



**AGENDA  
ARCADIA CITY COUNCIL  
CITY COUNCIL CHAMBERS  
23 NORTH POLK AVENUE, ARCADIA FL  
TUESDAY, JANUARY 2, 2024  
6:00 P.M.**

**INVOCATION, PLEDGE, CALL TO ORDER AND ROLL CALL**

**PRESENTATIONS**

1. Presentation to Beth Carsten – Ten (10) Years of Service to the City of Arcadia (Mayor Robert W. Heine, Jr.)
2. Team Arcadia Presentation (Allen Reesor)

**CONSENT AGENDA**

3. City Council Regular Meeting Minutes for December 19, 2023 (City Clerk Penny Delaney)
4. Special Event Permit – Annual Martin Luther King, Jr. Day Parade - Building a Village (Code Enforcement Director Carl McQuay)
5. Special Event Permit – DeSoto County Fair – DeSoto County Fair Association (Code Enforcement Director Carl McQuay)

**ACTION ITEMS**

6. Approval or Denial of YMCA Memorandum of Understanding (City Attorney T.J. Wohl)
7. Selection Committee Recommendation for RFQ 2023-01 Airport Consulting Services (Finance Director Teresa Conerly)

**COMMENTS FROM DEPARTMENTS**

8. City Marshal
9. City Attorney
10. Airport Director
11. Golf Course Director
12. 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



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: January 2, 2024

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DEPARTMENT: City Clerk

SUBJECT: City Council Regular Meeting Minutes for December 19, 2023

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**RECOMMENDED MOTION: Motion to approve the December 19, 2023, Regular Meeting Minutes as presented.**

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SUMMARY:

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FISCAL IMPACT: \_\_\_\_\_  
 Capital Budget  
 Operating  
 Other

ATTACHMENTS:  Ordinance  Resolution  Budget  Other

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Department Head: Penny Delaney Date:

Finance Director (As to Budget Requirements) Date:

City Attorney (As to Form and Legality) Date:

City Administrator: Terry Stewart Date:

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



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: January 2, 2024

DEPARTMENT: Code Enforcement

SUBJECT: Annual Martin Luther King Jr. Day Parade

**RECOMMENDED MOTION: Motion to approve the annual Martin Luther King Jr. parade and Bazaar to be held on January 15, 2024.**

SUMMARY: The annual Martin Luther King Jr. Parade is scheduled for January 15, 2024, at 10:00 a.m. The parade route will begin at the intersection of Oak Street and Volusia Avenue. It will proceed west on Oak Street to south on Orange Avenue to west on Martin Luther King Jr. Street and terminate at Louis C. Anderson Park. A bazaar with vendors will be setting up in Louis C. Anderson Park and along the sidewalk. This bazaar will take place from 11:00 a.m. to 4:00 p.m. There will be no alcohol served at this event and the Arcadia Police Department will provide officers for this event. Current insurance will need to be provided 7 days prior to the event. All other appropriate documents have been provided. Please see attached Fire Marshal approval pending site inspection once the event is set up.

FISCAL IMPACT: \_\_\_\_\_

- Capital Budget
- Operating
- Other

ATTACHMENTS:  Ordinance  Resolution  Budget  Other

Department Head: Carl McQuay

Date: 12/20/23

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

City Administrator: Terry Stewart

Date:

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



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: January 2, 2024

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DEPARTMENT: Code Enforcement

SUBJECT: DeSoto County Fair

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**RECOMMENDED MOTION: Motion to approve the special event permit for the DeSoto County Fair to be held from February 2, 2024, through February 10, 2024.**

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SUMMARY: DeSoto County Fair Association is requesting to hold the annual county fair. This event will take place from February 2, 2024, through February 10, 2024. There will be carnival rides, food vendors, livestock shows and pageants. There will be no beer and wine sold at this event. City Council approved use of the baseball field on Palm Drive for parking purposes on December 19, 2023.

Hours of the event:

February 2, 2024 – 5 pm to 12 am  
February 3, 2024 – 3 pm to 11 pm  
February 4, 2024 – 5 pm to 10 pm  
February 5, 2024 – 5 pm to 10pm  
February 6, 2024 – 5 pm to 10 pm  
February 7, 2024 – 5 pm to 10 pm  
February 8, 2024 – 5 pm to 10 pm  
February 9, 2024 – 5 pm to 12 am  
February 10, 2024 – 3 pm to 11 pm

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FISCAL IMPACT: \_\_\_\_\_

Capital Budget  
 Operating  
 Other

ATTACHMENTS:  Ordinance  Resolution  Budget  Other

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Department Head: Carl McQuay

Date: 12-20-23

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

City Administrator: Terry Stewart

Date:

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



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: January 02, 2024

DEPARTMENT: Legislative

SUBJECT: Approval or Denial of YMCA Memorandum of Understanding

**RECOMMENDED MOTION: Motion to Approve/Deny the Memorandum of Understanding (MOU) between the City and the YMCA of Southwest Florida, Inc. for use of the Speer Center.**

SUMMARY: The YMCA of SWFL desires to utilize the City owned Speer Center to provide services to the City’s youth. Said services will be somewhat similar to those provided by the Boys and Girls Club at the City owned Smith Brown facility. This request was previously presented by the “Y” to the City Council which directed the City Administrator and City Attorney to work with the “Y” in developing an MOU along very similar lines to the B&G Club agreement.

The delay in getting to this item revolved mainly upon final assurance the City would be funded in its historic preservation grant and “Y” in its funding request to the state. Both asks were successful.

City Attorney TJ Wohl has worked directly with the “Y” representatives in developing the included MOU. There are some items for which full agreement could not be reached and the document presented contains those items as requested by the “Y” for council’s consideration and discretion. Attorney Wohl will present this agenda item.

FISCAL IMPACT: 0

- Capital Budget
- Operating
- Other

ATTACHMENTS:  Ordinance  Resolution  Budget  Other

Department Head: Mayor Heine

Date:

Finance Director: (As to Budget Requirements)

Date:

City Attorney: (As to form and Legality)

Date:

City Administrator: Terry Stewart

Date: 12/21/23

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



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: January 2, 2024

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DEPARTMENT: Finance

SUBJECT: Selection Committee recommendation for RFQ 2023-01 Airport Consulting Services

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**RECOMMENDED MOTION: Motion to approve the final ranking for RFQ 2023-01 Airport Consulting Services as: Firm #1: American Infrastructure Development, Inc. and Firm #2: Hanson Professional Services, Inc., and authorize staff to negotiate a contract.**

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**SUMMARY:** On Monday, October 23, 2023, RFQ 2023-01 Airport Consulting Services was issued. The deadline for submittals was Wednesday, November 22, 2023, at 2:00 P.M. The City received 3 Proposals: American Infrastructure Development, Inc., Hanson Professional Services, Inc. and Hole Montes, a Bowman Company. The submittals were reviewed by staff for compliance, and they all met the requirements of this Request for Qualifications. Per City of Arcadia Purchasing Policy, a Selection Committee was appointed which consisted of Beth Carsten, Carl McQuay and Shelley Peacock.

The First Selection Committee meeting was held on December 7, 2023. Each Committee Member individually scored the submittal packages based on a weighted criterion. The evaluation ranking scores were as follows (out of a possible 1,500):

- |  |       |
|--|-------|
| 1. American Infrastructure Development, Inc. | 1,350 |
| 2. Hanson Professional Services, Inc.        | 1,280 |
| 3. Hole Montes, a Bowman Company             | 1,315 |

The Committee voted to interview all three firms and to proceed with interviews for those firms. The Committee then decided upon three Topics of Discussion for the presentations. The Committee unanimously agreed that the final ranking would be based on 40% of each firm's submittal evaluation score added to 60% of their presentation scores.

The Second Selection Committee Meeting was held on December 18, 2023, for presentations. Each Committee Member individually scored the presentations. The Presentation Scores were:

- |  |       |
|--|-------|
| 1. American Infrastructure Development, Inc. | 1,380 |
| 2. Hanson Professional Services, Inc.        | 1,320 |
| 4. Hole Montes, a Bowman Company             | 800   |



Each company's final score was calculated by combining 40% of their final submittal evaluation and 60% of the final presentation score. The Final ranking and scores are:

- |  |       |
|--|-------|
| 1. American Infrastructure Development, Inc. | 1,368 |
| 2. Hanson Professional Services, Inc.        | 1,304 |
| 3. Hole Montes, a Bowman Company             | 1,006 |

The Selection Committee voted to recommend that the City Council award American Infrastructure Development, Inc. as the #1 ranked firm and Hanson Professional Services, Inc. as the #2 ranked firm and allow staff to enter into contract negotiations.

Included in this packet is a summary of each of the Selection Committee's rankings from each meeting, the grading sheets for all members, each firm's transmittal letter, qualifications and experience, and the scope of services. A copy of the RFQ and each firm's entire submittal is available for your review in the Administration Office at City Hall.

FISCAL IMPACT:

- Capital Budget
- Operating
- Other

ATTACHMENTS:  Ordinance  Resolution  Budget  Other

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Finance Director: Teresa Conerly

Date:

City Attorney (As to Form and Legality)

Date:

City Administrator: Terry Stewart

Date:

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COUNCIL ACTION:  Approved as Recommended

Disapproved

Tabled Indefinitely  Tabled to Date Certain \_\_\_\_\_

Approved with Modifications