



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

TUESDAY, FEBRUARY 16, 2016  
6:00 P.M.

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

**PRESENTATION**

1. Painting by Artist Michelle Held Presented to City of Arcadia (Susan Hoffman - DeSoto Arts and Humanities Council)

**CONSENT AGENDA**

2. City Council Minutes for February 2, 2016 (Penny Delaney – City Clerk)
3. City of Arcadia Municipal Airport December Report (Terry Stewart – City Administrator)
4. Special Event Permit – Arcadia Main Street Beer Walk (Terry Stewart – City Administrator)
5. Special Event Permit – Arcadia Clean Up – Arcadia Main Street (Terry Stewart – City Administrator)
6. Special Event Permit – Coastal Conservation Association Peace River Chapter Kids Fishing Clinic – Adam Miller (Terry Stewart – City Administrator)

**ACTION ITEMS**

7. City of Arcadia Police Officers and Firefighters Retirement Excess Premium Tax Funds (Terry Stewart – City Administrator)
8. Investment Policy – (Beth Carsten – Finance Director)

**COMMENTS FROM DEPARTMENTS**

9. City Marshal
10. City Attorney
11. Finance 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

# AGENDA No. 1

# AGENDA No. 2



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: February 16, 2016

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DEPARTMENT: Administration

SUBJECT: Minutes from February 2, 2016

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RECOMMENDED MOTION: Approval of February 2, 2016 Meeting Minutes as presented.

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SUMMARY:

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

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

Department Head: Penny Delaney Date: 02/04/16

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

**AGENDA MINUTES  
CITY COUNCIL  
CITY OF ARCADIA  
TUESDAY, FEBRUARY 2, 2016  
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**

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

**Arcadia City Council**

Mayor Susan Coker

Deputy Mayor Alice Frierson

Councilmember S. Delshay Turner

Councilmember Joseph E. Fink

Councilmember Judy Wertz-Strickland

**Arcadia City Staff**

City Administrator Terry Stewart

City Clerk Penny Delaney

Marshal Matthew Anderson

Finance Director Beth Carsten

Public Works Director Steve Underwood

**PRESENTATION**

**Agenda Item 1 – Proclamation – Season of Sharing**

Mayor Coker presented Ashley Coone of Links2Success with a proclamation regarding Season of Sharing which relates to assistance to families who are on the verge of being homeless.

**CONSENT AGENDA**

**Agenda Item 2 – City Council Minutes for January 19, 2016**

Councilmember Wertz-Strickland made a motion to accept the City Council Minutes for January 19, 2016 and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

## **ACTION ITEMS**

### **Agenda Item 3 – Request for Certificate of Appropriateness at 8 West Hickory Street**

City Administrator Stewart advised the location fell within the City's historic district and Crossroad Sheds was asking for permission to place a sign at the property located at 8 West Hickory. He advised the applicant was Gary Boyle and the Historical Preservation Commission has recommended City Council's approval for the Certificate of Appropriateness. Councilmember Wertz-Strickland made a motion to accept the Certificate of Appropriateness at 8 West Hickory and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

### **Agenda Item 4 – Request for Certificate of Appropriateness at 521 E. Pine Street**

City Administrator Stewart advised the Certificate of Appropriateness was requested by Rob Herron to replace a shed at the property located at 521 E. Pine Street. He advised the Historical Preservation Commission has recommended approval to City Council for placement of the shed at the property. Mr. Herron was in attendance and asked that the City Council approve the Certificate of Appropriateness and explained that the previous garage was lost due to a fire. Councilmember Fink made a motion to approve the Certificate of Appropriateness for Rob Herron to place a shed at the property located at 521 E. Pine Street, Arcadia, Florida and Councilmember Wertz-Strickland seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

### **Agenda Item 5 – Airport RFQ Update**

City Administrator Stewart spoke of a pending need for a RFQ to go out requesting a consultant for the airport. He advised that the current consultant, Hanson, has been with the City for almost five (5) years and their contract is coming to a conclusion. He further advised that due to FAA rules, the contract cannot just be renewed. Mr. Stewart stated that it did not prevent the City from hiring them again after they go through the RFQ process for what they call the Consultants Competitive Negotiations Act. City Administrator Stewart advised that he had provided Council with a copy of the previous RFQ that went out. He stated there were some things that would need to be changed which would include an update of the project list. Mr. Stewart informed Council that he had sent the Finance Director and one of her staff members that handles purchasing matters to a seminar put on by the State on the CCNA which increased their knowledge and pointed out areas within the policy where gaps needed to be closed. He advised that staff is crafting the RFQ to be brought back to Council for approval and once approved, it will be put out on the street and will probably be on the street for approximately thirty (30) days.

Councilmember Wertz-Strickland pointed out that in the section titled "Selection"; it states that the applicants named on the short-list may be invited to make a presentation. She stated that she felt that all short-list applicants need to make a presentation because it gives

Council the opportunity to see what type of people Council will be working with. She advised that she would not like it to be optional, but would rather it be a part of it and Councilmember Fink concurred. City Administrator Stewart stated he recommended that as well and advised that the change would be made.

**Agenda Item 6 – Request for Approval to Piggyback onto Charlotte County’s Contract with Bartow Ford for Purchase of 2016 Ford F-350**

Finance Director Carsten reminded Council that this item was discussed when the budget amendment was made and it was the money that was being moved to pay for the pothole patcher and a part of it was this truck. She advised Council had before them the contract between Charlotte County and the vendor, Bartow Ford. Mr. Carsten stated that this request was two-part with the first being the approval to piggyback the contract and once that is approved, to enter into a contract with Bartow Ford. Councilmember Wertz-Strickland made a motion to piggyback onto contract #201500418 and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Councilmember Fink made a motion to approve entering into a contract with Bartow Ford and Councilmember Wertz-Strickland seconded the motion. City Administrator Stewart asked if the motion could be modified to state that it was for the purchase of a Ford F-350 with the amount. Councilmember Fink agreed and stated that it was for a F-350 for the amount of \$26,849.48 and Councilmember Wertz-Strickland seconded the motion. No discussion followed, and it was unanimously, 5/0, approved.

**COMMENTS FROM DEPARTMENTS**

Marshal Anderson advised that the Arcadia Police Department monthly report had been provided to City Council and that activity had been up. He asked if Council or the public had any questions or concerns and there were none. He advised Council that the department would be receiving in-house training through one of the grants they had received regarding a software update and data system in the cars. He then went into detail regarding the update.

City Attorney Wohl stated that he had provided City Council with a revised agreement between the City of Arcadia and the DeSoto County Chamber of Commerce regarding the design and construction of the restroom facility at McSwain Park. He reminded Council that they had approved the agreement at the January 5, 2016 meeting and the Chamber had concerns with some of the provisions and they had worked on some alternative language and provisions. Mr. Wohl pointed out that one of the sticking points was that the Chamber did not want to have to indemnify the City and in lieu of doing so, for any damages or liability that may occur in regards to construction of the project, the Chamber will be preparing an endorsement to their existing policy that covers the Chamber building. Mr. Wohl felt it would be better for the City because rather than having to pursue any damages against the Chamber, any pursuit of damages would be against an insurance company who has a little more to give. Mr. Wohl stated that another concern was that once construction was completed and the Certificate of Occupancy was issued, who was going to be responsible. He stated he did not think the City had any problem since the City would be the one to maintain it and take over control of it and it would be the City’s facility. He pointed out the other issue wherein the previous agreement called for the Chamber and the

City Administrator to work together in approving the design process in phases and rather than a possible issue come about wherein both parties could not agree on something, the City will approve it from the beginning and if they do not grant approval, then there would be no contract and no obligations one to another. He stated that if it was approved, it would move forward. Mr. Wohl further stated that his concern was that the Chamber needed to provide full architectural planning specifications so the City knows what the end results will be and the Chamber has agreed to do so. He stated those were the changes and was asking for the City Council to approve the revised version of the agreement. Councilmember Wertz-Strickland made a motion to approve the revised agreement between the City and the DeSoto County Chamber of Commerce, Incorporated for the design and construction of a public restroom facility at McSwain Park and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

City Administrator Stewart advised Council that Heritage Baptist Church had just turned in a request dated January 29, 2016, for the use of the grassy area behind the Old City Hall for their Annual War of Special Forces on February 3-5, 2016. He advised the property would be used from 6:00 p.m. to 6:45 p.m. on said dates. Mr. Stewart read the request publicly and asked for a motion to approve the request for the use of that area. Councilmember Wertz-Strickland made a motion to approve the request and Councilmember Fink seconded the motion. No discussion followed and it was unanimously, 5/0, approved.

Mr. Stewart informed Council that he and the Public Works Director, Steve Underwood, attended a FDOT seminar in Bartow. He stated the Department of Transportation is beginning to take a shift in how they approach doing projects and how they affect communities. He applauded their effort. Mr. Stewart stated that he wanted to attend because they are looking at a project for the City of Arcadia from Turner Avenue to Monroe. Mr. Stewart advised that basically it is a re-surfacing project which is the main component of it, but they are ready, willing and able to do other things to improve the roadway. He stated he and Mr. Underwood were very encouraged and were received in a very cordial way.

Mr. Stewart then addressed the condition of the roads in the City. He explained one of the reasons the roads are as bad as they are is because they have very little to no drainage on the roadways. He showed the Council and public a piece of asphalt which showed one-half (1/2) inch of blacktop. He stated that typically it is one inch and one half (1 1/2) or more and this is what they are up against. Mr. Stewart advised that crews are working on patching the roadways seven (7) hours a day and will be doing so for at least another week. He acknowledged that people are upset and stated that part of that is because they do not know what the City's plan is and stated he was hopeful the Arcadian would help get the information out and he would be happy to provide additional information if they need it. He reviewed the total plan by stating that \$1,000,000.00 had been set aside for roads. He stated that since the budget was approved, specifications had been crafted and the next step is to put said specifications into a Request for Proposal (RFP) and put it out on the street and staff is putting that together now. Mr. Stewart advised it would stay out on the street for approximately thirty (30) days and once the proposals are received, staff would review them and make a recommendation to City Council and they would then select a contractor. He stated staff had already identified roads they would be

working on. He stated it takes time and guaranteed that once the contract is approved, the public would see a lot of work being done in the City. He then stated that with Council's approval through a budget amendment, they had pulled \$100,000.00 from the \$1,000,000.00 to do a pothole patch program wherein they will use hot patch asphalt with the truck that Council just approved and they are purchasing equipment for the project. He explained that two (2) part-time individuals will be hired to patch potholes at least twenty (20) hours a week every week.

City Administrator Stewart stated they have 45-60 days to get to the final selection of the contract and in the meantime there are roads that are really bad and one example is on Hernando by the funeral home and another area is on Hillsborough and Cypress by the Sheriff's Office. He stated the amount of the cost for these areas falls within his authority to approve it and they had received three (3) vendors prices, prepared a requisition and purchase order and started the work today. Mr. Stewart asked for the public to be a little more patient and that the City is working hard on the issue.

He then advised Council that they had a project kick-off meeting today for Council's approval to video and GIS map all of the sewer system. He stated it was a phenomenal meeting and the City would benefit from it in so many ways. Mr. Stewart stated that while they are out there doing that work, the engineer would be doing a condition assessment on all of the roads within the City. He explained that with that information, the City will not only know where the roads are that have underground utility problems, but the City will also know the condition of the roads and he thanked Council for their support.

## **PUBLIC**

Janie Watson, a City resident, asked of the \$100,000.00 that was pulled from the \$1,000,000.00, what was the balance that was used to do the potholes. Mr. Stewart explained that the amount was set aside for the equipment and the personnel that will be necessary to patch the potholes. He stated he felt the \$100,000.00 would be sufficient and if they see that more may be necessary, staff would speak to Council about it.

Charles Conklin, a City resident, asked about the status of the ordinance regarding uninsured/unregistered motor vehicles. Mr. Stewart advised that code enforcement had been citing people, in some cases, people have purchased tags and in some cases, vehicles had been towed away. He referenced an RV that code enforcement had been dealing with which had been moved. He explained that a temporary tag had been issued and regardless of that, it could not be lived out of in a commercial district. Mr. Stewart stated they are following it based on the precepts of the ordinance and state statute. Mr. Conklin asked what happens if the vehicles keep being moved. Mr. Stewart advised a repeat offender will go to the Magistrate and once a ruling is issued, the fines would begin.

**MAYOR AND COUNCIL REPORTS**

Councilmember Fink advised he will probably not be in attendance at the February 16, 2016 City Council meeting. Mayor Coker asked if Council felt they should re-schedule the workshop for that date. City Administrator Stewart stated he would not recommend it and Councilmember Fink stated he did not want them to move it on his behalf.

**ADJOURN**

Councilmember Fink made a motion to adjourn and Councilmember Wertz-Strickland seconded the motion. No discussion followed and it was unanimously, 5/0, approved. Having no further business at this time, the meeting was adjourned at approximately 6:45 P.M.

ADOPTED THIS \_\_\_ DAY OF \_\_\_\_\_, 2016.

By:

\_\_\_\_\_  
Susan Coker, Mayor

ATTEST:

\_\_\_\_\_  
Penny Delaney, City Clerk

# AGENDA No. 3



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: February 16, 2016

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DEPARTMENT: Administration

SUBJECT: City of Arcadia Municipal Airport Report

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RECOMMENDED MOTION: Approval of City of Arcadia Municipal Airport Report for the month of December 2015 as presented.

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SUMMARY:

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

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

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Department Head: \_\_\_\_\_ 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 of Arcadia Municipal Airport

## Monthly Flowage Report- December 2015

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To: City Council

Date: February 3, 2016

From: Shelley Peacock

AVFuel gallons sold for December 1,639.53 gallons (including Eagle Vistas)

Eagle Vistas Gallons Pumped 622.15

Eagle Vistas does not pay \$.07 for each gallon.

**1017.38 /\$.07=\$71.22**

Hangar Rent	\$ 6,613.54
Late Fees Collected	\$ 20.00
Vehicle Parking-1 30.00/5%	\$1.50
Eagle Vistas LLC (Butler Building)	\$ 1,120.15
Eagle Vistas LLC (FBO Agreement w/ partial waiver)	\$ 844.58
Eagle Vistas Agreement w/Dean Ott \$300.00/5% (Butler Building)	\$13.95
Tie Downs 1- monthly	130.00/50 =\$65.00

**Total \$8,749.94**

*\*Special Notes\**

A4- paid in advance. Not due until January

B2- Paid in full

B4-Paid in full

F1-Paid in full

November 8,846.63

# AGENDA No. 4



CITY COUNCIL AGENDA ITEM

Requested Council Meeting Date: February 16, 2016

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DEPARTMENT: Code Enforcement  
SUBJECT: Arcadia Main Street Beer Walk

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RECOMMENDED MOTION:

**Motion to approve the special event permit for Arcadia Main Street Beer Walk**

SUMMARY: The Arcadia Main Street organization is requesting to host a beer walk with approximately 100 people in attendance. They will have approximately 5 business locations on Oak Street that will be providing beer tasting and snacks. They will use signs to show the location of the businesses that are beer stops. Hours of the event will be from 4:30p.m. to 7:30 pm on Friday, March 11, 2016. 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.

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

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

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Department Head: Carl A. McQuay Date: 1/25/16

Finance Director (As to Budget Requirements) Date:

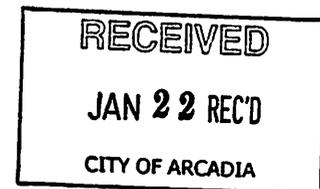
City Attorney (As to Form and Legality) Date:

City Administrator: Terry Stewart  Date:

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

# 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:

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

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.**

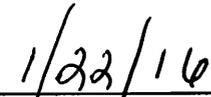
**ALCOHOL – Will alcoholic beverages be sold or consumed on the premises? If yes, organizer or sponsor shall submit a copy of the Florida Alcoholic Beverages Permit 15 days prior to the event. You can download a One/Two/Three day alcohol sales permit from the State at <https://www.myfloridalicense.com/intentions2.asp?chBoard=true&SID=&boardid=400&professionid=40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

**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.**

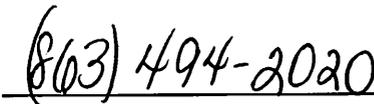
**By completing and submitting the attached application, I certify that:**

- **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: 1/22/16
Event Name: Arcadia Main Street Beer Walk
Date(s) of Event: 3/11/16 Hours of Event: 4:30pm - 7:30pm
Expected Attendance: 100
Event Sponsor: Arcadia Main Street Non Profit? [checked] Yes
Description of Event: See attached

Contact Person: Pat Lindsay Telephone: (863) 494-2020
Fax #: 863-494-2020 Email: arcadiamainstreet@yphw.com
Insurance Carrier: CNA
Insurance Agent: Agent's Phone:

- Alcoholic Beverage? [checked] YES [ ] NO
Tents? [ ] YES [checked] NO
Cooking? [ ] YES [checked] NO
Outdoor Music? [checked] YES [ ] NO
Additional Electric? [ ] YES [checked] NO
Carnival Rides? [ ] YES [checked] NO
Wildlife? [ ] YES [checked] NO
Fireworks? [ ] YES [checked] NO
Signs Displayed? [checked] YES [ ] NO
Set-up/Clean-up by City? [ ] YES [checked] NO
City Police Required? [ ] YES [checked] NO
Road Closures? [checked] 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: 1/22/16
City Marshal [checked] Approved [ ] Disapproved
City Administrator [ ] Approved [ ] Disapproved
City Council [ ] Approved [ ] Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, Pam Ames, as Vice President of  
(Printed Name) (Title or Office Held)

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 Beer Walk to  
(Name of Event)  
be held at downtown Oak St. on 3/11/16.  
(Location) (Date)

By: Pam Ames  
(Signature)

Printed Name: Pam Ames

Entity Name: Arcadia Main Street

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF DeSoto

Sworn to and subscribed before me this 22 day of January, 20 16, by  
Pam Ames, as Vice President,

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

(SEAL)



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

Patricia A. Lindsay  
NOTARY PUBLIC

Printed Name: Patricia A. Lindsay

Commission No. EE 845183

Commission Expires: 10/29/16

AMS will be hosting a beer 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 beer and snacks. We will use signs to show the locations of which stores are the beer 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 beer 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](http://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.



# AGENDA No. 5



CITY COUNCIL AGENDA ITEM

Requested Council Meeting Date: February 16, 2016

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DEPARTMENT: Code Enforcement

SUBJECT: Arcadia Clean-up

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RECOMMENDED MOTION:

**Motion to approve the special event permit for Arcadia Main Street Clean-up.**

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SUMMARY: Arcadia Main Street Program is requesting to hold a gathering of volunteers to help clean, paint, and landscape in the downtown area. The downtown clean-up will take place on March 4, 2016 and March 5, 2016 from 8:00 a.m. to 12:00 p.m.

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

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

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Department Head: Carl A. McQuay Date: 1/25/16

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

RECEIVED

JAN 22 REC'D

CITY OF AKCADIA

## 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:

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

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.**

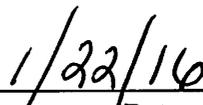
**ALCOHOL – Will alcoholic beverages be sold or consumed on the premises? If yes, organizer or sponsor shall submit a copy of the Florida Alcoholic Beverages Permit 15 days prior to the event. You can download a One/Two/Three day alcohol sales permit from the State at <https://www.myfloridalicense.com/intentions2.asp?chBoard=true&SID=&boardid=400&professionid=40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

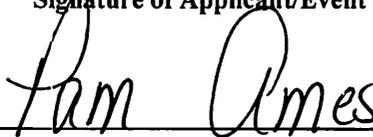
**USE OF CITY PERSONNEL – If City personnel are used for set-up or clean-up, or for security, outside of normal work hours, it will be the responsibility of the event sponsor to pay the salary of those personnel for the time they spend on the event.**

**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: 1/22/16
Event Name: Arcadia Clean-up
Date(s) of Event: March 4th + 5th 2016 Hours of Event: 8:00AM - 12:00pm
Expected Attendance: 30
Event Sponsor: Arcadia Main Street Non Profit? Yes

Description of Event: See Attached

Contact Person: Pat Lindsay Telephone: 813-494-2020
Fax #: 813-494-2020 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:

Other pertinent information:

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

Received by: [Signature] Date: 1/22/16
City Marshal Approved Disapproved
City Administrator Approved Disapproved
City Council Approved Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, Pam Ames, as vice President of

(Printed Name)

(Title or Office Held)

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 Arcadia Clean-up to

(Name of Event)

be held at downtown Oak Street on 3/4 + 3/5/16.

(Location)

(Date)

By: Pam Ames

(Signature)

Printed Name: Pam Ames

Entity Name: Arcadia Main Street

Its: \_\_\_\_\_

Date: 1/22/16

STATE OF FLORIDA

COUNTY OF DeSoto

Sworn to and subscribed before me this 22 day of January, 2016, by Pam Ames, as vice President,

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

(SEAL)



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

Patricia A. Lindsay  
NOTARY PUBLIC

Printed Name: Patricia A. Lindsay

Commission No. EE 845183

Commission Expires: 10/29/16

AMS will be hosting a clean-up Arcadia with approximately 50 volunteers to assist in the clean-up of the sidewalks, business entrances, pick up trash, pull weeds, clean and repaint the Welcome to Arcadia Sign and other misc. items. We will also be cleaning and painting the flower pots and planters. We will receive permission from the businesses that own the pots prior to doing anything to those pots. Encourage shop owners to take part in the clean-up so that we can present a cleaner appearance and develop a greater pride in our downtown. All stores and restaurants will be notified prior to this event taking place.

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](http://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

Letter 947

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)

7/8/2015

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).

<b>PRODUCER</b> Maury, Donnelly & Part 24 Commerce St. Baltimore, MD 21202	<b>CONTACT NAME:</b> PHONE (A.C. No. Ext.): (410) 686-4825	FAX (A.C. No.): (410) 685-3071
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Arcadia Main Street 22 North Polk Avenue Arcadia, FL 34268	<b>INSURER A:</b> Continental Casualty Company	NAIC # 20443
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**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.

TRSR LTR	TYPE OF INSURANCE	ADDCS/UBR (RSD: WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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	4926933719	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per 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
	<b>AUTOMOBILE LIABILITY</b> <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					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE    DTH-ER 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)  
 City of Arcadia is named as an additional insured.

<b>CERTIFICATE HOLDER</b>  City of Arcadia Tree of Knowledge Park West Oak Street	<b>CANCELLATION</b>  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. 6



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: February 16, 2016

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DEPARTMENT: Planning and Zoning

SUBJECT: Coastal Conservation Association Peace River Chapter Kids Fishing Clinic

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RECOMMENDED MOTION:

**Motion to approve the special event permit for Coastal Conservation Association fishing clinic.**

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SUMMARY: Coastal Conservation Association is requesting to hold a fishing clinic at Lake Katherine on April 9, 2016 from 9:00 am to 4:00 pm. CCA Peace River Kids Fishing Clinic is designed to educate the community children about the importance of fun safe fishing practices and spread the joy of a classic American pastime.

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

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

---

Department Head: Carl A. McQuay

Date: 02/16/16

Finance Director (As to Budget Requirements)

Date:

City Attorney (As to Form and Legality)

Date:

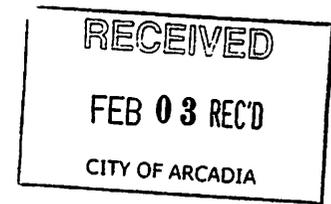
City Administrator: Terry Stewart

Date:

---

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

# SPECIAL EVENTS



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- g) Describe the provisions made for collection of trash, garbage, and recycling; and
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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:

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- 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

12/15/15  
\_\_\_\_\_  
Date

Adam Miller  
\_\_\_\_\_  
PRINTED Name of Above

(941) 270-0895  
\_\_\_\_\_  
Contact Phone #

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**



City of Arcadia

SPECIAL EVENTS PERMIT APPLICATION

Date Submitted: \_\_\_\_\_

Event Name: CCA Peare River Chapter 4th Annual Kid's Fishing Clinic

Date(s) of Event: April 9th/2016 Hours of Event: 9-4

Expected Attendance: 100

Event Sponsor: CCA Florida Non Profit?  Yes  No

Description of Event: Fishing clinic to promote and educate kids on fishing in the DeSoto County area.

Contact Person: Adam Miller Telephone (941) 270 0835

Fax #: N/A Email: amiller@ccafloida.org

Insurance Carrier: \_\_\_\_\_

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: \_\_\_\_\_

Other pertinent information: \_\_\_\_\_

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

Received by: [Signature] Date: 2/2/16

City Marshal [Signature] Approved  Disapproved

City Administrator \_\_\_\_\_ Approved  Disapproved

City Council \_\_\_\_\_ Approved  Disapproved

INDEMNIFICATION & HOLD HARMLESS

I, Adam Miller, as Regional Director of  
(Printed Name) (Title or Office Held)

CCA Florida, 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 CCA Peace River Kids Entry Clinic to  
(Name of Event)  
be held at Lake Katherine on 4/9/16.  
(Location) (Date)

By: [Signature]  
(Signature)

Printed Name: Adam Miller

Entity Name: CCA Florida

Its: Kids Clinic

Date: 12/15/15

STATE OF FLORIDA

COUNTY OF Orange

Sworn to and subscribed before me this 12 day of January, 20 16, by  
Adam Miller, as Regional Director,  
who  is personally known to me or [ ] has produced \_\_\_\_\_ as identification.

(SEAL)



Miriam S Askin  
NOTARY PUBLIC  
Printed Name: MIRIAM S ASKIN  
Commission No. \_\_\_\_\_  
Commission Expires: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/16/2015

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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).

<b>PRODUCER</b> Stephens Insurance, LLC 100 Congress Ave Suite 750 Austin TX 78701	<b>CONTACT NAME:</b> Carol Manhart <b>PHONE (A/C, No, Ext):</b> (512) 542-3207 <b>E-MAIL ADDRESS:</b> carol.manhart@stephens.com	<b>FAX (A/C, No):</b> (512) 542-3238
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Coastal Conservation Association 6919 Portwest Drive Ste 100 Houston TX 77024	<b>INSURER A:</b> Hanover Insurance Company <b>NAIC #</b> 22292	
	<b>INSURER B:</b> Hiscox Insurance Company, Inc. <b>10200</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: CL1561609825 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR 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  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ZHDA028742 02	6/16/2015	6/16/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" 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			AEBA028796 02	6/16/2015	6/16/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS			UEDA028745 02	6/16/2015	6/16/2016	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WEDA014262 02	6/16/2015	6/16/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			ZHDA028742 02	6/16/2015	6/16/2016	Each Occurrence/Aggregate \$1mil/\$2mil
B	Multimedia Liability			US UUA2668523.15	6/16/2015	6/16/2016	Each Claim/Aggregate \$5mil/\$5mil

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

<b>CERTIFICATE HOLDER</b> amiller@ccaflorida.org  City of Arcadia Attn: Rhonda 23 N Polk Avenue Arcadia, FL 34266	<b>CANCELLATION</b>  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 Greg Meserole/WOAL
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## COMMENTS/REMARKS

Re: CCA Peace River Chapters 4th Annual Kids Fishing Clinic on 4/9/2016 at Lake Katherine, Arcadia, FL

# AGENDA No. 7



**CITY OF ARCADIA  
POLICE OFFICERS AND FIREFIGHTERS  
RETIREMENT PENSION BOARD  
PO BOX 1014  
ARCADIA, FL 34265**

January 29, 2016

Terry Stewart, City Administrator  
23 North Polk Avenue  
Arcadia, FL 34266

**RE: Senate Bill 172 regarding the use of state funds**

Dear Mr. Stewart:

Senate Bill 172 changes how excess state funds are to be used. It provides that half of additional premium taxes received above the 2012 level must be split between special benefits paid into a share plan, with the other 50% being used by the plan sponsor (the City) to offset defined benefit plan costs. SB 172 does however allow for both parties to deviate from the default outcome by "mutual consent". This means that as long as the members and the City are in agreement on how to use excess state funds then that is the method that would be used.

Since there are no active firefighters in the Plan the state deemed that state funds would continue to be used as in the past and no ballot was needed.

The police officers however were provided with a ballot to vote on the use of excess premium tax funds. They could approve that all excess funds be used by the City to fund existing benefits, or that the funds be split 50/50 between the City and the members.

The voting members agreed that: ***Excess premium tax revenues over the 2012 threshold are to be used to fund existing benefits.*** This means that the City will have all excess funds over the 2012 threshold to offset their contribution to the Plan.

SB 172 also requires that if both parties have reached "mutual agreement" then a memorandum of Mutual Agreement would be prepared and signed by the Pension Board and the City.

Please this item on the next agenda for council action. If the council is in agreement please have the mayor sign the attached "Mutual Consent Agreement" and return it to me. If you are not in agreement with the outcome of the members voting then the default provision would be implemented which is the 50/50 split.

Thank you for your prompt attention to this request.

Sincerely,



Shelly Baumann, CMC  
Pension Plan Administrator

# **MUTUAL CONSENT AGREEMENT**

## **CITY OF ARCADIA POLICE OFFICERS' AND FIREFIGHTERS' RETIREMENT SYSTEM**

The active members of the City of Arcadia Police Officers' and Firefighters' Retirement System voted on the use of State Premium tax revenues. Such members as provided for in F.S. §185.35(1)(g), mutually consent that the City of Arcadia may utilize all available Florida Statutes Chapter 185 State Premium tax revenues, including any and all monies in the Excess State Moines Reserve and any and all future State funding attributable to the City of Arcadia Police Officers' and Firefighters' Retirement System.

The parties to this agreement attest to this mutual consent by their signatures below.

  
\_\_\_\_\_  
Gary Evans, Chairman  
Police and Fire Pension Plan

\_\_\_\_\_  
Susan Coker, Mayor  
City of Arcadia

# AGENDA No. 8



CITY COUNCIL AGENDA ITEM  
Requested Council Meeting Date: February 16, 2016

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DEPARTMENT: Finance  
SUBJECT: City of Arcadia Investment Policy

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**RECOMMENDED MOTION:** Motion to approve adoption of Investment Policy

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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: Beth Carsten *Beth Carsten* Date: 2/5/2016  
Finance Director (As to Budget Requirements) Date:  
City Attorney (As to Form and Legality) Date:  
City Administrator: *[Signature]* Date: 2-5-16

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

**INVESTMENT POLICY**

**CITY OF ARCADIA, FLORIDA**



**APPROVED ON**

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# Investment Policy

## The City of Arcadia, Florida

### 1. PURPOSE

The purpose of this policy is to set forth the investment objectives and parameters for the management of public funds of the City of Arcadia, Florida (hereinafter "City"). These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

### 2. SCOPE

In accordance with Section 218.415, Florida Statutes, this investment policy applies to all cash and investments held or controlled by the City with the exception of Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Funds held by state agencies (e.g., Department of Revenue) are not subject to the provisions of this policy.

### 3. INVESTMENT OBJECTIVES

#### A. Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

#### B. Maintenance of Liquidity

The portfolios must be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

#### C. Return of Investment

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return of investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

### 4. DELEGATION OF AUTHORITY

In accordance with the Charter of the City of Arcadia, the responsibility for providing oversight and direction in regard to the management of the investment program resides with the City Administrator. The daily management responsibility for all City funds in the investment program and investment transactions is delegated to the Finance Director. The Finance Director shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and administrative controls to regulate the activities of employees. The City may employ an Investment Manager to assist in managing some of the City's portfolios, or a Financial Advisor in providing support and guidance to City Staff. Such Investment Manager must be registered under the Investment Advisors Act of 1940, and the Financial Advisor must be a registered Municipal Advisor with the Securities and Exchange Commission.

### 5. STANDARDS OF PRUDENCE

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported by the Finance Director to the City Administrator in a timely fashion and the liquidity

and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of a Fiduciary and a "Prudent Expert". The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the Investment Advisor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

## **6. ETHICS AND CONFLICTS OF INTEREST**

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Also, employees involved in the investment process, under the direction of the Finance Director, shall disclose to the City Administrator any material financial interests in financial institutions that conduct business with the City, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment program.

## **7. INTERNAL CONTROLS AND INVESTMENT PROCEDURES**

The Finance Director shall establish a system of internal controls and operational procedures that are in writing and made a part of the City's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping/ custody, repurchase agreements, and separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as authorized under the terms of this policy.

Independent auditors, as a normal part of the annual financial audit to the City, shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

## **8. CONTINUING EDUCATION**

The Finance Director and other appropriate staff shall annually complete eight hours of continuing education in subjects or courses of study related to investment practices and products.

## **9. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

Authorized City staff and Investment Advisors shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer of the State of Florida; institutions designated as "Primary Securities Dealers" by the Federal Reserve Bank of New York, direct issuers of commercial paper and bankers' acceptances or approved non-primary securities dealers.

All approved primary securities dealers and non-primary securities dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) must provide the following information prior to executing investment trades with the City or for the City with the Investment Advisor;

1. Annual financial statement, as well as most recent quarterly statement.
2. Regulatory history, through either the Office of the Comptroller of the Currency for dealer banks, or the Financial Industry Regulatory Authority (FINRA) for securities firms.

3. Statement of any pending lawsuits materially affecting the firm's business.

Authorized City staff and Investment Advisors shall only enter into repurchase agreements with financial institutions that are state qualified public depositories and primary securities dealers as designated by the Federal Reserve Bank of New York.

**10. MATURITY AND LIQUIDITY REQUIREMENTS**

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current "operating funds" shall have maturities of no longer than twenty-four (24) months.

Investments of bond reserves, construction funds, and other non-operating funds ("core funds") shall have a term appropriate to the projected need for these funds and in accordance with debt covenants, but in no event shall exceed five (5) years.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.

**11. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

After the Finance Director with the assistance of a Financial Advisor, or the Investment Advisor has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in question. Bids will be held in confidence until the bid deemed to best meet the investment objectives is determined and selected.

However, if obtaining bids/offers are not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis, following any assistance from the Financial Advisor or Investment Advisor. Acceptable current market price providers include, but are not limited to:

- A. Telerate Information Systems
- B. Bloomberg Information Systems including but not limited to the BOOM, FIT, NIM and TRACE fixed income securities transactional and market transparency systems.
- C. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing.
- D. Nationally recognized independent fixed income market pricing services such as IDC.

The Finance Director, with the assistance of the Financial Advisor, or the Investment Advisor, shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Finance Director or the Investment Advisor, competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

- A. When time constraints due to unusual circumstances preclude the use of the competitive bidding process,
- B. When no active market exists for the issue being traded due to the age or depth of the issue,
- C. When a security is unique to a single dealer, for example, a private placement, or
- D. When the transaction involves new issues or issues in the "when issued" market.

Overnight sweep repurchase agreements, money market funds, or local government investment pools will not be bid, so long as they qualify under this policy. Overnight sweep purchase agreements may be placed with the City's depository bank relating to the demand account for which the repurchase agreement was purchased.

## **12. AUTHORIZED INVESTMENTS AND PORTFOLIO COMPOSITION**

Investments should be made subject to the cash flow needs, and such cash flows are subject to revisions as market conditions and the City's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Finance Director may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the City's custodian or safekeeping institution.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the City. The Finance Director shall have the option to further restrict investment percentages from time to time based on market conditions, risk, and diversification investment strategies following assistance or advice from the Financial Advisor or Investment Advisor. The percentage allocations requirements of investment types and issuers are calculated based on the original cost of each investment. Investments not listed in this policy are prohibited.

### **A. The Florida Local Government Surplus Funds Trust Fund ("SBA") or Prime Fund:**

#### **1. Investment Authorization**

The Finance Director may invest in the SBA.

#### **2. Portfolio Composition**

A maximum of 50% of available funds may be invested in the SBA, with these funds available for withdrawal on a daily basis.

### **B. United States Government Securities**

#### **1. Purchase Authorization**

The Finance Director may invest in negotiable direct obligations, or obligations the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:

Cash Management Bills

Treasury Securities – State and Local Government Series ("SLGS") Treasury Bills

Treasury Notes and Treasury Bonds

Treasury Strips

#### **2. Portfolio Composition**

A maximum of 100% of available funds may be invested in the United States Government Securities.

#### **3. Maturity Limitations**

The maximum length to maturity of any direct investment in the United States Government Securities is five (5) years from the date of purchase.

### **C. United States Government Agencies**

#### **1. Purchase Authorization**

The Finance Director may invest in bonds, debentures, notes or callables issued or guaranteed by the United States Government agencies, provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to the following:

United States Export – Import Bank

- Direct obligations or fully guaranteed certificates of beneficial ownership

Farmer Home Administration

- Certificates of beneficial ownership

Federal Financing Bank

- Discount notes, notes and bonds

Federal Housing Administration Debentures

- Government National Mortgage Association (Note: GNMA or "Ginnie Mae" is a government owned corporation within HUD. GNMA MBS securities are fully guaranteed by the U.S. government.)

General Services Administration  
United States Maritime Administration Guaranteed

- Title XI Financing

New Communities Debentures

- United States Government guaranteed debentures

United States Public Housing Notes and Bonds

- United States Government guaranteed public housing notes and bonds

United States Department of Housing and Urban Development

- Project notes and local authority bonds

This shall include securities issued under the Temporary Liquidity Guarantee Program under which the FDIC guarantees the full and timely payment of principal and interest on qualified securities.

**2. Portfolio Composition**

A maximum of 50% of available funds may be invested in United States Government agencies.

**3. Limits on Individual Issuers**

A maximum of 10% of available funds may be invested in any individual United States Government agency.

**4. Maturity Limitations**

The maximum length to maturity for an investment in any United States Government agency security is five (5) years from the date of purchase.

**D. Federal Instrumentalities (United States Government Sponsored Enterprises (GSEs) and Federally Owned Corporations (FOCs))**

**1. Purchase Authorization**

The Finance Director may invest in bonds, debentures, notes or callables issued or guaranteed by GSEs and FOCs which are non-full faith and credit instrumentalities limited to the following:

- a. Federal Farm Credit Bank (FFCB)
- b. Federal Home Loan Bank or its district banks (FHLB)
- c. Federal National Mortgage Association (FNMA) or "Fannie Mae"
- d. Federal Home Loan Mortgage Corporation (FHLMC) "Freddie Mac" including Federal Home Loan Mortgage Corporation participation certificates
- e. Federal Agricultural Mortgage Corporation (FRMAC)
- f. Tennessee Valley Authority (TVA) – An instrumentality of the U.S. Government as a "Federally Owned Corporation" as distinct from a GSE.

**2. Portfolio Composition**

A maximum of 75% of available funds may be invested in Federal Instrumentalities GSEs and FOCs.

**3. Limits on Individual Issuers**

A maximum of 25% of available funds may be invested in any one issuer.

**4. Maturity Limitations**

The maximum length to maturity for an investment in any GSE or FOC security is five (5) years from the date of purchase.

**E. Interest Bearing Certificates of Deposits, Time Deposits or Saving Accounts**

**1. Purchase Authorization**

The Finance Director may invest in certificates of deposit, time deposits or savings accounts in banks organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in the State of Florida, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes. Additionally, the bank shall not be listed with any recognized credit watch information service.

**2. Portfolio Composition**

A maximum of 50% of available funds may be invested in certificates of deposit, time deposits or savings accounts.

**3. Limits on Individual Issuers**

A maximum of 25% of available funds may be deposited with any one issuer.

**4. Maturity Limitations**

The maximum maturity on any certificate shall be no greater than three (3) years from the date of purchase.

**F. Repurchase Agreement**

**1. Purchase Authorization**

a. The Finance Director may invest in repurchase agreements composed of only those investments based on the requirements set forth by the City's Master Repurchase Agreement. All firms are required to sign the Master Repurchase Agreement prior to the execution of a repurchase agreement transaction.

b. A third party custodian with whom the City has a current custodial agreement shall hold the collateral for all repurchase agreements with a term longer than one (1) business day. A clearly marked receipt that shows evidence of ownership must be supplied to the Finance Director and retained.

c. Securities authorized for collateral are negotiable direct obligations of the United States Government, Government Agencies, and United States Government Instrumentalities as authorized in Section XII Paragraph D with maturities under five(5) years and must have a market value for the principal and accrued interest of 102 percent of the value and for the term of the repurchase agreement. Immaterial short- term deviations from the 102 percent requirement are permissible only upon the approval of the Finance Director.

**2. Portfolio Composition**

A maximum of 25% of available funds may be invested in repurchase agreements excluding one (1) business day agreements and overnight sweep agreements.

**3. Limits on individual issuers.**

A maximum of 10% of available funds may be invested with any one institution.

**4. Limits on Maturities**

The maximum length to maturity of any repurchase agreement is 90 days from the date of purchase.

**G. Commercial Paper**

**1. Purchase Authorization**

The Finance Director may invest in commercial paper of any United States company that is rated, at the time of purchase, "Prime-1" by Moody's and "A-1" by Standard & Poor's (prime commercial paper). If the commercial paper is backed by a letter of credit ("LOC"), the long-term debt of the LOC provider must be rated "A" or better by at least two nationally recognized rating agencies.

**2. Portfolio Composition**

A maximum of 10% of available funds may be directly invested in prime commercial paper.

**3. Limits on individual issuers**

A maximum of 10% of available funds may be invested with any one issuer.

**4. Maturity Limitations**

The maximum length to maturity for prime commercial paper shall be 180 days from the date of purchase.

## H. Banker's Acceptance

### 1. Purchase Authorization

The Finance Director may invest in bankers' acceptances issued by a domestic bank or a federally chartered domestic office of a foreign bank, which is eligible for purchase by the Federal Reserve System, at the time of purchase, the short-term paper is rated, at a minimum, "P-1" by Moody's Investors Services and "A-1" Standard & Poor's.

### 2. Portfolio Composition

A maximum of 25% of available funds may be directly invested in Bankers' acceptances.

### 3. Limits on Individual Issuers

A maximum of 10% of available funds may be invested with any one issuer.

### 4. Maturity Limitations

The maximum length of maturity for bankers' acceptances shall be 180 days from the date of purchase.

## I. State and/or Local Government Taxable and/or Tax-Exempt Debt

### 1. Purchase Authorization

The Finance Director may invest in state and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least "Aa2" by Moody's and "AA" by Standard & Poor's for long-term debt, or rated at least "MIG-2" by Moody's and "SP-2" by Standard & Poor's for short-term debt.

### 2. Portfolio Composition

A maximum of 20% of available funds may be invested in taxable and tax-exempt debts.

### 3. Limits on Individual Issuers

A maximum of 10% of available funds may be invested with any one issuer.

### 4. Maturity Limitations

A maximum length to maturity for an investment in any state or local government debt security is three (3) years from the date of purchase.

## J. Registered Investment Companies (Mutual Funds)

### 1. Investment Authorization

The Finance Director may invest in shares in open-end, no-load mutual funds provided such funds are registered under the Federal Investment Company Act of 1940 and operated in accordance with 17 C.F.R. § 270.2a-7. In addition, the Finance Director may make investments in other types of mutual funds provided such funds are registered under the Federal Investment Company Act of 1940, invest exclusively in the securities specifically permitted under this investment policy, and are similarly diversified.

### 2. Portfolio Composition

A maximum of 25% of available funds may be invested in mutual funds.

### 3. Rating Requirements

The mutual funds shall be rated "AAA<sub>m</sub>" by Standard & Poor's, or the equivalent by another rating agency.

### 4. Due Diligence Requirements

A thorough review of any investment mutual fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed by the Finance Director that will contain a list of questions that covers the major aspects of any investment pool/fund.

## K. Intergovernmental Investment Pool

### 1. Investment Authorization

The Finance Director may invest in intergovernmental investment pools that are authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Section 163.01, Florida Statutes and provided that said funds contain no derivatives, and are rated "AAAm" by Standard and Poor's, or the equivalent by another rating agency.

### 2. Portfolio Composition

A maximum of 50% of available funds may be invested in intergovernmental investment pools.

### 3. Due Diligence Requirements

A thorough review of any investment pool/fund is required prior to investing, and on a continual basis. The Finance Director will review the major aspects of any intergovernmental pool/fund and detailed in that Fund's summary document or information statement.

## L. Corporate Obligations or Corporate Notes

### 1. Investment Authorization

The Finance Director may invest in corporate obligations or corporate notes of U.S. corporations.

### 2. Portfolio Composition

A maximum of 20% of available funds may be invested in corporate obligations or corporate notes.

### 3. Limits of Individual Issuers

A maximum of 10% of available funds may be invested with any one corporate note.

### 4. Rating Requirements

Corporate obligations or notes shall have two of the following three minimum ratings: AA-, Aa3 or AA- as rated by Standard & Poor's and/or Moody's and/or Fitch Investors Services rating services. However, if such obligations are rated by only one rating service, then such rating shall be at least AA, Aa2 or AA by Standard & Poor's, or Moody's or Fitch.

### 5. Maturity Limitations

A maximum length to maturity for an investment in any corporate obligation or note is three (3) years from the date of purchase.

## M. Mortgage-Backed Securities (MBS)

### 1. Investment Authorization

The Finance Director may invest in mortgage-backed securities (MBS) which are usually based on mortgages that are guaranteed by a government agency or instrumentality for payment of principal and a guarantee of timely payment.

### 2. Portfolio Composition

A maximum of 15% of available funds may be invested in MBS.

### 3. Limits of Individual Issuers

A maximum of 5% of available funds may be invested with any one MBS.

### 4. Rating Requirements

MBS shall be AA rated or better by Standard & Poor's or the equivalent by another rating agency.

### 5. Maturity Limitations

A maximum length to maturity for an investment in any MBS is three (3) years from the date of purchase.

## N. Asset-Backed Securities (ABS)

1. Investment Authorization  
The Finance Director may invest in asset-backed securities (ABS) which are bonds or notes backed by financial assets.
2. Portfolio Composition  
A maximum of 10% of available funds may be invested in ABS.
3. Limits of Individual Issuers  
A maximum of 5% of available funds may be invested with any one ABS.
4. Rating Requirements  
ABS shall be AA rated or better by Standard & Poor's or the equivalent by another rating agency.
5. Maturity Limitations  
A maximum length to maturity for an investment in any MBS is three (3) years from the date of purchase.

## O. Bond Funds

1. Investment Authorization  
The Finance Director may invest in bond funds.
2. Portfolio Composition  
A maximum of 25% of available funds may be invested in bond funds.
3. Limits of Individual Issuers  
A maximum of 10% of available funds may be invested with any one bond fund.
4. Rating Requirements  
Bonds funds shall be AAA rated by Standard & Poor's or the equivalent by another rating agency.

## 13. DERIVATIVES AND REVERSE REPURCHASE AGREEMENTS

Investment in any derivative products or the use of reverse repurchase agreements requires specific City Council approval prior to their use, and the recommendation of the Finance Director and City Administrator. If the City Council approves the use of derivative products, the Finance Director shall have developed and demonstrated a sufficient understanding of the derivative products and have the expertise to manage them. A "derivative" is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values. If the City Council approves the use of reverse repurchase agreements or other forms of leverage, the investment shall be limited to transactions in which the proceeds are intended to provide liquidity and for which the Finance Director has sufficient resources and expertise to manage them.

## 14. PERFORMANCE MEASUREMENTS

In order to assist in the evaluation of the portfolio's performance, the City will use performance benchmarks for short-term and long-term portfolios. At least 25% of the portfolio must mature within one (1) year, known as short-term. Securities greater than one (1) year shall be core the portion of the portfolio. The use of benchmarks will allow the City to measure its returns against other investors in the same markets.

1. The benchmark for the short-term portion of the portfolio shall be the 60 day Treasury Bill.
2. The two (2) year Treasury Note can be used be used as the benchmark for the core portion of the portfolio.

**15. THIRD-PARTY CUSTODIAL AGREEMENTS**

Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by; the City should be properly designated as an asset of the City. The securities must be held in an account separate and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place

of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Finance Director and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from custody, or shall be permitted unless by such a duly authorized person.

**16. INVESTMENT POLICY ADOPTION**

The investment policy shall be adopted by City Ordinance. The Finance Director and the City Administrator shall review the policy annually and the City Council shall approve any modification made thereto.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF ARCADIA, FLORIDA ON**

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# DEPARTMENT REPORTS

CITY OF ARCADIA  
SUMMARY OF ALL FUNDS  
AS OF FEBRUARY 3, 2016

**REVENUES:**

FUND:	AMENDED BUDGET	ACTUAL REVENUE	REMAINING	% REC'D
<i>GENERAL FUND:</i>	4,836,924	1,827,314	3,009,610	37.8%
<i>SM. CTY SURTAX/ CAP IMP.:</i>	428,136	144,335	283,801	33.7%
<i>ROAD / STREET PROJECTS</i>	1,144,764	1,144,764	-	100.0%
<i>MCSWAIN RESTORATION</i>	544,726	544,726	-	100.0%
<b><u>ENTERPRISE FUNDS:</u></b>				
<i>WATER/SEWER FUND:</i>	5,326,915	1,757,814	3,569,101	33.0%
<i>SOLID WASTE FUND:</i>	793,799	288,629	505,170	36.4%
<i>AIRPORT FUND:</i>	283,452	34,528	248,924	12.2%
<b>TOTAL ALL FUNDS:</b>	<b>13,358,716</b>	<b>5,742,110</b>	<b>7,616,606</b>	<b>43.0%</b>

**EXPENSES:**

FUND:	BUDGETED EXPENSES	ACTUAL EXPENSES	REMAINING	% USED
<i>GENERAL FUND:</i>	4,836,924	1,687,360	3,149,564	34.9%
<i>SM. CTY SURTAX/ CAP IMP.:</i>	428,136	-	428,136	0.0%
<i>ROAD / STREET PROJECTS</i>	1,144,764	144,738	1,000,026	12.6%
<i>MCSWAIN RESTORATION</i>	544,726	266,825	277,901	49.0%
<b><u>ENTERPRISE FUNDS:</u></b>				
<i>WATER/SEWER FUND:</i>	5,326,915	1,492,690	3,834,225	28.0%
<i>SOLID WASTE FUND:</i>	793,799	183,467	610,332	23.1%
<i>AIRPORT FUND:</i>	283,452	48,676	234,776	17.2%
<b>TOTAL ALL FUNDS:</b>	<b>13,358,716</b>	<b>3,823,756</b>	<b>9,534,960</b>	<b>28.6%</b>

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GENERAL FUND REVENUES		AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
<b>AD VALORUM TAXES</b>					
Ad Valorem Taxes - Current		1,473,256	836,089	637,167	56.8%
Ad Valorem Taxes - Delinquent		-		-	0.0%
Interest on AD Valorem Tax		-		-	100.0%
Tax Certificate Sales		-	60	(60)	0.0%
<b>Total AD Valorem Taxes</b>		<b>1,473,256</b>	<b>836,149</b>	<b>637,107</b>	<b>56.8%</b>
<b>SALES &amp; USE TAX</b>					
State Local Option Fuel Tax New (1-5 Cent Tax)		88,274	29,794	58,480	33.8%
Gas Tax 5 & 6 Cents (1-6 Cent Tax)		181,642	59,217	122,425	32.6%
<b>Total Sales &amp; Use Tax</b>		<b>269,916</b>	<b>89,010</b>	<b>180,906</b>	<b>33.0%</b>
<b>FRANCHISE FEES</b>					
Electricity Franchise		400,000	164,762	235,238	41.2%
<b>Total Franchise Fees</b>		<b>400,000</b>	<b>164,762</b>	<b>235,238</b>	<b>41.2%</b>
<b>UTILITY SERVICE TAX (PST)</b>					
Electricity Utility Tax		300,000	132,950	167,050	44.3%
Water Utility Tax		107,000	50,789	56,211	47.5%
Gas Utility Tax		20,000	5,229	14,771	26.1%
Communications Service Tax		227,125	67,870	159,255	29.9%
<b>Total Utility Service Tax</b>		<b>654,125</b>	<b>256,838</b>	<b>397,287</b>	<b>39.3%</b>
<b>OTHER GENERAL TAXES</b>					
Local Business Tax Receipts		40,000	11,399	28,601	28.5%
<b>Total Other General Taxes</b>		<b>40,000</b>	<b>11,399</b>	<b>28,601</b>	<b>28.5%</b>
<b>OTHER REVENUES</b>					
Cemetary Lots		9,000	5,097	3,903	56.6%
<b>Total Other Revenues</b>		<b>9,000</b>	<b>5,097</b>	<b>3,903</b>	<b>56.6%</b>
<b>BUILDING PERMITS</b>					
Building Permits		5,000	5,200	(200)	104.0%
<b>Total Building Permits</b>		<b>5,000</b>	<b>5,200</b>	<b>(200)</b>	<b>104.0%</b>

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GENERAL FUND REVENUES	AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
<b>OTHER LICENSES &amp; PERMITS</b>				
Zoning Fees	2,750	-	2,750	0.0%
Maps	-	-	-	0.0%
Other Licenses & Permits	6,000	645	5,355	10.8%
<b>Total Other Licenses &amp; Permits</b>	<b>8,750</b>	<b>645</b>	<b>8,105</b>	<b>7.4%</b>
<b>FEDERAL GRANTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
COPS Grant	-	-	-	0.0%
Victims of Crime Grant (Voca)	29,204	16,029	13,175	54.9%
Rural Investigation Grant	-	-	-	0.0%
JAGC 2016-DESO-2 R3-097 GRANT	8,437	-	8,437	0.0%
JAGC 2015 1 R1 003 BODY CAMERA GRANT	-	1,696	(1,696)	0.0%
<b>Total Federal Grants</b>	<b>37,641</b>	<b>17,725</b>	<b>19,916</b>	<b>47.1%</b>
<b>STATE GRANTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
Dept. of Transportation US 17 Widening	-	-	-	0.0%
Dept. of Economic OPP Planning Grant	-	-	-	0.0%
Hurricane Grant	-	-	-	0.0%
<b>Total State Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>STATE SHARED REVENUES</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
State Half Cents Sales Tax	268,692	85,421	183,271	31.8%
State Shared Motor Fuel	66,176	21,439	44,737	32.4%
State Shared Sales Tax	213,048	68,982	144,066	66.0%
Mobile Home License	2,500	1,651	849	66.0%
Alcoholic Beverage Licenses	3,300	1,340	1,960	40.6%
State of FL Lighting Maintenance Agreement	44,498	-	44,498	0.0%
State of FL Traffic Light Maintenance Agreement	43,168	-	43,168	0.0%
State of FL Pension Contribution	-	-	-	0.0%
<b>Total State Shared Revenues</b>	<b>641,382</b>	<b>178,833</b>	<b>462,549</b>	<b>27.9%</b>
<b>SHARED REVENUES FROM LOCAL UNITS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
School Guard Crossing - School Board	18,000	1,970	16,030	10.9%
DeSoto County Business Tax	1,500	1,714	(214)	100.0%
<b>Total Shared Revenue from Local Units</b>	<b>19,500</b>	<b>3,684</b>	<b>15,816</b>	<b>18.9%</b>

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GENERAL FUND REVENUES	AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
<b>PUBLIC SERVICE REVENUE</b>				
Police Services	-	-	-	0.00%
Fire Protection Services - MSBU	239,980	-	239,980	0.00%
Accident Reports	900	525	375	58.35%
Code Enforcement Fees	1,000	-	1,000	0.00%
<b>Total Public Safety Revenue</b>	<b>241,880</b>	<b>525</b>	<b>241,355</b>	<b>0.22%</b>
CULTURE/RECREATION	AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
<b>GOLF COURSE &amp; PRO SHOP</b>				
Golf Course Green Fees	75,000	25,223	49,777	33.6%
Cart Rentals	100,000	37,524	62,476	37.5%
Golf Course Membership Fees	100,000	65,423	34,577	65.4%
Pro Shop & Food and Beverage	60,000	12,837	47,163	21.4%
<b>Total Golf Course &amp; Pro Shop</b>	<b>335,000</b>	<b>141,007</b>	<b>193,993</b>	<b>42.1%</b>
<b>Other Culture / Recreation</b>				
Rent Fees for Speer Center	1,000	-	1,000	0.0%
Way Building Rent	-	-	-	0.0%
Parks Maintenance Agreements	-	-	-	0.0%
<b>Total Other Culture / Recreation</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>0.0%</b>
<b>Total Culture / Recreation</b>	<b>336,000</b>	<b>141,007</b>	<b>194,993</b>	<b>42.0%</b>
FINES & FORFEITURES	AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
Court Fines	23,000	10,195	12,805	44.3%
Police Education	-	-	-	0.0%
Misc Charges for Services	8,000	5,280	2,720	66.0%
Taxi Application Fees	4,000	1,650	2,350	41.3%
Parking Violations	500	186	315	0.0%
Towing Fees	-	-	-	0.0%
Impound	8,500	750	7,750	8.8%
Confiscated and Restitution (from Law Enforcement Trust)	-	-	-	0.0%
<b>Total Fines and Forfeitures</b>	<b>44,000</b>	<b>18,061</b>	<b>25,939</b>	<b>41.0%</b>
INTEREST EARNINGS	AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
Law Enforcement Trust Income	-	-	-	0.0%
Other Interest	250	-	250	0.0%
Unrealized Gain	-	-	-	0.0%
Bond Interest	-	-	-	0.0%
<b>Total Interest Earnings</b>	<b>250</b>	<b>-</b>	<b>250</b>	<b>0.0%</b>

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GENERAL FUND REVENUES	AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
<b>RENTS &amp; ROYALTIES</b>				
Mobile Home Park Rent	194,000	79,327	114,673	40.9%
Mobile Home Park Laundry	1,000	292	708	29.2%
<b>Total Rents &amp; Royalties</b>	<b>195,000</b>	<b>79,619</b>	<b>115,381</b>	<b>40.8%</b>
<b>SALES/COMP FOR LOSS OF FIXED ASSET</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
Sale of Fixed Asset	-	-	-	-
<b>SALE OF SURPLUS MATERIALS/SCRAP</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
Sale of Surplus Materials	5,000	-	5,000	0.0%
<b>Total Sale of Surplus Materials</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>0.0%</b>
<b>CONTRIBUTIONS/DONATIONS FROM PRIVATE</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
Miscellaneous Donations -Police	-	-	-	0.0%
Jim Space Foundation Donation	-	-	-	0.0%
<b>Total Contributions/ Donations from Private</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>OTHER MISC REVENUE</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
Copies - City Hall	200	31	169	15.5%
Copies - Police Station	-	-	-	0.0%
Miscellaneous	500	100	400	20.0%
Miscellaneous Refunds	-	320	(320)	0.0%
Special Detail APD	4,000	5,933	(1,933)	0.0%
Shop With A Cop	-	12,376	(12,376)	0.0%
Housing Authority Prior Payment	-	-	-	0.0%
<b>Total Other Misc Revenue</b>	<b>4,700</b>	<b>18,759</b>	<b>(14,059)</b>	<b>0.66%</b>
<b>CONTRIBUTION FROM OTHER FUNDS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% REC'D</b>
Transfer from Water (Loan)	53,000	-	53,000	0.0%
Transfer from Surtax to Streets for Street Sweeper (BA#2016-03)	19,171	19,171	-	100.0%
Transfer from Surtax to Fire Control for Fire Truck (BA#2016-03)	22,900	22,900	-	100.0%
Transfer from Surtax to Fire Control for Roof Rpr (BA#2016-03)	7,840	7,840	-	100.0%
Transfer from Street Project to Street Dept. (BAX#2016-03)	100,000	100,000	-	100.0%
<b>Total Contribution from Other Funds</b>	<b>202,911</b>	<b>149,911</b>	<b>53,000</b>	<b>73.9%</b>

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CHARGE BACKS FROM ENTERPRISE FUNDS		AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
Transfers In		248,613	-	248,613	0.0%
FUND BALANCE		AMENDED BUDGET	ACTUAL	REMAINING	% REC'D
Fund Balance			-	-	0.0%
<b>TOTAL GENERAL FUND REVENUES</b>		<b>4,836,924</b>	<b>1,977,224</b>	<b>2,859,700</b>	<b>40.9%</b>

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<b>LEGISLATIVE/COUNCIL EXPENSES</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	22,932	14,568	8,364	63.5%
Operating Expenses	57,514	8,017	49,497	13.9%
<b>TOTAL LEGISLATIVE/COUNCIL</b>	<b>80,446</b>	<b>22,585</b>	<b>57,861</b>	<b>28.1%</b>

<b>RETIREE &amp; COUNCIL RETIREES</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	88,022	40,412	47,610	45.9%

<b>EXECUTIVES</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	326,339	124,155	202,184	38.0%
Operating Expenses	31,711	6,015	25,696	19.0%
<b>TOTAL EXECUTIVE</b>	<b>358,050</b>	<b>130,169</b>	<b>227,881</b>	<b>36.4%</b>

<b>FINANCIAL &amp; ADMINISTRATIVE</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	168,284	66,135	102,149	39.3%
Operating Expenses	87,523	55,690	31,833	63.6%
<b>TOTAL FINANCE &amp; ADMINISTRATIVE</b>	<b>255,807</b>	<b>121,824</b>	<b>133,983</b>	<b>47.6%</b>

<b>LEGAL COUNCIL</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Professional Services	70,100	13,651	56,449	19.5%
Other Legal Services	10,000	2,560	7,440	25.6%
<b>TOTAL LEGAL COUNCIL</b>	<b>80,100</b>	<b>16,211</b>	<b>63,889</b>	<b>20.2%</b>

<b>COMPREHENSIVE (COMMUNITY DEVELOPMENT)</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	71,060	25,050	46,010	35.3%
Operating Expenses	64,884	14,154	50,730	21.8%
<b>TOTAL COMPREHENSIVE</b>	<b>135,944</b>	<b>39,204</b>	<b>96,740</b>	<b>28.8%</b>

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<b>OTHER GOVERNMENT SERVICES</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	15,000	5,024	9,976	33.5%
Operating Expenses	157,816	81,696	76,120	51.8%
Contingency	116,638	-	116,638	0.0%
<b>TOTAL OTHER GOVERNMENTAL SERVICES</b>	<b>289,454</b>	<b>86,720</b>	<b>202,734</b>	<b>30.0%</b>

<b>LAW ENFORCEMENT</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	1,154,897	446,556	708,341	38.7%
Operating Expenses	220,862	73,045	147,817	33.1%
Capital Outlay	27,000	23,966	3,034	88.8%
<b>TOTAL LAW ENFORCEMENT</b>	<b>1,402,759</b>	<b>543,567</b>	<b>859,192</b>	<b>38.7%</b>

\*NOTE: The Police & Fire Pension is split 50.5% for Police and 49.5% for Fire Control. The amount allocated to Police year to date is \$60,038.24. The amount for Fire is \$58,849.36 and is expended under Fire Control.

<b>VICTIMS OF CRIMES GRANT</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	40,479	16,479	24,000	40.7%
<b>TOTAL VICTIMS OF CRIMES GRANT</b>	<b>40,479</b>	<b>16,479</b>	<b>24,000</b>	<b>40.7%</b>

<b>POLICE EQUIPMENT GRANT</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
APD ANTI-DRUG - 2016	8,437	8,363	74	99.1%
<b>TOTAL POLICE EQUIPMENT GRANT</b>	<b>8,437</b>	<b>8,363</b>	<b>74</b>	<b>99.1%</b>

<b>SCHOOL CROSSING GUARD</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	18,447	7,062	11,385	38.3%
Operating Expenses	375	-	375	100.0%
<b>TOTAL SCHOOL CROSSING GUARD</b>	<b>18,822</b>	<b>7,062</b>	<b>11,760</b>	<b>37.5%</b>

<b>SHOP WITH A COP EXPENSES</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Operating Expenses	-	10,335	(10,335)	0.0%
<b>TOTAL SCHOOL CROSSING GUARD</b>	<b>-</b>	<b>10,335</b>	<b>(10,335)</b>	<b>0.0%</b>
<b>TOTAL ALL LAW ENFORCEMENT</b>	<b>1,470,497</b>	<b>585,805</b>	<b>884,692</b>	<b>39.8%</b>

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<b>FIRE CONTROL</b>					
ACCOUNTS	AMENDED BUDGET	ACTUAL	REMAINING	% USED	
Operating Expenses	438,222	165,848	272,374	37.8%	
<b>TOTAL FIRE CONTROL</b>	<b>438,222</b>	<b>165,848</b>	<b>272,374</b>	<b>37.8%</b>	

<b>CEMETERY</b>					
ACCOUNTS	AMENDED BUDGET	ACTUAL	REMAINING	% USED	
Personnel Expenses	37,478	14,928	22,550	39.8%	
Operating Expenses	21,591	4,274	17,317	19.8%	
<b>TOTAL CEMETERY</b>	<b>59,069</b>	<b>19,202</b>	<b>39,867</b>	<b>32.5%</b>	

<b>STREET DEPARTMENT</b>					
ACCOUNTS	AMENDED BUDGET	ACTUAL	REMAINING	% USED	
Personnel Expenses	209,419	49,432	159,987	23.6%	
Operating Expenses	220,254	68,979	151,275	31.3%	
Capital Outlay	75,000	-	75,000	0.0%	
<b>TOTAL STREET DEPARTMENT</b>	<b>504,673</b>	<b>118,411</b>	<b>386,262</b>	<b>23.5%</b>	

<b>OTHER TRANSPORTATION</b>					
ACCOUNTS	AMENDED BUDGET	ACTUAL	REMAINING	% USED	
Personnel Expenses	9,390	4,512	4,878	48.1%	
Operating Expenses	78,460	3,968	74,492	5.1%	
<b>TOTAL OTHER TRANSPORTATION</b>	<b>87,850</b>	<b>8,480</b>	<b>79,370</b>	<b>9.7%</b>	

<b>VEHICLE AND FACILITY MAINTENANCE</b>					
ACCOUNTS	AMENDED BUDGET	ACTUAL	REMAINING	% USED	
Personnel Expenses	105,506	38,984	66,522	36.9%	
Operating Expenses	20,063	7,180	12,883	35.8%	
Capital Outlay	3,500	-	3,500	0.0%	
<b>TOTAL VEHICLE AND FACILITY MAINTENANCE</b>	<b>129,069</b>	<b>46,165</b>	<b>82,904</b>	<b>35.8%</b>	

<b>PARKS DEPARTMENT</b>					
ACCOUNTS	AMENDED BUDGET	ACTUAL	REMAINING	% USED	
Personnel Expenses	170,001	52,112	117,889	30.7%	
Operating Expenses	73,373	24,923	48,450	34.0%	
Capital Outlay	-	-	-	0.0%	
<b>TOTAL PARKS DEPARTMENT</b>	<b>243,374</b>	<b>77,034</b>	<b>166,340</b>	<b>31.7%</b>	

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<b>MOBILE HOME PARK</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	48,314	18,261	30,053	37.8%
Operating Expenses	117,453	25,830	91,623	22.0%
Capital Outlay	5,000	-	5,000	0.0%
<b>TOTAL MOBILE HOME PARK</b>	<b>170,767</b>	<b>44,090</b>	<b>126,677</b>	<b>25.8%</b>

<b>GOLF COURSE</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	194,883	69,679	125,204	35.8%
Operating Expenses	215,831	83,332	132,499	38.6%
Capital Outlay				0.0%
<b>TOTAL GOLF COURSE</b>	<b>410,714</b>	<b>153,011</b>	<b>257,703</b>	<b>37.3%</b>

<b>WAY BUILDING</b>				
<b>ACCOUNTS</b>	<b>AMENDED BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% USED</b>
Personnel Expenses	5,366	5,328	38	99.3%
Operating Expenses	29,500	6,860	22,640	23.3%
<b>TOTAL WAY BUILDING</b>	<b>34,866</b>	<b>12,188</b>	<b>22,678</b>	<b>35.0%</b>

<b>TOTAL GENERAL FUND EXPENSES</b>	<b>4,836,924</b>	<b>1,687,359</b>	<b>3,149,565</b>	<b>34.9%</b>
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**CITY OF ARCADIA  
SM. CTY SURTAX/CAPITAL IMPROVEMENT  
BUDGETED REVENUE  
AS OF FEBRUARY 3, 2016**

	<b>Amended Budget</b>	<b>Actual</b>	<b>Remaining</b>	<b>% Used</b>
Small Cty. Surtax	428,136	144,335	283,801	33.7%
Interest SBA	-			
Other Interest Earnings	-			
Interest on Investment Acct	-			
Unrealized Gain	-			
Other Miscellaneous	-			
Fund Balance Reserves	-			
<b>Total Surtax/Capital</b>	<b>428,136</b>	<b>144,335</b>	<b>283,801</b>	<b>33.7%</b>

**CITY OF ARCADIA  
SM. CTY SURTAX/CAPITAL IMPROVEMENT  
EXPENSES  
AS OF FEBRUARY 3, 2016**

	Budgeted	Actual	Remaining	% Used
<b>Way Building</b>				
Council Chambers	-			
Improvements (Computer Upgrade)	10,000.00	-	10,000	0.0%
<b>Total Way Building</b>	<b>10,000.00</b>		<b>10,000</b>	
<b>Streets</b>				
Street, Sidewalks & Curbs	-	-	-	0.0%
Stormwater Projects	-	-	-	-
Machinery & Equipment	-	-	-	-
Principal Bond Payments	-	-	-	-
ADM Fees - Bond 2003	-	-	-	-
Interest Bond Payments	-	-	-	-
Bond Administration Expense	-	-	-	-
Improvements (Computer Upgrades)	-	-	-	-
<b>Total Streets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Debt Service</b>				
Principal	-	-	-	-
Interest	-	-	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Police</b>				
Improvements	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>Total Police</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks and Recreation</b>				
Improvements Golf Course	60,000	-	60,000	0.0%
Land	-	-	-	-
Machinery & Equipment	-	-	-	-
<b>Total Parks</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>0.0%</b>
<b>Contingency</b>	<b>358,136</b>	<b>-</b>	<b>358,136</b>	<b>0.0%</b>
<b>Total Transfers</b>	<b>-</b>			
<b>Total Capital Improvement/ Surtax</b>	<b>428,136</b>	<b>-</b>	<b>428,136</b>	<b>0.0%</b>

CITY OF ARCADIA  
ROAD / STREET PROJECTS  
REVENUES / EXPENSES  
AS OF FEBRUARY 3, 2016

**ROAD / STREET PROJECTS - REVENUES**

REVENUE SOURCE	AMENDED BUDGET	YTD ACTUAL	REMAINING	% REC'D
TRANSFER FROM STREET RESERVE	500,000	500,000	-	100.0%
TRANSFER FROM INFRASTRUCTURE	500,000	500,000	-	100.0%
TRANSFER IN FROM STREET RESERVE	83,746	83,746	-	100.0%
TRANSFER IN FROM INFRASTRUCTURE RES	161,018	161,018	-	100.0%
TRANSFER OUT TO STREET DEPT FOR POTHOLE PATCHER PROJECT	(100,000)	(100,000)	-	100.0%
<b>TOTAL ROAD / STREET PROJECTS - REVENUE</b>	<b>1,144,764</b>	<b>1,144,764</b>	<b>-</b>	<b>100.0%</b>

**ROAD / STREET PROJECTS - EXPENSES**

EXPENSES	AMENDED BUDGET	YTD ACTUAL	REMAINING	% USED
Street, Sidewalks & Curbs	683,746	144,738	539,008	21.2%
Stormwater Projects	461,018	-	461,018	0.0%
<b>TOTAL ROAD / STREET PROJECTS - EXPENSE</b>	<b>1,144,764</b>	<b>144,738</b>	<b>1,000,026</b>	<b>12.6%</b>

CITY OF ARCADIA  
MCSWAIN RESTORATION  
REVENUES / EXPENSES  
AS OF FEBRUARY 3, 2016

**MCSWAIN RESTORATION - REVENUES**

REVENUE SOURCE	AMENDED BUDGET	YTD ACTUAL	REMAINING	% REC'D
Mosaic Contribution	500,000	500,000	-	100.0%
Transferred from Surtax	44,726	44,726	-	100.0%
<b>TOTAL MCSWAIN REVENUES</b>	<b>544,726</b>	<b>544,726</b>	<b>-</b>	<b>100.0%</b>

**MCSWAIN RESTORATION - EXPENSES**

EXPENSES	AMENDED BUDGET	YTD ACTUAL	REMAINING	% USED
Contractual	544,726	266,825	277,901	49.0%
<b>TOTAL MCSWAIN EXPENSES</b>	<b>544,726</b>	<b>266,825</b>	<b>277,901</b>	<b>49.0%</b>

CITY OF ARCADIA  
WATER/SEWER ENTERPRISE FUND  
REVENUE  
AS OF FEBRUARY 3, 2016

**WATER/SEWER ENTERPRISE FUND REVENUES:**

REVENUE SOURCE	AMENDED BUDGET	YTD ACTUAL	REMAINING	% REC'D
Water Revenue	2,294,541	850,699	1,443,842	37.1%
Water Tap Fees	15,000	69,430	(54,430)	462.9%
Water Reconnect Fees	25,000	8,440	16,560	33.8%
Late Fees	100,000	56,291	43,709	56.3%
Sewer Revenue	1,637,374	613,546	1,023,828	37.5%
Sewer Tap Fees	5,000	159,408	(154,408)	3188.2%
Water Meter Deposit interest	-	-	-	0.0%
Lee Avenue Water & Sewer Impr. Grand - DEP	250,000	-	250,000	0.0%
Water Pollution SRF/GRANT - DEP	1,000,000	-	1,000,000	0.0%
Miscellaneous	-	-	-	0.0%
Leachate Payments	-	-	-	0.0%
Fund Balance	-	-	-	0.0%
<b>Total Current Revenues</b>	<b>5,326,915</b>	<b>1,757,814</b>	<b>3,569,101</b>	<b>33.0%</b>

CITY OF ARCADIA  
WATER/SEWER ENTERPRISE FUND  
EXPENSES  
AS OF FEBRUARY 3, 2016

**WATER/SEWER ENTERPRISE FUND EXPENSES:**

EXPENSES	AMENDED BUDGET	YTD ACTUAL	REMAINING	% USED
<b>Water Treatment Plant</b>				
Personnel Services	150,361	52,348	98,013	34.8%
Operating Expenses	347,425	86,644	260,780	24.9%
Capital Outlay	-	-	-	0.0%
Debt Service Principal	358,696	358,696	-	0.0%
<b>Total WTP Expenses</b>	<b>856,482</b>	<b>497,688</b>	<b>358,793</b>	<b>58.1%</b>
<b>Waste Water Plant</b>				
Personnel Services	280,720	97,684	183,036	34.8%
Operating Expenses	594,756	151,200	443,556	25.4%
Capital Outlay	1,025,000	-	1,025,000	0.0%
<b>Total WWP Expenses</b>	<b>1,900,476</b>	<b>248,884</b>	<b>1,651,592</b>	<b>13.1%</b>
<b>Utility Collections &amp; Billing</b>				
Personnel Services	176,473	52,263	124,210	29.6%
Operating Expenses	122,637	31,342	91,295	25.6%
<b>Total UB Expenses:</b>	<b>299,110</b>	<b>83,605</b>	<b>215,505</b>	<b>28.0%</b>
<b>Water Systems</b>				
Personnel Services	177,113	36,562	140,551	20.6%
Operating Expenses	137,545	18,850	118,695	13.7%
Capital Outlay	280,000	-	280,000	0.0%
Total Debt Service	625,558	484,607	140,951	77.5%
<b>Total Water Systems Expenses</b>	<b>1,220,216</b>	<b>540,019</b>	<b>680,197</b>	<b>44.3%</b>
<b>Waste Water Systems</b>				
Personnel Services	148,057	57,838	90,219	39.1%
Operating Expenses	98,392	17,812	80,580	18.1%
Capital Outlay	-	-	-	0.0%
<b>Total Waste Water Systems Expenses</b>	<b>246,449</b>	<b>75,650</b>	<b>170,799</b>	<b>30.7%</b>
City-County Interconnect	-			
US #17 Widening	-	1,191	(1,191)	
<b>Subtotal:</b>	<b>4,522,733</b>	<b>1,447,037</b>	<b>3,075,696</b>	<b>32.0%</b>
RENEW AND REPLACE	450,000	45,652	404,348	10.1%
CONTINGENCY	354,182	-	354,182	0.0%
<b>TOTAL WATER/SEWER ENTERPRISE FUND EXPENSES:</b>	<b>5,326,915</b>	<b>1,492,689</b>	<b>3,834,226</b>	<b>28.0%</b>

CITY OF ARCADIA  
SOLID WASTE ENTERPRISE FUND  
REVENUES / EXPENSES  
AS OF FEBRUARY 3, 2016

**SOLID WASTE ENTERPRISE FUND REVENUES:**

REVENUE SOURCE	AMENDED BUDGET	YTD ACTUAL	REMAINING	% REC'D
Garbage Revenue	773,799	283,534	490,265	36.6%
Extra Trash Pick-Up	20,000	5,096	14,904	25.5%
Other Income	-	-	-	0.0%
Miscellaneous		-	-	0.0%
<b>TOTAL SOLID WASTE REVENUES</b>	<b>793,799</b>	<b>288,630</b>	<b>505,169</b>	<b>36.4%</b>

**SOLID WASTE ENTERPRISE FUND EXPENSES:**

EXPENSES	AMENDED BUDGET	YTD ACTUAL	REMAINING	% USED
PERSONNEL EXPENSES	284,378	97,413	186,965	34.3%
OPERATING EXPENSES	236,421	24,174	212,247	10.2%
LANDFILL CHARGES	273,000	61,879	211,121	22.7%
CAPITAL OUTLAY	-	-	-	0.0%
<b>TOTAL SOLID WASTE EXPENSES</b>	<b>793,799</b>	<b>183,466</b>	<b>610,333</b>	<b>23.1%</b>

CITY OF ARCADIA  
 AIRPORT ENTERPRISE FUND  
 REVENUES / EXPENSES  
 AS OF FEBRUARY 3, 2016

**AIRPORT ENTERPRISE FUND REVENUES:**

REVENUE SOURCE	AMENDED BUDGET	YTD ACTUAL	REMAINING	% REC'D
Federal Grants - F.A.A. - Taxiway B	162,900	-	162,900	0.0%
State Grants -F.D.O.T. - Taxiway B	18,100	-	18,100	0.0%
Rent	89,084	34,528	54,556	38.8%
Insurance Reimbursements	-	-	-	0.0%
Transfer from Fund Balance	13,368	-	13,368	0.0%
<b>TOTAL AIRPORT REVENUES</b>	<b>283,452</b>	<b>34,528</b>	<b>248,924</b>	<b>38.8%</b>

**AIRPORT ENTERPRISE FUND EXPENSES:**

EXPENSES	AMENDED BUDGET	YTD ACTUAL	REMAINING	% USED
PERSONNEL EXPENSES	11,914	-	11,914	0.0%
OPERATING EXPENSES	90,538	48,676	41,862	53.8%
CAPITAL OUTLAY	181,000	-	181,000	0.0%
<b>TOTAL AIRPORT EXPENSES</b>	<b>283,452</b>	<b>48,676</b>	<b>234,776</b>	<b>17.2%</b>