

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

ROBERT BARNES

TINA-MARIE SCHULTZ

TONYA GORDON

BUNNELL CITY COMMISSION MEETING

Monday, February 28, 2022

7:00 PM

1769 East Moody Boulevard (GSB),
Chambers Room
Bunnell, FL 32110

A. Call Meeting to Order and Pledge Allegiance to the Flag

Roll Call

Invocation for our Military Troops and National Leaders

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Presentation: City of Bunnell Municipal Separate Storm Sewer System (MS4)

C. Consent Agenda:

C.1. Approval of Warrant

a. February 28, 2022 Warrant

C.2. Approval of Minutes

a. February 14, 2022 City Commission Meeting Minutes

C.3. Request Approval of the Business Incentive Program Agreement for VRE Hold Co.

D. Public Comments:

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

E. Ordinances: (Legislative):

E.1. Ordinance 2022-04 Amending Section 2-87 of the Land Development Code Expanding Notice Requirements. - Second Reading

E.2. Ordinance 2022-09 Requesting the Voluntary Contraction of the City's Boundary for a 2.2± acre property located north of State Highway 100. - Second Reading

E.3. Ordinance 2022-10 Requesting to change the Official Zoning Map for 10± acres of

land, owned by Kirk and Christy Chong, Bearing the Parcel ID: 06-13-30-0000-03020-0010 Flagler County, AC- Agriculture to City of Bunnell, AG&S, Agricultural & Silviculture District. - First Reading

F. Resolutions: (Legislative):

F.1. Resolution 2022-03 Request to Approve Auditor Selection Committee

G. Old Business: None

H. New Business:

H.1. Confirmation of Hiring and Swearing In of New Police Chief David Brannon

H.2. Request to Approve Business Incentive Program Application for Scott Mulligan

H.3. Request Approval for the Authorization to the East Flagler Mosquito Control District for Aerial Spraying over Congested Areas

H.4. Employee Pay and Compensation Study

I. Reports:

- **City Clerk**
- **City Attorney**
- **City Manager**

City Manager Report- January 2022

- **Mayor and City Commissioners**

J. Call for Adjournment.

This agenda is subject to change without notice. Please see posted copy at City Hall, and our website www.BunnellCity.us.

NOTICE: If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this 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 based, 286.0105 Florida Statutes.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on February 21, 2022



City of Bunnell, Florida

Agenda Item No. B.1.

Document Date: 1/21/2022 Amount:
Department: Infrastructure Account #:
Subject: Presentation: City of Bunnell Municipal Separate Storm Sewer System (MS4)
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
MS4 Stormwater Presentation	Exhibit

Summary/Highlights:

This is an educational presentation on The City of Bunnell's Municipal Separate Storm Sewer System (MS4) to inform the community at large on the importance of compliance with our DEP permit.

Background:

Staff Recommendation:

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.



Stormwater Compliance MS4



City Of Bunnell

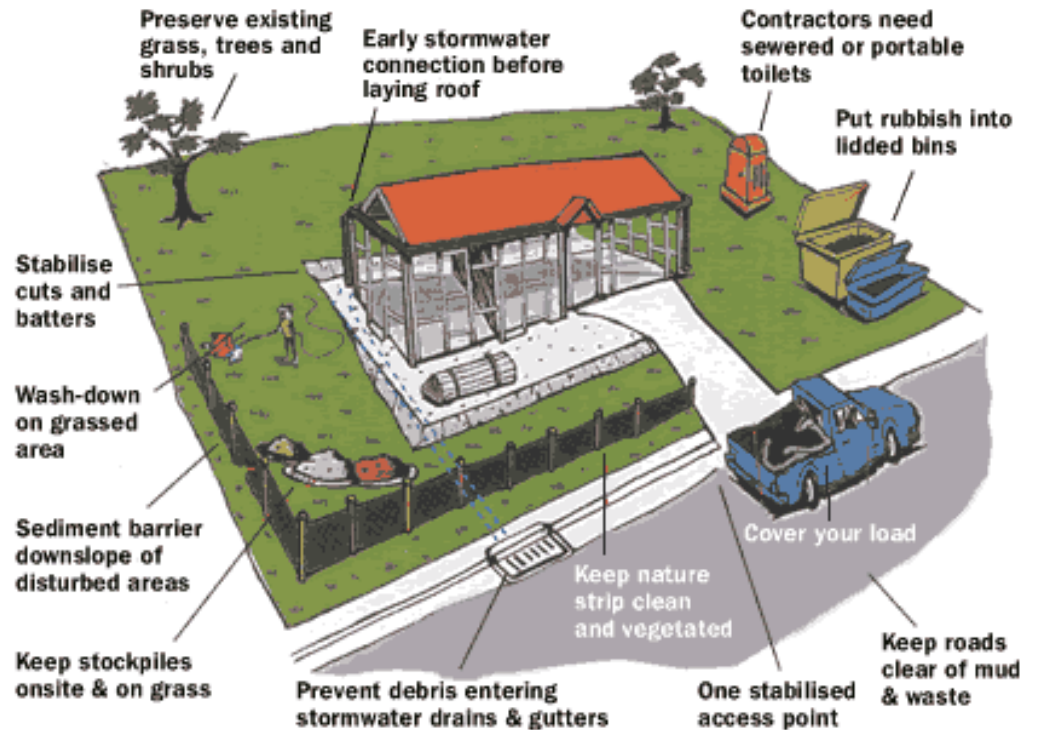
What Is MS4?

“Municipal Separate Storm Sewer System”

- It Is Your “Master Drainage System”
- The “System” Includes Road Drainage, Catch Basins, Ponds, Ditches, Pipes, Etc.
- Discharges To Lakes, Rivers, Ocean

Why?

- Biological Impacts
- Improve Water Quality
- Erosion & Sediment Control
- Impacts To Infrastructure
- Flood Protection
- **Because It's The Law**

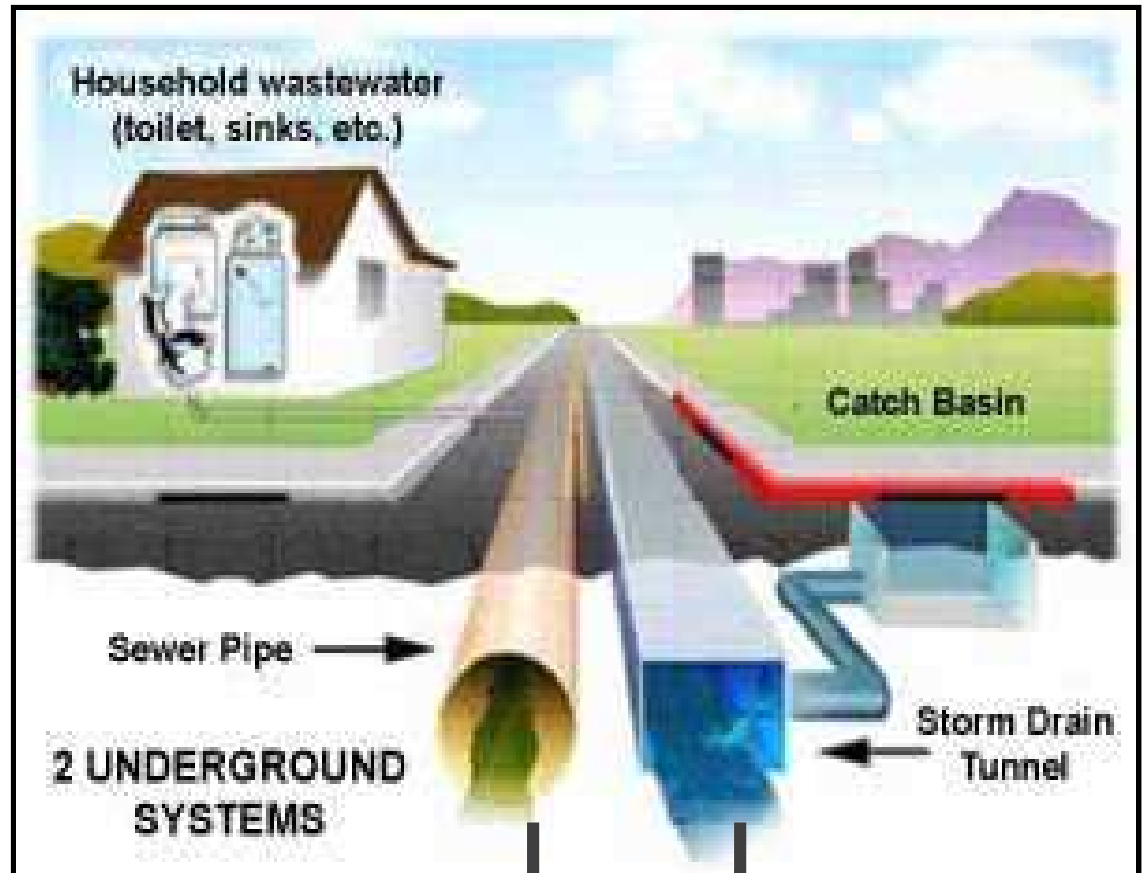


What Is An NPDES MS4 Permit?

- “National Pollutant Discharge Elimination System”
 - ✓ Aims To Minimize Stormwater Pollutants
 - ✓ Uses Education, Rules, Policies, And Inspections
 - ✓ Protects Healthy Water And Restores Impaired Waters
- Required By Federal And State Statutes

How Stormwater Reaches Surface Water?

- Sanitary Sewer
- Storm Sewer



Wastewater Plant

Water Bodies

Types Of Violations

- Discharges To Street Or Right-of-way
- Discharges To Surface Waters Or Drainage Systems
- Both Liquid And Solid Matter Can Be An Illegal Discharge

**Remember- Only Stormwater Down
The Drain!**

Allowable Discharges Include

- Water From Fire Fighting Activities
- Irrigation From Lawn Watering
- Non-chlorinated/Desalinated Swimming Pool Water



Illegal Discharges Are:

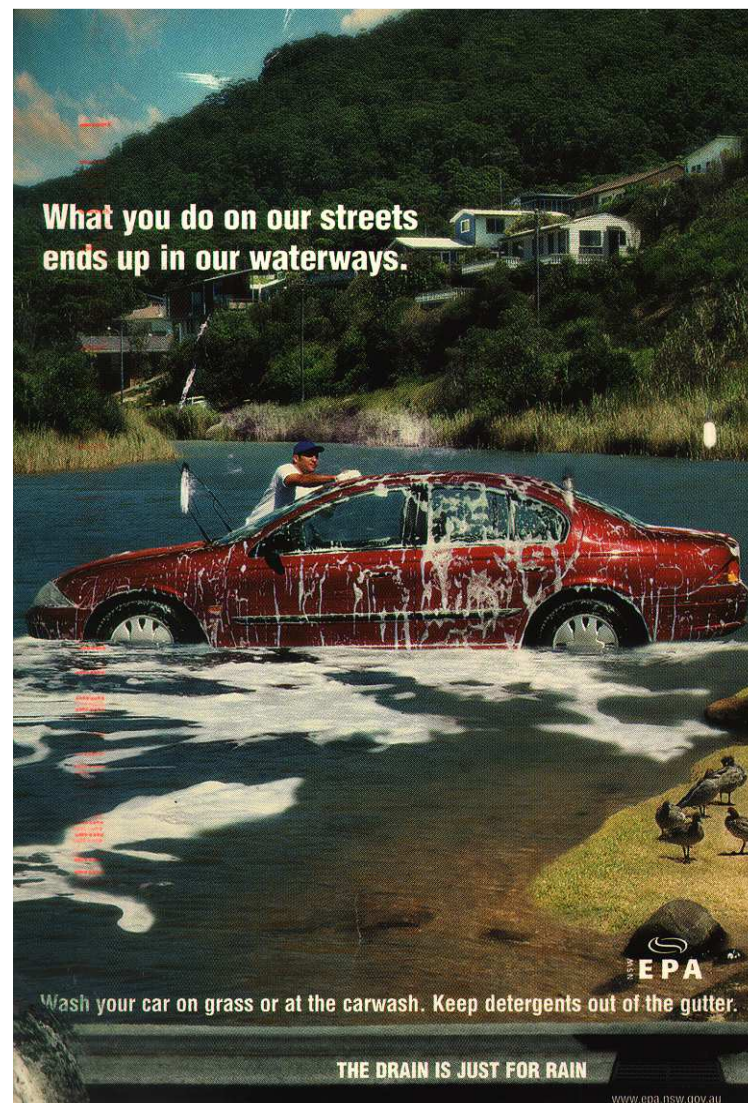
- Any Discharges That Are Not Composed Entirely Of Stormwater Runoff

Illegal Discharges May Include:

- Deliberate Discharges Or Dumping
- Incidental Runoff From Sites With Chemicals, Raw Materials, Or Bare Soil

Examples Of Illegal Discharges

- Raw Sewage/Septic Effluent
- Washing Machine Wastewater
- Car Wash Wastewater
- Improper Oil Or Household Toxics Disposal
- Improper Radiator Flushing
- Paints, Pesticides, Herbicides
- Construction And Other Debris
- Pressure Washing With Soaps
- Grass Clippings Or Yard Waste
- Spills From Roadway Accidents
- Both Liquid And Solid Matter Can Be Illegal Discharge



Illegal Dumping

Discharge Of Pollutants Or Non-stormwater Materials Into The Storm Sewer System



Report Immediately

Discharge Of Paints, Pesticides Or Herbicides



Improper Radiator Flushing



Foams/Detergents

- Products used to wash boats, vehicles, or buildings may include chlorine, phosphates and ammonia
- These products often enter lakes and streams as a result of improperly connected car washes or washing machines



Pressure Washing With Soaps



Grass Clippings & Yard Waste



Construction And Other Debris

- Turbid Water And Sediment From Construction Activities



Sediment Runoff Can Clog Storm Drains





Stabilization Of
Roads, Sweeping,
Gravel Driveways
Are Used To
Minimize
Construction Run-
off



**Silt Fences
Need Regular
Maintenance
And**

**Silt Fence Not
Trenched In**



**Poorly Installed Fences Allow
Material To Pass Through**

Illegal Connections

An Improper Physical Connection To The Stormwater System

Direct Connection

- Wastewater Piping
- Sewage From Residential Property
- Washing Machine Discharge
- Pipes To A Stormwater Drain



Indirect Connection

- Cracked Sanitary Systems
- Spills Collected By Drain Outlets
- Paint Or Used Oil Dumped Into Drainage Systems





Unknown Pipe Into
Storm Sewer Inlet



Water By Nature Is
Not Green!



Unacceptable Container/Waste Area

Acceptable Container/Waste Area



Fostering Pollution Prevention

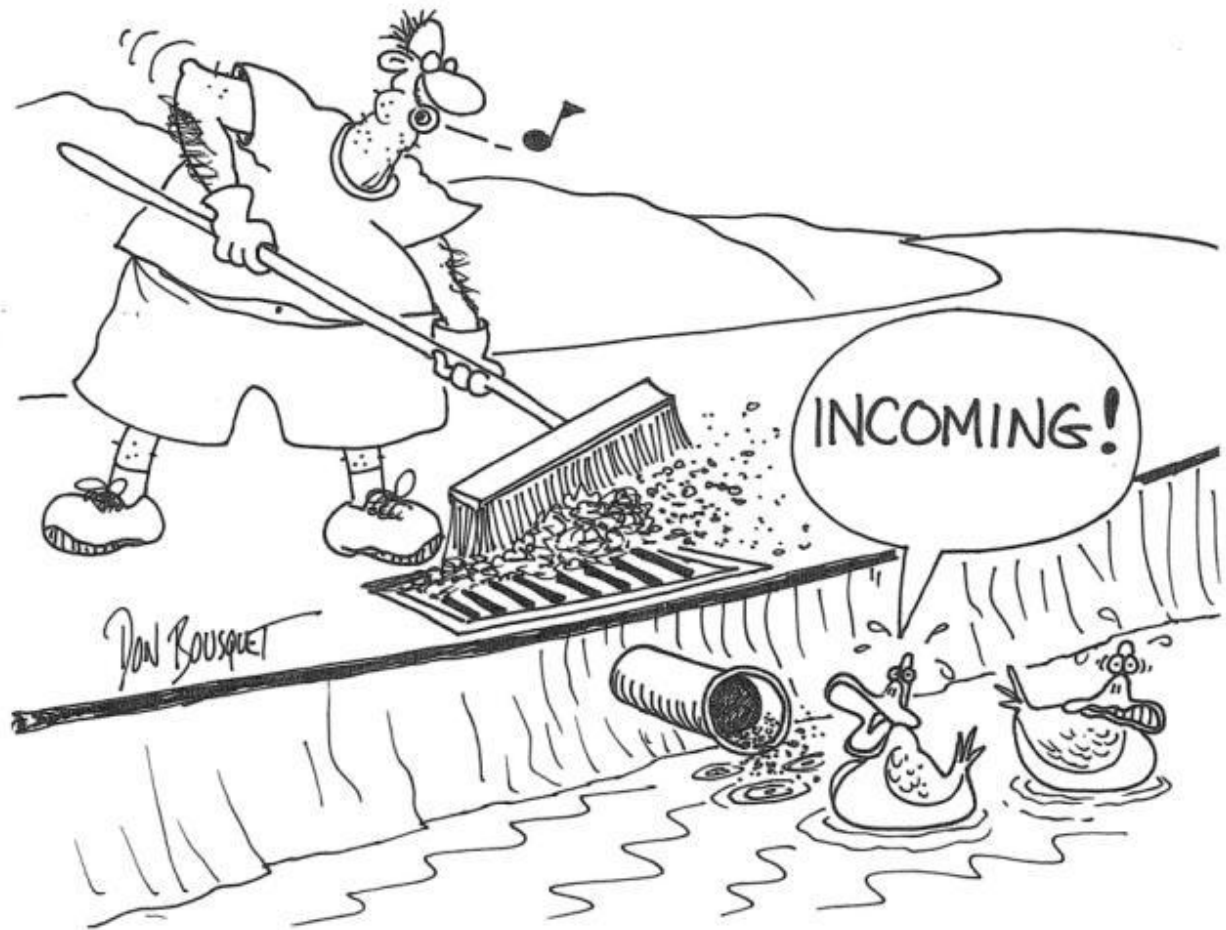
- Housekeeping And Materials Management
 - Spill Prevention
 - Use Drop Cloths, Drip Pans, And Secondary Containment



Fostering Pollution Prevention

- Street And Yard Maintenance
 - Street Sweeping
 - Inlet Protection







City of Bunnell, Florida

ATTACHMENTS:

Description

Warrant 2/28/2022

Type

Warrant



City of Bunnell, FL

Expense Approval Register

Packet: APPKT07484 - 02.28.2022 Warrant

(None)	Post Date	Vendor DBA	Description (Item)	Account Number	Amount
Vendor: Advance Stores Company, Incorporated					
	01/25/2022	Advance Auto Parts	Spark Plug/Filters - Oil/Fuel/	001-0541-541.4640	26.73
	01/26/2022	Advance Auto Parts	Spark Plug/Filters - Oil/Fuel/	001-0541-541.4640	26.73
			Vendor Advance Stores Company, Incorporated Total:		53.46
Vendor: AG-PRO, LLC					
	02/11/2022	AG-PRO, LLC	Thermostat/Sensor/Gasket	001-0541-541.4640	72.35
			Vendor AG-PRO, LLC Total:		72.35
Vendor: Alliant Engineering Inc					
	02/17/2022	Alliant Engineering Inc	Hymon Circle & Blk Branch C	001-0538-538.6300	3,868.50
			Vendor Alliant Engineering Inc Total:		3,868.50
Vendor: American Family Life Assurance Company of Columbus					
	02/14/2022	AFLAC	AFLAC - February 2022	001-2185000	754.98
			Vendor American Family Life Assurance Company of Columbus Total:		754.98
Vendor: Arthur David					
	02/16/2022	Arthur David	50% of Permit Fee Refund if	001-3221000	69.51
			Vendor Arthur David Total:		69.51
Vendor: Boulevard Tire Center					
	02/11/2022	Boulevard Tire Center	Carlisle All Trail Tires	001-0541-541.4640	304.00
	02/11/2022	Boulevard Tire Center	Carlisle All Trail Tires	001-0541-541.4640	304.00
	02/04/2022	Boulevard Tire Center	Mount/Dismount Tire/Valve	001-0541-541.4640	186.67
			Vendor Boulevard Tire Center Total:		794.67
Vendor: Bunnell Auto Supply, Inc.					
	01/13/2022	NAPA Auto Parts	55 Gal DEF	402-0534-534.4620	295.00
	01/13/2022	NAPA Auto Parts	Hydraulic Hose/Fittings	402-0534-534.4620	105.83
	01/14/2022	NAPA Auto Parts	Mercon	402-0534-534.4620	14.99
	01/20/2022	NAPA Auto Parts	Adapters	402-0534-534.5200	9.87
	02/17/2022	NAPA Auto Parts	Spinner Knob	001-0572-572.4640	11.49
	02/07/2022	NAPA Auto Parts	400W Inverter	401-0533-533.4640	49.99
			Vendor Bunnell Auto Supply, Inc. Total:		487.17
Vendor: Campbell Paint Inc.					
	01/24/2022	Campbell Paint Inc.	Vandalism Correction at JB Ki	001-0572-572.4610	4,285.71
			Vendor Campbell Paint Inc. Total:		4,285.71
Vendor: Central Florida Controls, LLC					
	12/16/2021	Central Florida Controls, LLC	Service Call Replace Failed R	404-0535-535.4640	934.63
			Vendor Central Florida Controls, LLC Total:		934.63
Vendor: Central Hydraulics, Inc.					
	12/28/2021	Central Hydraulics, Inc.	OR-90NBR(s)/Twin Clamps	402-0534-534.4620	25.48
			Vendor Central Hydraulics, Inc. Total:		25.48
Vendor: Charter Communications Holdings LLC					
	02/11/2022	Bright House Networks	604 E Moody Blvd Ste 6 Febr	001-0519-519.4100	84.98
			Vendor Charter Communications Holdings LLC Total:		84.98
Vendor: Charter Communications					
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0511-511.4100	25.73
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0512-512.4100	79.18
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0513-513.4100	88.91
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0516-516.4100	10.36
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0521-521.4100	87.91
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0524-524.4100	51.82
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	001-0541-541.4100	10.36
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	401-0533-533.4100	10.36
	02/01/2022	Time Warner Cable	201 W Moody Blvd February	404-0535-535.4100	10.37

Expense Approval Register

Packet: APPKT07484 - 02.28.2022 Warrant

(None)	Post Date	Vendor DBA	Description (Item)	Account Number	Amount
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0511-511.4100	27.24
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0512-512.4100	83.73
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0513-513.4100	94.97
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0516-516.4100	11.12
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0521-521.4100	93.97
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0524-524.4100	55.61
	02/01/2022	Time Warner Cable	100 Utility St February 2022	001-0541-541.4100	11.12
	02/01/2022	Time Warner Cable	100 Utility St February 2022	401-0533-533.4100	11.12
	02/01/2022	Time Warner Cable	100 Utility St February 2022	404-0535-535.4100	11.12
			Vendor Charter Communications Total:		775.00

Vendor: DG Hardware, Inc.

	02/16/2022	Ace Hardware	Quikrete 60lb Concrete	001-0541-541.5200	88.02
	02/17/2022	Ace Hardware	Pushbroom/Machete Saw To	001-0541-541.5265	125.98
	02/03/2022	Ace Hardware	Cable Winch Repair	404-0535-535.4640	35.74
	02/09/2022	Ace Hardware	Blue Marking Paint	401-0533-533.5205	13.93
	02/09/2022	Ace Hardware	Fltbar/Fastners	001-0541-541.4640	12.91
			Vendor DG Hardware, Inc. Total:		276.58

Vendor: DMS - Bureau of Financial Management Services

	02/15/2022	DMS - Bureau of Financial M	Local January 2022	001-0513-513.4100	50.21
	02/15/2022	DMS - Bureau of Financial M	Local January 2022	001-0541-541.4100	23.23
	02/15/2022	DMS - Bureau of Financial M	Local January 2022	401-0533-533.4100	58.08
	02/15/2022	DMS - Bureau of Financial M	Local January 2022	404-0535-535.4100	58.07
	02/15/2022	DMS - Bureau of Financial M	Long Distance January 2022	001-0513-513.4100	0.03
	02/15/2022	DMS - Bureau of Financial M	Long Distance January 2022	401-0533-533.4100	0.78
			Vendor DMS - Bureau of Financial Management Services Total:		190.40

Vendor: EBH Custom Concrete LLC

	02/16/2022	EBH Custom Concrete LLC	Concrete Slab at New locatio	001-0572-572.6300	750.00
			Vendor EBH Custom Concrete LLC Total:		750.00

Vendor: Environmental Land Services of Flagler County, Inc

	02/11/2022	Environmental Land Services	Solid Waste Dumping 2/4-2/	402-0534-534.3400	4,098.32
	02/18/2022	Environmental Land Services	Solid Waste Dumping 2/11-2	402-0534-534.3400	3,865.32
			Vendor Environmental Land Services of Flagler County, Inc Total:		7,963.64

Vendor: Expert Chemical Sales & Service LLC

	02/16/2022	Expert Chemical Sales & Serv	Trash Bags/Paper Towels/Toil	001-0572-572.5200	913.00
			Vendor Expert Chemical Sales & Service LLC Total:		913.00

Vendor: Ferguson US Holdings, Inc

	02/14/2022	Ferguson US Holdings, Inc	3/4 X 100 CTS 250 PSI NSF BL	401-0533-533.5205	38.00
	02/14/2022	Ferguson US Holdings, Inc	3/4 PVC IPS COMP COUP	401-0533-533.5205	9.96
	02/14/2022	Ferguson US Holdings, Inc	STD 12 PLAS WTR MTR BX W	401-0533-533.5205	171.30
	02/14/2022	Ferguson US Holdings, Inc	1 X 100 CTS DR9 250 PSI REC	401-0533-533.5205	72.00
	02/14/2022	Ferguson US Holdings, Inc	1 PVC IPS COMP COUP	401-0533-533.5205	17.88
	02/14/2022	Ferguson US Holdings, Inc	3/4 PVC S80 SXF ADPT	401-0533-533.5205	111.00
	02/14/2022	Ferguson US Holdings, Inc	2 X 100 CTS 250 PSI NSP BLU	401-0533-533.5205	92.50
	02/14/2022	Ferguson US Holdings, Inc	1 PVC S80 SXF ADPT	401-0533-533.5205	163.50
	02/14/2022	Ferguson US Holdings, Inc	2 PVCIPS COMP COUP	401-0533-533.5205	18.96
	02/14/2022	Ferguson US Holdings, Inc	1 PVC S80 SXF COUP	401-0533-533.5205	111.50
	02/14/2022	Ferguson US Holdings, Inc	3/4 PVC S80 SXF COUP	401-0533-533.5205	108.25
	02/14/2022	Ferguson US Holdings, Inc	JMBO PLAS BLAC MTR BX CI	401-0533-533.5205	280.50
	02/14/2022	Ferguson US Holdings, Inc	STD 12 PLAS WTR MTR BX W	404-0535-535.5200	171.30
	02/14/2022	Ferguson US Holdings, Inc	3/4 X 100 CTS 250 PSI NSF BL	404-0535-535.5200	38.00
	02/14/2022	Ferguson US Holdings, Inc	1 PVC IPS COMP COUP	404-0535-535.5200	17.88
	02/14/2022	Ferguson US Holdings, Inc	1 PVC S80 SXF ADPT	404-0535-535.5200	163.50
	02/14/2022	Ferguson US Holdings, Inc	1 X 100 CTS DR9 250 PSI REC	404-0535-535.5200	72.00
	02/14/2022	Ferguson US Holdings, Inc	2 PVCIPS COMP COUP	404-0535-535.5200	18.96
	02/14/2022	Ferguson US Holdings, Inc	JMBO PLAS BLAC MTR BX CI	404-0535-535.5200	280.50
	02/14/2022	Ferguson US Holdings, Inc	1 PVC S80 SXF COUP	404-0535-535.5200	111.50
	02/14/2022	Ferguson US Holdings, Inc	3/4 PVC S80 SXF COUP	404-0535-535.5200	108.25
	02/14/2022	Ferguson US Holdings, Inc	2 X 100 CTS 250 PSI NSP BLU	404-0535-535.5200	92.50

Expense Approval Register

Packet: APPKT07484 - 02.28.2022 Warrant

(None)	Post Date	Vendor DBA	Description (Item)	Account Number	Amount
	02/14/2022	Ferguson US Holdings, Inc	3/4 PVC IPS COMP COUP	404-0535-535.5200	9.96
	02/14/2022	Ferguson US Holdings, Inc	3/4 PVC S80 SXF ADPT	404-0535-535.5200	111.00
			Vendor Ferguson US Holdings, Inc Total:		2,390.70
Vendor: Flagler Humane Society					
	02/11/2022	Flagler Humane Society	Animal Intake & Control Serv	001-0562-562.3402	2,052.00
			Vendor Flagler Humane Society Total:		2,052.00
Vendor: Florida Health Care Plans, Inc.					
	02/14/2022	Florida Health Care Plans	FHCP March 2022 - T-66	001-2184000	25,643.86
	02/14/2022	Florida Health Care Plans	FHCP March 2022 - Retiree	001-2184500	1,985.93
	02/14/2022	Florida Health Care Plans	FHCP March 2022 - T-23	001-2184000	3,323.72
			Vendor Florida Health Care Plans, Inc. Total:		30,953.51
Vendor: Florida Polygraph Company					
	02/01/2022	Florida Polygraph Company	Polygraph Exams - Raihala &	001-0521-521.3400	200.00
	02/08/2022	Florida Polygraph Company	Polygraph Exam - Devane	001-0521-521.3400	100.00
			Vendor Florida Polygraph Company Total:		300.00
Vendor: Gannett Media Corp					
	02/01/2022	Daytona Beach News-Journal	February 2022 Invoice	001-0512-512.4800	93.84
	02/01/2022	Daytona Beach News-Journal	February 2022 Invoice	001-0538-538.4800	129.60
			Vendor Gannett Media Corp Total:		223.44
Vendor: Gertrude Bennett					
	02/09/2022	Gertrude Bennett	VLMCC Security Deposit Ref	001-2201000	125.00
			Vendor Gertrude Bennett Total:		125.00
Vendor: Hawkins Inc					
	02/11/2022	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	623.00
	02/18/2022	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	420.00
	02/18/2022	Hawkins Inc	WTP Chemicals	401-0533-533.5205	618.00
	02/04/2022	Hawkins Inc	WTP Chemicals	401-0533-533.5205	765.00
	02/04/2022	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	432.00
			Vendor Hawkins Inc Total:		2,858.00
Vendor: HD Supply Facilities Maintenance Ltd					
	02/11/2022	USABlueBook	Bird Spikes 50'	404-0535-535.5200	266.95
			Vendor HD Supply Facilities Maintenance Ltd Total:		266.95
Vendor: Heritage Landscape Supply Group, Inc.					
	12/28/2021	FIS Outdoor	Bayer Ranger Pro Liquid/Her	001-0572-572.5200	956.35
			Vendor Heritage Landscape Supply Group, Inc. Total:		956.35
Vendor: Heroes Uniforms and Scrubs					
	01/25/2022	Heroes Uniforms and Scrubs	First Defense .7% MK-3 Strea	001-0521-521.5220	359.76
			Vendor Heroes Uniforms and Scrubs Total:		359.76
Vendor: Insituform Technologies					
	02/11/2022	Insituform Technologies	CIPP Rehab Sanitary Sewer	001-2050000	-2,166.23
	02/11/2022	Insituform Technologies	CIPP Rehab Sanitary Sewer	404-0535-535.6300	43,324.50
			Vendor Insituform Technologies Total:		41,158.27
Vendor: Katrina Ellison					
	02/14/2022	Katrina Ellison	VLMCC Security Deposit Ref	001-2201000	150.00
			Vendor Katrina Ellison Total:		150.00
Vendor: Kehle Plumbing, Inc.					
	02/18/2022	Kehle Plumbing, Inc.	Repaired Backflow @ Versie	401-0533-533.4640	266.00
			Vendor Kehle Plumbing, Inc. Total:		266.00
Vendor: Liberty National Life Insurance					
	02/15/2022	Liberty National Life Insuranc	Liberty National - March 202	001-2185000	775.09
			Vendor Liberty National Life Insurance Total:		775.09
Vendor: Lowe's Companies, Inc					
	02/08/2022	Lowe's Home Centers, LLC	Skin Hybrid Gloves	001-0541-541.5200	46.25
			Vendor Lowe's Companies, Inc Total:		46.25

Expense Approval Register

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(None)	Post Date	Vendor DBA	Description (Item)	Account Number	Amount
Vendor: Lynch Oil Company					
	02/10/2022	Lynch Oil Company	Water Treatment Plant - RHS	401-0533-533.5210	838.53
	02/10/2022	Lynch Oil Company	Waste Water - RHS	404-0535-535.5210	798.16
			Vendor Lynch Oil Company Total:		1,636.69
Vendor: MATTHEW W. MORTIMER					
	02/15/2022		Aflac Refund	001-2021000	9.54
			Vendor MATTHEW W. MORTIMER	Total:	9.54
Vendor: Michael Leo Dove					
	02/16/2022	Flagler Inspections LLC	Building Inspections 1/27/22	001-0524-524.3401	610.00
			Vendor Michael Leo Dove Total:		610.00
Vendor: NextEra Energy Inc					
	02/01/2022	Florida Power & Light	37390-07957 January 2022	001-0541-541.4300	3,337.14
	02/01/2022	Florida Power & Light	37400-05982 January 2022	001-0541-541.4300	194.64
	02/02/2022	Florida Power & Light	47533-10046 January 2022	404-0535-535.4300	37.16
	02/03/2022	Florida Power & Light	09445-94365 January 2022	404-0535-535.4300	16.98
	02/03/2022	Florida Power & Light	23515-07823 January 2022	401-0533-533.4300	14.89
	02/04/2022	Florida Power & Light	66101-01831 January 2022	001-0572-572.4300	60.61
	02/04/2022	Florida Power & Light	01235-95431 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	01408-42220 January 2022	404-0535-535.4300	60.23
	02/04/2022	Florida Power & Light	05365-06116 January 2022	404-0535-535.4300	21.06
	02/04/2022	Florida Power & Light	08857-07703 January 2022	401-0533-533.4300	4,480.38
	02/04/2022	Florida Power & Light	14322-90094 January 2022	001-0572-572.4300	1,062.85
	02/04/2022	Florida Power & Light	19639-02331 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	24515-76322 January 2022	001-0572-572.4300	34.94
	02/04/2022	Florida Power & Light	25840-57588 January 2022	001-0541-541.4300	13.09
	02/04/2022	Florida Power & Light	26391-00821 January 2022	404-0535-535.4300	23.65
	02/04/2022	Florida Power & Light	28635-95142 January 2022	001-0572-572.4300	100.95
	02/04/2022	Florida Power & Light	29732-82177 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	34080-03816 January 2022	404-0535-535.4300	69.67
	02/04/2022	Florida Power & Light	38244-16469 January 2022	404-0535-535.4300	172.05
	02/04/2022	Florida Power & Light	39472-13538 January 2022	404-0535-535.4300	13.09
	02/04/2022	Florida Power & Light	48483-68421 January 2022	001-0519-519.4300	108.50
	02/04/2022	Florida Power & Light	56811-06810 January 2022	001-0541-541.4300	196.24
	02/04/2022	Florida Power & Light	56821-04848 January 2022	001-0541-541.4300	26.40
	02/04/2022	Florida Power & Light	56831-02874 January 2022	001-0541-541.4300	79.18
	02/04/2022	Florida Power & Light	59268-64496 January 2022	401-0533-533.4300	91.90
	02/04/2022	Florida Power & Light	60520-97182 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	66311-06884 January 2022	001-0541-541.4300	34.81
	02/04/2022	Florida Power & Light	67468-67586 January 2022	001-0541-541.4300	13.09
	02/04/2022	Florida Power & Light	68117-21478 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	76171-09884 January 2022	404-0535-535.4300	69.06
	02/04/2022	Florida Power & Light	79034-46115 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	82864-01883 January 2022	404-0535-535.4300	48.46
	02/04/2022	Florida Power & Light	93326-99348 January 2022	001-0521-521.4300	12.02
	02/04/2022	Florida Power & Light	95527-02467 January 2022	404-0535-535.4300	60.76
	02/04/2022	Florida Power & Light	99040-97517 January 2022	001-0519-519.4300	107.77
			Vendor NextEra Energy Inc	Total:	10,633.69
Vendor: O'Reilly Automotive Inc					
	02/08/2022	O'Reilly Auto Parts	Online Training	001-0549-549.5500	39.99
			Vendor O'Reilly Automotive Inc Total:		39.99
Vendor: Pace Analytical Services, LLC					
	02/18/2022	Pace Analytical Services, LLC	Water Testing 1/31/22, 2/3/	401-0533-533.3401	549.36
			Vendor Pace Analytical Services, LLC Total:		549.36
Vendor: Palm Coast Observer, LLC					
	02/17/2022	Palm Coast Observer, LLC	Ordinance 2022-04	001-0512-512.4800	260.00
			Vendor Palm Coast Observer, LLC Total:		260.00
Vendor: Patrick's Uniforms of Florida Inc					
	01/12/2022	Patrick's Uniforms of Florida	Navy Trs/Shirts/Undershirt/P	001-0521-521.5220	712.89

Expense Approval Register

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(None)	Post Date	Vendor DBA	Description (Item)	Account Number	Amount
	02/07/2022	Patrick's Uniforms of Florida	Navy Undershirt/Emblem	001-0521-521.5220	89.98
	02/07/2022	Patrick's Uniforms of Florida	604 E Moody Blvd Ste 6 Febr	001-0521-521.5220	368.11
	02/07/2022	Patrick's Uniforms of Florida	2 Tactical Pants	001-0521-521.5220	85.98
	02/07/2022	Patrick's Uniforms of Florida	Navy Trs/Shirts/Undershirt/P	001-0521-521.5220	201.95
Vendor Patrick's Uniforms of Florida Inc Total:					1,458.91
Vendor: Public Risk Insurance Advisors					
	02/08/2022	Brown & Brown	March 2022 Installment	001-1551000	66,846.00
Vendor Public Risk Insurance Advisors Total:					66,846.00
Vendor: Rayco Funding & Development, Inc					
	02/03/2022	Ormond Septic Systems	Dewatering Box Maintenanc	404-0535-535.3400	1,500.00
	02/09/2022	Ormond Septic Systems	Dewatering Box Maintenanc	404-0535-535.3400	1,500.00
Vendor Rayco Funding & Development, Inc Total:					3,000.00
Vendor: Rush Truck Centers of Florida Inc					
	02/10/2022	Rush Truck Centers of Florida	Seal Bulb	402-0534-534.4620	81.90
Vendor Rush Truck Centers of Florida Inc Total:					81.90
Vendor: Staples Inc					
	02/01/2022	Dex Imaging, LLC	DX54548-01 Overage Chrg 1	001-0541-541.3400	24.40
	02/01/2022	Dex Imaging, LLC	DX54548-01 Base Rate Chrg	001-0541-541.3400	14.17
	02/01/2022	Dex Imaging, LLC	DX54548-01 Overage Chrg 1	401-0533-533.3401	24.41
	02/01/2022	Dex Imaging, LLC	DX54548-01 Base Rate Chrg	401-0533-533.3401	14.17
	02/01/2022	Dex Imaging, LLC	DX54548-01 Base Rate Chrg	404-0535-535.3400	14.16
	02/01/2022	Dex Imaging, LLC	DX54548-01 Overage Chrg 1	404-0535-535.3400	24.41
	02/13/2022	Dex Imaging, LLC	PC3076-PC-01 Overage Chrg	001-0513-513.3400	0.23
	02/13/2022	Dex Imaging, LLC	PC3076-PC-01 Base Rate 2/1	001-0513-513.3400	61.36
Vendor Staples Inc Total:					177.31
Vendor: Sun Country Termite & Pest Control					
	01/10/2022	Sun Country Termite & Pest	EJ Park 1/10/22	001-0572-572.3400	75.00
	01/10/2022	Sun Country Termite & Pest	Carver Football Field 1/10/2	001-0572-572.3400	75.00
	01/10/2022	Sun Country Termite & Pest	Heritage Park 1/10/22	001-0572-572.3400	25.00
	01/11/2022	Sun Country Termite & Pest	Coquina Bldg 1/11/22	001-0572-572.3400	37.00
	01/11/2022	Sun Country Termite & Pest	JB King 1/11/22	001-0572-572.3400	40.00
	01/11/2022	Sun Country Termite & Pest	Jackson Park 1/11/22	001-0572-572.3400	30.00
	02/07/2022	Sun Country Termite & Pest	604 E Moody Blvd Ste 6 2/7/	001-0519-519.3401	25.00
	02/07/2022	Sun Country Termite & Pest	604 E Moody Blvd Ste 4 2/7/	001-0519-519.3401	25.00
	02/07/2022	Sun Country Termite & Pest	Coquina Bldg 2/7/22	001-0572-572.3400	37.00
	02/07/2022	Sun Country Termite & Pest	JB King 2/7/22	001-0572-572.3400	40.00
	02/07/2022	Sun Country Termite & Pest	EJ Park 2/7/22	001-0572-572.3400	75.00
	02/07/2022	Sun Country Termite & Pest	Carver Football Field 2/7/22	001-0572-572.3400	75.00
	02/07/2022	Sun Country Termite & Pest	Heritage Park 2/7/22	001-0572-572.3400	25.00
	02/07/2022	Sun Country Termite & Pest	Jackson Park 2/7/22	001-0572-572.3400	30.00
Vendor Sun Country Termite & Pest Control Total:					614.00
Vendor: Trailco Group, Inc					
	02/14/2022	Trailco Group, Inc	Ste 4 March 2022 Rent/Trash	001-0519-519.4400	840.00
	02/14/2022	Trailco Group, Inc	Ste 6 March 2022 Rent/Trash	001-0519-519.4400	840.00
Vendor Trailco Group, Inc Total:					1,680.00
Vendor: Tyler Technologies					
	01/31/2022	Tyler Technologies	Tyler Contene Management	001-0516-516.5230	130.00
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0512-512.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0513-513.5230	19,430.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0516-516.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0521-521.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0524-524.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0538-538.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0541-541.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0549-549.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	001-0572-572.5230	984.92
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	401-0533-533.5230	6,412.42
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	402-0534-534.5230	5,721.88

Expense Approval Register

Packet: APPKT07484 - 02.28.2022 Warrant

(None)	Post Date	Vendor DBA	Description (Item)	Account Number	Amount
	02/01/2022	Tyler Technologies	Incode Annual SaaS Fees - Ye	404-0535-535.5230	6,412.42
				Vendor Tyler Technologies	Total: 45,987.00
Vendor: UniFirst Corporation					
	02/16/2022	UniFirst Corporation	Uniform Rental	404-0535-535.5220	16.99
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0541-541.5220	27.70
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0549-549.5220	11.18
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0572-572.5200	16.09
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0572-572.5220	22.30
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	401-0533-533.5220	12.85
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	402-0534-534.5220	17.15
	02/16/2022	UniFirst Corporation	Uniform Rental/Mops & Mat	404-0535-535.5220	10.57
	02/02/2022	UniFirst Corporation	Uniform Rental	404-0535-535.5220	16.99
	02/09/2022	UniFirst Corporation	Uniform Rental	404-0535-535.5220	16.99
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0541-541.5220	27.70
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0549-549.5220	11.18
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0572-572.5200	16.09
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0572-572.5220	22.30
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	401-0533-533.5220	12.85
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	402-0534-534.5220	17.15
	02/09/2022	UniFirst Corporation	Uniform Rentals/Mops & Ma	404-0535-535.5220	10.57
				Vendor UniFirst Corporation Total:	286.65
Vendor: Verizon Connect Telo Inc.					
	02/01/2022	Verizon Connect Telo Inc.	Gov't Fleet/Camera Subscrip	001-0541-541.4100	76.40
	02/01/2022	Verizon Connect Telo Inc.	Gov't Fleet/Camera Subscrip	001-0572-572.4100	57.30
	02/01/2022	Verizon Connect Telo Inc.	Gov't Fleet/Camera Subscrip	401-0533-533.4100	76.40
	02/01/2022	Verizon Connect Telo Inc.	Gov't Fleet/Camera Subscrip	402-0534-534.4100	152.40
	02/01/2022	Verizon Connect Telo Inc.	Gov't Fleet/Camera Subscrip	404-0535-535.4100	76.40
				Vendor Verizon Connect Telo Inc. Total:	438.90
Vendor: Verizon Wireless					
	01/20/2022	Verizon Wireless	Replacement Cell Phone (Sco	402-0534-534.4100	49.99
	02/02/2022	Verizon Wireless	iPhone Case	402-0534-534.4100	44.99
				Vendor Verizon Wireless Total:	94.98
Vendor: WB Mason					
	02/04/2022	WB Mason	Calendar/Toner/Highlighters	401-0533-533.5102	534.71
	02/04/2022	WB Mason	Flash Drives	001-0541-541.5100	11.33
	02/04/2022	WB Mason	Flash Drives	401-0533-533.5102	11.33
	02/04/2022	WB Mason	Flash Drives	404-0535-535.5100	11.33
				Vendor WB Mason Total:	568.70
				Grand Total:	240,155.00

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	151,279.03
401 - WATER	16,062.81
402 - SOLID WASTE	14,500.27
404 - SEWER	58,312.89
Grand Total:	240,155.00

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.4100	Communications Expens	52.97
001-0512-512.4100	Communications Expens	162.91
001-0512-512.4800	Advertising	353.84
001-0512-512.5230	Software	984.92
001-0513-513.3400	Other Contract Services	61.59
001-0513-513.4100	Communications Expens	234.12
001-0513-513.5230	Software	19,430.92
001-0516-516.4100	Communications Expens	21.48
001-0516-516.5230	Software	1,114.92
001-0519-519.3401	Other Contractual Servic	50.00
001-0519-519.4100	Communications Expens	84.98
001-0519-519.4300	Utilities	216.27
001-0519-519.4400	Rental/Lease	1,680.00
001-0521-521.3400	Other Contract Services	300.00
001-0521-521.4100	Communications Expens	181.88
001-0521-521.4300	Utility - Public Services	84.14
001-0521-521.5220	Uniforms Exp	1,818.67
001-0521-521.5230	Software	984.92
001-0524-524.3401	Bldg / Fire Inspection Ex	610.00
001-0524-524.4100	Communications Expens	107.43
001-0524-524.5230	Software	984.92
001-0538-538.4800	Advertising/Promo Expe	129.60
001-0538-538.5230	Software	984.92
001-0538-538.6300	Improvements - Other T	3,868.50
001-0541-541.3400	Other Contract Services	38.57
001-0541-541.4100	Communications Expens	121.11
001-0541-541.4300	Utility - Public Services	3,894.59
001-0541-541.4640	Equipment Repair & Mai	933.39
001-0541-541.5100	Office Supplies Expenses	11.33
001-0541-541.5200	Operating Supplies	134.27
001-0541-541.5220	Uniforms Exp	55.40
001-0541-541.5230	Software	984.92
001-0541-541.5265	Tools	125.98
001-0549-549.5220	Uniforms	22.36
001-0549-549.5230	Software	984.92
001-0549-549.5500	Training	39.99
001-0562-562.3402	Humane Society Contrac	2,052.00
001-0572-572.3400	Other Contract Services	564.00
001-0572-572.4100	Communications Expens	57.30
001-0572-572.4300	Utility - Public Services	1,259.35
001-0572-572.4610	Repair / Maint - Bldgs	4,285.71
001-0572-572.4640	Repair/Maint - Equipme	11.49
001-0572-572.5200	Operating Supplies	1,901.53
001-0572-572.5220	Uniforms Exp	44.60
001-0572-572.5230	Software	984.92
001-0572-572.6300	Improvements - Other T	750.00
001-1551000	Prepaid Expenses - Gen	66,846.00
001-2021000	Accts Paybl - Gen	9.54
001-2050000	Retainage Payable	-2,166.23
001-2184000	Med/Health Employee Li	28,967.58
001-2184500	Retiree Medical	1,985.93

Account Summary

Account Number	Account Name	Expense Amount
001-2185000	125 Plans Employee Pay	1,530.07
001-2201000	Deposits Paybl - CtyHall/	275.00
001-3221000	Bldg Permit Fees Rev - C	69.51
401-0533-533.3401	Other Contract Services	587.94
401-0533-533.4100	Communications Expens	156.74
401-0533-533.4300	Utility - Public Services	4,587.17
401-0533-533.4640	Repair / Maint - Equipm	315.99
401-0533-533.5102	Office Supplies - Water	546.04
401-0533-533.5205	Operating Supplies Exp -	2,592.28
401-0533-533.5210	Fuel	838.53
401-0533-533.5220	Uniforms Exp	25.70
401-0533-533.5230	Software	6,412.42
402-0534-534.3400	Other Contract Services	7,963.64
402-0534-534.4100	Communications - Solid	247.38
402-0534-534.4620	Repair/Maint Vehicles -	523.20
402-0534-534.5200	Operating Supplies	9.87
402-0534-534.5220	Uniforms - Solid Waste	34.30
402-0534-534.5230	Software	5,721.88
404-0535-535.3400	Other Contractual Servic	3,038.57
404-0535-535.4100	Communications	155.96
404-0535-535.4300	Utilities	592.17
404-0535-535.4640	Repairs & Maint. - Equip	970.37
404-0535-535.5100	Office Supplies	11.33
404-0535-535.5200	Operating Supplies	2,937.30
404-0535-535.5210	Fuel	798.16
404-0535-535.5220	Uniforms	72.11
404-0535-535.5230	Software	6,412.42
404-0535-535.6300	Improvements Other Th	43,324.50
	Grand Total:	240,155.00

Project Account Summary

Project Account Key	Expense Amount
None	192,962.00
2022 REDI Grant	43,324.50
CDBG-Hymon COB	3,868.50
	Grand Total:
	240,155.00



City of Bunnell, Florida

ATTACHMENTS:

Description
Proposed Minutes

Type
Minutes

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR
CITY MANAGER



COMMISSIONERS:

TONYA GORDON

BOB BARNES

TINA-MARIE SCHULTZ

BUNNELL CITY COMMISSION MINUTES

Monday, February 14, 2022

7:00 PM

1769 East Moody Boulevard (GSB)

Chambers Room

Bunnell, FL 32110

A. Call Meeting to Order and Pledge Allegiance to the Flag

Mayor Robinson called the meeting to order at 7:02 PM and led the Pledge to the Flag.

Roll Call (Present): Mayor Catherine D. Robinson; Vice Mayor John Rogers; Commissioner Tonya Gordon; Commissioner Tina-Marie Schultz; Commissioner Bob Barnes; City Attorney John Cary; City Manager Alvin Jackson, Jr.; Finance Director Shanea Stankiewicz; City Clerk Kristen Bates; Deputy City Clerk Bridgitte Gunnells

Invocation for our Military Troops and National Leaders

Pastor Daisy Henry led the Invocation.

Introductions, Commendations, Proclamations, and Presentations:

B.1. Proclamation: Teen Dating Violence Awareness Month

Mayor Robinson read the proclamation into the record. Emily Pitcole S.V. Coordinator at Family Life Center (FLC) accepted the proclamation and thanked the Board for taking the time to acknowledge and bring awareness to teen dating violence. Chief Kim Burroughs Division Chief at FCSO and Taylor Scalf, Youth Advocate at FLC, were also in attendance to accept the proclamation.

B.2. Presentation: Fiber Cable Options, MetroNet

City Manager Jackson introduced Eddie Massengale Director of Business Development with MetroNet. Mr. Massengale presented the plans from MetroNet to bring fiber-optic internet to Bunnell.

B.3. Presentation: Bunnell Police Department Strategic Plan, Interim Chief of Police Snead

Interim Chief Snead presented the plan to the Board. He went over upcoming changes that have been occurring in the Police Department. This is the first strategic plan the Bunnell Police Department has ever had is important for transparency to the community. As a part of the changes to the Police Department, a survey will be released for citizens to complete, and a Citizens Input committee will be formed. He reported there soon will be a community survey on the website. Interim Chief Snead responded to questions and stated this plan help put the Bunnell Police Department on the correct path for moving forward. The entire Commissioner thanked Interim Chief Snead for all that he has done for the Police Department.

C. Consent Agenda:

C.1. Approval of Warrant

a. February 14, 2022 Warrant

C.2. Approval of Minutes

a. January 24, 2022 City Commission Meeting Minutes

b. January 28, 2022 City Commission Workshop Minutes- Commission Advance

Motion: Approve the Consent Agenda

Motion by: Vice Mayor Rogers

Second by: Commissioner Schultz

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

D. Public Comments:

Comments regarding items not on the agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

Mary Bletcher (Cherry St.)- asked Code Enforcement investigate several homes and businesses for excessive trash and junk cars.

Pastor Daisy Henry (Drain St.)- reported on the annual fundraiser for the Carver Gym, Motown Madness. They have not been able to have an in-person event for two years and are still trying to figure out if that will be able to occur for this year.

E. Ordinances: (Legislative):

E.1. Ordinance 2021-44 Proposing an Amendment to the Bunnell City Charter Providing for Residency Districts for the Election of City Commissioners. – Second Reading

City Attorney Cary read the short title into the record and answer questions from the Board.

Motion: Approve Ordinance 2021-44 Proposing an Amendment to the Bunnell City Charter Providing for Residency Districts for the Election of City Commissioners to be placed on the November ballot. – Second Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Gordon

Board Discussion: Commissioner Schultz stated the City's Charter is the most important legal document of any City and changes to the City Charter is a serious undertaking. She stated several citizens spoke against this change in the last two commission meetings and no one spoke in favor of the change. In comparison to cities the size of Bunnell her research found none using district voting. Commissioner Barnes questioned the urgency of this change. He also expressed his concerns about how districts would be drawn and the costs. He noted this item was not a priority at the recent Commission Advance meeting. He strongly feels this item should be brought back before the Charter Review Committee. Mayor Robinson asked when the Charter Review Committee would be meeting. City Clerk Bates responded that it would be formed this calendar year for any Charter Amendments to be placed on the 2023 Municipal ballot.

Public Discussion: None

Motion: Table Ordinance 2021-44 Proposing an Amendment to the Bunnell City Charter Providing for Residency Districts for the Election of City Commissioners to be placed on the November ballot. – Second Reading

Motion by: Commissioner Gordon

Second by: Commissioner Barnes

Vote: Motion passed

E.2. Ordinance 2022-02 Requesting to change the official zoning map for 552.5± acres of land, owned by Middle Haw Creek Land, LLC, Bearing the Parcel IDs: 19-13-30-1650-01060-0030, 18-13-30-0000-01020-0000, and 07-13-30-0000-03010-0030 from Flagler County, AC- Agriculture to City of Bunnell, AG&S, Agricultural & Silviculture and C-1, Conservation Districts. - Second Reading

City Attorney Cary read the short title into the record.

Note: The presentation shown during the meeting reversed slide order for item E2 and E3. Item E2 was reheard to ensure that all motions and materials reviewed were for the corresponding and appropriate agenda items.

Motion: Rehear Ordinance 2022-02 Requesting to change the official zoning map for 552.5± acres of land, owned by Middle Haw Creek Land, LLC, Bearing the Parcel IDs: 19-13-30-1650-01060-0030, 18-13-30-0000-01020-0000, and 07-13-30-0000-03010-0030 from Flagler County, AC- Agriculture to City of Bunnell, AG&S, Agricultural & Silviculture and C-1, Conservation Districts. - Second Reading

Motion by: Commissioner Barnes

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

Motion: Adopt Ordinance 2022-02 Requesting to change the official zoning map for 552.5± acres of land, owned by Middle Haw Creek Land, LLC, Bearing the Parcel IDs: 19-13-30-1650-01060-0030, 18-13-30-0000-01020-0000, and 07-13-30-0000-03010-0030 from Flagler County, AC- Agriculture to City of Bunnell, AG&S, Agricultural & Silviculture and C-1, Conservation Districts. - Second Reading

Motion by: Commissioner Barnes

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.3. Ordinance 2022-03 Requesting to change the official zoning map for 200± acres of land, owned by Deen Properties, LLC, Bearing the Parcel IDs: 11-12-29-0000-01031-0000 & 11-12-29-0000-04040-0000 from Flagler County, AC- Agricultural to City of Bunnell, AG&S, Agriculture & Silviculture and C-1, Conservation Districts. - Second Reading

City Attorney Cary read the short title into the record. It was reported there was a change in the owners of the property since the agenda was published. The new owners were GCC Florida Properties LLC. If adopted, the ordinance would be corrected as needed to reflect the recent change in ownership.

Motion: Adopt Ordinance 2022-03 Requesting to change the official zoning map for 200± acres of land, owned by GCC Florida Properties LLC, Bearing the Parcel IDs: 11-12-29-0000-01031-0000 & 11-12-29-0000-04040-0000 from Flagler County, AC- Agricultural to City of Bunnell, AG&S, Agriculture & Silviculture and C-1, Conservation Districts. - Second Reading

Motion by: Commissioner Gordon

Second by: Commissioner Barnes

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.4. Ordinance 2022-04 Amending Section 2-87 of the Land Development Code Expanding Notice Requirements- First Reading

City Attorney Cary read the short title into the record. He explained this is the ordinance to give public notice by posting properties and sending letters for zoning change requests.

Motion: Approve Ordinance 2022-04 Amending Section 2-87 of the Land Development Code Expanding Notice Requirements to be Implemented with an effective date of April 1, 2022 - First Reading

Motion by: Commissioner Schultz

Second by: Commissioner Barnes

Board Discussion: Mayor Robinson asked the City Manager to explain the process for this new notification process. City Manager Jackson explained about mailed notifications to citizens in set radius from the property and signs being placed on the properties to inform citizens of upcoming hearings. Commissioners Barnes stated this amendment came to light after citizen complaints of not being notified on one issue. He encouraged the public to attend Commission meetings.

Public Discussion: None

Vote: Motion carried unanimously

E.5. Ordinance 2022-05 Requesting to change the Future Land Use Map in the Comprehensive Plan for 1.1± acres of land, owned by Anna Marie Tindall, Bearing the Parcel ID: 21-13-31-0650-000A0-0910 from Flagler County, Residential Low Density/Rural Estate to City of Bunnell, Agricultural. - First Reading

City Attorney Cary read the short title into the record.

Motion: Approve Ordinance 2022-05 Requesting to change the Future Land Use Map in the Comprehensive Plan for 1.1± acres of land, owned by Anna Marie Tindall, Bearing the Parcel ID: 21-13-31-0650-000A0-0910 from Flagler County, Residential Low Density/Rural Estate to City of Bunnell, Agricultural. - First Reading

Motion by: Commissioner Barnes

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.6. Ordinance 2022-06 Requesting to change the official zoning map for 1.1± acres of land, owned by Anna Marie Tindall, Bearing the Parcel ID: 21 13-31-0650-000A0- 0910 from the Flagler County “MH-1, Rural Mobile Home” district to the City of Bunnell “AG, Agricultural District.” - First Reading

City Attorney Cary read the short title into the record.

Motion: Approve Ordinance 2022-06 Requesting to change the official zoning map for 1.1± acres of land, owned by Anna Marie Tindall, Bearing the Parcel ID: 21 13-31-0650-000A0- 0910 from the Flagler County “MH-1, Rural Mobile Home” district to the City of Bunnell “AG, Agricultural District.” - First Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.7. Ordinance 2022-07 Requesting to change the Future Land Use Map in the Comprehensive Plan for 0.34± acres of land, owned by Village Maisonettes LLC and Carl & Francine Lilavois, Bearing the Parcel IDs: 10-12-30-0850-02710-0090 & 10-12-30-0850-02710-0091 from Single Family Medium Density to Multi-Family. - First Reading

City Attorney Cary read the short title into the record.

Motion: Approve Ordinance 2022-07 Requesting to change the Future Land Use Map in the Comprehensive Plan for 0.34± acres of land, owned by Village Maisonettes LLC and Carl & Francine Lilavois, Bearing the Parcel IDs: 10-12-30-0850-02710-0090 & 10-12-30-0850-02710-0091 from Single Family Medium Density to Multi-Family. - First Reading

Motion by: Commissioner Gordon

Second by: Commissioner Barnes

Board Discussion: Commissioner Schultz asked for clarification of the property on the map. City Planner Karet pointed out the parcel on the map.

Public Discussion: None

Vote: Motion carried unanimously

E.8. Ordinance 2022-08 Requesting to change the official zoning map for 0.34± acres of land, owned by Village Maisonettes LLC and Carl & Francine Lilavois, Bearing the Parcel IDs: 10-12-30-0850-02710-0090 & 10-12-30-0850-02710-0091 from “R-2, Multi-Family Residential” District to the “R-3B, Multi-Family Residential” District. - First Reading

City Attorney Cary read the short title into the record.

Motion: Approve Ordinance 2022-08 Requesting to change the official zoning map for 0.34± acres of land, owned by Village Maisonettes LLC and Carl & Francine Lilavois, Bearing the Parcel IDs: 10-12-30-0850-02710-0090 & 10-12-30-0850-02710-0091 from R-2, Multi-Family Residential District to the R-3B, Multi-Family Residential District. - First Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Gordon

Board Discussion: Mayor Robinson asked what the difference would be from R-2 to R-3B. City Planner Karet replied the proposed designation will allow one more unit to be built on the property.

Public Discussion: None

Vote: Motion carried unanimously

E.9. Ordinance 2022-09 Requesting the Voluntary Contraction of the City's Boundary for a 2.2± acre property located north of State Highway 100. - First Reading

City Attorney Cary read the short title into the record. He explained this is a deannexation or contraction in which the property owner would like to go back into the jurisdiction of the County and no longer be part of the City of Bunnell.

Motion: Approve Ordinance 2022-09 Requesting the Voluntary Contraction of the City's Boundary for a 2.2± acre property located north of State Highway 100. - First Reading

Motion by: Commissioner Gordon

Second by: Commissioner Barnes

Board Discussion: Vice Mayor Rogers asked if the property owner was present at the meeting. With no property owner present he asked why they wanted to go back to the County. Commissioner Gordon responded the owner purchased the property about a year ago and was the only property in the area that is getting City Solid service. Commissioner Schultz asked if deannexation took place how it would benefit the City. City Attorney Cary responded it was a small parcel and would not provide a benefit to the City. Commissioner Schultz then asked if they could annex back into the City if they changed their mind in the future.

Public Discussion: None

Vote: Motion carried 4 to 1

Yea: Mayor Robinson; Commissioner Gordon; Commissioner Schultz; Commissioner Barnes

Nay: Vice Mayor Rogers

F. Resolutions: (Legislative):

F.1. Resolution 2022-02 Amending the FY 2021/2022 Budget

Finance Director Stankiewicz presented the item to the Board explaining the City received Insurance Proceeds for the December 2021 vandalism incident at J.B. King Park.

Motion: Adopt Resolution 2022-02 Amending the FY 2021/2022 Budget

Motion by: Vice Mayor Rogers

Second by: Commissioner Schultz

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

G. Old Business: None

H. New Business: None

I. Reports:

- **City Clerk** – None
- **City Attorney** – None
- **City Manager** – Apologized for the mix up in the ordinances. He stated there will be several zoning ordinances coming before the Commission and staff does a great job getting all the moving parts needed for these items to proceed to fall into place. He thanked Interim Chief Snead for coming in and providing leadership for the Police Department. He reported a letter regarding Infrastructure Director Dustin Vost and Darrell Jones for their professionalism and attention to detail was received from Mr. James Brown. He advised the Board at the next meeting on the 28th, staff would like to schedule a workshop at 6:30 PM to discuss the employee pay issue brought up at the Commission Advance. He reported a contract has been provided to the potential buyer of the 201 W Moody property. City Clerk Bates reported on the timeline for the moving of Municipal Park. Lastly, the City Manager reported on the negotiation with the City's Health Insurance provider; the item will be presented at a future meeting.
- **Mayor and City Commissioners**
 - **Commissioner Gordon** – Thanked Chief Snead for everything and the tremendous help he has been to the department. She reported she had some calls from citizens concerned with the change in voting venue and their safety at the Carver Gym.

City Clerk responded that with the Coquina City Hall being closed to the public at this time, an alternate location that met certain requirements had to be located. The Carver Gym was the only possible location in the City limits that could handle holding the elections in.
 - **Commissioner Barnes** – Thanked Chief Snead for a tremendous job and making a foundation for the Police Department to build on. He mentioned speaking with an employee from the Solid Waste being approached by another business and could have an increase in pay for driving just a short distance away. He stated this was a concern that needs to be addressed in order for the City to keep employees. He suggested looking into other options for future voting sites.
 - **Vice Mayor Rogers** – Thanked Chief Snead for all he has done for the City and the Police Department.
 - **Commissioner Schultz** – Stated Chief Snead had done an awesome job and she appreciates all that has been done. She reported she had been contacted by citizens concerned about voting at the Carver Gym as well

and she suggested the option to vote by mail. She thanked the public for attending the Commission meetings to express their concerns.

- **Mayor Robinson** – Stated she believes the new chief of police will be as responsive as Interim Chief Snead. She thanked him for all the hours he has given the City. She thanked Chief Snead and his wife for his time away from his family and the confidence and support the City has received.

J. Call for Adjournment.

Motion: Adjourn

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Gordon

Vote: Motion carried unanimously

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk

Date

Date

*****The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule*****



City of Bunnell, Florida

Agenda Item No. C.3.

Document Date: 1/31/2022 Amount: \$36,010.08
Department: City Manager Account #:
Subject: Request Approval of the Business Incentive Program Agreement for VRE Hold Co.
Agenda Section: Consent Agenda:
Goal/Priority: Increase Economic Base

ATTACHMENTS:

Description	Type
VRE HoldCo Inc	Contract

Summary/Highlights:

The City of Bunnell adopted Resolution 2019-23, consistent with Section 166.021(8), Florida Statutes to implement a City of Bunnell Business Incentive Program, for the purpose of providing economic development grants for private enterprises which meet the criteria established under the Resolution.

Background:

VRE Holding Company, Inc has submitted an application requesting a Business Incentive Grant for Speculative Buildings. The applicant will build a 15,000 SqFt Spec Building for Office/Retail space, the estimated capital investment is \$1,615,526.30 The applicant scored 8 points under the New Industry Category. This category is eligible 75% of four years incentive.

On January 24th The City Commission approved the Business Incentive Application for VRE Holding Company, Inc in the amount : \$36,010.08. This is the development agreement.

Staff Recommendation:

Approve the Development Agreement with VRE Holding Company, Inc.

City Attorney Review:

Commission discretion.

Finance Department Review/Recommendation:

Approve

City Manager Review/Recommendation:

Approved.

**ECONOMIC DEVELOPMENT GRANT AGREEMENT
(VRE HoldCo, Inc)**

This **ECONOMIC DEVELOPMENT GRANT AGREEMENT** (“Agreement”) is entered into between the **CITY OF BUNNELL, FLORIDA**, a Florida municipal corporation, located at 201 W. Moody Blvd., Bunnell, FL 32110, and **VRE HoldCo, Inc.**, whose primary place of business is Bunnell, Florida (“Grant Recipient”).

RECITALS

WHEREAS, Section 166.021(8), Florida Statutes declares that a public purpose is served when a municipality spends public funds toward the achievement of economic development, including making grants to private enterprises for the expansion of businesses existing in the community or the attraction of a new business to the community; and

WHEREAS, Section 166.021(8), Florida Statutes, expressly notes that Section 166.021(8) (b) expressly states that it "shall be liberally construed in order to effectively carry out the purposes of this subsection;" and

WHEREAS, consistent with Section 166.021(8), Florida Statutes, the City of Bunnell City Commission, pursuant to Resolution 2019-23, adopted and implemented a City of Bunnell Business Incentive Program, for the purpose of providing economic development grants for private enterprises which meet the criteria established under the Resolution; and

WHEREAS, Grant Recipient will be constructing a Speculative building with approximately 15,000 Sq Ft square feet on property located at 3351 N. State Street (PID-3411300115000000A0) within the City of Bunnell city limits; and

WHEREAS, Grant Recipient anticipates its proposed project will create 0 new jobs at an average wage of \$0; and

WHEREAS, Grant Recipient is a new business and submitted an application, which received a favorable recommendation for award of an Economic Development Grant by the City of Bunnell City Commission on January 24, 2022; and

WHEREAS, in accordance with Resolution 2019-23, the City of Bunnell City Commission approved an economic incentive up to 75% of the City of Bunnell’s portion of Ad Valorem taxes and 0% of net new tangible personal property taxes for a period of 4 years to begin on March 1, 2022.

NOW THEREFORE, the parties in consideration of the terms set forth below, agree as follows:

SECTION 1. Effect of Recitals.

The Recitals expressed above are incorporated by reference into the body of this Agreement as a substantive part hereof, and such Recitals shall be adopted as findings of fact.

SECTION 2. Project Details.

The Project shall be restricted to the specific details contained in Grant Recipient's Application for Economic Development Grant, a copy of which is attached to this Agreement as Exhibit A, and a New Job Phasing Schedule through 2024, a copy of which is attached to this Agreement as Exhibit B, which is Incorporated into this Agreement by reference.

SECTION 3. Duration.

This Agreement shall be effective from the 1st day of March 2022 until the 30th day of March 2029 or until the City submits the final payment of the City Economic Development Grant to Grant Recipient, whichever occurs first.

SECTION 4. Definitions.

Unless stated otherwise in this Agreement, all terms that are defined in Resolution 2019-23 shall have the same meaning as is set forth therein.

SECTION 5. Total Number of New Full-Time Equivalent Jobs.

Grant Recipient represents that it will initially provide 0 new full-time equivalent jobs in the City of Bunnell in 2020, 0 new jobs. Grant Recipient's representation of the number of new full-time equivalent jobs that will be created by the project was a factor relied upon by the City with respect to entering into this Agreement. Therefore, once Grant Recipient fulfills its full-time equivalent jobs requirement as set forth above, it shall be required to maintain at least that many full-time equivalent jobs in the City to maintain its eligibility to receive Economic Development Grant funds pursuant to this agreement. Grant Recipient shall file with the City of Bunnell Community Development Director each quarterly IRS Form 941 during the term of this Agreement at the same time such reporting is required by Federal Law.

SECTION 6. Average Wage of Full-Time Equivalent Jobs.

Grant Recipient further represents that it will provide wages at an average of at least \$0 in the aggregate for the new full-time equivalent jobs in City of Bunnell as a result of its upcoming project.

Grant Recipient's representation of the average wage of the new full-time equivalent jobs was a factor relied upon by the City with respect to entering into this Agreement. Therefore, once Grant Recipient fulfills its full-time equivalent jobs requirement as set forth in Section 5 of this Agreement, the average wage of the new full-time equivalent jobs in the City shall be considered a condition associated with Grant Recipient's eligibility to receive City of Bunnell Economic Development Grant funds.

SECTION 7. Payment of Fees and Taxes Prior to Claim Submission.

Prior to any submission of claim by Grant Recipient to the City for an Economic Development Grant payment, Grant Recipient shall pay to the City a total amount equal to the general City portion of ad valorem taxes. It is expressly understood by the Parties that Grant Recipient shall pay the total amount of City ad valorem taxes as shown on Grant Recipient's tax bill prior to Grant Recipient applying for, or receiving, any City of Bunnell Economic Development Grant payment in any eligible Fiscal Year.

SECTION 8. Authority of the Board to Review Records.

The City reserves the right upon reasonable notice of seven (7) days, to review and copy all applicable financial and personnel records of Grant Recipient's relating to the capital investment and new full-time equivalent jobs contemplated and then maintained under this Agreement in order to determine the degree of Grant Recipient's compliance with this Agreement, as well as Grant Recipient's compliance with the applicable provisions of Resolution 2019-23, as may be amended from time to time.

The City shall maintain such financial and personnel records, data, information, correspondence, and documents as confidential to the full extent permitted under Chapter 119, Florida Statutes consistent with the request of Grant Recipient for such purpose.

SECTION 9. Timely Filed Claims: Consequences for Failure to File Timely Claims.

All Economic Development Grant payments shall be made pursuant to the requirements set forth in the City of Bunnell Business Incentive Resolution, as may be amended from time to time. For each fiscal year in which Grant Recipient is eligible for an Economic Development Grant payment, Grant Recipient shall submit a claim to the City for such payment prior to the end of the fiscal year. Any claim made pursuant to this Agreement shall comply with the requirements set forth in Resolution 2019-23.

If Grant Recipient fails to timely submit a claim to the City for an Economic Development Grant payment during any eligible fiscal year, then Grant Recipient shall waive its right to such payment for that particular fiscal year. Any such waiver shall not affect Grant Recipient's right to seek Economic Development Grant payments in any other fiscal year.

Upon written request by, Grant Recipient, the City Commission may consider and approve an untimely claim for an Economic Development Grant payment. Such relief shall be granted no more than once during the term of this Agreement. Nothing in this section shall create any obligation on the part of the City Commission to approve an untimely claim for an Economic Development Grant payment.

SECTION 10. Conditions of Compliance; Consequence for Failure to Comply.

In order to remain eligible for City Economic Development Grant payments, Grant Recipient must abide by and comply with the provisions set forth in this agreement, any incorporated attachments or exhibits, any amendment to this agreement and any applicable provisions of Resolution 2019-23. Grant Recipient shall complete construction of the project and occupy the premises by October 30, 2024.

Should the Board determine that Grant Recipient has failed to comply with the conditions set forth in Sections 5, 6, 8 or 10 of this agreement, the City Commission shall notify Grant Recipient of such non-compliance no later than 30 days after the City Commission makes such a determination. Grant Recipient shall have 30 days from the date of the City Commission's notification in which to submit to the City a written report that either sufficiently documents Grant Recipient's compliance with the conditions set forth in the City's notification or sufficiently sets forth all corrective action to be taken by Grant Recipient in order to come into compliance with the conditions set forth in Sections 5, 6, 8 or 10 above.

If Grant Recipient fails to sufficiently establish its compliance with the conditions set forth above within 30 days after notification of non-compliance or fails to provide a plan to cure approved by the City Commission within such time, then the City may terminate this Agreement without further notice to Grant Recipient, and the parties shall be released from any further obligations under this Agreement.

Section 11. Acknowledgment of Compliance as a Condition Precedent to Payment and Consequences for Failure to Comply.

By executing this Agreement, Grant Recipient represents that it has obtained all licenses and other authorizations to do business in the State of Florida and in the City of Bunnell. Grant Recipient acknowledges that obtaining such licenses and authorizations is a condition precedent to receiving any Economic Development Grant Payment. Failure to maintain such licenses and authorizations shall result in Grant Recipient losing its eligibility to receive future Economic Development Grant Payments for the duration of the non-compliance.

By executing this Agreement, Grant Recipient: acknowledges that compliance with all terms of this agreement shall be a condition precedent to Grant Recipient receiving any Economic Development Grant payment. Failure to comply with the terms of this Agreement shall result in Grant Recipient losing its eligibility to receive future Economic Development Grant Payments for the duration of the non-compliance.

SECTION 12. Notice Regarding Grant Payments

Grant Recipient acknowledges that the City's payment of grant funds pursuant to this Agreement is contingent upon the appropriation of sufficient funds for that purpose by the City Commission. Nothing in this Agreement shall create any obligation on the part of the City Commission to appropriate funds for Economic Development Grants during any given fiscal year.

If Economic Development Grant funds are unavailable in a particular fiscal year, Grant Recipient shall not receive additional grant payments in a succeeding fiscal year in order to make up for such unavailability unless the City Commission authorizes such payment by resolution. If the City Commission authorizes additional payments pursuant to this section, the City and Grant Recipient shall execute an amendment to this Agreement, which shall incorporate the Resolution authorizing the additional payments.

SECTION 13. Total Amount of City Economic Development Grant; Re-Calculation of Total Amount Permitted.

Grant Recipient shall be eligible to receive grant payments under this Agreement in the following fiscal years:

- | | |
|----------|----------|
| (1) 2023 | (5) 2027 |
| (2) 2024 | (6) 2028 |
| (3) 2025 | (7) 2029 |
| (4) 2026 | |

Subject to the provisions of Resolution 2019-23, the Business Incentive Program, and this Agreement, the average grant payment to be paid in each fiscal year is approximately \$5144.30. A preliminary economic development grant calculation sheet is attached to this Agreement as Exhibit C and is incorporated into this Agreement by reference. Notwithstanding the foregoing, if during the initial or any subsequent year the capital improvements and new tangible assets do not total the anticipated investment of one or both investments, the grant calculation will be adjusted accordingly.

Notwithstanding the provisions of section 5 above, Grant Recipient eligibility for Economic Development Grant payments shall be calculated based on the standards set forth in Resolution 2019-23 and Business Incentive Program guidelines. Grant payments are tied to Grant Recipients ad valorem and tangible personal property tax assessments for the project and may fluctuate from year to year depending on Grant Recipients property values. For purposes of determining net new tangible personal property taxable value as it pertains to this agreement, it is hereby recognized that net new tangible personal property taxable value shall be in addition to the taxable value of \$178,937 ((PID- 3411300115000000A0) Real Estate/\$0 Tangible Personal.

Notwithstanding any other provision in this Agreement, the maximum amount of Economic Development Grant funds available to Grant Recipient under this Agreement is \$36,010.08. However, nothing in this section shall entitle Grant Recipient to receive the maximum amount of funds if Grant Recipient would not be otherwise entitled to the funds according to Grant Recipient's grant calculation.

SECTION 14. Notices.

All official notices to the City shall be delivered by hand (receipt of delivery required), reputable overnight courier, or certified mail, return-receipt requested with postage prepaid and shall be deemed delivered upon confirmed receipt to:

City of Bunnell Community Development Director 604-6 E. Moody Blvd., Bunnell, FL 32110, with a copy to the City Attorney.

All official notices to Grant Recipient shall be delivered by hand (receipt of delivery required), reputable overnight courier or by certified mail, return-receipt requested with postage prepaid and shall be deemed delivered upon confirmed receipt to:

Grant Recipient
3351 N. State Street, Bunnell, Florida.

At such time that Grant Recipient relocates to the new building, it will be legally acceptable to submit all official notices to the new address to be provided to the City.

SECTION 15. Timeframe for Grant Recipient's Approval, Acceptance and Execution of this Agreement; Consequences for Failure to Comply.

Upon approval of this Agreement by the City Commission, the Mayor shall execute two copies of the Agreement and forward both copies to Grant Recipient, who shall execute both copies and shall return one copy to the City, retaining the second copy for its records, within 30 days of the City execution of the agreement.

If Grant Recipient fails to timely execute and deliver a copy of this Agreement to the City within 30 days of the City's execution of the Agreement, and fails to apply for an extension of time, the City Commission's approval of this Agreement shall be automatically terminated, and this Agreement shall be rendered void.

If Grant Recipient is unable to return an executed copy of this Agreement to the City within 30 days of the City's execution of the Agreement, Grant Recipient may apply to the City for a single extension not to exceed 30 days.

SECTION 16. Amendments to this Agreement.

Both the City and Grant Recipient acknowledge that this Agreement constitutes the complete Agreement and understanding of the parties. Except as otherwise provided in this Agreement, any amendment to this Agreement shall be in writing and shall be executed by duly authorized representatives of both the City and Grant Recipient.

SECTION 17. Termination.

This Agreement may be terminated as provided in Section 10. The City may terminate this Agreement if Grant Recipient fails to comply with the terms of this agreement or the requirements of Resolution 2019-23. Notice of termination of this Agreement by either party shall be in writing and shall be delivered as provided in Section 14 of this Agreement.

Section 18. Assignment.

Grant Recipient may not assign or otherwise transfer its rights and duties under this Agreement. Should Grant Recipient assign or otherwise transfer its rights under this Agreement, this Agreement shall be automatically terminated. Nothing in this section shall prevent Grant Recipient from assigning or otherwise transferring its rights and duties under this agreement to an affiliate, subsidiary, or parent company of Grant Recipient

SECTION 19. Public Records.

Grant Recipient acknowledges that the City is subject to the provisions of the Public Records Act (Chapter 119, Florida Statutes). This Agreement, and all documents associated with this Agreement, are public records and shall be disclosed to any person who requests them to the extent that they do not fall within a statutory exemption to disclosure. Notwithstanding the foregoing, the City shall not disclose any information that is required to be kept confidential pursuant to Section 288.075, Florida Statutes, or any other provision of state or federal law, unless it is ordered to do so by a court of competent jurisdiction or a state or federal agency that is authorized to require disclosure of confidential information.

SECTION 20. Captions.

The captions and headings in this Agreement are for convenience only and do not define, limit, or describe the scope or intent of any part of this Agreement.

SECTION 21. Severability.

If any part or application of this agreement is declared unconstitutional, or otherwise invalid, for any reason by a court of competent jurisdiction, such part or application shall be severable, and the remainder of the agreement shall remain in full force and effect.

SECTION 22. Authority to Execute.

Each party covenants that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the signatories below.

IN WITNESS WHEREOF, the Parties have executed this agreement on the date noted below.

VRE HOLDCO Inc.

Signature of Witness # 1
Print Name: _____

By: _____
Print Name: _____
Title: _____
Date: _____

Signature of Witness #2
Print Name: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ on line notarization this ___ day of _____ 2020, by _____, who is the _____ of Vidya Herbs and personally known to me or who has produced _____ as identification and who ___ did not (___ did) take an oath.

(NOTARY SEAL)

ATTEST:

Signature of Notary

Print or type name

CITY OF BUNNELL

KRISTEN BATES
City Clerk

CATHERINE D. ROBINSON, Mayor
Date: _____

Approved as to Form and Legality:

WADE C. VOSE, City Attorney

EXHIBIT A APPLICATION
[to be attached]

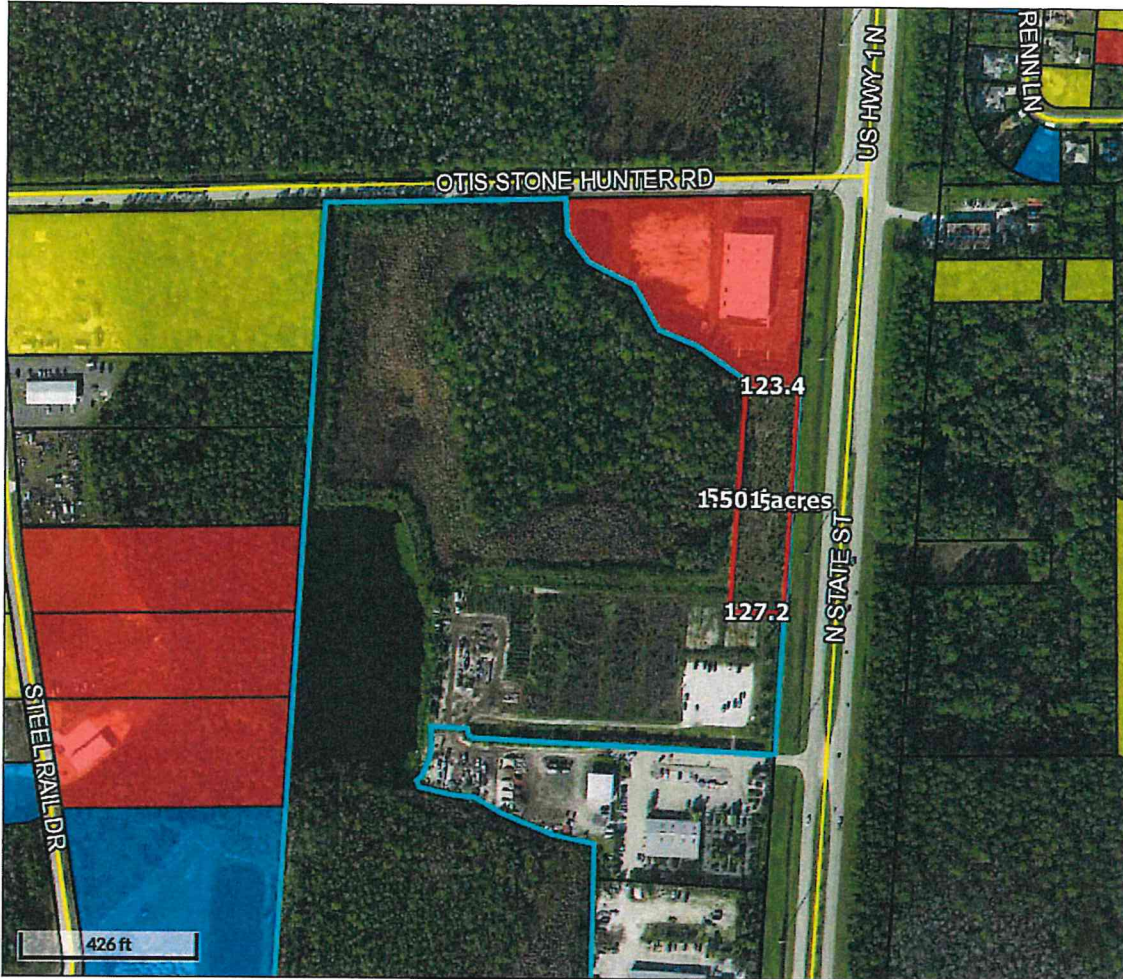
EXHIBIT B
NEW JOB PHASING SCHEDULE

0 Jobs

EXHIBIT C

ESTIMATE OF ECONOMIC DEVELOPMENT
GRANT CALCULATION

ESTIMATE OF ECONOMIC DEVELOPMENT GRANT CALCULATION	
VRE Hold Co, Inc	
Calculations based on City Millage	
Category: Speculative Space	
POINTS AWARDED	
Target Industry: Office/Retail	2
Capital Investment: \$1,615,526.30	
Facility Size: 15,000 SqFt	1
Job Creation:	
Wages: Average wage	
CRA	
City Resident:	0
Proximity to Utilities:	5
Total Points	8
The applicant scored 8 points under the Speculative Building Category.	
Total Value of Capital Improvements	\$1,615,526.30
Multiplied by City Millage rate	0.00743
Annual Ad Valorem Tax (general city portion)	\$ 12,003.36
75% Annual Ad Valorem Tax(gen. city portion)	0.75
Total Estimated Rebate Per Year	\$ 9,002.52
Multiplied by # Eligible Years	4
Ad Valorem Tax (general city portion) Estimate =	\$ 36,010.08
Total Estimated Value of New Tangible Assets	
Multiplied by City Millage rate	0.0074
Annual new tangible business personal property tax (general city portion)	0
50% Annual new tangible business oersonal property tax(gen. city portion)	0.5
Total Estimated Rebate Per Year	0
Multiplied by # Eligible Years	4
Tangible Business Personal Property Tax (general city portion)	0
REBATE SCHEDULE & PAYOUT:	
Total Maximum Possible Incentive:	\$ 36,010.08
Rebate will consist of 7 annual installments of:	\$ 5,144.30



Overview



Legend

- Parcels
- Yearly Sales
 - 2019
 - 2020
 - 2021
 - 2022
- Roads
- Streams and River

Parcel ID	34-11-30-0115-00000-00A0	Owner	VRE HOLDCO INC PO BOX 789 BUNNELL, FL 32110	Land Value	\$381,955	Last 2 Sales							
Class Code	WHOLESALE OUTLET	Physical Address	n/a	Ag Land Value	\$0	Date	4/17/2013	Price	0	Reason	I	Qual	U
Taxing	13			Misc Value	\$5,210		n/a		0		n/a		n/a
District				Just Value	\$387,165								
Acres	49.38			Assessed Value	\$281,452								
				Exempt Value	\$0								
				Taxable Value	\$281,452								

Date created: 1/27/2022
Last Data Uploaded: 1/27/2022 8:05:10 AM



City of Bunnell, Florida

Agenda Item No. E.1.

Document Date: 2/8/2022 Amount:
Department: Community Development Account #:
Subject: Ordinance 2022-04 Amending Section 2-87 of the Land Development Code
Expanding Notice Requirements. - Second Reading
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Organizational Excellence

ATTACHMENTS:

Description	Type
Ord 2022-04 Proposed Text Amendment Expanding Notice Requirements	Ordinance

Summary/Highlights:

An administrative proposal to amend the text of the land development code to expand notice requirements for zoning changes beyond the minimum requirements established by the Florida Statutes.

The Planning, Zoning and Appeals Board heard this item at their January 6, 2022 Meeting. At that meeting, the PZA Board voted to recommend approval of the proposed text amendment.

As required by Florida Statute for proposed changes to the Land Development Code, this matter was advertised for First Reading in the February 3, 2022 edition of the Palm Coast Observer and for Second Reading in the February 17, 2022 edition of the Palm Coast Observer.

This matter was last heard at the February 14, 2022 City Commission Meeting. At this meeting, the City Commission voted to approve the proposed ordinance.

Background:

After receiving complaints from members of the public that they were surprised that a property listed for sale on Old Haw Creek Road was zoned commercial, the City Commission directed staff to present an ordinance amending the text of the land development code to require mailed notices to nearby property owners and the posting of properties that are subject to a rezoning.

In addition to the newspaper advertisements required by the Florida Statutes, the proposed text amendments will require mailed notices to be sent to property owners residing with 300 feet of a property that is subject to a proposed rezoning. The notice will be mailed out 10 days in advance

of a hearing. The proposed text amendment will also require the subject properties to be posted 7 days in advance of a hearing.

Staff Recommendation:

Adopt Ordinance 2022-04 Amending Section 2-87 of the Land Development Code Expanding Notice Requirements. - Second Reading

City Attorney Review:

Approved. This ordinance was drafted in accordance with specific direction from the City Commission.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.

ORDINANCE 2022-04

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE SECTION 2-87 OF THE LAND DEVELOPMENT CODE OF THE CODE OF ORDINANCE OF THE CITY OF BUNNELL, AS PREVIOUSLY AMENDED; PROVIDING FOR ADDITIONAL NOTICE REQUIREMENTS; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR RATIFICATION OF PRIOR ACTS OF THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION AND DIRECTIONS TO THE CODE CODIFIER AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, Constitution of the State of Florida, authorizes the City of Bunnell to exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, Section 163.3202, *Florida Statutes*, provides that the City of Bunnell shall adopt and enforce land development regulations for the purpose of implementing its comprehensive plan and protecting the public health, safety, and general welfare; and

WHEREAS, the City of Bunnell's Planning, Zoning and Appeals Board, as the City's local planning agency, held a public hearing on January 6, 2022 to consider amending the text of the *City of Bunnell Land Development Code* providing for additional notice requirements and recommended approval of the text amendment ; and

WHEREAS, the City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA:

Section 1. The above "Whereas" clauses are incorporated by reference herein.

Section 2. The City Council of the City of Bunnell hereby amends the *Land Development Code* of the *Code of Ordinances* of the City of Bunnell, by adding the following:

LAND DEVELOPMENT CODE, CHAPTER 2 – ADMINISTRATION

ARTICLE III – BOARDS AND COMMISSIONS

DIVISION 2. – PLANNING, ZONING AND APPEALS BOARD

SECTION 2-87. – Hearing notification requirements.

(a) Notification and advertisement for comprehensive plan amendments, municipal annexations, municipal contractions, ~~zoning changes~~ and changes to the Land Development Code shall be made in accordance with Florida Statutes.

(...)

(e) Zoning change notification and advertisement procedures are as follows:

- (1) Notice of the planning board hearing date, time, and location shall be published once in a newspaper of general circulation not less than ten days in advance of the planning board hearing and as required by the Florida Statutes for Commission hearings before the City Commission.
- (2) Mail copy of the hearing date, time, and location for the planning board hearing and first reading before the City Commission shall be sent to property owners of adjacent properties within the city limits that are within 300 feet of the proposed zoning change request as documented by the property appraiser website. Notice shall be mailed out at least ten days prior to the hearing date.
- (3) The city shall cause a sign or signs to be posted on any land upon which an application has been made to amend the zoning, not less than seven (7) days in advance of the date both the planning board hearing and the first reading before the City Commission, at which such application is to be considered. Such sign shall be erected in full view of the public on each street side of such land. Where such land does not have frontage on a public street, such signs shall be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the land concerning which a public hearing is scheduled. Such sign shall be posted in full view of the public and shall be maintained by the applicant until final determination has been made by the board or city commission. Such sign need not contain information regarding the specific hearing, however it must, at a minimum, provide a phone number and a uniform resource locator (URL) where information regarding the hearing will be provided.
- (4) Failure of a property owner to appear during the public meeting to object or make comments on the request may preclude the ability of such person to contest the change at a later date.

(f) For the purposes of satisfying the requirements of this section only, notices that are required to be mailed to adjacent property owners are required only to the extent that

the property information is available in the public database of the Flagler County Property Appraiser.

Section 3. Implementing Administrative Actions.

The City Manager, or designee, is hereby authorized to implement the provisions of this Ordinance as deemed appropriate and warranted.

Section 4. Ratification of Prior Actions.

The prior actions of the City Commission and its agencies in enacting and causing amendments to the *Land Development Code* of the City of Bunnell, as well as the implementation thereof, are hereby ratified and affirmed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Ordinance proves to be invalid, unlawful or unconstitutional, it shall not be held to impair the validity of the ordinance or effect of any other action or part of this Ordinance.

Section 6. Conflicts.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. Codification/Instructions to Code Codifier.

It is the intention of the City Commission of the City of Bunnell, Florida, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the codified version of the City of Bunnell *Land Development Code* and/or the *Code of Ordinances of the City of Bunnell, Florida*.

Section 8. Effective Date.

This Ordinance shall take effect April 1, 2022.

First Reading: approved on this 14th day of February 2022.

Second Reading: adopted on this 28th day of February 2022.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Vose Law Firm, City Attorney

Attest:

Kristen Bates, City Clerk, CMC

Seal:



City of Bunnell, Florida

Agenda Item No. E.2.

Document Date: 2/8/2022 Amount:
Department: Community Development Account #:
Subject: Ordinance 2022-09 Requesting the Voluntary Contraction of the City's
Boundary for a 2.2± acre property located north of State Highway 100. -
Second Reading
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Organizational Excellence

ATTACHMENTS:

Description	Type
Proposed Reedy De-annexation Ordinance 2022-09	Ordinance
Reedy Contraction Study	Report

Summary/Highlights:

This is a request by Caleb Reedy for the voluntary contraction of the City's boundary for a 2.2± acre property located north of State Highway 11 approximately 1 mile west of John Campbell Drive. The property is identified as Parcel I.D. Numbers: 03-12-28-0000-02020-0000 & 03-12-28-0000-01011-0020 by the Flagler Property Appraiser's Office.

This matter was last heard at the February 14, 2022 City Commission Meeting. At this meeting, the City Commission voted to approve the proposed ordinance.

Written notice of this proposed contraction was provided to Flagler County on January 24, 2022. In accordance with Florida Statutes, this ordinance was advertised in the February 17, 2022 and February 24, 2022 editions of the Palm Coast Observer.

Background:

The applicant, Caleb Reedy, owns both parcels of land located within the City of Bunnell. Mr. Reedy has petitioned the City to de-annex this property from its corporate limits. Under Florida law only those areas which do not meet the criteria for annexation can be excluded from a City's boundaries. Once a petition for de-annexation is received, the City must perform a feasibility study. The required feasibility study has been performed for this property. The study found that this property is eligible for de-annexation based on the criteria for municipal contraction set forth in Chapter 171.052 of the Florida Statutes.

Staff Recommendation:

Approved Ordinance 2022-09 authorizing the voluntary contraction of the City's boundary for this 2.2± acre property owned by Caleb Reedy as described in the ordinance.

City Attorney Review:

Approved as to form and legality. This is a quasi-judicial matter, so any decision must be made based on competent substantial evidence in the record, and the applicant has due process rights.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

ORDINANCE 2022-09

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, FOR THE VOLUNTARY CONTRACTION (DEANNEXATION) OF THE CITY BOUNDARY BY DEANNEXING 2.2± ACRES MORE OR LESS OF REAL PROPERTY, GENERALLY LOCATED NORTH OF STATE HIGHWAY 100, MORE PARTICULARLY AND LEGALLY DESCRIBED ON EXHIBIT A, ATTACHED HERETO AND FULLY INCORPORATED HEREIN BY THIS REFERENCE; PROVIDING FOR THE AMENDMENT OF CITY BOUNDARIES TO CONTRACT THE SUBJECT PROPERTIES FROM THE CITY BOUNDARIES; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 171, *Florida Statutes*, provides the exclusive method of municipal annexation or contraction in order to ensure sound urban development and efficient provision of urban services; and

WHEREAS, Caleb Reedy, owns two parcels identified by Flagler County Tax Parcel ID Numbers: 03-12-28-0000-02020-0000 and 03-12-28-0000-01011-0020 collectively totaling approximately 2.2 acres, such property described in Exhibit A and illustrated in Exhibit B, and incorporated herein by reference is contiguous to the corporate limits of the City of Bunnell; and

WHEREAS, this property was voluntarily annexed into the City of Bunnell by Ordinance 2007-30 adopted on June 19, 2007 and as amended by Ordinance 2008-20 adopted on April 15, 2008; and

WHEREAS, the Owner has requested that the City deannex this parcel; and

WHEREAS, this parcel fails to meet all of the criteria of Chapter 171.043, F.S., specifying the character of an area that may be annexed upon the proposal of a municipality; and

WHEREAS, this parcel has not been developed for urban purposes and is currently vacant property; and

WHEREAS, this parcel does not lie between the City and an area to be served by the City water or sewer service; and

WHEREAS, the contraction of this parcel will not result in a portion of the City becoming noncontiguous with the rest of the municipality; and

WHEREAS, upon adoption of this Ordinance, the municipal boundary lines of the City of Bunnell shall be redefined to exclude the subject real property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA:

Section 1. Recitals.

The foregoing recitals are true and correct and are fully incorporated herein by this reference.

Section 2. Contraction of Subject Properties.

The Subject Property as illustrated in Exhibit "B" shall be, and is hereby deannexed from the City of Bunnell, Florida. This property is described in Exhibit A and illustrated in Exhibit B. The Subject Property shall be excluded from the existing boundaries of the City of Bunnell, Florida, from the effective date of this ordinance.

Section 3. City Boundaries Redefined.

(a) Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Flagler County (the County Administrator), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b) The City Manager, or designees within City management staff, shall ensure that the property contracted/de-annexed by this Ordinance is removed from the *City of Bunnell Comprehensive Plan*, the Official Zoning Map of the City of Bunnell and the map of the City Limits of the City of Bunnell in an expeditious manner.

(c) The City Manager, or designees, are hereby authorized and directed to legally describe and map the revised City Limits of the City of Bunnell and to take any and all appropriate actions or propose actions to the City Commission as may be authorized in accordance with controlling law.

Section 4. Repeal of Prior Inconsistent Ordinances and Resolutions.

All ordinances and resolutions or parts of ordinances and resolutions in conflict herewith are hereby repealed to the extent of the conflict.

Section 5. Severability.

If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date.

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 14th day of February 2022.

Second Reading: adopted on this _____ day of _____ 2022.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Vose Law Firm, City Attorney

Attest:

Kristen Bates, CMC, City Clerk

Seal:

EXHIBIT A

A portion of the Northeast Quarter of Section 3, Township 12 South, Range 28 East, Flagler County, Florida, being more particularly described as follows: Commence at the Northeast corner of said Section 3; thence run South along the East line of said Section 3, a distance of 1655.56 feet to the Point of beginning of this description; thence continue South along the East line of said Section 3, a distance of 22.81 feet; thence North 61 degrees 15 minutes 10 seconds West, a distance of 235.21 feet; thence South 28 degrees 44 minutes 50 seconds West, a distance of 180 feet; thence North 61 degrees 15 minutes 10 seconds West, a distance of 200 feet; thence North 28 Degrees 44 minutes 50 seconds East, a distance of 200 feet; thence South 61 Degrees 15 minutes 10 seconds East, a distance of 424.23 feet to the Point of Beginning, and included herewith an easement for road purposes over and through the Easterly 25 feet of said Section 3.

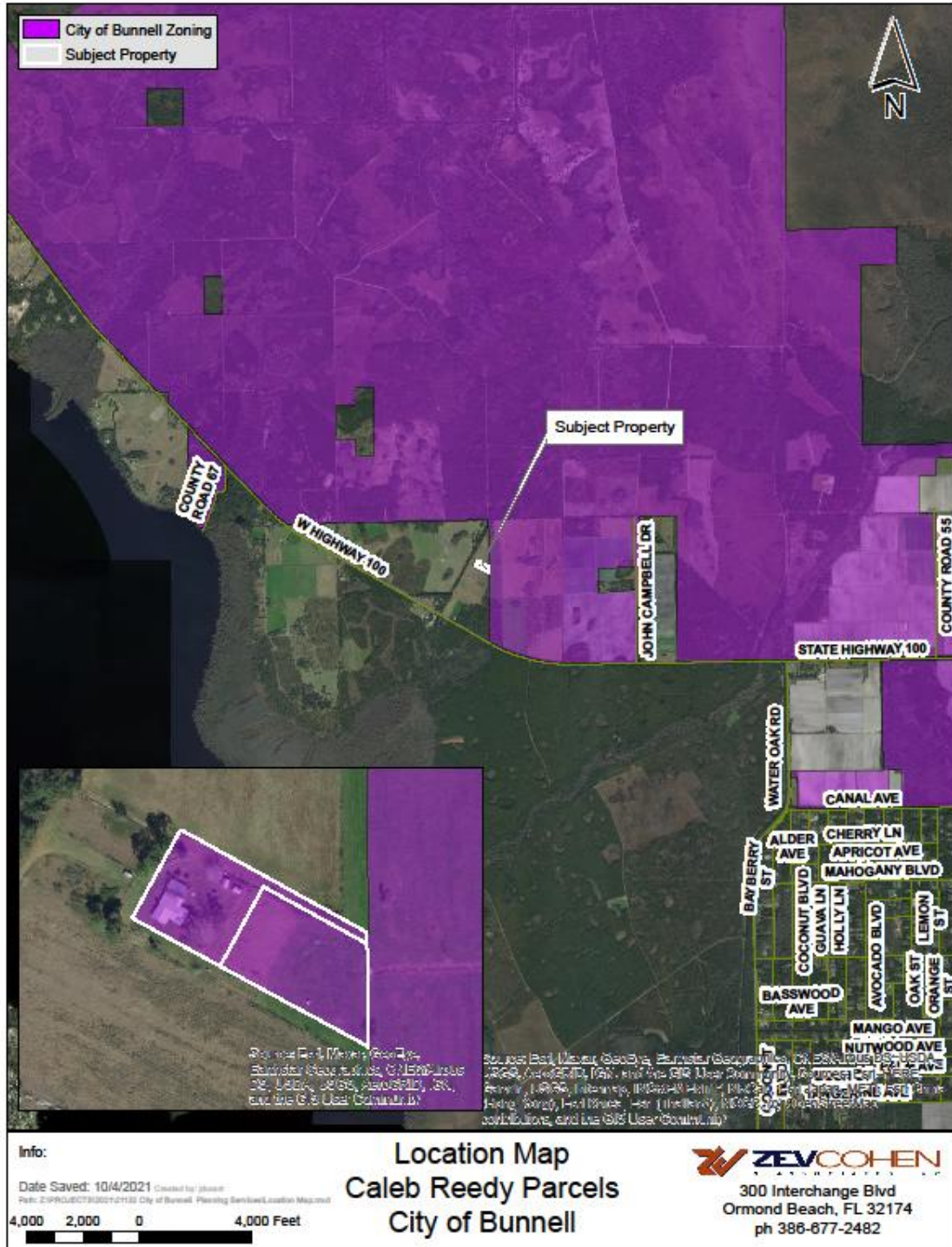
Parcel Identification Number: 03-12-28-0000-01011-0020

AND

A parcel of land lying in Section 3, Township 12 South, Range 28 East, Flagler County, Florida, being more particularly described as follows: From a point of reference being the Northeast corner of said Section 3, bear South, along the East line of Section 3, a distance of 1678.37 feet to the Point of Beginning; thence continue South, along said East line of Section 3, a distance of 205.31 feet; thence N 61 degrees 15' 10"W, departing East line, a distance of 333.94 feet; thence N 28 degrees 44' 50"E, a distance of 180.00 feet; thence S 61 degrees 15' 10" E, a distance of 235.21 feet, to the East line of Section 3 and the Point of Beginning.

Parcel Identification Number: 03-12-28-0000-02020-0000

EXHIBIT B



Feasibility Study Proposed Municipal Contraction
PID 03-12-28-0000-01011-0020 &
03-12-28-0000-02020-0000
Caleb Reedy Parcels

Background:

The Subject Property is identified as Parcel I.D. Numbers: 03-12-28-0000-02020-0000 & 03-12-28-0000-01011-0020. Both parcels are owned by Caleb Reedy. Parcel 03-12-28-0000-02020-0000 is 1.02± acres in size. It is addressed as 12190 W. Highway 100. Parcel 03-12-28-0000-01011-0020 is 1.18± acres and is a contiguous parcel of land that has not been assigned a street address. Mr. Reedy has filed a petition to de-annex the Subject Property from the City of Bunnell. See the location map below.

This report analyzes the feasibility of contracting the subject property from the municipal boundaries of the City of Bunnell consistent with *Chapter 171.052, F.S. Criteria for contraction of municipal boundaries*. Chapter 171.052, F.S. states that (1) “Only those areas which do not meet the criteria for annexation in s. 171.043 may be proposed for exclusion by municipal governing bodies...”.

Under Chapter 171.043, F.S., areas may be annexed only if lands are: (1) contiguous to the municipality’s boundaries per Chapter 171.043 (1), F.S., and (2) meets the requirements of either Chapter 171.043(2) or Chapter 171.043 (3).

Analysis:

Criteria: Chapter 171.043(1) requires that the total area to be annexed must be contiguous to the municipality’s boundaries at the time the annexation proceeding is begun and reasonably compact. No part of the area to be annexed shall be included within the boundary of another incorporated municipality.

Findings: The Subject Property meets this criteria for areas to be annexed.

Criteria: Chapter 171.043(2) requires that area to be annexed must be developed for urban purposes which is defined as a developed area that meets any of the following:

- (a) *A total resident population equal to at least two persons for each acre of land; or*
- (b) *A total resident population that equals at least one person for each acre of land and is subdivided into lots and tracts so that at least 60 percent of total number of lots and tracts are 1 acre or less in size; or*

(c) Is developed with at least 60 percent of total number of lots and tracts in area at the time of annexation that are used for urban purposes, and is subdivided into lots and tracts so that at least 60 percent of the total acreage, not counting the acreage used at the time of annexation for nonresidential urban purposes, consists of lots and tracts 5 acres or less in size.

Findings: The proposed contraction area fails to meet the criteria in Chapter 171.043(2) since the Subject Property has a population density of less than 1 person per 2.2 acres, is not divided into parcels of less than 1 acres in size. While the parcels are less than 5 acres in size, they are not used for urban purposes.

Criteria: Chapter 171.043(3) states that in addition to being developed for urban purpose, an area may be included in the land to be annexed any additional area which does not meet the requirements of subsection (2), if the area either:

(a) lies between the municipal boundary and an area developed for urban purposes, so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending services or water or sewer lines through such sparsely developed area; or

(b) is adjacent, on at least 60 percent of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes as defined in subsection (2).

Findings: The proposed contraction area fails to meet Criteria 171.043(3) since the Subject Property does not lie between the municipal boundary and area developed for urban purposes as defined in Chapter 171.043(2), F.S.

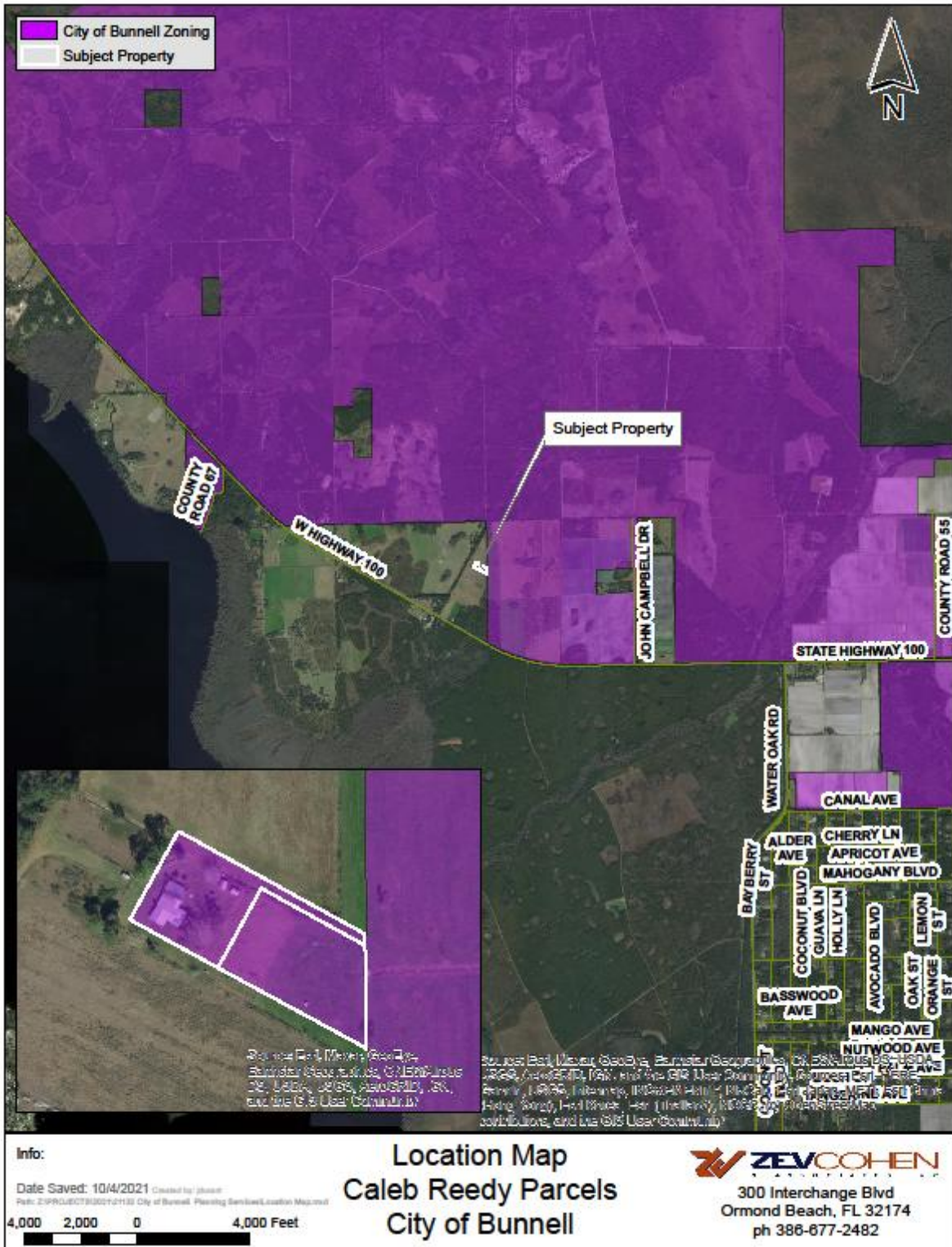
Criteria: Chapter 171.052 states that if area proposed to be excluded does not meet the criteria of s. 171.043, but such exclusion would result in a portion of the municipality becoming noncontiguous with the rest of the municipality, then such exclusion shall not be allowed.

Findings: Contraction of the Subject Property would not result in creating noncontiguous property within the City.

Conclusion:

The proposed contraction of the Subject Property meets the criteria established by Chapter 171.052 F.S. for contraction of municipal boundaries since the subject property fails to meet the criteria for annexation in s. 171.043. The Subject Property fails to meet criteria outlined in Chapter 171.043(2). Finally, contraction of the Subject Property would not result in the creation of noncontiguous areas within the boundaries of the City.

Proposed Contraction Map





City of Bunnell, Florida

Agenda Item No. E.3.

Document Date: 2/1/2022 Amount:
Department: Community Development Account #:
Subject: Ordinance 2022-10 Requesting to change the Official Zoning Map for 10± acres of land, owned by Kirk and Christy Chong, Bearing the Parcel ID: 06-13-30-0000-03020-0010 Flagler County, AC- Agriculture to City of Bunnell, AG&S, Agricultural & Silviculture District. - First Reading
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Increase Economic Base

ATTACHMENTS:

Description	Type
Chong Proposed Rezoning Ordinance	Ordinance
Chong Location Map	Location Map(s)

Summary/Highlights:

The applicant is requesting an amendment to the official zoning map to change the zoning on a 10± acre property from Flagler County, "AC- Agriculture" to City of Bunnell, "AG&S, Agricultural & Silviculture".

The property is designated "Agricultural & Silviculture" on the City of Bunnell Future Land Use Map in the Comprehensive Plan.

The Planning, Zoning and Appeals Board heard this request at their February 1, 2021 Meeting. At that meeting, the PZA Board voted to recommend approval of the proposed ordinance.

Background:

The applicants, Kirk and Christy Chong, own a 10± acre property identified as Parcel ID: 06-13-30-0000-03020-0010. The property is addressed as 5925 State Highway 11. The applicant plans to split the property into 5 acre lots and build two residences on the property.

The property is currently zoned Flagler County "AC-Agriculture". Although annexed into the City, the property did not receive a City of Bunnell zoning classification. The Flagler County "AC-Agriculture" has a minimum lot size of five (5) acres.

The proposed zoning classification is City of Bunnell "AG&S, Agricultural & Silviculture". The intent of the "AG&S zoning classification is to "permit a range of agricultural and/or silvicultural uses and to accommodate very low density residential development at a concentration of one dwelling unit per five acres".

The proposed "AG&S, Agricultural & Silviculture" zoning is consistent with the Future Land Use Map and the existing pattern of surrounding development.

Staff Recommendation:

Approve the applicant's request to amend the City of Bunnell official zoning map to rezone the subject property from Flagler County, "AC-Agriculture" to City of Bunnell, "AG&S, Agricultural & Silviculture".

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

ORDINANCE 2022-10

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA PROVIDING FOR THE REZONING OF REAL PROPERTY TOTALING APPROXIMATELY 10.0 ± ACRES, OWNED BY KIRK AND CHRISTY CHONG, BEARING PARCEL ID: 06-13-30-0000-03020-0010, LOCATED ON THE EAST SIDE OF STATE ROAD 11 APPROXIMATELY 3.0 MILES NORTH OF COUNTY ROAD 140 WITHIN THE BUNNELL CITY LIMITS FROM FLAGLER COUNTY, “AC, AGRICULTURE” TO CITY OF BUNNELL, “AG&S, AGRICULTURAL & SILVICULTURE”; PROVIDING FOR THE TAKING OF IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR THE ADOPTION OF MAPS BY REFERENCE; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Kirk and Christy Chong, the owners of certain real property, which land totals approximately 10± acres in size located on the east side of State Road 11 approximately 3.0 miles north of County Road 140 within the Bunnell city limits and is assigned Tax Parcel Identification Number 06-13-30-0000-03020-0010, by the Property Appraiser of Flagler County; and

WHEREAS, Kirk and Christy Chong, has applied to the City of Bunnell pursuant to the controlling provisions of State law and the *Code of Ordinances of the City of Bunnell*, to have the subject property rezoned to the City of Bunnell “AG&S, Agricultural & Silviculture” zoning classifications from the existing Flagler County, “AC, Agriculture” zoning classification; and

WHEREAS, the City’s Community Department has conducted a thorough review and analysis of the demands upon public facilities and general planning and land development issues should the subject rezoning application be approved and has otherwise reviewed and evaluated the application to determine whether is comports with sound and generally accepted land use planning practices and principles as well as whether the application is consistent with the goals, objectives and policies set forth in the City’s *Comprehensive Plan*; and

WHEREAS, on February 1, 2022 the Planning, Zoning and Appeals Board of the City of Bunnell reviewed this request and recommended approval of the proposed ordinance to the City Commission; and

WHEREAS, professional City planning staff, the City’s Planning, Zoning and Appeals Board and the City Commission have determined that the proposed rezoning of the subject property as set forth in this Ordinance is consistent with the *Comprehensive Plan of the City of Bunnell*, the land development regulations of the City of Bunnell, and the controlling provisions of State law; and

WHEREAS, the City Commission of the City of Bunnell, Florida has taken, as implemented by City staff, all actions relating to the rezoning action set forth herein in accordance with the requirements and procedures mandated by State law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA:

Section 1. Legislative Findings and Intent.

- (a) The City Commission of the City of Bunnell hereby adopts and incorporates into this Ordinance the City staff report and City Commission agenda memorandum relating to the application relating to the proposed rezoning of the subject property as well as the recitals (whereas clauses) to this Ordinance.
- (b) The subject property, which is approximately 10± acres in size, is located on the east side of State Road 11 approximately 3.0 miles north of County Road 140 in the City of Bunnell.
- (c) The City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

Section 2. Rezoning of Real Property/Implementing Actions.

- (a) Upon enactment of this Ordinance the following described property, as depicted in the map attached to this Ordinance, and totaling approximately 10± acres in size, shall be rezoned to the City of Bunnell “AG&S, Agricultural & Silviculture” zoning classification from the existing Flagler County, “AC, Agriculture” zoning classification; and

LEGAL DESCRIPTION:

10.00 ACRES PT OF THE S 1/2 OF S 1/2 POB SE CRNR SEC 6 THENCE SW 1101.62' TO ELY ROW SR 11 NE ALONG ROW 415.34' NE 1030.73' SE 410.02' TO POB OR 2565/1115

ADDRESS: 5925 STATE HWY 11

TAX PARCEL IDENTIFICATION NUMBER: 06-13-30-0000-03020-0010

- (b) The City Manager, or designee, is hereby authorized to execute any and all documents necessary to formalize approval of the rezoning action taken herein and to revise and amend the Official Zoning Map or Maps of the City of Bunnell as may be appropriate to accomplish the action taken in this Ordinance.
- (c) Conditions of development relating to the subject property may be incorporated into the subsequent pertinent development orders and such development orders may be subject to public hearing requirements in accordance with the provisions of controlling law.

Section 3. Incorporation of Maps.

The maps attached to this Ordinance are hereby ratified and affirmed and incorporated into this Ordinance as a substantive part of this Ordinance.

Section 4. Conflicts.

All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 6. Non-codification.

This Ordinance shall be not be codified in the *City Code of the City of Bunnell* or the *Land Development Code of the City of Bunnell*; provided, however, that the actions taken herein shall be depicted on the zoning maps of the City of Bunnell by the City Manager, or designee.

Section 7. Effective Date

This Ordinance shall take effect upon adoption.

First Reading: on this 28th day of February 2022.

Second/Final Reading: adopted on this _____ day of _____ 2022.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Vose Law Firm, City Attorney

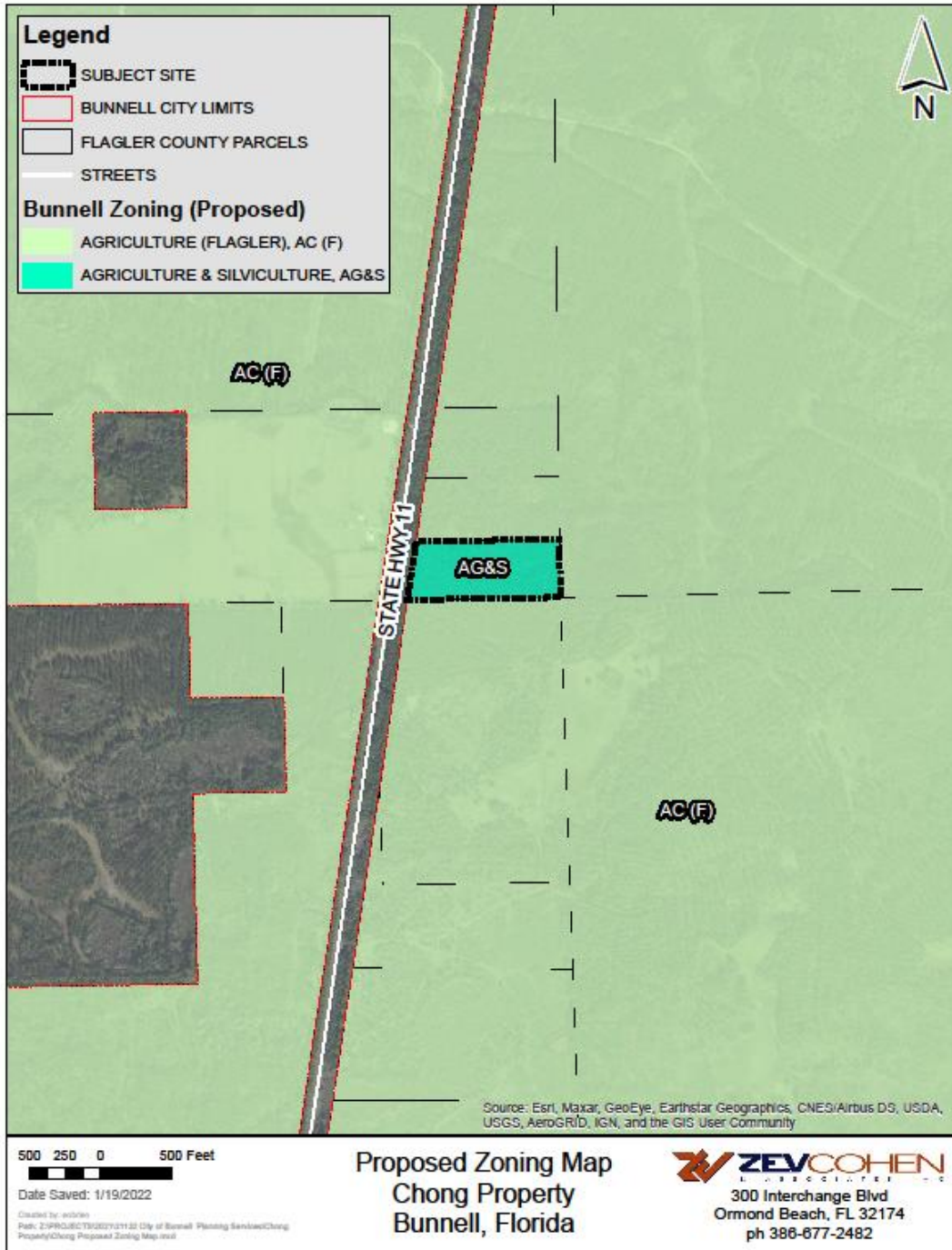
Attest:

Kristen Bates, CMC, City Clerk





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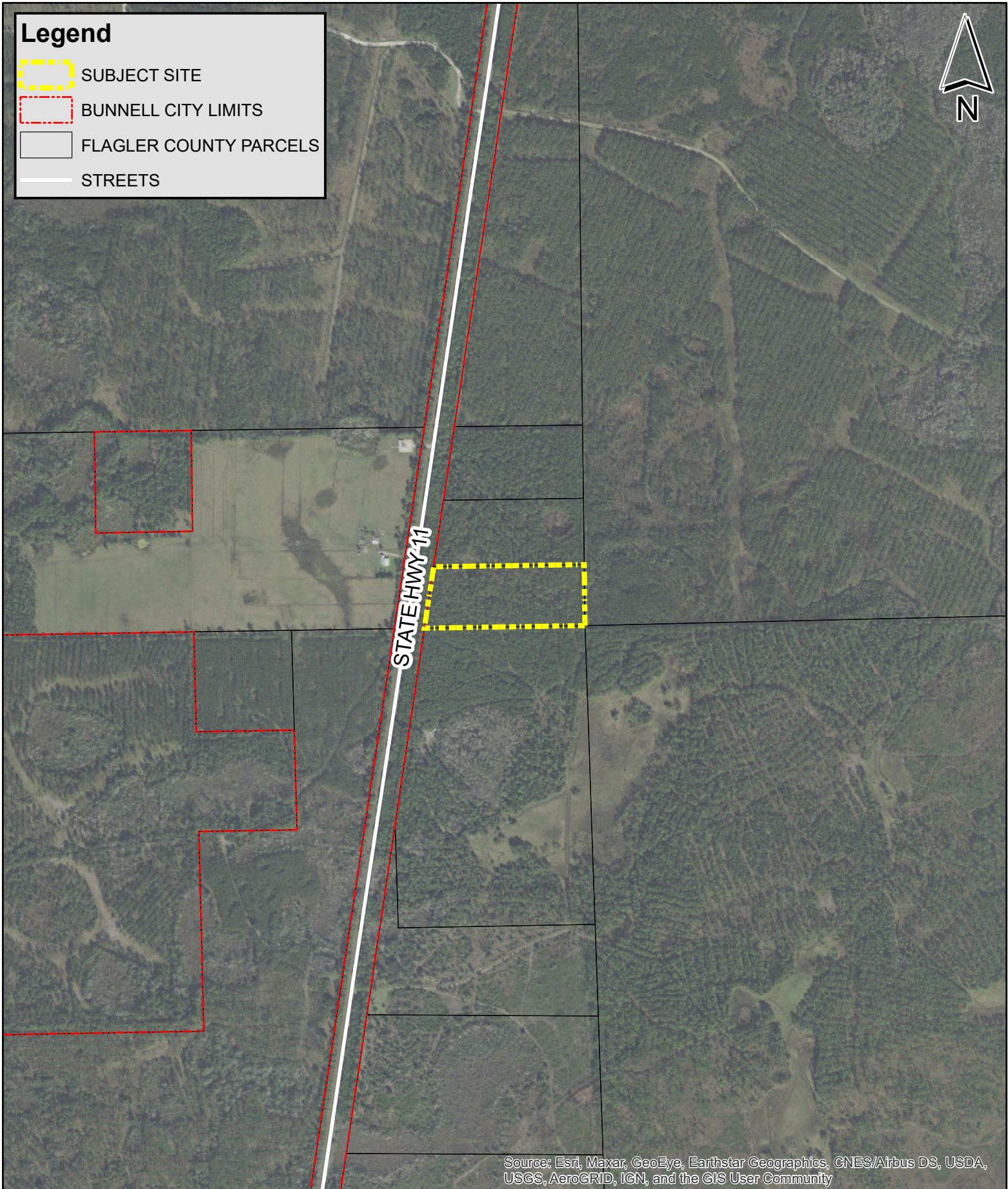
Exhibit "A"

Proposed Zoning Map



Legend

-  SUBJECT SITE
-  BUNNELL CITY LIMITS
-  FLAGLER COUNTY PARCELS
-  STREETS



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

500 250 0 500 Feet



Date Saved: 1/19/2022

Created by: eobrien

Path: Z:\PROJECTS\2021\21132 City of Bunnell Planning Services\Chong Property\Chong Aerial Location Map.mxd

**Aerial Location Map
Chong Property
Bunnell, Florida**



300 Interchange Blvd
Ormond Beach, FL 32174
ph 386-677-2482



City of Bunnell, Florida

Agenda Item No. F.1.

Document Date: 2/3/2022 Amount: \$0
Department: Finance Account #:
Subject: Resolution 2022-03 Request to Approve Auditor Selection Committee
Agenda Section: Resolutions: (Legislative):
Goal/Priority: Financial Stability/Sustainability, Organizational Excellence

ATTACHMENTS:

Description	Type
Resolution 2022-3	Cover Memo

Summary/Highlights:

Resolution 2022-3 Creation of the Auditor Selection Committee

Background:

Section 218.391, Florida Statutes requires the governing body of every municipality within the State of Florida to establish an Auditor Selection Committee for the primary purpose of selecting an auditor to conduct the annual audit required by Chapter 218, Florida Statutes. The City's contract with James Moore & Co. will end at the conclusion of the FY 2020/2021 audit and there are no renewals left on the contract. This resolution will establish an Auditor Selection Committee. The committee must consist of at least 3 members, one of whom must be a current member of the Commission and no other city employee can serve on the committee.

Staff Recommendation:

Approve Resolution 2022-03 and Designate one member of the Commission to serve as Chair of the Audit Selection Committee and authorize that person to select the other 2 members of the committee.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

Approve the Resolution. Designate one member of the Commission to serve as Chair of the Audit Selection Committee and authorize that person to select the other 2 members of the committee.

City Manager Review/Recommendation:

Approved.

RESOLUTION 2022-03

A RESOLUTION OF THE CITY OF BUNNELL, FLORIDA ESTABLISHING AN AUDITOR SELECTION COMMITTEE, ITS PURPOSE, ASSIGNING ITS MEMBERSHIP, DUTIES AND DURATION, AND PROVIDING FOR AN EFFECTIVE DATE AND A DATE FOR TERMINATION OF ACTIVITIES.

WHEREAS, Section 218.39, Florida Statutes requires an annual financial audit of the City's accounts and records by an independent certified public accountant retained by the Mayor and City Commission; and

WHEREAS, the City of Bunnell desires to procure external auditing services of the requisite annual audit; and

WHEREAS, Section 218.391, Florida Statutes requires the governing body of every municipality within the State of Florida to establish an Auditor Selection Committee for the primary purpose of selecting an auditor to conduct the annual audit required by Chapter 218, Florida Statutes; and

WHEREAS, pursuant to the statutory requirements, the Auditor Selection Committee shall consist of at least three (3) members with one member of the Mayor and City Commission serving as the Chair of the Committee; and

WHEREAS, city employees, the city manager and finance director are prohibited from serving as members of the Auditor Selection Committee, but may serve in an advisory capacity; and

WHEREAS, the Mayor and City Commission desire to establish an Auditor Selection Committee to evaluate and recommend to the Mayor and City Commission, an auditor to conduct the annual financial audit required by section 218.29, Florida Statutes.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA:

Section 1. Establishment of Auditor Selection Committee. The Auditor Selection Committee is established pursuant to Section 218.391, Florida Statutes.

Section 2. Purpose of Committee. The purpose of the Auditor Selection Committee is to establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm, publicly announce requests for proposals, evaluate the proposals, rank, and recommend firms in the order of preference to the Mayor and City Commission for an auditor to conduct the annual financial audit in accordance with Section 218.39, Florida Statutes.

Section 3. Term. The Auditor Selection Committee shall terminate upon the execution of an agreement between the City and the selected auditor.

Section 4. Effective Date. This Resolution shall be effective upon its passage and adoption.

DULY ADOPTED by the City Commission of the City of Bunnell, Florida, on the 28th day of February 2022.

Catherine D. Robinson, Mayor

Approved as to Form:

Vose Law Firm, City Attorney

Attest:

Kristen Bates, CMC, City Clerk

Seal:



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 2/8/2022 Amount: \$75,712.00
Department: City Manager Account #: 521-1200
Subject: Confirmation of Hiring and Swearing In of New Police Chief David Brannon
Agenda Section: New Business:
Goal/Priority: Organizational Excellence

ATTACHMENTS:

Description	Type
Confirmation of Chief David Brannon as Police Chief.	Exhibit

Summary/Highlights:

City of Bunnell Code Sec. 4.04(B.) City Managers appointment of Department Heads are subject to review and approval of the City Commission.

Background:

The City Manager interviewed four candidates for Chief of Police. After careful review and consideration, the City Manager has appointed David F. Brannon II as the new Police Chief. Chief Brannon brings over 26 years' of service with the Volusia Sheriff's Office, he was the Commander of District 4, where he essentially served as the City of Deltona's Police Chief. He commanded 80 Deputy sheriffs and nearly \$10 million contract services. He was responsible for leading the reduction of Part 1 crimes by 33%.

He is a graduate of Warner University with a bachelor's degree in Organizational Management, and a graduate of the University of Louisville-Southern Police Institute's Command Officers Development Program.

Staff Recommendation:

Recommend approval of City Manager's appointment of Chief Brannon as the Bunnell Police Department.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Auto-Biography of Dave Brannon



A Florida native, born and raised on the Space Coast in Cocoa Beach, Dave Brannon attended Cocoa Beach High School and played varsity football, wrestling, and was a member of the school's chorus. Also, he worked various part-time jobs, volunteered at his church, and was a member of the Cocoa Beach Police Explorers for four years, where he rose to the rank of Chief. On his first day following high school graduation in 1989, Dave was hired by the Cocoa Beach Police Department as a Community Service Officer, which launched his nearly 30-year career in law enforcement. He was later promoted to Communications Officer where he dispatched both police and fire and answered many intense 9-1-1 calls. Three years later, he attended and graduated from the police academy in Melbourne, Florida, in 1993.

Due to a hiring freeze for police officers throughout his home county and wanting to be as close as possible to home and family, Dave traveled first to the Daytona Beach Police Department and then to surrounding counties obtaining several applications from police departments, sheriff's offices, and the highway patrol. He was soon hired as a Deputy Sheriff II by then Volusia County Sheriff Bob Vogel and moved to Daytona Beach, where he was a resident until 2000. After working in the patrol division for four years, assigned to Orange City, DeBary, and Deltona, Dave was appointed as a Field Training Officer and then as a Criminal Investigator where he successfully worked a variety of cases involving missing children, unexpected deaths, fraud, exploitation of the elderly, grand theft, embezzlement, credit card fraud, bomb threats, aggravated assault, sexual offenses, armed robbery, and kidnapping. He was promoted to the rank of Sergeant in 1999 and initially worked in court security but was transferred by request back to Deltona where he supervised a patrol shift for nearly three years. Dave was then promoted to Lieutenant in 2003 and served as the countywide Watch Commander, Assistant Commander of Court Security, Emergency Operations Center ESF 16 duty officer during three major hurricanes, Investigative Services in Deltona (CID, Street Crimes Unit, and Anti-Crime Unit), and the Patrol District in DeBary.



In 2006, he was promoted to the rank of Captain and assigned commands over the Patrol District in DeLand, the Civil Process Section, the Patrol District in Deltona where he essentially served as the Chief of Police for seven years in a community of 90,000 residents, with 80 deputy sheriffs, and a budget of nearly \$10 million. He would go on to serve again as the commander of the DeLand Patrol District, then the Special Operations Section (AirOne, Marine Unit, Dive Team, Community Relations, School Resource Deputies, Volunteers, COPs, Chaplains, and the Daytona Beach International Airport security), Special Projects Manager, Evidence Section – where he completed the construction of an \$11.4 million state-of-the-art evidence facility, and his final post before retiring in 2019 was commanding the Extraditions, Records, and Warrants Section. For 11 years, Dave was the Law Enforcement instructor on the Crisis Intervention Team where he provided this important training to police officers in the region. He coordinated and launched Florida State University's Certified Public Manager (CPM) program in the region, and he coordinated the International Association of Property & Evidence (IAPE) course offering to certify local and regional evidence technicians in this complex and important field.

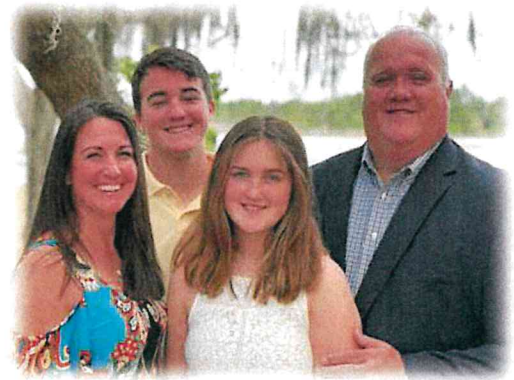
During his career, Dave was named Law Officer of the Year (1996) by the American Legion, Investigator of the Year (1999) by the Deltona Elks Lodge, and he received eight additional commendations from the Sheriff's Office and multiple other community awards and recognition. Dave holds a bachelor's degree in Organizational Management from Warner University with a minor in Public Administration, and he graduated from the prestigious Command Officer Development program at the University of Louisville – Southern Police Institute.

During his career with the Sheriff's Office, Dave volunteered and later led their nonprofit – VCSO Charity Committee, Inc., which raised over \$1 million in monetary and in-kind support for at-risk youth served by the Florida Sheriffs Youth Ranches. This nonprofit contributed to the Concerns of Police Survivors (COPS), which supports the spouses and children of slain law enforcement officers, and the Volusia Sheriff's Youth Foundation, which serves at-risk youth here at home.



Also, Dave is a long-standing member of the Rotary Club of DeLand, where he served on the board of directors and as president (2009-10). He was a charter member of Volusia Honor Air, a project jointly coordinated by the three DeLand Rotary clubs honoring World War II veterans. Raising more than \$800,000 over five years, the project chartered 10 separate commercial flights from Daytona Beach to Washington, DC, with each flight hosting 100 local World War II veterans - most in their late 80s to mid-90s. While in the nation's capitol under police escort, the veterans visited the World War II, Korean War, Vietnam War, and the Marine Corps memorials. They had lunch on Capitol Hill, and they attended the Changing of the Guard at Arlington National Cemetery where some of the veterans placed a wreath at the Tomb of the Unknown. All this was done in a one-day whirlwind trip before returning home that same evening to hundreds of family, friends, and supporters waving American flags and giving them the welcome home most never received.

While Dave is proud of his professional and civic accomplishments, nothing else brings him more pride than his family. Since 1999, Dave has been married to Melina, a registered nurse whom he met while working as a patrol deputy. They have a son, Joshua (17), a daughter, Julia (13), a Jack Russell Terrier, Roxy (8), and they recently adopted a rescued German Shepard, Bailey (9 months). Dave is passionate about spending quality time with his family making memories by attending his children's ball games, boating, fishing, and traveling. Their favorite destinations are Aruba and the mountains of North Carolina and Tennessee. Dave loves assisting Joshua develop his company, Cuts All Around, LLC, a lawn maintenance business, all while attending high school and dual enrollment at Daytona State College, a flight leader in Air Force JROTC, and working as a team leader at Chick Fil-A. Last year, Julia started playing 12U Babe Ruth softball at first base. Her team quickly developed and won several games throughout the Spring season and went on to win the championship tournament. She returned to play in the Fall and her team was undefeated throughout the season and won the championship tournament. Julia was recently invited to play on the travel ball squad. The family attends Deltona Alliance Church.



Although Dave retired from the Sheriff's Office in 2019 following nearly 30 years of total service, he remains passionate in his support for those who continue to serve in law enforcement. For the past two years, he worked full-time as a National Sales Advisor for MBI Direct Mail in DeLand and part-time as a Case Manager for the nonprofit, GRACE, which conducts internal assessments regarding allegations of abuse by church leaders. Also, Dave obtained his license to sell health and life insurance in several states and started his own business – Senior Benefits & Savings, LLC, where he provided advice to seniors regarding cost-saving strategies on their Medicare supplement plans.

CITY OF BUNNELL, FLORIDA

PO Box 756

Bunnell, FL 32110-0756

Telephone: 386-437-7500

Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: _____

Date Received: _____

Important Instructions: Hand-print or type neatly in black ink only. Fill in every blank line or box. If a blank line or box doesn't apply, enter "NA," or if you have no comment, enter "NC." A resume may be submitted with your completely filled-out Application for Employment form. Do not write "See Resume" in any of the blank lines or boxes.

Position applied for: Chief of Police

APPLICANT'S FULL NAME: David Frankln Brannon II

Desired wage/salary: \$90,000 Date you can start: February 21, 2022

Have you ever used a different first name, last name, or any nickname? Yes No

If yes, please list names used: NA

Applicant's home street address: 105 San Marino Ln

City: DeLand State: FL Zip Code: 32724

Daytime Phone number: (386) 747-9001 Other Phone number: _____

How did you learn of this job opening? Interim Chief Brannon Snead

Are you 18 years old, or older?..... Yes No

Can you legally hold a job in the USA?..... Yes No

Are you currently employed?..... Yes No

If not currently employed, were you laid off and/or subject to re-call?..... Yes No

May we ask information about you from your current employer?..... Yes No

Have you ever worked for the City of Bunnell before?..... Yes No

Have you ever been arrested?..... Yes No

If yes, please provide details below or attach detailed documentation including date(s), crime(s), disposition(s), probation(s), and location(s): NA

Job Applicant's full name: Brannon II, David F.

DRIVERS LICENSE

Do you have a valid Florida Drivers License?..... Yes No
 What type of drivers license is it? Hardship Operator CDL Class D C B A
 Do you have less than six violation points charged against your license? Yes No
 Has your drivers license ever been suspended or revoked? Yes No
 If yes, give reason(s) and the month and year of each: NA

MILITARY SERVICE

Have you ever served in the US Army Air Force Navy Marines Coast Guard
 or National Guard NA? Are you now in the National Guard or Reserve? Yes No
 What was your discharge? Honorable NA Dishonorable NA Other than honorable NA
 What rank/grade did you achieve (E-3, O-2, etc.)? NA
 What was your rating (communications, infantry, supply, medic, etc.)? NA
 Are you claiming veteran's preference (attach DD Form 214)? Yes No

EDUCATION

Level	Name of School City & State	# of Years	Diploma/ Degree	Type of Degree or Major discipline
High School	<u>Cocoa Beach High School Cocoa Beach, FL</u>	<u>4</u>	<u>Diploma</u>	<u>General</u>
College	<u>Warner University Lake Wales, FL</u>	<u>2</u>	<u>BA</u>	<u>Major - Organizational Management Minor - Public Administration</u>
Voc-Ed	<u>University of Louisville Southern Police Institute (SPI)</u>	<u>360 hrs</u>	<u>Certificate</u>	<u>Command Officers Development Course</u>

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. Florida Basic Law Enforcement Officer; 800 hours; Eastern Florida State College, Melbourne, FL
2. Florida Insurance 2-15 Life, Health, Annuities, and Variable Contracts

SPECIAL SKILLS

List all, such as word-processing speed, operate front-end loader, mechanical, pipe laying, computer programs you're proficient at, electrical, operate tractor mower, crime investigation, construction inspection, HazMat training, conflict resolution, administration, etc.

Law enforcement agency leadership/administration, emergency management, evidence/property management, building and maintaining community relationships, criminal investigations, new construction and facilities remodeling experience.

Job Applicant's full name: Brannon II, David F.

REFERENCES

Do not list former employers, people related to you, or people you have known less than one year.

Name	City/State of Residence	Telephone	Years
<u>Sheriff Michael J. Chitwood</u>	<u>DeLand, FL</u>	<u>(386) 736-5988</u>	<u>6</u>
<u>Boz Tchividjian</u>	<u>DeLand, FL</u>	<u>(386) 848-0292</u>	<u>20</u>
<u>Bishop Eugene Collier</u>	<u>DeLand, FL</u>	<u>(386) 848-4600</u>	<u>6</u>

RESUMES

I have a resume which I have attached for the City's consideration..... Yes No

OTHER PERTINENT COMMENTS OR REMARKS

Be all-inclusive. You may refer to attached/included documents. Include social as well as work matters. With nearly 30 years' experience in law enforcement, from a civilian community service officer and dispatcher, to working my way through the ranks in a large sheriff's office to achieve the rank of captain, my experience, dedication and passion for the communities I served are my strengths. I enjoy working with both the members of the agency and the community to solve problems, reduce crime and the fear of crime, improve trust and cooperation, and demonstrate by action genuine concern for the community. I have a proven track record for achieving these goals in challenging communities, and I will bring my experience, dedication, and passion to enhance the efforts of the Bunnell Police Department.

AFFIRMATION OF APPLICANT

I certify that all information in this Application for Employment, including all attachments, is true and complete; and, I understand that if any false information, omissions, or misrepresentations are discovered I may be rejected from potential employment, and if employed this is grounds for termination. In consideration of the employment applied for, I agree to conform to the City's rules, regulations and policies. I understand that Florida is a "right to work" state; and, therefore, my employment and compensation can be terminated with or without cause at either my option or the City's option.

Applicant's signature:  Date: February 3, 2022

Job Applicant's full name: Brannon II, David F.

EMPLOYMENT HISTORY

Start with your current, or most recent, job and list all former employers for the last ten years. If you need more space, photocopy the next page (page 5 of 6) before you fill it out.

Current or Most Recent Job

Name of Organization: MBI Direct Mail

Mailing Address: 710 W. New Hampshire Ave

City: DeLand State: FL Zip Code: 32720

Job Title: National Sales Advisor

Summarize the work you did/do: Consultative work with clients developing direct mail and digital marketing campaigns

Name & Title of Supervisor: Shannon Yannone, President

Telephone: (386) 736-9998 Fax Number: syannone@mbidirectmail.com

Dates Worked (Mo/Yr): Started: 08/2019 Ended: Present

Final Wage/Salary: \$ Commission per _____. Hours worked per week: 35-40

Reason for Leaving: NA - Current Employer

Next Most Recent Job

Name of Organization: Self-employed - Senior Benefits & Savings, LLC

Mailing Address: 336 E. New York Ave #1523

City: DeLand State: FL Zip Code: 32720

Job Title: Owner - President

Summarize the work you did/do: Assist senior citizens in finding quality and affordable Medicare supplement plans

Name & Title of Supervisor: Self

Telephone: (800) 577-2430 Fax Number: NA

Dates Worked (Mo/Yr): Started: 05/2021 Ended: 12/2021

Final Wage/Salary: \$ Commission per _____. Hours worked per week: NA

Reason for Leaving: Seeking new challenges

Job Applicant's full name: Brannon II, David F.

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: GRACE

Mailing Address: 4026 Wards Rd, Unit G1 #198

City: Lynchburg State: VA Zip Code: 24502

Job Title: Case Manager

Summarize the work you did/do: Conducted internal assessments on behalf of church client in receipt of allegation(s) of abuse by church leader(s); make recommendations for prevention.

Name & Title of Supervisor: Boz Tchividjian

Telephone: (386) 848-0292 Fax Number: NA

Dates Worked (Mo/Yr): Started: 04/2018 Ended: 04/2021

Final Wage/Salary: \$ 50.00 per hour. Hours worked per week: 10-20

Reason for Leaving: Resigned to seek new challenges

Next Most Recent Job

Name of Organization: Volusia Sheriff's Office

Mailing Address: P.O. Box 569

City: DeLand State: FL Zip Code: 32721

Job Title: Deputy Sheriff - Captain

Summarize the work you did/do: Law enforcement officer; administrator; supervised large workgroups of sworn and civilian personnel in a variety of specializations

Name & Title of Supervisor: Sheriff Michael J. Chitwood

Telephone: (386) 736-5988 Fax Number: NA

Dates Worked (Mo/Yr): Started: 10/1993 Ended: 07/2019

Final Wage/Salary: \$ 99,500 per year. Hours worked per week: 40-50

Reason for Leaving: Retired

Job Applicant's full name: Brannon II, David F.

Applicant is not to type/write on this page.

Application:

Neat: Yes ___ No ___; Writing is easily read: Yes ___ No ___; Complete: Yes ___ No ___

Recommendation for Interview: Yes ___ Potentially ___ No ___

Reviewed by: _____ Title: _____

FIRST INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance___ Articulate___ Confident___ Sincere___ Friendly___
Abrasive___ Evasive___ Not succinct___ Seemed to have good understanding of the job___
Other Comments:

Recommended for a second Interview? Yes ___ No ___

References checked: Yes ___ No ___ Result _____

Former Employees Checked: Yes ___ No ___ Result _____

SECOND INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance___ Articulate___ Confident___ Sincere___ Friendly___
Abrasive___ Evasive___ Not succinct___ Seemed to have good understanding of the job___
Other Comments:

Recommended for Hiring by:

Name: _____ Title: _____

Signature: _____ Date: _____

DAVID F. BRANNON II

105 San Marino Lane ♦ DeLand, Florida 32724 ♦ Phone: (386) 747-9001 ♦ dfbrannon2home@gmail.com

EXPERIENCE

MBI DIRECT MAIL <i>National Sales Advisor</i>	AUG 2019 TO PRESENT
SENIOR BENEFITS & SAVINGS, LLC <i>Owner – Self-employed</i>	MAY 2021 TO DEC 2021
GRACE (GODLY RESPONSE TO ABUSE IN THE CHRISTIAN ENVIRONMENT) <i>Case Manager</i>	APR 2018 TO APR 2021
VOLUSIA COUNTY SHERIFF'S OFFICE <i>Captain, Lieutenant, Sergeant, Investigator, Field Training Officer, Deputy Sheriff II</i>	OCT 1993 TO JUL 2019
COCOA BEACH POLICE DEPARTMENT <i>Communications Officer</i> <i>Community Service Officer</i>	MAY 1989 TO DEC 1992

EDUCATION

COMMAND OFFICERS DEVELOPMENT COURSE – 57TH SESSION <i>Southern Police Institute, University of Louisville</i>	2009 Louisville, Kentucky
BACHELOR OF ARTS, ORGANIZATIONAL MANAGEMENT <i>Warner University</i>	2004 Lake Wales, Florida
FLORIDA CJSTC BASIC LAW ENFORCEMENT CERTIFICATION <i>Eastern Florida State College</i>	1993 Melbourne, Florida
HIGH SCHOOL DIPLOMA <i>Cocoa Beach High School</i>	1989 Cocoa Beach, Florida

HONORS

Unit Commendation Bar awarded by Sheriff Mike Chitwood	2019
Community Service Bar awarded by Sheriff Mike Chitwood	2018
Sheriff's Award for Hurricane Irma Response by Sheriff Mike Chitwood	2017
Unit Commendation Bar awarded by Sheriff Mike Chitwood	2017
Unit Commendation Bar awarded by Sheriff Ben F. Johnson	2015
Unit Commendation Bar awarded by Sheriff Ben F. Johnson	2015
Point of Light Award for Volusia Honor Air	2012
Volusia League of Cities Public Safety Employee of the Year Nominee	2012
Distinguished Service Citation presented by Rotary District 6970 Governor Cynde Covington	2011
Gold Volunteer Service Award presented by the President of the United States Barack Obama	2010
Rotary International Presidential Citation presented by President John Kenny	2010
Premier Rotary Club Award presented by Rotary District 6970 Governor Dave Faraldo	2010
Rotarian of the Year presented by the Rotary Club of DeLand	2008
Service Above Self Award presented by the Rotary Club of DeLand	2007
Sheriff's Commendation Bar awarded by Sheriff Ben F. Johnson	2009

DAVID F. BRANNON II

105 San Marino Lane ♦ DeLand, Florida 32724 ♦ Phone: (386) 747-9001 ♦ dfbrannon2home@gmail.com

Unit Commendation Bar awarded by Sheriff Ben F. Johnson	2003
Law Enforcement Officer of the Year awarded by the Deltona Elks Lodge	1998
Law Enforcement Officer of the Year awarded by the American Legion	1996
Unit Commendation Bar awarded by Sheriff Robert L. Vogel, Jr.	1995
Young Adult Citizen of the Year, Cocoa Beach Optimist Club	1989
Explorer of the Year, Cocoa Beach Police Department	1987

SKILLS & TRAINING

Command & Management

SPI Command Officers Course	Line Supervision
DHS Threat & Risk Assessment	Managing the Patrol Function
FDLE Advanced Leadership	Developing Law Enforcement Managers
Middle Management	Leadership DeLand

COMMUNITY SERVICE

VOLUSIA COUNTY SHERIFF'S OFFICE	1994 to 2019
Crisis Intervention Team	
• <i>Instructor (2006-19)</i>	
VCSO Charity Committee, Inc.	
• <i>President (2007-08)</i>	
• <i>Treasurer (2006-07)</i>	
• <i>Fundraising Chair (2006-08, 2015-19)</i>	
• <i>Bruce Rossmeyer's Destination Daytona Motorcycle Skills Challenge Committee (2015-19)</i>	
• <i>Sheriff Ben Johnson's Inshore Fishing Tournament & Family Fun Fest Committee (2007-08)</i>	
• <i>Battle of the Badges School Bus Race Committee (2006)</i>	
• <i>Florida Sheriffs Association Summer Conference Committee (2006)</i>	
Mobile Field Kitchen & Restroom Trailers Acquisition Project (2007)	
100 Deputies / 100 Kids Committee (1994-2016)	
Volusia County Multi-Cultural Task Force (2006-07)	
ROTARY CLUB OF DELAND	2005 to Present
President (2009-10), Vice-President (2010-11), Secretary (2008-09)	
Board of Directors (2006-10, 2012-14)	
Volusia Honor Air Charter Member (2008-12)	
Rotary Youth Leadership Awards (RYLA), District Chair (2006-08)	
Newsletter Editor, District & Club (2009-12)	
AMERICAN CANCER SOCIETY - RELAY FOR LIFE	2012 to 2015
Deltona Team Captain (2012), Team Member (2013-15)	
MARCH OF DIMES - WALK AMERICA CAMPAIGN	2006
Team DeBary	
DAYTONA STATE COLLEGE	2005
Business Department Curriculum Development Committee	

Sheriff
MICHAEL J. CHITWOOD

OFFICE
(386) 736-5961



VOLUSIA COUNTY SHERIFF'S OFFICE

123 WEST INDIANA AVE • P.O. BOX 569 • DELAND, FLORIDA 32721-0569
(386) 822-5074 (FAX) • WWW.VOLUSIASHERIFF.ORG

November 19, 2021

RE: Recommendation for David F. Brannon II

Dear Sir or Madam,

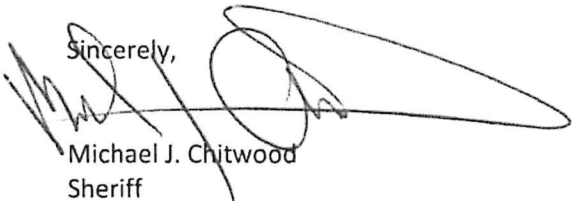
Please accept this letter as my unequivocal recommendation of Dave Brannon. Captain Brannon was a demonstrated leader within our agency and the community-at-large, having served under three elected Sheriffs of Volusia County, Florida, during his 26 year career here. Soon after my election as Sheriff in 2016, I quickly learned everything Dave worked on turned to gold!

Captain Brannon served within virtually all areas of our organization and was extremely effective at whatever he was assigned to do. Some of the highlights include: leading our Patrol District in Deltona, effectively serving as that city's Chief of Police for seven years, and overseeing the construction of our state-of-the-art evidence facility. During my tenure, I watched him plan and implement our VSO Annual Awards Ceremony, which was by far one of the best events I have ever attended. I was disappointed to learn of his decision to retire in 2019, which was unquestionably a loss to the VSO.

During his time at VSO, Captain Brannon distinguished himself by receiving many honors and awards within the agency and from the communities he served. He excelled at building relationships, motivating his peers and subordinates. I know as Chairman of the VCSO Charity Committee Inc., Captain Brannon reliably executed numerous successful fundraising events for my predecessors, setting a new bar for donations the VCSO was able to contribute to charities. As a former President of the Rotary Club of Deland, he spearheaded untold projects within the community, including the Volusia Honor Air project which allowed more than one thousand World War II veterans to visit national monuments in Washington, D.C.

Needless to say, Captain Brannon is a true professional, has a heart for service, and justly embodies the attributes of a servant leader. In the era where it is hard to find employees, let alone leaders, you can trust and rely upon, I offer my highest recommendation for Dave Brannon, who would be an asset to any organization.

Sincerely,



Michael J. Chitwood
Sheriff

MJC:kg/040L0249.21



City of Bunnell, Florida

Agenda Item No. H.2.

Document Date: 2/7/2022 Amount: \$12,113.83
Department: Community Development Account #:
Subject: Request to Approve Business Incentive Program Application for Scott Mulligan
Agenda Section: New Business:
Goal/Priority: Increase Economic Base, Financial Stability/Sustainability

ATTACHMENTS:

Description	Type
Scott Mulligan Business Incentive Application	Exhibit

Summary/Highlights:

The City of Bunnell adopted Resolution 2019-23, consistent with Section 166.021(8), Florida Statutes to implement a City of Bunnell Business Incentive Program, for the purpose of providing economic development grants for private enterprises which meet the criteria established under the Resolution.

Background:

Scott Mulligan has submitted an application requesting a Business Incentive Grant for Speculative Buildings.

The applicant will build a 11,999 Sq. Ft. Spec Building for Industrial space located on Lot 6 of Ninth Street in the Palm Industrial Park. The estimated capital investment is \$543,465.00. The applicant scored 10 points under the Spec Bldg. Category. This category is eligible 75% of four years incentive.

Staff Recommendation:

Staff recommends approval of this incentive application

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.



APPLICATION
Business Incentive Program

1. BUSINESS INFORMATION

- A. Legal name of the Applicant: Scott Mulligan
- B. Name of Ultimate Parent Company (if applicable): Scott Mulligan
City Bunnell State/Province Florida Country US
- C. List each Principal Executive Officer, director (or any person who performs a similar function regardless of title) of the Applicant and the Ultimate Parent Company (if applicable), and any person or entity that Controls the Applicant. Attach additional sheets if necessary.

Lot 6, 9th Street (9th Street Industrial)

<u>Name</u>	<u>Title or Position¹</u>	<u>Percent of Ownership</u>
Scott Mulligan	Owner	50%
Terry (TJ) McNitt	Owner	50%

- D. Applicant's Federal Employer Identification Number:
(Please complete either the substitute W-9 Form at the end of this application or attach a completed IRS Form W-9.) _____
- E. Applicant's Florida Sales Tax Registration Number (if applicable):
- F. Total number of new jobs and/or saved jobs (on a Full-Time Equivalent Job Basis).
- G. NEW BUSINESS ONLY: Is the Applicant an existing resident of Bunnell?

Yes No



2. PROJECT OVERVIEW

A. Which of the following best describes the Applicant:

- New business to Bunnell
- Existing Bunnell business creating and/or retaining jobs
- Speculative Space

B. How many employees of the Applicant, the Ultimate Parent Company and its Subsidiaries (other than the Applicant) will be transferred from other locations in connection with this Project (on a Full-Time Equivalent Job Basis)?

C. Please describe the Project, including the specific business activity(ies) of the Project:
New spec building - approx 11,999sf

D. What is the anticipated commencement date of the Project? *Summer 2022*

E. Break down of the Project's primary business activity(ies) and the corresponding wages:

Applicant's Activities	6 Digit NAICS Code(s)	Project Function (total = 100%)	Average Annualized Wage (\$)
<i>owner/lessor of nonresidential building</i>	<i>531120</i>	<i>100 %</i>	<i>\$</i>
		<i>%</i>	<i>\$</i>
		<i>%</i>	<i>\$</i>

F. Please provide the address of the proposed permanent location of the Project:

Street Address *Lot6 9th St (parcel ID 10-12-30-4990-00000-0060)*

City *Bunnell*

State *Florida* Zip Code *32110*

G. Will the Project be located in a current underutilized business zone or CRA.

Yes No

H. Which of the following best describes the location of the Project:

- Regional headquarters If it is a regional headquarters, what region?
- National headquarters
- International headquarters
- Not applicable

I. Please provide an estimate of the percentage of goods or services from this Project that will be sold or delivered to customers outside the City of Bunnell: _____%



3. JOB AND WAGE OVERVIEW

- A. How many new Full-Time Equivalent (FTE) Jobs are projected to be created as part of this project?
- B. What is the projected annualized average wage (excluding benefits) of the new Full-Time Equivalent Jobs Bunnell jobs created as part of this Project?² \$
- C. What is the projected annualized average cost to the Applicant of benefits for each new Full-Time Equivalent created as part of this Project? \$
- D. Please indicate the benefits that are included in the above calculation (e.g., health insurance, 401(k) contributions, paid vacation and sick leave, etc.)?

4. CAPITAL INVESTMENT OVERVIEW

- A. Describe the capital investment in connection with the Project in real and personal property (Examples: construction of new facility; remodeling of facility; upgrading, replacing, or buying new equipment.):
- B. Identify whether the Project be located in a/an:
 - Leased space with renovations or build out
 - Newly constructed building(s) on newly acquired land
 - Newly constructed building(s) on previously acquired land
 - Newly acquired existing building(s) with renovations
 - Addition to previously acquired existing building(s)
 - Other (please describe in 4A above)
- C. List the projected capital investment to be made in Bunnell in connection with this Project (by type and year):

Calendar Year :	2021	2022				Total
Land or Building Purchase	\$ 92,000	\$	\$	\$	\$	\$ 92,000
Construction / Renovations	\$	\$451,465.00	\$	\$	\$	\$451,465.00
Manufacturing Equipment	\$	\$	\$	\$	\$	\$
R&D Equipment	\$	\$	\$	\$	\$	\$
Other Equipment (computer equipment, office furniture, etc.)	\$	\$	\$	\$	\$	\$
Total Capital Investment	\$	\$	\$	\$	\$	\$543,465.00

- D. What is the estimated square footage of the new or expanded facility?

11,999 sf

² All cash payments to the employees (other than reimbursements of business expenses) should be included.
 Revised 11/19 Page 3 of 6



6. DISCLOSURE

A. In the past 10 years, has (1) the Applicant, the Ultimate Parent Company or any of its Subsidiaries, (2) any Principal Executive Officer of the Applicant or the Ultimate Parent Company or (3) any entity that any Principal Executive Officer of the Applicant or the Ultimate Parent Company Controls or Controlled been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign or military court to any Felony or Misdemeanor involving fraud, false statements or omissions, wrongful taking of property, bribery, perjury, forgery or a conspiracy to commit any of these offenses?

If yes,
Yes No explain?

B. Is (1) the Applicant, the Ultimate Parent Company or any of its Subsidiaries, or (2) any Principal Executive Officer of the Applicant or the Ultimate Parent Company or (3) any entity that any Principal Executive Officer of the Applicant or the Ultimate Parent Company Controls (a) the subject of a pending criminal prosecution or governmental enforcement action in any jurisdiction or (b) subject to any unsatisfied tax liens in Florida or judgment liens in any jurisdiction in the U.S.?

If yes,
Yes No explain?

C. In the past 5 years, has (1) the Applicant, the Ultimate Parent Company or any of its Subsidiaries, (2) any Principal Executive Officer of the Applicant or the Ultimate Parent Company or (3) any entity that any Principal Executive Officer of the Applicant or the Ultimate Parent Company Controls or Controlled (a) been named as a DEFENDANT in any civil litigation or arbitration in any jurisdiction, (b) had an application for license, or a license or its equivalent, to practice any profession or occupation denied, suspended or revoked in any jurisdiction, or (c) been subject to a bankruptcy or insolvency petition in any jurisdiction?

If yes,
Yes No explain?



7. CONFIDENTIALITY

In accordance with Section 288.075 of the Florida Statutes, the Applicant may request that the City of Bunnell maintain the confidentiality of all information regarding this project (including information contained in this application) for the lesser of a 12 month period after the date of this application (which may be extended for an additional 12 months upon request), 6 months after the issuance of the final project order approving the project or until the information is otherwise disclosed.

Please indicate whether the Applicant is requesting confidential treatment of this project in accordance with Section 288.075 of the Florida Statutes. (Does not apply to SDST sales tax exemption applicants.)

Yes No

8. SIGNATURES

The undersigned person hereby affirms that he or she has been duly authorized and empowered to verify, execute and deliver this Application, that he or she has read this Application (including all attachments hereto) and he or she has knowledge of all of the facts stated herein, and that this Application, and all information submitted in connection herewith, is complete and accurate and contains no misstatements, misrepresentations, or omissions of material facts, to the best of his or her knowledge and belief.

<u>Signature</u>		<u>Date</u> 2/4/2022
<u>Name</u> Scott Mulligan		
<u>Title</u> Owner		
<u>Company</u>		



APPENDIX 1

EXPLANATION OF TERMS

The following terms used in this Application have the meanings set forth below:

APPLICANT – The entity(ies) that will satisfy all job creation and capital investment requirements under the incentive agreement with the Department and which are applying on or amending this Application.

BROWNFIELD AREA ELIGIBLE FOR BONUS REFUNDS – Has the meaning ascribed to such term in Section 288.107 of the Florida Statutes.

CONTROL – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any person or entity that (i) is a director, general partner or officer exercising executive responsibility (or having similar status or functions); (ii) directly or indirectly has the right to vote 50% or more of a class of a voting security or has the power to sell or direct the sale of 50% or more of a class of voting securities; or (iii) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 50% or more of the capital, is presumed to control that company.

ENTERPRISE ZONE – Has the meaning ascribed to such term in Section 288.106 of the Florida Statutes.

FELONY – For jurisdictions that do not differentiate between a felony and a misdemeanor, a felony is an offense punishable by a sentence of at least one year imprisonment and/or a fine of at least \$1,000. The term also includes a general court martial.

FOUND – Includes adverse final actions, including consent decrees in which the respondent has neither admitted nor denied the findings, but does not include agreements, deficiency letters, examination reports, memoranda of understanding, letters of caution, admonishments, and similar informal resolutions of matters.

FULL-TIME EQUIVALENT JOB – One employee or two or more employees (without duplication) who perform at least 35 hours of paid work per week.

JOBS – Has the meaning ascribed to such term in Section 288.106 of the Florida Statutes.

MISDEMEANOR – For jurisdictions that do not differentiate between a felony and a misdemeanor, a misdemeanor is an offense punishable by a sentence of less than one year imprisonment and/or a fine of less than \$1,000. The term also includes a special court martial.

NAICS – Those classifications contained in the North American Industry Classification System, as published in 2007 by the Office of Management and Budget, Executive Office of the President, and updated from time to time.

ORDER – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an order.

PRINCIPAL EXECUTIVE OFFICER – With respect to any entity, such entity's chief executive officer, chief financial officer, chief operations officer or any person who performs similar functions regardless of title.

PROJECT – Has the meaning ascribed to such term in Section 288.106 of the Florida Statutes.

ESTIMATE OF ECONOMIC DEVELOPMENT
GRANT CALCULATION
Scott Mulligan

Calculations based on City Millage

Category: Speculative Space

POINTS AWARDED

Ownership Timeframe	2
Capital Investment: \$543,465.00	
Facility Size: 11,999 SqFt	1
Job Creation:	
Wages: Average wage	
CRA	2
City Resident:	0
Proximity to Utilities:	5
Total Points	10

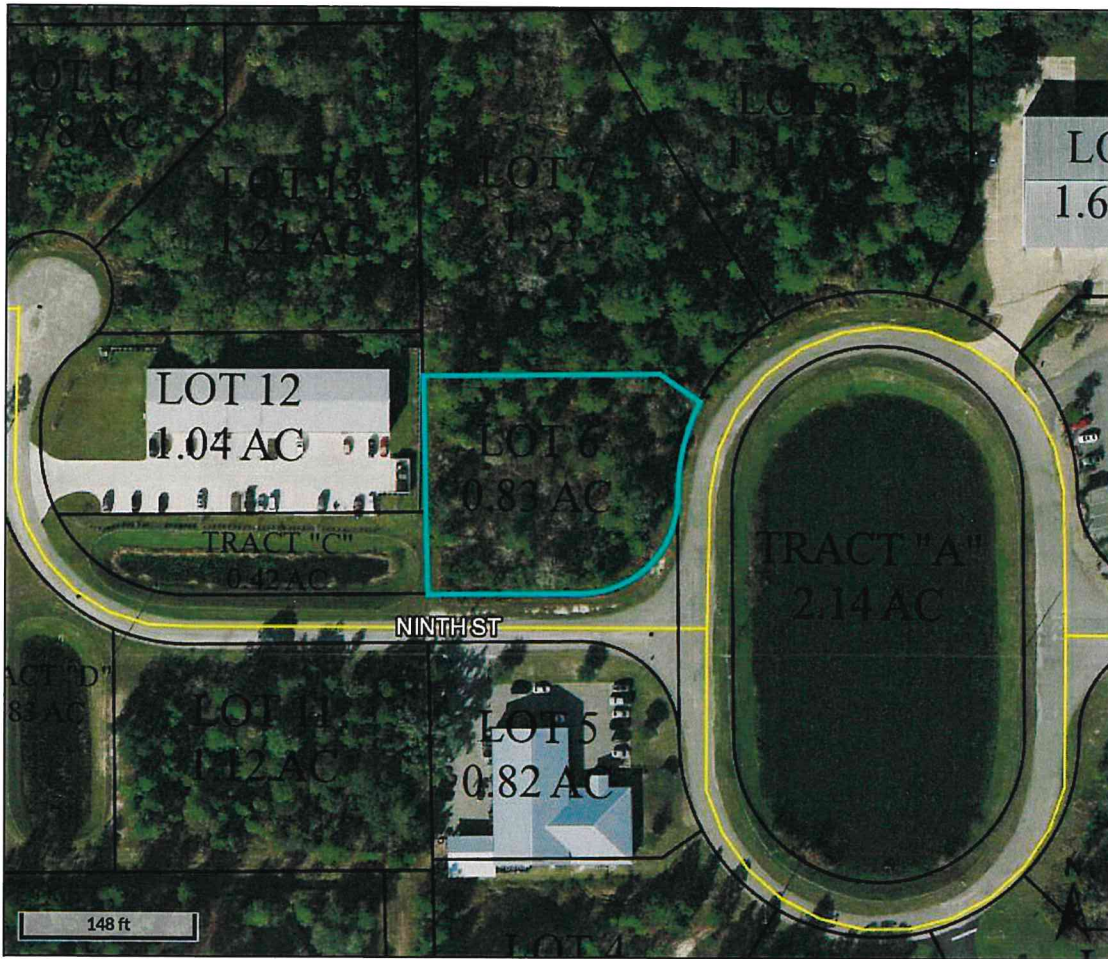
The applicant scored 10 points under the Speculative Building Category.

Total Value of Capital Improvements	\$ 543,465.00
Multiplied by City Millage rate	0.00743
Annual Ad Valorem Tax (general city portion)	\$ 4,037.94
75% Annual Ad Valorem Tax(gen. city portion)	0.75
Total Estimated Rebate Per Year	\$ 3,028.46
Multiplied by # Eligible Years	4
Ad Valorem Tax (general city portion) Estimate =	\$ 12,113.83

Total Estimated Value of New Tangible Assets	
Multiplied by City Millage rate	0.0074
Annual new tangible business personal property tax (general city portion)	0
50% Annual new tangible business oersonal property tax(gen. city portion)	0.5
Total Estimated Rebate Per Year	0
Multiplied by # Eligible Years	4
Tangible Business Personal Property Tax (general city portion)	0

REBATE SCHEDULE & PAYOUT:

Total Maximum Possible Incentive:	\$ 12,113.83
Rebate will consist of 7 annual installments of:	\$ 1,730.55



Overview



Legend

- Parcels
- Roads
- Streams and River

Parcel ID	10-12-30-4990-00000-0060	Owner	MULLIGAN SCOTT 30 MAGNOLIA COURT ORMOND BEACH, FL 32174	Land Value	\$53,950	Last 2 Sales							
Class Code	VACANT INDUSTRIAL	Physical Address	n/a	Ag Land Value	\$0	Date	5/14/2021	Price	\$92000	Reason	V	Qual	Q
Taxing District	14			Building Value	\$0		4/20/2006		\$185000		V		U
Acres	0.83			Misc Value	\$0								
				Just Value	\$53,950								
				Assessed Value	\$38,666								
				Exempt Value	\$0								
				Taxable Value	\$38,666								

Date created: 2/9/2022
Last Data Uploaded: 2/9/2022 8:07:37 AM

Developed by **Schneider**
GEO SPATIAL

Owner Information

Primary Owner
[Mulligan Scott](#)
 30 Magnolia Court
 Ormond Beach, FL 32174

Parcel Summary

Parcel ID 10-12-30-4990-00000-0060
 Prop ID 11085
 Location Address BUNNELL, 32110
 Brief Tax Description* PALM INDUSTRIAL PARK PHASE 1 & 2 MB 35 PG 34 LOT 6 (0.83 ACRES) OR 1339 PG 1765 OR 1352 PG 1126 OR 1430 PG 1452
(Note: *The Description above is not to be used on legal documents.)
 Property Use Code VACANT INDUSTRIAL (004000)
 Tax District CITY OF BUNNELL, BUNNELL CRA AREA WITH MOSQ CONTROL (District 14)
 Millage Rate 22.2881
 Homestead N
 Feet (GIS) 36,334.851

[View Map](#)

Valuation

	2021 Certified Values	2020 Certified Values	2019 Certified Values	2018 Certified Values
Building Value	\$0	\$0	\$0	\$0
Extra Features Value	\$0	\$0	\$0	\$0
Land Value	\$53,950	\$44,405	\$39,840	\$29,050
Land Agricultural Value	\$0	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$0	\$0	\$0
Just (Market) Value	\$53,950	\$44,405	\$39,840	\$29,050
Assessed Value	\$38,666	\$35,151	\$31,955	\$29,050
Exempt Value	\$0	\$0	\$0	\$0
Taxable Value	\$38,666	\$35,151	\$31,955	\$29,050
Protected Value	\$15,284	\$9,254	\$7,885	\$0

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Historical Assessment

Year	Building Value	Extra Features Value	Land Value	Agricultural Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2020	\$0	\$0	\$44,405	\$0	\$44,405	\$35,151	\$0	\$35,151	\$9,254
2019	\$0	\$0	\$39,840	\$0	\$39,840	\$31,955	\$0	\$31,955	\$7,885
2018	\$0	\$0	\$29,050	\$0	\$29,050	\$29,050	\$0	\$29,050	\$0
2017	\$0	\$0	\$29,050	\$0	\$29,050	\$29,050	\$0	\$29,050	\$0
2016	\$0	\$0	\$29,050	\$0	\$29,050	\$29,050	\$0	\$29,050	\$0
2015	\$0	\$0	\$29,050	\$0	\$29,050	\$29,050	\$0	\$29,050	\$0
2014	\$0	\$0	\$29,050	\$0	\$29,050	\$29,050	\$0	\$29,050	\$0
2013	\$0	\$0	\$31,125	\$0	\$31,125	\$31,125	\$0	\$31,125	\$0
2012	\$0	\$0	\$33,200	\$0	\$33,200	\$33,200	\$0	\$33,200	\$0
2011	\$0	\$0	\$41,500	\$0	\$41,500	\$41,500	\$0	\$41,500	\$0
2010	\$0	\$0	\$0	\$0	\$91,300	\$0	\$0	\$0	\$91,300
2009	\$0	\$0	\$0	\$0	\$132,800	\$0	\$0	\$0	\$132,800

TRIM Notice

[2021 TRIM Notice \(PDF\)](#)

Sales

Sale Date	Sale Price	Instrument	Book	Page	Qualification	Vacant/Improved	Grantor	Link to Official Records
5/14/2021	\$92,000	WD	2569	826	Qualified (Q)	Vacant	AKBAROV ALEC & KATERINA H&W	Link (Clerk)
4/20/2006	\$185,000	WD	1430	1452	Unqualified (U)	Vacant	* GOURIN ALEXANDER,* GOURIN AL	Link (Clerk)
9/11/2005	\$129,900	WD	1352	1126	Unqualified (U)	Vacant	* MORSE GROUP LLC	Link (Clerk)
9/9/2005	\$625,800	WD	1339	1765	Qualified (Q)	Vacant	* PALM INDUSTRIAL PARK LLC	Link (Clerk)

No data available for the following modules: Property Information, Residential Buildings, Commercial Buildings, Sketches, Building Area Types, Extra Features, Photos.

The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. If you feel that any information contained herein is incorrect, please contact our office at (386)313-4150.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

[Last Data Upload: 2/9/2022, 8:07:37 AM](#)

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 Schneider
GEOSPATIAL



City of Bunnell, Florida

Agenda Item No. H.3.

Document Date: 2/14/2022 Amount:
Department: City Clerk Account #:
Subject: Request Approval for the Authorization to the East Flagler Mosquito Control District for Aerial Spraying over Congested Areas
Agenda Section: New Business:
Goal/Priority: Quality of Life

ATTACHMENTS:

Description	Type
Request Letter	Exhibit
Public Notice	Exhibit
Authorization Form	Exhibit

Summary/Highlights:

This is the annual request from the East Flagler Mosquito District to authorize low-level flights over congested areas within the City of Bunnell boundaries.

Background:

Each year the City receives this request in compliance with Federal Aviation Regulations.

Bunnell citizens pay for mosquito control services via property taxes and part of those services are provided through helicopter services. The use of aerial spraying is the main treatment mode for the District and most such treatments are done to prevent the emergence of saltmarsh mosquitos.

This authorization will allow the East Flagler Mosquito Control District to carry out low-level flights, 500 feet and below, over congested area within the City.

The East Flagler Mosquito Control District is also requesting the City designate a member of the Commission to accompany them on an inspection flight.

Staff Recommendation:

Approval of the Authorization to the East Flagler Mosquito Control District for Aerial Spraying over Congested Areas and designate a member of the Commission to accompany them on an

inspection flight.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.



Board of Commissioners

Julius Kwiatkowski
Mike Martin
Ralph Lightfoot

Chair
Secretary
Treasurer

February 7, 2022

Re: Aerial Mosquito Control

To: Flagler County Local Governments:

Each year we request, in compliance with Federal Aviation Administration Regulation 137.51, authorization to fly over congested areas. As you are aware, the citizens you represent pay for mosquito control services via property taxes to the District and part of those services are operations done by helicopter since 1990. To provide services in a timely fashion, we request signed authorization to extend for one year.

This authorization provided by each local government allows the District to carry out low-level flights, 500 feet and below, over congested areas within their boundaries. The helicopter is the main treatment vehicle of the District, most treatments are done to prevent the emergence of saltmarsh mosquitoes, survey breeding areas, and apply adulticides when necessary.

The enclosed public notice will be published monthly beginning in April and ending in October and serves to provide ongoing public awareness about aerial operations and further provides contact information.

Please execute the accompanying authorization (Mayor, Manager, etc.) and return to our office no later than April 1, 2022.

Additionally, we request you designate a member of your elected body to accompany us on an inspection flight of the District. If no member of your elected body is interested in an aerial tour, then a tour of the facilities and overview of operations can be done without it.

Thank you for your prompt attention to this matter.

Sincerely,

Mark Positano, Director

East Flagler Mosquito Control District

210 FIN WAY
Palm Coast, Florida 32164

Phone: 386-437-0002
Fax: 386-437-0200

flaglermosquito.com

Public Notice Aerial Spraying

In compliance with regulations of the Federal Aviation Administration (FAA), public notice is hereby given that the East Flagler Mosquito Control District may apply control products by helicopter over or adjacent to congested areas of Flagler County and its municipalities. The purpose of these flights is for the suppression of mosquito populations. Flights will normally be performed at an altitude of 500 feet or below. Additionally, the District may perform low level flights over and adjacent to wetlands for the purpose of arresting mosquito development.

Control of mosquitoes by helicopter is a common practice in populated areas of Florida. The District has conducted aerial operations since 1990. All flights will be in the public interest and maximize public safety and mosquito control effectiveness. All control products are approved for control purposes by the Florida Department of Agriculture and U.S. Environment Protection Agency.

For additional information visit the District website at flaglermosquito.com, following us on Facebook, or by calling 386-437-0002. The website will map areas to be sprayed by truck or by air and notifications are posted on our Facebook page.

Authorization

This authorization recognizes that the East Flagler Mosquito Control District, in the exercise of its public health and safety responsibilities, may fly at low levels (500 feet) over congested areas in connection with its operations. This authorization extends from April 15, 2022 through April 15, 2023.

Signature: _____ Date: 2/28/2022

Print/type name: Catherine D. Robinson

Title: Mayor

Name of local government: City of Bunnell

Return to:

**East Flagler Mosquito Control District
210 Fin Way
Palm Coast, FL 32164**

Please return no later than April 1, 2022.



City of Bunnell, Florida

Agenda Item No. H.4.

Document Date: 2/14/2022 Amount: \$8,500 for compensation study and \$81,782 for pay increases
Department: Finance Account #: By Department
Subject: Employee Pay and Compensation Study
Agenda Section: New Business:
Goal/Priority: Financial Stability/Sustainability, Organizational Excellence

ATTACHMENTS:

Description	Type
Evergreen Solutions Compensation Study Proposal	Quote

Summary/Highlights:

Consider an employee pay increase effective immediately to promote employee retention/reduce turnover and authorize Evergreen Solutions, LLC to complete a compensation study to bring the city's pay scale in line with the local market. Resulting pay adjustments will be included in creation of the FY 22/23 annual budget and be effective October 1st, 2022.

Background:

Inflation, labor shortages, the increased minimum wage rate and local competition is causing challenges for the city. As was presented in the Commission Advance on January 28, 2022 and in the workshop earlier today, this situation is not unique to Bunnell and all employers are having to adjust policies, procedures and compensation in order to recruit and retain qualified staff in a highly competitive market. The city is currently experiencing extremely high employee turnover rates (30%+ in the last 12 months) and the inability to fill some vacancies. Of the employees leaving, almost all have left for better paying positions. The average years of service of current city employees is less than 4 years. This causes a strain on the organization resulting in loss of institutional knowledge, increased expenses associated with overtime, hiring costs, training, etc., decreased productivity, loss of momentum, decreased satisfaction and fatigue for the remaining employees, low morale, and most of all a decreased level of service to Citizens. The city's current compensation plan was created and adopted in 2017 and very few adjustments have been made to it since then, causing the plan to be outdated and pay to be below market rates. Staff recommends approval of a two step plan to address these issues:

1) Approve a retention increase effective immediately of \$1 per hour for all city employees. The total cost for the current fiscal year including salary and benefits is \$81,782 (allocated 57% general fund, 17.5% each water and sewer funds and 8% solid waste as it is funded based on departmental

positions). The \$1 per hour results in a greater % increase for lower paid employees and a less % increase for higher paid employees. Most of the cost can be absorbed in departmental budgets due to vacancies that have occurred. Additionally, there is a 5% medical insurance increase budgeted but we have secured a 0% change to our contract. Lastly, the state was very conservative with estimating revenues as we are still experiencing unknowns associated with the pandemic and are fortunate to see revenues exceeding budget.

2) Authorize completion of a compensation study by Evergreen Solutions, LLC. Completion is anticipated in June 2022. The resulting pay plan and pay adjustments will be included in creation of the FY 22/23 annual budget and be effective October 1st, 2022.

Staff Recommendation:

Approve

City Attorney Review:

Commission discretion.

Finance Department Review/Recommendation:

Approve

City Manager Review/Recommendation:

Approved.



Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

January 31, 2022

Dr. Alvin Jackson
City Manager
City of Bunnell
Post Office Box 756
Bunnell, Florida 32110

SUBMITTED VIA EMAIL: ajackson@bunnellcity.us

Dear Dr. Jackson:

We appreciate the opportunity to submit a letter proposal to conduct a Compensation Study for the City of Bunnell. I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost.

Detailed Work Plan

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with the City of Bunnell (City).
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the City's Project Manager (CPM) and any other key stakeholders the following objectives:
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the City and some of the short- and long-term priorities. This activity serves as the basis for assessing where the City is going and what type of pay plan will reinforce current and future goals.

**Task 2.0
Evaluate the
Current System**

- 1.3 Obtain relevant materials from the City, including:
- any previous projects, research, evaluations, or other studies that may be relevant to this project;
 - organizational charts for the departments and divisions, along with related responsibility descriptions; and
 - current position and classification descriptions, and salary schedule(s).
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of City staff

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation plan(s) for the City of Bunnell.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Determine the strengths and weaknesses of the current pay plan(s) and structure for the City.
- 2.3 Discuss any pay compression issues that may exist and possible solutions.
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system for the City as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions



**Task 3.0
Identify Approved
List of Benchmarks
and Survey Targets**

TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market assessment.

TASK ACTIVITIES

- 3.1 Identify and review with the CPM the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will use all of the City's classifications as benchmarks for the market salary survey.
- 3.2 Finalize the list of benchmark positions.
- 3.3 Review with the CPM up to 15 peer organizations that should be included in the market salary survey.
- 3.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Bunnell area;
 - economic and budget characteristics; and
 - other demographic data.
- 3.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 3.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 3.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts



**Task 4.0
Conduct Market
Survey and Provide
External
Assessment
Summary**

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the CPM for review.

TASK ACTIVITIES

- 4.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss the questions to include in the market salary survey.
- 4.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 4.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 4.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 4.5 Validate all data submitted.
- 4.6 Develop summary report of external labor market salary survey assessment results.
- 4.7 Submit summary report of external labor market salary survey assessment results to the CPM.

KEY PROJECT MILESTONES

- Market salary survey instrument
- Summary report of external labor market survey assessment results

**Task 5.0
Develop Strategic
Positioning
Recommendations**

TASK GOALS

- Assess the appropriateness of the City's existing compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 5.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 5.2 Using the market salary survey data collected in **Task 4.0**, and compensation data reviewed in **Task 2.0**, determine the proper pay scale including number of grades and ranges.



**Task 6.0
Conduct Solution
Analysis**

- 5.3 Identify highly competitive positions within the City and customize recommendations for compensation where required.
- 5.4 Produce a revised or new pay scale(s) that best meets the needs of the City from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions

TASK GOALS

- Slot classifications into the revised or new pay scale based on survey results.
- Propose several possible options for implementation.

TASK ACTIVITIES

- 6.1 Use a market based approach, or other appropriate techniques, to properly slot each classification into the revised or new pay scale.
- 6.2 Place all classifications into pay grades based on **Task Activity 6.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 6.3 Create implementation solutions for consideration that take into account the current compensation philosophy and financial impact, as well as the findings from the compensation analysis. Recommend alternative compensation policy changes.
- 6.4 Determine the best solution to meet the needs of the City in the short- and long-term.
- 6.5 Document the accepted solution.

KEY PROJECT MILESTONES

- Revised or new pay scale(s)
- Classification assignments by pay grade
- Implementation plan(s)
- Documented final solution



**Task 7.0
Develop Draft and
Final Reports**

TASK GOALS

- Develop and submit a draft and final report of the Compensation Study to the City of Bunnell.
- Present final report.

TASK ACTIVITIES

- 7.1 Produce a comprehensive draft report that captures the results of each previous step. The report will include the costs associated with all recommendations as well as implementation strategies.
- 7.2 Submit the comprehensive draft report to the CPM for review and approval.
- 7.3 Make edits and submit necessary copies of the final report which will describe the pay plan for the City and will recommend implementation procedures as well as procedures for the continued maintenance and administration of the plan.
- 7.4 Present the final report, if requested.
- 7.5 Develop a communication plan for sharing study results with the City's employees.
- 7.6 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan

**Task 8.0
Develop
Recommendations
for Compensation
Administration**

TASK GOAL

- Develop recommendations for a maintenance program so administration by City staff may sustain the recommended compensation system/structure.

TASK ACTIVITIES

- 8.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:
 - how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;



- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay;
- how often to adjust pay scales and survey the market;
- the timing of implementation; and
- how to keep the system fair and competitive over time.

8.2 Recommend recruitment/retention strategies, where appropriate.

8.3 Finalize and present recommendations to the CPM for review.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

Proposed Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our work plan is **\$8,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Our price includes one onsite visit, if needed, as most of the work can be conducted virtually. Evergreen can conduct this study in approximately three months from the execution of a contract.

Our preferred method of invoicing is as follows:

- 33% - upon completion of Tasks 1 – 2
- 33% - upon completion of Tasks 3 – 4
- 34% - upon completion of Tasks 5 – 8

We would love the opportunity to again work with the City of Bunnell. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Dr. Jeffrey Ling, President
Evergreen Solutions, LLC





City of Bunnell, Florida

ATTACHMENTS:

Description	Type
City Manager Report- January 2022	Exhibit

City Manager's Monthly Report



Dr. Alvin B. Jackson, Jr.
City Manager
For January 2022

Published: February 2022

In the Community

January 5th, Mayor Robinson and City Manager Jackson participated in the Palm Coast 30/30 Fitness Challenge. The goal of this Challenge is to promote a healthy living challenge that encourages residents in Flagler County to walk/run one mile per day for 30 days.



January 15, 2021: MLK Celebration hosted by the MLK Celebration Committee



Police Department Pinning Ceremony

On January 24, 2022, Interim Chief Snead presented Sergeant Bagwell, Sergeant Groth and Detective Sergeant Totten with their Sergeant pins and plaques. Each was pinned by members of their family.



Commission Advance

On January 28, 2022, an all day Commission Workshop was held. Since 2019, the Commission has been holding an all day workshop, called an Advance, to learn about subjects and trends that may impact the City in the upcoming year, to discuss City needs and to get updates on the City.

The Advance was held at the Vince Carter Sanctuary and was open to the public.

- C.1. 8:15 AM- Welcome (City Manager)
- C.2. 8:30 AM- Florida Chamber Foundation (Dr. Jerry Parrish)
- C.3. 9:30 AM- Salary Trends and Market Issues (Pamela Wu, Flagler County and Jeff Ling, Evergreen)
- C.4. 10:00 AM- Smart North Florida (Clayton Levins)
- C.5. 11:00 AM- Master Utility Plan & Facility Projects Update
- C.6. 12:00 PM- BREAK FOR LUNCH
- C.7. 12:30 PM- Bunnell Police Department Strategic Plan (Interim Police Chief)
- C.8. 1:00 PM- City Finance Update (Finance Director)
- C.9. 1:30 PM- Strategic Plan Update and SWOT Analysis (City Manager)
- C.10. 4:00 PM- Open Discussion; Direction to Staff



2022 Municipal Elections

The City election is March 8, 2022 from 7:00 AM to 7:00 PM. This year the City polling location will be at the Carver Gym.

Candidate Handbooks have been available from the City Clerk office during regular business days and hours since October 11, 2021.

The City Qualifying Period was from 8:00 AM Monday January 10, 2022 to 12:00 PM January 14, 2022.

There was no opposition for the seat of Mayor. As a result, there will not be an election for the seat of Mayor. Mayor Catherine D. Robinson will continue to serve in this role for the next 3 years.

The following have been qualified to run for the two Commission seats:

- Robert “Bob” Barnes
- Tina-Marie Schultz
- Peter Young



Vote!

City Commission Mission Statement

The City Commission of the City of Bunnell is dedicated to providing its citizens, businesses and visitors with quality services that ensure Life, Liberty and the Pursuit of Happiness!

A hand holding a blue marker next to the text "WHY ARE WE HERE?". The text is written in a light blue, sans-serif font. The hand is positioned on the right side of the image, with the marker pointing towards the text.

Core Values

The following are the core values for the City of Bunnell:

- Loyalty to the team, the objectives, and the mission.
- Teamwork. Cultivate a “we environment.” - Be passionate team player.
- Communication. Share information freely, maintain an on-going dialog.
- Respect individual strengths; Embrace diversity.
- Empathy. Care about people.
- Always determine what is important to team members.
- Honor everyone. Demonstrate respect for all persons.
- Say “thank you.” Show appreciation in every way possible.
- Self-Control. Stay open, ask questions & maintain clam demeanor in the face of every challenge.
- Have a forgiving spirit.
- Professionalism always. Maintain a positive attitude & a pleasing personality.
- Cultivate creativity.
- Seek great personal satisfactions in helping others succeed.
- Be an active listener– quick to hear, slow to speak.
- Be a person of fairness & justice to all.
- Have an action plan, including results oriented goals with measurable outcomes.
- Create a culture of warmth & belonging, where everyone is welcome.
- Have fun; create an environment where employees can think big & excel.
- Integrity: to be honest, open, ethical & fair.
- Fiscal accountability: to be good stewards of agency funds.

Mission Statement

The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the highest possible quality of life for the overall community through the exemplary services we provide.

Vision Statement

The City of Bunnell commits to building on its heritage, while enhancing a high quality of life for all its citizens. We pledge to work in collaboration with our residents and business community to foster pride in the City, develop a vibrant and diverse economy and a thoughtful plan for the future.

Park Updates, Facility Rentals and Garage Sale Permits

All City parks are open. Parks operate during daylight hours (ie. dawn to dusk).

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed application AND include a COVID/Social Distancing plan or measures that will be taken with the application. If no plan is provided, the rental will not be approved.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
- Due to on-going vandalism at JB King park, security cameras were recently installed and activated.



Garage Sale Permits:

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department and provide a COVID/Social Distancing Plan. Per the City Code of Ordinance, there is a limit on the total number of garage sale permits that can be issued to a property/address point in a calendar year.

Information Technology

The County had pulled their people off the PD office trailer project as they were working to open a new facility in Bunnell on a grant. They have started back on this project recently. Awaiting the installation of connectivity and telephone service to the trailer to finalize everything.

The cameras are up and running at JB King. The vendor, after seeing some of the damage we took recently actually gave us an additional camera to cover a blind spot. We added a MiFi device to the recorder so the cameras from the larger building can be seen through an app on the internet. Hopefully we can identify and prosecute those who are vandalizing our park.

Parks seems to think with reimbursement from the insurance company we may have some funds available to connect the 2 buildings together, and perhaps add some cameras to EJ Park. More on that as it happens.

Completed the upgrade to and training of the new document imaging system built into our financial software. Still doing a little cleaning up as issues are discovered.

Met with the County, and received training on operating meetings in the Board Chambers, and the smaller conference room. Purchased a similar recorder to what they were loaning us to record PZA and Code Board. Participated in the January PZA, and both Board meetings. Will teach another how to set-up the room as a backup.

Had an issue with a maintenance upgrade for our VPN (Virtual Private Network) software. Having to roll our folks back to an older version until the issue is resolved.

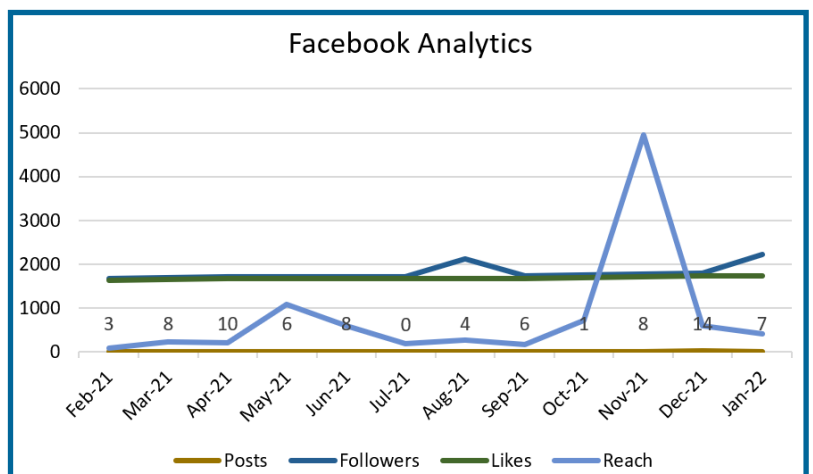
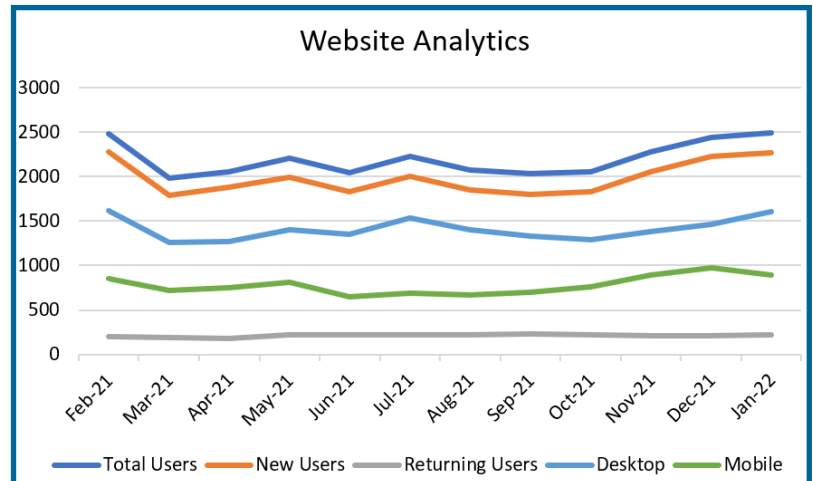
Assisted the PD in getting their 4 new officers into their technology and operational. Also assisted in evaluating a new software program for them to utilize.

Recorded Bunnell's first ever press conference. Posted it to our Facebook page.

Participated in the Commission Advance.

Top 10 web pages:

- | | |
|---------------------|-----------------------|
| 1. Home Page | 6. Chief's Corner |
| 2. Police | 7. Contacts Directory |
| 3. Open Positions | 8. Volunteer Boards |
| 4. Building Permits | 9. Planning & Zoning |
| 5. Agendas | 10. About |



City Clerk Office

With the pending sale of 201 W. Moody Boulevard, the City public meetings moved to the County Government Services Building. Please check published agendas for meeting locations.

The City Clerk Office published agendas City's Public meetings: 3 City Commission Meetings and the Planning Zoning and Appeals Board Meeting.

The Clerk's Office also worked on the following issues throughout the month:

- Working on continuing repair issues at facilities and parks.
- Working on the 2022 Municipal Elections.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines.
- Working on relocation of Municipal Park to a new location.
- Working on storage of official City records due to pending sale of 201 W. Moody Blvd.
- Working with NEFRC for the required amendments and EAR for the City's 2030 Comprehensive Plan and consulting with City Planner on development issues within the City.
- 22.75 hours processing records requests.
- Planning and organization of the January 28, 2022 Commission Advance.

Business Tax Receipts (BTRs)

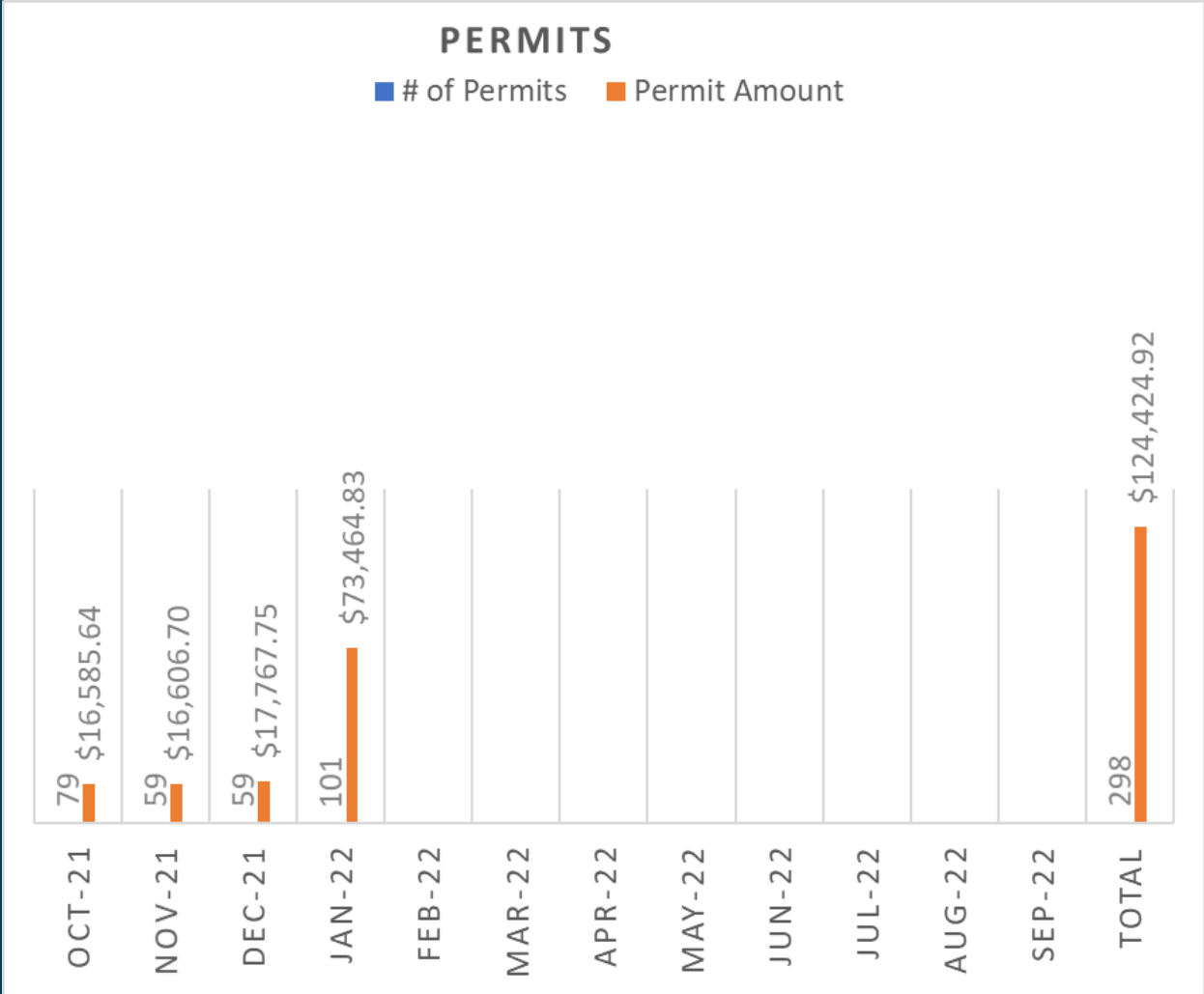
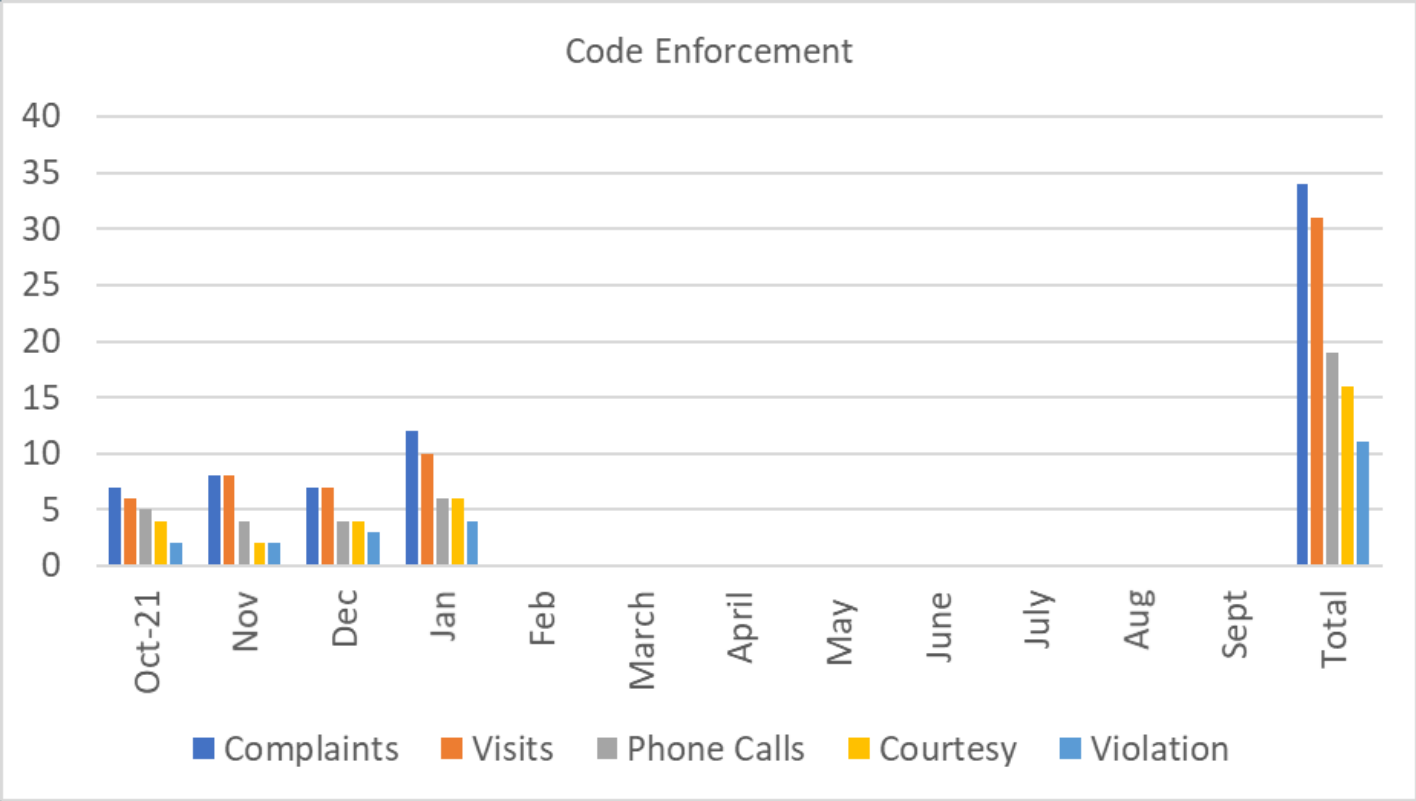
It is Business Tax Receipt (BTR) Renewal season. Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing BTR renewals. The Flagler County Tax Collector Office sent out the FY 21/22 notices or e-mails in July.

Businesses need to pay their FY21/22 BTR fees through the Flagler County Tax Collector Office by September 30, 2021. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st.

The City processed a check in the amount of \$ 2,667.60 for BTR renewals paid to the Tax Collector Office in December 2021.

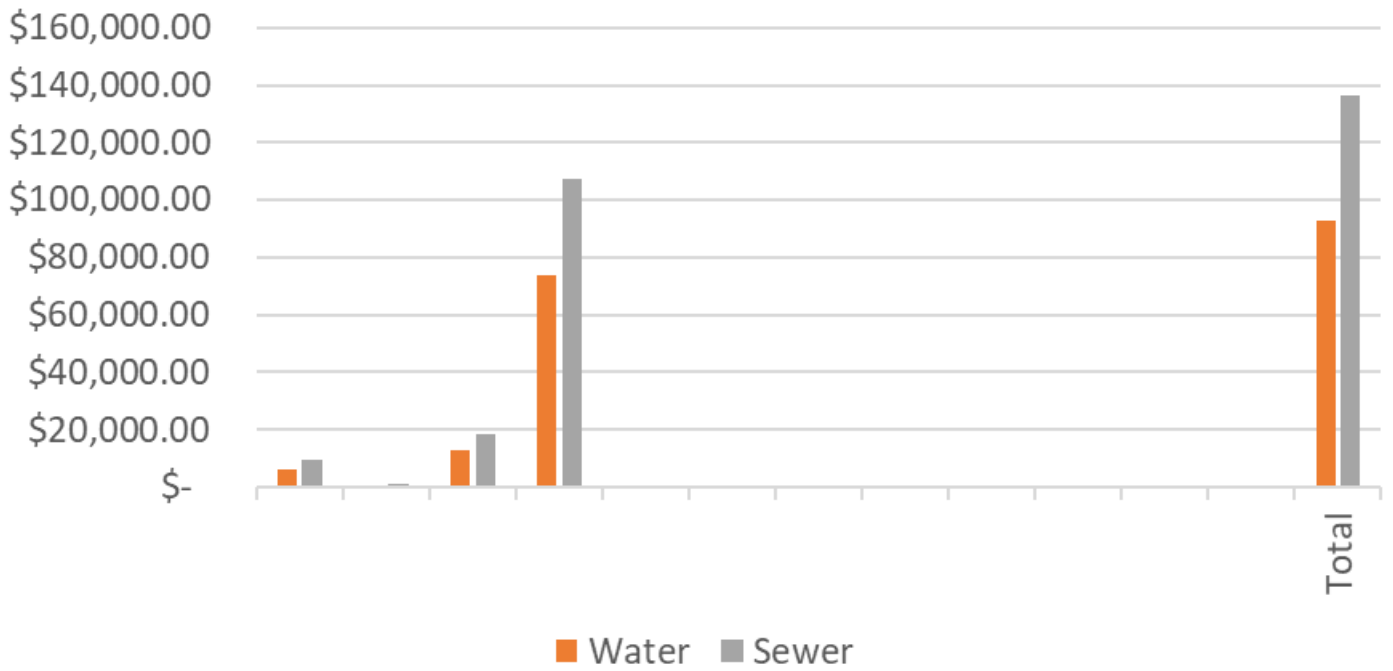
Any business who has questions about their BTR should call 386-437-7500 x 5

Community Development

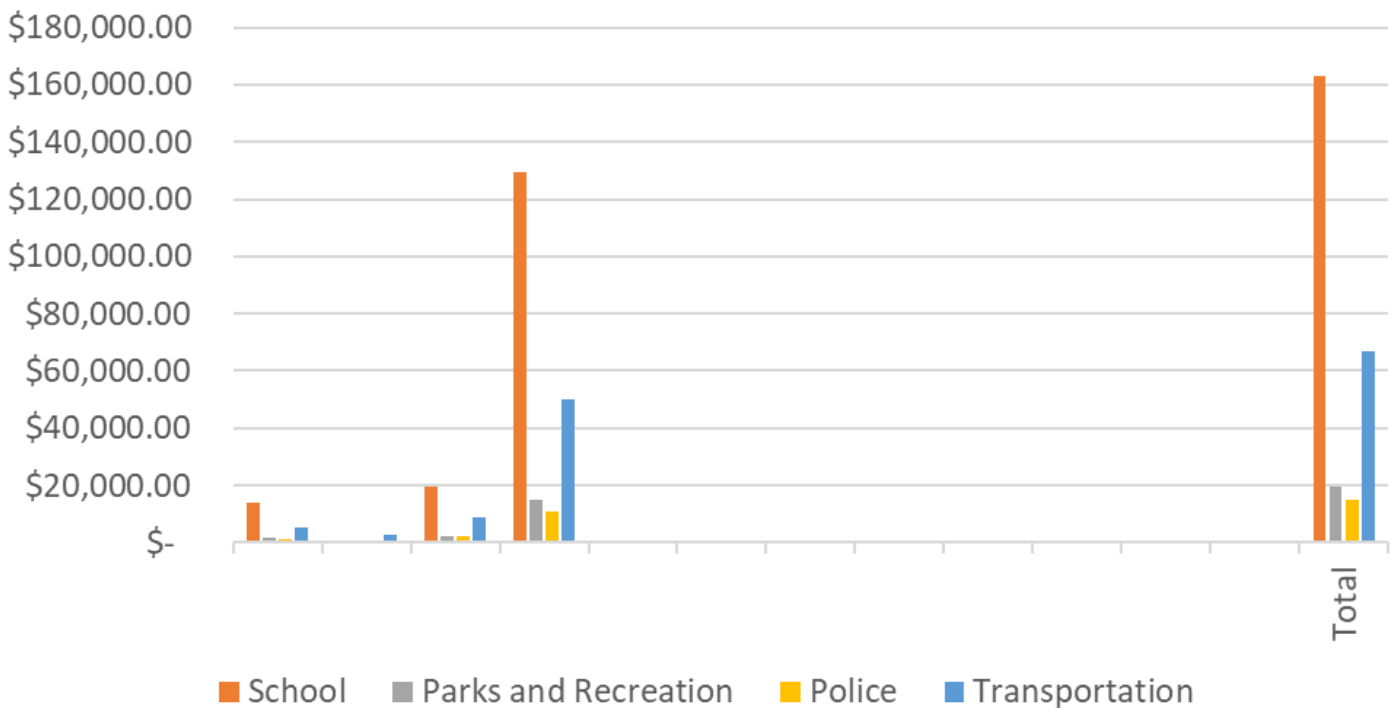


Community Development

Impact fees Water/Sewer



Impact Fees General Fund



Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hymon: Surveying complete. Design in process.	\$5,000	\$700,000
Hazard Mitigation Grant Program (HMGP) - Mobile Generators: Vendor setup complete. Grant close-out in process.	\$166,560	\$122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Flagler LMS approved project and letter received. Application submitted for Westside Stormwater Phase 3 project funding.		\$500,000
HMGP COVID-19 Pandemic (DR-4486) - Westside Phase 3: Flagler LMS approved project and letter received. Application submitted for Westside Stormwater Phase 3 project funding.		\$350,000
Master Plan Projects:		Funding Amt
WWTP Rehab/Expansion Construction Funding: USDA / SRF Loan Application submitted.		\$12,000,000
Water Protection Grant Funding This grant funding opportunity became available through Florida Department of Environmental Protection's Protect FL Together program. The amount applied for is 50% of the estimated construction cost with a required 50% local match. Could be used with SRF loan if awarded both. Notice of selection for project funding received. Agreement in process.		\$7,080,000
In-House Projects: None	Expense	Budget

Infrastructure

Capacities WTP/WWTP

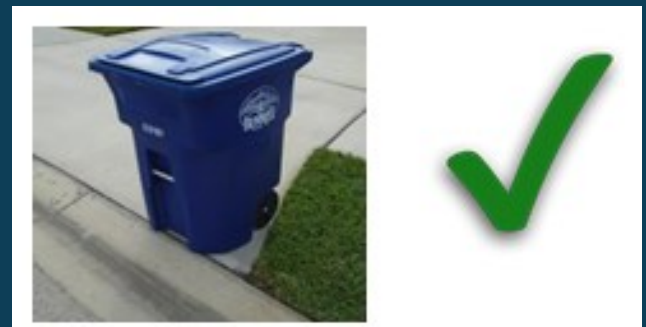
- Capacity for the WWTP in January 2022 was 60% with a total of 1.45" of rainfall. Total influent flow for the month was 11.247MG, with a Daily Average of 0.363MG
- The WTP produced 9.780MG of drinking water, with a daily production average of 0.315MG in January 2022. With our WTP putting out 9.780MG and our WWTP receiving 11.247MG, we treated 1.467MG of storm/ground water.
- Total number of meters billed in January 2022= 2,051

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	98.84 Tons	7.60
Residential Recycle	26.51 Tons	2.04
Yard Waste	124 Yards	6.2
Commercial Garbage	197.46 Tons	15.19
Commercial Cardboard	17.94 Tons	1.38
Scrap Metal	0	0
Construction & Demolition and Bulk debris	18.65 Tons	5.33

Cart Placement Regulations and Guidelines

- ⇒ Face lid opening of cart toward the street (handles & wheels facing house)
- ⇒ Place front of cart within 3 feet of street edge
- ⇒ Allow 2 feet of clearance on each side of all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ It is recommended to place carts out the night before. The driver is not able to turn around if your cart is not out when the truck is on your street.
- ⇒ Do not place carts near parked cars, fences, mailboxes, trees, other carts, or any other obstruction that could interfere with the truck picking up your cart.



Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)

Solid Waste Fiscal Year Comparisons

	FY 19/20	FY 20/21	FY 21/22 (as of 1/31/2022)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	758.56 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	492.18 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	194.07 Tons
Yard Waste	1593.00 Yards	1153 Yards	382 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	78.37 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	5.99 Tons
Yearly Total	5848.71	5897.34	1911.17