



**AGENDA
ARCADIA CITY COUNCIL
CITY COUNCIL CHAMBERS
23 NORTH POLK AVENUE, ARCADIA FL**

**TUESDAY, JULY 7, 2015
6:00 P.M.**

INVOCATION, PLEDGE, CALL TO ORDER AND ROLL CALL

PRESENTATION

1. Worldwide Door Components, Inc. – Jerry and Beth Monts De Oca

CONSENT AGENDA

2. City Council Minutes for February 6, 2014 (Penny Delaney – City Clerk)
3. City Council Minutes for June 16, 2015 (Penny Delaney – City Clerk)

ACTION ITEMS

4. Request of Salvation Army Regarding Use of Old Police Department (Terry Stewart – City Administrator)
5. Property Maintenance Standards Review Committee Selection (Carl McQuay – Code Enforcement Officer)

COMMENTS FROM DEPARTMENTS

6. City Marshal
7. City Attorney
8. City Administrator

PUBLIC (Please limit presentation to three minutes)

MAYOR AND COUNCIL REPORTS

ADJOURN

NOTE: Any party desiring a verbatim record of the proceedings of this hearing for the purpose of appeal is advised to make private arrangements therefore.

PLEASE TURN OFF OR SILENCE ALL CELL PHONES

PRESENTATION No. 1

AGENDA No. 2



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: July 7, 2015

DEPARTMENT: Administration
SUBJECT: Minutes from February 6, 2015

RECOMMENDED MOTION: Council Approval

SUMMARY:

FISCAL IMPACT: _____ () Capital Budget
() Operating
() Other

ATTACHMENTS: () Ordinance () Resolution () Budget (x) Other

Department Head: Penny Delaney Date: 07/07/15

Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) Date:

Interim City Administrator: Beth Carsten Date:

COUNCIL ACTION: () Approved as Recommended () Disapproved
() Tabled Indefinitely () Tabled to Date Certain _____ () Approved with Modifications

**AGENDA MINUTES
CITY COUNCIL WORKSHOP
CITY OF ARCADIA
TUESDAY, FEBRUARY 6, 2014
4:00 P.M.**

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & ROLL CALL

The Mayor called the meeting to order at approximately 4:00 p.m. with the following members and staff present:

Arcadia City Council

Mayor Alice Frierson
Councilmember Robert R. Allen
Councilmember Robert W. Heine

Deputy Mayor Joseph E. Fink
Councilmember Keith Keene

Arcadia City Staff

Interim City Administrator Tom Slaughter
City Clerk Penny Delaney
Administrative Assistant Carol Jones
Finance Director Beth Carsten
Deputy Finance Director Ashley Killmon
City Marshall Matt A. Anderson
Code Enforcement Officer Carl McQuay
Interim Public Works Director Steve Underwood

Shop Supervisor Bobby Skinner
Maintenance Supervisor Jeff Collins
Parks Supervisor Carrie Taylor
Police Lieutenant Kevin Joens
Utilities Director A.J. Berndt
Systems Director Fred Lewis
Golf Course Director Michael Kotzker

Roll call was taken.

Overview of Personnel Policy Manual

The Interim City Administrator addressed the personnel policy manual and asked how the Council would like to amend the document in the future. He advised when it was amended twice in 2013, there were surprises that came out of that process possibly due to there not being a full understanding as to what was being done. He stated the process could be a public meeting, have it placed on an agenda and have the administrator speak on it. Ms. Slaughter suggested a second alternative would be to have it done as part of an open public meeting; however, the city would provide advance public and staff notice because a lot of these issues affected staff. He stated it could also be adopted as part of a resolution to give it a higher standing. As a third alternative, he stated it could be put through as a public hearing and adopted it as part of an ordinance. Mr. Slaughter suggested going with the first option. He stated that if there was an agreement to such, he would come back to Council with an amended document but in a strike through, underline format and advertise it as a resolution. There was a common consensus of approval to proceed accordingly.

Mr. Slaughter then stated that according to the Code of Ordinances, the City Council selected the City Administrator and the City Clerk. After much discussion regarding the hiring, firing, transfers, demotions, etc., Mr. Slaughter proposed that Council direct staff within the personnel policy that the review of management level positions, in addition to the two that are already in the code under the charter, to also include the Finance Director, the Deputy Finance Director, the Planner, the Public Works, Director, the Utility Director and the Court Course Director. He advised that each position has a job description and the City Administrator will be required to inform them as to how an applicant would meet the certification or licenses. Councilmember Keene advised that he liked the ideal and stated that he felt Council should be involved in hires and decision making, but not necessarily in the smaller matters, but he felt it was important to know the credentials of possible hires. Deputy Mayor Fink stated that he felt the Administrator should take care of the day to day hires, including the hiring and firing. The Interim City Administrator stated that when Council is presented with a draft for final consideration, all opinions will be presented. Deputy Mayor Fink stated that he would ask for a resolution to adopt the policy and then have other votes throughout when they get to the official vote for it. Mr. Slaughter suggested they go through a resolution to approve the document and then have the individual changes be individual votes. Deputy Mayor Fink agreed. Councilmember Keene stated that you will not always get everything you want and majority rules here. Everyone agreed to vote their conscience.

Other issues were addressed within the policy manual to include the following: advertisement of vacancies to be listed on websites, minimums and maximums of salaries and qualifications, volunteers being directly appointed and serving at the direction of a department head, the definition of interim positions in any department and their authority as such, payment of unused sick leave, retirement eligibility and layoffs. The issue of the safety coordinator and a safety committee was also discussed.

Deputy Mayor Fink stated that he would like to see a personal services log which is a log of all the City employees telling what qualifications they have. He stated that if they were going to take control of the system, he felt they needed to have all information of this system.

The Interim City Administrator then addressed training and having department heads pass training to their staff. He stated that he wanted to identify by position, from the managers and directors, those identifiers to what makes a good manager. He further stated that he wanted to continue with education credits.

PUBLIC

None

ADJOURN

Having no further business at this time, the meeting was adjourned at 5:37 P.M.

ADOPTED THIS ___ DAY OF _____, 20__.

By:

Alice Frierson, Mayor

ATTEST:

Penny Delaney, City Clerk

AGENDA No. 3



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: July 7, 2015

DEPARTMENT: Administration
SUBJECT: Minutes from June 16, 2015
RECOMMENDED MOTION: Council Approval

SUMMARY:

FISCAL IMPACT: _____ () Capital Budget
() Operating
() Other

ATTACHMENTS: () Ordinance () Resolution () Budget (x) Other

Department Head: Penny Delaney Date: 07/07/15

Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) Date:

Interim City Administrator: Beth Carsten Date:

COUNCIL ACTION: () Approved as Recommended () Disapproved
() Tabled Indefinitely () Tabled to Date Certain _____ () Approved with Modifications

**AGENDA MINUTES
CITY COUNCIL
CITY OF ARCADIA
TUESDAY, JUNE 16 2015
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

Candy Reid 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 Alice Frierson
Councilmember Joseph E. Fink

Councilmember Susan Coker
Councilmember S. Delshay Turner

Arcadia City Staff

Interim City Administrator Beth Carsten
City Attorney TJ Wohl

City Clerk Penny Delaney
Marshal Matt Anderson

CONSENT AGENDA

Agenda Item 1 – City Council Minutes for June 2, 2015

Agenda Item 2 – City of Arcadia Municipal Airport Report

Agenda Item 3 – Special Event Permit - Special Olympics

Agenda Item 4 – Special Event Permit – Enrichment Summer Camp

Deputy Mayor Frierson made a motion to accept the consent agenda as presented and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

ACTION ITEMS

Agenda Item 5 – Request for Use of Speer Center for Children’s Summer Day Camp

This agenda item was pulled.

Agenda Item 6 – Request Regarding Certificate of Appropriateness at 216 E. Oak Street

The Interim City Administrator advised that Agenda Items 6 and 7 were Certificates of Appropriateness and they had both gone before the Historic Preservation Commission and were approved and forwarded on to the City Council for its approval. Councilmember Coker made a motion to approve Agenda Item 6 and Councilmember Turner seconded the motion. Deputy Mayor Frierson abstained from voting on this particular agenda item. No discussion followed and it was unanimously, 4/0, approved.

Agenda Item 7 – Request Regarding Certificate of Appropriateness at 421 W. Effie Street

Councilmember Coker made a motion to approve Agenda Item 7 and Councilmember Turner seconded the motion. Deputy Mayor Frierson abstained from voting on this particular agenda item. No discussion followed and it was unanimously, 4/0, approved.

Agenda Item 8 – First Reading – Ordinance No. 1006 Repealing Ordinance 70-4; Swimming in Peace River

The City Attorney advised that this Ordinance was a result of the Property Maintenance Standards Review Committee and their recommendations at the May 19th workshop. He stated one of those recommendations was regarding swimming in the Peace River and the recommendation at the workshop was to pass an ordinance repealing that particular section of the Code. He explained Ordinance 1006 repeals Section 70-4, prohibiting swimming in the Peace River. Councilmember Coker made a motion to have Ordinance 1006 to be read by title only and Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 5/0, approved. The City Clerk then read Ordinance 1006 by title only. Councilmember Coker made a motion to approve the first reading of Ordinance 1006 and Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 9 – Contract for McSwain Park Improvements

The Interim City Administrator advised that she needed to make a clarification from the last City Council meeting wherein she misspoke. She stated when they discussed how they would pay for the overage of the Seventy-Seven Thousand and 00/100 Dollars (\$77,000.00), which after making some changes ended up being around Fifty Thousand and 00/100 Dollars (\$50,000.00), she had referred to the capital improvement fund, 107, and she had referred to Three Hundred Seventy-Two Thousand and 00/100 Dollars (\$372,000.00) which had been allocated for streets and roads. She stated money could not be taken from that because it was specific for streets and roads. She again stated that she had misspoke and stated that in that same fund, there is a line item for contingency and to date there is approximately Eighty-Five Thousand and 00/100 Dollars (\$85,000.00) left in that fund and that is where she should have made the recommendation that the money would come from. Councilmember Fink asked the

City Attorney for clarification that because this is a contingency fund, there will be no need for a budget amendment down the line because it is not designated for anything except contingency. The City Attorney stated that was more of a question for the Finance Director and Ms. Carsten agreed and stated there would have to be a transfer for the appropriations to show it going into that department. Deputy Mayor Frierson made a motion to accept the contract and to take the money from the contingency and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 10 – City Administrator Employment Agreement

The City Attorney stated this was the agreement negotiated between himself, the Mayor and Terry Stewart. He stated that he had spoken with Mr. Stewart that morning and he indicated that if the contract was approved that night, he would be able to start on Monday, the 22nd. Mr. Wohl stated that Mr. Stewart wanted to disclose to Council that he has a prior engagement on Friday, the 26th, which would require him to leave around 3:00 p.m. for a charity event. He stated that he had relayed to Mr. Stewart from one of the Council Members regarding a particular provision in the contract as to whether it was a deal breaker and Mr. Stewart indicated that he felt it was a fair agreement and it was a take it or leave it type deal. Councilmember Fink made a motion to accept the contract as presented and Deputy Mayor Frierson seconded the motion. Mayor Wertz-Strickland stated that both sides had made concessions. No discussion followed and it was unanimously, 5/0, approved.

COMMENTS FROM DEPARTMENTS

Marshal Anderson stated that he was there to address any questions or concerns that the City Council or the general public may have and there were none. He advised that they had the two (2) new squad cars in and they had been marked up and were having the necessary equipment installed. He also advised that the two (2) units that were donated by the DeSoto County Sheriff's Department had both been marked up as well.

Marshal Anderson informed Council that there was an event at the fairgrounds that was supposed to be a graduation concert, but no one showed up and the event was cancelled.

The City Attorney referred back to Agenda Item 10 and stated he wanted to make sure that June 22nd was the start date and that it was included in the motion. Councilmember Fink, in order to clarify, made the motion again and moved to accept the contract as presented with the date to start June 22nd, Monday, and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

The Finance Director referred to the financial update as of May 31st which was included in Council's packets and asked if anyone had any questions. Deputy Mayor Frierson stated she was impressed with it. Councilmember Fink asked when they should expect to have budget hearings. Ms. Carsten advised they were still waiting for the revenues to be able to forecast and because of the legislature, she didn't have those, but she was hoping to have a draft before the end of the month to be able to start scheduling the hearings in July.

The Interim City Administrator stated that the last part of the paving project had taken place and Glendora and Baldwin had been completed. Pictures were presented to Council to reflect the work that had taken place.

Ms. Carsten stated that at the last meeting, discussion had taken place regarding the fire department list of infractions at the airport. Council had authorized her to get estimates and she was bringing back an estimate regarding replacement of the needed fire extinguishers and installation of cabinets for same. She advised that the quote was for Three Thousand Two Hundred Sixty-Four and 00/100 Dollars (\$3,264.00). She asked for permission to move forward to show the fire department that the City was making an effort to move forward. She advised there was money in the airport contingency fund for it. Councilmember Coker made a motion to accept the fire extinguisher bid and Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Ms. Carsten stated that a discussion had taken place during the airport workshop regarding the resurfacing and grinding down of the concrete in the maintenance hangar. She advised they had received a quote for Nine Hundred and 00/100 Dollars (\$900.00), but had not moved on it, and would like to get it done. Councilmember Coker made a motion that they go ahead and take care of the floor and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Ms. Carsten advised that the City had been approached by the Salvation Army regarding their interest in the use of the old police department. She advised that she would provide a copy of the letter to each Council Member. Lew Ambler of 720 W. Imogene, Arcadia, Florida, stated that the Salvation Army had been operating out of the Housing Authority on half days per week. He advised there were a lot of things the Salvation Army could be doing if they had more exposure. He stated they were willing to pay the direct costs such as utilities or any maintenance or interior rehab that needs to be done. Deputy Mayor Frierson asked if they were talking about the whole building and Mr. Ambler stated that he didn't think they would utilize the whole building from the start, but that they would like to have access to the whole building. Again, Ms. Carsten advised she would provide Council with the letter.

The Interim City Administrator stated the County Administrator had approached her regarding the issue of the fire merger and asked if Council would be willing to have a meeting with each of the liaisons and the administrators as well as the attorneys to talk deeper and have it brought back to Council. Mayor Wertz-Strickland asked if Mr. Stewart would be involved because he was familiar with this type of issue and the City Attorney stated yes, that he doubted they would have a meeting before Monday. Councilmember Fink asked the City Attorney if this would be generic enough that they would not have to designate anyone to make any deal so that it would not have to be a sunshine issue and they would not be negotiating anything on the Council's behalf and the City Attorney confirmed that it would just be an opportunity to have the County make their pitch as to why it would be a benefit and have the liaison come back and advise Council. Councilmember Fink made a motion that the Mayor meet with the County, the new Administrator, the Attorney and County counterparts to be apprised of the situation of the

fire service and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

PUBLIC

None

MAYOR AND COUNCIL REPORTS

Deputy Mayor Frierson stated that she would like to acknowledge the Interim Administrator. She stated that she had accomplished many things and had many challenges and issues which she met with integrity, respect and patience, along with five different Council personalities to deal with. She stated that she felt Ms. Carsten had done an outstanding job and felt that she leaves the City in better shape than when she came in and Deputy Mayor Frierson stated that she very much appreciated it.

Councilmember Coker thanked staff for the improvement to the sound system. She also reminded everyone that July 4th was upon them and it was parade time again. She stated that she would need to know who would participate and everyone agreed to go with the golf carts again.

ADJOURN

Councilmember Coker made a motion to adjourn and Councilmember Turner 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 6:32 P.M.

ADOPTED THIS ___ DAY OF _____, 2015.

By:

Judy Wertz-Strickland, Mayor

ATTEST:

Penny Delaney, City Clerk

AGENDA No. 4



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: July 7, 2015

DEPARTMENT: Administration

SUBJECT: Request of Salvation Army Regarding Use of Old Police Department

RECOMMENDED MOTION: Council Approval

SUMMARY: The Salvation Army is requesting use of the old Police Department building and in exchange, they are willing to assume the expenses for utilities, water, electric and internet services. They carry liability insurance through their organization and are willing to pay \$150.00 per month toward the overhead of the building.

FISCAL IMPACT: _____ () Capital Budget
() Operating
() Other

ATTACHMENTS: () Ordinance () Resolution () Budget (x) Other

Department Head: Penny Delaney

Date: 07/07/15

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

Interim City Administrator: Beth Carsten

Date:

COUNCIL ACTION: () Approved as Recommended () Disapproved
() Tabled Indefinitely () Tabled to Date Certain _____ () Approved with Modifications



DOING THE MOST GOODSM

William Booth, Founder
André Cox, General
Commissioner Donald C. Bell, Territorial Commander
Colonel Kenneth O. Johnson, Jr., Divisional Commander
Captains Josué & Gilda Prieto, Corps Officers

Arcadia City Government
Desoto County, Florida
Florida, 34266

June 4, 2015

Dear City Administrator,

As some of you are well aware The Salvation Army has been providing services to the Desoto County residents for many years. Our services included, but not limited to, rental assistance, FPL-CTS, furniture, clothes, food pantry, back to school supplies, Christmas gift, toys and clothing drive and Thanksgiving food certificates.

During the last four (4) Months, we, The Salvation Army, have provided services on a part-time basis of four hours a week out of the Housing Authority Office to the following persons...
46 families, 111 single women, 65 single man for a total of 326 Clients.

Our monetary cost in providing these services to our dear residents of Desoto County, mostly Arcadia residents is as follow and this our breakdown;

#1- FPL-CTS.....	\$4,858.00
#2- Furniture	\$3,333.00
#3- Food Pantry.....	\$2,790.00
#4- Rental Assistance.....	\$1,770.00
#5- Clothing Assistance.....	\$650.00
Grand Total Of.....	\$13,401.00

These monies are small portion of our part time work in the Desoto County Area, can you imagine all the work and people we could help if we have a local facility and more time to perform our work in Arcadia.

Well, this is the main reason, we are addressing ourselves to you, we are very interesting in the old police station building, that is well or better located than the Housing office on Booker T. Washington area, we want to submit to you our proposal at this time, The Salvation Army work is well known in the whole World and we would like to stay in Desoto County for many years to come.

We would pay the day to day maintenance of the building, in other words assume expenses for utilities , water, electric and internet services, also we carry a Liability Insurance Coverage through our Organization in addition, we would be willing to pay \$150.00 per month toward the overhead of the building.

So, lets us know how soon, we can sit down together in a mutual partnership and draw a plan to help out the residents of Arcadia in a better way, " Doing The Most Good

Be Blessed.

Sincerely,

Captain Josue Prieto

AGENDA No. 5



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: July 7, 2015

DEPARTMENT: Code Enforcement

SUBJECT: Maintenance Standards Review Committee selection

RECOMMENDED MOTION:

Approval

SUMMARY: The individual listed below is applying for the vacant seat on Maintenance Standards Review Committee. Members' terms have either expired or they have chosen to relinquish their position as a committee member. The application has been placed in your box for review prior to Council meeting for selection of committee.

Applicant for the Maintenance Standards Review Committee:

Joe Enderby

FISCAL IMPACT: _____ () Capital Budget
() Operating
() Other

ATTACHMENTS: () Ordinance () Resolution () Budget (x) Other

Department Head: Carl A. McQuay

Date: 07/7/15

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

City Administrator: Terry Stewart

Date:

COUNCIL ACTION: (x) Approved as Recommended () Disapproved
() Tabled Indefinitely () Tabled to Date Certain _____ () Approved with Modifications



BOARD APPLICATION

Please Print

Board Preference: PROPERTY MAINTENANCE STANDARDS REVIEW

Name: JOE ENDERBY Date: 6/18/15

Home Address: 2692 NE HIGHWAY 70 LOT 432 Zip: 34266

Phone: 419-571-2595 () Home () Mobile Yrs of Arcadia residency: 3

Occupation: RETIRED Name of Business: —

Business Address: —

Business Phone: — Bus. Fax — Email: JENDERBY@NEO.PR.COM

Are you retired? Yes () No If yes, from what? CITY SCHOOL DISTRICT - MAINTENANCE DEPT.

Are you currently serving on a City Board? () Yes No If yes, which one? —

Educational Background: HIGH SCHOOL - MISC TRADE SCHOOLS -

Civic Organizations: BUILDING INDUSTRY ASSOC. OF N. CENTRAL - OHIO

Why do you desire to serve on this Board? THERE SEEMS TO BE A NEED TO IMPROVE THE CITY IMAGE - (BIG NEED)

List Name, Address & Phone Number for three personal references:

- 1) FRAN FLINT 2692 NE HIGHWAY 70 # 499 ARCADIA 863-993-0170
- 2) TIM ISACKER 3990 N.E. ASHLEY TERRACE ARCADIA 863-494-3830
863-990-2165
- 3) JERRY BATEMAN 2692 N.E. HIGHWAY 70 # 433 ARCADIA 863-491-0823

Joseph A. Enderby
Applicant's Signature

DEPARTMENT REPORTS

City Marshal
Matthew A. Anderson



State of Florida
City of Arcadia

**ARCADIA POLICE DEPARTMENT
COUNCIL REPORT**

TOTALS FOR THIS REPORT PERIOD:	JUNE	2015	
	05-26-2015 thru 06-25-2015		
ARREST ACTIVITIES			
FELONY ARREST	4	MISDEMEANOR ARREST	19
JUVENILE ARREST	1	TRAFFIC ARREST	9
WARRANT ARREST	2		
TRAFFIC ACTIVITIES			
ACCIDENT REPORTS	24	TRAFFIC CITATIONS	117
		WARNING CITATIONS	32
PATROL		CRIMINAL INVESTIGATIONS	
COMPLAINTS	800	CASES TOTAL	14
CITY ORDINANCE VIOLATIONS	3	CASES UNDER INVESTIGATION	9
		CASES CLOSED	5

Matthew A. Anderson

CITY MARSHAL
6/25/2015