alfred will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. The Floating Holiday can only be taken after six (6) months of continuous employment and can be taken only once in a fiscal year prior to or on each September 30th. They cannot be accrued and are forfeited if not used.

5.03 Holiday on Work Day

Employees who are scheduled to work on the observed holiday will be paid holiday pay [eight (8) hours straight time for regular full-time and four (4) hours straight time for regular part-time] plus straight time for actual hours worked.

An employee who takes unauthorized leave on an observed holiday that he/she is scheduled to work will be charged with sick/vacation leave and notwithstanding the other provisions within Section 5, shall not receive the benefit of the holiday.

5.04 Holiday on Leave Day

Holidays which occur during authorized vacation or sick leave shall be charged to holiday leave and not to vacation or sick leave.

When a holiday falls within a leave without pay absence period, the employee shall not be paid for the holiday (See 5.01: "Active Pay Status").

SECTION 6
VACATION LEAVE

6.01 Eligibility and Rate of Earning

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time, regular part-time and probationary employees are eligible for the vacation leave benefits described in this section.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

YEARS OF ELIGIBLE SERVICE	VACATION LEAVE HOURS EARNED ANNUALLY		
	20-hour Permanent Part-Time	40-hour	53-hour Firefighters
Less than 5 years	40 hours per year	80 hours per year	144 hours per year
5 years, but less than 10 years	60 hours per year	120 hours per year	216 hours per year
10 years, but less than 15 years	72 hours per year	144 hours per year	252 hours per year
15 years or more	80 hours per year	160 hours per year	288 hours per year

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Eligible employees accrue vacation time according to the schedule. Employees in their initial probationary period may begin to use accrued vacation leave six (6) months after their date of hire unless otherwise authorized by the City Manager. Use of earned vacation time following the six month period is subject to approval by the Department Head.

For all regular full-time employees, permanent part-time employees, and full-time Firefighter employees, the maximum vacation leave hour balance is capped at twice (x2) the annual accrual of vacation leave hours (e.g. a regular full-time employee with less than 5 years of service would have a maximum vacation leave hour balance of 160 hours). Any accrual of vacation leave hours that would exceed the maximum cap balance will be lost.

Accrual of vacation leave hours occurs biweekly with the regular processing of payroll.

6.02 Charging Leave

Paid vacation time can be used in minimum increments of one (1) hour. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime.

Holidays which occur during the period selected by the employee for vacation leave shall be charged against holiday leave and not to vacation leave.

Vacation leave will not be granted in advance of accrual. Vacation leave will not be considered as time worked for overtime computation.

6.03 Requests for Leave

To take vacation, employees shall request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including department needs and staffing requirements.

Vacation leave may be taken only after approval by the Department Head. Any Department Head's request for vacation leave must be approved by the City Manager.

6.04 Use

Vacation leave may be granted for the following purposes:

- A. Vacation;
- B. Absences for transacting personal business which cannot be conducted during off-duty hours;
- C. Religious holidays other than those designated by the City as official holidays;
- D. For uncovered portions of absences due to medical reasons once sick leave has been exhausted;
- E. Any scheduled absence from work not covered by other types of leave provisions established by these policies;
- F. For the purposes of vacation, no employee will be allowed to use more than one hundred and sixty (160) hours of leave consecutively or be absent from work more than four (4) consecutive weeks, whichever is greater. The City Manager may waive this provision at his/her discretion.
- G. Bereavement of friend or relative

6.05 Unused Vacation Leave

When separation occurs, employees will be compensated for vacation leave accumulated through the last day of work, if they have successfully completed their initial probationary period with the City.

SECTION 7
SICK LEAVE

7.01 Eligibility and Rate of Earning

The City of Lake Alfred provides paid sick leave benefits to all **eligible** employees for periods of temporary absence due to illnesses or injuries.

Each probationary or regular full-time employee will earn sick leave at a rate of 8.0 hours per month. Probationary or regular part-time employees will earn sick leave at a rate of 4.0 hours per month:

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave will not be granted in advance of accrual. Sick leave will not be considered as time worked for overtime computation. Use of accrued sick time is subject to approval of the appropriate Department Head.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance and workers' compensation. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings, with the exclusion of employee paid disability insurance or cancer insurance.

7.02 Charging Leave

Sick leave will be charged in one (1) hour minimum increments. Should a holiday occur during authorized sick leave, the holiday shall be charged to holiday leave.

7.03 Requests for Leave

To receive compensation while absent on medical leave, the employee shall notify his/her immediate supervisor or Department Head in accordance with department regulations. An employee in a unit operating on a twenty-four (24) hour basis must notify the department within a time limit established by the department. This provision may be waived by the Department Head if the employee submits evidence that it was impossible to give such notification.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement is required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits.

An employee who has exhausted sick leave, must use vacation leave for the duration of the use or request Leave without Pay.

An employee who has exhausted all leave benefits, must request Leave without Pay or the employee may be subject to termination.

Family Medical Leave (FMLA) may be paid, unpaid or a combination of paid or unpaid, If the employee has accrued sick leave and/or vacation leave, the employee must use

accrued sick leave and/or vacation leave first and then may take the remainder of the approved FMLA leave as unpaid.

7.04 Use

Sick leave may be granted for the following purposes:

- A. Personal injury, pregnancy or illness of the employee.
- B. Medical, dental, optical or chiropractic examination or treatment when it is not possible to arrange the appointment during off-duty hours.
- C. Exposure to contagious disease which would endanger others as determined by a physician.
- D. Illness of a parent, sibling, child, spouse, grandparent, or grandchild which requires the personal care and attention by the employee.
- E. Bereavement of relative

7.05 Accrued Leave

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. Sick leave benefits will continue to accumulate without limit.

7.06 Unused Sick Leave

Employees separating from employment that have satisfactorily completed their initial probationary period will be paid for fifty percent (50%) of the accrued sick leave at their regular hourly rate upon separation with the following maximums:

<u>Employment Category</u>	<u>Maximum Sick Leave Payment</u>
Regular Full-Time	520 Hours
Regular Part-Time	260 Hours

7.07 Volunteer Sick Leave Program

All probationary, full time, and regular part-time employees are eligible to be recipients of the volunteer sick leave program. Employees requesting donated sick time must have exhausted all leave accruals prior to eligibility.

- A) Maximum of 16 hours per employee, per fiscal year may be donated to other employees.
- B) Employees who choose to donate must maintain a minimum of 40 hours sick leave before they are permitted to donate to another employee.
- C) The Human Resource designee shall review requests for donations. The City Manager shall make the final decision to award donated sick leave to an employee.
- D) Sick Leave assistance will be paid at the recipient's regular rate of pay with proper documentation and following all HIPPA rules and regulations.

SECTION 8
MISCELLANEOUS LEAVES

8.01 Funeral Leave

Employees who take time off due to the death of a relative should notify their supervisor immediately.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. All regular full-time employees will be eligible to receive leave time of up to twenty-four (24) hours per fiscal year following the death of a relative. Regular part-time employees will be eligible to receive up to twelve (12) hours per fiscal year for leave under this section.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available vacation or sick leave for additional time off as necessary.

8.02 Court Leave

A. Jury Duty

The City of Lake Alfred encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may receive up to one (1) month of paid jury duty leave over any one year period. Employee will be recompensed for any mandated jury duty above what the court pays up to 100% of base pay.

Jury duty pay will be calculated on the employee's base pay rate times the number of regular hours the employee would otherwise have worked on the day of absence, less payments received from the court. Employee classifications that qualify for paid jury duty leave are: Regular full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence, at the discretion of the Department Head with approval from the City Manager.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City of Lake Alfred or the employee may request an excuse from jury duty if, in the City of Lake Alfred's judgment, the employee's absence would create serious operational difficulties.

The City of Lake Alfred will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

B. Witness Duty

The City of Lake Alfred encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the City of Lake Alfred, they will receive paid time for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the City of Lake Alfred. Employees are free to use any available vacation leave benefit to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

8.03 Conference Leave

An employee may be granted leave with pay to attend professional and technical institutes, conferences or other meetings, which contribute to the effectiveness of the employee's service. All such leave and travel expenses will be subject to the approval of the City Manager.

8.04 Compensatory Time

Exempt employees are not required to receive overtime compensation per FLSA guidelines. Exempt employees are considered "all the time, anytime" employees and shall work hours beyond the standard forty (40) hour work week as necessary to fulfill their job duties and responsibilities. In order to facilitate and to encourage exempt employees to complete required tasks without perceived penalty or hesitation and to account for variable workloads; the City of Lake Alfred has implemented the following compensatory time policy for exempt employees:

- A. Comp time shall be accrued in half-hour increments for time worked beyond the standard 8-hour work day and/or 40-hour work week. For the purposes of this section, time worked shall refer generally to fulfilling job duties and responsibilities as well as attending training or work related events.
- B. Remote travel and attending training, conferences, or similar functions outside of Polk County shall be limited to two (2) hours of comp time accrual per regular work-day. Weekend or holiday comp time accrual related to remote travel, training, and conferences shall be limited to eight (8) hours per day.
- C. Comp time shall be used in half-hour increments for absences during regular working hours. Use of this time is subject to approval by the appropriate Department Head.
- D. The City Manager or designee(s) shall establish departmental procedures that will properly maintain records of the accrual, use, and balance of comp time for exempt employees.
- E. Compensatory time balances shall not exceed eighty (80) hours. Any accrual beyond this amount shall not be recorded and will be lost.

- F. Upon separation of employment with the City, the employee shall be paid for up to forty (40) hours of accrued compensatory time at their regular hourly rate.

8.05 Military Leave

In accordance with applicable law, a regular employee who is a commissioned reserve officer or reserve enlisted person in a reserve component of the Armed Forces or the National Guard of the United States will be entitled to full pay and without loss of benefits, not to exceed a maximum of seventeen (17) days in any one calendar year.

The number of hours of daily paid leave provided to each employee shall be based on the number of hours the employee was normally scheduled to work on each workday the employee is absent due to military training or active duty. Each daily scheduled shift of 12 hours and up to 24 hours considered as two days leave. In all cases, travel time to and from military training that occurs during the employees' normal shift will be considered paid leave time.

Routine weekend duty should be considered when scheduling applicable City employees.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Full-time regular Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the City Clerk's Office for more information or questions about military leave.

8.06 Civil Disorder or Natural Disaster

Employees who are members of a volunteer fire department, police auxiliary or reserve, civil defense unit or other law enforcement-type organization may be granted leave with pay upon approval by the City Manager when called on to perform duties in times of civil disturbances, riots and natural disasters.

Normally the leave should not exceed two (2) days on any one occasion. The City will reimburse the employee for their difference between the Military pay and their regular City pay during the approved period of service.

8.07 Examinations

An employee may be granted leave with pay for the purpose of taking examinations that will upgrade their qualifications. The examination should be related to the employee's present job and approval must be received from the City Manager.

8.08 Educational Leave

Leave with pay may be granted to an employee to attend a college, university or training academy to receive training that is of clearly foreseeable benefit to the position and/or to the City.

Enrollment in short courses, seminars, conferences or less than full-time at a college, university or training academy, which is required as part of an employee's job, shall not be considered educational leave, but shall be considered a part of the employee's work assignment.

8.09 Administrative Leave

Administrative leave may be granted by the City Manager on a case-by-case basis, if disciplinary proceedings or unusual circumstances are determined to be warranted.

This leave may be paid or unpaid determined at the discretion of the City Manager.

8.10 Maternity Leave

Federal guidelines on gender discrimination provide that maternity related absences may be considered and treated as a temporary disability. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there for is, for all job-related purposes, temporary disability. The sick leave plan shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as it is applied to other temporary disabilities.

Maternity leave is a period of approved absence for incapacitation related to pregnancy and confinement. Maternity leave may be charged to sick leave or to any combination of sick leave, vacation leave, and leave without pay.

The time when a pregnant woman should return to work will be determined on an individual basis and will generally depend on the physical nature of the work, the needs of the City, and the results of professional medical guidance. For a normal pregnancy, leave may be approved up to a six (6) week period, based on the medical release from the employee's doctor.

An employee will be allowed to continue working as long as the conditions of the pregnancy do not adversely impair her work performance or health as determined by the City, with physician, and employee input, based on the needs of the City.

The date on which the employee shall return to work following maternity leave shall be based on a medical statement from a certified physician stating that she is physically and mentally able to perform normal duties of her position with full efficiency.

8.11 Voting Leave

The City of Lake Alfred encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election due to

their scheduled work hours, the City of Lake Alfred will grant up to two hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees are encouraged to use an absentee ballot if unable to go to the polls on Election Day.

8.12 Family and Medical Leave

A. The City of Lake Alfred may grant up to twelve (12) weeks of Family and Medical Leave during each "rolling" twelve month period (measured backwards) to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). To be eligible, the employee must have worked for the City of Lake Alfred for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) month period immediately before the requested leave date. The employee is entitled to FMLA for one of the following reasons:

1. The birth and care of a child [leave completed within one (1) year of birth].
2. The placement of a child with an employee for adoption or foster care [leave completed within one (1) year of placement].
3. The care of a spouse (legally married), child, or parent with a serious health condition.
4. The serious health condition of the employee. A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, a residential medical care facility, or a condition which requires continuing care by a licensed health care provider. Voluntary cosmetic treatments which are not medically necessary are excluded unless inpatient hospital care is required. Treatment for substance abuse is included when inpatient care is required.

B. Eligible employees may take family and medical leave in consecutive weeks or use the leave intermittently. Leave for birth or adoption, or foster care of a child must be taken within one (1) year of the birth or placement of the child, and the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

C. An employee requesting leave under this policy must submit the request in writing to his or her immediate supervisor with a copy to the Department Head except where leave is not foreseeable. The employee must give the City thirty (30) day notice of the requested leave. If it is not possible to give a thirty (30) day notice, the employee must give as much notice as is practical.

D. An employee requesting leave for the care of his or her spouse, child or parent with a serious health condition or for the employee's serious health condition, are required to supply written certification of the serious health condition stating the date the condition began, diagnosis and the probable duration of the condition. If the leave is for the employee's serious health condition, the health care provider must state the employee is unable to perform assigned job duties.

- E. The completed leave of absence request and, if appropriate, the medical authorization is to be forwarded to the Department Head and City Manager for consideration of approval.
- F. Family and Medical Leave may be paid, unpaid or a combination of paid and unpaid. If the employee has accrued sick leave and/or vacation leave the employee must use accrued sick leave and/or vacation leave first and then may take the remainder of the approved FMLA leave as unpaid. FMLA leave shall run concurrently with all other forms of eligible leave (e.g. sick or vacation leave). Regular Full Time Employees shall be provided up to one (1) week of paid FMLA leave within an annual benefit period after accrued sick leave and/or vacation leave has been used.
- G. An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.
- H. Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness to take up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to provide care for the service member.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the employer for other FMLA leave reasons.

- I. The intent of this section is to comply with the provisions of the Family Medical Leave Act and to provide reference information related to its primary provisions. Nothing stated within this section shall be construed as to conflict with or to represent all applicable FMLA standards. Substantive information, specific questions, and up to date standards should be referred directly to the Department of Labor or through the City's Human Resources designee for verification.

8.13 Leave without Pay

The decision to grant leave without pay must be authorized by the City Manager:

The following provisions apply to leave without pay:

- 1. An employee granted leave without pay must keep the Department Head informed of his/her current activity and current address.

2. An employee who obtains either part-time or full-time employment elsewhere while on authorized leave without pay is required to notify the Department Head in writing within three (3) days of accepting such employment.
3. Failure to comply with all of the leave without pay policy requirements will result in the employee being dropped from leave of absence status, in which case he/she must return to duty or resign.
4. Any employee granted leave without pay shall contact the Department Head at least two (2) weeks prior to the expiration of the leave in order to facilitate the reinstatement process.
5. Failure to return to work at the expiration of the leave shall be considered as a resignation.
6. Sick leave, vacation leave or holiday leave will not be earned by an employee for the time that the employee is on leave without pay unless on unpaid medical leave in accordance with the Family Medical Leave Act (FMLA).
7. An authorized leave without pay shall not constitute a break in service, but the time will not be credited toward retirement.
8. Employees wishing to continue their insurance coverage must pay all premiums while on leave without pay.

SECTION 9
EMPLOYEE RECOGNITION PROGRAM

9.01 Employee of the Quarter

The City Manager and Department Heads shall select an exemplary employee to be recognized as Employee of the Quarter. The following schedule will be followed for quarterly selection:

	Recognition at Commission Meeting
1 st Quarter	1 st Monday of April
2 nd Quarter	1 st Monday of July
3 rd Quarter	1 st Monday of October
4 th Quarter	1 st Monday of December

Nominations for Employee of the Quarter shall be submitted to the City Manager from each Department Head. Recipients for the award shall be selected based on outstanding job performance, dependability and cooperative efforts with Departments and general public, and ability to go above and beyond the call of duty. Eligible classifications include regular full-time and regular part-time employees, who have completed their probationary period. The recipient shall be recognized at a regular Employee Quarterly Meeting and City Commission Meeting in addition to receiving a plaque, Quarterly pin, and one (1) full day off with pay.

9.02 Employee of the Year

Employee of the Year is selected from the four (4) recipients of the Employee of the Quarter. The City Manager and Department Heads shall select the recipient and they shall be recognized at the final quarterly meeting in December. The Employee of the Year receives a plaque and two (2) full days off with pay.

9.03 Longevity Recognition

Employees will be recognized for their service at the City in 5-year increments. Recipients will receive a certificate and pin for their recognition and acknowledgement at regularly scheduled City Commission Meetings.

SECTION 10
SEPARATIONS

10.01 Types of Separations

Separations and/or terminations from positions in the City are designated as one of the following types: Resignation, Retirement, Health, Disability, Death, Reduction in Force (Lay-Off), Dismissal or Discharge, and end of temporary assignment.

10.02 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the City of Lake Alfred. Every employee planning to leave Lake Alfred's service shall notify in writing his or her Department Head or Supervisor at least two (2) weeks prior to the intended date of resignation, which statement shall include the date the employee intends to leave service with Lake Alfred. The effective date of separation from Lake Alfred's service shall be at the close of business on the last day the employee reports for duty, which will be determined at the discretion of the Department Head and indicated in the employee's personnel file. Under no circumstances shall vacation leave be considered a part of the two (2) week notice resignation period. Absent extenuating circumstances as determined by the City Manager, if an employee does not provide the required advance notice of resignation, the employee shall be considered ineligible for rehire.

10.03 Retirement

A procedure whereby an employee is separated from the City and consistent with the provisions of the retirement plan in effect.

10.04 Health

When an applicant is appointed to a position before the final report of a health examination is received, and the final report shows that the employee is not physically qualified to perform the duties of the position despite reasonable accommodations not creating an undue hardship on the City, the applicant will be separated.

The City may request that an employee be examined by the City's designated physician. If disability of any kind is discovered which impairs the effectiveness of an employee in performing the work or makes continuance on the job a danger to the employee or others, the following action shall be taken:

1. If the disability is correctable, the employee will be allowed a specific time to take steps to have the disability corrected, at the expense of the employee. If the employee fails to take steps to have the disability corrected within the specified time, the employee shall be subject to dismissal.
2. If, in the opinion of the examining physician, the disability cannot be corrected, the City Manager will attempt to place the employee in another position in which he/she can perform satisfactorily. If that step cannot be accomplished successfully, the employee shall be separated either through retirement or dismissal.

10.05 Death

For record keeping purposes, separation shall be effective as of the date of death. All compensation and benefits due to the employee as of the effective date of separation shall be paid to the beneficiary, surviving spouse, or the estate of the employee, as determined by law.

10.06 Reduction in Force (Lay-off)

When it becomes necessary to reduce the number of employees because of lack of funds, shortage of work, the abolition of a position or other causes which do not reflect discredit on the service of the employees, employees shall be laid off on the basis of the following factors, each weighed equally:

1. Length of service in the class.
2. Length of service with the City.
3. Performance evaluation for the past three (3) years or for the entire period of service where the length of service with the City is less than three (3) years.

No regular employee shall be laid-off while another person in the affected class is employed on a provisional, part time, temporary or seasonal basis.

Employees will be given a thirty (30) day Notice of Layoff, unless layoff is due to an unforeseeable situation, then a seven (7) day minimum Notice of Layoff will be given.

Recall will be offered to laid-off employees provided they are physically and otherwise qualified to perform the duties of the job.

The City Manager shall give the employee to be laid-off written notice of the action before the effective date of the lay-off.

When a Department Head believes that an employee is essential to the efficient operations of the department due to special skills or abilities and wishes to retain this individual, the Department Head must submit a written request to the City Manager. The decision of the City Manager regarding retention or lay-off is final.

Notwithstanding any other provision to the contrary, a laid-off employee shall be paid out for all accrued vacation, sick leave, and compensatory time without reduction.

10.07 Dismissal / Discharge

A discharge is the involuntary separation of an employee from the City of Lake Alfred. Employees discharged for disciplinary reasons will not be eligible for rehire and shall lose all seniority and reinstatement privileges.

Charges which form the basis for a dismissal of an employee shall be specific and shall be documented, including dates and places of incidents, and shall include documentation of progressive discipline (if any) as specified within the disciplinary action section of this handbook.

The procedure for dismissal shall be as follows:

1. PTR employees or employees in their initial probationary period following original appointment are subject to dismissal without cause or the right to

appeal. Therefore, a finding by the City Manager that a dismissal is for the good of the City shall be final.

2. Regular Full-Time or Regular Part-Time employees who are to be dismissed with cause shall be notified in writing of the specific causes for dismissal prior to dismissal. Such notice will include the employee's rights of appeal.

The City Manager or designee may suspend an employee for disciplinary reasons or pending court proceedings concerning actions that may result in dismissal.

1. An employee may be suspended with or without pay for acts involving unsatisfactory performance or conduct prejudicial to the public interest.
2. An employee may be indefinitely suspended with or without pay if he or she has been arrested for a felony or formally charged by the State Attorney's Office with a felony or for a misdemeanor involving misconduct in a job-related skill/function area, substance abuse, driving while under the influence or use of illegal drugs. The suspension shall be terminated by either restoration to the City of Lake Alfred or by dismissal after the decision of the court. If the employee is restored to employment, full pay for the entire period of suspension will be paid and eligibility for accrual of leave credits shall not have been interrupted by the suspension.
3. The employee shall receive written notice, stating the nature and reason for the action, the duration and rights of appeal.

10.08 Exit Interview

It is the desire of the City to determine why employees leave employment. An exit interview program may be established and administered to determine the causes of and possible solutions for turnover within the work force. Employees may request an exit interview with the Human Resources office within two (2) weeks of leaving employment.

SECTION 11 SAFETY

11.01 Accident Prevention

Department Heads, supervisors and employees should recognize their responsibility for a successful safety program and will participate in the development, implementation and improvement of this program. Supervisors must have a continuing concern with all possible safety and operational procedures. Inadequate safety training, improper equipment handling, and neglect can increase costs, cause accidents and reduce productivity.

11.02 Accident Reporting

Employees will be advised by their supervisor of their responsibility to immediately report all injuries that occur on the job to their supervisor. Delay in reporting an injury can cause complication of the injury and delayed recovery.

Accident reports must be submitted by the injured employee's supervisor within twenty-four (24) hours of the accident or the report of the injury. If the accident occurs over a holiday or weekend, the accident report should then be submitted within twenty-four (24) hours from the time the work period starts after the weekend or holiday. This applies to industrial accidents and first aid injuries, as well as to injuries resulting from vehicular accidents involving City vehicles. A vehicular accident report will be submitted. If an employee is injured, an injury report will also be required.

In the case of vehicular accidents, the appropriate law enforcement agency shall be notified immediately.

All employees who cause an accident or are affected by an accident must submit for drug screening and/or physical examination at the City's designated testing facility.

11.03 Worker's Compensation

Payment of Worker's Compensation to employees who are disabled because of an injury arising out of and in the course of performing their duties will be governed by the Florida State Worker's Compensation Law and City procedures.

11.04 Security Inspections

Lake Alfred wishes to maintain a work environment that is free of firearms, explosives, or other improper material or illegal substances. To this end, Lake Alfred prohibits the possession, transfer, sale or use of such materials on its property or premises, unless necessary to perform the employee's job duties. Lake Alfred requires the cooperation of all employees in administering this policy.

Desks, lockers, city-owned vehicles, machinery and equipment, and other storage devices may be provided for the convenience of employees but remains the sole property of the City of Lake Alfred. Accordingly, the aforesaid, as well as any articles found within them, can be inspected by a Department Head, Supervisor, or the City Manager at any time, either with or without prior notice.

SECTION 12
DISCIPLINARY ACTION

12.01 Intent

It is the intent of the City that effective supervision and employee relations will avoid most matters which necessitate disciplinary action. Each instance differs in many respects from other situations and the City retains the right to treat each occurrence on an individual basis, without creating a precedent for other cases, which may arise in the future. The City Manager retains the right to suspend or rescind any disciplinary action.

The ~~following guidelines set forth in Section 12~~ are not to be construed as limitations upon the retained rights of the City. The policies provide recommended penalties and procedures to apply for specific offenses. This means that a more severe or less severe penalty may be issued than that which appears in the guidelines, if it is justified.

Disciplinary action is intended to correct improper conduct or deficiencies, not to punish an offending employee. Disciplinary action shall, therefore, only be severe enough to constitute an attempt to bring about correction. Discharge shall be resorted to only when other efforts to bring about correction have failed or when the severity of the offense warrants such measures.

Depending upon the circumstances, acceptable disciplinary actions may include:

1. Written Warning/Counseling
2. Written Reprimand
3. Suspension
4. Demotion
5. Discharge

In all cases, the Department Head shall notify the employee of the action taken and a copy of such notice will be reviewed & initialed by the employee and then will be included in the employee's personnel file.

In addition to the general types of offenses listed below, infractions of departmental rules and regulations will subject the employee to disciplinary action. Unless otherwise specifically documented by the supervisor initiating the disciplinary action, each disciplinary action will be "active" for a period of (1) year but in no case shall exceed a period of five (5) years or less than a period of six (6) months. Active disciplinary action may be utilized to establish progression in disciplinary action (2nd, 3rd offense, etc.) for future, related or unrelated disciplinary problems or infractions. Further disciplinary action, whether related or unrelated, shall extend the duration of any currently active disciplinary action(s) through the duration of the subsequent action.

12.02 Types of Offenses

GROUP 1 OFFENSES

Occurrence	Disciplinary Action
1 st Offense	Written Warning

2nd Offense Written Reprimand and/or Suspension
3rd Offense Up to termination

Group 1 Offenses may include the following circumstances:

1. Operating, using, possessing City tools, equipment or machines which the employee has not been assigned or performing other than assigned work.
2. Quitting work, wasting time, loitering or leaving assigned work area during working hours without permission.
3. Demonstrating productivity or work quality that does not meet required standards of performance.
4. Failure to demonstrate or to maintain the correct work behavior or courtesy as it relates to co-workers, supervisors, or the public.
5. Taking more than specified time for meals or break period.
6. Disregarding job duties by loafing or neglecting work assignments or responsibilities during working hours.
7. Improper use of City property, equipment, vehicles, or internet access. Depending upon circumstances and/or severity, may constitute a Group 2 or Group 3 offense.
8. Violation of a safety rule or safety practice.
9. Reporting to work or working while unfit for duty, either medically, mentally or physically.
10. Distributing written or printed material of any description on City premises unless authorized.
11. Unauthorized soliciting of funds or distribution of literature on City property.
12. Failing to report an accident or personal injury in which the employee was involved while on the job.
13. Receiving or making an excessive amount of personal phone calls, texting, etc. while on working time.
14. Failing to report to work on time.
15. Habitually reporting late to work. Habitually reporting late to work is considered occurring three (3) times within a sixty (60) day period.
16. Chronic absenteeism. Chronic is considered three (3) occurrences within a sixty (60) day period.
17. Various other actions not specified above but similar in nature and degree of severity.

GROUP 2 OFFENSES

Occurrence Disciplinary Action
1st Offense Written Reprimand and/or Suspension

2nd Offense Up to termination

Group 2 Offenses may include the following circumstances:

1. Multiple Group I Offenses.
2. Threatening, intimidating, coercing or interfering with fellow employees or supervisors at any time, including using abusive or vulgar language.
3. Failing to work overtime, special hours, or shifts after being scheduled according to overtime and standby duty policies.
4. Leaving assigned post at the end of a scheduled shift without being relieved by supervisor or relieving employee on the incoming shift, for those units operating on a twenty-four (24) hour basis.
5. Engaging in gambling, lottery or any other game of chance at City work stations at any time.
6. Making or publishing false, vicious or malicious statements concerning any employee, supervisor the City or its operations.
7. Being absent, leaving work, or taking unpaid leave (See 8.13) without permission.
8. Knowingly creating or contributing to unsafe and unsanitary conditions.
9. Any conduct which adversely affects the safety of the public or City personnel.
10. Causing accidental or preventable damage to City or Private Property including but not limited to; vehicles, equipment, tools, or personal possessions.
11. Inappropriate use of City vehicles.
12. Use of City property or time for the personal financial gain of an employee.
13. Provoking or instigating a fight or fighting on City property on company time.
14. Violating personnel policies.
15. Violating department policies or standards.
16. Refusal to give testimony in City lawsuits or investigations.
17. Showing discourtesy to persons whom the employee comes in contact with while in the performance of duties
18. Various other actions not specified above but similar in nature and degree of severity.

GROUP 3 OFFENSES

Occurrence	Disciplinary Action
1 st Offense	Up to termination

Group 3 Offenses may include the following circumstances:

1. Multiple Group I or Group II Offenses.
2. Insubordination by refusing to perform work assigned or to comply with written or verbal instructions from a supervisor.
3. Deliberately misusing, destroying or damaging any City or Private Property including but not limited to; vehicles, equipment, tools, or personal possessions.
4. Receiving gifts or monetary compensation from any person in the course of City business when such gift is used as a bribe or for coercion.
5. Knowingly punching the timecard of another employee, having one's own timecard punched by another employee.
6. Falsification, alteration, or destruction of ~~personal or~~ City records including employment applications, accident records, work records, purchase orders, or time sheets. .
7. Violating the confidentiality of employee information, business information, financial information and other confidential information relating to City business as exempted in Florida Statutes Chapter 119.
7. Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits or worker's compensation.
8. Making false claims or misrepresentations in an attempt to obtain unearned compensation such as regular pay, overtime pay, stand by or call out pay, comp time, sick leave, Workers' Compensation or unemployment.
9. Loss of necessary job-related prerequisites or abilities to perform the work, except as restricted by State and/or Federal law (e.g. Family Medical Leave Act, Americans with Disabilities, etc.). .
10. Any criminal violation of Florida Statute 790 regarding weapons and firearms during on-duty hours.
11. Theft or removal of any City property.
12. Being absent from duty for a period of three (3) consecutive working days without proper authorization. Fire personnel working on a fifty-six (56) hour basis and have two (2) unauthorized absences from their scheduled shifts.
13. Failing to return from an authorized leave of absence.
14. Being found guilty, or pleading guilty or nolo contendere (even where adjudication is being withheld) to a felony, misdemeanor or misdemeanor involving moral turpitude. (A crime of moral turpitude includes a criminal conviction or plea of nolo contendere where the criminal act or conduct is contrary to justice, honesty, modesty, community mortality, or good morals, generally. This includes, but is not limited to, any crime the commission of which reflects adversely on a person's reputation, integrity or reliability to which otherwise brings, tends to bring or may reasonably expect to bring, discredit or disrepute upon that person or that person's employer.)
15. Incompetence or inefficiency in the performance of assigned duties.
16. Using alcohol, synthetic drugs, and/or controlled substances or being under the influence of same on the City's premises and/or on working time also including possession or sale of same substances or any other violation of the City's Drug Free Workplace Policy.
17. Failure to provide written notification to the City Manager or appropriate Department Head that the employee has been arrested or that charges have been filed against the employee by any prosecuting agency within seventy-two (72) hours of any arrest or charges being filed.

18. Violation of Personnel Policies that establish, up to discharge or termination, within their respective (sub) sections.
19. Directly or indirectly participating in meter tampering, water or energy diversion, or other theft of City services either on the job or off duty.
20. Using or attempting to use political influence or bribery to secure an advantage of any manner.
21. Manager or supervisor instructing an employee to perform an illegal or unethical act.
22. Failure to obtain or maintain certification or licenses, within specified time frame outlined in job descriptions.
23. Failure to meet established standards of work, morality or ethics to the extent that the employee is unsuitable for employment with the City in the position in which the employee serves.
24. Various other actions not specified above but similar in nature and degree of severity.

12.03 Written Warning/ Counseling

Whenever employee performance, attitude, work habits or personal conduct at any time falls below a desirable level, supervisors shall inform employees promptly and specifically of such lapses and give counsel and assistance. A written warning must be documented as to the date and time of the warning and what instructions were given to the employee for improvement.

Documentation under this subsection may be maintained within department records separate from the employee's personnel file. Continued or other disciplinary action resulting in a reprimand, suspension, or discharge may utilize records under this section as supporting documentation and be included in the employee's personnel file as a result. Documentation under this section will be maintained in department records while the disciplinary action is "active" (See 12.01) and may be discarded afterwards at the discretion of the City Manager or appropriate Department Head.

12.04 Written Reprimand

A written reprimand generally follows a written warning. A written reprimand will be sent to the employee and a copy shall be placed in the employee's personnel file. The employee's immediate supervisor usually initiates a written reprimand.

12.05 Suspension

A suspended employee shall be notified by their supervisor at the time of suspension in addition to the specific reason for the action, the expected corrective action and his/her rights of appeal. Such notification shall be in writing, dated and hand-delivered to the employee or delivered by certified mail to the employee or the employee's last known address. A copy of the suspension shall be forwarded to the employee's personnel file.

12.06 Appeals

The City Manager shall hear appeals in cases involving disciplinary actions of regular employees who have satisfactorily completed their initial probationary period.

The appeal shall be made within ten (10) working days after delivery or mailing to the employee of the written notice, by filing a written request for a hearing with the City Manager.

The City Manager shall set a time and a place for the hearing to be held at the earliest possible date. The City Manager shall notify the employee of the time and place scheduled for the hearing. Hearings before the City Manager shall be conducted informally in accordance with procedures established by the City Manager and shall not be bound by formal rules of evidence. The decision of the City Manager shall be final.

12.07 Dismissal

Employees dismissed for cause will receive notification in accordance with the procedures in these Personnel Policies. Documentation under this section shall be maintained within the employee's personnel file.

SECTION 13
EMPLOYEE GRIEVANCE PROCEDURE

13.01 Purpose

This grievance procedure is established to provide full opportunity to Regular Full-Time employees, and to bring to the attention of management complaints; grievances or situations that the employee feels need either adjustment or information. Lake Alfred is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City's supervisors and/or City Manager.

Lake Alfred strives to ensure fair and honest treatment of all employees. Department Heads, Supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

13.02 Definition of a Grievance

A grievance is a complaint, view or opinion pertaining to employment conditions, relationships between employees and supervisors or relationships with or among other employees. Disciplinary actions, dismissals, demotions, suspensions, reduction in pay, position classifications and allocations shall not be subject to review as grievances.

Regular full-time and regular part-time employees are eligible to file grievances under this procedure.

13.03 Procedure

If a situation occurs when employees believe that a condition of employment or a decision affecting employment is unjust or inequitable, the employee is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem orally to his or her Supervisor or Department Head within three (3) calendar days, after the incident occurs. If the Supervisor is unavailable or the employee believes that it would be inappropriate to contact that person, the employee may present the problem to the Department Head, the City Manager or any other member of management.
2. The Supervisor responds to the problem during discussion or within three (3) calendar days, after consulting with appropriate management when necessary. The Department Head and/or Supervisor shall document discussion in writing.
3. Employee presents problem in writing to the Department Head or City Manager within three (3) calendar days, if the problem is unresolved by the immediate supervisor to the employee's satisfaction, the employee may submit a written grievance statement.
4. If the complaint is not resolved within three (3) working days, the aggrieved employee may choose to submit his or her grievance in writing to the employee's Department Head (or City Manager if the Department Head is part of the aggrieved employee's complaint). The grievance shall be in writing and contain the following:

- a. The date and place at which the grievance took place, if applicable;
 - b. A statement of the grievance and the facts upon which it is based;
 - c. The remedy, adjustment, or information the aggrieved employee is requesting;
 - d. The signature of the aggrieved employee shall be required on the report.
5. The immediate Supervisor or Department Head can counsel and advise an employee, assist in putting the problem in writing, visit with the employee's managers if applicable.
 6. If the problem is not resolved within (5) five working days by the Department Head, the aggrieved person may choose to submit his or her grievance in writing to the City Manager within (3) three working days. The City Manager, in conjunction with all City Department Heads, shall convene as the Grievance Hearing Board. The Board will be provided with the information submitted by the employee and convene to establish a decision. A decision shall be rendered by the Grievance Hearing Board, within thirty (30) working days from the initial occurrence of the grievance. If one of the Department Heads is part of the aggrieved employee's complaint, then a designee shall be appointed to serve on the Grievance Hearing Board by the City Manager from the same department.

13.04 General Provisions

The time limits of this grievance procedure may be extended by management due to illness, vacations, business trips, emergencies or other reasons. If an extension is required, the employee will be notified.

Under this grievance procedure the employee and management have the opportunity to call witnesses at the Step Two and Step Three levels.

Any grievance shall be considered settled at the completion of any step unless it is appealed within the time limits set forth.

It is the intent of these Policies that the majority of grievances will be settled in the early stages of the grievance process. All grievances at their conclusion shall be forwarded to the City Manager for coordination, analysis and retention. In some cases, steps in the grievance procedure may be waived at the discretion of the Department Head to allow more severe matters to progress more rapidly.

No punitive action or retaliation will be taken against any employee as the result of filing a complaint / grievance / inquiry, nor will any attempt be made to suppress either the filing of a complaint / grievance / inquiry by an employee who feels the need to initiate the same, or to take such matter through the entire grievance procedure process.

Employee grievance procedures shall not apply to any contractual agreement existing between the City of Lake Alfred and an individual employee or association of employees, rather, grievances shall be filed in accordance with the conditions of the applicable contractual agreement. If an employee has a complaint against the City Manager, Mayor or a member of the City Commission they may address their problem to the City Attorney.

SECTION 14
MISCELLANEOUS RULES AND BENEFITS

14.01 Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

City equipment and vehicles are the property of the City of Lake Alfred and may only be used for official business. The personal use of City equipment and vehicles (personal use is defined as any use of equipment or vehicles not related to city business) is strictly prohibited. The improper, careless, negligent, destructive, unsafe or personal use of City equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Any employee damaging a City vehicle or equipment in excess of \$100.00, as determined by the Department Head, will be required to submit to a post-accident drug screen.

14.02 Retirement Plan

The City of Lake Alfred provides a contributory retirement program for regular employees which are administered by the City's General Employee Pension Trust Fund Board or Police and Firefighter Officer's Trust Fund Board. The pension program provides a number of benefits. Due to the complexities of the plan and because the plan may be amended from time to time, employees should refer to the most current plan summary which is available through the City Clerk.

14.03 Unemployment Compensation

The City of Lake Alfred is registered with the State of Florida Bureau of Unemployment Compensation. Employees who quit or are terminated for cause, from employment with the City, are not eligible for Unemployment Compensation. Employees who are terminated from City employment, who file a claim and meet certain qualifications, may be eligible to receive unemployment compensation benefits.

14.04 Insurance Benefits

A. Health Insurance

The Lake Alfred health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan: Regular full-time employees.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Lake Alfred and the insurance carrier. Health

insurance coverage will not be effective until the 1st day of the month following the 60th day of employment.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources designee for more information about health insurance benefits.

B. Life Insurance

Life insurance offers you and your family important financial protection. Lake Alfred provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan: regular full-time employees.

Eligible employees may participate in the life insurance plan, subject to all terms and conditions of the agreement between Lake Alfred and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees.

C. Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Lake Alfred's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Lake Alfred's group rates plus an administration fee.

Lake Alfred provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Lake Alfred's health insurance plan. The notice contains important information about the employee's rights and obligations.

14.05 Deductions

Federal withholding and Social Security are deducted from pay checks in accordance with law. Any other deductions, including group insurance, United Way and recognized charities are made only by written request of the employee.

SECTION 15
POSITION CLASSIFICATION PLAN

15.01 Purpose

The position classification plan is a systematic arrangement and inventory of City positions. The plan groups the various positions into classes indicative of the range of duties, responsibilities and level of work performed. The class titles standardize the meaning, based upon the similarity of work and duties performed.

15.02 Uses

The position classification plan is used to:

- A. Determine qualifications and prepare job announcements.
- B. Establish lines of promotion and career ladders.
- C. Assist in developing employee training programs.
- D. Provide uniform job terminology on records and documents.

15.03 Content

The position classification plan consists of:

- A. A grouping of positions into classes on the basis of approximately equal difficulty and responsibility, which require the same general qualifications and which can be compensated within the same pay grade.
- B. A class title, indicative of the work of the class, which shall be used on all personnel, accounting, budget and related official records.
- C. Written class descriptions for each job classification containing the nature of work, relative responsibilities and illustrative duties found in the class. Also included are the knowledge, abilities and skills required for performance of the work and the minimum qualifications needed.

15.04 Administration and Maintenance

The City Manager or designated employee is charged with the maintenance of the position classification plan so that it will reflect the duties performed by each employee and the class to which each position is allocated.

15.05 Allocation of Positions

Whenever a new position is established or duties of an existing position changed, the personnel office shall prepare a class description describing the duties of the position. The City Manager shall have the position assigned to an existing class or establish a new class for the position.

15.06 Position Reviews

The City Manager may assign responsibility for conducting position reviews. Such reviews may be initiated by written request from:

1. The Department Head in whose department the position is located.
2. The incumbent of the position; provided that the employee processes the request through the Department Head for review and comments.

Position information will be gained through completion of a position classification questionnaire by the incumbent or by the supervisor of the position if the position is vacant.

The Department Head will review and make recommendations for all proposed position changes and class descriptions.

The employee that is in the position to be reviewed will be notified that a review will be conducted.

15.07 Reclassification

When the incumbent in a position is officially assigned more difficult and significant responsibilities and duties so that it appears that the position warrants reallocation to a higher pay grade, the City Manager shall authorize a study of the duties and responsibilities of the position.

If it is determined that the position should be reallocated to a higher level class, the City may require the incumbent to undergo a prescribed test of fitness, depending on the conditions of the reclassification.

Should any position be reclassified to a job classification with the same pay grade as that of the original classification, the incumbent shall receive a corresponding change in title.

Should any position be reclassified to a job classification with a lower pay grade than that of the original classification, the incumbent employee shall be offered transfer to a vacancy in the original classification in the same or another department, if a vacancy exists.

Alternatively, if the assignment of additional duties or increased responsibilities is on a provisional basis, assignment pay may be granted without reclassifying the position.

15.08 Position Control

All positions are established and maintained through a personnel budget each fiscal year in accordance with established accounting procedures.

SECTION 16
SALARY PLAN

16.01 Purpose

The salary plan is directly related to the classification plan and provides the basis of compensation for employees of the City. The salary plan is constructed to reflect:

- A. The relative difficulty and responsibility existing between the classes of work, reflecting equal pay for equal work.
- B. The prevailing rates of pay for similar types of work in the labor market from which employees are recruited.
- C. The financial policies of the City.

16.02 Content

The salary plan includes salary and levels of compensation within each pay classifications.

16.03 Adoption and Amendment

Upon completion of a study, analysis and consultation, the City Manager, with such assistance as required, shall prepare the Salary Plan for the various classes of work. Amendments to the Salary Schedule shall be considered when changes of responsibilities of work or classes, availability of labor, prevailing rates of pay, the City's financial condition and policies or other pertinent economic consideration warrant such action. The salary plan shall be updated and adopted in conjunction with the adoption of the City's Annual Budget every fiscal year. A salary study and analysis for basis of comparison shall be completed every two (2) years.

16.04 Appointment and Starting Rates

The minimum salary established for a position is considered the normal starting rate for new employees. Appointments that are above the minimum salary may be authorized by the City Manager if the applicants training, experience or other qualifications are substantially above those required for the position.

16.05 Salary Increases

The amount of any anticipated salary increases are approved by the City Commission as part of the City's annual operating budget. Budgeted salary increases are not automatic or guaranteed, but are to be earned and based upon job performance. The City Manager may make provisional adjustments to compensation as necessary. The City Manager shall notify the Commission and any adjustment shall be included in the regular budget preparation or budget amendment process for consideration.

Approved salary increases will be applied to the pay period as determined by the effective date of the increase

16.06 Promotion

When an employee is promoted to a position with a higher maximum salary, the employee's new salary shall be at least the minimum for the new salary range. Step increases obtained from the previous position within the City may be carried over to the new position. The decision will be made at the City Manager's discretion and shall be determined on a case by case basis without creating a precedent for other cases.

16.07 Demotion

An employee may be demoted to a position of lower grade for which he/she is qualified due to any of the following reasons:

1. When an employee would otherwise be laid-off due to the position being abolished, the position being reclassified to a lower pay grade, a lack of work or funds or the return to work by another employee from authorized leave, in accordance with Section 8, Miscellaneous Leaves.
2. When an employee does not possess the necessary qualifications to render satisfactory service in the position currently held.
3. When the employee demonstrates unsatisfactory performance during the probationary period following a promotion.
4. When the employee voluntarily requests a demotion.

The effect of a demotion on the employees pay shall be as follows:

1. The demotion will not result in a pay increase.
2. The pay will not exceed the maximum rate of the pay grade designated for the lower position.

16.08 Transfers

All transfers shall be made only with the approval of the City Manager. Transfers shall be made as follows:

1. An employee may be transferred to another department with the same job classification. Such transfer will not change the employee's pay grade, rate, anniversary date or classification date.
2. Employees will serve a six (6) month probationary period in the new position.
3. If during the six (6) month probationary period, the new employee is found to be unqualified in the new position, the employee may return to their previous position, with the approval of the Department Head if a vacancy exists. If the former position is filled, every effort will be made to place the employee in a comparable position. If a vacancy or alternative position does not exist the employee shall be dismissed charged.

When an employee becomes physically incapacitated for the performance of duties, the City Manager may authorize a transfer to a position in the same or lower class, which the employee has the ability to fill.

16.09 Assignment Pay

Assignment Pay is an increase in compensation for additional duties or responsibilities that are in excess, in either scale or scope, of the employee's base employment classification. The amount of assignment pay is generally determined as a percentage increase from the employee's current compensation level.

Documentation of the specific assignment and pay adjustment shall be maintained in the employee's personnel file. Assignment pay is established on a provisional basis and may be granted, reassigned, adjusted, or discontinued as necessary.

Assignment Pay should be reserved for substantive increases in duties or responsibilities that are necessary for City operations that generally would require an additional position to perform the functions or is otherwise in the best interests of the City. Assignment Pay should not be used for variations in or incremental adjustments to current responsibilities and duties.

Alternatively, if the assignment of additional duties or increased responsibilities is desired to be on a more permanent basis or nontransferable, the position may be reclassified under the provisions set forth in Section 15.07 in lieu of assignment pay.

Application and interpretation of the provisions within this section shall be made at the discretion of the City Manager and shall be made on a case by case basis without creating a precedent.

SECTION 17
RECORDS AND REPORTS

17.01 Responsibility

The City Clerk or designated employee is responsible for establishing and maintaining personnel records for all employees.

17.02 Records

All personnel records as well as all other records and materials relating to the administration of the Personnel Management System shall be considered the property of the City. The City Manager or designee will determine the use, maintenance and disposition of such records and material and whether or not any information contained therein may be disclosed, in accordance with prevailing laws.

To ensure that individuals who join Lake Alfred are well qualified and have a strong potential to be productive and successful, it is the policy of Lake Alfred to check the employment references of all applicants.

Lake Alfred will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

It is the responsibility of each employee to promptly notify the City of any changes in personal-data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personal data has changed immediately notify the Human Resources designee.

The City should be informed of any special training courses completed by an employee. Copies of diplomas or certificates should be forwarded to the personnel office in order for it to be added to the employee's personnel file.

17.03 Records Retention and Disposition

The City Clerk's office will determine the time limit that any personnel records shall be kept on file and their final disposition, in accordance with applicable State Statutes.

17.04 Access to Personnel Files

Personnel files are the property of Lake Alfred, and access to the information they contain may be restricted as allowed by Florida law. Generally, only supervisors and management personnel of Lake Alfred who have a legitimate reason to review information in a file do so. Under the Florida Government in the Sunshine Law, certain information may be provided to the press or other individuals upon request. As a courtesy, the employee shall be notified in writing when his/her personnel file was requested and by whom, no less than three (3) days following the request.

With reasonable advance notice, employees may review their own personnel files in Lake Alfred's offices and in the presence of an individual appointed by Lake Alfred to maintain the files.

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

3.) ORDINANCE 1340-14: ELECTION CHARTER ARTICLE IV; CANDIDACY

4.) ORDINANCE 1341-14: ELECTION CHARTER ARTICLE IV; WRITE-IN

5.) ORDINANCE 1342-14: ELECTION CHARTER ARTICLE IV; TIE VOTES

ISSUE: The City Commission will consider Ordinance 1340-14, 1341-14, and 1342-14 on first reading, proposing to amend Article IV of the City Charter by referendum. Each ordinance will require a separate motion for approval.

ATTACHMENTS:

- Ordinance 1340-14
- Ordinance 1341-14
- Ordinance 1342-14

ANALYSIS: Following consensus from the City Commission at our last meeting, city staff in conjunction with the City Attorney has prepared the proposed ordinance which would amend Article IV of the City Charter to improve our election procedures and better align them with State Law.

Consistent with the previous discussion, the proposed ordinance improves the provisions in the following areas:

- 1.) 1340-14: Proposes a procedural cleanup for candidate acceptance requirements for City Commission.
- 2.) 1341-14: Proposes to amend the "write-in" candidate procedures to be consistent with the state law.
- 3.) 1342-14: Proposes to amend the "tie" votes election process to be decided by a drawing of lots rather than a having a "second election."

Ultimate approval of the proposed changes is contingent upon a successful referendum in the April 2015 election.

STAFF RECOMMENDATION: Approval of Ordinances 1340-14, 1341-14, and 1342-14 on first reading.

ORDINANCE NO. 1340-14

AN ORDINANCE RELATING TO THE CHARTER OF THE CITY OF LAKE ALFRED; PROPOSING AN AMENDMENT TO SECTION 4.03(d) OF THE CHARTER OF THE CITY OF LAKE ALFRED, FLORIDA; PROVIDING UPON FINAL PASSAGE OF THE ORDINANCE FOR THE PROPOSED AMENDMENT TO BE PLACED ON THE BALLOT AT THE NEXT CITY ELECTION FOR A VOTE OF THE ELECTORS OF THE CITY OF LAKE ALFRED; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

WHEREAS, Section 5.01(a) of the Charter of the City of Lake Alfred permits the amendment of any part or all of the Charter of the City of Lake Alfred by initiation of an Ordinance by the City Commission, and

WHEREAS, the City Commission of the City of Lake Alfred finds it in the best interests of its citizens to initiate an ordinance proposing amendment of Section 4.03(d) of the Charter of the City of Lake Alfred; **NOW THEREFORE**,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE ALFRED:

SECTION 1: This Ordinance consists of one (1) proposed Charter amendment and corresponding ballot question to be submitted and proposed to the People of the City of Lake Alfred in referendum for approval.

SECTION 2: The City Commission factually finds that the "Charter Amendment" and "Charter Question Language" (ballot title) required by §4.04(b) of the City Charter and §101.161(1), F.S. (2014), as stated in Section 3 of this Ordinance, consist of a single subject.

SECTION 3: Amendment Number 1:

Section 4.03(d) of the Charter of the City of Lake Alfred shall be amended to read as follows:

Section 4.03. - Nominations for city commission.

- (d) Any person whose name has been submitted for candidacy by such petition shall file with the city clerk, ~~not less than fifteen (15) days before such election not earlier than fifty (50) days or later than forty-six (46) days before the election, a written signed~~ acceptance of such candidacy. The acceptance shall state that, if elected, he or she will qualify and serve in such office during the term for which he or she is elected. The city clerk shall note thereon the exact time and date of its filing. If any candidate shall fail to file such signed acceptance, the candidate's name shall not appear upon the ballot.

Ballot Title and Language for Amendment Number 1:

Proposing that the time when a candidate shall file a signed acceptance of his or her candidacy for office shall be changed from fifteen (15) days before the election to be at the same time as when qualification for candidacy occurs as provided in the City's Charter.

Shall the above described Amendment be adopted?

FOR _____

AGAINST _____

SECTION 4: After final passage of this Ordinance, the proposed Charter Amendment shall be placed on the ballot for a vote of the electors at the next general election in April, 2015 held within the City of Lake Alfred or at a special election called for such purpose at the discretion of the City Manager. In accordance with §166.031, F.S. (2014), the Charter Amendment proposed by this Ordinance in Section 3 shall take effect only upon the date of adoption of the Amendment by a majority of the City's electors voting in a referendum election.

INTRODUCED on First Reading this 20th day of October, 2014.

PASSED AND ENACTED on Second Reading, with a quorum present and voting, by the City Commission of Lake Alfred, Florida this 3rd day of November, 2014.

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

ATTEST:

Nancy Z. Daley, Mayor

Linda Bourgeois, City Clerk

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney

ORDINANCE NO. 1341-14

AN ORDINANCE RELATING TO THE CHARTER OF THE CITY OF LAKE ALFRED; PROPOSING AN AMENDMENT TO SECTION 4.03(e) OF THE CHARTER OF THE CITY OF LAKE ALFRED, FLORIDA; PROVIDING UPON FINAL PASSAGE OF THE ORDINANCE FOR THE PROPOSED AMENDMENT TO BE PLACED ON THE BALLOT AT THE NEXT CITY ELECTION FOR A VOTE OF THE ELECTORS OF THE CITY OF LAKE ALFRED; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

WHEREAS, Section 5.01(a) of the Charter of the City of Lake Alfred permits the amendment of any part or all of the Charter of the City of Lake Alfred by initiation of an Ordinance by the City Commission, and

WHEREAS, the City Commission of the City of Lake Alfred finds it in the best interests of its citizens to initiate an ordinance proposing amendment of Section 4.03(e) of the Charter of the City of Lake Alfred; **NOW THEREFORE**,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE ALFRED:

SECTION 1: This Ordinance consists of one (1) proposed Charter amendment and corresponding ballot question to be submitted and proposed to the People of the City of Lake Alfred in referendum for approval.

SECTION 2: The City Commission factually finds that the "Charter Amendment" and "Charter Question Language" (ballot title) required by §4.04(b) of the City Charter and §101.161(1), F.S. (2014), as stated in Section 3 of this Ordinance, consist of a single subject.

SECTION 3: Amendment Number 2:

Section 4.03(e) of the Charter of the City of Lake Alfred shall be amended to read as follows:

Section 4.03. - Nominations for city commission.

- (e) Procedure for election by write-in vote. Any person seeking election to the city commission by write-in vote, in order to be entitled to have write-in votes cast for him or her counted, shall have not less than ~~twenty~~ forty-six (2046) days prior to the general election, certified under oath to the city clerk, the following information:
- (1) Name.
 - (2) Address.
 - (3) That he or she possesses all of the qualifications required by law for the office of city commission.
 - (4) The name of the office he or she seeks.
 - (5) That he or she will accept the office if elected.

At the time of certifying under oath the above information, a write-in candidate shall be considered a candidate as so defined in this Charter, except that he or she shall not be entitled to have his or her name printed on the official ballot.

Ballot Title and Language for Amendment Number 2:

Proposing that the time when a write in candidate must file information under oath with the City Clerk to qualify as a write in candidate be changed from twenty (20) days prior to the election to be at the same time as when qualification for candidacy occurs as provided in the City's Charter.

Shall the above described Amendment be adopted?

FOR _____

AGAINST _____

SECTION 4: After final passage of this Ordinance, the proposed Charter Amendment shall be placed on the ballot for a vote of the electors at the next general election in April, 2015 held within the City of Lake Alfred or at a special election called for such purpose at the discretion of the City Manager. In accordance with §166.031,

F.S. (2014), the Charter Amendment proposed by this Ordinance in Section 3 shall take effect only upon the date of adoption of the Amendment by a majority of the City's electors voting in a referendum election.

INTRODUCED on First Reading this 20th day of October, 2014.

PASSED AND ENACTED on Second Reading, with a quorum present and voting, by the City Commission of Lake Alfred, Florida this 3rd day of November, 2014.

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

ATTEST:

Nancy Z. Daley, Mayor

Linda Bourgeois, City Clerk

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney

ORDINANCE NO. 1342-14

AN ORDINANCE RELATING TO THE CHARTER OF THE CITY OF LAKE ALFRED; PROPOSING AN AMENDMENT TO SECTION 4.05(c) OF THE CHARTER OF THE CITY OF LAKE ALFRED, FLORIDA; PROVIDING UPON FINAL PASSAGE OF THE ORDINANCE FOR THE PROPOSED AMENDMENT TO BE PLACED ON THE BALLOT AT THE NEXT CITY ELECTION FOR A VOTE OF THE ELECTORS OF THE CITY OF LAKE ALFRED; AND PROVIDING FOR AN EFFECTIVE DATE UPON FINAL PASSAGE.

WHEREAS, Section 5.01(a) of the Charter of the City of Lake Alfred permits the amendment of any part or all of the Charter of the City of Lake Alfred by initiation of an Ordinance by the City Commission, and

WHEREAS, the City Commission of the City of Lake Alfred finds it in the best interests of its citizens to initiate an ordinance proposing amendment of Section 4.05(c) of the Charter of the City of Lake Alfred; **NOW THEREFORE**,

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE ALFRED:

SECTION 1: This Ordinance consists of one (1) proposed Charter amendment and corresponding ballot question to be submitted and proposed to the People of the City of Lake Alfred in referendum for approval.

SECTION 2: The City Commission factually finds that the "Charter Amendment" and "Charter Question Language" (ballot title) required by §4.04(b) of the City Charter and §101.161(1), F.S. (2014), as stated in Section 3 of this Ordinance, consist of a single subject.

SECTION 3: Amendment Number 3:

Section 4.05(c) of the Charter of the City of Lake Alfred shall be amended to read as follows:

Section 4.05. - Elections.

- (c) *Plurality.* Candidates for commissioner receiving a plurality of the votes cast shall be declared elected until the number declared elected equals the number of commission places to be filled at the election. A candidate who receives a plurality of the votes cast is the candidate who receives the greatest number of votes. The terms for each commission place being filled at each election shall be filled such that the candidate receiving the largest number of votes regardless of whether the candidate was running for election based on an appointment arising as a result of a vacancy in office shall fill the longest term open for that election and so on until all commission places are filled. Provided further if there is no opposition for a particular commission place seat then the candidate who runs unopposed shall remain in the same commission place seat. All ties shall be decided by a second election drawing of lots in accordance with procedures established by Ordinance of the City Commission between the candidates who receive the same number of votes to determine which candidate is elected ~~which second election shall be held within three weeks of the first election and the drawing of lots shall be under the direction of the election authorities.~~

Ballot Title and Language for Amendment Number 3:

Proposing that the current provision providing for a runoff election between candidates who receive the same number of votes at any election be removed and require any tie votes between candidates at any election to be determined by the drawing of lots in accordance with procedures as may be established by ordinance of the City Commission thereby doing away with any runoff elections.

Shall the above described Amendment be adopted?

FOR _____

AGAINST _____

SECTION 4: After final passage of this Ordinance, the proposed Charter Amendment shall be placed on the ballot for a vote of the electors at the next general election in April, 2015 held within the City of Lake Alfred or at a special election called for such purpose at the discretion of the City Manager. In accordance with §166.031, F.S. (2014), the Charter Amendment proposed by this Ordinance in Section 3 shall take

effect only upon the date of adoption of the Amendment by a majority of the City's electors voting in a referendum election.

INTRODUCED on First Reading this 20th day of October, 2014.

PASSED AND ENACTED on Second Reading, with a quorum present and voting, by the City Commission of Lake Alfred, Florida this 3rd day of November, 2014.

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

ATTEST:

Nancy Z. Daley, Mayor

Linda Bourgeois, City Clerk

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

6.) RESOLUTION 14-14: DOWNTOWN WAYFINDING SIGNAGE PROGRAM

ISSUE: The City Commission will consider resolution 14-14 for the adoption of the City's Downtown Wayfinding Signage Program.

ATTACHMENTS:

- Resolution 14-14
- Downtown Wayfinding Signage Program

ANALYSIS: The proposed Downtown Wayfinding Signage Program is the cumulative effort of city staff, the business community, City Commission, and city consultants working together to address the challenges and opportunities in the City's downtown district.

The proposed plan is consistent with previous presentations and direction given by the City Commission; the Downtown Master Plan; and the downtown area business survey that was conducted. The proposed plan has been designed to meet the test of the Florida Department of Transportation's (FDOT) Wayfinding Program as well as the Manual on Uniform Traffic Control Devices (MUTCD). The primary components of the plan include gateway signage that will define the entrance ways to the downtown district and assist in creating a sense of place as well as wayfinding signage within the downtown interior that will identify public assets and the Lake Shore Business District.

In addition to the Wayfinding Program that is permitted with the state, our program includes "side street" signage that will allow for the placement of specific business names to assist with the direction of traffic once they turn off the arterial roads.

If approved, staff will proceed with permitting the program through the State as well as bidding the project out. \$40,000 was initially budgeted for the project. Staff may return with additional funding requests and/or a phase plan to implement the full program depending upon the bid amounts for the total program.

STAFF RECOMMENDATION: Approval of Resolution 14-14.

RESOLUTION NO. 14-14

A RESOLUTION OF THE CITY OF LAKE ALFRED, FLORIDA; IN SUPPORT OF THE WAYFINDING SIGN SYSTEM PLAN TO EFFICIENTLY AND SAFELY GUIDE MOTORISTS AND PEDESTRIAN TO KEY PUBLIC FACILITIES INCLUDING CIVIC, CULTURAL, VISITOR, AND RECREATIONAL DESTINATIONS WITHIN THE CITY OF LAKE ALFRED; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake Alfred has engaged with the community and identified an opportunity to improve signage within downtown Lake Alfred to assist businesses and foster a sense of place; and

WHEREAS, the Wayfinding signage program offers the best solution to identified signage challenges in the downtown area due to the Florida Department of Transportation (FDOT) regulations of signage within their zone of control; and

WHEREAS, the Wayfinding signage plan has been drafted to be in compliance with all applicable FDOT regulations.

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

1. The City Commission approves the Wayfinding Sign System Plan, which includes the wayfinding sign evaluation and criteria, preliminary sign location master plan, and the signage design to be utilized in determining sign location and design within the City of Lake Alfred.
2. The City Commission also supports the wayfinding sign evaluation and criteria, and the signage design to be utilized in determining sign location and design within the City of Lake Alfred.
3. This Resolution shall become effective immediately upon its adoption.

PASSED IN PUBLIC SESSION of the City Commission of the City of Lake Alfred,
Florida, this 20th day of October 2014.

CITY OF LAKE ALFRED, FLORIDA

CITY COMMISSION

ATTEST:

Nancy Z. Daley, Mayor

Linda Bourgeois, M.M.C.
City Clerk

Approved as to form:

Frederick J. Murphy, Jr., City Attorney

CITY OF LAKE ALFRED



Wayfinding Guide Sign System Plan

October 6, 2014



CPH Project No. L2748

Plans Prepared By:
CPH, Inc.

1117 E. Robinson St. Orlando, FL 32801

Ph: 407.425.0452

Licenses:

Eng. C.O.A. No. 3215 Arch. Lic. No. AA2600926
Survey L.B. No. 7143 Landscp. Lic. No. LC0000298



City of Lake Alfred Wayfinding Guide Sign System Plan

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Gateway Sign



Vehicular Directional Sign - FDOT

Arrowforms:



Art Work:



Typefaces:

Arial

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Uppercase

abcdefghijklmnopqrstuvwxyz12345678

Lowercase

Invitation

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Uppercase

abcdefghijklmnopqrstuvwxyz12345678

Lowercase

Baskerville Old Face

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Uppercase

abcdefghijklmnopqrstuvwxyz12345678

Lowercase

Brush Script MT

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Uppercase

abcdefghijklmnopqrstuvwxyz12345678

Lowercase

Quality Assurance

- A. Coordinate final sign locations with the Designer/Client.
- B. Provide a five year warranty on the sign construction, structures, and paint finishes.

Project Conditions

- A. Field measurements: Take field measurements prior to preparation of shop drawings and fabrication to ensure proper fitting. Verify location of all signs relative to map provided. Show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress to avoid delay.

Performance Requirements

- A. All signage shall be of top quality workmanship and materials, and be free of defects. Defects are defined to include delamination, abnormal deterioration, fading and discoloration, weathering, failure of securing to substrates indicated, cracking, bubbles, corrosion or coating damage, or visible scratches on surfaces.
- B. Signage shall not bear manufacturer's code or other identifying marks on area or part that may be visible in the normal positioning, attitude, or use of the sign. Code may require sign permits to be posted on each sign.
- C. The drawings are diagrammatic and indicated the aesthetic of "design intent" only. Details shown are intended as a guide for the interfacing of adjacent surfaces.
- D. The sign fabricators and installer/contractor shall ensure that the design of all support substrates and structures are adequate for the performance of all work required.
- E. The contractor shall be familiar with proper construction methods and installation of all items, have ten years of experience, and six projects similar in nature.
- F. The specifications make no attempt to consider all construction requirements that may apply.
- G. The designer reserves the right to visit the plant where fabrication will occur. The contractor shall submit proof of previous projects to illustrate capabilities.
- H. Foundation and sign panel must be designed to wind load requirements in FDOT Standard Index.
- I. The sign designs, sign structures, wind load calculations and break-away foundations will be signed and sealed by a Florida licensed PE, which is the responsibility of the sign fabrication firm.

Signing and Graphic Submittals

- A. Prior to commencement of work, the contractor shall provide scaled drawings of all elements. Shop drawings shall show all suggested text styles, dimensions, details of construction, materials, technical data, and installation instructions for each type of sign required. The sign contractor is to provide wind load calculations and foundation designs and show anchorages and accessory items.
- B. Samples shall be fabricated with colors and finishes as required:
 - 1. Submit proofs of artwork and symbols of actual painted aluminum for each color specified.
 - 2. Submit prototype samples and color-match samples.
 - 3. Submit complete layout of text and owner supplied graphics for review prior to start of fabrication. If more than one supplier's cut will be used, submit each cut for review.
- C. Submit fabrication schedule.
- D. Submit shop drawings
- E. Submit signage schedule. The signage schedule is a consolidated reference that gives the location, sign type, copy, surface, and /or mounting, and information that is not conducive to exclusive categorization. The contractor shall submit scaled layout for each sign face for copy, format, and spacing approval.



www.cphcorp.com

Plans Prepared By:
CPH, Inc.

1117 East Robinson Street
Orlando, Florida 32801
Phone: 407.425.0452
Licenses:
Engineering C.O.A. No. 3215
Survey L.B. No. 7143
Architectural Lic. No. AA2600926
Landscape Lic. No. LC000298

City of Lake Alfred
Wayfinding Guide Sign System Plan

Sign Specifications

Scale: NONE

Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan -
FDOT Submittal

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Page

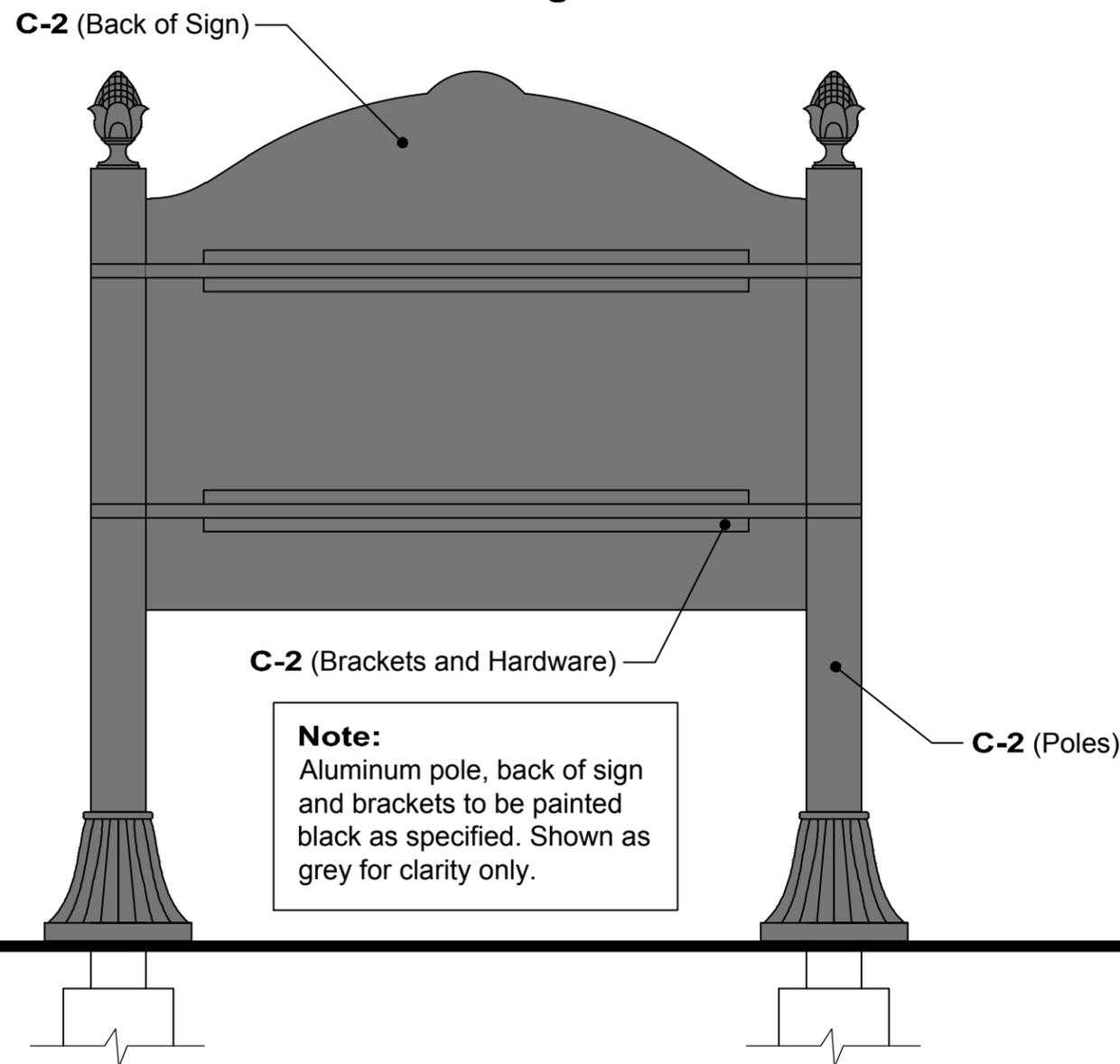
Specs

Artwork



C-1 White - Diamond Grade Reflective Sheeting, 3M 981-10 White	C-4 Light Green - Matthews Paint Clintonite Green MP14762
C-2 Black - Matthews Paint Wells Fargo Black MP26309	C-5 Gold - Matthews Paint Electrum MP12440
C-3 Dark Green - Matthews Paint Lime Peel MP 12444	C-6 Light Gold - Matthews Paint Whisper Gold MP01351

Back of Sign



Note:
Aluminum pole, back of sign and brackets to be painted black as specified. Shown as grey for clarity only.

Front of Sign



City of Lake Alfred
Wayfinding Guide Sign System Plan

Gateway Sign - Colors

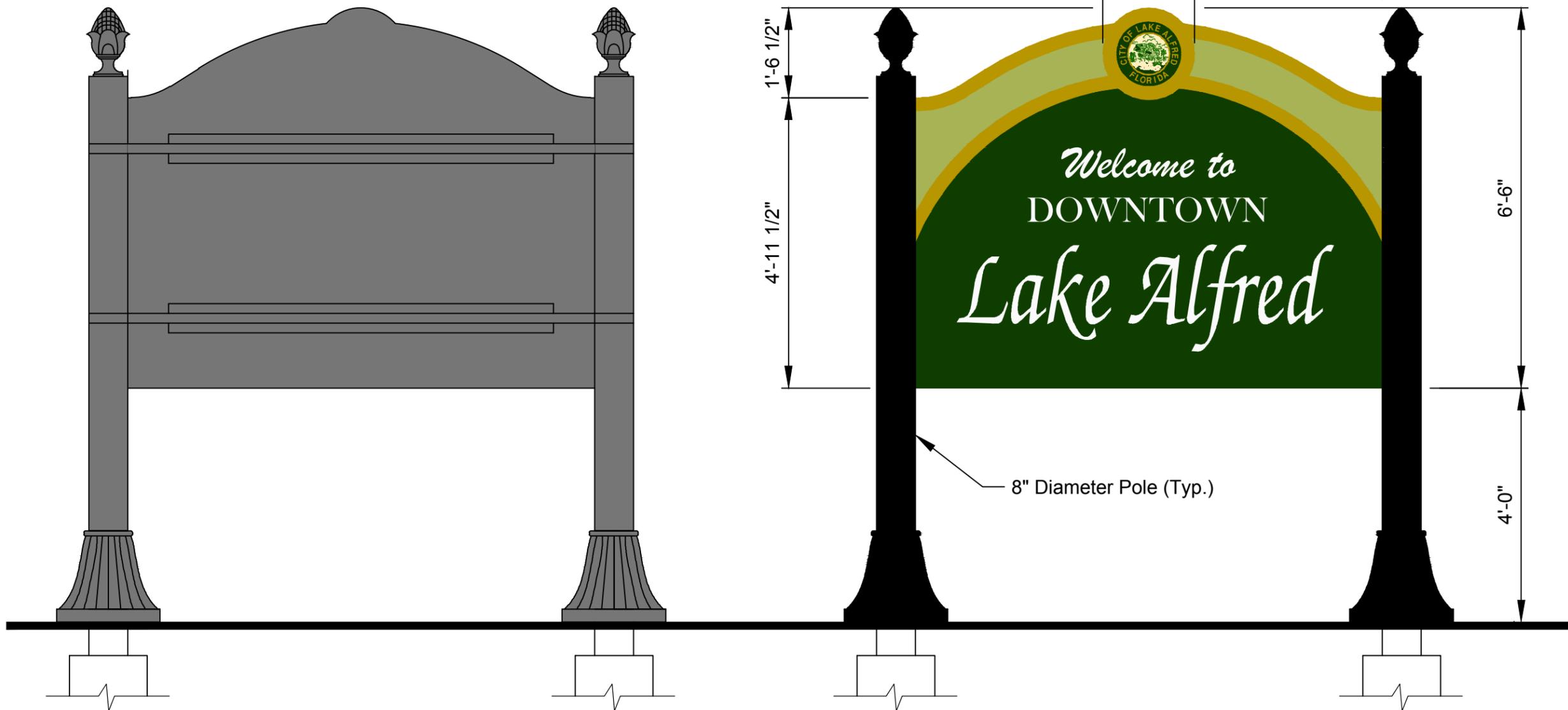
Scale:	1/2" = 1'-0"
Date:	October 6, 2014
Job No.:	L2748
File:	Wayfinding Plan - FDOT Submittal
©	2014

Back of Sign

Note:

Aluminum pole, back of sign and brackets to be painted black as specified. Shown as grey for clarity only.

Front of Sign



City of Lake Alfred
Wayfinding Guide Sign System Plan

Gateway Sign - Dimensions

Scale: 1/2" = 1'-0"

Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan -
FDOT Submittal

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Page

GW-2

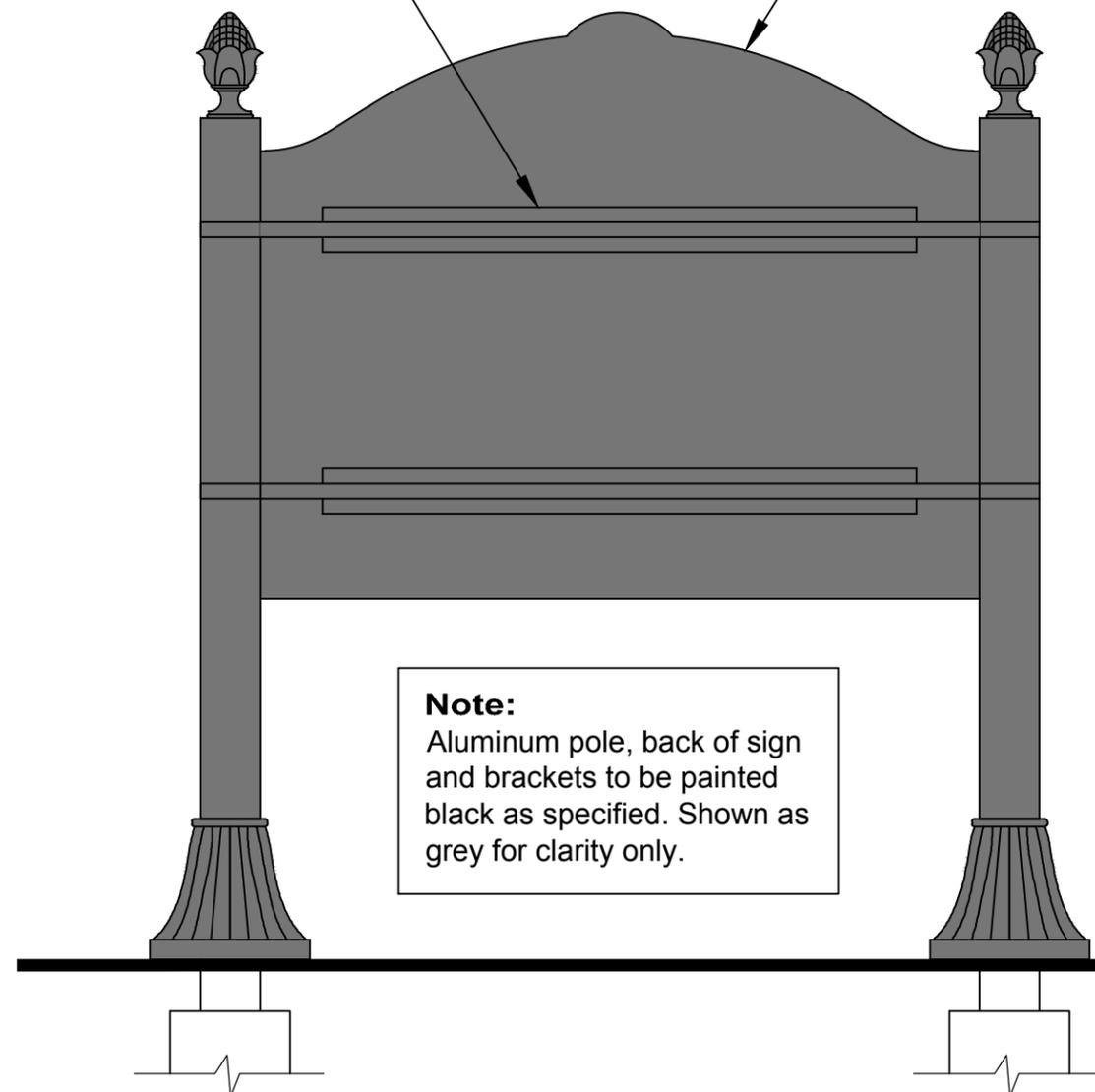
Notes:

- Sign shall be located along the FDOT right-of-way. Materials, foundation and installation shall comply with FWHA and FDOT guidelines. It shall be the responsibility of the contractor to obtain FDOT permits and provide engineered signs and structural elements in compliance with FDOT district requirements.
- Foundation and sign panel must be designed and constructed to wind load requirements in FDOT standard index.
- The sign design, sign structures, brackets and mounting, wind load calculations and break-away foundations shall be signed and sealed by a Florida licensed P.E., which is the responsibility of the sign fabrication firm.

Back of Sign

Aluminum angle brackets with tamper proof fasteners. Design and placement per FDOT requirements

Back of sign and brackets to be painted with Matthews automotive grade finish sign paint with clear coat



Note:
Aluminum pole, back of sign and brackets to be painted black as specified. Shown as grey for clarity only.

Front of Sign

0.125" thick Aluminum panel face

Sign surface to be Reflective 3M Series Graphic Film



8" Diameter decorative aluminum pole (2 typical) with base and finial; pole and base painted as specified

Foundation per FDOT requirements and Florida Building Code

City of Lake Alfred
Wayfinding Guide Sign System Plan

Gateway Sign - Materials

Scale: 1/2" = 1'-0"

Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan - FDOT Submittal

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Page

GW-3



Note: Text to be centered on sign.

Back of Sign

Front of Sign

C-2 (Brackets and Hardware)

C-2 (Back of Sign)

Note:

Aluminum pole, back of sign and brackets to be painted black as specified. Shown as grey for clarity only.

Artwork

C-6

(Background)

C-3

(Line work)

C-5

(Text and Trim)

C-3

(Sign Face)



C-2 (Pole)

C-5 (Sign Face)

C-4 (Sign Face)

C-5 (Sign Face)

C-1 (Text)

C-5 (Decorative Divider)

C-1 (Arrows)

C-3 (Sign Face)

Lake Alfred

Lions Park ←

City Hall ↑

Fire Dept ↑

Police Dept ↑

City Library ↑

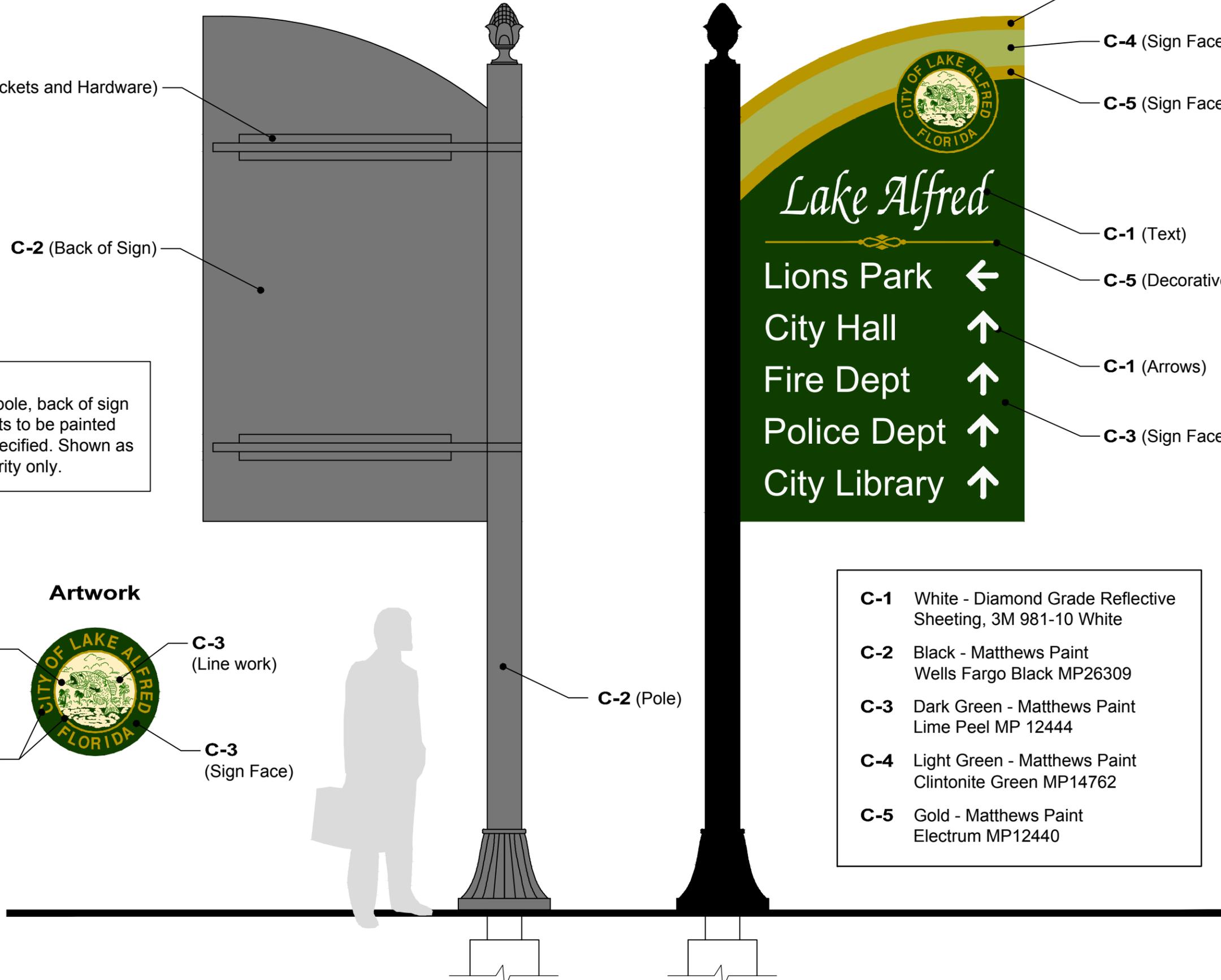
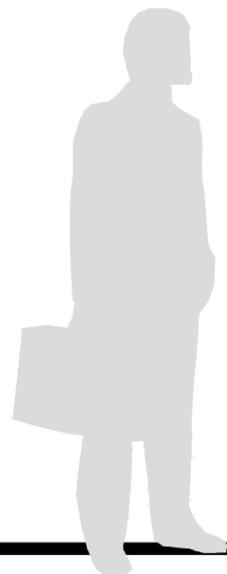
C-1 White - Diamond Grade Reflective Sheeting, 3M 981-10 White

C-2 Black - Matthews Paint Wells Fargo Black MP26309

C-3 Dark Green - Matthews Paint Lime Peel MP 12444

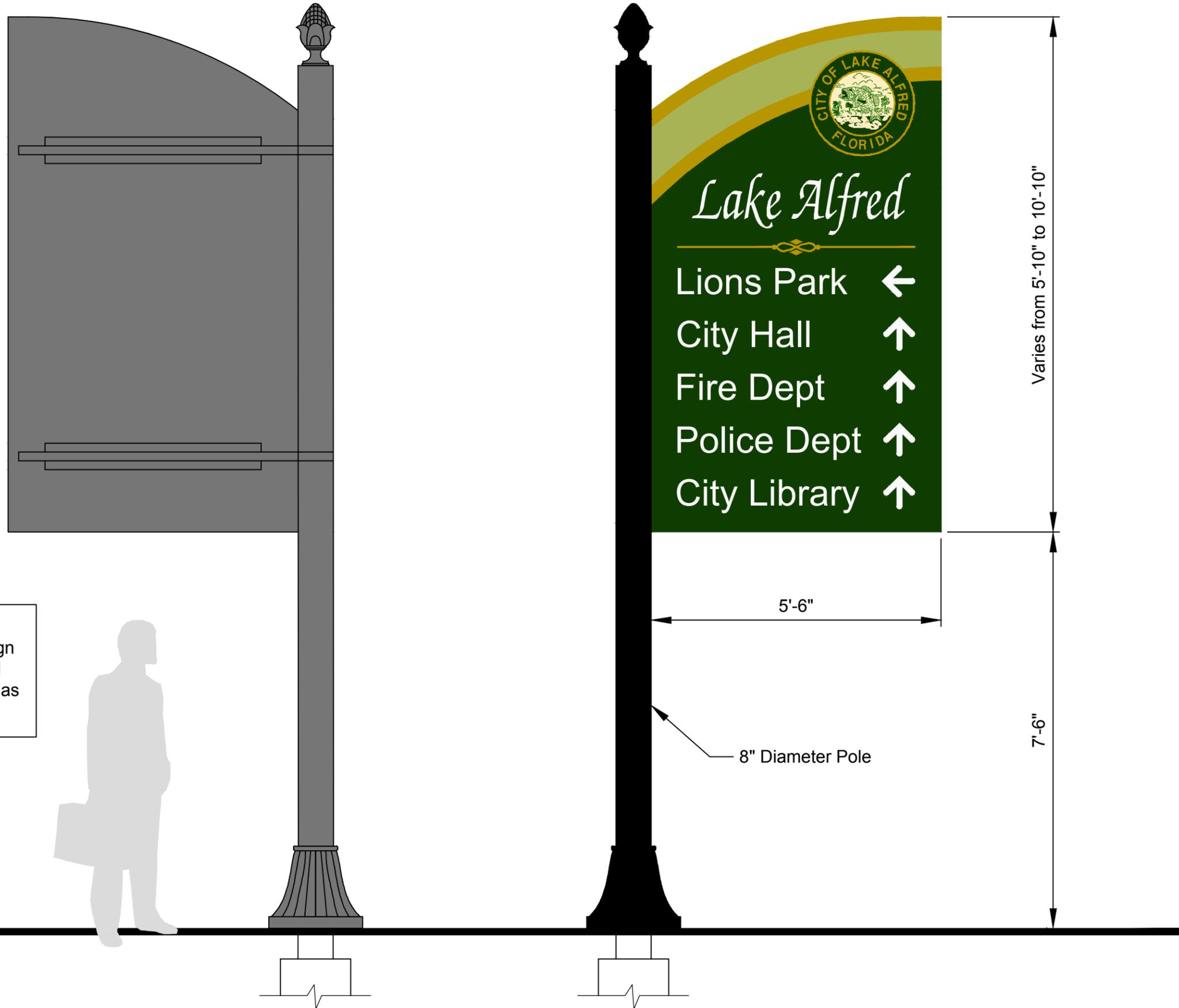
C-4 Light Green - Matthews Paint Clintonite Green MP14762

C-5 Gold - Matthews Paint Electrum MP12440



Back of Sign

Front of Sign



Note:
Aluminum pole, back of sign and brackets to be painted black as specified. Shown as grey for clarity only.

City of Lake Alfred
Wayfinding Guide Sign System Plan

Vehicular Directional Sign FDOT - Dimensions

Scale: 1/2" = 1'-0"

Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan - FDOT Submittal

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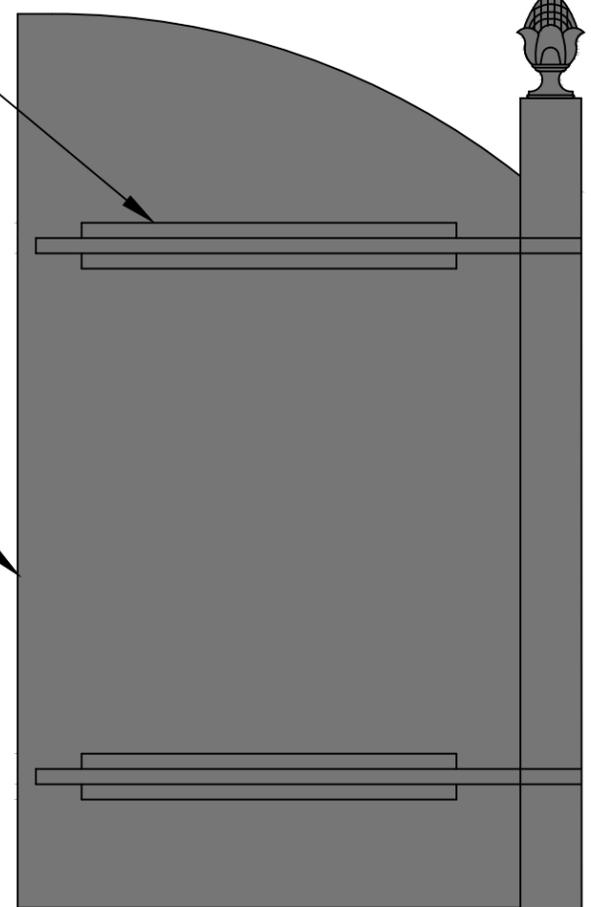
Page

Back of Sign

Front of Sign

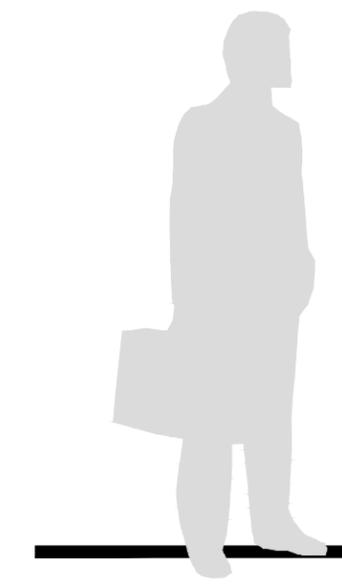
Aluminum angle brackets with tamper proof fasteners. Design and placement per FDOT requirements

Back of sign and brackets to be painted with Matthews automotive grade finish sign paint with clear coat



Note:
Aluminum pole, back of sign and brackets to be painted black as specified. Shown as grey for clarity only.

8" Diameter decorative aluminum pole with base and finial; pole and base painted as specified



Sign surface to be Reflective 3M Series Graphic Film

0.125" thick Aluminum panel face

Notes:

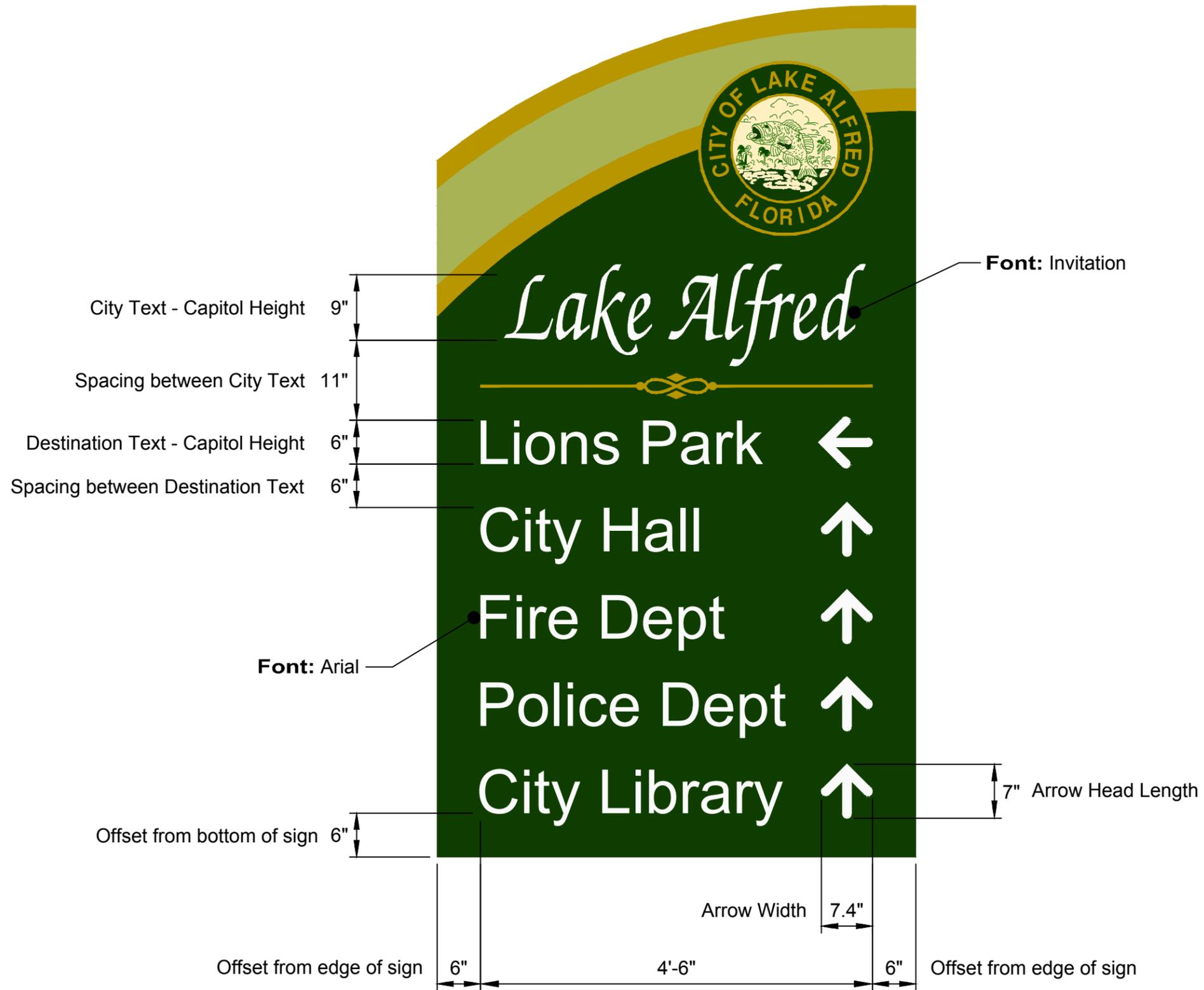
- Sign shall be located along the FDOT right-of-way. Materials, foundation and installation shall comply with FWHA and FDOT guidelines. It shall be the responsibility of the contractor to obtain FDOT permits and provide engineered signs and structural elements in compliance with FDOT district requirements.
- Foundation and sign panel must be designed and constructed to wind load requirements in FDOT standard index.
- The sign design, sign structures, brackets and mounting, wind load calculations and break-away foundations shall be signed and sealed by a Florida licensed P.E., which is the responsibility of the sign fabrication firm.
- All vehicular directional signs are not identical. See sign Message Schedule for specific criteria.

Foundation per FDOT requirements and Florida Building Code



City of Lake Alfred
Wayfinding Guide Sign System Plan

Vehicular Directional Sign FDOT -
Sign Face Graphic Layout



Scale: 3/4" = 1'-0"

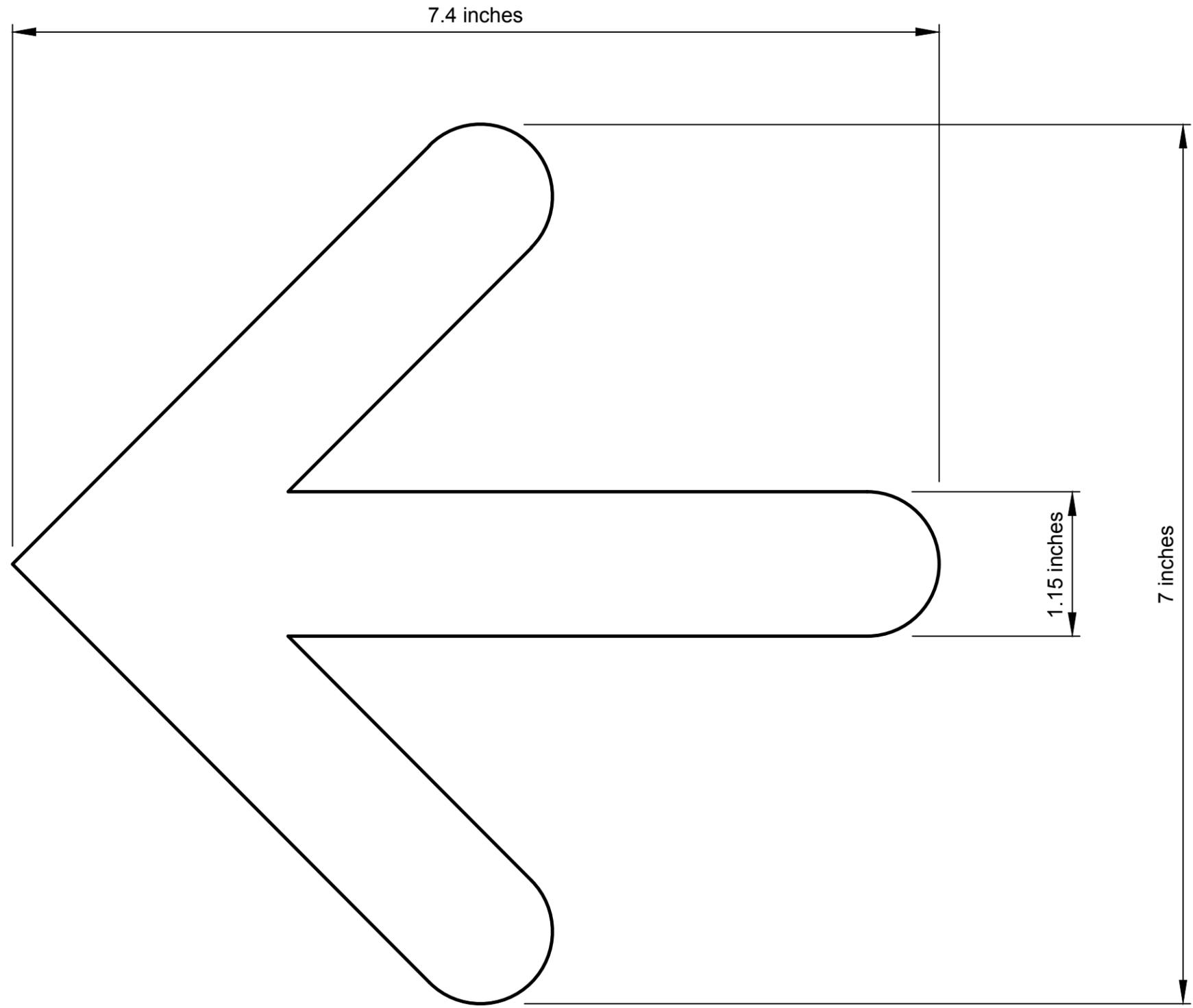
Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan -
FDOT Submittal

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City of Lake Alfred
Wayfinding Guide Sign System Plan

Arrow Form Design

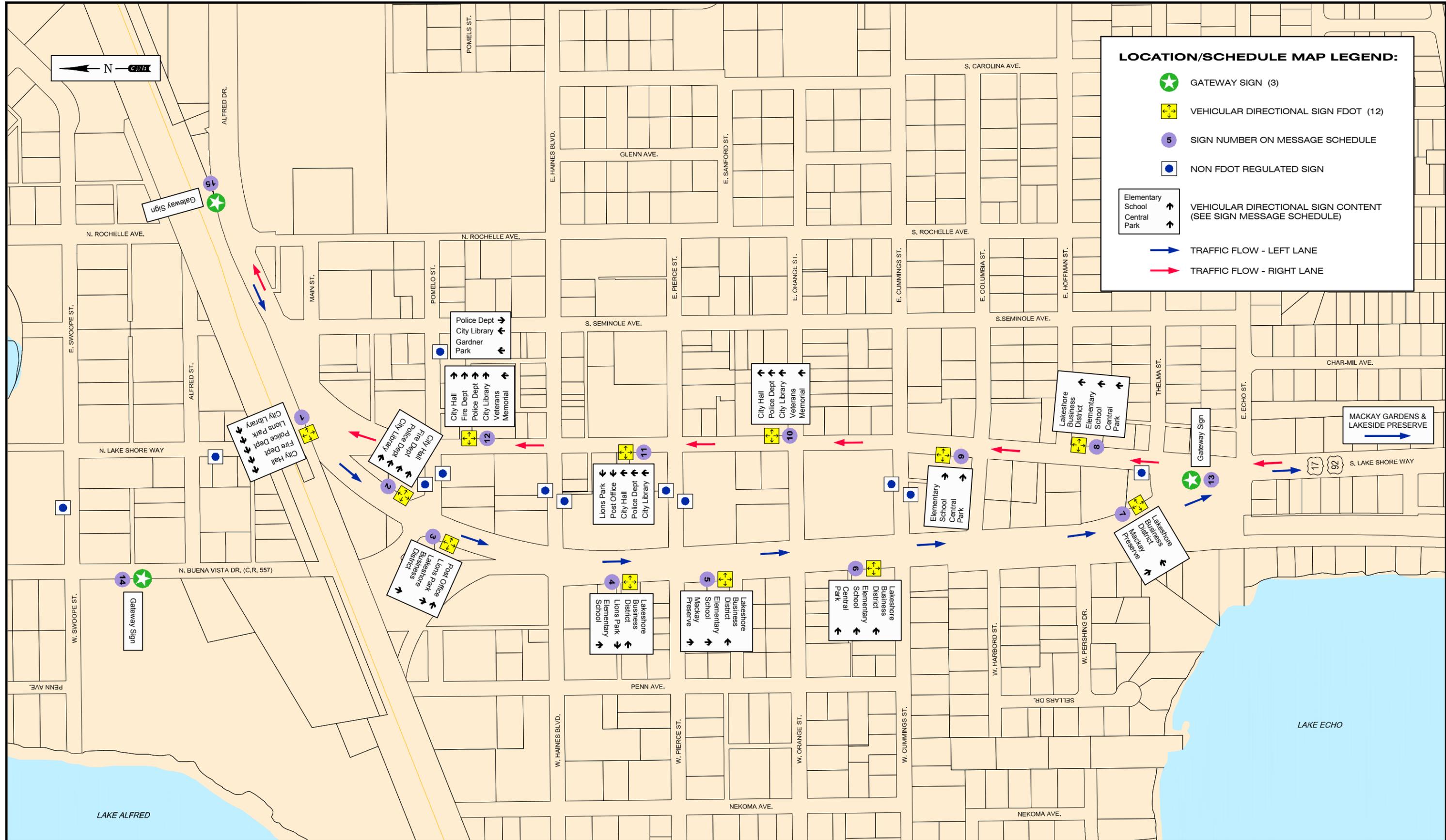
Scale: 1" = 1"

Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan -
FDOT Submittal

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LOCATION/SCHEDULE MAP LEGEND:

- GATEWAY SIGN (3)
- VEHICULAR DIRECTIONAL SIGN FDOT (12)
- SIGN NUMBER ON MESSAGE SCHEDULE
- NON FDOT REGULATED SIGN
- VEHICULAR DIRECTIONAL SIGN CONTENT (SEE SIGN MESSAGE SCHEDULE)
- TRAFFIC FLOW - LEFT LANE
- TRAFFIC FLOW - RIGHT LANE



Plan Prepared By:
CPH, Inc.
 1117 E. Robinson Street ~ Orlando, FL 32801
 Ph: 407.425.0452
 Licenses:
 Engineering C.O.A. No. 3215
 Survey L.B. No. 7143
 Architectural Lic. No. AA2600926
 Landscape Lic. No. LC0000298

City of Lake Alfred - Wayfinding Guide Sign System Plan

Sign Location/Schedule Map

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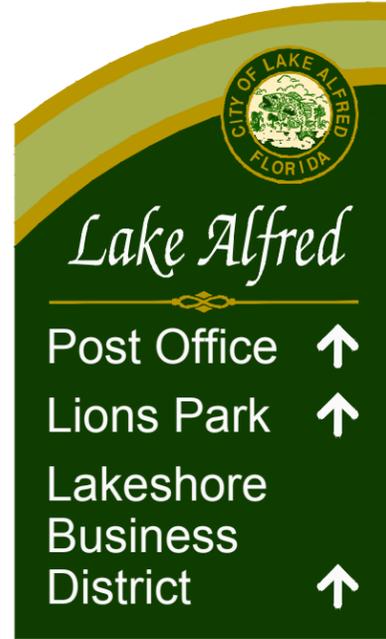
Scale: 1" = 350' ±
 Date: October 6, 2014
 Job No.: L2748
 File: Location Map - Sign Placement



SIGN ①



SIGN ②



SIGN ③



SIGN ④



SIGN ⑤



SIGN ⑥



SIGN ⑦



SIGN ⑧

Scale: 3/8" = 1'-0"

Date: October 6, 2014

Job No.: L2748

File: Wayfinding Plan -
FDOT Submittal

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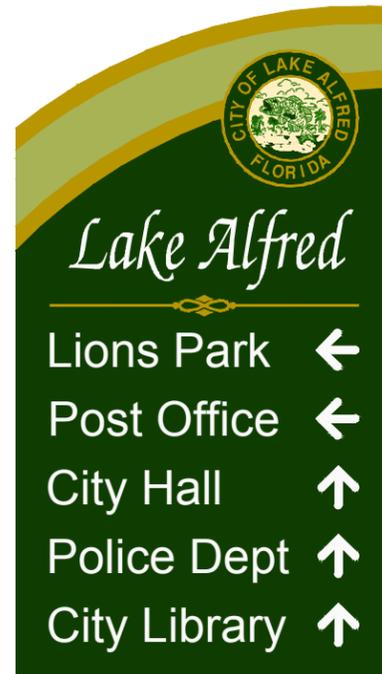
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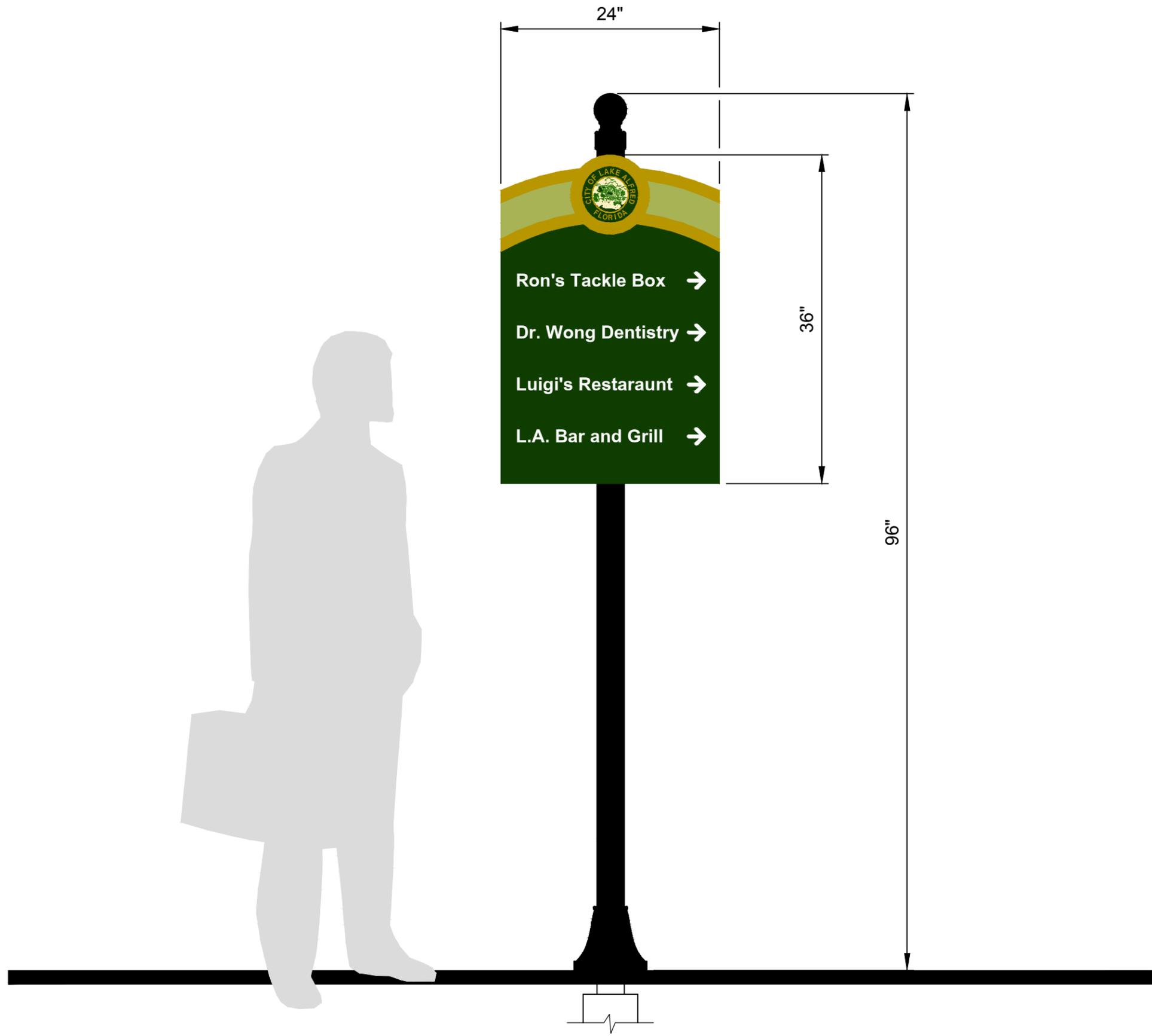
SIGN 10



SIGN 11



SIGN 12



City of Lake Alfred
Wayfinding Guide Sign System Plan

Non FDOT Regulated Sign

Scale: 1" = 1'-0"

Date: October 6, 2014

Job No.: L2748

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SS-1

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

7.) RESOLUTION 15-14: QUALIFIED TARGET INDUSTRY INCENTIVE; LOCAL MATCH

ISSUE: The City Commission will consider resolution 15-14 which will commit a local funding match from the City of Lake Alfred for a Qualified Target Industry (QTI) tax incentive project.

ATTACHMENTS:

- Resolution 15-14

ANALYSIS: The Qualified Target Industry (QTI) tax refund is an incentive provided by the State of Florida to encourage high wage job growth in targeted industries such as manufacturing, IT/scientific services, professional services, and financial services. The incentive is based upon the number of full-time jobs that are created and the respective salaries of these positions. Eighty percent (80%) of the incentive is paid for through the State with a twenty percent (20%) local match.

The proposed project plans to create forty (40) qualified jobs in Lake Alfred that will pay an average of \$36,597 per position. Ten percent (10%) of the local match will be provided for by Polk County. The proposed resolution commits the remaining ten percent (10%) to be provided for by the City of Lake Alfred for a total commitment from the City of \$12,000.

Anticipated disbursement of the City's commitment is anticipated to be \$4,000 per year (for three years) beginning in FY 15/16.

STAFF RECOMMENDATION: Approval of Resolution 15-14.

RESOLUTION NO. 15-14

A RESOLUTION OF THE CITY OF LAKE ALFRED, FLORIDA; RECOMMENDING PROJECT FIBER TO BE DESIGNATED AS A QUALIFIED TARGET INDUSTRY BUSINESS PURSUANT TO SECTION 288.106, FLORIDA STATUTES; AFFIRMING THIS IS A MANUFACTURING PROJECT; REQUESTING A WAIVER OF THE AVERAGE WAGE REQUIREMENT OF S.288.106(4)(b)1.a, FLORIDA STATUTES; PROVIDING FOR LOCAL MONETARY FINANCIAL SUPPORT, AND AN EFFECTIVE DATE.

WHEREAS, the business under consideration is a manufacturing business, specifically, Project Fiber; and

WHEREAS, Project Fiber has been identified as a Target Industry Business; and

WHEREAS, Project Fiber intends to locate in Polk County, Lake Alfred, Florida creating 40 new jobs; and

WHEREAS, because it is a manufacturing project, Project Fiber is eligible to receive a waiver of the average wage requirement as authorized by section 288.106(4)(b)1.b, Florida Statutes; and

WHEREAS, Project Fiber will commit to pay an average annual wage of \$36,597, which is at least 100%, but less than 115% of the Polk County average wage; and

WHEREAS, The City of Lake Alfred hereby acknowledges that local financial support of 10% of the total tax refund is required under the provisions of s.288.106, Florida Statutes, governing the State's Qualified Target Industry Tax Refund Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE ALFRED, FLORIDA, that the City Commission hereby recommends Project Fiber to be approved as a Qualified Target Industry Business pursuant to section 288.106, Florida Statutes.

BE IT FURTHER RESOLVED, the City of Lake Alfred requests a waiver of the average wage requirement pursuant to Florida Statute, section 288.106(4)(b)1.a, since this project represents a target industry with a unique business model that will result in indirect economic impact relating to the creation of additional jobs in the manufacturing and materials repurposing marketing.

BE IT FURTHER RESOLVED that a cash commitment for local financial support of the Qualified Target Industry Tax Refund Program exists for Project Fiber in the amount of \$12,000.00 which is 10% of the total required QTI local financial support. This amount will be made available in accordance with the guidelines set forth by the Governor's Office of Tourism, Trade, and Economic Development with the stipulation that these funds are intended to represent local financial support pursuant to section 288.106, Florida Statutes.

This resolution shall take effect immediately upon its adoption.

INTRODUCED AND PASSED at the regular meeting of the Lake Alfred City Commission held on this 20th day of October, 2014.

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

ATTEST:

Nancy Z. Daley, Mayor

Linda Bourgeois, M.M.C.
City Clerk

APPROVED AS TO FORM:

Frederick J. Murphy, Jr., City Attorney

**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

8.) MACKAY PRESERVE: HABITAT RESTORATION PLAN

ISSUE: The City Commission will adopting a habitat restoration plan for the Mackay Gardens and Lakeside Preserve.

ATTACHMENTS:

- Mackay Habitat Restoration Plan

ANALYSIS: Over the past year, city staff has worked with members of the Mackay Volunteer Group as well as experts from Florida Fish and Wildlife (FWC) to develop a plan that would provide direction as well as methods to properly and effectively maintain the Mackay Preserve.

The Plan identifies the different regions within the preserve, shows the status of the respective regions, identifies what the region should look like under maintenance conditions, and then prescribes what needs to be done in that specific area to bring it under maintenance conditions. The specific solutions vary by region but include selective removal of existing trees or fauna, controlled burns, mowing, and other maintenance methods.

The plan was largely drafted utilizing the expertise of FWC wildlife biologists and is consistent with maintenance practices undertaken in other preserves such as Circle B and the Lake Wales Ridge Wildlife Environmental Area. If approved, the plan will be the guiding document for maintenance at the preserve and staff will continue to utilize our contacts and resources at FWC and other agencies to successfully implement the plan and bring the preserve under maintenance conditions.

STAFF RECOMMENDATION: Approval of the Mackay Habitat Restoration Plan.

Habitat Management and Restoration Plan



**Mackay Gardens and Lakeside Preserve
Polk County, FL
June 2013**



Florida Fish & Wildlife Conservation Commission
Joseph Sage, Wildlife Biologist
4505 George Blvd.
Sebring, FL 33875
(863) 402-6545

SIGNATURE PAGE

Mackay Gardens and Lakeside Preserve
900 Mackay Blvd.
Lake Alfred, FL 33850
Polk County

This plan was prepared, reviewed, and approved by the following:



Landowner Signature Date



Wildlife Biologist Signature Date

Other Resource Professional or Consultant – Title and Signature Date

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Conservation Planning

The goal of the Landowner Assistance Program (LAP) is to provide assistance to private landowners with information and planning for wildlife habitat conservation and management. Working with our partners (USFWS, Florida Forest Service, NRCS, and the Wildlife Legacy Initiative) we provide technical assistance and education, as well as administer cost-share programs. Wildlife species are inseparable from soil, water, and plant resources and are, therefore, integral components of all primary land and water systems. The types and densities of wildlife species in a given area depends primarily on the amount and distribution of food, cover, water and living space. If any one of these elements is missing, inadequate or inaccessible, wildlife will be scarce or will not inhabit the area. This plan attempts to consider all resources (SWAPA – Soil, Water, Air, Plants, and Animals) and involve as many resource professionals as possible during the planning process.

Introduction

The Mackay Gardens and Lakeside Preserve property is a 123 acre public park located on the shores of Lake Rochelle, and is owned and operated by the City of Lake Alfred (Appendix A). The property contains a historical manor house, an exotic plant garden, and several areas of natural habitat in need of restoration and management. The property was purchased by the city in 2004, using funds from the Florida Community Trust Florida Forever program, and has an official management plan developed in accordance with the requirements of this program. The official plan contains a great deal of background and information on the property that will not be summarized here. This habitat plan is intended as a supplement to the official management plan, and is intended to guide managers of this park towards meeting habitat management and restoration goals outlined in the master management plan. Because of the amount and intensity of habitat restoration required at this site, this plan is considered a short-term plan, with a maximum lifespan of 5 years. This plan should be revisited and updated at that time in order to reflect progress in management activities and to provide further guidance as needed.

Regional Conservation Perspective

Mackay Gardens falls within a highly developed area of central Florida and exists as an island of remaining natural communities within a matrix of developed and developing areas. The property was acquired with habitat preservation goals in mind, as the park contains areas of upland habitats including declining natural communities, as well as preserving a large section of the shoreline of Lake Rochelle. Mackay Gardens is located within the central Florida highlands region of the state, and thus contains potential habitat for a variety of rare and declining wildlife species, as well as several rare plants. As such, active management is critical to ensure that habitats remain in good condition and can serve as habitat for these species.

Soils and Natural Community Information

Soils:

A soils report and map of the Mackay Gardens site can be found in Appendix F. Soils found on the property, as well as range site descriptions, are listed here:

Map Unit Name	Acres	Drainage Class	Range Site Description*
2 Apopka fine sand, 0 to 5 percent slopes	10.4	Well Drained	Longleaf Pine-Turkey Oak Hills
3 Candler sand, 0 to 5 percent slopes	35.9	Excessively Drained	Longleaf Pine-Turkey Oak Hills
13 Samsula muck	10.8	Very Poorly Drained	Freshwater Marshes
14 Sparr sand, 0 to 5 percent slopes	5.6	Somewhat Poorly Drained	Upland Hardwood Hammocks
15 Tavares fine sand, 0 to 5 percent slopes	2.6	Moderately Well Drained	Longleaf Pine-Turkey Oak Hills
17 Smyrna and Myakka fine sands	9.0	Poorly Drained	South Florida Flatwoods
27 Kendrick fine sand, 0 to 5 percent slopes	8.3	Well Drained	Upland Hardwood Hammocks
31 Adamsville fine sand, 0 to 2 percent slopes	14.3	Somewhat Poorly Drained	South Florida Flatwoods
35 Hontoon muck	14.9	Very Poorly Drained	Freshwater Marshes

*This category includes ecological communities commonly or historically characterized on a soil series, not necessarily the actual on-the-ground communities observed at this site. Range site community classifications are drawn from the following reference: 26 Ecological Communities of Florida. 1984. Soil Conservation Service, U.S. Department of Agriculture. 268 p. <http://ufdc.ufl.edu/UF00000110/00001>.

Natural Communities:

Natural Community categories are drawn from the following reference: Florida Natural Areas Inventory (FNAI). 2010. Guide to the Natural Communities of Florida: 2010 Edition. Florida Natural Areas Inventory, Tallahassee, FL. 217 pp. + appendices. <http://www.fnai.org/naturalcommguide.cfm> Original habitat delineations at Mackay Gardens were conducted using an earlier version of this guide.

An ecological survey of the Mackay Gardens preserve was previously conducted as part of the development of the final management plan for the property. A map of delineated community types is found in Appendix C. However, conditions on the ground have changed dramatically since this survey was completed, with several identified communities no longer being present or only remnants of these communities remaining. In all cases, communities have suffered

from a lack of management and demonstrate significant hardwood encroachment. In order to help visually illustrate this point, Appendix D contains a series of current habitat photos from Mackay Gardens, with photos of these same communities in high quality condition, taken from various areas in south and central Florida. Delineated communities fall into several general categories, which will be discussed here:

Hardwood Forested Uplands:

Hardwood forested upland communities previously delineated include 9.9 acres of *Xeric Hammock* and 11.8 acres of *Slope Forest*. However, the slope forest community category referenced in the site management plan is actually a community type found in north Florida (specifically within the Apalachicola River drainage), and is not truly applicable to the community found at Mackay Gardens. Instead, the areas characterized as slope forest are xeric hammock communities, albeit on areas with sloping topography.

Xeric Hammock - Xeric hammock communities are evergreen oak-dominated forests on well drained soils. In central Florida, these communities contain a closed overstory dominated by sand live oak, with scattered turkey oak, laurel oak, or remnant pine trees. Midstory components typically reflect remnants of earlier successional hammocks, such as scrub oaks, saw palmetto, *Lyonia* species, and many others. The density of the midstory often correlates with the age of the hammock, with older hammocks having a relatively sparse midstory. Understory components are usually very sparse, with groundcover being dominated primarily by leaf litter. Herbaceous species that are present again usually reflect earlier successional communities no longer present. Xeric hammock is a late successional community, and in many areas is an indication of long term fire suppression of upland habitats with a more open canopy, such as sandhill, scrub, or pine flatwoods. At a landscape level, xeric hammock probably historically occurred in areas of natural fire exclusion, such as fire shadows or areas where natural barriers prevented the encroachment of fire, but most xeric hammocks now found within the state are a result of human disruption of the natural fire regime.

Most of the uplands at Mackay gardens have either succeeded to xeric hammock, or are in the process of doing so. Aerial photography of the site taken in 1941 (found in Appendix B) shows that oak hammock was a relatively small component of upland areas of the site historically, with much more open, pine dominated habitat types dominating at that time. This site has been fire excluded for many years, and hardwood encroachment is excessive in all remnant communities. Invasive species encroachment is also a significant problem in many of the existing hammocks; areas identified as slope forest contain significant encroachments of bamboo, and in some cases bamboo infestations have eliminated any midstory or understory.

High Pine and Scrub:

Earlier habitat delineations conducted at Mackay Gardens identified 35 acres of *Sandhill* and 6.8 acres of *Scrub* habitat.

Sandhill - Much of the acreage of Sandhill identified in the management plan have succeeded to xeric hammock (especially areas west of the boat launch access), with a mature closed canopy of sand live oak. In areas east of the manor house, semi-functional sandhill communities still exist, but are rapidly being compromised by excessive hardwood encroachment. Without intervention, these communities will succeed to xeric hammock within a relatively short amount of time. We could find no remaining scrub communities within the preserve.

Scrub – We could find no evidence of existing scrub habitat in areas previously delineated as such. All areas identified as oak scrub are now mature xeric hammock, with little evidence of remnant scrub vegetation.

Pine Flatwoods:

Previously delineated pine flatwoods communities at Mackay Gardens include 7.5 acres of *Scrubby Flatwoods*, and 3.1 acres of *Mesic Flatwoods*. The original natural community surveys also identified 8.1 acres of Seepage Slope, specifically cutthroat seep. In keeping with updated FNAI natural community delineations, we will consider this cutthroat seep under the classification of a *Wet Flatwoods*, as the area where cutthroat grass is found contains considerable pine at this site.

Scrubby Flatwoods - Areas delineated as scrubby flatwoods at this site still retain some characteristics of scrubby habitats, but again have succeeded into a semi-mature xeric hammock, with an overstory of mature sand live oak, and a midstory primarily composed of palmetto. Any remaining character of a scrubby flatwoods will soon be lost without intervention.

Mesic Flatwoods - Areas of mesic flatwoods on the property are still functional, but show evidence of hardwood encroachment and a lack of regular fire. However, this community is probably in the best shape of any natural communities observed on site and will take the least amount of effort to bring back to maintenance condition. These areas contain an overstory of mature slash pine, a relatively well developed midstory of young oak, wax myrtle, *Lyonia* species, and palmetto. Herbaceous ground cover is currently limited due to a thick layer of pine duff and midstory crowding. Cutthroat seeps on the property are extremely limited, and only remnant cutthroat grass remains due to shading by encroaching hardwood species (wax myrtle, bays, and young oaks). Like other flatwoods communities observed on the property, midstory crowding is a concern, but this community will require less effort to restore to a functional flatwoods community. Mature trees are still primarily slash pine, and this was the only area of the property where pine recruitment was noted. With reduction of encroaching hardwoods, and reintroduction of prescribed fire, we expect the extent of cutthroat grass to increase.

Freshwater Forested Wetlands:

Previously delineated forested wetland communities on this site include 9.3 acres of *Floodplain Swamp*, 13.1 acres of *Hydric Hammock*, and 18.4 acres of *Baygall*. However, Floodplain Forest is a community type found along the floodplains of streams and rivers, and dominated by cypress species. We did not observe this community type within Mackay Gardens; rather the areas previously delineated as floodplain forest is likely hydric hammock and/or baygall. These community types are generally found east of the canal joining Lake Haines and Lake Rochelle, and are considerably integrated into one another. These communities are closed canopy wetlands dominated by mature hardwoods such as oaks and bay trees, with other hardwoods such as cypress being present but not dominant, depending on the specific community type. These areas generally are not fire dependent and are in good condition at this site. Habitat edges are degraded due to lack of fire in adjacent community types, demonstrating excessive growth of shrubs, vines, and other vegetation. Historically, wildfires moving out of adjacent upland habitat types would have “pruned” this vegetation as fire traveled into the edges of these wetland habitat types. Some areas of baygall are relatively young and show some evidence of recent disturbance, but will require little active management.

Management Objectives and Resource Concerns

Management Objectives

Mackay Gardens has several defined management objectives listed within the official management plan developed for the property. In this supplemental plan, we will focus on the objective to protect and enhance the quality of upland and wetland natural communities and wildlife habitats. Related objectives include preservation of historic and cultural resources (including areas historically planted and maintained in non-native ornamental species), and providing passive recreational opportunities to the public. This plan will not address these related objectives, and it will be up to land managers on site as how best to balance wildlife habitat objectives with preservation of historic resources such as the gardens themselves, as well as balancing concerns with passive recreational use.

Resource Concerns

Wildlife

FWC's Environmental Resource Analysis of the Mackay Gardens property as well as observations from both FWC and parks staff indicated that the following imperiled species may potentially occur or have been observed within the planning area:

Common Name	Scientific Name	Status*
Eastern Indigo Snake	<i>Drymarchon corais couperi</i>	FT
Florida Sandhill Crane	<i>Grus canadensis pratensis</i>	ST
Gopher Tortoise	<i>Gopherus polyphemus</i>	ST
Little Blue Heron	<i>Egretta caerulea</i>	SSC
Tricolored Heron	<i>Egretta tricolor</i>	SSC
Limpkin	<i>Aramus guarauna</i>	SSC
Bald Eagle	<i>Haliaeetus leucocephalus</i>	Special**
Sand Skink	<i>Neoseps reynoldsi</i>	FT
Blue-tailed Mole Skink	<i>Eumeces egregius lividus</i>	FT

* FT - Federally Threatened; ST - State Threatened; SSC - Species of Special Concern

**The Bald Eagle is protected by the federal Bald and Golden Eagle Protection Act as well as the state Bald Eagle rule (FAC 68A-16.002)

Basic biological information on each of these listed species can be found online, at the Florida Natural Areas Inventory Online Field Guide to the Rare Plants and Animals of Florida: <http://www.fnai.org/FieldGuide/index.cfm>. While our resource analysis did not specifically identify rare plant species, some are likely to occur on site, and the park is actively growing the federally Endangered Scrub Lupine (*Lupinus aridorum*) as part of restoration efforts for the park. For further information on this and other federally listed plant species, please visit the US Fish and Wildlife Service's (USFWS) South Florida Ecological Services Field Office website on south Florida listed plants: <http://www.fws.gov/verobeach/ListedSpeciesPlants.html>. Further detailed information on federally listed plant and animal species can be found in the USFWS's South Florida Multi-Species Recovery Plan: <http://www.fws.gov/verobeach/ListedSpeciesMSRP.html>.

Management techniques recommended in this plan are expected to benefit all potentially occurring imperiled species at this site by improving habitat conditions for these species. *With the exception of the Sand and Blue-tailed Mole Skinks*, the following mitigation guidelines should be followed in order to avoid impacts to listed species:

- *Gopher Tortoise* – Under FWC policy, wildlife habitat management activities are exempt from any gopher tortoise permit requirements. However, as tortoises are a focal species for managers at this park, we recommend flagging any existing burrow in areas where management activities will take place, and avoid any activity that may potentially

collapse a tortoise burrow (disking of firelanes, use of heavy equipment during management activities) within 25 ft. of a burrow.

- *Florida Sandhill Crane* – Sandhill cranes nest in shallow, emergent wetlands, and will also nest in vegetated shorelines along lakes. If Sandhill Cranes are found nesting on site, avoid activities within a 300 ft. buffer around the nest, until nesting is completed (Nesting primarily occurs in the late winter, but cranes have been found nesting any time from December through August.)
- *Bald Eagle* –If new eagle nests become established on the property, nests need to be protected during the nesting season with a 660 ft. buffer. Prescribed burning will be allowed near nesting trees during the non-nesting season, as long as precautions are taken to protect the tree from fire (wet lining, hand clearing of fuel at the base of the tree, small spot fires near the tree if conditions allow, etc.).
- *Wading birds (Little Blue Heron, Snowy Egret, Tricolor Heron, Wood Stork)* – potential foraging habitat exists on site for each of the above listed wading birds, but no nesting colonies are known to occur on this property. All of the above species are colonial nesters, and nest in large, obvious groups, typically in wetland environments. Minimization and avoidance measures are only required to protect nesting colonies of these birds, should they be found to occur on the property. This would entail following a setback buffer of at least 300 feet during practice installations or any other potentially disturbing activities.
- *Sand and Blue-tailed Mole Skinks*: This property contains areas defined by USFWS criteria as potential habitat for these species (Appendix E). The USFWS currently requires an Incidental Take permit in order to conduct prescribed burns or to conduct any soil disturbing activities below 4 inches in occupied skink habitat. As such, a consultation with the USFWS should be initiated prior to any prescribed burning or diskings of firebreaks within areas identified as potential skink habitat. If the Service should issue an incidental take permit for these activities at this site, any mitigation measures included in the permit should also be followed. NOTE: As an alternative to seeking a permit for prescribed burning activities, the City of Lake Alfred can choose to coordinate burns through an entity that already has an existing agreement with the USFWS. Within central Florida, such an entity exists; the Nature Conservancy's Lake Wales Ridge Prescribed Fire Strike Team is a resource available to both public and private landowners that can provide staff and expertise for conducting prescribed fires. Because the strike team already has an agreement in place with the USFWS, if strike team staff assist on a burn, the city would be covered in terms of permit obligations for sand skinks.

Soil and Water

There are some soil resource concerns on the Mackay Gardens property as a result of the considerable amount of fall present in the topography of the property, it will be important to consider slope when designing practices such as firebreaks or other ground-disturbing activities, in order to minimize the possibility of downslope erosion. Areas near the boat launch access show evidence of erosion due to the maintenance of an open groundcover layer through

mowing. We advise this area be left to vegetate, with mowing being minimized along the access.

Invasive Species

Mackay Gardens contains infestations of a number of invasive plants, including Cat's Claw Vine (*Macfadyena unguis-cati*), Rosary Pea (*Abrus precatorius*), Guinea Grass (*Panicum maximum*), Para Grass (*Urochloa mutica*), Natal Grass (*Melinis repens*), Cogon Grass (*Imperata cylindrica*), Torpedo Grass (*Panicum repens*), Golden Bamboo (*Phyllostachys aurea*), Melaleuca (*Melaleuca quinquenervia*), Surinam Cherry (*Eugenia uniflora*), Lantana (*Lantana camara*), Caesar's Weed (*Urena lobata*), Brazilian Pepper (*Schinus terebinthifolius*), Camphor Tree (*Cinnamomum camphora*), Wild Taro (*Colocasia Esculenta*), and Peruvian Primrose Willow (*Ludwigia peruviana*). With a few exceptions, pest plant infestations are relatively low at this site due to active management by staff and volunteers. During site visits, we noted Golden Bamboo as having the largest areas of infestation, especially along slope habitats near Lake Rochelle. Guinea Grass is relatively widespread within the park. Lakeshore habitats had some of the most extensive and most dense infestations of plants such as Torpedo Grass, Primrose Willow, Para Grass, and Wild Taro. However, treatment of these near shore habitats may not be within the jurisdiction of parks staff and may require cooperation with entities responsible for lakes management. Treatment of existing exotics will be discussed in the *management recommendations* section of this document.

Boundary Concerns

Mackay Gardens is currently not protected by boundary fencing. We recommend that parks staff consider erecting boundary fencing or planting hedgerows along the property line in order to minimize off-hours trespass by members of the public. Parks staff has mentioned that use of the property during off-hours is occurring. While it's never completely possible to eliminate such activities, steps need to be taken to minimize these activities in order to prevent potential damage to on site resources, and to prevent the possibility of activities which could create risks of catastrophic wildfire (such as campfires).

Wildfire Risk

Mackay Gardens is currently at risk of catastrophic wildfire due to the excessive fuel load buildup in many existing natural communities. Ladder fuels present throughout the site present a risk of crown fires. The relatively small size of the site and its relatively protected borders help minimize some risk, and many of the habitats on site are not easily ignited in their current state, but during drought or extreme dry conditions, risk of catastrophic wildfire increases. The site is at far greater risk for ignition due to the activities of humans relative to natural ignition sources, especially as the park borders urban areas and has an unprotected boundary. Wildfire risk can be minimized by following habitat management recommendations found in this plan.

Management Recommendations:

Wildlife habitat management is a complicated subject to master, as much an art as a science, and requiring considerable informed judgment on the part of land managers. It is an adaptive process, requiring that managers be able to judge conditions on the ground and make adjustments to their management practices as necessary. It is our intention to provide as much information as is realistically possible in this plan in order to allow landowners to conduct management practices independently. However, staff from FWC and other land managing agencies are available to lend our expertise and judgment to landowners seeking to implement these management recommendations. Feel free to contact these agencies at any time if you need assistance in making a management decision or in following the recommendations provided in this plan.

Management Recommendations for Current Ecological Communities

Vegetative Targets for Existing Ecological Communities

The management goal for this site is restoration of upland habitats to promote habitat conditions for the benefit of all wildlife, but especially for listed species such as Gopher Tortoises. As such, setting measurable management objectives that describe the desired vegetative composition and structure of habitats targeted for management will be most useful for facilitating recommended management practices. The overriding theme for vegetation management at this site will be setting back succession through elimination of excessive oak trees and midstory hardwoods in order to open up the canopy, allow light penetration to the ground, and allow the regeneration of herbaceous groundcover species that serve as important food sources for gopher tortoises and other wildlife.

Wildlife habitat management objectives for Forested Upland habitats should include the following:

- Xeric Hammock
 - Treat all infestations of Category I and II invasive plants, and develop a monitoring plan to prevent re-sprouting of past infestation or establishment of new infestations.
 - Allow prescribed fires to burn through these habitats where safe, or where enough ground fuel exists to allow a fire to carry through. Fire return intervals should be based on surrounding community types.
 - Brush management may be used in sections of xeric hammock near the lakeshore where young hardwood shrubs and palmetto growth have developed into an older rough. Hardwood shrubs and palmetto should be maintained at 4-6 ft. heights or less after initial treatments.

Wildlife habitat management objective for High Pine habitats should include the following:

- Use a combination of brush management and prescribed fire to maintain vegetative composition in the following condition:

- Sandhill
 - Use mechanical treatments to restore and maintain hardwood midstory at 10% coverage or less and under 6 ft. height.
 - Reduce mature oak component to 1-2 mature oaks per acre. Sand live oaks should be minimized in favor of turkey oak.
 - Palmetto is currently not a major component of these habitats, but it is likely to colonize after hardwood removal. Palmetto coverage should be maintained at 30% or less, with average heights under 4 ft.
 - Promote a robust groundcover layer of diverse grasses and herbaceous plants through the use of prescribed fire on a short return interval of 2-3 years.
 - Treat all infestations of Category I and II invasive plants, and develop a monitoring plan to prevent re-sprouting of past infestation or establishment of new infestations.
- Scrub
 - We have currently not set vegetative targets for scrub habitat, as areas where scrub was delineated in the past is currently mature xeric hammock, with little evidence that scrub ever existed. Because of the expense and time that would be involved in trying to recover this habitat type, we expect that scrub restoration will not take place within the 5 year timeframe of this plan. This topic can be revisited when this plan is reviewed and updated.

Wildlife habitat management objectives for Pine Flatwoods should include the following:

- Use a combination of brush management and prescribed fire to maintain vegetative composition in the following condition:
 - Wet Flatwoods (Cutthroat Seep)
 - Maintenance of the pine canopy at 40% or less
 - Maintenance of the palmetto/hardwood shrub midstory at 10% or less.
 - Elimination of any mature oak trees, with 1-2 mid-stage oaks being acceptable per acre.
 - Treat all infestations of Category I and II invasive plants, and develop a monitoring plan to prevent re-sprouting of past infestation or establishment of new infestations.
 - Promote re-establishment and growth of Cutthroat grass using prescribed fire on a short return interval of 2-3 years.
 - Mesic Flatwoods
 - Maintenance of the palmetto layer at 40% or less coverage and 4ft. or less average height.
 - Maintenance of all other hardwoods at less than 20% coverage and an average of 4-6 ft. height.
 - Maintenance of the pine canopy coverage of 40% or less.
 - Maintenance of less than 1 mature oak tree per acre.

- Protection of pine snags where present for wildlife benefits.
- Promote a robust groundcover layer of diverse grasses and herbaceous plants using prescribed fire on a short return interval of 2-3 years
- Treat all infestations of Category I and II invasive plants, and develop a monitoring plan to prevent re-sprouting of past infestation or establishment of new infestations.

Wildlife habitat management objectives for Freshwater Forested Wetlands should include the following:

- Floodplain Swamp, Hydric Hammock, and Baygall
 - Treat all infestations of Category I and II invasive plants, and develop a monitoring plan to prevent re-sprouting of past infestation or establishment of new infestations.

Specific Practice Recommendations to Meet Vegetative Targets

Selective Tree Removal

Objectives

Reduce the number and density of mature oaks in all formerly open-canopied upland systems in order to allow light penetration and encourage the growth of representative plant species in these communities.

General Considerations

A combination of historical aerial photographs, soils characteristics, and previously conducted habitat inventories demonstrate that Mackay Gardens formerly contained several regionally important habitat types that are no longer present. These once pine-dominated, open canopied habitat types have been lost due to vegetative succession resulting from fire suppression and a lack of active management. Where various high pine systems formerly existed, now all that remains is closed canopy oak hammocks. Oak hammock is generally of low utility to wildlife species, especially focal species at this park such as gopher tortoises, due to the fact that light suppression from a dense closed canopy prevents the growth of herbaceous groundcover species that serve as food for wildlife. Instead, oak hammock serves little more than sheltering habitat for wildlife, such as our larger mammal species (deer, bears, and so forth). In order to restore the rare and declining habitat types, as well as to promote conditions for focal species such as gopher tortoises, selective tree removal will be needed in combination with other techniques (discussed below) to restore the open canopied conditions conducive to the growth and health of characteristic vegetative species that once existed here. Historical aerial photographs suggest that the majority of the site, now in closed canopy forest, was once a low density pine forest with virtually no oak trees outside of a few areas near the lake and in wetland areas around the artificial canal to the east (a historical aerial photo is located in Appendix B).

Habitat restoration on the scale that would be required at Mackay Gardens in order to restore previously existing habitat types is a daunting undertaking due to the expense and amount of work required. The most difficult and expensive vegetative issue to address is the presence of mature oak trees, which now exist in high density at this site. Removal of these trees is problematic in the amount of work required, the fact that oak species in Florida have little commercial value, and that debris left by oak removal is costly and labor intensive to remove. Oak trees are also valued by recreating members of the public due to the shade these trees provide. However, effective habitat restoration will require that the excessive density of oaks at this site be addressed. Otherwise this site will serve little value to important focal species of wildlife such as gopher tortoises.

Techniques

Because of the labor and expense associated with selective removal of mature oak trees, we would recommend that this undertaking be considered on a long-term timeframe. From a planning perspective, treatment of small plots (ideally in the 1-2 acre size) on an annual basis may be an ideal approach for this site. We would recommend prioritizing areas that will present the least challenge for initial treatments, such as areas near the canal that were formerly sandhill but are now young xeric hammock. Because remnant vegetation characteristic of sandhill communities is present in this area, removal of oak trees is likely to generate the most ideal vegetative response when compared to areas that have been in mature xeric hammock for longer time frames.

In terms of techniques needed for tree removal, unfortunately due to the low commercial value of oak trees, hand removal of trees is essentially the primary option available at this site. We would recommend reducing the density of mature trees to 1-2 mature oaks per acre or less, depending on the size of trees. A sprawling mature live oak is going to be more important to remove, compared to a mid-stage oak tree that creates less groundcover shading. Leaving some large oaks as shade trees for visitors recreating in the park is certainly acceptable, but parks staff will need to make a decision as to the amount of tradeoff between providing shade trees and providing appropriate habitat conditions that will be ideal for this site. For oak trees that are targeted for removal, it will be important to consider how to handle the debris left from taking the tree down. Large logs, branches, and stumps will potentially impede any attempts to introduce fire to restored areas due to the mop-up and smoke management issues that thousand hour fuels can create. Complete removal of large limbs and logs is ideal, but may not be practical at this site. Pile burning of logs and large limbs may be an alternative for eliminating these hazards. Another option may be to offer felled oaks as free firewood to the public, though this also will require extra labor in cutting and splitting felled oaks in a way that makes them easy for members of the public to pick up.

Scheduling and Rotation

As mentioned, since this site has an excess of mature oak trees, removal of these trees will be a long term process over many years. Treatment of 1-2 acres per year or as funding and manpower availability dictates, will allow parks staff to “chip away” at the problem in a more

manageable way. Also as mentioned, priority for initial treatments should be on those habitat areas that will require the least amount of effort to restore, in order to maximize the benefits of this type of treatment over time. In areas of true mature oak hammock, small test plots could be initially conducted to judge vegetative responses as a result of treatments in order to prioritize where the best areas to treat are found.

Brush Management

Objectives

Reduce or eliminate areas of overgrown hardwoods or other undesirable plants that are currently too overgrown to allow fire alone to achieve control. As a secondary objective, reduce fuel loads for wildfire mitigation.

General Considerations

Most of the natural communities present at Mackay Gardens have an excessive midstory of hardwood trees and shrubs due to fire suppression and a lack of active midstory management. In order to meet the midstory vegetative targets listed above, we would recommend using brush management as an initial treatment to remove excessive midstory growth and to facilitate the use of prescribed fire. Brush management is generally used as a habitat “resetting” technique in areas where conditions are so far out of desired maintenance condition that application of fire alone will not be sufficient to achieve midstory reduction and groundcover regeneration objectives. Thus, initial brush management treatments should aim to completely remove overgrown midstory vegetation. Fuels laid on the ground through brush management can then be consumed more safely and with more control through the use of prescribed fire. Typically, once a brush management treatment has been completed, prescribed fire alone can be used to maintain habitat conditions within the vegetative parameters listed above going into the future.

As mentioned, initial brush management treatments should aim to completely remove midstory hardwoods. However, it is likely that future brush management treatments will be required at Mackay Gardens because of some of the difficulties that may be encountered when trying to use prescribed fire on a regular rotation within such close proximity to urban interface. If brush management treatments are used in the future to manage habitats in maintenance condition, complete removal of hardwoods is not recommended. Instead we recommend what is known as a “sloppy chop”; brush management is used more skillfully in order to maintain an uneven age composition of the midstory. Some areas (no more than 10-20%) of the midstory should be left untreated, in order to develop a mosaic of vegetative and structural diversity within the stand. Areas left untreated can then be treated on the next rotation of brush management in order to maintain the mosaic and prevent any areas from getting too far outside of the midstory vegetative parameters discussed above.

Techniques

Several options are available to help complete brush management at this site. Because most of the areas needed for treatment are in semi-mature hardwoods, brushhogs, mulching mowers, or gyrotracs will be the most effective treatment options. In cases where mature hardwoods are targeted for removal, mechanical treatments are impractical. Because of the relatively small size of this site, hand removal of trees is recommended. Rollerchoppers are commonly used to treat areas of semi-mature hardwoods. However we do not recommend this technique at this site as most areas are too overgrown for a rollerchopper to be effective. In addition, steep slopes in certain areas of the site that require mechanical treatment could present soil erosion concerns, and we would not recommend using a soil disturbing technique in these areas. The presence of potential sand skink habitat also argues against the use of potentially ground disturbing techniques such as rollerchopping.

Scheduling and Rotation

Brush management can be conducted at any time of the year, but in order to maximize the benefits of these treatments we would recommend that they be conducted within 30-60 days of planned prescribed burns. When paired with prescribed burning, and when appropriate burn intervals are followed, future needs for brush management treatments can be significantly reduced. Burning shortly after a brush management treatment is also the most effective means of removing woody debris left behind from the treatment, which serves to benefit regenerating grasses and herbaceous plants post-burn. Further brush management treatments should be considered if habitat conditions deteriorate to the point that the vegetative parameters listed above are exceeded.

Prescribed Burning

Objectives

Use prescribed fire on appropriate return intervals to maintain natural communities under conditions that maximize their ecological function. Use fire as a restoration tool to ensure that communities not currently meeting vegetative targets are restored to proper vegetative balance and ecological function. Use prescribed fire to manage fuel loads to minimize the risk of catastrophic wildfire.

Planned Burn Area

Mackay Gardens contains several upland natural communities that historically burned on a short return interval. While most of these areas have not been burned in many years and contain excessive fuel loads, they are planned to be restored to conditions that will allow for the regular use of prescribed fire. Once initial vegetation management is completed, prescribed fire will be used to remove excessive fuels, and then will be used to maintain natural communities to maximize ecological function. All restored upland communities are planned for prescribed fire. Areas of the park in which initial restoration through brush management, invasive species removal, and tree removal should not be burned due to excessive fuel loads.

Burning these areas under current conditions could present control challenges if they do light, or they may simply not ignite due to a lack of carrying ground fuels.

We have intentionally left delineation of burn units to the discretion of land managers at this site, due to the uncertainties in determining the extent and scheduling of initial brush management treatments as time, manpower, and funding allow. However, we propose some general guidelines to assist managers in determining prioritization of restoration efforts, as well as burn unit sizes. Based on observed conditions and the goals of land managers, we suggest that initial prioritization be given to remnant sandhill communities east of the manor house, mesic flatwoods communities along the southwest corner of the canal, and remnant cutthroat seeps east of the canal. Of these areas, mesic flatwoods are in the best condition for initial burning. If done with care, this area could actually be burned without an initial brush management treatment. Other areas initially planned for burning include the xeric hammock communities (slope forest) along the lakeshore. There are several other areas within the park that were formerly composed of pyrogenic natural communities, and currently exist as overgrown roughs or have transitioned into oak hammocks. Due to the time and expense of restoration in communities that have succeeded to mature hammock, it is uncertain whether or not the park will have the time, manpower, and funding to attempt to restore these areas within the timeframe of this plan. We would not recommend introducing fire into these areas until they have had significant vegetative management completed.

Because Mackay Gardens falls so close to urban interface, we would recommend that planned burns do not exceed 20 acres in size due to smoke management concerns. Burns of 20 acres or smaller in communities that have been recently treated with brush management or are already in maintenance condition generally do not present a large smoke concern when the burn footprint is 20 acres or less. Even so, smoke screening will be critical when planning any burns at this site in order to prevent impacts to nearby smoke sensitive areas.

Burn Scheduling and Rotation

The different habitat types found on the Stokes property burn on different fire return intervals, and as a result burn rotation scheduling over the long run will be slightly more complicated (especially as ecological restoration proceeds and habitat restoration begins to take place):

- *Mesic Flatwoods:* Mesic flatwoods typically burn on a short fire return interval of 2-3 years.
- *Cutthroat Flatwoods:* Cutthroat dominated habitats typically burn on a short fire return interval of 1-3 years.
- *Bay Heads:* Bay Heads are generally not a fire dependent community, but they often develop “edge effects” of taller and undesirable vegetation when fire is intentionally excluded from them (especially wax myrtle, climbing vines and other ladder fuels). They also have a tendency to expand as a result of fire exclusion, as young bay trees are not fire tolerant and are “pruned back” when fires in surrounding pyrogenic communities

are allowed to burn into a bay head. As a result, fire should be allowed to run into bay heads as conditions allow.

- *Xeric Hammocks*: Oak hammocks are generally not a fire dependent community, but like bayheads they often develop “edge effects” of taller vegetation when fire is intentionally excluded from them, or in areas where the overstory is thinner, fire dependent vegetation may be able to grow. As a result, fire should be allowed to burn into hammocks on the property. The return interval should follow the same as surrounding pyrogenic communities.

Mosaic Burning

Due to the amount of time since fire was last applied to ecological communities on this property, it is recommended that the goal of initial burns on the property should be to burn each field as uniformly and completely as possible. However, once the property is returned to an appropriate fire return interval, follow-up burns should be applied in a manner that produces a “patchy” or “mosaic” burn, in which some patches of habitat within the planned burn area remain unburned. The goal of mosaic burning is to increase the vegetative diversity of habitats within the burn unit, and mimic the effects of naturally occurring wildfires. During wildfires, variations in terrain, habitat, moisture conditions, and weather effects results in burn pattern in which fire intensity varies over the burn area and patches of unburned habitat may remain following a fire. As repeated wildfires burn through an area over time, the resulting landscape mosaic will contain patches of habitat that vary in age and vegetative composition, in direct correlation to the time since they last burned. This landscape mosaic results in a much more diverse vegetative community, which benefits wildlife species by increasing the number and amount of potential food sources.

Mosaic burning on the property can be promoted in multiple ways. Conditions on the ground during the burn can be allowed to dictate what patches of habitat remain unburned; for instance, burning during the growing season at higher relative humidity, or burning when soil conditions are wetter will promote a patchy burn. In addition, natural landscape features on the property such as bayheads or hammocks will likely cause natural fire shadows downwind, which will lead to unburned patches remaining after a fire. Encouraging ignition crews to refrain from igniting every single unburned patch during prescribed fire operations, as well as using ignition techniques such as spot firing can also help encourage mosaic burns. Ideally, a mosaic pattern that leaves 10-40% of burn units unburned after a fire is recommended.

Recommended Burn Season

Growing season burns provide the best benefit for wildlife, as many species of native plants require burning during the growing season to stimulate flowering and seeding (for instance, cutthroat grass rarely flowers unless burned during the growing season). Growing season burns also provide the best benefit in terms of achieving hardwood control, as hardwoods such as small oaks and wax myrtle are most susceptible to fire after leaf out during the early growing season. However, alternating between growing season and dormant season burns will increase overall plant diversity within habitats, which can benefit wildlife by increasing the number of

plant species that act as food sources. In addition, hydrologic conditions in wetter areas may dictate that burns will not be successful unless conducted during drier times of the year (dormant season or early growing season). With these factors in mind, we recommend prioritizing burns during the growing season (particularly early in the season), with occasional dormant season burns being conducted to increase plant diversity.

Other Planning Considerations

A large concern for any burning in wetland areas is the potential for muck fires where mucky soils exist. While historically, muck fires occurred naturally and are in fact very beneficial for many habitat types and the species that utilize them, our current prescribed burning environment precludes us from allowing muck to burn, due to the smoke issues that these fires present, the fact that they can burn for long periods of time, and are sometimes difficult to contain. The control issues that muck fires present are unacceptable under current burning guidelines and rules. As a result, it is critically important to ensure that enough moisture is present in the soil in mucky areas to allow fires to burn across these areas without igniting muck. We definitely encourage burning areas with mucky soils, but again, it is important to ensure that the areas are wet enough to prevent muck fires.

Operational Planning for Prescribed Burning

Specific operational planning for prescribed fires is the responsibility of land managers. We recommend that a certified Florida prescribed burner write all burn prescriptions and conduct all burns in order to reduce liability concerns for the landowner. Authorization for prescribed burning must be obtained from the Florida Forest Service on the day of the planned burn. A written burn prescription should be prepared for all burns (following the guidance in Florida Administrative Code, rule 5I-2.006), and at minimum should contain the following: 1.) Stand or site description, 2.) Map of the area to be burned, 3.) Number of personnel and equipment available, 4.) Desired weather factors (surface and transport wind speeds and directions, minimum mixing height, minimum relative humidity, maximum temperature, minimum fine fuel moisture) 5.) Desired fire behavior factors (burn technique, flame length, rate of spread), 6.) Time and date that the prescription was prepared, 7.) Authorization date and period of authorization, 8.) Smoke screening evaluation, and 9.) The signature and number of the certified burn manager.

No prescribed burning should be conducted in areas identified as potential sand skink habitat prior to consultation with the U.S. Fish and Wildlife Service, or coordination with entities that already have permits in place (such as the Lake Wales Ridge Prescribed Fire Strike Team).

Firebreaks

Objectives

Provide appropriate control lines to ensure that prescribed burns remain within planned burn areas.

Establishment and Maintenance

We recommend that a permanent break is established and maintained along the property boundary to ensure that fires from either on or off property do not breach the boundary. Interior lines should only be established prior to a planned burn, and should not be maintained permanently. Options for breaks include disked lines or vegetated breaks. We recommend avoiding disked lines wherever practical, as disked breaks damage soils, present soil erosion issues, and can serve as establishment areas for invasive plants.

Other Considerations

Disked firebreaks are not recommended within the “drip line” of any live pine tree, due to the possibility of disks damaging root systems.

Because of the potential presence of sand skinks, no disked firebreaks should be installed in areas delineated as potential skink habitat prior to consultation with the US Fish and Wildlife Service.

Invasive Plant Control

Objectives

Eliminate all FLEPPC Category I and II invasive plants where practical, and/or maintain them at as low a level as is feasible.

Prioritization and Treatment

Treatment protocols for many Category I and II invasive plants have been developed by the University of Florida IFAS extension, and we recommend that these treatment protocols be used. The Center for Aquatic and Invasive Plants (University of Florida, IFAS) maintains species accounts and treatment protocols for many of Florida’s invasive plants (<http://plants.ifas.ufl.edu/>). A table of observed exotics and links to specific protocols is found in the following table:

Common Name	Scientific Name	FLEPPC Category	IFAS control and Treatment Information
Rosary Pea	<i>Abrus precatorius</i>	I	http://plants.ifas.ufl.edu/node/23
Camphor Tree	<i>Cinnamomum camphora</i>	I	http://plants.ifas.ufl.edu/node/101
Wild Taro	<i>Colocasia esculenta</i>	I	http://plants.ifas.ufl.edu/node/108
Wild Taro	<i>Colocasia Esculenta</i>	I	http://plants.ifas.ufl.edu/node/108
Surinam Cherry	<i>Eugenia uniflora</i>	I	http://plants.ifas.ufl.edu/node/157
Cogon Grass	<i>Imperata cylindrical</i>	I	http://plants.ifas.ufl.edu/node/199
Lantana	<i>Lantana camara</i>	I	http://plants.ifas.ufl.edu/node/223
Peruvian Primrose Willow	<i>Ludwigia peruviana</i>	I	http://plants.ifas.ufl.edu/node/249
Cat's Claw Vine	<i>Macfadyena unguis-cati</i>	I	http://plants.ifas.ufl.edu/node/259
Melaleuca	<i>Melaleuca quinquenervia</i>	I	http://plants.ifas.ufl.edu/node/264
Torpedo Grass	<i>Panicum repens</i>	I	http://plants.ifas.ufl.edu/node/308
Torpedo Grass	<i>Panicum repens</i>	I	http://plants.ifas.ufl.edu/node/308
Natal Grass	<i>Rhynchelytrum repens</i>	I	http://plants.ifas.ufl.edu/node/651
Brazilian Pepper	<i>Schinus terebinthifolius</i>	I	http://plants.ifas.ufl.edu/node/405
Caesar's Weed	<i>Urena lobata</i>	I	http://plants.ifas.ufl.edu/node/460
Para Grass	<i>Urochloa mutica</i>	I	http://plants.ifas.ufl.edu/node/71
Guinea Grass	<i>Panicum maximum</i>	II	http://plants.ifas.ufl.edu/node/307
Golden Bamboo	<i>Phyllostachys aurea</i>	II	http://plants.ifas.ufl.edu/node/324

Other Considerations

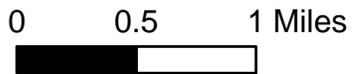
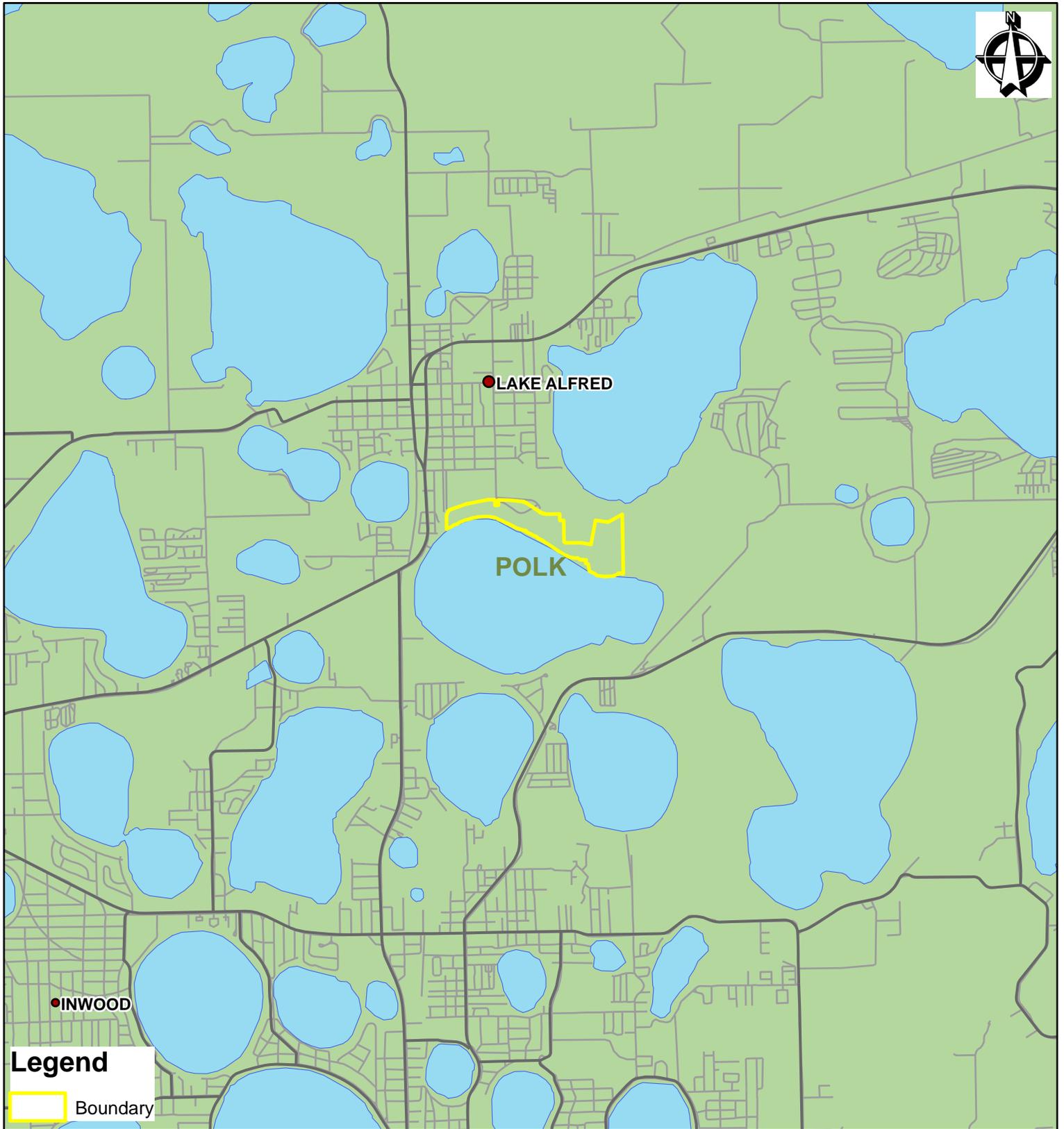
New infestations of invasive species can often be caused by seed transfer from equipment brought onto the property from off-site (such as mowers, disks, ATV's, etc.). As an important preventative measure for avoiding new infestations of invasive plants, we recommend that the land managers require all contractors to thoroughly clean any machinery required for land management activities before it is brought on site.

Monitoring

A long-term monitoring plan for existing infestations to evaluate treatment success and the need for follow-up treatments should be developed, as many of the species noted here are notorious for the amount of time needed to gain control, recolonization potential, and general difficulty in achieving a complete kill. Long term monitoring should also be conducted to watch out for new infestations of these plants, or other Category I and II invasive plants that may show up on property. Achieving control of new infestations is much cheaper and easier if you catch them early, versus the time, expense, and difficulty of having to treat full-blown infestations. For the full list of Category I and Category II invasive plants, visit the website: <http://www.fleppc.org/list/list.htm>.

APPENDIX A: General Location Map

General Location Map



Mackay Gardens and Lakeside Preserve
Polk County, FL
Map Prepared July 2014
by Joe Sage



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APPENDIX B: Current and Historical Aerial Photos

Mackay Gardens Aerial Photo



Legend

 Boundary

0 0.125 0.25 Miles



Mackay Gardens and Lakeside Preserve
Polk County, FL
Map Prepared July 2014
by Joe Sage



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Mackay Gardens 1941 Aerial Photo



0 0.175 0.35 Miles



Mackay Gardens and Lakeside Preserve
Polk County, FL
Map Prepared July 2014
by Joe Sage



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APPENDIX C: Natural Communities Map

 BOUNDARY
 CONSERVATION EASEMENT
 APPROX. NATURAL COMMUNITY BOUNDARY

- KEY**
- | | |
|----------------------|---------------------|
| SH SANDHILL | MF MESIC FLATWOODS |
| S SCRUB | SS SEEPAGE SLOPE |
| XH XERIC HAMMOCK | HH HYDRIC HAMMOCK |
| SLF SLOPE FOREST | FS FLOODPLAIN SWAMP |
| D DEVELOPED | BG BAYGALL |
| SF SCRUBBY FLATWOODS | |

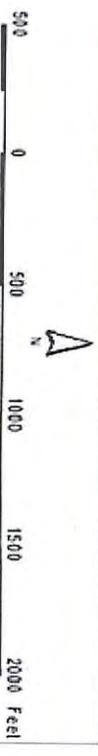


FIGURE B
 MACKEY GARDENS AND LAKESIDE PRESERVE

NATURAL COMMUNITIES MAP

LAKE ALFRED FLORIDA
 CITY COUNCIL

MAP DATE



APPENDIX D: Natural Communities Photos

Upland Forested Hardwoods => *Xeric Hammock*



Example of Xeric Hammock at Mackay Gardens



Xeric Hammock at Lake Wales Ridge State Forest (FNAI 2010 Natural Communities Guide)

High Pine and Scrub => *Sandhill*



Remnant Sandhill community at Mackay Gardens – current conditions



High quality Sandhill habitat at Tiger Creek Preserve (The Nature Conservancy) – FNAI reference site photo

High Pine and Scrub => *Scrub*



Area formerly delineated in Scrub at Mackay Gardens is now a closed canopy Xeric Hammock



Scrub habitat in ideal condition at the Lake Wales Ridge Wildlife Environmental Area, Silver Lake tract (Avon Park, FL) – FNAI reference site photo.

Pine Flatwoods => *Scrubby Flatwoods*



Area delineated as Scrubby Flatwoods at Mackay Gardens. Remaining pine trees are sparse, and a dense overstory of oaks is developing. This community is currently a young Xeric Hammock.



Scrubby Flatwoods under maintenance condition at Archbold Biological Station (Venus, FL)

Pine Flatwoods => *Mesic Flatwoods*



Mesic Flatwoods at Mackay Gardens – current conditions



Mesic Flatwoods at Jonathan Dickinson State Park (Hobe Sound, FL) - FNAI reference site photo

Freshwater Forested Wetlands => *Hydric Hammock, Baygall*



Mature Baygall (Sebring, FL) – reference photo



Hydric Hammock (Sebring, FL) – reference photo

APPENDIX E: Potential Sand Skink Habitat Map

Potential Sand Skink Habitat Map



Legend

-  Potential Skink Habitat
-  Boundary

0 0.125 0.25 Miles



Mackay Gardens and Lakeside Preserve
Polk County, FL
Map Prepared July 2014
by Joe Sage



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APPENDIX F: Soils Report for Mackay Gardens



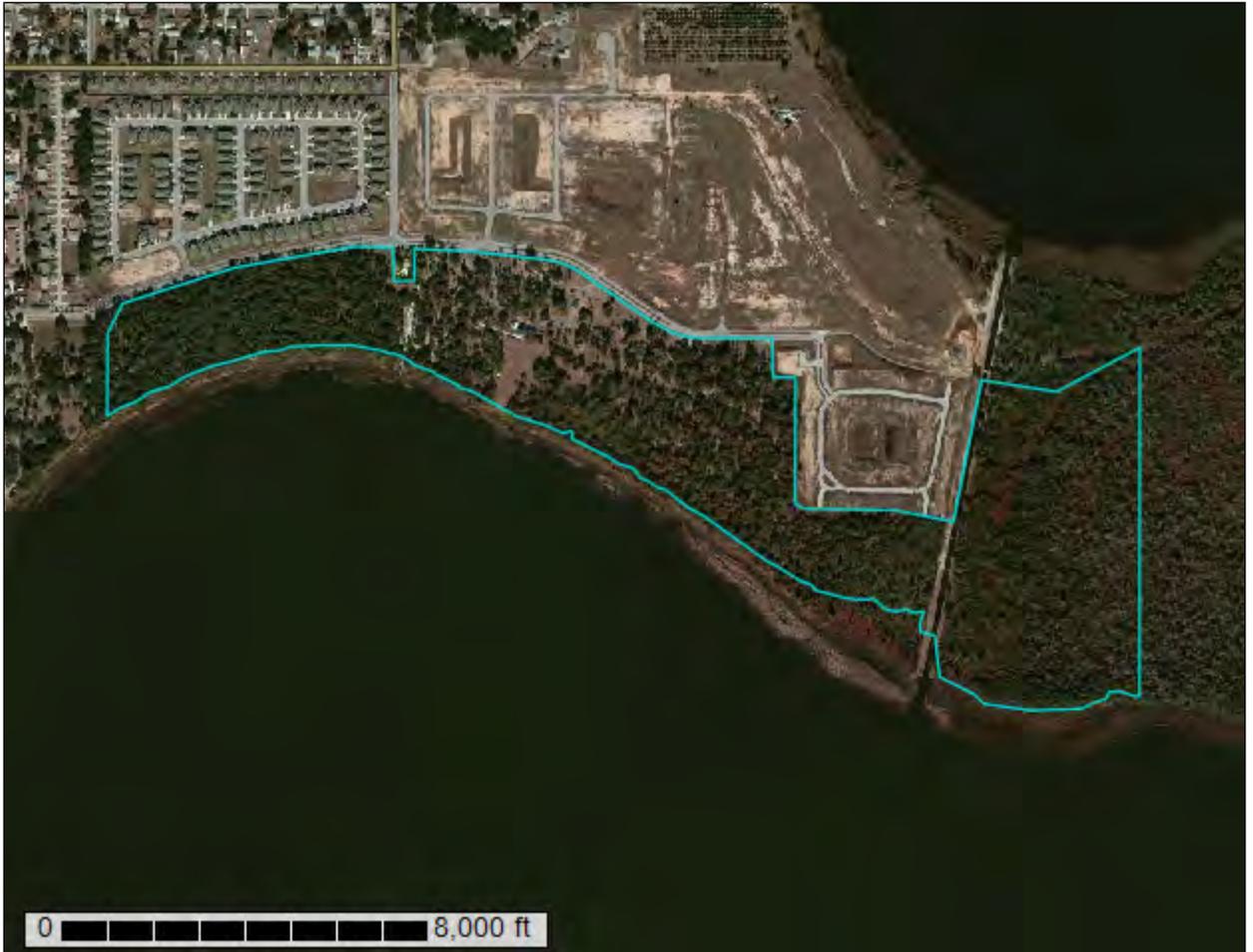
United States
Department of
Agriculture

NRCS

Natural
Resources
Conservation
Service

A product of the National
Cooperative Soil Survey,
a joint effort of the United
States Department of
Agriculture and other
Federal agencies, State
agencies including the
Agricultural Experiment
Stations, and local
participants

Custom Soil Resource Report for **Polk County, Florida**



Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<http://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil scientists classified and named the soils in the survey area, they compared the

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individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report Soil Map



Map Scale: 1:9,370 if printed on A landscape (11" x 8.5") sheet.

0 100 200 400 600 Meters

0 450 900 1800 2700 Feet

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

 Blowout

 Borrow Pit

 Clay Spot

 Closed Depression

 Gravel Pit

 Gravelly Spot

 Landfill

 Lava Flow

 Marsh or swamp

 Mine or Quarry

 Miscellaneous Water

 Perennial Water

 Rock Outcrop

 Saline Spot

 Sandy Spot

 Severely Eroded Spot

 Sinkhole

 Slide or Slip

 Sodic Spot

 Spoil Area

 Stony Spot

 Very Stony Spot

 Wet Spot

 Other

 Special Line Features

Water Features

 Streams and Canals

Transportation

 Rails

 Interstate Highways

 US Routes

 Major Roads

 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Polk County, Florida
 Survey Area Data: Version 9, Dec 19, 2013

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 8, 2010—Mar 13, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Polk County, Florida (FL105)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
2	Apopka fine sand, 0 to 5 percent slopes	10.4	9.3%
3	Candler sand, 0 to 5 percent slopes	35.9	32.1%
13	Samsula muck	10.8	9.7%
14	Sparr sand, 0 to 5 percent slopes	5.6	5.0%
15	Tavares fine sand, 0 to 5 percent slopes	2.6	2.3%
17	Smyrna and Myakka fine sands	9.0	8.0%
27	Kendrick fine sand, 0 to 5 percent slopes	8.3	7.5%
31	Adamsville fine sand, 0 to 2 percent slopes	14.3	12.8%
35	Hontoon muck	14.9	13.3%
Totals for Area of Interest		111.8	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the

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contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Polk County, Florida

2—Apopka fine sand, 0 to 5 percent slopes

Map Unit Setting

Elevation: 10 to 260 feet

Mean annual precipitation: 45 to 56 inches

Mean annual air temperature: 66 to 75 degrees F

Frost-free period: 287 to 365 days

Map Unit Composition

Apopka and similar soils: 85 percent

Minor components: 15 percent

Description of Apopka

Setting

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (two-dimensional): Summit, shoulder, footslope

Landform position (three-dimensional): Crest, nose slope, side slope

Down-slope shape: Convex

Across-slope shape: Linear

Parent material: Eolian or sandy marine deposits over loamy marine deposits

Typical profile

A - 0 to 7 inches: moderately acid, fine sand

E - 7 to 50 inches: moderately acid, fine sand

Bt1 - 50 to 67 inches: moderately acid, fine sandy loam

Bt2 - 67 to 80 inches: moderately acid, sandy clay loam

Properties and qualities

Slope: 0 to 5 percent

Depth to restrictive feature: More than 80 inches

Natural drainage class: Well drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high
(0.20 to 2.00 in/hr)

Depth to water table: More than 80 inches

Frequency of flooding: None

Frequency of ponding: None

Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)

Sodium adsorption ratio, maximum in profile: 12.0

Available water storage in profile: Low (about 5.1 inches)

Interpretive groups

Farmland classification: Farmland of unique importance

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 3s

Hydrologic Soil Group: A

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands
(G154XB111FL), Unnamed (G154XU111FL)

Minor Components

Sparr

Percent of map unit: 5 percent

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Landform: Rises on marine terraces, flats on marine terraces

Landform position (three-dimensional): Interfluve, rise

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: Upland Hardwood Hammocks (R154XY008FL)

Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G154XB131FL), Unnamed (G154XU080FL)

Candler

Percent of map unit: 5 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (two-dimensional): Summit

Landform position (three-dimensional): Interfluve, tread

Down-slope shape: Convex, linear

Across-slope shape: Concave, convex, linear

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G155XB111FL), Unnamed (G154XU195FL)

Tavares

Percent of map unit: 5 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XS142FL)

3—Candler sand, 0 to 5 percent slopes

Map Unit Setting

Elevation: 10 to 260 feet

Mean annual precipitation: 47 to 56 inches

Mean annual air temperature: 68 to 77 degrees F

Frost-free period: 280 to 365 days

Map Unit Composition

Candler and similar soils: 90 percent

Minor components: 10 percent

Description of Candler

Setting

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (two-dimensional): Backslope

Landform position (three-dimensional): Interfluve, side slope, tread

Down-slope shape: Convex

Across-slope shape: Convex

Parent material: Eolian deposits and/or sandy and loamy marine deposits

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Typical profile

A - 0 to 6 inches: moderately acid, sand
E - 6 to 63 inches: moderately acid, sand
E and Bt - 63 to 80 inches: strongly acid, sand

Properties and qualities

Slope: 0 to 5 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High to very high (5.95 to 19.98 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Very low (about 2.5 inches)

Interpretive groups

Farmland classification: Farmland of unique importance
Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: A
Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)
Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G154XB111FL), Unnamed (G154XU111FL)

Minor Components

Tavares

Percent of map unit: 5 percent
Landform: Ridges on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex, concave
Across-slope shape: Linear, concave
Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)
Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

Millhopper

Percent of map unit: 5 percent
Landform: Rises on marine terraces, flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear, convex
Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)
Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

13—Samsula muck

Map Unit Setting

Mean annual precipitation: 46 to 54 inches
Mean annual air temperature: 70 to 77 degrees F
Frost-free period: 350 to 365 days

Map Unit Composition

Samsula and similar soils: 80 percent
Minor components: 20 percent

Description of Samsula

Setting

Landform: Depressions on marine terraces
Landform position (three-dimensional): Dip
Down-slope shape: Concave
Across-slope shape: Concave
Parent material: Herbaceous organic material over sandy marine deposits

Typical profile

Oa - 0 to 31 inches: , muck
Cg - 31 to 80 inches: extremely acid, sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): High to very high (5.95 to 19.98 in/hr)
Depth to water table: About 0 inches
Frequency of flooding: None
Frequency of ponding: Frequent
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Moderate (about 8.3 inches)

Interpretive groups

Farmland classification: Not prime farmland
Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7w
Hydrologic Soil Group: A/D
Ecological site: Freshwater Marshes and Ponds (R154XY010FL)
Other vegetative classification: Organic soils in depressions and on flood plains (G154XB645FL), Unnamed (G155XU850FL)

Minor Components

Hontoon

Percent of map unit: 10 percent

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Landform: Depressions on marine terraces
Landform position (three-dimensional): Dip
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: Freshwater Marshes and Ponds (R154XY010FL)
Other vegetative classification: Organic soils in depressions and on flood plains (G154XB645FL), Unnamed (G154XU850FL)

Placid, depressional

Percent of map unit: 10 percent
Landform: Depressions on marine terraces
Landform position (three-dimensional): Dip
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: Freshwater Marshes and Ponds (R154XY010FL)
Other vegetative classification: Sandy soils on stream terraces, flood plains, or in depressions (G154XB145FL), Unnamed (G155XU800FL)

14—Sparr sand, 0 to 5 percent slopes

Map Unit Setting

Elevation: 20 to 150 feet
Mean annual precipitation: 46 to 54 inches
Mean annual air temperature: 70 to 77 degrees F
Frost-free period: 350 to 365 days

Map Unit Composition

Sparr and similar soils: 85 percent
Minor components: 15 percent

Description of Sparr

Setting

Landform: Knolls on marine terraces, rises on marine terraces
Landform position (three-dimensional): Interfluve, rise
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Sandy and loamy marine deposits

Typical profile

A - 0 to 8 inches: moderately acid, sand
E - 8 to 57 inches: moderately acid, sand
Bt - 57 to 80 inches: strongly acid, sandy clay loam

Properties and qualities

Slope: 0 to 5 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Somewhat poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 18 to 42 inches

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Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Low (about 4.6 inches)

Interpretive groups

Farmland classification: Farmland of unique importance
Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3w
Hydrologic Soil Group: A/D
Ecological site: Upland Hardwood Hammocks (R154XY008FL)
Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G154XB131FL), Unnamed (G154XU080FL)

Minor Components

Millhopper

Percent of map unit: 4 percent
Landform: Ridges on marine terraces, knolls on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: Upland Hardwood Hammocks (R154XY008FL)
Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

Candler

Percent of map unit: 4 percent
Landform: Ridges on marine terraces, knolls on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)
Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G154XB111FL), Unnamed (G154XU192FL)

Apopka

Percent of map unit: 4 percent
Landform: Ridges on marine terraces, knolls on marine terraces
Landform position (three-dimensional): Interfluve, side slope
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)
Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G154XB111FL), Unnamed (G154XU142FL)

Tavares

Percent of map unit: 3 percent
Landform: Ridges on marine terraces, knolls on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)
Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

15—Tavares fine sand, 0 to 5 percent slopes

Map Unit Setting

Elevation: 10 to 150 feet

Mean annual precipitation: 46 to 54 inches

Mean annual air temperature: 70 to 77 degrees F

Frost-free period: 350 to 365 days

Map Unit Composition

Tavares and similar soils: 85 percent

Minor components: 15 percent

Description of Tavares

Setting

Landform: Knolls on marine terraces, ridges on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Linear

Parent material: Eolian or sandy marine deposits

Typical profile

A - 0 to 8 inches: very strongly acid, fine sand

C - 8 to 80 inches: very strongly acid, fine sand

Properties and qualities

Slope: 0 to 5 percent

Depth to restrictive feature: More than 80 inches

Natural drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water (Ksat): High to very high (5.95 to 50.02 in/hr)

Depth to water table: About 42 to 72 inches

Frequency of flooding: None

Frequency of ponding: None

Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)

Sodium adsorption ratio, maximum in profile: 4.0

Available water storage in profile: Very low (about 2.7 inches)

Interpretive groups

Farmland classification: Farmland of unique importance

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 3s

Hydrologic Soil Group: A

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

Minor Components

Millhopper

Percent of map unit: 3 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: Upland Hardwood Hammocks (R154XY008FL)

Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

Candler

Percent of map unit: 3 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Convex

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G154XB111FL), Unnamed (G154XU192FL)

Narcoossee

Percent of map unit: 3 percent

Landform: Rises on marine terraces

Landform position (three-dimensional): Interfluve, rise

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: Upland Hardwood Hammocks (R154XY008FL)

Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G154XB131FL)

Zolfo

Percent of map unit: 3 percent

Landform: Knolls on marine terraces, rises on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Linear

Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G154XB131FL), Unnamed (G155XU077FL)

Adamsville

Percent of map unit: 3 percent

Landform: Rises on marine terraces, ridges on marine terraces

Landform position (three-dimensional): Interfluve, talf

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: South Florida Flatwoods (R154XY003FL)

Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G154XB131FL), Unnamed (G154XU077FL)

17—Smyrna and Myakka fine sands

Map Unit Setting

Elevation: 20 to 120 feet

Mean annual precipitation: 46 to 54 inches

Mean annual air temperature: 70 to 77 degrees F

Frost-free period: 350 to 365 days

Map Unit Composition

Myakka and similar soils: 40 percent

Smyrna, non-hydric, and similar soils: 40 percent

Smyrna, hydric, and similar soils: 15 percent

Minor components: 5 percent

Description of Smyrna, Non-hydric

Setting

Landform: Flats on marine terraces

Landform position (three-dimensional): Talf

Down-slope shape: Convex

Across-slope shape: Linear

Parent material: Sandy marine deposits

Typical profile

A - 0 to 4 inches: strongly acid, fine sand

E - 4 to 12 inches: very strongly acid, fine sand

Bh - 12 to 25 inches: moderately acid, fine sand

E' - 25 to 42 inches: strongly acid, fine sand

B'h - 42 to 48 inches: strongly acid, fine sand

C - 48 to 80 inches: strongly acid, fine sand

Properties and qualities

Slope: 0 to 2 percent

Depth to restrictive feature: More than 80 inches

Natural drainage class: Poorly drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high
(0.57 to 5.95 in/hr)

Depth to water table: About 6 to 18 inches

Frequency of flooding: None

Frequency of ponding: None

Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)

Sodium adsorption ratio, maximum in profile: 4.0

Available water storage in profile: Low (about 4.9 inches)

Interpretive groups

Farmland classification: Not prime farmland

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4w

Hydrologic Soil Group: A/D

Ecological site: South Florida Flatwoods (R154XY003FL)

Custom Soil Resource Report

Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU013FL)

Description of Myakka

Setting

Landform: Flatwoods on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Sandy marine deposits

Typical profile

A - 0 to 7 inches: very strongly acid, fine sand
E - 7 to 25 inches: very strongly acid, fine sand
Bh - 25 to 36 inches: very strongly acid, fine sand
C - 36 to 80 inches: very strongly acid, fine sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 5.95 in/hr)
Depth to water table: About 6 to 18 inches
Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Low (about 5.6 inches)

Interpretive groups

Farmland classification: Not prime farmland
Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4w
Hydrologic Soil Group: A/D
Ecological site: South Florida Flatwoods (R154XY003FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU003FL)

Description of Smyrna, Hydric

Setting

Landform: Flats on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Sandy marine deposits

Typical profile

A - 0 to 4 inches: strongly acid, fine sand
E - 4 to 12 inches: very strongly acid, fine sand
Bh - 12 to 25 inches: moderately acid, fine sand
E' - 25 to 42 inches: strongly acid, fine sand
B'h - 42 to 48 inches: strongly acid, fine sand
C - 48 to 80 inches: strongly acid, fine sand

Custom Soil Resource Report

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 5.95 in/hr)
Depth to water table: About 0 to 12 inches
Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Low (about 4.9 inches)

Interpretive groups

Farmland classification: Not prime farmland
Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4w
Hydrologic Soil Group: A/D
Ecological site: South Florida Flatwoods (R154XY003FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU013FL)

Minor Components

Basinger

Percent of map unit: 2 percent
Landform: Drainageways on marine terraces
Landform position (three-dimensional): Dip
Down-slope shape: Linear
Across-slope shape: Concave
Ecological site: Slough (R154XY011FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU003FL)

Immokalee, non-hydric

Percent of map unit: 1 percent
Landform: Flatwoods on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: South Florida Flatwoods (R154XY003FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU013FL)

Pomona, non-hydric

Percent of map unit: 1 percent
Landform: Flatwoods on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: South Florida Flatwoods (R154XY003FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU003FL)

Ona, non-hydric

Percent of map unit: 1 percent

Custom Soil Resource Report

Landform: Flats on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: South Florida Flatwoods (R154XY003FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G154XB141FL), Unnamed (G155XU002FL)

27—Kendrick fine sand, 0 to 5 percent slopes

Map Unit Setting

Elevation: 40 to 150 feet
Mean annual precipitation: 46 to 54 inches
Mean annual air temperature: 70 to 77 degrees F
Frost-free period: 350 to 365 days

Map Unit Composition

Kendrick and similar soils: 80 percent
Minor components: 20 percent

Description of Kendrick

Setting

Landform: Knolls on marine terraces, ridges on marine terraces
Landform position (three-dimensional): Interfluve, side slope
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Loamy marine deposits

Typical profile

A - 0 to 9 inches: very strongly acid, fine sand
E - 9 to 29 inches: very strongly acid, fine sand
BE - 29 to 34 inches: very strongly acid, fine sandy loam
Bt - 34 to 64 inches: strongly acid, sandy clay loam
Cg - 64 to 80 inches: very strongly acid, sandy clay loam

Properties and qualities

Slope: 0 to 5 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately low to moderately high (0.06 to 0.57 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Moderate (about 6.5 inches)

Interpretive groups

Farmland classification: Farmland of unique importance

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 2e

Hydrologic Soil Group: B

Ecological site: Upland Hardwood Hammocks (R154XY008FL)

Other vegetative classification: Sandy over loamy soils on knolls and ridges of mesic uplands (G154XB211FL), Unnamed (G154XU140FL)

Minor Components

Apopka

Percent of map unit: 7 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (three-dimensional): Interfluve, side slope

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G154XB111FL), Unnamed (G154XU142FL)

Candler

Percent of map unit: 7 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Convex

Ecological site: Longleaf Pine-Turkey Oak Hills (R154XY002FL)

Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G154XB111FL), Unnamed (G154XU192FL)

Millhopper

Percent of map unit: 6 percent

Landform: Ridges on marine terraces, knolls on marine terraces

Landform position (three-dimensional): Interfluve

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: Upland Hardwood Hammocks (R154XY008FL)

Other vegetative classification: Sandy soils on rises, knolls, and ridges of mesic uplands (G154XB121FL), Unnamed (G154XU142FL)

31—Adamsville fine sand, 0 to 2 percent slopes

Map Unit Setting

Elevation: 10 to 100 feet

Mean annual precipitation: 47 to 56 inches

Mean annual air temperature: 68 to 75 degrees F

Frost-free period: 290 to 365 days

Map Unit Composition

Adamsville and similar soils: 95 percent

Minor components: 5 percent

Description of Adamsville

Setting

Landform: Rises on marine terraces, flats on marine terraces

Landform position (two-dimensional): Summit

Landform position (three-dimensional): Interfluve, tal

Down-slope shape: Convex

Across-slope shape: Linear

Parent material: Sandy marine deposits

Typical profile

Ap - 0 to 7 inches: moderately acid, fine sand

C1 - 7 to 20 inches: moderately acid, fine sand

C2 - 20 to 80 inches: moderately acid, fine sand

Properties and qualities

Slope: 0 to 2 percent

Depth to restrictive feature: More than 80 inches

Natural drainage class: Somewhat poorly drained

Capacity of the most limiting layer to transmit water (Ksat): High to very high (5.95 to 19.98 in/hr)

Depth to water table: About 18 to 42 inches

Frequency of flooding: None

Frequency of ponding: None

Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)

Sodium adsorption ratio, maximum in profile: 4.0

Available water storage in profile: Very low (about 3.0 inches)

Interpretive groups

Farmland classification: Farmland of unique importance

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 3w

Hydrologic Soil Group: A/D

Ecological site: South Florida Flatwoods (R154XY003FL)

Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G154XB131FL), Unnamed (G154XB131FL)

Minor Components

Myakka

Percent of map unit: 3 percent

Landform: Flatwoods on marine terraces

Landform position (three-dimensional): Tread, tal

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: South Florida Flatwoods (R155XY003FL)

Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G155XB141FL), Unnamed (G155XU003FL)

Basinger

Percent of map unit: 2 percent

Landform: Drainageways

Custom Soil Resource Report

Landform position (three-dimensional): Dip, tal
Down-slope shape: Concave, linear
Across-slope shape: Concave, convex
Ecological site: Slough (R155XY011FL)
Other vegetative classification: Sandy soils on flats of mesic or hydric lowlands (G155XB141FL), Unnamed (G155XU003FL)

35—Hontoon muck

Map Unit Setting

Mean annual precipitation: 46 to 54 inches
Mean annual air temperature: 70 to 77 degrees F
Frost-free period: 350 to 365 days

Map Unit Composition

Hontoon and similar soils: 80 percent
Minor components: 20 percent

Description of Hontoon

Setting

Landform: Depressions on marine terraces
Landform position (three-dimensional): Dip
Down-slope shape: Concave
Across-slope shape: Concave
Parent material: Herbaceous organic material

Typical profile

Oa - 0 to 75 inches: , muck
C - 75 to 80 inches: very strongly acid, sandy loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): High to very high (5.95 to 19.98 in/hr)
Depth to water table: About 0 inches
Frequency of flooding: None
Frequency of ponding: Frequent
Salinity, maximum in profile: Nonsaline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum in profile: 4.0
Available water storage in profile: Very high (about 23.9 inches)

Interpretive groups

Farmland classification: Not prime farmland
Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7w
Hydrologic Soil Group: A/D
Ecological site: Freshwater Marshes and Ponds (R154XY010FL)

Custom Soil Resource Report

Other vegetative classification: Organic soils in depressions and on flood plains (G154XB645FL), Unnamed (G154XU850FL)

Minor Components

Kaliga

Percent of map unit: 7 percent

Landform: Depressions on marine terraces

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Concave

Ecological site: Freshwater Marshes and Ponds (R154XY010FL)

Other vegetative classification: Organic soils in depressions and on flood plains (G154XB645FL), Unnamed (G155XU850FL)

Placid, depressional

Percent of map unit: 7 percent

Landform: Depressions on marine terraces

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Concave

Ecological site: Freshwater Marshes and Ponds (R154XY010FL)

Other vegetative classification: Sandy soils on stream terraces, flood plains, or in depressions (G154XB145FL), Unnamed (G155XU800FL)

Samsula

Percent of map unit: 6 percent

Landform: Depressions on marine terraces

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Concave

Ecological site: Freshwater Marshes and Ponds (R154XY010FL)

Other vegetative classification: Organic soils in depressions and on flood plains (G154XB645FL), Unnamed (G155XU850FL)

Soil Information for All Uses

Soil Properties and Qualities

The Soil Properties and Qualities section includes various soil properties and qualities displayed as thematic maps with a summary table for the soil map units in the selected area of interest. A single value or rating for each map unit is generated by aggregating the interpretive ratings of individual map unit components. This aggregation process is defined for each property or quality.

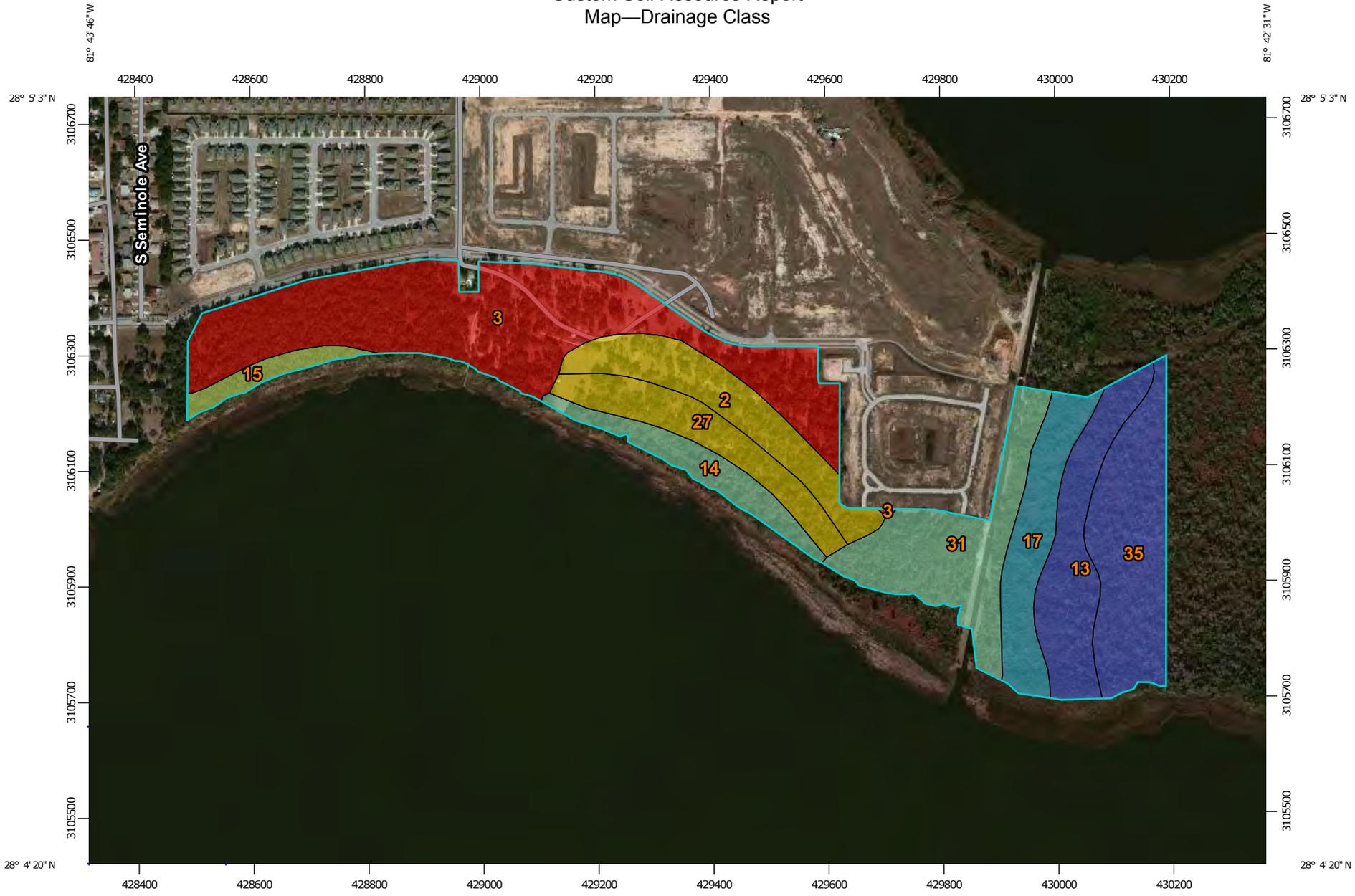
Soil Qualities and Features

Soil qualities are behavior and performance attributes that are not directly measured, but are inferred from observations of dynamic conditions and from soil properties. Example soil qualities include natural drainage, and frost action. Soil features are attributes that are not directly part of the soil. Example soil features include slope and depth to restrictive layer. These features can greatly impact the use and management of the soil.

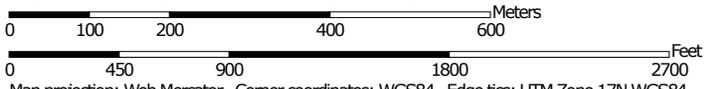
Drainage Class

"Drainage class (natural)" refers to the frequency and duration of wet periods under conditions similar to those under which the soil formed. Alterations of the water regime by human activities, either through drainage or irrigation, are not a consideration unless they have significantly changed the morphology of the soil. Seven classes of natural soil drainage are recognized-excessively drained, somewhat excessively drained, well drained, moderately well drained, somewhat poorly drained, poorly drained, and very poorly drained. These classes are defined in the "Soil Survey Manual."

Custom Soil Resource Report Map—Drainage Class



Map Scale: 1:9,370 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84



MAP LEGEND

- Area of Interest (AOI)**
 -  Area of Interest (AOI)
- Soils**
 - Soil Rating Polygons**
 -  Excessively drained
 -  Somewhat excessively drained
 -  Well drained
 -  Moderately well drained
 -  Somewhat poorly drained
 -  Poorly drained
 -  Very poorly drained
 -  Subaqueous
 -  Not rated or not available
 - Soil Rating Lines**
 -  Excessively drained
 -  Somewhat excessively drained
 -  Well drained
 -  Moderately well drained
 -  Somewhat poorly drained
 -  Poorly drained
 -  Very poorly drained
 -  Subaqueous
 -  Not rated or not available
 - Soil Rating Points**
 -  Excessively drained
 -  Somewhat excessively drained
 -  Well drained
 -  Moderately well drained
 -  Somewhat poorly drained
 -  Poorly drained
 -  Very poorly drained
 -  Subaqueous
 -  Not rated or not available
- Water Features**
 -  Streams and Canals
- Transportation**
 -  Rails
 -  Interstate Highways
 -  US Routes
 -  Major Roads
 -  Local Roads
- Background**
 -  Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Polk County, Florida
 Survey Area Data: Version 9, Dec 19, 2013

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 8, 2010—Mar 13, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Table—Drainage Class

Drainage Class— Summary by Map Unit — Polk County, Florida (FL105)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
2	Apopka fine sand, 0 to 5 percent slopes	Well drained	10.4	9.3%
3	Candler sand, 0 to 5 percent slopes	Excessively drained	35.9	32.1%
13	Samsula muck	Very poorly drained	10.8	9.7%
14	Sparr sand, 0 to 5 percent slopes	Somewhat poorly drained	5.6	5.0%
15	Tavares fine sand, 0 to 5 percent slopes	Moderately well drained	2.6	2.3%
17	Smyrna and Myakka fine sands	Poorly drained	9.0	8.0%
27	Kendrick fine sand, 0 to 5 percent slopes	Well drained	8.3	7.5%
31	Adamsville fine sand, 0 to 2 percent slopes	Somewhat poorly drained	14.3	12.8%
35	Hontoon muck	Very poorly drained	14.9	13.3%
Totals for Area of Interest			111.8	100.0%

Rating Options—Drainage Class

Aggregation Method: Dominant Condition

Component Percent Cutoff: None Specified

Tie-break Rule: Higher

Ecological Site Assessment

Individual soil map unit components can be correlated to a particular ecological site. The Ecological Site Assessment section includes ecological site descriptions, plant growth curves, state and transition models, and selected National Plants database information.

All Ecological Sites — Rangeland

An "ecological site" is the product of all the environmental factors responsible for its development. It has characteristic soils that have developed over time; a characteristic hydrology, particularly infiltration and runoff, that has developed over time; and a characteristic plant community (kind and amount of vegetation). The vegetation, soils, and hydrology are all interrelated. Each is influenced by the others and influences the development of the others. For example, the hydrology of the site is influenced by development of the soil and plant community. The plant community on an ecological site is typified by an association of species that differs from that of other ecological sites in the kind and/or proportion of species or in total production.

An ecological site name provides a general description of a particular ecological site. For example, "Loamy Upland" is the name of a rangeland ecological site. An "ecological site ID" is the symbol assigned to a particular ecological site.

The map identifies the dominant ecological site for each map unit, aggregated by dominant condition. Other ecological sites may occur within each map unit. Each map unit typically consists of one or more components (soils and/or miscellaneous areas). Each soil component is associated with an ecological site. Miscellaneous areas, such as rock outcrop, sand dunes, and badlands, have little or no soil material and support little or no vegetation and therefore are not linked to an ecological site. The table below the map lists all of the ecological sites for each map unit component in your area of interest.

Custom Soil Resource Report Map—Dominant Ecological Site



Map Scale: 1:9,370 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84



MAP LEGEND

- Area of Interest (AOI)**
 -  Area of Interest (AOI)
- Soils**
 - Soil Rating Polygons**
 -  R154XY002FL
 -  R154XY003FL
 -  R154XY008FL
 -  R154XY010FL
 -  Not rated or not available
 - Soil Rating Lines**
 -  R154XY002FL
 -  R154XY003FL
 -  R154XY008FL
 -  R154XY010FL
 -  Not rated or not available
 - Soil Rating Points**
 -  R154XY002FL
 -  R154XY003FL
 -  R154XY008FL
 -  R154XY010FL
 -  Not rated or not available
- Water Features**
 -  Streams and Canals
- Transportation**
 -  Rails
 -  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads
- Background**
 -  Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Polk County, Florida
 Survey Area Data: Version 9, Dec 19, 2013

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 8, 2010—Mar 13, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Table—Ecological Sites by Map Unit Component

Polk County, Florida					
Map unit symbol	Map unit name	Component name (percent)	Ecological site	Acres in AOI	Percent of AOI
2	Apopka fine sand, 0 to 5 percent slopes	Apopka (85%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills	10.4	9.3%
		Candler (5%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Sparr (5%)	R154XY008FL — Upland Hardwood Hammocks		
		Tavares (5%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
3	Candler sand, 0 to 5 percent slopes	Candler (90%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills	35.9	32.1%
		Millhopper (5%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Tavares (5%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
13	Samsula muck	Samsula (80%)	R154XY010FL — Freshwater Marshes and Ponds	10.8	9.7%
		Hontoon (10%)	R154XY010FL — Freshwater Marshes and Ponds		
		Placid, depressional (10%)	R154XY010FL — Freshwater Marshes and Ponds		
14	Sparr sand, 0 to 5 percent slopes	Sparr (85%)	R154XY008FL — Upland Hardwood Hammocks	5.6	5.0%
		Apopka (4%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Candler (4%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Millhopper (4%)	R154XY008FL — Upland Hardwood Hammocks		
		Tavares (3%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		

Custom Soil Resource Report

Polk County, Florida					
Map unit symbol	Map unit name	Component name (percent)	Ecological site	Acres in AOI	Percent of AOI
15	Tavares fine sand, 0 to 5 percent slopes	Tavares (85%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills	2.6	2.3%
		Adamsville (3%)	R154XY003FL — South Florida Flatwoods		
		Candler (3%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Millhopper (3%)	R154XY008FL — Upland Hardwood Hammocks		
		Narcoossee (3%)	R154XY008FL — Upland Hardwood Hammocks		
		Zolfo (3%)			
17	Smyrna and Myakka fine sands	Myakka (40%)	R154XY003FL — South Florida Flatwoods	9.0	8.0%
		Smyrna, non-hydric (40%)	R154XY003FL — South Florida Flatwoods		
		Smyrna, hydric (15%)	R154XY003FL — South Florida Flatwoods		
		Basinger (2%)	R154XY011FL — Slough		
		Immokalee, non-hydric (1%)	R154XY003FL — South Florida Flatwoods		
		Ona, non-hydric (1%)	R154XY003FL — South Florida Flatwoods		
		Pomona, non-hydric (1%)	R154XY003FL — South Florida Flatwoods		
27	Kendrick fine sand, 0 to 5 percent slopes	Kendrick (80%)	R154XY008FL — Upland Hardwood Hammocks	8.3	7.5%
		Apopka (7%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Candler (7%)	R154XY002FL — Longleaf Pine-Turkey Oak Hills		
		Millhopper (6%)	R154XY008FL — Upland Hardwood Hammocks		
31	Adamsville fine sand, 0 to 2 percent slopes	Adamsville (95%)	R154XY003FL — South Florida Flatwoods	14.3	12.8%

Custom Soil Resource Report

Polk County, Florida					
Map unit symbol	Map unit name	Component name (percent)	Ecological site	Acres in AOI	Percent of AOI
		Myakka (3%)	R155XY003FL — South Florida Flatwoods		
		Basinger (2%)	R155XY011FL — Slough		
35	Hontoon muck	Hontoon (80%)	R154XY010FL — Freshwater Marshes and Ponds	14.9	13.3%
		Kaliga (7%)	R154XY010FL — Freshwater Marshes and Ponds		
		Placid, depressional (7%)	R154XY010FL — Freshwater Marshes and Ponds		
		Samsula (6%)	R154XY010FL — Freshwater Marshes and Ponds		
Totals for Area of Interest				111.8	100.0%

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**LAKE ALFRED CITY COMMISSION MEETING
OCTOBER 20, 2014**

9.) TRAIL NAMING DISCUSSION/SELECTION

ISSUE: The City Commission will have a discussion on the trail naming and consider making a selection.

ATTACHMENTS:

- Trail Naming Survey Results
- Ledger Article: "Residents Suggest Names for Lake Alfred's New Trail"

ANALYSIS: On August 18, 2014 the City Commission approved the trail sub-lease agreement with the State's Division of Parks and Recreation for the City's new trail. One of the opportunities this presents is the ability to name the new trail. Following direction from the City Commission, staff conducted a survey using the City's website and city app to solicit input in the naming the trail. The naming ideas generated from the survey have been included as an attachment to this analysis.

STAFF RECOMMENDATION: Pleasure of the City Commission



Trail Naming Survey Results

- Amos Watson Memorial Trail
- Bountiful Way
- Central Florida Trail
- Costello Trail (2)
- Emma Lee Taylor
- Family Fitness Trail
- Fitness Trail of Lake Alfred
- Frank P. Goodman Trail
- Friendship Pathway
- Green Acres Trails
- Green Journey Path
- Greenpath Trail
- Hell Cat Trail
- Island of Trails
- Lake Alfred Veterans Memorial Trail
- Lake Alfred Winter Haven Extension (3)
- Lloyd B. Burton Trail
- Minnetonka Memorial Way
- MacKay Soldier
- Peace of Mind Parkway
- Sam DeVito Sr. Rails to Trails (5)
- Tom Palmer (12)
- The Link
- The Villa Trail
- Veterans Memorial Trail

(-) = number of votes

Residents Suggest Names for Lake Alfred's New Trail

By Tyler Killete

LEDGER MEDIA GROUP

Published: Sunday, October 12, 2014 at 11:59 p.m.

LAKE ALFRED | The list of suggestions for what to name Lake Alfred's newly acquired portion of the Chain of Lakes Trail has grown to more than 20 since the City Commission asked for residents input.

In August, commissioners approved a sublease agreement with the Florida Department of Environmental Protection to assume responsibility for a segment of the Chain of Lakes Trail that connects the downtowns of Winter Haven and Lake Alfred.

The commission is scheduled to select a name at its Oct. 20 meeting.

Initial choices for names were the Lake Alfred Trail and the Veterans Memorial Trail, meant to tie in with the city's veterans memorial in Gardner Park, but commissioners decided to keep taking suggestions.

The second deadline for submitting names has passed.

The Amos Watson Memorial Trail is one suggestion, in honor of Amos Watson, who was born and raised in Lake Alfred and played for the Negro Baseball League from 1945 to 1947.

Watson pitched for the Indianapolis Clowns in the Negro American League and the Baltimore Elite Giants in the Negro National League.

Some of Watson's family members still live in Lake Alfred.

Commissioner John Duncan, who made the suggestion, said, "The residents who I have spoken with about this trail naming think this is a great way to honor a Lake Alfred resident who truly had an impact in history. I also feel that the publicity we would receive would be a great benefit, and it will also honor the league and a player who truly needs to be remembered."

Duncan also suggested the Costello Trail, after prominent Lake Alfred residents George and Gundy Costello, who he said both loved the outdoors.

George Costello served as city manager in the 1960s and made it possible for Lake Alfred to build its City Hall, Duncan said. Gundy Costello has spent much of her life as a Girl Scout leader and today volunteers with the Lake Alfred Public Library and the city's history museum.

The Ledger's environmental and county government reporter Tom Palmer's name also made the list.

Lakeland resident Carl Neil wrote The Ledger regarding his submission, saying, "This would be a perpetual honor for someone who has researched and written so well about the Polk County environment."

Also on the list is Emma Lee Taylor, who, according to her obituary, moved to Lake Alfred in 1925 and lived in the area until she died in 1987.

Taylor was a pharmacist, as well as an accomplished artist, pianist and violinist.

Another suggestion is the Sam Devito Sr. Rails To Trails. The late Devito lived in Lake Alfred for more than 50 years and had a long career in the railroad industry. He was active in the Lake Alfred Lions Club, the Knights of Columbus and the Lake Alfred Historical Society and always attended City Commission meetings.

The other suggestions submitted are Bountiful Way, Central Florida Trail, Family Fitness Trail, Fitness Trail of Lake Alfred, Frank P. Goodman Trail, Friendship Pathway, Green Acres Trails, Green Journey Path, Greenpath Trail, Hell Cat Trail, Island of Trails, Lake Alfred Veterans Memorial Trail, Lake Alfred Winter Haven Extension, Lloyd B. Burton Trail, Minnetonka Memorial Way, Peace of Mind Parkway, The Link and The Villa Trail.

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