

**AGENDA MINUTES
CITY COUNCIL
CITY OF ARCADIA
TUESDAY, FEBRUARY 7, 2017
6:00 P.M.**

The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.

INVOCATION, PLEDGE CALL TO ORDER AND ROLL CALL

Deputy Mayor Simons gave the invocation which was followed by the pledge of allegiance. The Mayor called the meeting to order at approximately 6:00 p.m. and the following members and staff were present:

Arcadia City Council

Mayor Judy Wertz-Strickland
Deputy Mayor Jaccarie D. Simons
Councilmember Susan Coker

Councilmember Robert W. Heine, Jr.
Councilmember S. Delshey Turner

Arcadia City Staff

City Administrator Terry Stewart
City Clerk Penny Delaney
City Attorney T.J. Wohl

Finance Director Beth Carsten
Marshal Matthew Anderson
Public Works Director Steve Underwood

PRESENTATIONS

Agenda Item 1 – Presentation to Karen Boatright – Five (5) Years of Service to the City of Arcadia

Mayor Wertz-Strickland presented Karen Boatright with a certificate recognizing her five (5) years of service to the City of Arcadia.

Agenda Item 2 – Presentation to Vertrina Burns – Fifteen (15) Years of Service to the City of Arcadia

Mayor Wertz-Strickland presented Vertrina Burns with a certificate recognizing her fifteen (15) years of service to the City of Arcadia.

CONSENT AGENDA

Agenda Item 3 – City Council Workshop Minutes for January 17, 2017

Agenda Item 4 – City Council Regular Meeting Minutes for January 17, 2017

Councilmember Coker made a motion to approve the Consent Agenda for January 17, 2017 and Councilmember Heine seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

ACTION ITEMS

Agenda Item 5 – Recommendation of The Housing Authority to Appoint Barbara Hall as Resident Board Member

Becky Sue Mercer, Executive Director of The Arcadia Housing Authority addressed City Council and advised that the current resident board member, Ernesto Gonzalez, was unable to fulfill his duties and had asked to be replaced. She presented The Arcadia Housing Authority's recommendation of Barbara Hall to fill the vacancy and she provided Ms. Hall's experience and involvement in the community. Deputy Mayor Simons made a motion to accept the recommendation of The Arcadia Housing Authority to appoint Barbara Hall to the position of resident board member and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Ms. Mercer thanked the Council and reminded them of The Arcadia Housing Authority's Open House scheduled for February 10, 2017 from 11:00 a.m. until 2:00 p.m. at The Arcadia Housing Authority parking lot.

Agenda Item 6 – Recommendation of Historical Preservation Commission to Lower the Fee for Certificate of Appropriateness

Bruce Neveau, Chairman, and Carol Mahler, Vice-Chairman of the Historical Preservation Commission, addressed City Council and presented the Historical Preservation Commission's recommendation to reduce the fee for a Certificate of Appropriateness to \$25.00 for cosmetic changes with City staff being allowed to determine what falls under the designation of "cosmetic" and a fee of \$65.00 for anything more substantial. Councilmember Coker asked what the current fee was and Ms. Mahler advised that it was currently \$165.00 for any change. Councilmember Heine asked what the staff's fee was and Mr. Stewart advised of the staff's cost of the time the Central Florida Regional Planning Council would put into the review of it and any time of the City's direct staff involving review, presentation to the commission, etc. He stated he was in total agreement with this recommendation and had never seen a fee that high and felt it had a tendency to deter people from coming in to get approval. Councilmember Heine made a motion to lower the fee for Certificates of Appropriateness to Twenty-Five and 00/100 Dollars (\$25.00) for painting or cosmetic work to be done and Sixty-Five and 00/100 Dollars (\$65.00) for anything more substantial regarding properties in the Arcadia Historic District and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 7 – City of Arcadia Equipment Disposal

City Administrator Stewart advised Finance Director Carsten was in the process of putting together detailed policies that will govern equipment disposal. He went into detail

regarding the process of disposing of equipment and asked if a recurring list could be placed on future consent agendas. It was the general consensus of the City Council to do so. Finance Director Carsten addressed a list that had been provided to Council which included items that staff was requesting permission to sell on Govdeals.com and also broken items with no value that staff wishes to dispose of. Councilmember Coker made a motion to approve the disposal of the City of Arcadia owned equipment/assets as proposed in the attached disposal list and also that from now on this will be on the consent agenda and Deputy Mayor Simons seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 8 – Use of Confiscated Funds for Striping of Police Department Vehicles

Marshal Anderson addressed City Council and requested to use confiscated funds to pay for the striping of the vehicles. City Administrator Stewart advised this was a statutory requirement that had to be met. Councilmember Heine made a motion to approve the spending of confiscated funds for striping of police vehicles in the amount of One Thousand Five Hundred Twenty-Five and 00/100 Dollars (\$1,525.00) and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 9 – Airport Consulting Services

Finance Director Carsten advised that Council had before them the proposed contract which had been vetted by the City Attorney and Hanson had approved such as evidenced by a signed copy. Councilmember Heine made a motion to approve the Airport Consulting Services Contract between the City of Arcadia and Hanson Professional Services, Inc. and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 10 - Roadway and Paving Repairs Unit Pricing Bid No. 2016-02 as executed on April 26, 2016 between the City of Arcadia and Ajax Paving Industries of Florida, LLC

Public Works Director Steve Underwood addressed City Council and advised what they had before them was the second round of the contract with Ajax Paving for the next set of roads for the City of Arcadia. City Administrator Stewart asked Mr. Underwood to remind Council how the roads were identified. Mr. Underwood explained utilities are taken into consideration (wherein they were either minimal or there were none). Regarding the Seven Hundred Twenty-Two Thousand Three Hundred Thirty-One and 65/100 Dollars (\$722,331.65) amount, Mr. Stewart explained that within the budget a line item shows Seven Hundred Thousand and 00/100 Dollars (\$700,000.00) was set aside for road repairs and Three Hundred and 00/100 Dollars (\$300.00) for storm water repairs along the roads if necessary which means that he would have to transfer the additional amount from stormwater into road repairs so that this can be done. There was a typographical error on the agenda coversheet which incorrectly listed the amount as Seven Hundred Seventy-Two Thousand Three Hundred Thirty-One and 65/100 Dollars (\$772,331.65). The correct amount was Seven Hundred Twenty-Two Thousand Three Hundred

Thirty-One and 65/100 Dollars (\$722,331.65). Councilmember Heine asked for the timeframe on accomplishing it and Mr. Stewart advised that it depended on how much they could get to before the rainy season starts; once the rainy season starts, it could extend out, but he hoped it would get done before the end of the fiscal year. Councilmember Coker made a motion to approve the pricing for roadway paving repairs for streets as prescribed from Ajax Paving quote based upon RFP 2016-02 in the total amount of Seven Hundred Twenty-Two Thousand Three Hundred Thirty-One and 65/100 Dollars (\$722,331.65) and Deputy Mayor Simons seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

City Administrator advised he had two (2) more items. The first was an information item and he advised at the next Council Meeting, he would be bringing an item that he had already authorized on an emergency basis on Kelly Road near the Armory. He informed Council there is a culvert that goes under the road that is collapsing and the cost of the repairs could be approximately Twenty-Two Thousand and 00/100 Dollars (\$22,000.00). Mr. Stewart stated that it would be brought back to Council for their final approval and he thanked Mr. Underwood for bringing it to his attention.

Mr. Stewart explained that the last item was a walk-on item. Mayor Wertz-Strickland stated that this had happened last year and it was made very clear to the applicant that it could not be filed late again. Mr. Stewart advised that he had Code Enforcement Officer McQuay inform the applicant in writing, and obtained his signature on paper as well, that he understands that it has to be turned in forty-five (45) days in advance, and if not received within that timeframe, it will not be considered. He recommended that Council approve it, based on the information that the applicant had been warned in writing. Councilmember Coker made a motion to accept the special event permit application for the Mexican Rodeo on February 19, 2017 and Councilmember Heine seconded the motion. City Administrator Stewart informed Council that two (2) days before the application was submitted, the gentleman showed up at his office and left an envelope that had four (4) complimentary tickets to the rodeo and the tickets were returned to him immediately. No discussion followed and it was unanimously, 5/0, approved.

COMMENTS FROM DEPARTMENTS

Marshal Anderson referenced the Police Department Monthly Report which had been provided to Council and acknowledged the high number of complaints. Councilmember Coker pointed out the felony arrests and Councilmember Heine referenced the juvenile arrests as well. He asked if Council or the public had any questions or concerns and there were none. He advised an officer would be assigned to the Leadership DeSoto event on February 10, 2017 and he also advised the fair went smoothly.

Regarding the Lawrence Miller litigation, City Attorney Wohl stated he needed to schedule a shade meeting for February 21, 2017 at 5:00 p.m. before the next scheduled City Council meeting. It was the general consensus of the Council to schedule the shade meeting for the referenced date and time. He asked the City Clerk to notice such on the website and that he would coordinate with the City Clerk regarding scheduling a court reporter for same.

He also stated he would like to schedule a Sunshine Workshop on March 7, 2016 at 5:00 p.m. before the scheduled City Council meeting. It was the general consensus of the Council to schedule the workshop for the referenced date and time. He advised that prior to the shade meeting, he would review the process.

Finance Director Carsten provided the finance report through January 25, 2017, and advised revenues were at thirty-eight percent (38%) and expenses were at twenty-four point two percent (24.2%). She then reviewed the investments and explained Two Million and 00/100 Dollars (\$2,000,000.00) had been moved from the general fund and put into the Florida SAFE market and to date the interest is Three Thousand Seven Hundred Eighteen and 05/100 (\$3,718.05).

Ms. Carsten then reminded Council that the City had put out a Request for Proposal (RFP) regarding its Financial Auditing Services in October 2016 and the deadline to submit proposals was November 30, 2016 and five (5) RFPs were received. She then reviewed the process and steps that were taken which involved advertisement for qualified Arcadia residents who wished to serve on the audit committee and the function of the committee. She then advised that three (3) individuals applied and City Council had appointed said individuals to the committee, with herself and the City Clerk serving as non-voting members of the committee for procedural purposes and to ensure integrity. After the committee evaluated the submittals based on criteria set forth in the RFP, staff tallied the scores and ranked them from highest to lowest to determine the initial ranking of the firms. Staff presented the initial ranking to the committee and they voted to have the top four (4) companies present their proposals to the committee (typically the top three (3) are chosen, but the third and fourth place was tied). She complimented the committee for their handling of the process. After presentations were presented to the committee, committee members evaluated and graded the presentations on the weighted criteria. Staff then tallied the raw scores and added them to the initial scores for the submittals. She advised that at the next City Council meeting, the audit committee will be making the recommendation that the Council accept the ranking of the top four (4) firms and that Council direct staff to enter into contract negotiations with the top ranked firm. Finance Director Carsten asked Council if they would like to see presentations from any of the top ranked firms. After discussion of who served on the audit committee and their qualifications, it was the general consensus of the City Council that there was no need for presentations to be made to them. Ms. Carsten advised staff would bring the recommendation to Council at the next meeting

City Administrator Stewart advised that the pay plan which the City Council approved had been fully implemented and employees had received their first paychecks reflecting the pay plan. He complimented the payroll/finance employees for their work regarding the implementation and advised many employees had expressed their gratitude for such.

Regarding Mayor Wertz-Strickland's request for Mr. Stewart to contact the Senior Advisors relating to them providing a replay of the Strategic Plan, Senior Advisors advised they do not like to go out and repeat the same thing with an organization. Ms. Wingo who co-presented on the Strategic Plan and provided the work on the Compensation and Classification

Study advised that she would be willing to facilitate the strategic plan session for Council for a reasonable fee. After further discussion, no motion was made to move forward with such.

City Administrator Stewart then advised that he had attended a FCCMA seminar and said it was an outstanding seminar pertaining to how communities can heal after a major incident. He thanked the City Council for the opportunity to attend it. Mr. Stewart also advised that he was planning on traveling to the ICMA Annual Conference this year and would be providing them with more information regarding such.

He also informed the Council that the restroom renovations at the Tree of Knowledge were close to being completed. A discussion followed regarding the security of same and the fountain at the location.

Lastly, City Administrator Stewart advised that regarding the spot paving program, close to one hundred fifty (150) tons of asphalt had been put down over the last seven months since they acquired the machine. He suggested City Council drive out and take a look at the Golf Course parking lot as it was seal coated this week.

PUBLIC

Connie Bateman provided Council with an update regarding the Saturday Night Lights event and stated that the movie "BFG" would be shown Saturday night with the Midnight Sons band playing from 5:00 p.m. until 6:00 p.m. and she advised the choice of foods that would be served. Councilmember Coker stated she felt they were doing a great job. Mrs. Bateman expressed a concern with children gathering in the grassy area between the gazebo and the highway and asked if saw-horses could be placed in the area to deter the children from getting into that area. City Administrator Stewart advised he would get with Public Works to determine what could be done and Mrs. Bateman thanked him.

Alibaba Lumumba of 2155 Poinsettia Avenue, advised he was the outreach coordinator for the Islamic Center of Arcadia and he stated that one of his functions was to work with the community and he asked if anyone had any concerns to please contact him. Councilmember Coker asked about the Open House and he advised that it would be Saturday from 2:00 p.m. until 4:30 p.m.

MAYOR AND COUNCIL REPORTS

Mayor Wertz-Strickland addressed the issue of new water meters and asked how it would reflect on the water/sewer/garbage study. City Administrator Stewart advised that it would have no impact on the rates due to it being revenue neutral. He reminded Council what he had told them previously regarding the two (2) things staff wanted to do with the financial analysis, the first being that they would not plan for the termination of employees in order to get savings and the second being that when the estimate would be received, it would be a very conservative estimate. Mr. Stewart advised that staff would provide Council with a document that would graphically help them understand what it is, what the cost is, where the savings are coming from

and how it is revenue neutral so if it does not add costs, it cannot affect the rates. He stated the rate study was still ongoing. Discussion continued regarding accounts that have services but are not paying the bills for such and the information that can be collected from the program.

ADJOURN

Councilmember Coker made a motion to adjourn and Councilmember Heine seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Having no further business at this time, the meeting was adjourned at approximately 7:19 P.M.

ADOPTED THIS 21st DAY OF February, 2016.⁷

ATTEST:

By:

Judy Wertz Strickland
Judy Wertz-Strickland, Mayor

Penny Delaney
Penny Delaney, City Clerk

