

**AGENDA
ARCADIA CITY COUNCIL
CITY COUNCIL CHAMBERS
23 N. POLK AVE., ARCADIA, FL
TUESDAY, DECEMBER 18, 2012
6:00 PM**

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

CONSENT AGENDA

1. Check Warrant Reports from 12/04/12, 12/07/12, 12/12/12, 12/14/12
2. Air-Cadia Flowage and Hanger Report for November
3. Special Event Permit for Martin Luther King Jr. Parade on 01/21/2013
4. Annual Event Permit for Team Arcadia – Downtown Merchants Committee – Arcadia's Olde Town Market
5. Certificate of Appropriateness for Demolition/New Ground Signage – Trinity United Methodist Church

DISCUSSION ITEMS

6. List of Parades (2012)
7. Code of Conduct
8. Adopt-A-Road Program
9. Utility Bill Accountability
10. Utility Billing Update and Continued Efforts
11. Bonuses

COMMENTS FROM DEPARTMENTS

1. City Marshal
2. Attorney
3. City Administrator
 - a. Mobile Home Park
 - b. Oak Street
 - c. USDA Rural Grant

PUBLIC (PLEASE LIMIT PRESENTATIONS TO FIVE MINUTES)

MAYOR AND COUNCIL MATTERS

ADJOURN

If a person decides to appeal any decision made by the board, agency, or council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Please **TURN OFF** or **SILENCE** all cell phones



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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 7
apwarrant

WARRANT: 20121201 12/04/2012

DUE DATE: 12/04/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90196	2554	ADT SECURITY SYSTEMS INC	83828140	100	INV	12/04/2012	29.15	CUST NO. 01300 1313146
90198	2511	BLUECROSS & BLUESHIELD OF F	93094650	100	INV	12/04/2012	440.40	H92405142: DOYLE B EDW
90199	2511	BLUECROSS & BLUESHIELD OF F	93094740	100	INV	12/04/2012	455.80	H26916292: CLIFFORD G
90200	2511	BLUECROSS & BLUESHIELD OF F	93094576	100	INV	12/04/2012	440.40	H22521438: BARBARA F N
90201	2511	BLUECROSS & BLUESHIELD OF F	93094661	100	INV	12/04/2012	612.40	H75497762: MARGARET A
90202	2102	BLUE CROSS BLUESHIELD OF FL	25759302	100	INV	12/04/2012	40.00	H52918390: DOYLE EDWAR
90203	2102	BLUE CROSS BLUESHIELD OF FL	25759087	100	INV	12/04/2012	40.00	H53962976: MARGARET WA
90204	2102	BLUE CROSS BLUESHIELD OF FL	25755733	100	INV	12/04/2012	40.00	H41887225: CLIFFORD LO
90205	2102	BLUE CROSS BLUESHIELD OF FL	25756451	100	INV	12/04/2012	40.00	H44805259: BARBARA NIC
90206	40106	DESOTO INS AGENCY INC	79772	100	INV	12/04/2012	53,377.75	2ND INSTALLMENT ON PKG
90207	2257	PEACE RIVER DISTRIBUTING CO	00050682	100	INV	12/04/2012	65.00	BEVERAGES FOR PRO SHOP
90208	176	PREFERRED GOVERNMENT INSURA	COM#37988-3-12/2012	100	INV	12/04/2012	9,067.75	WC FL1 0142001 12-13
90209	286	CITY OF ARCADIA	DECEMBER 2012	100	INV	12/04/2012	200.00	BUDGETED ALLOWANCE FOR
90210	909155	ROOSEVELT JOHNSON	DECEMBER 2012	100	INV	12/04/2012	250.00	RETIREMENT FOR DEC 201
90211	40060	DESOTO CNTY BOARD OF	DECEMBER 2012	100	INV	12/04/2012	33,030.01	DECEMBER 2012 - FIRE D
90212	1629	EUGENE HICKSON	DECEMBER 2012	100	INV	12/04/2012	150.00	RETIREMENT FOR DEC 201
90213	10025	CID UNIT OF	DECEMBER 2012	100	INV	12/04/2012	600.00	BUDGETED ALLOWANCE FOR
90214	2388	STRUBE, EDWARD J	DECEMBER 2012	100	INV	12/04/2012	99.90	REIMB. MEDICARE PART B
90215	2808	AARP MEDICARE RX PREFERRED	DEC '12_0115487191	100	INV	12/04/2012	40.80	MEMBER ID 0115487191 -
90216	2808	AARP MEDICARE RX PREFERRED	DEC '12_0115493301	100	INV	12/04/2012	40.80	MEMBER ID 0115493301 -
90217	2811	UNITEDHEALTHCARE INSURANCE	DEC '12_301466001-1	100	INV	12/04/2012	171.50	MEMBER ID 301466001-1:
90218	2811	UNITEDHEALTHCARE INSURANCE	DEC '12_399334630-1	100	INV	12/04/2012	204.32	MEMBER ID 399334630-1:
90219	2811	UNITEDHEALTHCARE INSURANCE	DEC '12_035111883-1	100	INV	12/04/2012	185.75	MEMBER ID 035111883-1:
90224	40050	DESOTO AUTOMOTIVE INC	328785B	100	INV	12/04/2012	11.94	COUPLER
90278	200075	TOTAL PEST CONTROL OF	842244	100	INV	12/04/2012	30.00	PEST CONTROL



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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 8
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WARRANT: 20121201 12/04/2012 DUE DATE: 12/04/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
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90279	200075	TOTAL PEST CONTROL OF	842246	100	INV	12/04/2012	65.00	PEST CONTROL
		WARRANT TOTAL					99,728.67	

** END OF REPORT - Generated by Amanda Albritton-Horkey **



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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 4
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WARRANT:	20121202	12/05/2012		DUE DATE:	12/05/2012		
VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE DUE DATE	AMOUNT	COMMENT

90220	40106	DESOTO INS AGENCY INC	79772_AIRPORT	100	INV 12/04/2012	3,082.50	2ND INSTALLMENT ON PKG
					WARRANT TOTAL	3,082.50	

** END OF REPORT - Generated by Amanda Albritton-Horkey **

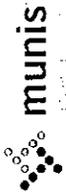


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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

WARRANT: 20121114 12/07/2012 DUE DATE: 12/07/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90118	2580	J J TAYLOR COMPANIES INC	9324356	100	INV	11/28/2012	214.30	BEVERAGES FOR PRO SHOP
90221	10030	W & S ENTERPRISE ACCOUNT	90594	100	INV	12/07/2012	4,358.10	ACCT NO. 4250123800
90222	10030	W & S ENTERPRISE ACCOUNT	90593	100	INV	12/07/2012	30.60	ACCT NO. 4250123400
90223	30100	CUMMINGS POWER SOUTH	080-62430	100	INV	12/07/2012	490.59	INSPECTION
90225	2295	D&D GARAGE DOORS, INC.	51302	100	INV	12/07/2012	165.00	SERVICE CALL ON GARAGE
90226	40050	DESOTO AUTOMOTIVE INC	328739B	100	INV	12/07/2012	63.12	PROTECTANT
90229	2078	FLORIDA LIFTS, INC	I-13717	100	INV	12/07/2012	75.00	REPAIRED POWER SUPPLY
90230	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_645 NE T	100	INV	12/07/2012	144.69	42569-28096: 645 NE TU
90231	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_10THELEV	100	INV	12/07/2012	14.77	34007-36975: 709 N 10T
90232	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 MAPLEWEL	100	INV	12/07/2012	570.95	24677-32950: 1502 E MA
90233	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_CYPWEL2	100	INV	12/07/2012	184.37	24837-30970: 1301 E CY
90234	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 WTP	100	INV	12/07/2012	1,713.32	14777-39948: 645 TURNE
90235	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_MILLS	100	INV	12/07/2012	157.45	44487-35995: 344 N MIL
90236	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_WTRPLSYT	100	INV	12/07/2012	95.01	14787-37974: 645 TURNE
90237	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 LAKE LGT	100	INV	12/07/2012	135.19	82700-62345: 1051 W MA
90238	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 LK CATH	100	INV	12/07/2012	7.43	25213-93492: 1 W OAK S
90239	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_WWTPMP	100	INV	12/07/2012	7.43	74834-32949: 300 OAK R
90240	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_WWTPDSCH	100	INV	12/07/2012	100.09	74824-34912: 300 OAK R
90241	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 PUMPS	100	INV	12/07/2012	3,395.59	44439-25062: 300 OAK R
90242	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_BRIDLEPA	100	INV	12/07/2012	56.38	14005-32931: 208 BRIDL
90243	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_HOLTONSL	100	INV	12/07/2012	57.69	24705-32926: 819 N MIL
90245	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_HODGES	100	INV	12/07/2012	89.62	840904-35982: 775 HODG
90246	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_MLK TENN	100	INV	12/07/2012	7.43	33392-38911: 320 MLK J
90247	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_MLK RR	100	INV	12/07/2012	7.43	16775-87477: 320 MLK J
90248	60090	FLORIDA POWER & LIGHT	OCT/NOV '12_HARRISOL	100	INV	12/07/2012	10.79	43412-39939: 111 HARRI



Financials, Revenue & Citizen Services and Human Capital Management



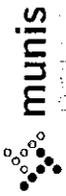
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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 14
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WARRANT: 20121114 12/07/2012 DUE DATE: 12/07/2012

VOUCHER	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90249	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 WILSOMCE	100	INV	12/07/2012	7.43	84164-36965: 601 OAK R
90250	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 CEM SHED	100	INV	12/07/2012	10.18	84154-38939: 601 OAK R
90251	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 CEM S SH	100	INV	12/07/2012	17.19	96306-03240: 601 OAK R
90252	60090 FLORIDA POWER & LIGHT	OCT/NOV '12_HARRIS	100	INV	12/07/2012	493.29	43372-30934: 121 HARRI
90253	80075 HOME OWNERS SUPPLY	230434	100	INV	12/07/2012	41.98	TRASH CAN
90254	222 JEAN-PIERRE LACROIX	WEB000119	100	INV	12/07/2012	89.93	SERVICE CALL
90255	423 LOUIS' PRYOR SUPPLY, INC	528333	100	INV	12/07/2012	167.96	OMRON TIMER
90256	1535 NAPA AUTO PARTS	196872	100	INV	12/07/2012	6.28	REFRIGERANT
90257	2128 ODYSSEY MANUFACTURING CO.	173676	100	INV	12/07/2012	609.00	HYPOCHLORITE SOLUTIONS
90258	2128 ODYSSEY MANUFACTURING CO.	173395	100	INV	12/07/2012	674.25	HYPOCHLORITE SOLUTIONS
90259	2523 PNC EQUIPMENT FINANCE, LLC	4236144	100	INV	12/07/2012	1,727.25	LEASE NO. 152655000
90260	176 PREFERRED GOVERNMENT INSURA	EPNM220280	100	INV	12/07/2012	2,500.00	PACKAGE DEDUCTIBLE - J
90261	170025 QUILL CORPORATION	7123241	100	INV	12/07/2012	35.92	ACCT NO. C2420014
90263	701 RML SERVICES	09917	100	INV	12/07/2012	118.00	SERVICE
90264	1105 ROBIN GREIWE MIDULLA,P.A.	10642	100	INV	12/07/2012	3,628.96	PROFESSIONAL SERVICES
90265	2657 ELLISON SYSTEMS INC	1352394909	100	INV	12/07/2012	149.51	PAPER PRODUCTS
90266	190070 SHORT ENVIRONMENTAL	12-3015	100	INV	12/07/2012	50.00	SAMPLE 11/6/2012
90268	190090 SMITH'S RANCH & GARDEN, INC	102058382	100	INV	12/07/2012	7.99	POWER GRAB PRESSURE
90269	2792 SOUTHERN OXYGEN & WELDING S	351919	100	INV	12/07/2012	19.90	SPIRAL BEVEL GEAR 1 &
90270	190207 SUNCOAST FORMS & SYS INC	333824	100	INV	12/07/2012	89.84	W2 & 1099
90271	190090 SMITH'S RANCH & GARDEN, INC	102057007	100	INV	12/07/2012	24.99	RECIP KIT 11PC
90272	2662 THOMPSON TRACTOR CO	100062	100	INV	12/07/2012	27.50	PIN-SPRING PLUS SHIPPI
90274	1562 TRACTOR SUPPLY CREDIT PLAN	11202012	100	INV	12/07/2012	109.99	ACCT NO. 6035 3012 026
90275	2776 VERIZON WIRELESS	6809148920	100	INV	12/07/2012	303.64	ACCT NO. 323656822-000
90276	230015 WALMART COMMUNITY BRC	11162012	100	INV	12/07/2012	674.32	ACCT NO. 6032 2020 005



Financials, Revenue & Citizen Services and Human Capital Management



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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 15
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WARRANT: 20121114 12/07/2012

DUE DATE: 12/07/2012

VOUCHER	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90277	230065 WINDEMULLER TECHNICAL SRVCS	046980	100	INV	12/07/2012	576.00	SERVICE
90280	140030 NEWTON MACHINE & SUPPLY, IN	128399	100	INV	12/07/2012	48.00	NUTS/BOLTS FOR HYDRO S
90283	2624 INTERSTATE BATTERIES OF FOR	30098187_	100	INV	12/07/2012	276.75	BATTERIES
90284	2522 AWC, INC	1406089	100	INV	12/07/2012	1,100.00	REUSE TANK LEVEL TRANS
90285	106 BOWLING GREEN SMALL ENGINE	25922	100	INV	12/07/2012	29.24	CONSUMER SPUR SPROCKE/
90286	2052 HD SUPPLY WATERWORKS, LTD	5834886	100	INV	12/07/2012	25.00	FLANGE
90287	1535 NAPA AUTO PARTS	197047	100	INV	12/07/2012	72.91	BRAKE PADS/BRAKE ROTOR
90289	147 AVANTI COMPANY	108368	100	INV	12/07/2012	920.00	ON-SITE FLOWMETER ACCU
90290	2603 B & B TELEPHONE SYSTEMS INC	11281207	100	INV	12/07/2012	97.00	REMOVED LINES
90291	30040 CHENANGO SUPPLY CO INC	186282A	100	INV	12/07/2012	166.06	STIHL CARB
90292	10030 W & S ENTERPRISE ACCOUNT	89921	100	INV	12/07/2012	78.99	ACCT NO. 4210722100
90294	40060 DESOTO CNTY BOARD OF	NOVEMBER 2012	100	INV	12/07/2012	18,450.40	CUST NO. 01-01
90295	40110 DESOTO MEMORIAL HOSPITAL	PRE EMP Z BIRGE	100	INV	12/07/2012	130.20	ACCT NO. D00010309540
90296	40110 DESOTO MEMORIAL HOSPITAL	11132012	100	INV	12/07/2012	232.00	ACCT NO. C0000237719
90298	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 10THFIRE	100	INV	12/07/2012	49.24	18555-71194: 403 N 10T
90299	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 BREVARD	100	INV	12/07/2012	133.39	89300-24164: 721 N BRE
90300	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 DRIVERSL	100	INV	12/07/2012	90.54	80428-96368: 721 N BRE
90301	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 POLICE	100	INV	12/07/2012	298.22	78275-70040: 725 N BRE
90302	60090 FLORIDA POWER & LIGHT	OCT/NOV '12 LINCOLN	100	INV	12/07/2012	31.39	33450-32977: 120 LINCO
90303	1472 G.NEIL	INV0796766	100	INV	12/07/2012	59.99	POSTER GUARD - CITY HA
90304	2096 HAZEN & SAWYER, PC	0000001_41070-016	100	INV	12/07/2012	1,426.47	PROJECT 41070-016
90305	2096 HAZEN & SAWYER, PC	0000023_41070-011	100	INV	12/07/2012	34,784.02	PROJECT NO. 41070-011
90306	2096 HAZEN & SAWYER, PC	0000008_41070-014	100	INV	12/07/2012	6,446.65	PROJECT NO. 41070-014
90307	2597 HOME DEPOT CREDIT SERVICES	11232012	100	INV	12/07/2012	92.56	ACCT NO. 6035 3220 003
90308	80075 HOME OWNERS SUPPLY	230510	100	INV	12/07/2012	69.39	ICE MACHINE PARTS



Financials, Revenue & Citizen Services and Human Capital Management



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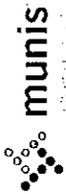
City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 16
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WARRANT: 20121114 12/07/2012 DUE DATE: 12/07/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90309	80075	HOME OWNERS SUPPLY	229963	100	INV	12/07/2012	17.99	1/4X2 1/4 PH SLOT CRET
90310	222	JEAN-PIERRE LACROIX	WEB000114	100	INV	12/07/2012	157.00	SERVICE
90311	2128	ODYSSEY MANUFACTURING CO.	174038	100	INV	12/07/2012	665.25	HYPOCHLORITE SOLUTIONS
90312	2353	RED E SERVICES INC	3317	100	INV	12/07/2012	1,715.00	SERVICE
90313	2801	RENEE A GREEN	NOVEMBER 2012	100	INV	12/07/2012	82.38	TRAVEL EXPENSE REIMB F
90314	2036	ROY PELLETIER	24066	24066	INV	12/07/2012	175.00	WATER OPERATOR STUDY G
90315	2600	SAFEGUARD SECURITY INC	045683	100	INV	12/07/2012	65.00	SERVICE
90316	105	SPRINT	11242012	100	INV	12/07/2012	79.10	CUSTOMER NO. 357865890
90317	2688	SWAINE & HARRIS, PA	11941	100	INV	12/07/2012	3,000.00	MATTER NO. 6524-001
90346	40106	DESOTO INS AGENCY INC	79773	100	INV	12/07/2012	474.00	END #1 PK FL1 0142001
90347	2510	DEPT OF MANAGEMENT SERVICES	23-1844	100	INV	12/07/2012	10.45	SUNCOM NETWORK - OCT 2
WARRANT TOTAL							95,863.22	

** END OF REPORT - Generated by Amanda Albritton-Horkey **



12/07/2012 09:57
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City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 5
apwarrnt

WARRANT: 20121202 12/07/2012 DUE DATE: 12/07/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90323	1484	ADVANCE COMMERCIAL CHARGE A	9127233835751	100	INV	12/07/2012	7.78	OIL SEAL 1 EA DRIVE
90325	2455	CENTURYLINK	DEC '12_311745767	100	INV	12/07/2012	192.46	ACCT NO. 311745767
90326	2455	CENTURYLINK	DEC '12_312243494	100	INV	12/07/2012	130.00	ACCT NO. 312243494
90327	2455	CENTURYLINK	DEC '12_312284684	100	INV	12/07/2012	260.00	ACCT NO. 312284684
90328	2455	CENTURYLINK	DEC '12_312077636	100	INV	12/07/2012	31.50	ACCT NO. 312077636
90329	2455	CENTURYLINK	DEC '12_312202177	100	INV	12/07/2012	133.78	ACCT NO. 312202177
90330	2455	CENTURYLINK	DEC '12_312161469	100	INV	12/07/2012	28.19	ACCT NO. 312161469
90331	10030	W & S ENTERPRISE ACCOUNT	90758	100	INV	12/07/2012	153.64	ACCT NO. 1010000100
90332	10030	W & S ENTERPRISE ACCOUNT	91568	100	INV	12/07/2012	105.54	ACCT NO. 1070631500
90333	10030	W & S ENTERPRISE ACCOUNT	91562	100	INV	12/07/2012	145.34	ACCT NO. 1070622600
90334	10030	W & S ENTERPRISE ACCOUNT	91561	100	INV	12/07/2012	70.40	ACCT NO. 1070622400
90335	291	ENVIRO-TECH	125189	100	INV	12/07/2012	4,546.75	PX-700 BIOSTIMULANT
90336	80075	HOME OWNERS SUPPLY	230638	100	INV	12/07/2012	3.38	SINGLE SIDE KEY
90337	2624	INTERSTATE BATTERIES OF FOR 30000142		100	INV	12/07/2012	124.75	BATTERIES
90338	1535	NAPA AUTO PARTS	197129	100	INV	12/07/2012	28.67	BRAKE ROTOR ONLY
90339	1535	NAPA AUTO PARTS	197130	100	INV	12/07/2012	32.22	WHEEL BEARING
90340	1535	NAPA AUTO PARTS	197140	100	INV	12/07/2012	35.64	BRAKE ROTOR
90341	1560	US POSTAL SERVICE	12062012	100	INV	12/07/2012	2,500.00	PERMIT 1531
90342	2832	SCHOOL OUTFITTERS	INV11079438	100	INV	12/07/2012	98.84	BULLETIN BOARD
90343	200075	TOTAL PEST CONTROL OF	842274	100	INV	12/07/2012	75.00	PEST CONTROL
90344	200075	TOTAL PEST CONTROL OF	842251	100	INV	12/07/2012	50.00	PEST CONTROL
90345	200075	TOTAL PEST CONTROL OF	842242	100	INV	12/07/2012	45.00	PEST CONTROL
WARRANT TOTAL							8,798.88	

** END OF REPORT - Generated by Amanda Albritton-Horkey **

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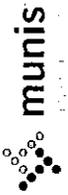
City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 4
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WARRANT: 20121115 12/07/2012 DUE DATE: 12/07/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90281	10030	W & S ENTERPRISE ACCOUNT	90493	100	INV	12/07/2012	45.36	ACCT NO. 4230114700
90318	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 HANGAR3	100	INV	12/07/2012	25.51	57004-27361: 2101 SE A
90319	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 BEACON	100	INV	12/07/2012	30.20	32291-29311: 2268 SE A
90320	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 HANGAR	100	INV	12/07/2012	152.99	03160-30915: SE AIRPOR
90321	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 AIRPORT	100	INV	12/07/2012	7.47	03080-31905: SE AIRPOR
90322	60090	FLORIDA POWER & LIGHT	OCT/NOV '12 AIRPORTO	100	INV	12/07/2012	106.88	03130-38937: SE AIRPOR
							368.41	WARRANT TOTAL

** END OF REPORT - Generated by Amanda Albritton-Horkey **



12/12/2012 09:21
akillmon

City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 4
apwarrrnt

WARRANT: 20121204 12/12/2012 DUE DATE: 12/12/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90387	2580	J J TAYLOR COMPANIES INC	9332407	100	INV	12/12/2012	67.00	LITE 16 OZ CUPS
90388	2580	J J TAYLOR COMPANIES INC	9332408	100	INV	12/12/2012	433.25	BEV FOR PRO SHOP
90389	2257	PEACE RIVER DISTRIBUTING CO	50769	100	INV	12/12/2012	582.80	BEV FOR PRO SHOP
90390	2775	SOUTHERN WINE & SPIRITS	0773	100	INV	12/12/2012	227.00	BEV FOR PRO SHOP
WARRANT TOTAL							1,310.05	

** END OF REPORT - Generated by Ashley **



12/14/2012 09:26
aahorkey

City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 9
apwarnt

WARRANT: 20121203 12/14/2012

DUE DATE: 12/14/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90355	2455	CENTURYLINK	DEC '12_311032795	100	INV	12/14/2012	149.48	ACCT NO. 311032795
90356	1924	CHELSEA INFORMATION SYSTEMS	63693	100	INV	12/14/2012	750.00	REVENUE TRACKING (02/0
90357	1451	DESOTO AUTO MALL	16320	100	INV	12/14/2012	321.93	OIL COOLER
90358	40072	DESOTO CNTY SHERIFF'S OFFIC	NOVEMBER 2012	100	INV	12/14/2012	850.17	RADIO USE AND MAINTENA
90359	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 SHPPGCTR	100	INV	12/14/2012	112.16	77069-38912: 1301 E OA
90360	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 CYPRESSL	100	INV	12/14/2012	133.99	26050-36983: 1312 E CY
90361	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 10THSLS	100	INV	12/14/2012	105.33	36020-30979: 320 N 10T
90362	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 CYPWELL3	100	INV	12/14/2012	481.03	06970-39949: 1612 E CY
90363	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 OAKWELL4	100	INV	12/14/2012	630.31	97419-38964: 1422 NE O
90364	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 OAKWELL5	100	INV	12/14/2012	316.80	97449-30943: 1704 NE O
90366	2052	HD SUPPLY WATERWORKS,LTD	5799709	100	INV	12/14/2012	561.75	AMETEK 17111 BLK MTR B
90368	120120	LOU'S PAINT SPOT	140729	100	INV	12/14/2012	2.26	3M 7/8" BLACK SUPER AT
90370	1535	NAPA AUTO PARTS	197197	100	INV	12/14/2012	49.38	NAPAGOLD FUEL FILTER/A
90371	1535	NAPA AUTO PARTS	197304	100	INV	12/14/2012	83.65	AIR FILTER/OIL
90372	1535	NAPA AUTO PARTS	197297	100	INV	12/14/2012	480.88	FUEL, OIL & AIR FILTER
90373	2128	ODYSSEY MANUFACTURING CO.	174037	100	INV	12/14/2012	619.50	HYPOCHLORITE SOLUTIONS
90374	2690	PEPSI BOTTLING COMPANY	97532057	100	INV	12/14/2012	370.60	CUST ID 9804820
90375	2600	SAFEGUARD SECURITY INC	046180	100	INV	12/14/2012	54.00	SECURITY SYSTEM
90376	190070	SHORT ENVIRONMENTAL	12-3120	100	INV	12/14/2012	78.00	SAMPLE 11/12-14/2012
90377	190070	SHORT ENVIRONMENTAL	12-2996	100	INV	12/14/2012	1,250.00	SAMPLE 10/17/2012
90378	10030	W & S ENTERPRISE ACCOUNT	91485	100	INV	12/14/2012	113.40	ACCT NO. 1070554200
90379	10030	W & S ENTERPRISE ACCOUNT	91484	100	INV	12/14/2012	136.08	ACCT NO. 1070554000
90380	2141	DISH NETWORK	11252012	100	INV	12/14/2012	86.00	ACCT NO. 8255 7070 805
90381	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 PROVIDEN	100	INV	12/14/2012	91.14	16944-36948: 231 PROVI
90382	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 OAKSCHX	100	INV	12/14/2012	7.92	40006-94473: 607 E OAK



12/14/2012 09:26
aahorkey

City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 10
apwarrant

WARRANT: 20121203 12/14/2012

DUE DATE: 12/14/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90383	2385	MAXX SUNGLASSES	107571	100	INV	12/14/2012	194.60	SUNGLASSES
90384	1405	THE SUN	2801134	100	INV	12/14/2012	100.00	GOLF DIRECTORY 10/30/1
90385	2237	G&K SERVICES	NOV '12_1898099	100	INV	12/14/2012	114.50	ACCT NO. 1898099
90386	2237	G&K SERVICES	NOV '12_1898097	100	INV	12/14/2012	134.73	ACCT NO. 1898097
90391	2237	G&K SERVICES	1898096_NOV 2012	100	INV	12/14/2012	105.52	ACCT NO. 1898096 - NOV
90393	2237	G&K SERVICES	1898090_NOV 2012	100	INV	12/14/2012	115.24	ACCT NO. 1898090 - NOV
90394	2237	G&K SERVICES	1898091_NOV 2012	100	INV	12/14/2012	30.88	ACCT NO. 1898091 - NOV
90395	2237	G&K SERVICES	1897810_NOV 2012	100	INV	12/14/2012	180.74	ACCT NO. 1897810 - NOV
90397	10140	ALERT PLUMBING SERVICE, INC	057026	100	INV	12/14/2012	90.00	INSTALLED NEW TRIP LEV
90398	2455	CENTURYLINK	DEC '12_312159680	100	INV	12/14/2012	154.95	ACCT NO. 312159680
90399	2674	CARDINAL CONTRACTORS INC	PAYMENT 9	100	INV	12/14/2012	810,894.82	PAYMENT #9 - WTP IMPRO
90400	2228	THE DUMONT COMPANY, INC.	264830	100	INV	12/14/2012	405.75	AMMONIUM SULFATE
90401	40050	DESOTO AUTOMOTIVE INC	329009B	100	INV	12/14/2012	99.68	MINIATURE LAMPS
90402	2345	DESOTO SHIRT & HAT, CRYSTAL I	1823	100	INV	12/14/2012	164.00	SHIRTS
90403	60090	FLORIDA POWER & LIGHT	NOV/DEC '12 185TURN	100	INV	12/14/2012	11.40	51929-54195: 185 NE TU
90404	70010	GALL'S INC	000226517	100	INV	12/14/2012	363.34	TACTICAL HOLSTER
90405	70010	GALL'S INC	000220311	100	INV	12/14/2012	31.48	INDUSTRIAL UNIFORM PAN
90406	80010	HACH COMPANY	8056370	100	INV	12/14/2012	38.05	PHENOLPHTHALEIN
90407	991	OFFICE DEPOT CREDIT PLAN	635499754001	100	INV	12/14/2012	71.57	OFFICE SUPPLIES
90408	940	NEXTEL COMMUNICATIONS	273625411-129	100	INV	12/14/2012	340.58	ACCT NO 273625411
90409	2638	TOSHIBA	2237209	100	INV	12/14/2012	240.75	CUST NO. 23883
90410	200075	TOTAL PEST CONTROL OF	842405	100	INV	12/14/2012	45.00	PEST CONTROL
90416	2080	KLENECORP	3333	100	INV	12/14/2012	403.75	COMPUTER MAINTENANCE
90417	1963	BV OIL COMPANY, INC	NOVEMBER 2012	100	INV	12/14/2012	12,522.77	FUEL & OIL - NOV 2012
							834,690.86	WARRANT TOTAL



12/14/2012 09:27
aahorkey

City of Arcadia, FL - ** LIVE **
WARRANT LIST BY VOUCHER

PG 4
apwarrnt

WARRANT: 20121205 12/14/2012 DUE DATE: 12/14/2012

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
90411	40050	DESOTO AUTOMOTIVE INC	328933B	100	INV	12/14/2012	3.53	BRASS FITTING
90412	1535	NAPA AUTO PARTS	197398	100	INV	12/14/2012	40.76	AIR, OIL & FUEL FILTER
90413	1535	NAPA AUTO PARTS	197401	100	INV	12/14/2012	16.89	OIL
90414	1535	NAPA AUTO PARTS	197403	100	INV	12/14/2012	10.69	FUEL FILTER
90415	1535	NAPA AUTO PARTS	197421	100	INV	12/14/2012	1.69	FITTINGS
90418	1963	BV OIL COMPANY, INC	NOV 2012_AIRPORT	100	INV	12/14/2012	42.10	FUEL & OIL - NOV 2012
WARRANT TOTAL							115.66	

** END OF REPORT - Generated by Amanda Albritton-Horkey **

Air-Cadia

2268 SE AC Polk Jr Dr
Arcadia, Fl 34266
863-990-9314
863-993-2114

FLOWAGE AND HANGER RENT REPORT November 2012

<i>Aviation Fuel</i>	514.8 GALLONS @ \$0.01/ga	\$	5.15
<i>Lubrication oil</i>	0.00Gallons.04/gal	\$.00
<i>Tiedown Fee</i>	5.00/50%	\$	2.50
<i>BLDG F</i>	900.00/90%	\$	810.00
<i>T-hangers</i>	4000.00/90%	\$	3,600.00
<i>Late Fee</i>	50.00/90%		45.00
<i>This month 20 of the 20 hangers rented-Building A and B 3 of the 3 hangers rented-Building F</i>			
<i>Adjustments Prepaid-Nicolai -November 90%</i>		(\$180.00)
<i>Uncollected-Greene-November</i>		(\$ 180.00)
<i>Greene-November Late chg</i>		(22.50)
<i>Ring-November</i>		(\$ 180.00)
<i>Ring-November Late Chg</i>		(22.50)
<i>Total due City for November 2012</i>			\$ 3,877.65
<i>Paid Check #</i> <u>2552</u>			

Air-Cadia Inc.

12/9/2012

Register: Accounts Receivable

From 01/01/2012 through 11/30/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Customer	Memo/Description	Qty	Rate	Charge	Paid	Balance
06/06/2012		Nicolai					1,284.00	-1,284.00
06/15/2012	1926	Nicolai				107.00		-1,177.00
07/01/2012	1944	Nicolai				214.00		-963.00
08/01/2012	1980	Nicolai				214.00		-749.00
09/01/2012	2012	Nicolai				214.00		-535.00
10/01/2012	2044	Nicolai				214.00		-321.00
11/01/2012	2074	Nicolai				214.00		-107.00

Proposed

Air-Cadia Inc.

12/9/2012

Register: Accounts Receivable

From 09/01/2012 through 11/30/2012

Sorted by: Date, Type, Number/Ref

Date	Number	Customer	Memo/Description	Qty	Rate	Charge	Paid	Balance
09/01/2012	2013	Ring				214.00		1,220.00
09/18/2012		Ring					1,220.00	0.00
09/30/2012	2025	Ring				25.00		25.00
10/01/2012	2045	Ring				214.00		239.00
10/28/2012	2056	Ring				25.00		264.00
11/01/2012	2075	Ring				214.00		478.00
11/30/2012	2088	Ring				25.00		503.00

*No Payment
November*



City of Arcadia
SPECIAL EVENT PERMIT APPLICATION

Date Submitted: 12/10/12
Event Name MARTIN LUTHER KING PARADE/PROGRAM
Event Location LOUIS ANDERSON PARK/SMITH-BROWN GYM
Date(s) of Event 01/21/13 Hours of Event 10A-5 PM
Expected Attendance 125
Event Sponsor NAACP DESOTO COUNTY Non-Profit? YES
Description of Event PARADE BEGINNING AT OAK ST + VOLUSIA AVE; ENDING AT LOUIS C. ANDERSON PARK

Contact Person SAMUEL MORGAN Telephone 863 993-0934
Fax # Email JOSEPH 4140@AOL.COM

Insurance Carrier
Insurance Agent Agent's Phone

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

If Yes, please specify locations: PARADE BEGINNING AT OAK ST + VOLUSIA - WEST OF OAK SOUTH TO ORANGE, WEST OF MARTIN
Other Pertinent Information: LOSTHEN KING ST. END AT LOUIS C. ANDERSON PARK

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

Received by: City Marshal, City Administrator, City Council
Date:
Approved/Disapproved checkboxes

INDEMNIFICATION & HOLD HARMLESS

I, SAMUEL MORGAN, as PRESIDENT of NAACP, DESOTO COUNTY BRANCH do hereby agree to hold the City of Arcadia, (Club, organization, group, etc)

its agents and employees, harmless and indemnify same from any civil actions or claims of any nature made in connection with the event known as the MARTIN LUTHER KING DAY be held at SMITH BROWN GYM on JAN 21, 2013. (Name of Event) (Location) (Date)

By: [Signature] (Signature)

Printed Name: SAMUEL MORGAN

Entity Name: NAACP, DESOTO COUNTY BRANCH

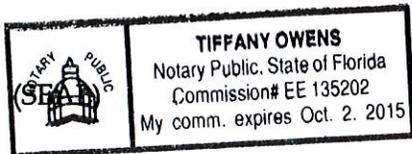
Its: _____

Date: _____

STATE OF FLORIDA

COUNTY OF Desoto

Sworn to and subscribed before me this 11 day of December, 2010 by Samuel Morgan, as President of NAACP, DESOTO County Branch who [] is personally known to me or [] has produced _____ as identification.



[Signature]
NOTARY PUBLIC

SPECIAL EVENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

Samuel Morgan
Signature of Applicant/Event Sponsor

12/11/12
Date

SAMUEL MORGAN
PRINTED Name of Above

(863) 993-0939
Contact Phone #

NAACP DeSoto County Branch
Unit 5098
P.O. Box 46
Arcadia, Florida 34265

December 11, 2012

Ms. Judy Jankoski
Administrator
City of Arcadia
23 NORTH Polk Avenue
Arcadia, Florida 34266

Dear Ms. Jankoski:

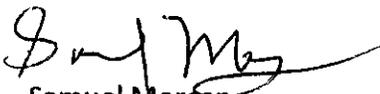
The annual Dr. Martin Luther King, Jr. Birthday Celebration is scheduled for January 21, 20013. We are requesting approval for the parade scheduled for January 21, 2013 at 10:00 am. The parade will proceed from the intersection of Oak Street and Volusia Avenue. It will proceed West on Oak Street, turning south on Orange Avenue and then west on Martin Luther King Street ending at the Louis C. Anderson Park. There is a program Scheduled for 3:00 pm at the Smith Brown Center Gym. We appreciate the City's support in making this a successful endeavor.

We invite you and your staff to participate with us on this occasion.

Enclosed is our submission of the Special Events Application for approval for the parade and program.

Thank you for your assistance. If there are any questions, please contact me at (863) 993-0939.

Respectfully,


Samuel Morgan
President

City of Arcadia
Special Event Permit Application

Please print or type application. All sections must be completed. Any questions should be directed to City of Arcadia, Assistant City Administrator at (863) 494-4114. Please return in person, fax: 863-494-4712 or email: jjankosky@arcadia-fl.gov.

General Information

Applicant: Team Arcadia- Downtown Merchants Committee Indi. Corp. 501c3

Contact: RENEE Otto

Address: store 215 W. Oak Street (Home 233 N. Monroe Ave)

City/State/Zip: Arcadia FL 34266

Telephone: Business Phone 863-993-1838 Home Phone _____

Cell Phone 863-303-4032 Email Address rotkten@aol.com

Fax Number _____

Name of Event: Arcadia's Olde Town Market

Date(s) Requested: Jan 5-2013, Feb 2 2013, March 2, 2013, 4-6-2013, 5-4-13, 6-1-13

Location of Event: sidewalks of Downtown Arcadia - orange to Dade St on Oak Street
7-6-13, 8-3-13, 9-7-13, 10-5-13, 11-2-13, 12-6-13

Brief Description of Event: Market with vendors - selling Antiques - Crafts
a variety of items -

and side street - sidewalks as event grows
- Does not include tree of knowledge park -

Event Timeframe(s):

Setup: Date: _____ Start: 5 (am/pm) End: 5 am/pm

Actual Event Time: Date: 1-5-13 Start: 8:00 (am/pm) End: 3 am/pm

Cleanup: Date: _____ Start: _____ am/pm End: _____ am/pm

Rain date: rain or shine

Number of Expected Attendees/Participants: 35- to 150.

Site plan attached? Yes No

Is the event open to the public? Yes No Fee? None

Have you held this event previously? Yes No If yes, list dates _____

we consist of former Antique Association members that ran the

Does this event differ? Yes No If yes, explain _____ fourth SAT. (9+1) event

Entertainment: Yes No If yes, see below

A complete detailed listing, including names, must be provided of all entertainment:

A complete detailed listing of all games, rides and any contractors used for carnival games and/or rides:

Will you be using a sound system? Yes No If yes, see below

Type of system and name of contractor, if applicable _____

Special Effects: Yes No If yes, see below

Type of effects and name of contractor, if applicable _____

Location of special effects: _____

Parades: Yes No If yes, see below

Who and how many will participate? This includes parade participants and spectators:

Plan of route attached? Yes No

Proposed Retail Sales: Yes No If yes, see below

How many vendor locations do you plan to accommodate? 50 to 150

Type of vending (including number of each):

Clothing _____ **Food/beverage _____ Antiques 50 to 150 Jewelry 50 to 150 Misc. 50 to 150

If miscellaneous, please describe in detail: crafts (50 to 150)

** Please describe in detail all food vendors (If there is any onsite cooking, the Desoto County Fire Department will need to be notified): _____

Alcohol Beverages/Liquor Liability: Yes No If yes, see below

Name of organization licensed to serve alcohol at this event: _____

(Additional liability insurance may be required)

Type of organization serving alcohol: _____

Do you require City documentation for license? Yes No

Promotion:

At what level will the event be promoted? (For example, local, regional, national)

local - regional - national - all -

What type of publicity will be used? magazine - newspaper - TV

Telephone number to be released for public information: _____

Signage: Yes No If yes, see below

How many? What dimensions? What location(s)? 12x18 inches - 10 to 25

all corners of downtown - ~~and~~ [Setup wed thru Sat then removed]
(week of event)

(Banners require scheduling through the City of Arcadia, Public Works Department, (863) 494-4334)

Facility Requirements: Yes No If yes, see below

Stages _____ Tents _____ Fences _____ Booths _____

Concession Stands _____ Miscellaneous _____

Describe in detail, including type and location _____

(Special building permits are required for certain temporary structures)

Is electric going to be needed (if available)? Yes No

Are city chairs needed (if available)? (Addt. Fee) Yes No Amt: _____

Use of the city stage (if available)? (Addt. Fee) Yes No

Are city tables needed (if available)? (Addt. Fee) Yes No Amt: _____

Port-O-Lets: Yes No If yes, see below

How many port-o-lets will you be providing? (Indicate location(s) on site plan) _____

Name of the private port-o-let company you will be contracting with: _____
(ADA requires one handicapped restroom in each group of restrooms)

Sanitation Assistance: Yes No If yes, see below

How many waste receptacles (toters) do you request? _____

Will you need city personnel to assist with clean up? (Addt. Fee) Yes No

If no, how will you be handling garbage and or recycling? vendors and merchants will clean up
**(Please note that upon post event inspection or complaint due to unsatisfactory post event clean up - the city will charge event organizer for the time it takes to resolve the clean up issue).*

Traffic Alterations: Yes No If yes, see below

Describe in detail, including request for road closures _____

(Requests to close state roads require DOT permit, which needs to be approved by City of Arcadia prior to application to DOT)

Will public parking areas, streets, sidewalks, etc. be restricted or obstructed?

Yes No If yes, see site plans

Does your plan include on-site parking? Yes No

Will you charge for the on-site parking? Yes No

Does your plan include off-site parking? Yes No

Will you charge for off-site parking? Yes No

Will shuttles be used to transport? Yes No

Americans With Disabilities Act:

ADA requires with accessibility guidelines as adopted by the State of Florida are now in effect. The following provisions are to be considered regarding ADA accessibility.

ADA restroom facilities? (One handicapped for each group of port-o-lets) Yes No

Handicap parking provisions? Yes No Yes, see site plan

Handicapped assistance? Yes No Yes, please describe

Security:

What are your plans for providing additional security? none at this time

Emergency Fire/Medical Services:

What are your plans for providing additional Fire/EMS? none

* Fire Truck requested at the event? (Addt. Fee) Yes No
* (if available and for show only)



SPECIAL EVENTS

POLICY/PROCEDURE/DISCLOSURE

I. PERMIT

Criteria for Requesting a Permit

Any event on City-owned or City-controlled property and rights of way will require a special event permit. Permits are issued on a first come, first served basis. A special event permit is required prior to conducting, and/or maintaining a community event in the City and the City will not incur any liability for expenses incurred for events that do not have a permit. Applications will be accepted no earlier than 364 days prior to and no later than 30 days prior to the special event. All events must be conducted in accordance with the laws, ordinances, resolutions, rules and regulations of the City and other governmental authorities having jurisdiction. The applicant will be responsible for filing separately for county, state and federal permits, if necessary.

Qualifications of Applicants

No person or affiliate of the person who is delinquent in payment of money due to the City from a prior event will be allowed to apply for an event permit until all delinquent sums are paid in full.

II. APPLICATION PROCESS

Application Procedure for Events

The person/organization requesting an event subject to a special event permit will be required to follow the following procedure:

1. Individual/Event Sponsor must submit an application on a form provided by the City and include a detailed site plan no earlier than 364 days prior to and no later than 30 days prior to event if applicable.
2. Pay a refundable Trash Bond (if applicable) prior to the event date.
3. Provide proof of liability insurance coverage/certificate of insurance must be submitted to the coordinator 3 business days prior to the event unless otherwise noted by the City Manager or the designated City official.

4. City cost adjustment to include other services such as police, fire or other city staff time will be made and any monies to be refunded by the City or any monies due by the sponsor to the City will be paid in full within 30 days following the event.
5. Event sponsor(s) shall confer with the City Administrator 3 business days prior to the event to ensure that arrangements for City services have been made.

Special Event Resource Fee

Each event that requires City services will be required to pay a special event resource fee. If the event takes place on a main thoroughfare the fee is \$200.00; if the event takes place on a side street the fee is \$100.00. The special events resource fee applies to all events and cannot be waived. The fee is needed to replenish equipment that supports events.

Fees

Police: \$40.00 per hour
Fire: \$40.00 per hour
Special Event Team: \$30.00 per hour
Public Works: \$30.00 per hour plus truck cost
Parks and Recreation: \$30.00 per hour plus \$100.00 for stage rental

Special Fees

Police Alumni: \$10.00 per hour, please contact the Police Special Operations Unit at 863-993-4660 to make arrangements

Police Explorers: donation requested, please contact Officer _____ at 863-993-4660 to make arrangements

Note: Additional fees for services may be required depending on event request(s). All fees will be billed after the event unless otherwise noted.

Events Where City Costs are Waived

The City Council shall annually approve a list of events for which the costs and fees are waived. To be considered for the waiver the event must be non-profit, community based, by a non-profit organization, and the event must be free and open to the public, appeal to the broadest segment of the community or demonstrate a benefit to a particular neighborhood in a redevelopment area of the City. This waiver does not include other charges or fees set forth by the ordinances of Arcadia.

III. GUIDELINES

Road Closure Requests

Street/rights-of-way closures are subject to the approval of the City Marshall. State controlled roadways require additional approval from the Florida Department of Transportation. Access to and from private residences must be allowed. Event Sponsors are required to notify those affected 15 days prior to the events which may impede vehicular traffic to and from private residences and businesses.

Event Security

In certain cases security in the form of police presence may be required at the discretion of the City Marshall. These requirements are based upon the event's impact on public safety based upon, but not limited to type of event, street closures, traffic direction, and the expected attendance of people. Police security will be assigned on a first come first serve basis. Personnel limitations may require the special event application to be denied. Community events opened to the public and held on private property which require a special event application shall be reviewed for their potential impact to public safety. Upon the recommendation of the City Marshall these events may be required to employ police officers and/or licensed private security companies to work the event.

City Services

The City will review the application and work with City Departments and the applicant to determine what City Services are needed. The cost of providing City Services will be the responsibility of the applicant, unless the City Council agrees to cover all or part of said services.

Concessions and Vending

It is the City's policy to allow sale of food and beverages on City-owned property during community events, unless an exclusive concession contract has been agreed upon by the City at that time. Event sponsors must provide the City the number of and type of food and beverage vendors to be provided during an event.

Alcohol Consumption

The City Commission may issue a temporary permit to allow the carrying of or consumption from open containers of alcoholic beverages (beer and wine only) during events on City-owned property under the following conditions:

1. The event sponsor supplies the City Administrator with proof of liquor liability insurance.
2. The permit cannot exceed 12 hours per day in duration.
3. No alcoholic beverages may be carried or contained in a glass container.
4. Locations within the boundaries of the special event must be shown on the events site plan.

5. Event sponsors shall be responsible for staffing and maintaining areas designated for alcoholic sales in conformance with State and City laws regarding such activity.
6. Event sponsors are responsible for enforcing City rules and regulations as well as any applicable state laws governing alcohol sales and consumption.
7. Issuance of a permit by the City of Arcadia does not relieve the permit holder of the obligation to comply with all applicable state liquor laws and, to the extent that any permit is inconsistent with state liquor laws or other lawful regulations, the permit shall be deemed void to the extent it conflicts with such laws or regulations.

Standards for Issuance

The City Administrator, upon review from the City Department Heads, may issue a permit required under this division if it is determined that the following criteria have been met.

1. The preparation for or the conduct of the proposed use, event, or activity will not adversely affect the City's ability to perform municipal functions or furnish City services in the vicinity of the permit area.
2. The proposed use, event, or activity is compatible with the surrounding area in consideration of anticipated noise and crowd capacity, taking into account multiple impacts.
3. The proposed event is not aimed at inciting or producing imminent lawless action and is not likely to incite or produce such action.
4. City resources necessary to support the proposed activity are reasonably available.

Approval Process

The event permit shall only be issued for the event dates requested. If an act of nature causes the cancellation of an event, the City will work with the event sponsors to approve a new date as requested. If the event is cancelled due to event sponsor (other than an act of nature) within 24 hours or less from the event start time, the event sponsor will be charged for all overtime hours scheduled for the event. No revisions or adjustments to the final approved permit or related items may be made without prior written notification to and written approval from the City Administrator.

The event permit shall only be issued to the person, organization or business whose name appears on the special event application. No permit shall be issued to a person, organization or business who has attached a secondary event to the primary application without prior approval from the original requestor. All secondary special event requests shall be in writing following the same guidelines as stated in this article prior to the City Administrator's approval.

Default

An event sponsor shall be in default of the event permit if:

1. The applicant supplies false or misleading information.
2. The applicant fails to complete the application or to supply other required information or documents by the time required.

3. The applicant demonstrates an inability to comply with terms or conditions contained in the proposed permit.
4. The event sponsor should dissolve or cease doing business as a going concern or become insolvent or bankrupt.
5. The event sponsor breaches any provisions of the event permit or of any rules and regulations required by the City.
6. The event sponsor violates any applicable laws or ordinances during the event sponsors use of the property.

Whenever an event sponsor is found in default or has had a permit canceled by the City, the sponsor shall be disqualified from applying for any future permit under this article for a period of time as determined by the City Administrator.

Insurance

The applicant will provide an insurance certificate to the City of Arcadia – 23 N. Polk Avenue, Arcadia, Florida 34266, naming the City of Arcadia as additional insured in the amount not less than \$500,000 for death to or injury to any one person, \$1,000,000 aggregate for any one occurrence for death and bodily injury, and \$500,000 for damage to any property. Or a combined single limit of \$1,000,000 for any claim injury or property. All such insurance shall cover complete contractual liability, bodily injury and property damage liability. If the applicant uses or stores any hazardous or toxic substances on the requested site within the meaning of the Environmental Statutes, the insurance shall cover loss or damage resulting from improper storage, handling or disposal of any such hazardous or toxic substances. The certificate shall provide at least 10 days advance written notice of cancellation or change of coverage to the City of Arcadia.

Cancellation

The City may cancel any grant of space to the event sponsor(s) if use of the property shall in any way conflict with federal, state, or local laws; if the event sponsor is in default, or if there is a lack of City resources. All notices required or permitted under the event permitting process shall be given personally or by certified mail, with return receipt, postage paid, addressed to the event sponsor at the address provided on the event permit application or at such address as the sponsor may supply to the City in written notification.

If an act of nature causes the cancellation of an event, the City will work with the event sponsor to approve a new date as requested. If the event is cancelled due to event sponsor cancellation (other than an act of nature) within 24 hours or less from the event start time, the event sponsor will be charged for all overtime hours scheduled for the event.

IV. CONTROL OF PROPERTY; RIGHT OF ENTRY; SUBLETTING

City-owned or City-controlled facilities and property including keys thereto, shall be at all time under the control of the City Administrator or designee, and City staff acting in an official capacity shall have the right to enter all space occupied by the event producer, except personal vehicles, property and equipment, at all times during the period covered by the event permit. The event producer shall not assign or sublet to others the space covered by the event permit without express written consent of the City Administrator.

V. VIOLATIONS AND REMEDIES

If a permittee or the permittee's agent or employee violates the terms of the agreement or requirements set forth by public safety by which the permit is granted, any City ordinance, or any law of the state or United States or knowingly allows those terms or law to be violated, such violation shall constitute a violation of the permit conditions or other laws.

The event producers and the agents and employees of the producers shall immediately cease all activities on City property upon notification that the event is being conducted in violation of this article. If the producer or his agents fail or refuse to cease operations after notification, the City may, in addition to any other remedies provided in this article, provide for immediate closure and cessation of the event.

INDEMNIFICATION & HOLD HARMLESS AGREEMENT

The City reserves the right to cancel permits at any time with cause. The applicant, by signing below, hereby agrees to indemnify and hold harmless the City of Arcadia if this permit is revoked. Further, the City of Arcadia will not be responsible for any cost associated with the revocation of the permit.

The applicant shall defend, indemnify and hold harmless the City of Arcadia from and against any and all liability, losses, damages, claims, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, (including attorney's fees), of whatsoever kind or nature arising out of or in any way related to the use, occupancy, management or control of the site, or arising out of the event permitted by the City, any act or omission of the applicant or its agents, servants, employees, independent contractors, customers, patrons or invitees whether on the site or elsewhere.

The City of Arcadia shall not be liable to the applicant or its agents, representatives, invitees or employees, or any other person for any injury to or death of any of them, or for any damages to any of the applicants property or loss of revenue, caused by any third persons, whether the injury, death or damage is due to negligence or not.

I/We the applicant(s) hereby acknowledge that I/We have read the above policy and procedure for a Special Event Permit within the City of Arcadia. I/We the applicant(s) further agree to reimburse the City for the cost of City Services incurred as a result of this event to include: Police, Fire, Airport, Parks and Recreation, Public Works and Lease of public property. I/we the applicant(s) hereby agree that all the information provided in this application is true and correct and further agree to the indemnification and hold harmless agreement outlined above.

Signature:

I understand this is an application only and does not obligate the City of Arcadia to reserve any facility or approve an event.

Signature of Applicant Bonnie D. O'Leary Date 12-14, 2012

Title of Applicant/Affiliation Chairwoman of Downtown Merchants committee - Team Arcadia

Approved By: _____ Date _____, 20__

City of Arcadia

Historic Preservation Commission Recommendation:

The Historic Preservation Commission reviewed Petition No. 12-02CA during a regularly scheduled meeting on December 11, 2012 and provided a favorable recommendation of approval to the City Council for the demolition and reconstruction of the freestanding ground sign. The Commission suggested, but did not place as a condition of approval, designing the sign cabinet façade in manner more similar to the building lines and design style of the existing church structure. There was no public input provided for this request.

Code Compliance and Findings:

The proposed use is consistent with the City's adopted Comprehensive Plan and Central Business (B-2) Zoning District standards. City Council is guided in its final decision for architectural approval by Ordinance No. 955 – Historic Preservation and, specifically, Section 60-5(c), Code of Ordinances, Regulation of Construction, Reconstruction, Alteration, and Demolition.

The property is designated on the City's adopted Future Land Use Map as "Business" land use classification, and zoning designation as "Central Business (B-2) District" as depicted on the Zoning Map. The proposed freestanding ground sign structure is approximately 8'2 ¾" in height, and 8' in length. The sign copy area is 32 square feet and complies with the Signage regulations contained in Chapter 6, Article III, Code of Ordinances.

The City's Sign Code also provides additional standards for freestanding, ground signs which are designed to feature an "automatic computerized message" as part of the sign copy area. While the total sign copy area is proposed to be 48 square feet in area (4' x 8'), the Code provides that the changeable message section, of the sign copy area, may "shall be limited to a maximum area of sixteen (16) square feet." The applicant's petition complies with Sec. 6-68 of the Code as it relates to sign and message characteristics, location on major thoroughfares, and residential district and site specific setback criteria.

The Applicant is seeking a variance from Special District standards found in Sec. 6-61(c)(Table 1). While the Central Business (B-2) zoning district provides height allowances for freestanding ground signs, the Historic District limits such signs to seven feet in height. The existing ground sign, proposed for demolition is approximately 9 feet in height. The Applicant's signage detail sheet for the new sign depicts the sign copy area of the sign structure at approximately 7'6" and a total sign structure height of 8'2 ¾" in height. A variance of 1' 2 ¾" is requested. The additional height will permit placement of the property address on the base of the sign for improved visibility to patrons and emergency service vehicles from the West Hickory Street (CR 70) public right of way.

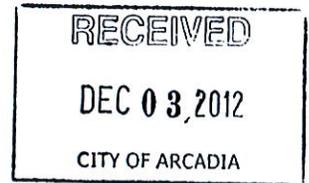
Historic Preservation Standards of Review:

The City of Arcadia Ordinance No. 955, Historic Preservation, requires any application for the construction, reconstruction, alteration and demolition of a historic structure, historic site or a structure within a historic district to petition for a Certificate of Appropriateness, reviewed by the Historic Preservation Commission and issued by City Council, prior to any construction activities. The following applicant has submitted an application for construction, reconstruction, alteration and demolition on the following parcel:

The Historic Preservation Commission shall review the application for conformity with the following criteria, and shall recommend to the City Council issuance of the Certificate of Appropriateness, unless:

1. *in the case of a designated historic structure or historic site the proposed work would detrimentally change, destroy, or adversely affect any exterior feature of the improvement or site upon said work is to be done;*
2. *in the case of the construction of a new improvement upon an historic site or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within such district;*
3. *in the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this chapter and/or to the objectives and design criteria of any historic preservation plan approved for said district;*
4. *the building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and state; or*
5. *in the case of a request for the demolition of a deteriorated building or structure, any economic hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.*

CITY OF ARCADIA
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION



Part 1 – OWNER AND SITE INFORMATION

Instructions: This page of the must appear exactly as below and must bear the owner's original signature. The City of Arcadia decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications) the application form takes precedence.

- Property Name Trinity United Methodist Church
Street 304 W. OAK
Historic District - Arcadia, Florida 34266
- Nature of request (may be more than one):
 demolish structure
 rehabilitate/reconstruct structure (maintain same architecture)
 reconstruct/alter structure (not same architecture)
 construct new structure (rebuild as original architecture)
 construct new structure (not same as original architecture)
 construct site improvements (to land – pavement, parking...)
 additional improvements to site (accessory structures – shed, garage...)
- Project contact (if different than owner)
Name MARY B. CLOSER
Street _____
City ARCADIA State FL Zip 34266
Telephone 863-494-9697 Cell _____

4. Owner
I hereby attest that the information I have provided is, to the best of my knowledge, correct and that I own the property described above. I understand that falsification of factual representation in this application could be subject to criminal sanctions.

Signature _____
Printed Name _____
Date _____ Organization _____
Taxpayer ID, if business _____
Street _____
City _____ State _____ Zip _____
Telephone _____ Cell _____

Fee: ~~\$250.00~~ 165.00 Paid on _____ Received by _____

**CERTIFICATE OF APPROPRIATENESS
CHAPTER 69, HISTORIC PRESERVATION**

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation, and use of improvements or sites of special character or special architectural, archaeological, or historic interest or value are a public necessity and is required in the interest of the health, prosperity, safety, and welfare of the people of the City of Arcadia.

The purpose of this Chapter is to:

1. Effect and accomplish the protection, enhancement, and preservation of such improvements, sites, and districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
2. Safeguard the city's historic, prehistoric and cultural heritage, as embodied and reflected in such historic structures, sites, and districts.
3. Stabilize and improve property values, and enhance the visual aesthetic character of the city.
4. Protect and enhance the city's attractions to residents, tourists, and visitors, and serve as a support and stimulus to business and industry.

It is hereby declared that the owner _____ of parcel ID/street address _____ of Arcadia, FL has come before the City Council today to request a Certificate of Appropriateness for the described demolition/rehabilitation/reconstruction/alteration/new construction that is attached. It has been found by the City of Arcadia City Council that the owner has met the all the requirements of Chapter 69 and hereby issue this Certificate of Appropriateness dated this _____ day of _____, 20____.

CITY OF ARCADIA, FLORIDA

Keith Keene
Mayor

ATTEST:

Virginia Haas
City Recorder

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION

Part 2 – EVALUATION OF SIGNIFICANCE

Property Name _____
Property Address _____

5. Description of physical appearance (Attach photos. Additional pages may be added if necessary.)

Date of construction _____ Date(s) of alterations _____
Is structure listed as contributing or non-contributing _____

6. Statement of significance (Attach photos. Additional pages may be added if necessary.)

Please fill out the following sections as appropriate for your application.

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
HISTORIC PRESERVATION**

ACTION BY HISTORIC PRESERVATION COMMISSION

The Historic Preservation Commission shall review the application for conformity with the following criteria and shall recommend issuance of the Certificate of Appropriateness to the City of Arcadia City Council unless:

1. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy or adversely affect any exterior feature of the improvement or site upon which said work is to be done;
2. In the case of the construction of a new improvement upon a historic site, or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within such district;
3. In the case of any property located in a historic district, the proposed construction, reconstruction, exterior alteration, or demolition does not conform to the purpose and intent of this chapter and/or to the objectives and design criteria of any historic preservation plan approved for said district;
4. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contract to the general welfare of the people of the city and state; or
5. In the case of a request for a demolition of a deteriorated building or structure, any economic hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.

The Historic Preservation Commission has voted to recommend _____ or not recommend _____ issuance of the Certificate of Appropriateness by a vote of _____ to _____ at their regular meeting on the _____ day of _____, 20__.

Special notes or requirements recommended by the Historic Preservation Commission:



CITY OF ARCADIA
APPLICATION FOR A SIGN PERMIT - INSPECTION

PLEASE PRINT

Date 11/16/12

Owner Trinity United Methodist Church Business Name

Contractor's License Phone

Address 304 W. Oak

Strap Sq Ft of existing signs Road Frontage in lineal ft

Type of Sign Zoning District

Table with columns: SIGN CONSTRUCTION, SIGN TYPE, SIGN ACTION, SIGN CLASS, SETBACKS. Includes handwritten entries like '1 Single Face', 'E Erect', 'Permanent', 'Ground Signs Only', 'Front 10 Ft.', 'Side 10 Ft.', 'Height 7 Ft.', 'Area 32 Sq Ft Clearaic'.

Any sign over 10' (ten feet) in height must setback at least 1' (one foot) for every one foot over 10'.

I, (applicant) do attest that the above is accurate and completed. Any structures built pursuant to an invalidated permit shall be removed or, if possible, a new application may be filed and permits issued.

Signature of Applicant Telephone Number 863-494-9697 - Mary Blanton

I, (property owner) do attest that (applicant) is seeking a sign permit for property located at as the property's owner I accept responsibility in ensuring the provisions of the City's sign regulations and subsequent approved permit are met.

Signature of Property Owner Telephone Number

CITY USE ONLY - DO NOT WRITE BELOW THIS LINE

Is the property within a transitional, historic, or otherwise unique development zone? Is a special exception or variance required for approval of this sign permit request? If yes, applicant shall be informed by individual designated to review application.

SITE CHECK: Date: Address Displayed: Permit #

Inventory Number Assigned: By: (signature)

RT 70

NEW SIGN
LOCATION

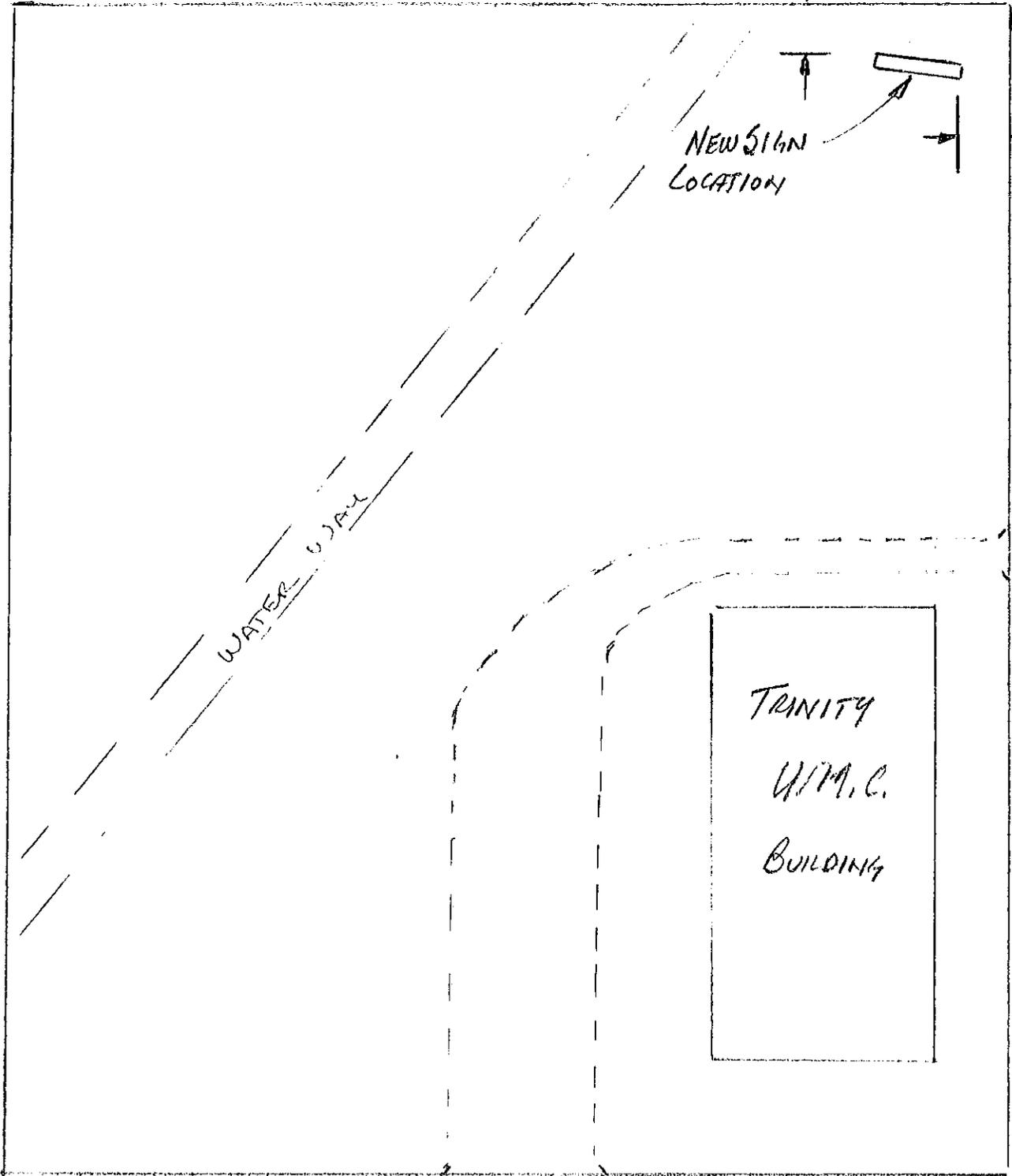
WATER WAY

TRINITY
U/M.C.
BUILDING

ORANGE ST.

W. OAK ST.

(Drawing Not to Scale.)



**TRINITY UNITED METHODIST CHURCH
304 W. OAK STREET
ARCADIA, FL. 34266**

NOVEMBER 16, 2012

CITY OF ARCADIA
HISTORIC PRESERVATION
ARCADIA, FL. 34266

THE MEMBERS OF THE AD-HOC SIGNAGE COMMITTEE WOULD LIKE TO MAKE APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR A SIGN TO BE PLACED ON THE CORNER OF ORANGE AND HICKORY AVENUES.

THE SIGN WILL BE MADE BY STEWART SIGNS OF SARASOTA THAT HAVE MADE SEVERAL CHURCH SIGNS IN OUR AREA. INCLUDED YOU WILL FIND THE NAMES AND LOCATION OF THE CHURCHES MENTIONED.

THE SIGN ON THE TOP WILL BE EIGHT FEET WIDE AND FOUR FOOT HIGH AND THE BOTTOM OR PEDESTAL WILL BE THREE FEET HIGH. THUS, SEVEN FEET IN HEIGHT.

WE HAVE PUT A STAKE IN FRONT OF THE NOW WOODEN BOARD SHOWING THE NAME OF THE CHURCH SO THAT WE COULD MEASURE THE DEPTH OF TEN FEET BACK FROM THE CORNER, WHICH WAS MEASURED BY A LICENSED SURVEYOR LAST MONTH. WE WILL HAVE TO REMOVED THE PALM TREES.

WE HAVE CONTACTED THE STATE ROAD DEPARTMENT IN BARTOW AND THEY HAVE NO PROBLEM WITH US PUTTING UP A SIGN ON THAT CORNER.

WE DO NOT WANT SOMETHING THAT WOULD DISPLAY ANYTHING BUT A CHRISTLIKE MESSAGE TO REPRESENT OUR CHURCH AND THE COMMITTEE.

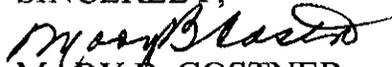
THE SIGN WILL NOT HAVE FLASHING LETTERS, ONLY SLOW MOVING CHANGES IN THE MIDDLE LINE FOR THE ACTIVITIES GOING ON AT OUR CHURCH AT THE PRESENT TIME. THE TIME AND TEMPERATURE IS CHANGED BY SATELITE.

INCLOSED ARE PICTURES OF OUR PRESENT SIGNS ON OAK AND ORANGE AND ORANGE AND HICKORY AVENUES. ALSO, PICTURES OF LOCAL SIGNS THAT HAVE TO CHANGED BY HAND AND NOT BY COMPUTER AS WILL BE DONE BY OUR COMPUTER. A SAMPLE OF OUR PROPOSED SIGN BY STEWART IS INCLUDED.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ME, MARY COSTNER AT: 863-494-9697, CHAIRPERSON OF THE AD-HOC COMMITTEE.

THANK YOU FOR YOUR TIME IN THIS MATTER.

SINCERELY,


MARY B. COSTNER

8'

8 3/4"

4"

7 1/8"

3 1/8"

2 1/8"



TekStar-Full Color
20mm 24x112
CABINET SIZE: 4'x8'

304

USB Box

6' MAN



Endorsed Supplier for
THE UNITED METHODIST CHURCH

TRINITY
UNITED METHODIST CHURCH



SUN WORSHIP 9:00AM SUN 10:45AM
SUN 10:05 AM TO 11:00 AM
10:05 AM 8:30 PM

TekStar-Color
20mm 24x112 CAPABILITIES

18.9"

THIS SIGN CAN SHOW 2
ROWS 7.9" CHARACTERS

THIS SIGN CAN ALSO
SHOW 3 ROWS
5.5" CHARACTERS

Approved as shown. x _____ date _____ 1. _____
Approved with listed changes x _____ date _____ 2. _____
x _____ date _____ 3. _____

Stewart

AMERICA'S PREMIER SIGN COMPANY
PH. 1-800-237-3928 FAX 1-800-485-4280

DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK-BASED PRINTING PROCESS THIS CUSTOM
ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH BETWEEN INK, VINYL, PAINT, OR LED COLOR.
ARTIST'S RENDERING OF BRICKWORK, MASONRY AND LANDSCAPING IS NOT INCLUDED IN THE PROPOSAL.
ANY MEASUREMENTS SHOWN ARE APPROXIMATIONS; DIMENSIONS OF FINAL PRODUCT MAY VARY.
LED IMAGES SHOWN ARE SIMULATED TO REPLICATE RESOLUTION FROM OPTIMUM VIEWING DISTANCE.
5/8"=1' Sk. #769549-1A 7/20/12 L/BWIZEMAN CUST. #1793858 PROPOSAL

2012 Parades

01/16 - Martin Luther King Jr.

03/09 – All Florida Championship Rodeo Association

05/05 – Cinco De Mayo

07/04 – Independence Day

10/05 – DHS Homecoming

11/12 – Veterans Day

12/01 – Chamber Annual Christmas

CITY OF ARCADIA CODE OF CONDUCT FOR ELECTED OFFICIALS

The Three Rs of Arcadia Government Leadership: Roles, Responsibilities and Respect

It is essential to the proper conduct and operation of government that public officials be independent and impartial and that public office not be used for private gain. The public interest, therefore, requires that the law protect against any conflict of interest and establish standards for the conduct of elected officials in situations where conflicts may exist.

It is the policy of the state that public officers, state and local, are agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officers are bound to observe, in their official acts, the highest standards of ethics regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern.

Councilmembers are to be role models that the public can look up to and can expect to uphold and follow the laws, rules and regulations bestowed upon every citizen of the City of Arcadia.

The City Charter provides information on the roles and responsibilities of Councilmembers, the Deputy Mayor and the Mayor. The Florida Code of Ethics for Public Officers and Employees provides guidance on ethical issues to ensure that City Council conducts themselves independently and impartially, not using their office for private gain. But until now, what has not been clearly written down is a Code of Conduct for Arcadia City Councilmembers.

The Code of Conduct is designed to describe the manner in which Councilmembers shall treat one another, city staff, constituents, and others with whom they come into contact with while representing the City of Arcadia. It reflects the work of the City Council with defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. The City Council also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent themes through all of the conduct guidelines are dignity and respect. Councilmembers experience stress in making decisions that impact the lives of the citizens. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing in even the most difficult situations.

A. Overview of Roles and Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Arcadia City Charter, Ordinances and Administrative Code and in the Handbook for Municipal Elected Officials, published by the Florida League of Cities.

MAYOR (City Charter §13)

- Elected by the City Council at the first meeting of the fiscal year
- Recognized as head of the City Government for all ceremonial purposes
- Preside over meetings of the City Council
- Has same speaking and voting rights as any other member
- Shall in no case have the power to veto
- Executes and authenticates legal instruments requiring signature
- Leads the Council into an effective, cohesive working team

DEPUTY MAYOR (City Charter §14)

- Elected by the City Council at the first meeting of the fiscal year
- Performs the duties of the Mayor if the Mayor is absent, unable to fulfill duties, ceases to be qualified or is removed from office.

ALL COUNCILMEMBERS (City Charter §14)

All members of the City Council, including the Mayor and Deputy Mayor, have equal votes. No Councilmember has more power than any other Councilmember, and all shall be treated with equal respect.

All Councilmembers shall:

- Fully participate in City Council meetings and other duly advertised public meetings while demonstrating dignity, respect, kindness, consideration, and courtesy to all.
- Prepare in advance of meetings and be familiar with issues on the agenda. Address clarifications prior to meeting with applicable staff.
- Be respectful of other people's time. Stay focused and act efficiently during Council meetings or other City related meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Arcadia's government.
- Provide contact information with the City Clerk in case of an emergency or an urgent situation arises while the Councilmember is otherwise not available.
- Demonstrate honesty and integrity in every action and statement.
- Follow Federal, State and Municipal Laws guiding public officials, including, but not limited to, Honest Services Act, State Ethics, Sunshine and Public Records Law, Administrative Code for City Council meetings, Communications Policy, etc.

B. Policies and Protocol Related to Conduct

1. Ceremonial Events – City Charter §13 designates the Mayor to serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if the event organizers would like another representative from the Council.

2. Correspondence Signatures - Councilmembers do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings (exception: zoning ex parte contact). City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor or the appropriate City staff.

3. Intergovernmental Relations – Generally, City Charter §13 designates the Mayor to represent the City in intergovernmental relationships (the exception are designated liaisons). The Council values intergovernmental relations with neighboring communities and other entities. As a result, Councilmembers shall make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.

4. Legislative Process - The City generally follows Roberts Rule of Order for meeting management. See the Administrative Code for City Council meetings.

5. Public Meeting Hearing Protocol - The Mayor will open the public meetings, following the Rules of Procedure for City Council meetings. The Mayor has the responsibility to run a safe and efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. Councilmembers shall withhold comment during the public hearing portion of the meeting until the conclusion of the public's portion of the hearing. Councilmembers shall refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

6. Records and Confidential Information - All information that must be reported and recorded by City Councilmember shall reflect the actual transactions and be accurate and complete. Other than in the discharge of his or her official duties, no City Councilmember shall disclose any confidential information which was acquired by virtue of his or her position and would not normally be available to the public. No City Councilmember shall use any confidential information for any use.

C. Council Conduct with each Other

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve, protect and enhance the present and the future of the community. In all cases, this common goal shall

be acknowledged even as Council may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS –

1. Practice civility, professionalism and decorum in discussions and debate - Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Councilmembers shall conduct themselves in a professional manner at all times, including physical appearance.

2. Honor the role of the Mayor in maintaining order - It is the responsibility of the Mayor to keep the comments of all persons, including but not limited to, the Councilmembers on track during public meetings. The Mayor shall not allow any person to interrupt the meeting or make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. The Mayor shall require the public to conduct themselves in a professional manner at all times. The Mayor shall first warn the individual, public or councilmember, of unprofessional conduct and if the conduct continues shall after that require that individual to leave or be removed by the City Marshal or his/her designee.

3. Agenda - Councilmembers shall honor efforts by the Mayor to focus discussions on current agenda items. If there is disagreement about the agenda or the Mayor's actions in refraining staff, public or Councilmembers from speaking, those objections shall be voiced politely and with reason.

4. Avoid personal comments that could offend other Councilmembers - If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Mayor will maintain order of this discussion.

5. Demonstrate effective problem-solving approaches - Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

6. Be punctual and keep comments relative to topics discussed - Councilmembers have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Councilmembers be punctual and that meetings start on time. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discussed scheduled issues. If a Councilmember has an item requested to be on the

agenda, it is important they set the example by providing timely written materials.

IN PRIVATE ENCOUNTERS

1. Continue respectful behavior in private - The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions shall be maintained in private conversations.

2. Be aware of the insecurity of written notes, voice and text messages, and e-mail - Technology allows words written or said without much forethought to be distributed wide and far. The Public Records Law mandates that any material made or received by an agency in connection with official business be used to perpetuate, communicate or formalize knowledge is a public record, and unless exempt, must be turned over to someone requesting to see that material. Before you create a document, ask yourself: Would you feel comfortable to have this note faxed or PDF'd to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this email message was forwarded to others? Written notes, voicemail messages and email related to City business are public communication subject to disclosure.

3. Even private conversations can have a public presence - Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

D. Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff members, who implement and administer the Council policies. Therefore, every effort shall be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

1. Treat all staff as professionals - Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

2. Limit contact to specific City staff - Questions of City staff and/or requests for additional background information shall be directed to the City Administrator or City Attorney when appropriate. The City Administrator shall be copied on or informed of any request.

Requests for follow-up or directions to staff shall be made only through the City Administrator or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Councilmembers shall ask the City

Administrator for direction. Materials supplied to a Councilmember in response to a request will be made available to all members of the Council so that all have equal access to information.

3. Do not disrupt City staff from their jobs – Staff wants to be accessible for City Council, but Councilmembers shall avoid disrupting City staff while they are in meetings, on the phone, or engrossed in performing their job functions.

4. Never publicly criticize an individual employee - Council shall never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance shall only be made to the City Administrator.

5. Do not get involved in administrative functions - Councilmembers shall not attempt to influence City Staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. Chapter 2, Article IV outline the general administrative functions.

6. Check with City staff on correspondence before taking action - Before sending correspondence, Councilmembers shall check with the City Administrator to see if an official City response has already been sent or is in progress.

7. Do not attend staff meetings (with or without public) unless requested by staff or City Council - Even if the Councilmember does not say anything, the Councilmembers presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

8. Limit requests for staff support - Even in high priority or emergency situations, requests for additional staff support shall be made to the City Administrator who is responsible for allocating City resources in order to maintain a professional, well-run City government and following City Council direction.

9. Do not solicit political support from staff - Councilmembers shall not solicit any type of political support (financial contributions, display of poster or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

E. Council Conduct with the Public

1. IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality prejudice or disrespect shall be evident on the part of individual Councilmembers toward an individual participating in a public forum. Every effort shall be made to be fair and impartial in listening to public testimony.

a. Be welcoming to speakers and treat them with care and gentleness - Speaking in front of Council can be a difficult experience for some people. Some issues the Council undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

b. Be fair and equitable in allocating public hearing time to individual speakers - The Mayor, in accordance with the Administrative Code for City Council meetings, will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes, with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public comment unless the Council requests additional clarification. After the close of any public comment portion, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

c. Give the appearance of active listening - It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, gazing around the room or getting up from your seat gives the appearance of disinterest. Be aware of facial expressions and body language (e.g., head and arm movements), especially those that could be interpreted as "smirking", disbelief, anger or boredom.

d. Ask for clarification, but avoid debate and argument with the public - Only the Mayor -- not individual Councilmembers -- can interrupt a speaker during a presentation. However, a Councilmember can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disturbing. If speakers become flustered or defensive, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying shall seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker.

e. No personal attacks of any kind, under any circumstance!

f. Follow parliamentary procedure in conducting public meetings - The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal of the full Council.

2. IN UNOFFICIAL SETTINGS

a. Make no promise on behalf of the Council - Councilmembers will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

b. Make no personal comments about other Councilmembers - It is acceptable to disagree publicly about an issue, but it is unacceptable to make derogatory comments about other Councilmembers, their opinions and actions.

c. Remember Arcadia is a small community at heart – Councilmembers are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Arcadia. Honesty and respect for the dignity of each individual shall be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

F. Council Conduct with Other Public Agencies

1. Be clear about representing the City or personal interests - If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state:

- (i) if his or her statement reflects personal opinion or is the official stance of the City;
- (ii) whether this is the majority or minority opinion of the Council. Even if the Council member is representing his or her own personal opinions, remember that this still may reflect upon the City as an organization.
- (iii) If the Council member is representing the City, the Council member must support and advocate the official City position on an issue, not a personal viewpoint.
- (iv) If the Council member is representing another organization whose position is different from the City, the Council member shall withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers shall be clear about which organizations they represent and inform the Mayor and Council of their involvement.

2. Correspondence also shall be equally clear about representation - City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence shall be given to

the City Clerk to be filed as part of the permanent public record. To avoid confusion regarding City Council's position, it is best that City letterhead not be used for correspondence of Councilmembers representing a personal point of view, or a dissenting point of view from an official Council position.

G. Council Conduct with Advisory Boards

The City has established several advisory boards as a means of gathering more community input. Citizens who serve on advisory boards become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and shall be treated with appreciation and respect.

1. If attending an advisory boards meeting, and you are not the liaison, be careful to only express personal opinions - Councilmembers may attend any advisory board meeting, which are always open to any member of the public. However, if the advisory board is conducting a public hearing, the Council member shall refrain from attending. Councilmembers shall be sensitive to the way their participation could be viewed as unfairly affecting the process. Any public comments by a Council member at an advisory board meeting shall be clearly made as individual opinion and not a representation of the feelings of the entire City Council. Also be cognizant of the Sunshine Law, precluding discussion (outside of meeting advertised for City Council) by two or more members of City Council on any item that may take action upon. A council member's presence may affect the conduct of the advisory boards and limit their role and function.

2. Limit contact with advisory boards members - It is inappropriate, and at times illegal, for a Council member to contact an advisory board member to lobby on behalf of an individual, business, or developer. Councilmembers shall contact staff in order to clarify a position taken by the advisory boards.

3. Remember that advisory boards serve City Council, not individual Councilmembers - City Council appoints individuals to serve on Advisory boards, and it is the responsibility of advisory boards to follow policy established by the Council. But advisory board members do not report to individual Councilmembers, nor shall Councilmembers feel they have the power or right to threaten advisory board members with removal if they disagree about an issue. Appointment and re-appointment to an advisory boards shall be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. An advisory board's appointment shall not be used as a political "reward".

4. Be respectful of diverse opinions - A primary role of advisory boards is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers must be fair and respectful of any citizens serving on advisory boards.

5. Keep election issues away from public forums and advisory board meetings – While Councilmembers are free to participate in politics when not conducting official business, they shall refrain from campaigning for office or providing political support or non-support for those who are running for any elected office (national, state or local) while conducting official duties or when attending advisory meetings.

6. Inappropriate behavior can lead to removal - Inappropriate behavior by an advisory board member shall be brought to the attention of City Council, and with the assistance of the City Attorney issue letter outlining such inappropriate behavior, and the individual may be subject to removal from the advisory board or if the advisory board is not operating in accordance with City Council's direction, dissolution of the advisory board.

H. Council Conduct with the Media

Councilmembers may be contacted by the media for background and quotes.

1. The best advice for dealing with the media is to avoid going “off the record” - Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

2. Choose words carefully and cautiously - Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

I. Candidates for City Council

The rules incorporated within apply to Candidates for City Council as well. "Candidate" means any person who has filed a statement of financial interest and qualification papers, has subscribed to the candidate's oath as required by s. 99.021, and seeks by election to become a public officer.

Upon adoption of this Code of Conduct, following election to office and once a year thereafter, each elected officer will confirm that they have received a copy of this Code of Conduct for their review and use.

Signature

Date

CITY OF ARCADIA FLORIDA ADOPT-A-ROAD AGREEMENT

THIS AGREEMENT is made ____ day of _____, 20____, by and between the CITY OF ARCADIA, a Florida Municipal Corporation, and _____, whose address is: _____ ("Contractor").

WHEREAS, the City of Arcadia ("City") has created a Voluntary Adopt-A-Road Program ("Program") for purposes of removing litter from and beautifying City roadways within the City of Arcadia; and

WHEREAS, Contractor has volunteered and agreed to participate in the program under the terms and conditions of this Agreement, and as a community service to the City.

NOW THEREFORE, in consideration of the mutual covenants and provisions herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

- 1.0 **Adoption of Roadway.** Contractor hereby adopts the following City roadway for purposes of participating in the Program: _____ ("Roadway").
- 2.0 **Litter Collection.** Contractor agrees to perform litter removal from the public right of way adjacent to Roadway at least 6 times per year or more frequently as needed and agreed to by the Contractor and the City. Litter removal is not permitted within paved areas of roadways, construction sites, private property and sites posted with a no trespass warning. Litter removal shall be performed in compliance with the additional terms and conditions of paragraph 3.0.
- 3.0 **Additional Litter Removal Terms.** The following rules shall apply to Contractor and all of Contractor's Participants (together referred to as "Participants") during a litter collection shift in accordance with the Program:
 - 3.1 One person shall be designated as the Supervisor and be the sole contact with the City.
 - 3.2 The Supervisor will provide notice to the City's Public Works Department at least 48 hours in advance to arrange pickup of garbage bags, safety vests and traffic control signals.
 - 3.3 Litter removal shall occur only during daylight hours and in safe weather conditions.
 - 3.4 Participants shall only collect litter at locations authorized by this Agreement.
 - 3.5 Contractor shall submit a litter removal report indicating how many bags of garbage were collected to the City's Public Works Department promptly after completing a litter collection shift.

CITY OF ARCADIA FLORIDA ADOPT-A-ROAD AGREEMENT

- 3.6 Participants shall be at least fourteen (14) years of age and supervised by an adult, if under eighteen (18) years of age.
- 3.7 At least one adult (18 years or older) shall be present during a litter collection shift for every five (5) participants aged fourteen (14) to seventeen (17) who are participating in the Program with the Contractor.
- 3.8 All participants shall not be under the influence of alcohol or contraband substances during their participation in the Program.
- 3.9 Horseplay is strictly prohibited.
- 3.10 Department of Transportation (DOT) approved safety vests, gloves and work shoes (no open toe shoes) shall be worn at all times.
- 3.11 The adult supervisor must carry to the work site, a First Aid Kit provided by the City.
- 3.9.1 All Participants must wear proper eye and skin protection at all times during the litter collection activity.
- 3.9.3 Participants must work on one side of the road at a time and face on-coming traffic.
- 3.9.4 Participants shall avoid suspected toxic or hazardous materials (e.g. needles, poison plants, snakes, fire ants, acid, automobile fluids, razor blades, etc.).
- 3.9.5 Participants shall immediately cease collecting litter and leave the work site if requested to do so by the City.
- 3.9.6 All filled trash bags should be left on the side of the roadway for City pick-up as to not to interfere with traffic.
- 3.9.7 Participants shall not interfere with pedestrian and automotive traffic on the Roadways and shall not dodge in and out of said traffic.
- 3.9.8 Contractor shall designate at least one participant Supervisor prior to each litter collection shift.
- 3.9.9 Contractor shall ensure that all participants under the age of eighteen (18) years, have received permission to participate in the Program from their parents or legal guardian(s).

CITY OF ARCADIA FLORIDA ADOPT-A-ROAD AGREEMENT

4.0 **City Obligations.** Upon approval of an adopted Roadway by the City, City agrees to provide Contractor and Participants with the following:

- 4.1 Safety vests, trash bags, and traffic control signs to be returned to the City after completing a litter collection shift.
- 4.2 One general first aid kit to be held by the Supervisor during the litter collection shift.
- 4.3 Adopt-A-Road signs for each end of the adopted Roadway which credits Contractor for the removal of litter under this Agreement.
- 4.4 Basic initial training for the Contractor and their Participants.

5.0 **Indemnification.** For all litter removal services performed pursuant to this Agreement by Contractor and Participants, the Contractor agrees to the fullest extent permitted by law, to indemnify and hold harmless the City and its employees, officers and attorneys, from and against all claims, losses, damages, personal injuries (including but not limited to death), or liability (including reasonable attorney's fees through any and all administrative, trial, post judgment, appellate proceedings), directly or indirectly arising from the negligent acts, errors, omissions, intentional or otherwise, arising out of or resulting from Contractor or Contractor's Participants pursuant to this Agreement.

6.0 **Participants Safety.** Contractor shall be fully and solely responsible for the safety of all Participants related to this Agreement.

7.0 **Waiver.** Failure of the City to insist upon performance within any time period or upon a proper level or quality of performance shall not act as a waiver of the City's right to later claim a failure to perform on that part of the Contractor.

8.0 **Term.** This Agreement shall be for a term of **one (1) year** from the date the last party hereto executes this Agreement. This Agreement may be extended for one year by mutual Agreement of the parties.

9.0 **Termination.** This Agreement may be terminated at any time by the terminating party delivering at least thirty (30) days written notice to the non-terminating party. Upon termination, the Adopt-A-Road signs provided pursuant to paragraph 4.3 shall be removed by City. Paragraph 5.0 shall survive termination to the extent of any pending or future claim, loss, damage, personal injuries or liability resulting from this Agreement.

10.0 **Attorney Fees.** In the event of any litigation arising concerning this Agreement between the parties hereto, each party agrees to incur their own attorney fees and costs, including such fees and costs related to administrative, pre-trial, trial, post-judgment and appellate proceedings.

CITY OF ARCADIA FLORIDA ADOPT-A-ROAD AGREEMENT

- 11.0 **Entire Agreement.** This Agreement represent the entire and integrated Agreement between the parties and supersedes all prior negotiations, representation or Agreements, either oral or written, and all such matters shall be deemed merged into this Agreement.
- 12.0 **Sovereign Immunity.** Nothing contained in this Agreement shall be construed as a waiver of the City's right to sovereign immunity under Section 768.28, *Florida Statutes*, or other limitations imposed on the City's potential liability under state or federal law.

IN WITNESS WHEREOF, this Agreement is entered into as of the day and year first written above.

CITY OF ARCADIA FLORIDA

By: _____

City Administrator

Date: _____, 20____.

Attest:

City Recorder's Office

CONTRACTOR:

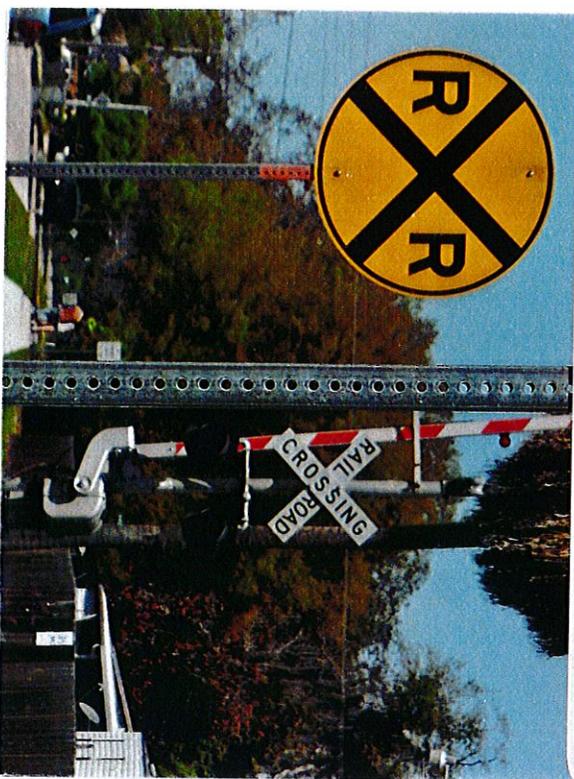
By: _____

Printed: _____

Address: _____

Phone: _____

Date: _____, 20____.



Brother's Keepers

This Road Maintained By



City of Arcadia

**ADOPT-A-ROAD
LITTER CONTROL**





MEMORANDUM

TO: Arcadia City Council

FROM: Judi Jankosky, City Administrator 

DATE: December 11, 2012

SUBJECT: Recent Case Law Discussion

DISCUSSION: Some time ago Councilman Fink had mentioned about holding the property owner responsible when a tenant walks out leaving an unpaid utility bill. The law does not allow us to hold the property owner accountable for a tenant's contractual obligation; however, recent case law found the law does not preclude a city from requiring landlords, but not their tenants, to contract with the city for water and sewer services. As the statute does not expressly prohibit the city from declining to contract with tenants for water utility services and restricting service agreements to property owners, and nothing in the statute mandates that tenants have the ability to contract directly with a municipality for services, North Lauderdale's ordinance requiring water, sewer and stormwater accounts shall be established in the name of the property owner is not in direct conflict with the statute.

Before we spent time drafting an ordinance we wanted to pass this by Council for discussion.

Sec. 70-4. - Simultaneous water, sewer, and stormwater management rates.

- (a) Multifamily dwelling units which have only one meter servicing more than one dwelling unit shall be charged for water and wastewater regardless of occupancy and shall be based on the number of equivalent residential connections (ERC's) which have been adopted by the city for each water meter. Should all units in a multifamily dwelling be vacant, the owner of same may cause charges to cease upon written certification of this fact to the utility billing office; and upon such certification, the city shall disconnect or lock the subject meter.
- (b) Charges for water services and facilities, charges for sewer services and facilities and charges for stormwater management fees shall be rendered to the utility customers on one bill, provided that the charges shall be listed separately thereon, and provided further, that no customer may pay the charges for any thereof without simultaneously paying the charges for the others thereof.
- (c) Water, sewer and stormwater management accounts shall be established in the name of the property owner.

(Code 1976, § 17-2(a), (c); Ord. No. 94-3-865, § 2, 3-29-94; Ord. No. 95-7-892, § 2, 7-25-95; Ord. No. 07-11-1198, § 2, 11-13-07)

North Lauderdale



MEMORANDUM

TO: Arcadia City Council

FROM: Judi Jankosky, City Administrator 

DATE: December 11, 2012

SUBJECT: Utility Bills

DISCUSSION: The Finance Director and utility billing have been working hard to find all the meters that are not functioning properly. It will be a continual process each month as like any other equipment parts go bad but at this point we are confident 99.9% of the bad meters have been located and are being repaired.

They are gathering data on parcels that meet the connection requirements for water and sewer and will be issuing a notice to connect after the holidays. The property owner will have 90 days to establish an account and connect to our services upon receipt of the notification letter.

The next step is to locate accounts that may have dropped out of the system, accounts that are only sewer accounts, got overlooked, and were never set up, even accounts that the meter was tampered with and we no longer get a read from and the account dropped out of the system, even garbage accounts that have been dropped or overlooked. How does an account drop out of the system is a good question and one that has no definitive answer except computers are only as good as their programmers/operators. It could have been human error or a computer glitch and possibly when we changed to the MUNIS accounting system in early 2000's some accounts did not make it into the utility database. We believe there are several potential accounts out there that are not being charged.

What we would like to do is offer amnesty for these accounts until January 31, 2013. Anyone that knows they are receiving services and should be receiving a utility bill and comes in to create the appropriate account will not be penalized for doing so if done by January 31, 2013. It was suggested the account set up fee and connection fee be waived; however; the deposit would be required.

Anyone that does not come in by that date and is later found to be receiving services they are not paying for should be charged any and all account setup fees, connections fees, repairs to tampered with meters and possible back charges if the amount of time they were receiving the service but not paying for can be calculated, possibly back to day one. Staff did not feel that was too harsh as most property owners know when they are receiving a service that they are not paying for, we are provide amnesty to them to come in by a certain date yet if they do not, they should be penalized.



MEMORANDUM

TO: Arcadia City Council

FROM: Judi Jankosky, City Administrator 

DATE: December 11, 2012

SUBJECT: Christmas Bonuses

DISCUSSION: This is a touchy subject but after much deliberation with supervisors I am putting myself out on a weak limb to ask Council for Christmas bonuses for full-time hourly staff. The supervisors have offered to forgo a bonus to keep the cost down. The suggestion has been a \$50 check (less deductions) provided on Friday, 21st.

I spoke to Ken Small regarding Christmas bonuses and the law regarding bonuses was never intended to curtail bonuses such as this. In a nutshell, as long as we provide the bonus to all eligible employees – which we determine the eligibility – full-time, hourly and provide the same to all, we have met the law.

The reason for this discussion came from the observation that the way our paydays fall the last weekend before the holiday falls between paychecks. Supervisors threw around the idea of paying staff their full pay by check that Friday (21st) rather than have them wait for the direct deposit the next Friday (28th) but that puts staff in a precarious position of having to wait three weeks for their next check on January 11th which may make some rent and mortgage payments late. The intent is to help staff not place a burden on them so a small goodwill gesture of \$50 for each full time hourly staff member on Friday, 21st is requested.

The total amount would be \$3,000 for the bonuses and \$230 for the city portion of SS and Medicare withholdings. This amount covers both admin staff as well as the police department which can be taken from the contingency fund with Council approval.