

**Minutes  
City Council  
City Of Arcadia  
February 15<sup>th</sup>, 2011**

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

**The meeting was called to order at approximately 6:00 PM The following members and staff present:**

**Arcadia City Council**

Mayor Robert Heine  
Deputy Mayor Keith Keene  
Councilmember Sharon Goodman

Councilmember Martha Craven  
Councilmember Roosevelt Johnson

**Arcadia City Staff**

City Administrator Lawrence Miller  
Asst. City Administrator Judi Jankosky  
Captain Matt Anderson

Interim City Recorder: Shelley Peacock  
City Attorney William Galvano

**SPECIAL PRESENTATIONS:**

1. Employee of the Month- Bobby Skinner not present
2. Appreciation to Dr. Roosevelt Johnson for serving as Mayor. Plaque was presented by Mayor Robert Heine with picture taken.

**Mayor Robert Heine announced at this time the Council will skip down to item Number 9, Contractor Bid Award**

**DISCUSSION ITEMS**

**Contractor Bid Award for CDBG Grant; No. 9**

Dr. Miller introduced Antonio Jenkins, City Grant Consultant from Guardian Community Resource Management who will administer the Community Development Block Grant Program. Mr. Antonio Jenkins included in the Council's packet a spreadsheet of the bid awards first round Bid Tabulation sheet. (6- units)

On February 4, 2011 sealed bids were received and opened for six (6) Single Family units under the 2009 City of Arcadia CDBG Housing Rehabilitation Program. All six (6) of the bids were submitted in accordance with the NTB and are recommended below. One (1) of the six (6) bids were submitted outside of the estimated +/-15% bid range. Justifications for the awards are in accordance with the City of Arcadia CDBG award policies.

Before the council agreed to approve the contract of the first round bid award, Councilmember Craven had questions about number three (3). She noticed there were two (2) bids that were lower than the one that was awarded. Mr. Jenkins explained the first low bidder could not take on more than one (1) project due to capacity reasons at the time, and the second low bidder, the firm already exceeded two (2) recommendations and was at the maximum.

After Mr. Jenkins explained, Deputy Mayor Keene made the motion to approve the first round bid award as described and seconded by Councilmember Johnson. Unanimously, 5-0 Approved.

### **CONSENT AGENDA; 3-6**

3. *Air-Cadia* flowage and hanger report for January 2011
4. Arcadia Mobile Home Park report for January 2011
5. DCDEC requesting permission for use of McSwain Park
6. Check warrants for February 9, 2011

Deputy Mayor Keene asked if the minutes were ready from February 1st regular council meeting, Dr. Miller answered no, not at this time.

Deputy Mayor Keene made motion to approve items 3-6 as presented, Seconded by Councilmember Craven. Approved as presented. Unanimously, 5-0

### **DISCUSSION ITEMS CONTINUED:**

#### **7. Coalition involvement agreement between Drug Free Desoto and local Government Representative, Councilmember Dr. Sharon Goodman:**

Dr. Sharon Goodman advised council she has been serving on Desoto's Drug Free task force for three (3) years. Desoto's Drug Free Task Force has moved in with Desoto Coalition now. Councilmember Dr. Sharon Goodman said she has been elected to serve as, Vice Chair for this Organization with her School Employee and Religious background to be the 'appointee' for the local government entities.

Dr. Goodman asked for council's approval on this item. Councilmember Roosevelt Johnson made the motion to approve, seconded by Deputy Mayor Keene. Approved, 5-0

#### **8. Re-appointment Karl Lewis to Police Officers' and Firefighters' Pension Board;**

Councilmember Sharon Goodman made the motion to approve, seconded by Deputy Mayor Keene. Unanimously 5-0 Approved.

#### **10. CITY MARSHAL**

City Marshal addressed the concerns he had with Arcadia Avenue and he advised the City Administrator and City council there has been many fatal accidents on this road. Because this is a County maintained road; he will need some involvement from the County to help with these issues. The City Marshal mentioned he would like this road to be safer for all the citizens that travel this road.

## 11. ATTORNEY

### DISCUSSION, NUISANCE ORDINANCE NO. 964

City Attorney explained this was a "Draft" ORDINANCE that is Included in this council packet. City Attorney mentioned this item was brought up a few weeks ago and would like to re- visit this item again. He suggested a workshop.

Deputy Mayor, agreed to a having a workshop and advised council and city attorney he has gathered comments from concerned citizens just in the last few days and thought other councilmember's may have good input to add to this; NUISANCE ORDINANCE.

City Council and the City Attorney agreed on the date of; February 22, 2011 at 5:00 PM. This date was mentioned due to the Deputy Mayor's prior travel arrangements. He advised City Attorney and City Councilmember's that he will not be attending the next regular council meeting scheduled for March 1, 2011.

## 12. CITY ADMINISTRATOR

Dr. Miller first wanted to apologize that the minutes from the last regular council meeting from February 1<sup>st</sup> 2011 are not ready. Dr. Miller mentioned to council that this evening Shelley Peacock is sitting in as an acting Interim City Recorder for the transition from Dana leaving until we have someone hired for the City Recorder position. Dr. Miller mentioned he thought we would be further along in the hiring process than appose to where we are now. He stated he only received a few resumes but waiting on receiving more.

Dr. Miller mentioned at the last council meeting that Florida League of Cities would come in and have ethics training. He advised council that he checked into that and mentioned he was taking this online course for thirty five (\$35.00 ) dollars. He advised council that anyone can take this and to do so, the website is; Florida Institute of Government. He also made council aware of Florida League of Cities only have training as a Seminar. The next seminar is scheduled for October in Tampa. Dr. Miller wanted to mention the city is having a, clean city campaign. He said his top priority is to keep the city clean and attractive. He wanted to mention the Coalition is having a clean up day this Saturday February 19<sup>th</sup>. He also mentioned anyone interested in volunteering, this would be the time to help out with making the city cleaner and most of all more attractive. He mentioned to the council the personnel manual that he passed out was another subject he wanted to mention.

He advised council this was put together by Dana Williams and suggested he would like the council's approval on the personnel manual.

He expressed on 'one' issue he wanted to put in place is an overtime policy. He explained in the past; employee's that worked over '40' hours accrued compensatory time rather than getting paid for it as overtime. He further explained, the cost to pay this out several years later when the pay Dr. Miller stated as of now to pay out this comp time the amount is at approximately

\$18,500 and would gradually pay this out to the employee's over a one year period of time. Councilmember Johnson stated this has been talked about in the past and he agreed with Dr. Miller that this would save the City money.

Councilmember Goodman questioned if this is approved, would there be any more comp time and questioned Dr. Miller the employee's would get paid for the overtime?

Dr. Miller clarified that there will not be any more Comp time, and stated that the employee will get paid for overtime. Mayor Heine also stated he thought the employee's would like that better. Deputy Mayor Keene agreed with the Mayor.

Councilmember Goodman made the motion to approve the pay out and not have compensatory time anymore. Seconded by Councilmember Johnson. Approved, unanimously 5-0.

Dr. Miller had one (1) more issue he wanted to discuss; Dr. Miller passed out pictures of the Police Department building that showed cracks on the building. He stated this was an emergency situation and had fear that the drywall could fall and hurt someone in the building. Dr. Miller asked for approval on fixing this problem and advised council due to this being an emergency situation he would like to move forward to having this building repaired as quickly as possible without having to bid.

Councilmember Goodman agreed she felt this needed to be taken care of right away; Councilmember Goodman made the motion to approve, seconded by Deputy Mayor Keene. Approved. Unanimously, 5-0.

After Councilmember Johnson noticed inside the personnel manual; He asked Dr. Miller for his clarification on performance evaluations. Councilmember Johnson expressed his concern when a performance evaluation is done for someone who has only been employed for six (6) months and then you re-evaluate this person on a 'one' year evaluation, he explained he felt the first evaluation should not have anything to do with the 'one year evaluation' and The six month evaluation was based as doing a job for only six months. After further explaining situations for performance evaluations and probationary time, Dr. Miller added that he had concern about his contract as a City Administrator. He explained his employee's should have some continuity that he will be here at least a year than knowing he will only be here for six months. He mentioned this could reflect in their job performance.

Deputy Mayor Keene, made the motion to amend Dr. Miller's existing Contract to extend his employment to a; One (1) Year from the time the council conducted his six month evaluation. The motion was seconded by Councilmember Johnson. Approved, 3-2 2 nays, Mayor Heine and Councilmember Craven.

### 13. OTHER DEPARTMENTS

Mayor advised nothing at this time;

## Public:

Ann Pepper thanked City Marshal Charles Lee for getting the County involved with the road she lives on. She thanked him for acknowledging this road and wanting to make it safer for the citizens that travel this road. Mrs. Pepper also mentioned she knows of a few people who would like to read more about the Ordinance and she asked what the best way to access this Ordinance? Mrs. Pepper was advised it will be on the City's Website. (*Arcadia-fl.gov*)

Morris Brown advised council that the County is adopting a Nuisance Ordinance this month and thought as a suggestion to the Council they may want to evaluate theirs, as an helpful tool.

Ann Pepper commented that she spoke with Jim Selph and thought this meeting might get re-scheduled for March 21, 2011 at 6:30.

### **Nothing else further from the Public.**

Deputy Mayor Keene advised council that the County passed an Economic Rural Tax Exemption Ordinance, and had a suggestion to the City Attorney about having to put something like that in place for City residents. He asked what the proper procedure would be.

City Attorney advised the Councilmember's that he will find out what the substance needs to be and the procedure.

Deputy Mayor Keene also announced with regret, that he will not be at the next council meeting. ( March 1<sup>st</sup>, 2011).

Councilmember Johnson asked Mayor Heine if he would be available to speak at the Media Center at Memorial Elementary School March 2<sup>nd</sup> from 9:00AM- 10:00 AM. He advised the Mayor this was a request from the Media Specialist to do a presentation to talk about the duties of being a City Mayor.

Councilmember Johnson also mentioned he received a phone call about a Railroad Sign down and asked if someone could take care of this. Dr. Johnson said this sign is down at South Monroe and Palmetto Street.

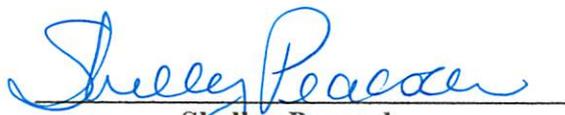
Councilmember Goodman announced that she was at the Ribbon Cutting for the Health Department today, for the dedication playground ceremony. She said it was a very nice event and she said she had a wonderful time. She advised all it was great for everyone to come together to help with this event.

Dr. Miller advised Council that Tim Avant is still in the hospital and would like for everyone to continue with the prayers. Dr. Miller advised council he is getting closer to rehabilitation and he is getting stronger everyday.

ADJOURN

Having no further business at this time, the meeting was adjourned.

  
MAYOR ROBERT HEINE

  
Shelley Peacock  
Interim City Recorder