



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

**TUESDAY, DECEMBER 1, 2015
6:00 P.M.**

INVOCATION, PLEDGE, CALL TO ORDER AND ROLL CALL

PRESENTATION

1. Jim McKernan – 25 years of service (Mayor Wertz-Strickland)

CONSENT AGENDA

2. City Council Minutes for November 17, 2015 (Penny Delaney – City Clerk)
3. Special Event Permit – Holiday Tour of Homes – Team Arcadia (Terry Stewart – City Administrator)
4. Special Event Permit – Arcadia Main Street Wine Walk (Terry Stewart – City Administrator)
5. Special Event Permit - Tater Hill Antique and Collectible Show (Terry Stewart – City Administrator)
6. Renewal of Membership Agreement in NJPA (Beth Carsten – Finance Director)

ACTION ITEMS

7. Nomination/Vote Regarding Mayor
8. Nomination/Vote Regarding Deputy Mayor
9. Resolution 2015-13 Regarding Appointment of Mayor and Deputy Mayor (T.J. Wohl – City Attorney)
10. Possible Grant Funding from Walmart and Walmart Foundation (Terry Stewart – City Administrator)

COMMENTS FROM DEPARTMENTS

11. City Marshal
12. City Attorney
13. 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

Presented to

Jim McKernan

In appreciation for

25 years

of outstanding service to the

City of Arcadia



11/05/90 – 12/01/15

AGENDA No. 2



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Administration

SUBJECT: Minutes from November 17, 2015

RECOMMENDED MOTION: Approval of November 17, 2015 Meeting Minutes as presented.

SUMMARY:

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

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

Department Head: Penny Delaney Date: 11/20/15

Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) Date:

City Administrator: Terry Stewart  Date: 11-20-15

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

**AGENDA MINUTES
CITY COUNCIL
CITY OF ARCADIA
TUESDAY, NOVEMBER 17, 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

The Mayor called the meeting to order at approximately 6:00 p.m. Cory Carvalho of Gator Wilderness School Camp gave the invocation which was followed by the pledge of allegiance. The following members and staff were present:

Arcadia City Council

Mayor Judy Wertz-Strickland
Deputy Mayor Alice Frierson
Councilmember S. Delshay Turner

Councilmember Joseph E. Fink
Councilmember Susan Coker

Arcadia City Staff

City Administrator Terry Stewart
City Clerk Penny Delaney
Human Resource Manager Linda Lowe

Finance Director Beth Carsten
Marshal Matthew Anderson

PRESENTATION

Agenda Item 1 – Eagle Scout Recognition of Anthony Douglas Barnes

Mayor Wertz-Strickland presented Anthony Douglas Barnes with a certificate in recognition of his promotion to rank of Eagle Scout, Boy Scout Troop 39.

Agenda Item 2 – Arcadia Main Street – 30 Year Anniversary

Mayor Wertz-Strickland presented Linda Williams, Michelle Potter and Colleen Spangler with a proclamation recognizing Arcadia Main Street's thirty (30) year anniversary.

Agenda Items 3 and 4 were switched as to the order they were heard.

Agenda Item 4 – Gator Wilderness School Camp

Gregg Kanagy introduced the Gator Wilderness School Camp and staff and at this time. Mr. Kanagy announced their 6th Annual Turkey in the Hole which would be a homemade Thanksgiving dinner and an auction. He invited everyone to attend and to come out and see what was going on. At this time, the group sang two (2) songs and afterward Mr. Kanagy provided more information regarding the program.

Agenda Item 3 – 2013-2014 Annual Financial Report

Daniel Anderson, CPA from Mauldin & Jenkins presented the 2013-2014 Annual Financial Report. He advised Mauldin & Jenkins had issued an unmodified opinion for the audit report which is the highest level of assurance they could give. He briefly reviewed the government-wide financial statements and the general fund. Mr. Anderson pointed out that during the last two (2) years; the City had revenues in excess of expenditures. He noted that regarding the general fund, the fire department had a budget deficit relating to the true up of revenues and expenditures from DeSoto County. He advised the activity was reported in the special revenue fund last year and was moved to the general fund this year. He further advised the revenue portion of it was budgeted for, but the expenditure portion was not which was the only reason for the excess. He stated he did not think it was a huge factor and that it just changed the way the presentation occurred from fiscal year 2013 to fiscal year 2014. He advised that Ms. Carsten would have information later in the meeting about a budget amendment for that regarding fiscal year 2015. Mr. Anderson stated that the net change in the fund balance had increased over the past couple of years and he reviewed the ratio of the fund balance to the total expenditures for the year. He advised that regarding the Business-Type Statement of Net Position, there was \$3.3 million dollars unrestricted in the business-type fund which is very strong for a city the size of Arcadia. He then informed the Council that the Yellow Book Report and the Single Audit Report came back favorable with no non-compliance noted.

Mr. Anderson advised the required communications was conducted in accordance with generally accepted auditing standards and governmental auditing standards which are issued by the Comptroller General of the United States. He stated that regarding accounting policies, management has ultimate responsibility for the internal policies and procedures. He informed Council that they had encountered no difficulties in dealing with management performance with the audit and no disagreements with management over any application of any accounting principles and they were not aware of any consultations management has had with other accountants.

Mr. Anderson advised of two (2) accounting recommendations in other matters with the first relating to cash and accounts receivable. He stated they did have some difficulty obtaining reconciliations when they first came out for the audit, but they worked with it and was able to complete them during the course of the audit which resulted in one (1) finding. He stated there was also a finding related to accrued liabilities in the way the interface of the payroll was not hitting the general ledger properly which resulted in an adjustment that came with the finding. Mr. Anderson pointed out that previously they find five (5) or six (6) of these every year and this year there are only two (2) which is very good. He further stated that one (1) that had been a reoccurring finding was a deteriorating financial condition which the City did not have this year

because the City is actually in a favorable financial condition this year. He took time to review some of the Governmental Accounting Standards Board (GASB) pronouncements and indicated the major one the City would need to be concerned with.

In closing, he referred to complimentary continued education that is offered by their firm and he thanked Ms. Carsten and their staff for the great job they had done and he expressed his appreciation of serving the City in performing its audit work. He asked if there were any questions and there were none.

CONSENT AGENDA

Agenda Item 5 – City Council Minutes for November 3, 2015

Agenda Item 6 – City of Arcadia Municipal Airport October Report

Councilmember Coker made a motion to accept the Consent Agenda and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

ACTION ITEMS

Agenda Item 7 – Ordinance No. 1010 – Amending One (1) Parcel of Land Located at 14 School Avenue from the Zoning of City R-1C to PBG – Second and Final Reading

Councilmember Fink made a motion to have Ordinance No. 1010 read by title only and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved. The City Clerk then read Ordinance No. 1010 by title only. Councilmember Coker made a motion to accept Ordinance No. 1010 as read and Councilmember Fink seconded the motion. Mayor Wertz-Strickland directed the City Clerk to take a roll call vote. The City Clerk did so with the following results: Mayor Wertz-Strickland voted in the affirmative, Councilmember Fink voted in the affirmative, Councilmember Coker voted in the affirmative, Councilmember Turner voted in the affirmative and Deputy Mayor Frierson voted in the affirmative. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 8 – Resolution 2015-11 – Consistency of Smith-Brown Recreation Center with Local Plans and Regulations

City Attorney Wohl stated that a part of the grant that the Smith-Brown Foundation is seeking requires a certified resolution. He advised that now that Council had just passed Ordinance 1010, the project is now consistent with the local plans and regulations so this is the proposed resolution stating such so that the Smith-Brown Community Foundation can provide it to the Florida Department of Economic Opportunity as part of their grant application. Councilmember Fink made a motion that Resolution 2015-11 be read by title only and Councilmember Coker seconded the motion. The City Clerk then read Resolution 2015-11 by title only. Councilmember Coker made a motion to accept Resolution 2015-11 as read and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 9 – Request Regarding Certificate of Appropriateness at 8 E. Hickory Street

City Administrator Stewart stated that he was requesting the withdrawal of this item from the agenda. He advised that upon doing some background work, there were some inconsistencies in the application that was submitted and what was proposed to be done there. He stated that in the abundance of caution, he would like to withdraw this from the agenda and he was asking Council's approval to make that withdrawal. Councilmember Coker made a motion to withdraw Agenda Item No. 9 and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 10 – Sand and Grit Removal Contract

City Administrator Stewart stated this project would remove sand and grit from the wastewater plant both from the inflow manifold and from the plant itself. He advised the City was receiving a grant from the Florida Rural Water Association and their portion of the grant is eighty-five percent (85%) which is \$28,726.00 and the City's portion is fifteen percent (15%) which is \$1,586.00. He advised Florida Rural Water Association is retaining the contractor and they meet all State of Florida standards regarding procurement procedures. He stated they will handle managing the project but since we are a part of the project, such needs Council's approval. He further stated he was requesting a motion to approve the project and provided a recommended motion. Councilmember Coker made a motion to approve a necessary sand and grit removal project for the City of Arcadia Wastewater Plant, said project work to be accomplished by Polston Applied Technologies, LLC as retained by the Florida Rural Water Association and funded with an 85% grant by the FRWA and 15% by the City and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved

Agenda Item 11 – Specific Authorization 21 – Hazen and Sawyer

City Administrator Stewart informed the City Council that they had previously retained Hazen and Sawyer to provide engineering services for the City of Arcadia and they have a three (3) year contract with a two (2) year extension. He advised this was not about approving that contract or the extension, but it was about the specific funding on an annual basis for them. He stated the funding that Council had provided in October of 2014 has all been expended so there is a new authorization that they are requesting. He pointed out that the previous specific authorization was for the amount of \$75,000.00 and the current one is for authorization of \$95,000.00. He advised that the reason for it was because they are doing additional work that was not included in last year's authorization, more specifically engineering for road work, stormwater work and working on a master plan for stormwater which staff is going to try to get a grant for. He then requested a motion to approve the expenditure for Hazen and Sawyer for this specific authorization in the amount of \$95,000.00. Councilmember Coker made a motion to approve Specific Authorization Number 21 for engineering services in the amount of \$95,000.00 as provided for within the Agreement for Professional Services between the City and Hazen and

Sawyer as amended August 18, 2015 and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 12 – Contract for Uniform Services

City Administrator Stewart reminded Council that at the last meeting, a question was raised about the City's ability to step away from the contract if so desired and the need for a better assurance than staff was able to provide at that meeting. He stated that subsequently it was pulled from the agenda and it was being brought back. He advised they were in a better place than before and that they will save approximately \$600.00 annually on the contract over what came to Council originally. Human Resource Manager Linda Lowe advised the contract would be with UniFirst and will be a piggyback with Collier County. She stated it would provide uniform services consisting of eleven (11) uniform sets per employee. She advised it included laundry and pressing services and it also provided for shop towels for the City Garage. Mrs. Lowe stated this would provide forty-three employees to be in uniforms. She informed Council that permission for the piggyback was contained in the contract itself on page seven (7), item twenty (20). She advised the contract was for a two (2) year period with two (2) additional two (2) year periods possible. She further advised that the contract could be terminated for cause or convenience with a thirty (30) day written notice as shown on page three (3), item ten (10). Mrs. Lowe stated this contract would provide a savings of \$604.76 over the previous proposed contract and it did away with delivery charges. She stated she was requesting approval for this contract to provide these services. Deputy Mayor Frierson asked if it was included in the budget and Mrs. Lowe advised that it was and that the contract would be written for \$10,488.92 per year. Councilmember Coker made a motion to approve the piggyback of Collier County Agreement 15-6408 with UniFirst to provide uniform services to the City of Arcadia and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 13 – Budget Amendment Resolution No. 2015-12 Amending 2014-15 Adopted Budget

City Administrator Stewart explained various reasons for budget amendments. He explained that this was not a budget adjustment for the current budget year, but the last and final budget adjustment for the fiscal year that was just completed as of September 30th. He stated this was the true up. Finance Director Beth Carsten restated that this was the final budget amendment for the 2014-2015 year. She pointed out a typographical error located on the bottom of the first page and stated that it should read \$4,716,763.00. She referenced where the amount was correct on page three (3). She informed Council that some departments fell short and many were for personnel reasons, in addition to the fire control issue. Ms. Carsten advised that after all adjustments were made \$382,333.00 is still remaining. She explained that was her estimate based on accruals and it could change because they had not been audited yet. She further explained it would go into the fund balance and would give them an estimated fund balance for the 2014-2015 year of \$1.8 million which is close to forty percent (40%) in reserves.

City Administrator Stewart commended Council for the improvement made to the budget. Deputy Mayor Frierson acknowledged Ms. Carsten and stated she was probably responsible for most of it in the two (2) years since she had been with the City. She stated that she thought Ms. Carsten had done an outstanding job and various council members thanked Ms. Carsten as well. Councilmember Fink made a motion for the resolution to be read by title only and Councilmember Coker seconded the motion. No discussion followed and it was unanimously, 5/0, approved. The City Clerk then read Resolution 2015-12 by title only. Councilmember Coker made a motion to accept the resolution as read and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Agenda Item 14 – Amendment to the City Administrator’s Employment Agreement to Extend the Time for Him to Establish Residency Within DeSoto County, Florida

City Attorney Wohl stated that at the last meeting, Council had verbalized their granting of the City Administrator’s request to extend the residency requirement to April 15, 2016. He advised that enclosed in the packet was a First Amendment to the City Administrator’s Employment Agreement and in doing so, he filled in the blanks for the employment start date. Councilmember Fink made a motion to approve the First Amendment to the City Administrator’s Employment Agreement dated June 22, 2015 and Councilmember Turner seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

COMMENTS FROM DEPARTMENTS

Marshal Anderson stated he was there to address any concerns the City Council or public may have and there were none. He read a letter from a school teacher regarding the impact the Tip-A-Cop program made on one of her students and the teacher’s support of the program. He thanked staff and council members who came out to support the program as well. He advised that last year they raised \$5,900.00 for the Tip-A-Cop program and overall, a little over \$10,000.00 was raised. He stated that this year alone for the Tip-A-Cop program it had raised \$10,000.00 and stated it showed how gracious our community is. Marshal Anderson also acknowledged Martha Clement, the owner of Slim’s, and her staff, for allowing them to hold the event at her restaurant.

The City Attorney stated that he had nothing to report.

Finance Director Beth Carsten presented the financial report for the first month of the year which was included in the Council packets. She asked if anyone had any questions and there were none.

The City Administrator advised that at the last meeting, staff had asked Council to approve for the City to open a checking account for the wastewater plant. He advised that he had another request for the victim’s advocate program within the police department. He explained it was funded by money that comes from the courts, but it used to be administered by Catholic Charities who had since gotten out of the business and had turned it over to the City. He further explained that the City was handling the funds for both the City and the County and the Finance

Director had indicated it would be better for each to have their own checking account. City Administrator Stewart stated they would like to set up a checking account on the City's behalf for the victim's advocate funds to receive and expend those funds which would be necessary for the victim's advocate. He stated he was requesting Council to approve the creation of such a checking account. Councilmember Coker made a motion to approve setting up a separate checking account with the City for the victim's advocate and Deputy Mayor Frierson seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

City Administrator Stewart stated he had a great time at the Veteran's Day Parade and felt the community had a great heart. He then thanked the City Council for their approval of his contract.

PUBLIC

Charles Conklin, a City resident, commented on the man holes that are raised high and areas on the side of the road that are not ground down on Highway 17 where it comes through the City and the City Administrator stated he would look into it and try to get some information.

MAYOR AND COUNCIL REPORTS

Councilmember Fink addressed liability possibilities regarding abandoned and/or inoperable vehicles and referred to an e-mail from City Attorney Wohl. He expressed his concern with such vehicles sitting on property and suggested if they do not have a tag, the City should step in to deal with it. He stated the City Attorney had advised that it would be a minor change in the City Code. City Attorney Wohl stated there was not a section that addressed vehicles and he recommended putting in some language that in the absence of a current licensed tag or registration, it would be prima facie evidence that the vehicle is abandoned and then the Code Officer could inspect it and cite it. It was the general consensus to do such. City Administrator Stewart advised that he had sent Code Enforcement Officer McQuay away to school for a higher level of certification so he would not be able to do anything until he returns. He then informed Council that there is a program that is in the process of being installed on the site where reports can be made online, and if done, would become public record.

Councilmember Fink also addressed the issue that it had come to his attention that businesses are able to operate in the City without a City's business license, but by a business license through the County and are able to receive a licensure for a restaurant without an operating license of the City. He stated that he did not think the County should be authorizing through the health department a licensure when we still have stipulations that need to be met because of a business that has not gotten a licensure through us. City Attorney Wohl stated that was something that certainly needed to be looked into. After much discussion, City Administrator Stewart advised that he and the County Administrator were trying to find a common ground and hoped it would be resolved in the near future. He further advised that there were businesses that had failed to renew their licenses and they have been scheduled to appear before the Special Master on code issues. Councilmember Fink asked if they were in consensus that the City Attorney would follow up on this and there was a consensus of such.

Councilmember Coker wished everyone a happy thanksgiving and reminded everyone of the upcoming Christmas parade.

City Administrator Stewart advised that he would be taking next week off due to family coming down to visit.

Mayor Wertz-Strickland advised that City Administrator Stewart would be in concert on November 21, 2015 in Cape Coral for the Arts and Humanities. She also advised that she would be in Tallahassee on December 3 and 4, 2015 with the advocacy group from the Ridge League of Cities. She further advised that she would also be in Pasadena, California during the last of December to work on the float for Rotary International, Kiwanis International and Trader Joe in the Rose Bowl Parade.

ADJOURN

Councilmember Coker made a motion to adjourn and Deputy Mayor Frierson 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 7:31 P.M.

ADOPTED THIS ___ DAY OF _____, 2015.

By:

ATTEST:

Judy Wertz-Strickland, Mayor

Penny Delaney, City Clerk

AGENDA No. 3



CITY COUNCIL AGENDA ITEM

Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Planning and Zoning

SUBJECT: Holiday Tour of Homes

RECOMMENDED MOTION: Motion to approve the special event permit for the Holiday Tour of Homes.

SUMMARY: Team Arcadia is requesting to hold a tour of homes starting at the First Presbyterian Church, then down Marshall Street, then West Whidden Street, to the Court House, then Martin Realty, and then down Hillsborough Avenue. There will be outdoor music for this event. The event will be held on December 12, 2015 from the hours of 4:00 pm to 8:00 pm.

FISCAL IMPACT: _____ Capital Budget
 Operating
 Other

ATTACHMENTS: Ordinance Resolution Budget Other

Department Head: Carl A. McQuay Date: 12/01/15

Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) Date:

Interim City Administrator: Terry Stewart  Date: 12-20-15

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

By W/ED 10 AM. get Notarized

SPECIAL EVENTS

RECEIVED
NOV 18 REC'D
CITY OF ARCADIA

A special event is defined as any event held in the City that is open and advertised to the public or which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the City right-of-ways or could affect public safety, and which is less than two weeks in duration. These events could be, but are not limited to:

- | | | |
|----------------------|--------------------|-------------------|
| Festivals | Fairs | Carnivals |
| Flea Markets | Expos | Tent Sales |
| Walk-a-thons | Parades | Road Races |
| Tournaments | Pony Rides | Petting Zoos |
| Concerts | Car Shows | Boat Shows |
| Battles of the Bands | Fireworks Displays | Public Gatherings |

All special events require a SPECIAL EVENTS PERMIT. Event organizers shall obtain a Special Event Permit application from the City Administrator's office, to be returned to that office at least thirty (30) days prior to the anticipated date of the event. Any required documentation or attachments should be included with the application. The completed application must include legible information detailing:

- a) A narrative describing the approximate number of people expected to attend;
- b) Whether signs will be placed in the City right-of-ways;
- c) Any special or unusual circumstances (cooking, alcoholic beverages, wildlife, fireworks, carnival type rides, outdoor music, ect.);
- d) Indicate whether additional electrical services will be required, and if so, where;
- e) Whether streets will be closed, or barricades erected;
- f) Include details of traffic control, emergency access and parking arrangements;
- g) Describe the provisions made for collection of trash, garbage, and recycling; and
- h) If applicable, specify the location and indicate whether or not you have the owner's permission to hold the event at that location and provide owner's contact information.

The event sponsor will be responsible for any costs incurred by the City for set-up or clean-up of the event, and any security provided by on-duty law enforcement. The sponsor will have the option of providing its own security, at its own cost, through a private security company or off-duty officers.

All special events are subject to final approval by the City Administrator, Police Department, and possibly the City Council.

INSURANCE -- The event organizer shall provide proof of liability insurance coverage naming the City as an additional insured on the Comprehensive General Liability Policy. An Indemnification and Hold Harmless Agreement must be signed by an authorized representative of the organizing group and submitted along with the Certificate of Insurance and application packet.

FOOD – ALL food and beverage vendors shall provide copies of their State of Florida Health Department License. All food vendors whose cooking creates grease-laden vapors shall have a mounted certified fire extinguisher.

ALCOHOL – Will alcoholic beverages be sold or consumed on the premises? If yes, organizer or sponsor shall submit a copy of the Florida Alcoholic Beverages Permit 15 days prior to the event. You can download a One/Two/Three day alcohol sales permit from the State at <https://www.myfloridalicense.com/intentions2.asp?chBoard=true&SID=&boardid=400&professionid=4002>

USE OF CITY PERSONNEL – If City personnel are used for set-up or clean-up, or for security, outside of normal work hours, it will be the responsibility of the event sponsor to pay the salary of those personnel for the time they spend on the event.

By completing and submitting the attached application, I certify that:

- I have read and agree to abide by the terms and conditions set forth above;
- That I will be designated as the (sole) contact person for the event;
- That I will be responsible for applying for and attaching all required permits and documentation; and
- That I am responsible for any fees which may be incurred as a result of this event.

Bruce Nevean
Signature of Applicant/Event Sponsor

Nov 18, 2015
Date

Bruce Nevean
PRINTED Name of Above

863-558-6224
Contact Phone #

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



City of Arcadia

SPECIAL EVENTS PERMIT APPLICATION

Date Submitted: November 18, 2015
Event Name: HOLIDAY TOUR OF HOMES

Date(s) of Event: Dec. 12, 2015 Hours of Event: 4-8

Expected Attendance: 100

Event Sponsor: Team Arcadia Non Profit? X Yes No

Description of Event: TOUR HOMES - COURT HOUSE - CHURCH
Starting at First Presbyterian Church, then to Marshall street, then 640 W. Whidden St, then to Court House, then Martin Realty then Hillsborough

Contact Person: Bruce Nevea Telephone 863 5586224

Fax #: Email: nbruden @ msn

Insurance Carrier: Desoto

Insurance Agent: Agent's Phone:

- Alcoholic Beverage? YES NO
Tents? YES NO
Cooking? YES NO
Outdoor Music? X YES NO
Additional Electric? YES NO
Carnival Rides? YES NO
Wildlife? YES NO
Fireworks? YES NO
Signs Displayed? YES NO
Set-up/Clean-up by City? YES NO
City Police Required? YES NO
Road Closures? YES NO

If yes, please specify locations:

Other pertinent information:

***** FOR CITY USE ONLY *****

Received by: Blatten Date: 11/18/15
City Marshal Approved Disapproved
City Administrator Approved Disapproved
City Council Approved Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, Bruce Neveau, as Vice President of
(Printed Name) (Title or Office Held)

Team Arcadia, do hereby agree to hold the City of Arcadia,

its agents, and employees harmless and indemnify same from any civil actions or claims of any nature

made in connection with the event known as the Holiday Tour of Homes to
(Name of Event)

be held at Tree of Knowledge on December 12, 2015
(Location) (Date)

By: [Signature]
(Signature)

Printed Name: Bruce Neveau

Entity Name: Team Arcadia

Its: Vice-President

Date: Nov 18, 2015

STATE OF FLORIDA

COUNTY OF De Soto

Sworn to and subscribed before me this 18th day of November, 20 15, by
Bruce Neveau, as Vice-President of Team Arcadia
who is personally known to me or [] has produced n/a as identification.



Penny M. Delaney
NOTARY PUBLIC
Printed Name: Penny M. Delaney
Commission No. FF087435
Commission Expires: 3-3-18

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 29 1998

DESOTA COUNTY ECONOMIC DEVELOPMENT
COUNCIL INC
C/O JAY MARLLES
201 EAST DAK ST, SUITE 201
ARCADIA, FL 34266

Employer Identification Number:
59-3385767

DLN:
318268158

Contact Person:
D. A. DOWNING

Contact Telephone Number:
(513) 241-5199

Accounting Period Ending:

May 31
Form 990 Required:

Yes
Addendum Applies:
Yes

6-1 To 5/31

Doc 10/15

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that

Letter 947 (DO/CG)

AGENDA No. 4



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Code Enforcement
SUBJECT: Arcadia Main Street Wine Walk

RECOMMENDED MOTION: Motion to approve the Special Event Permit for the Arcadia Main Street Wine Walk

SUMMARY: The Arcadia Main Street organization is requesting to host a wine walk with approximately 100 people in attendance. They will have approximately 5 business locations on Oak Street that will be providing wine tasting and snacks. They will use signs to show the location of the businesses that are wine stops. Hours of the event will be from 5:30p.m. to 7:30 pm on Friday, December 11, 2015. They are also requesting that Oak Street be closed from Desoto Avenue to Monroe Avenue which will also include the cross street of Polk Avenue.

FISCAL IMPACT: _____ (Capital Budget
(Operating
(Other

ATTACHMENTS: (Ordinance (Resolution (Budget (Other

Department Head: Carl A. McQuay Date: 12/01/15

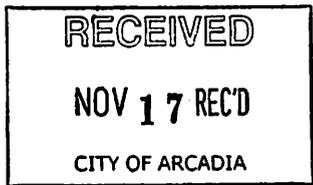
Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) Date:

City Administrator: Terry Stewart  Date: 11-28-15

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

SPECIAL EVENTS



A special event is defined as any event held in the City that is open and advertised to the public or which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the City right-of-ways or could affect public safety, and which is less than two weeks in duration. These events could be, but are not limited to:

- | | | |
|-----------------------------|---------------------------|--------------------------|
| Festivals | Fairs | Carnivals |
| Flea Markets | Expos | Tent Sales |
| Walk-a-thons | Parades | Road Races |
| Tournaments | Pony Rides | Petting Zoos |
| Concerts | Car Shows | Boat Shows |
| Battles of the Bands | Fireworks Displays | Public Gatherings |

All special events require a **SPECIAL EVENTS PERMIT**. Event organizers shall obtain a Special Event Permit application from the City Administrator's office, to be returned to that office at least thirty (30) days prior to the anticipated date of the event. Any required documentation or attachments should be included with the application. The completed application must include legible information detailing:

- a) A narrative describing the approximate number of people expected to attend;
- b) Whether signs will be placed in the City right-of-ways;
- c) Any special or unusual circumstances (cooking, alcoholic beverages, wildlife, fireworks, carnival type rides, outdoor music, ect.);
- d) Indicate whether additional electrical services will be required, and if so, where;
- e) Whether streets will be closed, or barricades erected;
- f) Include details of traffic control, emergency access and parking arrangements;
- g) Describe the provisions made for collection of trash, garbage, and recycling; and
- h) If applicable, specify the location and indicate whether or not you have the owner's permission to hold the event at that location and provide owner's contact information.

The event sponsor will be responsible for any costs incurred by the City for set-up or clean-up of the event, and any security provided by on-duty law enforcement. The sponsor will have the option of providing its own security, at its own cost, through a private security company or off-duty officers.

All special events are subject to final approval by the City Administrator, Police Department, and possibly the City Council.

INSURANCE – The event organizer shall provide proof of liability insurance coverage naming the City as an additional insured on the Comprehensive General Liability Policy. An Indemnification and Hold Harmless Agreement must be signed by an authorized representative of the organizing group and submitted along with the Certificate of Insurance and application packet.

FOOD – ALL food and beverage vendors shall provide copies of their State of Florida Health Department License. All food vendors whose cooking creates grease-laden vapors shall have a mounted certified fire extinguisher.

ALCOHOL – Will alcoholic beverages be sold or consumed on the premises? If yes, organizer or sponsor shall submit a copy of the Florida Alcoholic Beverages Permit 15 days prior to the event. You can download a One/Two/Three day alcohol sales permit from the State at <https://www.myfloridalicense.com/intentions2.asp?chBoard=true&SID=&boardid=400&professionid=4002>

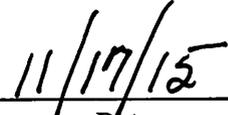
USE OF CITY PERSONNEL – If City personnel are used for set-up or clean-up, or for security, outside of normal work hours, it will be the responsibility of the event sponsor to pay the salary of those personnel for the time they spend on the event.

By completing and submitting the attached application, I certify that:

- I have read and agree to abide by the terms and conditions set forth above;
- That I will be designated as the (sole) contact person for the event;
- That I will be responsible for applying for and attaching all required permits and documentation; and
- That I am responsible for any fees which may be incurred as a result of this event.



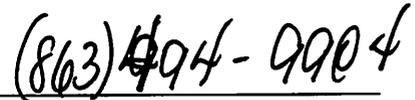
Signature of Applicant/Event Sponsor



Date



PRINTED Name of Above



Contact Phone #

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



City of Arcadia

SPECIAL EVENTS PERMIT APPLICATION

Date Submitted: 11/16/15
Event Name: Arcadia Main Street Wine Walk
Date(s) of Event: 12/11/15 Hours of Event: 5:30 pm - 7:30 pm
Expected Attendance: 100
Event Sponsor: Arcadia Main Street Non Profit? Yes
Description of Event: See attached

Contact Person: Pat Lindsay Telephone: (863) 494-2020
Fax #: (863) 494-2020 Email: arcadiamainstreet@yahoo.com
Insurance Carrier: CNA

Insurance Agent: Agent's Phone:

- Alcoholic Beverage? YES NO
Tents? YES NO
Cooking? YES NO
Outdoor Music? YES NO
Additional Electric? YES NO
Carnival Rides? YES NO
Wildlife? YES NO
Fireworks? YES NO
Signs Displayed? YES NO
Set-up/Clean-up by City? YES NO
City Police Required? YES NO
Road Closures? YES NO

If yes, please specify locations: Oak Street from DeSoto Ave to Monroe Ave to include the cross street of Polk Ave.

Other pertinent information:

*****FOR CITY USE ONLY*****

Received by: [Signature] Date: 11/17/15
City Marshal [Signature] Approved Disapproved
City Administrator Approved Disapproved
City Council Approved Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, Pam Ames, as Promotions Chair of

AMSP

, do hereby agree to hold the City of Arcadia, its agents, and employees harmless and indemnify same from any civil actions or claims of any nature

made in connection with the event known as the Wine Walk to

be held at downtown Oak St on 12/11/15.

By: Pam Ames

Printed Name: Pam Ames

Entity Name: AMSP

Its: _____

Date: _____

STATE OF FLORIDA

COUNTY OF DeSoto

Sworn to and subscribed before me this 11 day of November, 20 15, by Pam Ames, as Promotions Chair,

who [] is personally known to me or [] has produced _____ as identification.

Patricia A. Lindsay

NOTARY PUBLIC

Printed Name: Patricia A. Lindsay

Commission No. EE 845183

Commission Expires: 10/29/2016

(SEAL)



PATRICIA A. LINDSAY
MY COMMISSION # EE 845183
EXPIRES: October 29, 2016
Bonded Thru Budget Notary Services

AMS will be hosting a wine walk with approximately 100 people in attendance. We will have approximately 5 business locations on Oak Street that have agreed to be a stop for the walk and they will be providing a taste of different wines and snacks. We will use signs to show the locations of which stores are the wine stops. We will need to close Oak Street from DeSoto Ave to Monroe Avenue which will also include the cross street of Polk Avenue. All stores and restaurants will be notified and ask to participate in this event. Tickets will be pre-sold and available the day of the event. Participants will be able to shop in the stores, sip wine and enjoy music. There will not be a need to provide any additional traffic control or electrical services.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 13 2015

ARCADIA MAIN STREET PROGRAM INC
22 N POLK AVE
ARCADIA, FL 34266

Employer Identification Number:
65-0383160
DLN:
17053258323014
Contact Person: JASON T SAMMONS ID# 31616
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
September 9, 2014
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

ARCADIA MAIN STREET PROGRAM INC

ADDENDUM

Your exemption under section 501(c)(4) of the Code is reinstated for the period May 15, 2010 to the effective date shown in the heading of this letter.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/9/2015

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

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

PRODUCER Maury, Donnelly & Parr 24 Commerce St. Baltimore, MD 21202	CONTACT NAME: PHONE (A.C. No. Ext.) (410) 685-4625 FAX (A.C. No.) (410) 685-3071 E-MAIL ADDRESS: ADDRESS:														
INSURED Arcadia Main Street 22 North Polk Avenue Arcadia, FL 34286	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Continental Casualty Company</td> <td style="text-align: center;">20443</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Casualty Company	20443	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Continental Casualty Company	20443														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INBR LTR	TYPE OF INSURANCE	ADDC	SUBRR	INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC OTHER:				X	4025933719	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS								COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$								EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				Y/N	N/A			PER STATUTE DTR. ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule, may be attached if more space is required)
 City of Arcadia is named as an additional insured.

CERTIFICATE HOLDER City of Arcadia Tree of Knowledge Park West Oak Street	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

AGENDA No. 5



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Administration

SUBJECT: Special Event Permit – Tater Hill Antique and Collectible Show

RECOMMENDED MOTION: Motion to approval the special event permit for the Tater Hill Antique and Collectible Show on January 30, 2016.

SUMMARY: Sheri Fink and Bobby Defino of the Tater Hill Antique and Collectible Show is requesting approval of a show on Saturday, January 30, 2016 from 6:00 a.m. – 5:00 p.m. This will not conflict with the current antique shows in the downtown district.

FISCAL IMPACT: _____
 Capital Budget
 Operating
 Other

ATTACHMENTS: Ordinance Resolution Budget Other

Department Head:

Date:

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

City Administrator: Terry Stewart

Date: 11-25-15

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



SPECIAL EVENTS

A special event is defined as any event held in the city that is open and advertised to the public or which could limit the normal use and access to an area by the general public, or which is deemed to have an impact on the city rights-of-way or could affect public safety, and which is less than two weeks in duration. These events could be, but are not limited to:

Festivals
Flea Markets
Walk-a-thons
Tournaments
Concerts
Battles of the Bands

Fairs
Expo's
Parades
Pony Rides
Car Shows
Fireworks Displays

Carnivals
Tent Sales
Road Races
Petting Zoos
Boat Shows
Public Gatherings

All special events require a **SPECIAL EVENT PERMIT**. Event organizers shall obtain a Special Event Permit application from the City Administrator's office, to be returned to that office at least thirty (30) days prior to the anticipated date of the event. Any required documentation or attachments should be included with the application. The completed application must include legible information detailing:

- a. A narrative describing the approximate number of people expected to attend,
- b. Whether signs will be placed in the city rights-of-way,
- c. Any special or unusual circumstances (cooking, alcoholic beverages, wildlife, fireworks, carnival type rides, outdoor music, etc.)
- d. Indicate whether additional electric service will be required, and if so where.
- e. Whether streets will be closed, or barricades erected.
- f. Include details of traffic control, emergency access and parking arrangements.
- g. Describe the provisions made for collection of trash, garbage & recycling.

- h. If applicable, specify the location and indicate whether or not you have the owner's permission to hold the event at that location and provide owner's contact information.

The event sponsor will be responsible for any cost incurred by the City for set-up or clean-up of the event, and any security provided by on-duty law enforcement. The sponsor will have the option of providing its own security, at its own cost, through a private security company or off-duty officers.

All special events are subject to final approval by the City Administrator, Police Department and possibly the City Council.

INSURANCE – The event organizer shall provide proof of liability insurance coverage naming the City as an additional insured on the Comprehensive General Liability Policy. An Indemnification and Hold Harmless Agreement must be signed by an authorized representative of the organizing group and submitted along with the Certificate of Insurance and application packet.

FOOD - ALL food and beverage vendors shall provide copies of their State of Florida Health Department license. All food vendors whose cooking creates grease-laden vapors shall have a mounted certified fire extinguisher.

ALCOHOL - Will alcoholic beverages be sold or consumed on the premises? If yes, organizer or sponsor shall submit a copy of the Florida Alcoholic Beverages Permit 15 days prior to the event. You can download a One/Two/Three day alcohol sales permit from the State at http://www.myfloridalicense.com/dbpr/sto/file_download/file-download-abandt.shtml

USE OF CITY PERSONNEL - If city personnel are used for set-up or clean-up, or for security, outside of normal work hours, it will be the responsibility of the event sponsor to pay the salary of those personnel for the time they spend on the event.

By completing and submitting the attached application, I certify that:

- I have read and agree to abide by the terms and conditions set forth above,
- that I will be designated as the (sole) contact person for the event,
- that I will be responsible for applying for and attaching all required permits and documentation, and
- that I am responsible for any fees which may be incurred as a result of this event .

Sheri Fink
Signature of Applicant/Event Sponsor

11/19/15
Date

Sheri Fink
PRINTED Name of Above

941-321-9154 (c)
Contact Phone #
863-494-0232 (shop)



City of Arcadia
SPECIAL EVENT PERMIT APPLICATION

Date Submitted: 11-20-15

Event Name: TATTER HILL Antiqua & Collectible Show

Event Location: PARK, (front & BACK) Suntrust parking lot

Date(s) of Event: 5th Saturday Jan 30, 2016 Hours of Event: 6:00 am - 5:00 pm

Expected Attendance: _____

Event Sponsor: Sheri Fink/Bobby Defino PARTNERS Non-Profit? YES X NO

Description of Event: Antiqua / Collectible vendor sales; set up begins 6am, sales 8am-3pm, break up 3-5 Small number food vendors

Contact Person: Sheri Fink Telephone: (941) 321-9154 / 863-494-0232

Fax #: X Email: finkville@yahoo.com

Insurance Carrier: Desoto Insurance under Miss Pearl's Place policy

Insurance Agent: Phil Hunt Agent's Phone: 863-494-2242

- Alcoholic Beverages? YES NO
Tents? YES NO
Cooking? YES NO
Outdoor Music? YES NO
Additional Electric? YES NO
Carnival Rides? YES NO
Wildlife? YES NO
Fireworks? YES NO
Signs Displayed? YES NO
Set-up/Clean-up by City? YES NO
City Police required? YES NO
Road Closures? YES NO

small signs major highway corners

If Yes, please specify locations: food - no specific location yet

Other Pertinent Information: This event is similar to other Vendor events in the city ADA compliance will be observed, no selling out of cars,

*****FOR CITY USE ONLY*****

Received by: _____ Date: ___/___/___
City Marshal _____ Approved _____ Disapproved
City Administrator _____ Approved _____ Disapproved
City Council _____ Approved _____ Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, Sheri Fink, as CO-owner of TATER HILL ART & Collect Show, do hereby agree to hold the City of Arcadia, (Club, organization, group, etc)

its agents and employees, harmless and indemnify same from any civil actions or claims of any nature made in connection with the event known as the TATER HILL ART & Collect to be held at ON Application on 5th Saturday of months. (Name of Event) (Location) (Date)

By: Sheri Fink (Signature)

Printed Name: Sheri Fink

Entity Name: TATER HILL ART & COLLECT

Its: CO-OWNER

Date: 11/20/15

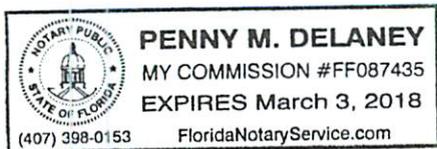
STATE OF FLORIDA

COUNTY OF De Soto

Sworn to and subscribed before me this 20th day of November, 2015, by Sheri Fink, as Co-owner of Tater Hill Art & Collect who is personally known to me or has produced n/a as identification.

Penny M. Delaney
NOTARY PUBLIC

(SEAL)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/12/2015

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

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

PRODUCER DeSoto Insurance Agency 243 N. Brevard Ave. P. O. Box 690 Arcadia, Florida 34265-0880	Phone: (853)694-2242 Fax: (853)694-1991	CONTACT Name: Loretta Amador Phone: (853)694-2242 Fax: (853)694-1991 Email: lora@desotoinstnsmoc.com
INSURED Miss Pearls Place - Joe and Sherry Flak dba Diffino & Flak 120 West Oak Street Arcadia, FL 34265		INSURANCE AFFORDING COVERAGE INSURER A: Southern-Owners Insurance Company NAIC # 10150 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 1279 REVISION NUMBER:

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

GEN. LTR.	TYPE OF INSURANCE	ENDORSEMENTS (REQ. / N/A)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		20907990	8/1/2015	8/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (On occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - CDM/CP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMMER. VEHIC. LIAB (Per person) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAMS-MADE					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROFESSIONAL/EXECUTIVE OFFICER/DIRECTOR EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				<input type="checkbox"/> NON-RESIDENT <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Holder's Nature of Interest: Certificate Holder City of Arcadia PO Box 351 Arcadia, FL 34265	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Fink, Joseph Emil	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City Council
MAILING ADDRESS 417 W Effie St	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY Arcadia	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY DeSoto	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED December 1, 2015	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Joseph Emil Fink, hereby disclose that on December 1, 202015.

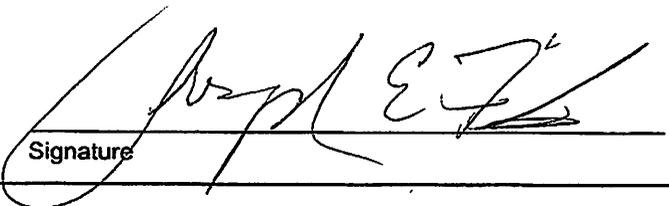
(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, Sheri Ann Marie Fink;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Abstained from vote on a "Special Events Permit" to hold 5th Saturday Antique/Collectible Fairs in 2016. Sheri Ann Marie Fink, my limited business associate, has asked to be named co-owner of the event in a limited partnership with another person by my agency.

11/23/15
Date Filed


Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

AGENDA No. 6



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Finance / Purchasing

SUBJECT: Updating membership with National Joint Powers Alliance (NJPA). We are currently a member of the NJPA. This membership allows the City to purchase products and/or services through the cooperative membership of NJPA, which saves the City time and money. While our membership is current, the contacts on it are not. NJPA asked the City to update our contacts.

RECOMMENDED MOTION: Motion to allow staff to update contract with proper contacts.

SUMMARY:

FISCAL IMPACT: None

Capital Budget
 Operating
 Other

ATTACHMENTS: Ordinance Resolution Budget Other

Department Head:

Date:

Finance Director (As to Budget Requirements) Beth Carsten *BC*

Date: *11-23-2015*

City Attorney (As to Form and Legality)

Date:

City Administrator:

Date:

COUNCIL ACTION: Approved as Recommended

Disapproved

Tabled Indefinitely Tabled to Date Certain _____

Approved with Modifications



National Joint Powers Alliance®

Official

CERTIFICATE OF MEMBERSHIP

City of Arcadia

Member #83328

This certificate entitles the entity named above the opportunity to purchase off of nationally, competitively solicited contracts. The entity will save time by using NJPA contracts, save money by leveraged volume pricing and obtain quality products from nationally acclaimed vendors.

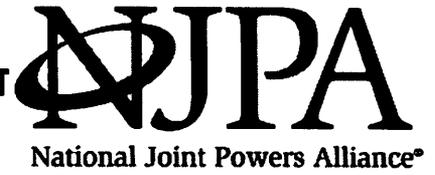
A handwritten signature in black ink, appearing to read 'Chad Coquette', is written over a horizontal line.

Dr. Chad Coquette, PhD, Executive Director / CEO



Competitively Solicited National Cooperative Contract Solutions

**COOPERATIVE PURCHASING ENROLLMENT AGREEMENT
PARTICIPATING MEMBER**



**NATIONAL JOINT POWERS ALLIANCE
COOPERATIVE PURCHASING ENROLLMENT AGREEMENT**

This Agreement, made effective on the date hereof, by and between National Joint Powers Alliance® (hereinafter referred to as "NJPA") and _____ (hereinafter referred to as the "Participating Member").

Agreement

1. NJPA, a public entity created by Minnesota Statute 123A.21, has followed procurement procedures for products and/or services offered by this Agreement in accordance with Minnesota Statute §471.345. NJPA is permitted to engage in cooperative purchasing pursuant to Minnesota Statute 123A.21, subd. 7(23).
2. It is the sole responsibility of each Participating Member to follow their state and local procurement statutes and rules as it pertains to cooperative purchasing, or joint power agreements, with in-state or out-of- state public agencies.
3. NJPA makes their cooperative purchasing contracts available to Participating Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Participating Member. Participating Members are permitted to negotiate and agree to additional terms and conditions with NJPA Vendors directly.
4. Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Governmental Unit will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Governmental Unit placing the order.
5. The use of each contract by the Participating Member will adhere to the terms and conditions of the NJPA Contract.
6. Any dispute which may arise between the Participating Member and the NJPA Vendor are to be resolved between the Participating Member and the NJPA Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between NJPA and the Participating Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the date hereof.

Member Name:

National Joint Powers Alliance®

By _____
AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Its _____
TITLE

TITLE

DATE

DATE

**COOPERATIVE PURCHASING ENROLLMENT AGREEMENT
PARTICIPATING MEMBER**



ORGANIZATION INFORMATION (Required Information)**

Applicant Name: ** _____
Address: ** _____
City, State, Zip ** _____
Federal ID Number: _____
Contact Person: ** _____
Title: ** _____
E-mail: ** _____
Phone: _____
Website: _____

Please indicate an address to which your Membership materials may be delivered.

Thank you.

APPLICANT ORGANIZATION TYPE(Required):

- Public or non-profit K-12
- Government or Municipality (please specify: _____)
- Public or non-profit Higher Education
- Other (please specify: _____)

I WAS REFERRED BY: (please specify)

- Advertisement _____
- Current NJPA Member _____
- Vendor Representative _____
- Trade Show _____
- NJPA Website _____
- Other _____

Completed applications may be returned to:

National Joint Powers Alliance ®
202 12TH Street NE
Staples, MN 56479

Duff Erholtz
Phone 218-894-5490
Fax 218-894-3045
E-mail duff.erholtz@njpacoop.org

AGENDA No. 7



CITY COUNCIL AGENDA ITEM

Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Administration

SUBJECT: Election of Mayor

RECOMMENDED MOTION: Motion to appoint _____ as Mayor of Arcadia, Florida.

SUMMARY:

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

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

Project Coordinator-

Date:

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date: 12/01/15

City Administrator: Terry Stewart

Date: 11-20-15

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

AGENDA No. 8



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Administration
SUBJECT: Election of Deputy Mayor

RECOMMENDED MOTION: Motion to appoint _____ as Deputy Mayor of Arcadia, Florida.

SUMMARY:

FISCAL IMPACT: _____ Capital Budget
 Operating
 Other

ATTACHMENTS: Ordinance Resolution Budget Other

Project Coordinator- Date:
Finance Director (As to Budget Requirements) Date:
City Attorney (As to Form and Legality) Date: 12/01/15
City Administrator: Terry Stewart  Date: 11-20-15

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

AGENDA No. 9



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Administration

SUBJECT: Election of Council Members to have the title of Mayor and Deputy Mayor

RECOMMENDED MOTION: Approval of Resolution 2015-13 as presented.

SUMMARY:

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

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

Department Head: Penny Delaney Date: 11/20/15

Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) T.J. Wohl Date: 11/20/15

City Administrator:  Date: 11-20-15

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

RESOLUTION 2015-13

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARCADIA, FLORIDA, PROVIDING FOR THE CITY COUNCIL'S
ELECTION OF COUNCIL MEMBERS TO HAVE THE TITLE OF
MAYOR AND DEPUTY MAYOR; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, Section 13 of the Charter of the City of Arcadia, Florida provides that the City Council shall elect from its members, officers of the City Council who shall have the title of Mayor and Deputy Mayor, each of whom shall serve at the pleasure of the City Council; and

WHEREAS, the City Council of the City of Arcadia currently conducts the election in accordance with Section 13 of the City Charter during the City Council's first meeting in the month of December.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF ARCADIA, FLORIDA:**

SECTION 1. The recitals contained in the preamble to this Resolution are incorporated by reference herein.

SECTION 2. The following member of the City Council of the City of Arcadia, Florida is hereby elected as Mayor of the City of Arcadia, Florida:

SECTION 3. The following member of the City Council of the City of Arcadia, Florida is hereby elected as Deputy Mayor of the City of Arcadia, Florida:

SECTION 4. This Resolution shall take effect immediately upon its passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF ARCADIA, FLORIDA,
in regular session this 1st day of December, 2015.

ATTEST:

CITY OF ARCADIA, FLORIDA

Penny Delaney, City Clerk

Judy Wertz-Strickland, Mayor

APPROVED AS TO FORM:

Thomas J. Wohl, City Attorney

AGENDA No. 10



CITY COUNCIL AGENDA ITEM
Requested Council Meeting Date: December 1, 2015

DEPARTMENT: Administration

SUBJECT: Possible Grant Funding from Walmart and Walmart Foundation

RECOMMENDED MOTION: **Motion to authorize staff to apply for the Walmart Foundation grant in the amount of \$2,500.00.**

SUMMARY:

The City of Arcadia has the opportunity to apply for funding from the Walmart and Walmart Foundation. These funds will help with the current and future phases for the McSwain Park Project.

During this time, Leadership DeSoto is working hard at raising funds to help with the construction for the bathrooms that will be needed for this phase. This same grant funded DeSoto County Chamber last year in the amount of \$2,500.00.

Currently, the City qualifies for this grant listed under the "Strengthening Local Communities Grant". With your approval the City can receive up to \$2,500.00 to help with our very own park.

FISCAL IMPACT: _____

- Capital Budget
- Operating
- Other

ATTACHMENTS: Ordinance Resolution Budget Other

Project Coordinator- Shelley Peacock

Date: 11/18/15

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

City Administrator: Terry Stewart

Date: 11-20-15

COUNCIL ACTION: Approved as Recommended

Disapproved

Tabled Indefinitely Tabled to Date Certain _____

Approved with Modifications

Community Grant Program

Walmart believes in operating globally and giving back locally – creating impact in the neighborhoods where we live and work.

Through the Community Grant Program, our associates are proud to support the needs of their communities by providing grants to local organizations.

Community Giving Program Links

- [Frequently Asked Questions](#)
- [Community Grant Guidelines](#)

Before applying, please note:
The 2015 grant cycle begins **Feb. 1, 2015** and the application deadline to apply is **Dec.**

31, 2015. To begin the application process, click [here](#).

If you are applying for funding through a Sam's Club location, additional focus areas are considered. Learn more about the [Sam's Club Community Grant Program](#).

Application may be submitted at any time during this funding cycle. Please note that any application not approved by the facility manager will be declined on the dates listed below:

- May 1, 2015
- July 31, 2015
- Oct. 30, 2015
- Jan. 2016

Awarded grants range from **\$250 to \$2,500**.

Organizations applying must meet the one of following criteria:

- An organization holding a current tax-exempt status under Section 501(c)(3), (4), (6) or (19) of the Internal Revenue Code;
- A recognized government entity: state, county, or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes;
- A K-12 public or private school, charter school, community/junior college, state/private college or university; or
- A church or other faith-based organization with a proposed project that benefits the community at large.

Applications must be completed in full and submitted online to be considered.

Submitting an online application does not guarantee funding.

The facility manager and the grant administrator reserve the right to adjust the amount awarded to each organization without prior notice.

[^ top](#)



@**FINDaid** Did you apply? You will receive notice either way when the process is over.

BY WALMART GIVING
1:42PM NOVEMBER 18, 2015

@**meganvarney34** Will you please send us the link you're trying to get to via direct message? Thanks.

BY WALMART GIVING
1:31PM NOVEMBER 18, 2015

@**KeefeCom** We're still notifying those nonprofits and working on announcements but will release soon. Stay tuned!

BY WALMART GIVING
11:08AM NOVEMBER 18, 2015

[Follow @WalmartGiving](#)

Subscribe

Stay up to date with our latest news

Enter email address

Subscribe

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Municipalities (Fire Department/Police Department/Towns)

Affirmation of Instrumentality (4076C) Letter, a copy of the legislative act creating a board or commission, or a letter from an authorized government official confirming the status of the government entity.

- If the requesting organization is a town or city, please provide a letter from the town or city's chief elected officer, on official letterhead, that provides a city to the legislative act creating the town or city and that authorizes the city or town to apply for funds.
- If the requesting organization is an agency or instrumentality of a government entity, please provide a letter from a government official with responsibility for government oversight of the agency or instrumentality, on official letterhead, that describes the relationship between the agency or instrumentality and the government entity and authorizes the agency or instrumentality to apply for funds directly.
[Example Affirmation Letter >](#)

When you have the relevant documentation available for your organization, please submit a support form to request that your organization be manually verified using the link below: