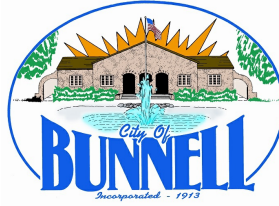


CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

VACANT

TINA-MARIE SCHULTZ

TONYA GORDON

BUNNELL CITY COMMISSION MEETING

Monday, November 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: None

C. Consent Agenda:

C.1. Approval of Warrant

a. November 28, 2022 Warrants

C.2. Approval of Minutes

a. November 14, 2022 City Commission Meeting Minutes

C.3. Confirmation of the hiring of Kristi Moss as Finance Director

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): None

F. Resolutions: (Legislative): None

G. Old Business: None

H. New Business:

H.1. Request Approval for Business Incentive Application for Project Sizemore Welding, Inc.

H.2. Approval of the Interlocal Agreement with Flagler County Board of County

Commissioners for Flagler Central Commerce Parkway

I. Reports:

- **City Clerk**
- **Police Chief**
- **City Attorney**
- **City Manager**

October 2022 City Manager Report

- **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 November 21, 2022



City of Bunnell, Florida

ATTACHMENTS:

Description

Warrant FY2021/2022

Warrant FY2022/2023

Type

Warrant

Warrant



City of Bunnell, FL

Expense Approval Register

Packet: APPKT07821 - FY 21/22 11.28.22 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Boulevard Tire Center					
	08/12/2022	Boulevard Tire Center	Dismount & mount 2 tires loose	402-0534-534.4600	100.00
Vendor Boulevard Tire Center Total:					100.00
Vendor: Bunnell Auto Supply, Inc.					
	08/12/2022	Bunnell Auto Supply, Inc.	LED Work Light for Rental Fron...	402-0534-534.4620	18.99
Vendor Bunnell Auto Supply, Inc. Total:					18.99
Vendor: Charter Communications					
	09/30/2022	Charter Communications	100 Utility St - 9/1-9/30/22	401-0533-533.4100	400.00
	09/07/2022	Charter Communications	405 E Drain St 9/13-10/12/22	001-0572-572.4100	104.99
Vendor Charter Communications Total:					504.99
Vendor: Flagler County Board of County Commissioners					
	09/12/2022	Flagler County Board of County..	REPAIR UNIT #BPD1902	001-0521-521.4620	232.60
	09/12/2022	Flagler County Board of County..	Repair Unite #BPD2001	001-0521-521.4620	71.50
	09/30/2022	Flagler County Board of County..	Fuel charges Sept 2022	001-0521-521.5210	5,026.84
	09/30/2022	Flagler County Board of County..	REPAIR UNIT #OBPD2004	001-0521-521.4620	465.94
Vendor Flagler County Board of County Commissioners Total:					5,796.88
Vendor: Florida Department of Revenue					
	09/30/2022	Florida Department of Revenue	Loiry Nesheiwat 7/1-9/30/22	001-0513-513.2500	1,375.00
Vendor Florida Department of Revenue Total:					1,375.00
Vendor: Hawkins Inc					
	09/02/2022	Hawkins Inc	Chemicals for WTP	401-0533-533.5205	765.00
Vendor Hawkins Inc Total:					765.00
Vendor: NextEra Energy Inc					
	09/30/2022	NextEra Energy Inc	01235-95431 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	01408-42220 Sep 2022	404-0535-535.4300	76.85
	09/30/2022	NextEra Energy Inc	04799-99278 Sep 2022	001-0519-519.4300	107.41
	09/30/2022	NextEra Energy Inc	05365-06116 Sep 2022	404-0535-535.4300	31.52
	09/30/2022	NextEra Energy Inc	08857-07703 Sep 2022	401-0533-533.4300	3,805.65
	09/30/2022	NextEra Energy Inc	19639-02331 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	24515-76322 Sep 2022	001-0572-572.4300	35.68
	09/30/2022	NextEra Energy Inc	26391-00821 Sep 2022	404-0535-535.4300	35.29
	09/30/2022	NextEra Energy Inc	28635-95142 Sep 2022	001-0572-572.4300	168.58
	09/30/2022	NextEra Energy Inc	29732-82177 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	34080-03816 Sep 2022	404-0535-535.4300	159.02
	09/30/2022	NextEra Energy Inc	38244-16469 Sep 2022	404-0535-535.4300	286.32
	09/30/2022	NextEra Energy Inc	39472-13538 Sep 2022	404-0535-535.4300	35.23
	09/30/2022	NextEra Energy Inc	48483-68421 Sep 2022	001-0519-519.4300	132.60
	09/30/2022	NextEra Energy Inc	56811-06810 Sep 2022	001-0541-541.4300	191.16
	09/30/2022	NextEra Energy Inc	60520-97182 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	66101-01831 Sep 2022	001-0572-572.4300	181.48
	09/30/2022	NextEra Energy Inc	66311-06884 Sep 2022	001-0541-541.4300	40.77
	09/30/2022	NextEra Energy Inc	67468-67586 Sep 2022	001-0541-541.4300	27.48
	09/30/2022	NextEra Energy Inc	68117-21478 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	76171-09884 Sep 2022	404-0535-535.4300	103.79
	09/30/2022	NextEra Energy Inc	79034-46115 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	82864-01883 Sep 2022	404-0535-535.4300	65.07
	09/30/2022	NextEra Energy Inc	93326-99348 Sep 2022	001-0521-521.4300	12.02
	09/30/2022	NextEra Energy Inc	95527-02467 Sep 2022	404-0535-535.4300	29.31
	09/30/2022	NextEra Energy Inc	99040-97517 Sep 2022	001-0519-519.4300	94.36
Vendor NextEra Energy Inc Total:					5,691.71

Expense Approval Register

Packet: APPKT07821 - FY 21/22 11.28.22 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Sirchie Acquisition Company, LLC					
	09/30/2022	Sirchie Acquisition Company, L...	Fingerprint Pads	001-0521-521.5200	37.50
Vendor Sirchie Acquisition Company, LLC Total:					37.50
Vendor: Tyler Technologies					
	09/30/2022	Tyler Technologies	Utility Notification Calls (SMS)	401-0533-533.4900	2.90
	09/30/2022	Tyler Technologies	Utility Notification Calls (SMS)	402-0534-534.4900	2.90
	09/30/2022	Tyler Technologies	Utility Notification Calls (SMS)	404-0535-535.4900	2.90
Vendor Tyler Technologies Total:					8.70
Vendor: UniFirst Corporation					
	08/31/2022	UniFirst Corporation	Uniform Rental	001-0541-541.5220	28.17
	08/31/2022	UniFirst Corporation	Uniform Rental	001-0549-549.5220	11.66
	08/31/2022	UniFirst Corporation	Uniform Rental	001-0572-572.5220	22.77
	08/31/2022	UniFirst Corporation	Uniform Rental	001-0572-572.5220	21.09
	08/31/2022	UniFirst Corporation	Uniform Rental	401-0533-533.5220	18.45
	08/31/2022	UniFirst Corporation	Uniform Rental	402-0534-534.5220	17.63
	08/31/2022	UniFirst Corporation	Uniform Rental	404-0535-535.5220	11.05
Vendor UniFirst Corporation Total:					130.82
Grand Total:					14,429.59

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	8,461.72
401 - WATER	4,992.00
402 - SOLID WASTE	139.52
404 - SEWER	836.35
Grand Total:	14,429.59

Account Summary

Account Number	Account Name	Expense Amount
001-0513-513.2500	Unemployment Comp Exp	1,375.00
001-0519-519.4300	Utilities	334.37
001-0521-521.4300	Utility - Public Services	84.14
001-0521-521.4620	Repair / Maint - Vehicles	770.04
001-0521-521.5200	Operating Supplies	37.50
001-0521-521.5210	Fuel	5,026.84
001-0541-541.4300	Utility - Public Services	259.41
001-0541-541.5220	Uniforms Exp	28.17
001-0549-549.5220	Uniforms	11.66
001-0572-572.4100	Communications Expense	104.99
001-0572-572.4300	Utility - Public Services	385.74
001-0572-572.5220	Uniforms Exp	43.86
401-0533-533.4100	Communications Expense	400.00
401-0533-533.4300	Utility - Public Services	3,805.65
401-0533-533.4900	Other Current Chgs & Obl...	2.90
401-0533-533.5205	Operating Supplies Exp - ...	765.00
401-0533-533.5220	Uniforms Exp	18.45
402-0534-534.4600	Repair / Maint - Service	100.00
402-0534-534.4620	Repair/Maint Vehicles - So..	18.99
402-0534-534.4900	Other Current Charges - S...	2.90
402-0534-534.5220	Uniforms - Solid Waste	17.63
404-0535-535.4300	Utilities	822.40
404-0535-535.4900	Other Current Charges & ...	2.90
404-0535-535.5220	Uniforms	11.05
Grand Total:	Grand Total:	14,429.59

Project Account Summary

Project Account Key	Expense Amount
None	14,429.59
Grand Total:	14,429.59



City of Bunnell, FL

Expense Approval Register

Packet: APPKT07822 - FY 22/23 11.28.22 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount	
Vendor: AG-PRO, LLC						
	11/16/2022	AG-PRO, LLC	Repair rear Axle	001-0541-541.4640	40.76	
					Vendor AG-PRO, LLC Total:	40.76
Vendor: Alliant Engineering Inc						
	10/19/2022	Alliant Engineering Inc	Professional Services through ...	001-0538-538.6300	660.00	
	10/20/2022	Alliant Engineering Inc	Professional Services through ...	001-0538-538.6300	5,545.00	
					Vendor Alliant Engineering Inc Total:	6,205.00
Vendor: Alpha General Services						
	11/15/2022	Alpha General Services	2900-B8S6P2-30'y CORD	404-0535-535.5264	534.35	
	11/15/2022	Alpha General Services	2900-B1SP1-30'y CORD	404-0535-535.5264	560.35	
	11/15/2022	Alpha General Services	Champion Pump CPE5-12 1/2 ...	404-0535-535.5264	1,816.75	
	11/15/2022	Alpha General Services	Champion Grinder Pump CPG...	404-0535-535.5264	3,543.60	
					Vendor Alpha General Services Total:	6,455.05
Vendor: ArchiveSocial Inc						
	12/01/2022	ArchiveSocial Inc	Annual Subscription	001-0516-516.5230	2,988.00	
					Vendor ArchiveSocial Inc Total:	2,988.00
Vendor: Bobcat of Jacksonville						
	11/16/2022	Bobcat of Jacksonville	Skid Steer Door Assembly Unit...	001-0541-541.4640	2,058.12	
					Vendor Bobcat of Jacksonville Total:	2,058.12
Vendor: Boulevard Tire Center						
	11/15/2022	Boulevard Tire Center	Front tire repair	001-0541-541.4640	70.73	
	11/03/2022	Boulevard Tire Center	Tires for Gator	404-0535-535.4640	709.08	
	11/09/2022	Boulevard Tire Center	Tire Replacement Veh 2005	001-0521-521.4620	159.38	
					Vendor Boulevard Tire Center Total:	939.19
Vendor: Bunnell Auto Supply, Inc.						
	11/14/2022	Bunnell Auto Supply, Inc.	HiTemp Grease	001-0549-549.5200	65.00	
	11/16/2022	Bunnell Auto Supply, Inc.	55 Gal DEF	402-0534-534.5200	325.00	
	11/16/2022	Bunnell Auto Supply, Inc.	ATF front load rental truck	402-0534-534.5200	16.99	
	11/17/2022	Bunnell Auto Supply, Inc.	Cable tie pack	001-0549-549.5200	17.41	
					Vendor Bunnell Auto Supply, Inc. Total:	424.40
Vendor: Central Hydraulics, Inc.						
	11/09/2022	Central Hydraulics, Inc.	Unit 927 Hydraulic Cylinder Re...	402-0534-534.4620	2,307.66	
					Vendor Central Hydraulics, Inc. Total:	2,307.66
Vendor: Charter Communications						
	11/01/2022	Charter Communications	100 Utility St - 11/1-11/30/22	401-0533-533.4100	400.00	
	11/07/2022	Charter Communications	604 E Moody Blvd Unit 6 - 10/...	001-0519-519.4100	243.99	
	11/07/2022	Charter Communications	405 E Drain St - 11/13-12/12/22	001-0572-572.4100	104.99	
	11/07/2022	Charter Communications	1769 E Moody Blvd10/9-12/8/...	001-0521-521.4100	246.50	
					Vendor Charter Communications Total:	995.48
Vendor: Crystal Tractor and Equipment - Hastings						
	10/07/2022	Crystal Tractor and Equipment ..	Drive belt unit 730	001-0572-572.4640	175.88	
					Vendor Crystal Tractor and Equipment - Hastings Total:	175.88
Vendor: Darryn Lisenby						
	11/15/2022	Darryn Lisenby	Unit 5 window tinting 3M night..	401-0533-533.4610	564.50	
	11/15/2022	Darryn Lisenby	Unit 5 window tinting 3M night..	404-0535-535.4610	564.50	
					Vendor Darryn Lisenby Total:	1,129.00
Vendor: DG Hardware, Inc.						
	11/01/2022	DG Hardware, Inc.	Rubberized Electrical Tape	402-0534-534.5200	10.19	
	11/18/2022	DG Hardware, Inc.	Tin Snips	402-0534-534.5265	20.39	
	11/04/2022	DG Hardware, Inc.	Fasteners/Key/Metal Straps	402-0534-534.4640	13.59	
	11/04/2022	DG Hardware, Inc.	Fasteners/Key/Metal Straps	402-0534-534.5200	3.19	

Expense Approval Register

Packet: APPKT07822 - FY 22/23 11.28.22 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	11/09/2022	DG Hardware, Inc.	4610 Repairs to blue shed & bl...	001-0541-541.4610	121.08
	11/09/2022	DG Hardware, Inc.	Tie downs strapping & misc su...	001-0541-541.5200	166.58
		Vendor DG Hardware, Inc. Total:			335.02
Vendor: Environmental Land Services of Flagler County, Inc					
	11/11/2022	Environmental Land Services of..	Garbage Dumping - 11/4-11/1...	402-0534-534.3400	4,327.03
	11/18/2022	Environmental Land Services of..	Garbage Dumping 11/11-11/17	402-0534-534.3400	5,240.82
		Vendor Environmental Land Services of Flagler County, Inc Total:			9,567.85
Vendor: Expert Chemical Sales & Service LLC					
	11/14/2022	Expert Chemical Sales & Servic...	Liner Black 38x58 3ml	001-0572-572.5200	275.00
		Vendor Expert Chemical Sales & Service LLC Total:			275.00
Vendor: Flagler Broadcasting LLC					
	11/18/2022	Flagler Broadcasting LLC	Christmas in Bunnell radio Ads	001-0511-511.4900	704.00
		Vendor Flagler Broadcasting LLC Total:			704.00
Vendor: Flagler County Sheriff's Office					
	11/14/2022	Flagler County Sheriff's Office	Dec2022 Rev Req Major Case ...	001-0521-521.3400	10,360.81
		Vendor Flagler County Sheriff's Office Total:			10,360.81
Vendor: Gannett Media Corp					
	10/31/2022	Gannett Media Corp	RFQ 2022-02 Admin	001-0519-519.4900	199.36
		Vendor Gannett Media Corp Total:			199.36
Vendor: Hawkins Inc					
	11/11/2022	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	576.00
	11/04/2022	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	600.00
	11/04/2022	Hawkins Inc	WTP Chemicals	401-0533-533.5205	1,560.00
		Vendor Hawkins Inc Total:			2,736.00
Vendor: J&J Auto Body Inc.					
	11/15/2022	J&J Auto Body Inc.	repairs on unit 945 from crash ...	401-0533-533.4620	1,000.00
		Vendor J&J Auto Body Inc. Total:			1,000.00
Vendor: Kerri A Uebel					
	11/03/2022	Kerri A Uebel	Weedeater Maintenance	001-0541-541.4640	147.00
		Vendor Kerri A Uebel Total:			147.00
Vendor: Lowe's Companies, Inc					
	11/14/2022	Lowe's Companies, Inc	Paint Supplies for Fire Hydrants	401-0533-533.5205	258.50
	11/17/2022	Lowe's Companies, Inc	Edging Stakes Christms in Bun...	001-0511-511.4900	37.16
	11/07/2022	Lowe's Companies, Inc	Repairs for Blue Shed	001-0541-541.4610	808.18
	11/09/2022	Lowe's Companies, Inc	Lighting and Door Hinges for B...	001-0541-541.4610	68.76
		Vendor Lowe's Companies, Inc Total:			1,172.60
Vendor: MacData LLC					
	11/15/2022	MacData LLC	Background check Shannon W...	001-0513-513.4900	76.00
		Vendor MacData LLC Total:			76.00
Vendor: Michael Leo Dove					
	11/09/2022	Michael Leo Dove	Building Inspection 10/26-11/7	001-0524-524.3401	2,240.00
		Vendor Michael Leo Dove Total:			2,240.00
Vendor: Millenium Products, Inc.					
	11/09/2022	Millenium Products, Inc.	Surveillance Cameras Quote #...	001-0521-521.6400	87,013.20
		Vendor Millenium Products, Inc. Total:			87,013.20
Vendor: MLG Municipal Services LLC					
	11/21/2022	MLG Municipal Services LLC	Building Official Monthly Pay ...	001-0524-524.3401	2,400.00
		Vendor MLG Municipal Services LLC Total:			2,400.00
Vendor: Monroe, Inc					
	11/04/2022	Monro, Inc	4 tires for Truck 939 - Including..	402-0534-534.4620	966.40
		Vendor Monroe, Inc Total:			966.40
Vendor: NextEra Energy Inc					
	11/03/2022	NextEra Energy Inc	09445-94365 Oct 2022	404-0535-535.4300	27.52
	11/03/2022	NextEra Energy Inc	23515-07823 Oct 2022	401-0533-533.4300	26.50
	11/04/2022	NextEra Energy Inc	01235-95431 Oct 2022	001-0521-521.4300	12.02

Expense Approval Register

Packet: APPKT07822 - FY 22/23 11.28.22 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	11/04/2022	NextEra Energy Inc	01408-42220 Oct 2022	404-0535-535.4300	76.37
	11/04/2022	NextEra Energy Inc	04799-99278 Oct 2022	001-0519-519.4300	66.56
	11/04/2022	NextEra Energy Inc	08857-07703 Oct 2022	401-0533-533.4300	3,976.55
	11/04/2022	NextEra Energy Inc	14322-90094 Oct 2022	001-0572-572.4300	34.57
	11/04/2022	NextEra Energy Inc	16239-97200 Oct 2022	001-0541-541.4300	35.41
	11/04/2022	NextEra Energy Inc	19639-02331 Oct 2022	001-0521-521.4300	12.02
	11/04/2022	NextEra Energy Inc	24515-76322 Oct 2022	001-0572-572.4300	35.42
	11/04/2022	NextEra Energy Inc	26391-00821 Oct 2022	404-0535-535.4300	32.44
	11/04/2022	NextEra Energy Inc	28635-95142 Oct 2022	001-0572-572.4300	152.45
	11/04/2022	NextEra Energy Inc	29732-82177 Oct 2022	001-0521-521.4300	12.02
	11/04/2022	NextEra Energy Inc	34080-03816 Oct 2022	404-0535-535.4300	134.82
	11/04/2022	NextEra Energy Inc	38244-16469 Oct 2022	404-0535-535.4300	234.93
	11/04/2022	NextEra Energy Inc	48483-68421 Oct 2022	001-0519-519.4300	127.26
	11/04/2022	NextEra Energy Inc	56811-06810 Oct 2022	001-0541-541.4300	196.34
	11/04/2022	NextEra Energy Inc	56821-04848 Oct 2022	001-0541-541.4300	26.40
	11/04/2022	NextEra Energy Inc	56831-02874 Oct 2022	001-0541-541.4300	79.18
	11/04/2022	NextEra Energy Inc	59268-64496 Oct 2022	401-0533-533.4300	91.90
	11/04/2022	NextEra Energy Inc	60520-97182 Oct 2022	001-0521-521.4300	12.02
	11/04/2022	NextEra Energy Inc	66101-01831 Oct 2022	001-0572-572.4300	106.28
	11/04/2022	NextEra Energy Inc	66311-06884 Oct 2022	001-0541-541.4300	45.36
	11/04/2022	NextEra Energy Inc	67468-67586 Oct 2022	001-0541-541.4300	27.48
	11/04/2022	NextEra Energy Inc	68117-21478 Oct 2022	001-0521-521.4300	12.02
	11/04/2022	NextEra Energy Inc	76171-09884 Oct 2022	404-0535-535.4300	84.07
	11/04/2022	NextEra Energy Inc	79034-46115 Oct 2022	001-0521-521.4300	12.02
	11/04/2022	NextEra Energy Inc	82864-01883 Oct 2022	404-0535-535.4300	46.96
	11/04/2022	NextEra Energy Inc	93326-99348 Oct 2022	001-0521-521.4300	12.02
	11/04/2022	NextEra Energy Inc	95527-02467 Oct 2022	404-0535-535.4300	28.78
	11/04/2022	NextEra Energy Inc	99040-97517 Oct 2022	001-0519-519.4300	85.55
	11/06/2022	NextEra Energy Inc	39472-13538 Oct 2022	404-0535-535.4300	30.77
			Vendor NextEra Energy Inc	Total:	5,894.01
Vendor: Public Risk Insurance Advisors					
	11/10/2022	Public Risk Insurance Advisors	December 2022 Installment #...	001-1551000	80,348.50
	11/09/2022	Public Risk Insurance Advisors	Renew Comm & Industry Inc.	401-0533-533.4500	635.67
	11/09/2022	Public Risk Insurance Advisors	Renew Comm & Industry Inc.	404-0535-535.4500	635.67
			Vendor Public Risk Insurance Advisors Total:	Total:	81,619.84
Vendor: Rayco Funding & Development, Inc					
	11/14/2022	Rayco Funding & Development...	Dewatering Box Processing	404-0535-535.3400	1,575.00
			Vendor Rayco Funding & Development, Inc	Total:	1,575.00
Vendor: Ridgcrest Products, Inc.					
	10/12/2022	Ridgcrest Products, Inc.	Chief and Sergeant Badges	001-0521-521.5220	1,050.00
			Vendor Ridgcrest Products, Inc. Total:	Total:	1,050.00
Vendor: SHI International Corp					
	10/27/2022	SHI International Corp	ManageEngine Log360 Subscri...	001-0521-521.5230	2,183.41
			Vendor SHI International Corp	Total:	2,183.41
Vendor: Simmons Electric Inc					
	11/17/2022	Simmons Electric Inc	Refund Storm Damage Permit ...	001-3221000	199.93
			Vendor Simmons Electric Inc Total:	Total:	199.93
Vendor: Staples Inc					
	11/13/2022	Staples Inc	PC3076-PC-02 Contrac 11/13-...	001-0513-513.3400	68.72
	11/13/2022	Staples Inc	PC3076-PC-02 Overage 10/13-...	001-0513-513.4900	0.03
	11/15/2022	Staples Inc	Contract DX42108-01 Overage	001-0512-512.4900	202.07
	11/15/2022	Staples Inc	Contract DX42108-01 Overage	001-0513-513.4900	60.38
	11/15/2022	Staples Inc	Contract DX42108-01 Overage	001-0521-521.4900	142.10
	11/15/2022	Staples Inc	Contract DX42108-01 Overage	001-0524-524.4900	56.93
	11/02/2022	Staples Inc	Relocate Equip #512246	401-0533-533.3401	50.00
	11/02/2022	Staples Inc	Relocate Equip #512246	404-0535-535.3400	50.00
			Vendor Staples Inc Total:	Total:	630.23

Expense Approval Register

Packet: APPKT07822 - FY 22/23 11.28.22 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Stone Plus LLC					
	11/14/2022	Stone Plus LLC	Stone for Inventory	401-0533-533.5205	1,564.50
				Vendor Stone Plus LLC Total:	1,564.50
Vendor: Terry Taylor Ford Company					
	11/14/2022	Terry Taylor Ford Company	Oil Change Unit 2004	001-0521-521.4620	64.99
				Vendor Terry Taylor Ford Company Total:	64.99
Vendor: Tylex Enterprise, LLC					
	11/07/2022	Tylex Enterprise, LLC	Install 4TB to JB Park Camera S...	001-0572-572.4100	299.00
				Vendor Tylex Enterprise, LLC Total:	299.00
Vendor: UniFirst Corporation					
	11/16/2022	UniFirst Corporation	Uniform Rental	001-0541-541.5220	23.47
	11/16/2022	UniFirst Corporation	Uniform Rental	001-0549-549.5220	12.01
	11/16/2022	UniFirst Corporation	Uniform Rental	001-0572-572.5220	21.09
	11/16/2022	UniFirst Corporation	Uniform Rental	001-0572-572.5220	29.04
	11/16/2022	UniFirst Corporation	Uniform Rental	401-0533-533.5220	28.45
	11/16/2022	UniFirst Corporation	Uniform Rental	402-0534-534.5220	18.15
	11/16/2022	UniFirst Corporation	Uniform Rental	404-0535-535.5220	17.30
	11/02/2022	UniFirst Corporation	Uniform Maintenance	001-0541-541.5220	23.53
	11/02/2022	UniFirst Corporation	Uniform Maintenance	001-0549-549.5220	12.04
	11/02/2022	UniFirst Corporation	Uniform Maintenance	001-0572-572.5220	29.12
	11/02/2022	UniFirst Corporation	Uniform Maintenance	001-0572-572.5220	21.09
	11/02/2022	UniFirst Corporation	Uniform Maintenance	401-0533-533.5220	28.50
	11/02/2022	UniFirst Corporation	Uniform Maintenance	402-0534-534.5220	18.20
	11/02/2022	UniFirst Corporation	Uniform Maintenance	404-0535-535.5220	11.78
	11/09/2022	UniFirst Corporation	Uniform Maintenance	001-0541-541.5220	23.47
	11/09/2022	UniFirst Corporation	Uniform Maintenance	001-0549-549.5220	12.01
	11/09/2022	UniFirst Corporation	Uniform Maintenance	001-0572-572.5220	29.04
	11/09/2022	UniFirst Corporation	Uniform Maintenance	001-0572-572.5220	21.09
	11/09/2022	UniFirst Corporation	Uniform Maintenance	401-0533-533.5220	28.45
	11/09/2022	UniFirst Corporation	Uniform Maintenance	402-0534-534.5220	18.15
	11/09/2022	UniFirst Corporation	Uniform Maintenance	404-0535-535.5220	142.15
				Vendor UniFirst Corporation Total:	568.13
Vendor: Ver-E-Safe Solutions, LLC					
	11/15/2022	Ver-E-Safe Solutions, LLC	Saftey Gloves	401-0533-533.5205	229.50
				Vendor Ver-E-Safe Solutions, LLC Total:	229.50
Vendor: Verizon Wireless					
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0512-512.4100	80.62
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0513-513.4100	40.31
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0516-516.4100	45.31
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0521-521.4100	1,436.78
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0524-524.4100	145.12
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0541-541.4100	118.05
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0549-549.4100	152.76
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	001-0572-572.4100	153.14
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	401-0533-533.4100	316.35
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	402-0534-534.4100	193.07
	11/13/2022	Verizon Wireless	Cell Service 10/14-11/13/22	404-0535-535.4100	365.29
				Vendor Verizon Wireless Total:	3,046.80
Vendor: Zev Cohen & Associates, Inc.					
	11/09/2022	Zev Cohen & Associates, Inc.	Services through Oct 31, 2022	001-0524-524.4800	3,410.86
				Vendor Zev Cohen & Associates, Inc. Total:	3,410.86
				Grand Total:	245,247.98

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	208,611.30
401 - WATER	10,759.37
402 - SOLID WASTE	13,478.83
404 - SEWER	12,398.48
Grand Total:	245,247.98

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.4900	Other Current Chgs & Obl...	741.16
001-0512-512.4100	Communications Expense	80.62
001-0512-512.4900	Other Current Chgs & Obl...	202.07
001-0513-513.3400	Other Contract Services	68.72
001-0513-513.4100	Communications Expense	40.31
001-0513-513.4900	Other Current Chgs - Adm...	136.41
001-0516-516.4100	Communications Expense	45.31
001-0516-516.5230	Software	2,988.00
001-0519-519.4100	Communications Expense	243.99
001-0519-519.4300	Utilities	279.37
001-0519-519.4900	Other Current Charges	199.36
001-0521-521.3400	Other Contract Services	10,360.81
001-0521-521.4100	Communications Expense	1,683.28
001-0521-521.4300	Utility - Public Services	84.14
001-0521-521.4620	Repair / Maint - Vehicles	224.37
001-0521-521.4900	Other Current Chgs & Obl...	142.10
001-0521-521.5220	Uniforms Exp	1,050.00
001-0521-521.5230	Software	2,183.41
001-0521-521.6400	Machinery/Equipment Ex...	87,013.20
001-0524-524.3401	Bldg / Fire Inspection Exp -..	4,640.00
001-0524-524.4100	Communications Expense	145.12
001-0524-524.4800	Advertising / Promo Expe...	3,410.86
001-0524-524.4900	Other Current Chgs & Obl...	56.93
001-0538-538.6300	Improvements - Other Th...	6,205.00
001-0541-541.4100	Communications Expense	118.05
001-0541-541.4300	Utility - Public Services	410.17
001-0541-541.4610	Repair / Maint - Bldgs	998.02
001-0541-541.4640	Equipment Repair & Maint..	2,316.61
001-0541-541.5200	Operating Supplies	166.58
001-0541-541.5220	Uniforms Exp	70.47
001-0549-549.4100	Communications	152.76
001-0549-549.5200	Operating Supplies	82.41
001-0549-549.5220	Uniforms	36.06
001-0572-572.4100	Communications Expense	557.13
001-0572-572.4300	Utility - Public Services	328.72
001-0572-572.4640	Repair/Maint - Equipment	175.88
001-0572-572.5200	Operating Supplies	275.00
001-0572-572.5220	Uniforms Exp	150.47
001-1551000	Prepaid Expenses - Gen	80,348.50
001-3221000	Bldg Permit Fees Rev - C...	199.93
401-0533-533.3401	Other Contract Services	50.00
401-0533-533.4100	Communications Expense	716.35
401-0533-533.4300	Utility - Public Services	4,094.95
401-0533-533.4500	Insurance Expense	635.67
401-0533-533.4610	Repair / Maint - Bldgs	564.50
401-0533-533.4620	Repair / Maint - Vehicles	1,000.00
401-0533-533.5205	Operating Supplies Exp - ...	3,612.50
401-0533-533.5220	Uniforms Exp	85.40
402-0534-534.3400	Other Contract Services - ...	9,567.85
402-0534-534.4100	Communications - Solid ...	193.07
402-0534-534.4620	Repair/Maint Vehicles - So..	3,274.06

Account Summary

Account Number	Account Name	Expense Amount
402-0534-534.4640	Repair & Maint - Equipme...	13.59
402-0534-534.5200	Operating Supplies	355.37
402-0534-534.5220	Uniforms - Solid Waste	54.50
402-0534-534.5265	Tools	20.39
404-0535-535.3400	Other Contractual Services	1,625.00
404-0535-535.4100	Communications	365.29
404-0535-535.4300	Utilities	696.66
404-0535-535.4500	Insurance	635.67
404-0535-535.4610	Repairs & Maint. - Buildin...	564.50
404-0535-535.4640	Repairs & Maint. - Equip...	709.08
404-0535-535.5200	Operating Supplies	1,176.00
404-0535-535.5220	Uniforms	171.23
404-0535-535.5264	Small Equipment	6,455.05
	Grand Total:	245,247.98

Project Account Summary

Project Account Key	Expense Amount
None	239,042.98
CDBG-Hymon COB	6,205.00
	Grand Total:
	245,247.98



City of Bunnell, Florida

ATTACHMENTS:

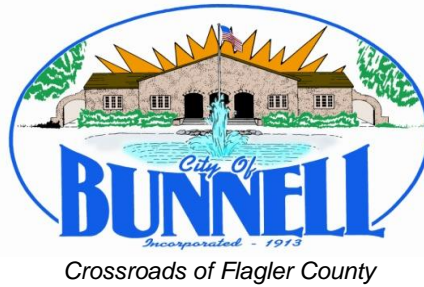
Description
Proposed Minutes

Type
Minutes

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



COMMISSIONERS:

TONYA GORDON

TINA-MARIE SCHULTZ

VACANT

BUNNELL CITY COMMISSION MINUTES

Monday, November 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 7:00 PM and led the Pledge to the Flag.

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

Invocation for our Military Troops and National Leaders

Vice Mayor Roger led the invocation.

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Proclamation: Sergeant Dominic Guida Day

Mayor Robinson read the proclamation aloud. Mayor Robinson spoke to the loss of Sergeant Guida and an event held recently to mark the loss of Dominic; it was very well put together evening.

C. Consent Agenda:

C.1. Approval of Warrant

a. November 14, 2022 Warrant FY2021/2022

b. November 14, 2022 Warrant FY2022/2023

C.2. Approval of Minutes

a. October 24, 2022 City Commission Meeting

C.3. Request Approval to Sign Release Agreement with Katherine Fuller

C.4. Approval of two Budget Transfers

C.5. Approval of two FY 21/22 Budget Transfers from Reserves

C.6. Approval of Deletion of Items from Fixed Assets

C.7. Notification and Acceptance of Property Transferred from the Federal Government to the Bunnell Police Department

Note: Item C.3. was pulled from the Consent Agenda by Commissioner Schultz

Motion: Approve the Consent Agenda as modified, all items except C.3.

Motion by: Commissioner Schultz

Second by: Vice Mayor Rogers

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

C.3. Request Approval to Sign Release Agreement with Katherine Fuller

Commissioner Schultz asked for clarification on why this request is the responsibility of the City. City Manager Jackson explained there was a broken City owned utility line that caused settling damage to the home; the line may have been broken since May which is why the damage was so great and because the line is under the home, took a while to discover.

Motion: Approve Item C.3.

Motion by: Commissioner Schultz

Second by: Vice Mayor Rogers

Board Discussion: Vice Mayor Rogers asked which fund would pay the expense. City Manager Jackson explained it would come from the Enterprise Fund.

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.

Vince Fiscaletti (Grand Reserve) - requested an update on a vehicle stolen from Grand Reserve. He asked for follow-up on whether the City had met with the Deer Runn CDD (Grand Reserve) to discuss the City taking over the ownership and maintenance of all the roads in the subdivision.

Daisy Henry (E. Drain St)- shared her concerns about the PAL agreement proposed a while back. She stated the Commission should look over the agreement and cut the years of the agreement.

E. Ordinances: (Legislative):

E.1. Ordinance 2022-24 Requesting to change the Future Land Use Map in the Comprehensive Plan for 74.98+ acres of land, owned by Oare Associates, LLC , from the Mixed Use to the Multi-Family District" future land use designation. - Second Reading

City Attorney Cary read the short title into the record.

Motion: Adopt Ordinance 2022-24 to change the Future Land Use Map in the Comprehensive Plan for 74.98+ acres of land, owned by Oare Associates, LLC, from the Mixed Use to the Multi-Family District" future land use designation. - Second Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Schultz

Board Discussion: None

Public Discussion: Francis Laperriere (Zeolite Place, Palm Coast) stated this was swamp land at one time. He asked the Commission to consider what will go there because it is a swamp, the water has to go somewhere, and he does not want any of the water to come to his neighborhood. Shelby Sultan (Zeolite Place, Palm Coast) asked multi-family use to be explained and wants to make sure her neighborhood is going to be safe.

Mayor Robinson asked staff to explain multi-use. Community Development Director Fisher explained it could be a high intensity use such as apartments, condos or townhomes.

Vote: Motion carried unanimously

E.2. Ordinance 2022-25 Requesting to change the official zoning map for 74.98 +/- acres of land, owned by Oare Associates, LLC, Bearing the Parcel ID: 12-12-30- 0650-000C0 0070 from City of Palm Coast COM-1 (COPC) to City of Bunnell R 3B (Multiple-Family Residential

City Attorney Cary read the short title into the record.

Motion: Adopt Ordinance 2022-25 to change the Future Land Use Map in the Comprehensive Plan for 74.98+ acres of land, owned by Oare Associates, LLC, from the Mixed Use to the Multi-Family District" future land use designation. - Second Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Schultz

Board Discussion: None

Public Discussion: Francis Laperriere (Zeolite Place, Palm Coast) stated he understands it could be condos, single family homes or multi-family homes and asked which it would be. He reiterated it is a swamp and putting people in the swamp could turn out like Flagler Beach with flooding. Shelby Sultan (Zeolite Place, Palm Coast) questioned if this was a future Section 8 project, stating her neighborhood was safe- they do not have to lock their windows and garages-and this type of housing would affect that safety.

Vote: Motion carried unanimously

Mayor Robinson stated this project is in the infancy stage. She asked the City Attorney Cary to explain the development process to the public. A brief explanation of the development process was provided including need to plat, site plan review and approval, obtaining other agency permits such as St. Johns Water Management and Florida Department of Environmental Protection and building permits.

E.3. Ordinance 2022-27 Amending the Capital Improvements Element of the 2035 Comprehensive Plan. – Second Reading

City Attorney Cary read the short title into the record.

Motion: Approve Ordinance 2022-27 Amending the Capital Improvements Element of the 2035 Comprehensive Plan. – Second Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

F. Resolutions: (Legislative):

F.1. Resolution 2022-14 Amending the FY 2021/2022 Budget

City Attorney Cary read the short title into the record. City Clerk Kristen Bates stated this is the insurance proceeds for the damages to the J.B. King Park with the restrooms.

Motion: Adopt Resolution 2022-14 Amending the FY 2021/2022 Budget

Motion by: Vice Mayor Rogers

Second by: Commissioner Gordon

Board Discussion: Commissioner Schultz asked about the numbering of the resolution and the short title. Attorney Cary explained this resolution amends the 2021 budget to make sure the books from last Fiscal Year are correct and everything is in the proper place so, the resolution should amend the budget resolution for fiscal year 2021/2022.

Public Discussion: None

Vote: Motion carried unanimously

G. Old Business: None

H. New Business:

H.1. Request Update: Old Haw Creek drainage ditch.

City Manager Jackson introduced this item. City staff, including the City Attorney, met with Flagler County staff to discuss the Old Haw Creek drainage issues and problems. During this meeting, the Attorney General Opinion was provided. This opinion states public funds cannot be used to fix or maintain private infrastructure. State Law does not allow government to use public funds if the benefit is not for the overall public. City Manager Jackson explained some

possible options would be for the City to obtain ownership of the ditch; however, at this time, there is no documentation this ditch is part of the overall City stormwater system.

City Attorney Cary further elaborated on the Attorney General Opinion; obtaining easements does not fully address the issue and easements are not ownership. According to the Attorney General it does not matter if you have an easement or not, public funds should not be used to benefit private owners.

Mayor Robinson stated this would benefit the public because it drains the City. She stated her issue is with the wording “public benefit” as what does it mean.

City Engineer Marcus DePasquale reported he did preformed a site visit to view the ditch which is not owned by the City nor Flagler County. He reported on the conditions of culverts and pipes located in the ditch and addressed the different types of storms infrastructure could be built to- 25 year, 100 year and 500 year storms.

City Manager Jackson stated the Supreme Court has upheld similar findings about use of public funds when government does not own the infrastructure.

Mayor Robinson stated this must be in the City system of ditches because it drains from the County Jail area. City Engineer DePasquale reported this ditch is on private property and drains the naturally low area around the jail and the properties of those adjacent to the ditch, but there is no documentation this is owned by the City or connected to the overall City stormwater system.

Mayor Robinson asked about the property being donated to the City which should allow the City to take care of ditch for the adjacent property owners.

Vice Mayor Rogers stated this ditch probably does benefit the entire City because it might drain other portions of the City to the west of the County.

Commissioner Schultz inquired how cleaning this ditch would benefit all of the citizens in Bunnell and not just a few property owners. She asked if there was a document to show how this ditch is used by the City as part of the entire City stormwater system.

City Manager Jackson reported the County is currently completing a stormwater study; without having a study, there is no way to know how the various natural and man-made ditches and canals interact for City and County-wide drainage. He recommended the City obtain a hydrological study if the Commission wishes to address the City’s stormwater problems.

Public Comment: Jean Johnson (Old Haw Creek) stated that based on what she heard of the Attorney General Opinion, so long as the Commission declares her ditch as part of the public benefit, the City should be able to come fix the ditch and her culvert; she believes because of where she is located the City should start with her property. She is saddened that it seems no one wants to help the residents along this ditch which has not gotten any attention in over 20 years. She hopes the Commission will make the right decision and take care of this ditch. She is willing to let the City buy this ditch from her, if needed.

I. Reports:

- **City Clerk** – advised the last meeting in December needs to be changed due to the holiday. Through consensus of the Commission, the meeting was moved to December 29, 2022 at 5:30 PM.

- **Police Chief** – Chief Brannon provided a report on the October Police Department statistics. He spoke of the two Trunk or Treat events the Police Department participated in and the Halloween events in Sawmill Estates/Colony Park and Deen Road areas.
- **City Attorney** – reported the City had another animal abuse and neglect case. He further advised he will be taking a position as the in house City Attorney for West Melbourne and introduced Attorney Paul Waters who will stepping into the position for Bunnell.
- **City Manager** – announced Finance Director Shanea Stankiewicz will be leaving the City to take a position as Finance Director with the Sherriff’s Office. He reported the industrial and commercial growth over the past four years- in 2019 the ad valorem tax value was \$40 million and was \$45.2 million in 2022; this trend is showing the growth the City is experiencing.
- **Mayor and City Commissioners**
 - **Commissioner Schultz** – announced the River to Sea TPO Holiday Party and Toy Drive will be held Wednesday, December 7th from 4 PM to 6 PM at their office in Daytona Beach.
 - **Commissioner Gordon** - thanked City staff for all they do; she is sad to see Shanea and John leave but understands. She thanked the Police Department and especially Officer Zapata for their hard work on the dog abuse investigation.
 - **Vice Mayor Rogers** – None
 - **Mayor Robinson** – reported a successful Halloween with many children out and about. She appreciated the Police Department and their presence at Deen Road and in Sawmill Estates/Colony Park.

J. Call for Adjournment.

Motion: Adjourn

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Gordon

Vote: Motion carried unanimously

Meeting adjourned: 8:13 PM

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: 11/14/2022 Amount:
Department: City Manager Account #:
Subject: Confirmation of the hiring of Kristi Moss as Finance Director
Agenda Section: Consent Agenda:
Goal/Priority: Financial Stability/Sustainability

ATTACHMENTS:

Description	Type
Resume- Ms. Kristi Moss	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:

Kristi Moss brings over 24 years of proven track record and experience in local government finance and budgeting. Serving as BUDGET MANAGER (DIVISION DIRECTOR), and FINANCIAL SERVICES DIRECTOR (DEPARTMENT DIRECTOR), FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS, ERP PROJECT MANAGER/COORDINATOR OF PAYROLL, VOLUSIA COUNTY SCHOOLS. Responsible for long range financial planning, strategic plans, coordination of legislative issues, prepared, amended and maintain a county-wide budget of \$176 million, directed and ensured compliance with state and federal laws and county policies regarding invoice payment, purchasing card administration and payroll functions. Also, managed multi-million ERP implementation for Volusia School District. Ms. Moss holds a BA in Organizational Management- Warner Southern College and MBA from Webster University.

Staff Recommendation:

Recommend approval of City Manager's appointment of Ms. kristi Moss as the Finance Director for the City of Bunnell.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

KRISTI B. MOSS



PROFILE

Self-motivated, results-oriented government professional skilled in managing multiple diverse priorities. Readily accepts responsibility and accountability. Reputation as a change agent who builds solid motivated teams and streamlines operations. Works in close contact with team members while exhibiting superb interpersonal and communication skills across all levels of an organization. Strong knowledge of, finance, accounting and information technology including state/local government hiring, budgeting and purchasing processes. Demonstrated competence in:

Budget Development & Management	Accounting/Financial Management
Procurement Processes/Contract Admin	System/Database Management
Insurance (Group, Property and Liability)	Project Management
Payroll	Training
Grant Application/Administration	Policy Writing/Review

EXPERIENCE

CAPITAL ASSET BUDGET AND MANAGEMENT ADMINISTRATOR, CITY OF SANFORD

SEPTEMBER 2021 – PRESENT

- Prepare and manage the City's Budget and Capital Improvement Program
- Maintain and update the City's Capital Equipment Replacement Plan
- Ensure appropriate bonds or other surety instruments are received and recorded
- Track donated infrastructure and development agreements involving infrastructure
- Train User Departments in the areas of Project Accounting and Management

ERP PROJECT MANAGER/COORDINATOR OF PAYROLL, VOLUSIA COUNTY SCHOOLS

SEPTEMBER 2018 – AUGUST 2021

- Manage multi-million-dollar ERP project implementation for large school district
- Coordinate and manage the operation of the District payroll function to insure timely and accurate processing of salary payments, miscellaneous payments and deductions for all employees
- Act as district representative in all payroll related meetings or presentations
- Supervise and direct work of designated personnel, including selections, orientations, training and performance appraisal
- Develop payroll procedures and make recommendations for improving services, including the establishment of payroll schedules
- Coordinate month-end and year-end closing with appropriate departments and agencies

- Provide interpretation of state law, school board policies and bargaining unit contracts

BUSINESS MANAGER (FINANCE MANAGER, CITY VENUES), CITY OF DAYTONA BEACH

JULY 2016 – SEPTEMBER 2018

- Serve as the key business analyst and financial document resource manager for the Cultural and Leisure Services Department in the forecasting, feasibility study, economic impact assessment, business planning, staffing and funding stages for all parks and recreation and cultural programs and community event activities to include multiple large venues
- Serves as the financial forecaster for large-scale recreation/sports facilities and entertainment venues
- Oversees accounts for City concessions programs; reviews stadium inventory/budget, theatre inventory/budget and events inventory/budget
- Develops and administers personal services, operating and capital budgets; reviews and approves expenditures and equipment requisitions for adherence to established budget guidelines. Participates in applicant screening and hiring process for temporary casual labor for all city venues
- Assists in planning Cultural Services operations with respect to equipment and personnel, assists in directing such plans implementation.
- Supervise Business office staff to include: 2 Account Clerks, Budget Analyst, 3 Office Specialist and Office Manager

FINANCE CONSULTANT, CITY OF PORT ORANGE FLORIDA,

MAY 2015 – JUNE 2016

- Contracted to perform the functions of Budget Manager for the City of Port Orange during a period of large staff turnover and reorganization

FINANCIAL SERVICES DIRECTOR (DEPARTMENT DIRECTOR), FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS, BUNNELL, FLORIDA

FEBRUARY 2009 – JANUARY 2015

- Oversee the Divisions of Office of Budget, Purchasing, Grants Administration, Information Technology, State Housing Incentive Program (SHIP), Community Development Block Grant (CDBG), and Tourist Development
- Supervise Division Managers and subordinate staff
- Work with the County Administrator and Board of County Commissioners in the development and implementation of all fiscal procedures (procurement, accounting and budget)
- Responsible for long range financial planning, county strategic plan, coordination of legislative issues
- Prepare amend and maintain a county-wide budget of \$176 million
- Direct and ensure compliance with state and federal laws and

- county policy regarding invoice payment, purchasing card administration and payroll functions
- Act as Staff Liaison to the Tourist Development Council
- Participate in procurement process (review RFP's, participate in selection committees)
- Monitor legislative issues as they pertain to local/state government
- Develop and review agenda items for presentation to the County Commission

SENIOR BUDGET ANALYST, LAKE COUNTY BOARD OF COUNTY COMMISSIONERS, TAVARES, FLORIDA

AUGUST 2008 -FEBRUARY 2009

- Perform professional duties in budget preparation, financial monitoring and analysis, and management evaluation to ensure fiscal accountability
- Coordinate the budgetary activities of assigned departments to include: Community Services, Public Works, and Fiscal Services
- Act as grants coordinator between county departments and accounting department
- Develop written policies and procedures for budget office during a period of reorganization
- Rewrite and develop a comprehensive five-year capital improvement plan which had not been updated in over 5 years
- Develop financial reporting procedures and long range forecasts

CAPITAL PROGRAM/DEBT MANAGER (reclassified from Budget Analyst), VOLUSIA COUNTY, DELAND, FLORIDA

NOVEMBER 1998-AUGUST 2008

- Perform professional duties in budget preparation, financial monitoring and analysis with a concentration in capital program development, grants and debt management
- Work with county departments to prepare, monitor and amend a \$387 million five-year capital improvement program
- Recommend and acquire financing as approved by the county council for capital outlay/improvements
- Responsible for the financing, refinancing and administration of county debt totaling more than \$300 million (16 bond issues and 17 commercial loans)
- Produce various financial reports including the Annual Report on County Debt and the Five-Year Capital Improvement Program
- Prepare and administer budgets for all debt service and capital funds
- Participate in bid and RFP process for construction projects
- Acted as budget analyst before position was reclassified to Capital Program/Debt Manager

- Assigned budget preparation, and management for various departments including: Office of the Sheriff, Volusia County Self Insurance Fund, Public Works, Volusia County Airport and the Ocean Center

EDUCATION

Webster University

Masters of Business Administration (MBA)

2011

Warner Southern College

Bachelor of Arts -Organizational Management

2002

ICS 100, 300, 400, 700, 800 and Finance Section Chief

REFERENCES

Deb Muller

CFO Volusia County Schools
[REDACTED]

Cecilia Monti

Revenue Administrator, Seminole County
[REDACTED]

David Brannon

Chief of Police – City of Bunnell
[REDACTED]

[REDACTED]



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 11/10/2022 Amount: \$96,425.50 Grant in 7 Equal payments based on performance
Department: City Manager Account #:
Subject: Request Approval for Business Incentive Application for Project Sizemore Welding, Inc.
Agenda Section: New Business:
Goal/Priority: Increase Economic Base

ATTACHMENTS:

Description	Type
Business Incentive application for Sizemore Welding, Inc.	Cover Memo

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:

Sizemore Welding, Inc Inc has submitted an application requesting a Business Incentive Grant for Existing Business. The applicant will purchase a 36,000 Sq Ft Building located 901 E. Moody Blvd. and construct an additional 15,000 Sq Ft expansion. The business is a Metal Fabrication Manufacturer. The estimated capital investment is \$4,415,000. The applicant scored 20 points under the Existing Industry Category. This project is eligible for 75% of four (4) years of ad valorem and 50% of four (4) years of tangible personal property incentives in the Total Amt. of \$96,425.50 to be paid out over 7 years in the amount of \$13,775.07 per year based on annual performance. This will also afford the Company expedited permitting. The applicant will retain 29 jobs and create another 5 for a total of 34 jobs., with average wages of \$45,000 + benefits.

Staff Recommendation:

Staff recommends approval for Business Incentive grant to Sizemore Welding, Inc. in the total

amount \$96,425.50 in 7 equal annual payments of \$13,775.07 based on annual performance.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

Approve

City Manager Review/Recommendation:

Approved.

ESTIMATE OF ECONOMIC DEVELOPMENT
GRANT CALCULATION
Project Sizemore

Calculations based on City

Category: Existing Business

POINTS AWARDED

Target Industry: Fabrication/Manufacturing	2
Capital Investment: \$ 4,415,000	4
Facility Size: 15000	3
Job Creation: 29 Retained +5 new	1
Wages: Average wage \$45000	3
CRA	2
City Resident:	
Proximity to Utilities:	5
Total Points	20

The applicant scored 20 points under the Existing Industry Category. This project is eligible for 75% of four (4) years of ad valorem and 50% of four (4) years of tangible personal property incentives in the Total Amt. of \$96,425.50 to be paid out over 7 years in the amount of \$13,775.07 based on annual performance. And expedited permitting.

Total Value of Capital Improvements	\$4,150,000.00
Multiplied by City Millage rate	0.00743
Annual Ad Valorem Tax (general city portion)	\$30,834.50
75% Annual Ad Valorem Tax(gen. city portion)	0.75
Total Estimated Rebate Per Year	\$23,125.88
Multiplied by # Eligible Years	4
Ad Valorem Tax (general city portion) Estimate =	\$92,503.50

Total Estimated Value of New Tangible Assets	\$265,000.00
Multiplied by City Millage rate	0.0074
Annual new tangible business personal property tax (general city portion)	\$1,961.00
50% Annual new tangible business oersonal property tax(gen. city portion)	0.5
Total Estimated Rebate Per Year	980.5
Multiplied by # Eligible Years	4
Tangible Business Personal Property Tax (general city portion)	\$3,922.00

REBATE SCHEDULE & PAYOUT:

Total Maximum Possible Incentive:	\$96,425.50
Rebate will consist of <u>7 annual</u> installments of:	\$13,775.07



APPLICATION
Business Incentive Program

1. BUSINESS INFORMATION

- A. Legal name of the Applicant: Sizemore Welding Inc.
- B. Name of Ultimate Parent Company (if applicable): N/A
 City _____ State/Province _____ Country _____
- 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.

<u>Name</u>	<u>Title or Position</u> ¹	<u>Percent of Ownership</u>
<u>Dwane Sizemore</u>	<u>owner / President</u>	<u>100%</u>

D. Applicant's Federal Employer Identification Number: 59-3041124
 (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): 28-8011970417-0

F. Total number of new jobs and/or saved jobs (on a Full-Time Equivalent Job Basis). 45 total saved and new

G. NEW BUSINESS ONLY: Is the Applicant an existing resident of Bunnell?
existing Business

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)? 34

C. Please describe the Project, including the specific business activity(ies) of the Project: Additional Metal Fabrication

D. What is the anticipated commencement date of the Project? November 29 2022

E. Break down of the Project's primary business activity(ies) and the corresponding wages:
Office support + Labor Metal Shearing, laser cutting, bending welding + powder coating

Applicant's Activities	6 Digit NAICS Code(s)	Project Function (total = 100%)	Average Annualized Wage (\$)
<u>Metal Fabrication MANUF</u>	<u>332312</u>	<u>100</u> %	<u>\$ 45,000</u>
		%	\$
		%	\$

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

Street Address 901 E moody Boulevard

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: 95 %



3. JOB AND WAGE OVERVIEW

- A. How many new Full-Time Equivalent (FTE) Jobs are projected to be created as part of this project? **34 (29 retained + 5 NEW) RETAINED + Created**
- 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 **\$ 45,000 ANNUAL**
- 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? **\$ 5000 ANNUAL**
- 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.)? **VACATION / Holiday pay / Health CARE IRA**

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.): **NEW Purchased Equipment / Removing interior walls, remodel interior only / Addition approx 15,000 sqft to East Side of Facility.**
- 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 :	2022	2023				Total
Land or <u>Building Purchase</u>	\$ 2.4m	\$	\$	\$	\$	\$ 2,400,000
Construction / Renovations	\$ 150,000	\$ 1.6m	\$	\$	\$	\$ 1,750,000
Manufacturing Equipment	\$ 170,000	\$	\$	\$	\$	\$ 170,000
R&D Equipment	\$ 25,000	\$	\$	\$	\$	\$ 25,000
Other Equipment (computer equipment, office furniture, etc.)	\$ 70,000	\$	\$	\$	\$	\$ 70,000
Total Capital Investment	\$ 2,815,000	\$ 1.6m	\$	\$	\$	\$ 4,415,000

- D. What is the estimated square footage of the new or expanded facility?
51,000 Sq FT (36,000 Existing + 15,000 NEW)

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?

Yes No If yes,
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.?

Yes No If yes,
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?

Yes No If yes,
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> 10/14/2022
Duane Sizemore	
<u>Name</u>	
Duane Sizemore	
<u>Title</u> President	
<u>Company</u> Sizemore Welding Inc	



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
SIZEMORE WELDING INC.

Filing Information

Document Number S13520
FEI/EIN Number 59-3041124
Date Filed 11/16/1990
State FL
Status ACTIVE

Principal Address

205 N. BAY STREET
BUNNELL, FL 32110

Changed: 03/01/2005

Mailing Address

205 N. BAY STREET
BUNNELL, FL 32110

Changed: 04/18/2002

Registered Agent Name & Address

SIZEMORE, DUANE S.
205 N. BAY STREET
BUNNELL, FL 32110

Officer/Director Detail

Name & Address

Title PSTD

SIZEMORE, DUANE S.
205 N. BAY ST.
BUNNELL, FL

Annual Reports

Report Year	Filed Date
2020	01/15/2020
2021	01/12/2021
2022	01/19/2022

Owner Information

Primary Owner
 Gpr1 LLC
 7 Sunshine Blvd
 Ormond Beach, FL 32174

Parcel Summary

Parcel ID 10-12-30-0850-00180-0000
 Prop ID 10326
 Location 901 E MOODY BLVD
 Address BUNNELL, FL 32110
 Brief Tax Description* TOWN OF BUNNELL BLKS 18, 33, 34 & 37 & VAC ALLEY & VAC S ORANGE STREET & THAT PT OF BL C TR 11 & 14 LYING SW OF LEMON ST. OR 101 PG 272 OR 100 PG 668 OR 85 PG 555-556 OR 139 PG 702 OR 397 PG 170 OR 400 PG 342 OR 894 PG 1752 OR 1329/1323-RESOL OR 1474/1350-O
 (Note: *The Description above is not to be used on legal documents.)
 Property Use Code OFFICE BUILDING (001700)
 Tax District CITY OF BUNNELL, BUNNELL CRA AREA WITH MOSQ CONTROL (District 14)
 Millage Rate 21.8491
 Homestead N
 GIS sqft 293,382.240

[View Map](#)

Valuation

	2022 Working Values	2021 Certified Values	2020 Certified Values	2019 Certified Values
Building Value	\$1,469,174	\$757,349	\$356,583	\$4,443,244
Extra Features Value	\$203,709	\$220,036	\$236,361	\$225,567
Land Value	\$489,882	\$489,882	\$489,881	\$489,881
Land Agricultural Value	\$0	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$0	\$0	\$0
Just (Market) Value	\$2,162,765	\$1,467,267	\$1,082,825	\$5,158,692
Assessed Value	\$1,613,994	\$1,467,267	\$1,082,825	\$5,158,692
Exempt Value	\$0	\$0	\$1,082,825	\$5,158,692
Taxable Value	\$1,613,994	\$1,467,267	\$0	\$0
Protected Value	\$548,771	\$0	\$0	\$0

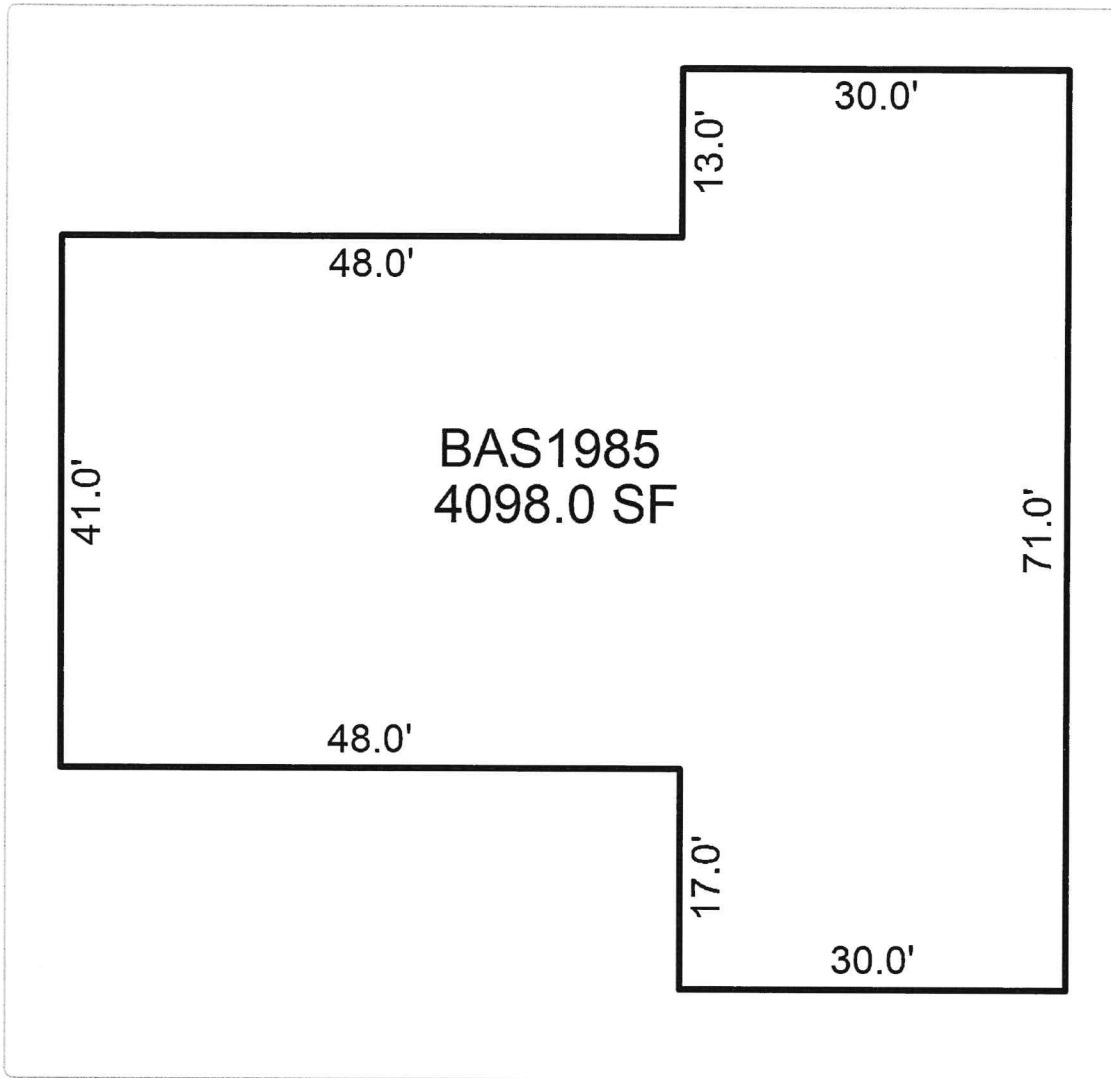
"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Historical Assessment

Year	Building Value	Extra Features Value	Land Value	Agricultural Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2020	\$356,583	\$236,361	\$489,881	\$0	\$1,082,825	\$1,082,825	\$1,082,825	\$0	\$0
2019	\$4,443,244	\$225,567	\$489,881	\$0	\$5,158,692	\$5,158,692	\$5,158,692	\$0	\$0
2018	\$4,517,667	\$241,143	\$438,110	\$0	\$5,196,920	\$5,196,920	\$5,196,920	\$0	\$0
2017	\$4,848,100	\$239,644	\$438,110	\$0	\$5,525,854	\$5,525,854	\$5,525,854	\$0	\$0
2016	\$4,976,085	\$254,299	\$438,110	\$0	\$5,668,494	\$5,668,494	\$5,668,494	\$0	\$0
2015	\$150,800	\$0	\$486,472	\$0	\$637,272	\$637,272	\$637,272	\$0	\$0
2014	\$150,800	\$0	\$486,472	\$0	\$637,272	\$637,272	\$0	\$637,272	\$0
2013	\$150,800	\$0	\$510,653	\$0	\$661,453	\$389,347	\$0	\$389,347	\$272,106
2012	\$1	\$0	\$353,951	\$0	\$353,952	\$353,952	\$0	\$353,952	\$0
2011	\$533,999	\$0	\$1	\$0	\$534,000	\$534,000	\$0	\$534,000	\$0
2010	\$506,652	\$57,933	\$0	\$0	\$564,586	\$0	\$0	\$0	\$564,586
2009	\$783,684	\$58,652	\$0	\$0	\$842,337	\$0	\$0	\$0	\$842,337

TRIM Notice

[2022 TRIM Notice \(PDF\)](#)



Building Area Types

Type	Description	Sq. Footage	Act Year
BAS	BASE AREA	35,386	1979
BAS	BASE AREA	700	2015
NCA	NON CALC'D	0	2015
NCA	NON CALC'D	0	1979
NCA	NON CALC'D	0	2015
NCA	NON CALC'D	0	1979
NCA	NON CALC'D	0	1979
NCA	NON CALC'D	0	1979
NCA	NON CALC'D	0	1979

Type	Description	Sq. Footage	Act Year
BAS	BASE AREA	4,098	1985

SUZANNE JOHNSTON Flagler County Tax Collector

Notice of Ad Valorem Tax and Non-Ad Valorem Assessments
2021 Paid Real Estate

TAX YEAR	ACCOUNT NUMBER	ALT KEY	MILLAGE CODE	ESCROW CODE
2021	1012300850001800000	10326	014	

GPR1 LLC
7 SUNSHINE BLVD
ORMOND BEACH, FL 32174

901 E MOODY BLVD
BUNNELL 32110

TOWN OF BUNNELL BLKS 18, 33, 34 & 37 &
VAC ALLEY & VAC S ORANGE STREET &
THAT PT OF BL C TR 11 & 14LYING SW OF
LEMON ST. OR 101 PG 272OR 100 PG 668
OR
See Additional Legal on Tax Roll

Flagler County Suzanne Johnston
Paid By COMMERCIAL CONSTRU
11/29/2021 \$31,394.48
Receipt # 139-21-00040966

AD VALOREM TAXES

TAXING AUTHORITY	TELEPHONE	ASSESSED VALUE	MILLAGE RATE	EXEMPTION AMOUNT	TAXABLE VALUE	TAXES LEVIED
FLAGLER COUNTY						
GENERAL FUND	386-313-4008	1,467,267	8.0297	0	1,467,267	11,781.71
ESL	386-313-4008	1,467,267	0.1250	0	1,467,267	183.41
2015 G O BONDS	386-313-4008	1,467,267	0.2050	0	1,467,267	300.79
2009/2016 ESL BONDS	386-313-4008	1,467,267	0.1250	0	1,467,267	183.41
FLAGLER COUNTY SCHOOL BOARD						
GENERAL FUND	386-437-7526	1,467,267	3.6170	0	1,467,267	5,307.10
DISCRETIONARY	386-437-7526	1,467,267	0.7480	0	1,467,267	1,097.52
CAP. OUTLAY	386-437-7526	1,467,267	1.5000	0	1,467,267	2,200.90
CITY OF BUNNELL	386-437-7500	1,467,267	7.4300	0	1,467,267	10,901.79
MOSQUITO CONTROL	386-437-0002	1,467,267	0.2575	0	1,467,267	377.82
ST. JOHNS RIVER WATER MGMT	386-329-4500	1,467,267	0.2189	0	1,467,267	321.18
FIND	561-627-3386	1,467,267	0.0320	0	1,467,267	46.95
TOTAL MILLAGE		22.2881			TOTAL AD VALOREM TAXES	\$32,702.58

NON-AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	TELEPHONE	RATE	AMOUNT
TOTAL NON-AD VALOREM TAXES			\$0.00

TOTAL COMBINED TAXES AND ASSESSMENTS

\$32,702.58

If Paid By	Nov 30, 2021			
Please Pay	31,394.48			

RETAIN FOR YOUR RECORDS

Notice of Ad Valorem Tax and Non-Ad Valorem Assessments
2021 Paid Real Estate

Make checks payable to:

Suzanne Johnston
Flagler County Tax Collector
PO Box 846 Bunnell, FL 32110
386-313-4160

Payments in U.S. funds from a U.S. bank

ACCOUNT NUMBER	ALT KEY
1012300850001800000	10326
PROPERTY ADDRESS	
901 E MOODY BLVD BUNNELL 32110	

GPR1 LLC
7 SUNSHINE BLVD
ORMOND BEACH, FL 32174

Pay online at www.Flaglertax.com

PAY ONLY ONE AMOUNT

<input type="checkbox"/> If Paid By Nov 30, 2021	RETURN WITH PAYMENT
<input type="checkbox"/> 31,394.48	
<input type="checkbox"/> If Paid By	
<input type="checkbox"/> If Paid By	
<input type="checkbox"/> If Paid By	

DO NOT FOLD, STAPLE, OR MUTILATE

Paid COMMERCIAL CONSTRUCTION INC 11/29/2021 Receipt # 139-21-00040966 Check \$31,394.48





City of Bunnell, Florida

Agenda Item No. H.2.

Document Date: 11/16/2022

Amount: \$1,000,000 Transportation
Impact Fee;\$1,750,000 Utilities
Impact Fees: \$1,750.000 Water
Impact Fees

Department: City Manager

Account #:

Subject: Approval of the Interlocal Agreement with Flagler County Board of County Commissioners for Flagler Central Commerce Parkway

Agenda Section: New Business:

Goal/Priority: Increase Economic Base

ATTACHMENTS:

Description	Type
Proposed Interlocal Agreement	Contract
Exhibit A	Exhibit

Summary/Highlights:

This is a request to approve the Interlocal Agreement with Flagler County for wish to cooperate in the update of design and construction of the Flagler Central Commerce Parkway Connector-Bunnell, an approximately 1.7 mile roadway lying east of the downtown area of the City of Bunnell as conceptually shown on the map attached.

Background:

The area of State Road 100 and US Highway 1, the City of Bunnell has identified a community redevelopment area (CRA) in order to target funds to relieve economic and transportation blight in accordance with the community redevelopment plan; and to relieve economic and transportation blight in the CRA, encourage responsible development of the area around the County facilities, and in order to provide an alternative for vehicular travel from State Road 100 to US Highway. The Commerce Parkway Project will spur economic development to revitalize the area, including within the City's Community Redevelopment Agency boundary, by opening hundreds of acres to development, and will provide travelers with an alternate route through the area. the Commerce Parkway Project is presently estimated to cost \$10,938,654.00 for the construction of the paved roadway and associated drainage facilities, and the construction engineering inspection ("CEI") services; however, this estimated cost does not include utilities associated with the roadway and, moreover, is subject to change depending on the bids submitted by private sector contractors; and

The County will provide up to \$3,193,000.00, and the City will provide up to \$1 million, from the parties' respective transportation impact fee funds for the Project design plans update, construction, and CEI services as more particularly described herein; and the City will provide up to \$1,750,000.00 for updated design, permitting, and construction of the wastewater utilities and also up to \$1,750,000.00 for the updated design permitting, and construction of the water utilities; and

The Florida Department of Transportation ("FDOT") notified the County in June 2022 that the Commerce Parkway Project has been programmed for \$6.8 million in state funding for construction in Fiscal Year 2023, and the parties seek to secure the programmed funding through a state funded grant agreement ("SFGA"); and

Staff Recommendation:

Staff recommends the approval of the Flagler County Central Commerce Parkway Interlocal Agreement with Flagler County for the design and construction of the Flagler County Central Commerce Parkway.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

**INTERLOCAL AGREEMENT BETWEEN FLAGLER
COUNTY AND THE CITY OF BUNNELL FOR THE
CONSTRUCTION OF COMMERCE PARKWAY**

THIS INTERLOCAL AGREEMENT (“Agreement”) is entered into by and between Flagler County, a political subdivision of the State of Florida, 1769 East Moody Boulevard, Building 2, Bunnell, FL 32110, (“County”) and the City of Bunnell, a municipal corporation of the State of Florida, 604 East Moody Boulevard, Unit 6, Bunnell, FL 32110 (“City”).

WHEREAS, the parties wish to cooperate in the update of design and construction of the Flagler Central Commerce Parkway Connector-Bunnell, an approximately 1.7 mile roadway lying east of the downtown area of the City of Bunnell as conceptually shown on the map attached hereto as Exhibit A and incorporated herein (the “Commerce Parkway Project”); and

WHEREAS, the Commerce Parkway Project will spur economic development to revitalize the area, including within the City’s Community Redevelopment Agency boundary, by opening hundreds of acres to development, and will provide travelers with an alternate route through the area; and

WHEREAS, in June 2009, Oare Associates, LLC (“Oare”) recorded that certain plat of Central Commerce Park in the Public Records of Flagler County, Official Plat Book 36, Page 36, dedicating to the City for right-of-way purposes a seven hundred seventeen feet by ninety-four feet tract called, Commerce Parkway, the northern boundary of which abuts the southern boundary of the State Road 100 right-of-way (the “Commerce Parkway Phase 1A”); and

WHEREAS, in April 2016, the City and County entered into that certain Interlocal Agreement, recorded in the Public Records of Flagler County, Official Record Book 2124, Page 57, whereby the County, joined by the First Baptist Church of Bunnell, agreed to dedicate to the City a portion of their lands along with the roadway improvements thereon, extending approximately four hundred fifty feet southward from Commerce Parkway Phase 1A, (the “Commerce Parkway Extension”); and

WHEREAS, to consummate the transaction agreed to in the 2016 Interlocal Agreement, the County and the First Baptist Church of Bunnell executed and delivered to the City, and the City accepted, that certain Dedication and Reservation Deed, on April 25, 2016, recorded in the Public Records of Flagler County, Official Record Book 2124, Page 74, conveying the Commerce Parkway Extension to the City (the “Commerce Parkway Extension Deed”); and

WHEREAS, Oare also executed in 2016 that certain Road Right of Way Dedication and Quit Claim Deed, recorded in the Public Records of Flagler County, Official Record Book 2136, Page 1051, conveying to the City of Bunnell an eighty feet wide right-of-way from the southern terminus of the Commerce Parkway Extension to U.S. Highway 1 for roadway purposes (the “Commerce Parkway Deed”); and

WHEREAS, in May 2017, Oare executed that certain Drainage and Utility Easement in favor of Bunnell, recorded in the Official Records of Flagler County, Official Record Book 2211, Page 1053, providing the City with a perpetual easement over strips of land adjacent to both sides of the Commerce Parkway right-of-way, as well as ponds depicted therein, for drainage and utility purposes (the “Drainage and Utility Easement”); and

WHEREAS, collectively, the Commerce Parkway Phase 1A, the Commerce Parkway Extension Deed, and Commerce Parkway Deed, together with the Drainage and Utility Easement provide the City with the interest in the lands necessary to construct the Commerce Parkway Project; and

WHEREAS, in April 2017, Michael Baker International, Inc. (the “Engineer of Record” or “EOR”) created a set of design plans of the Commerce Parkway Project for the City, which are on file with the parties, and which will need to be updated as described herein; and

WHEREAS, the City will engage Zev Cohen and Associates (the “Utility EOR”) to design the water and wastewater utilities associated with the Commerce Parkway Project to obtain permitting as described herein; and

WHEREAS, the Commerce Parkway Project is presently estimated to cost \$10,938,654.00 for the construction of the paved roadway and associated drainage facilities, and the construction engineering inspection (“CEI”) services; however, this estimated cost does not include utilities associated with the roadway and, moreover, is subject to change depending on the bids submitted by private sector contractors; and

WHEREAS, the County will provide up to \$3,193,000.00, and the City will provide up to \$1 million, from the parties’ respective transportation impact fee funds for the project design plans update, construction, and CEI services as more particularly described herein; and

WHEREAS, the City will provide up to \$1,750,000.00 for updated design, permitting, CEI, and construction of the wastewater utilities and also up to \$1,750,000.00 for the updated design permitting, CEI, and construction of the water utilities; and

WHEREAS, the Florida Department of Transportation (“FDOT”) notified the County in June 2022 that the Commerce Parkway Project has been programmed for \$6.8 million in state funding for construction in Fiscal Year 2023, and the parties seek to secure the programmed funding through a state funded grant agreement (“SFGA”); and

WHEREAS, the parties wish to enter into this cooperative Agreement to describe their respective roles and responsibilities in bringing the Commerce Parkway Project to fruition; and

NOW THEREFORE, in consideration of the mutual obligations contained herein, the parties agree as follows.

SECTION I. RECITALS.

The above recitals are incorporated herein as material facts and form a basis of the bargain upon which the parties rely.

SECTION II. RIGHT OF WAY CERTIFICATION AND ROADWAY AND UTILITIES DESIGN PLANS UPDATES.

A.) Right-of-Way Certification. Prior to March 1, 2023, the City will certify to the County that the City has sufficient interest in the eighty feet wide strip of land upon which the Commerce Parkway Project will be constructed, along with the strips of land on both sides of the right-of-way and associated ponds encumbered by the Drainage and Utility Easement. The County will rely on the City's right-of-way certification. The City will also be responsible for requiring property owners to remove any obstructions or encroachments in the right-of-way, including its monument sign at U.S. 1 and any signs or landscaping along the existing northernmost portion of Commerce Parkway.

B.) Roadway Design Plans. The County will, at the City's expense, update the Commerce Parkway Design Plans, dated April 2017, originally prepared by the EOR for the Commerce Parkway Project. The County will engage the EOR to update and certify the design plans to meet the requirements of the FDOT. The County will also obtain from the EOR, at the City's expense, the specifications for the project, as well as estimates for costs and schedule of construction, and any other item required by FDOT for the SFGA program.

C.) Water-Sewer Utility Design Plans. The City will be solely responsible for the cost of the update the Commerce Parkway water and sewer Utility Design Plans, dated April 2017, originally prepared by Zev Cohen & Associates, Inc. ("Zev Cohen") for the Commerce Parkway Project, which are on file with the parties. The City will engage Zev Cohen to update and certify the design plans. The City will also obtain from Zev Cohen, at the City's expense, the specifications for the water and sewer project, as well as estimates for costs and schedule of construction.

D.) Clearing Obstructions. The County will review the updated design of the Commerce Parkway Project to identify any encroachments or obstructions within the right-of-way that may interfere with the Project, and the County will notify the City of same. The City will then cause any encroachments or obstructions identified by the County to be removed within sixty days of the City's receipt of the notice or June 1, 2023, whichever is later. If the City fails to cause any encroachment or obstruction to be removed within this timeframe, the County will cause the removal and will send an invoice to the City for the Cost of the removal. The City will pay any such invoice within forty-five days of receipt.

SECTION III. CONSTRUCTION AND MAINTENANCE.

A.) Roadway and Water-Sewer Utilities Construction.

1.) Roadway Construction. The County will develop the bid advertisement package for the Commerce Parkway Project roadway construction with assistance from the roadway EOR. Bid advertisement for the Commerce parkway Project roadway construction will commence upon the completion of the EOR roadway design plans update with approval to advertise from the FDOT. The County will then engage a contractor and administer the Commerce Parkway Project's construction from notice of award through closeout, contingent upon legislative appropriation and approval of the SFGA by FDOT and contingent upon the donor of the right-of-way lands securing an extension of Permit #4-035-9348-16 from the St. Johns River Water Management District and also securing a 404 permit from the Florida Department of Environmental Protection.

2.) Water-Sewer Utilities Construction. Likewise, upon completion of the redesign of the water and sewer utility project for Commerce Parkway described above, the City will furnish the plans, specifications, cost and schedule estimates, and permits to the County. The County will rely on the information furnished by the City to develop separate bid advertisement package for the water-sewer construction services with assistance from Zev Cohen. The County will select the contractor(s) who provides the lowest qualified bid, and the County will award the bids. The City will engage a contractor to construct the water and sewer utilities associated with the Commerce Parkway Project (the "Water-Sewer Utilities Project").

Although the Commerce Parkway Project and the Water-Sewer Utilities projects are separate and distinct, the goal of the parties is for the construction of the utilities to occur concurrently with the roadway construction, and the parties will coordinate their efforts to achieve maximum efficiency. However, if for any reason the roadway construction and utility construction projects cannot proceed concurrently, for example if there is insufficient access along the right-of-way for the utility contractor to work, it is the understanding of the parties that the County will need to proceed with the roadway construction within the SFGA specified schedule in order to maintain compliance with the funding agreement.

3.) Construction, Engineering, and Inspection Services. The County will also advertise a request for statement of qualifications (RSQ) to procure and administer the construction, engineering, and inspection ("CEI") services for both the Roadway and Water-Sewer Utilities projects. The County will select the firm/s with representation from the City on a selection committee. Procurement of CEI services will be in accordance with the Consultants' Competitive Negotiation Act.

B.) No liens. The parties shall not cause any liens or encumbrances to attach to any portion of the Commerce Parkway right-of-way.

C.) Street Lighting Utility Plans and Construction. The City will be solely responsible for the cost of the design, permitting and construction of the street lighting for the Commerce Parkway Project. The City will also contract directly with FPL to perform the street lighting construction.

D.) Invoicing, Payments and Funding. For any payments due to the County from the City hereunder, the County will furnish the City a monthly invoice at the address specified in Section IV.C. below. The City will pay the invoices within forty-five days or receipt in accordance with the Local Government Prompt Payment Act.

If for any reason funding available to the parties falls short of what is necessary to complete the Project in its entirety, the Parties will consider all reasonable alternatives in the design and scope of the Project with the intent to construct as much of the paved roadway as possible with available funds.

E.) Maintenance. Upon completion of the construction of the Commerce Parkway Project, the County will furnish the City a set of as-built drawings, at which point the City will take over maintenance responsibilities for Commerce Parkway in perpetuity and without recourse to the County.

SECTION IV. MISCELLANEOUS PROVISIONS

A.) Further Assurances. Each party shall execute and cause to be delivered to the other party such instruments and other documents and shall take such other actions as may be reasonably requested by the other party in order to carry out the intent and to accomplish the purposes of this Agreement.

B.) Indemnification. In consideration of the labor and expense provided by the County to the City in furtherance of the Commerce Parkway Project, the City shall defend and indemnify the County for all damages, suits, or claims of whatever nature asserted against the County by reason of the County's participation in the Commerce Parkway Project or arising out of the County's performance of its obligations herein, provided however, that the City shall not be responsible for the defense or indemnification of the County for claims that arise out of the County's wrongful or negligent conduct. This obligation to defend and indemnify shall survive the termination or expiration of this Agreement, and in no circumstance shall obligation to indemnify exceed the scope or monetary limitations set forth in Section 768.28, Florida Statutes.

Nothing in this Agreement is intended to be a consent to be sued by third parties nor shall anything in this Agreement be deemed or construed to be a waiver of sovereign immunity by either of the parties, and the parties shall have and maintain at all times and for all purposes any and all right, immunities, and protections under controlling legal precedent and as provided under Section 768.28, Florida Statutes.

C.) Notice. Any notice required by this Agreement shall be made in writing and shall be deemed delivered when personally hand delivered, when delivered by reputable overnight courier, or when received via the U.S. Post certified, postage prepaid, to the parties at the respective address listed below. Either party may change the address for purposes of notice by notifying the other party of such change in the manner prescribed herein.

1. For the County: Flagler County Engineer
1769 East Moody Blvd., Bldg. 2
Bunnell, FL 32110
2. For the City: Bunnell City Manager
604 East Moody Blvd., Unit 6
Bunnell, FL 32110

D.) Integration and Modification. This Agreement embodies the entire agreement of the parties. There are no provisions, terms, conditions, or obligations, with respect to the subject matter hereof, other than those contained in this Agreement. This Agreement supersedes all previous communication, representation, or agreement, either verbal or written, between the parties. This Agreement may only be amended or supplemented by a written instrument of equal dignity herewith executed by the parties.

E.) Interpretation. This Agreement is the result of bona fide arm's length negotiations between the parties and, as such, shall not be construed more strictly against either party than the other party.

F.) Severability. If any term or provision of this Agreement is found to be illegal or unenforceable by a court of competent jurisdiction, the remainder of the Agreement will remain in full force and effect and such term or provision will be deemed stricken.

G.) Non-waiver. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by the other party under this Agreement will impair any such right, power, or remedy of either party; nor will such delay or omission be construed as a waiver of any breach or default.

H.) Venue. The exclusive venue to litigate disputes arising under this Agreement shall be in the Seventh Judicial Circuit in and for Flagler County, Florida.

I.) Attorney Fees. Except with regard to the indemnity provisions herein, each party shall bear its own attorney's fees and costs.

J.) Force Majeure. Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them singularly, is delayed or prevented by a bona fide force majeure. For the purpose of this Agreement, a bona fide force majeure is defined in accordance with the common law of the State of Florida as being an event or circumstance beyond the control and authority and without the fault or negligence of the party seeking relief under this Section. The maximum relief granted to either party under this Section shall be the tolling of time for the duration of the fore majeure. A force majeure may be deemed to excuse performance pursuant to this Agreement only to the extent such performance is actually prevented or precluded by such force majeure.

K.) Non-Assignment. Neither party may assign, sublicense, or otherwise transfer its rights, duties, or obligations under this Agreement without the prior written consent of the other party. Any assignment, sublicense, or transfer occurring without the required prior written approval of the other party will be null and void.

L.) Third Party Beneficiaries. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations, or remedies upon any other person or entity except as expressly provided for in this Agreement. Nothing herein shall be construed as a consent to be sued or as a waiver of sovereign immunity of the parties.

M.) Binding Agreement and Termination. This Agreement is binding upon and inures to the benefit of the parties and their respective successors and assigns.

N.) Recording and Effective Date. The City shall be responsible for recording this Agreement in the Public Records of Flagler County, Florida. This Agreement shall take effect upon recording as provided in Section 163.01(11), Florida Statutes.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the dates indicated below.

**FLAGLER COUNTY BOARD OF
COUNTY COMMISSIONERS**

, Chair

ATTEST:

Tom Bexley, Clerk of the Circuit Court
and Comptroller

Date

Approved as to Form and Legality:

Sean S. Moylan, Deputy County Attorney

[Signature page to follow.]

CITY OF BUNNELL

Catherine Robinson, Mayor

ATTEST:

Date

By: _____
Kristen Bates, CMC
City Clerk

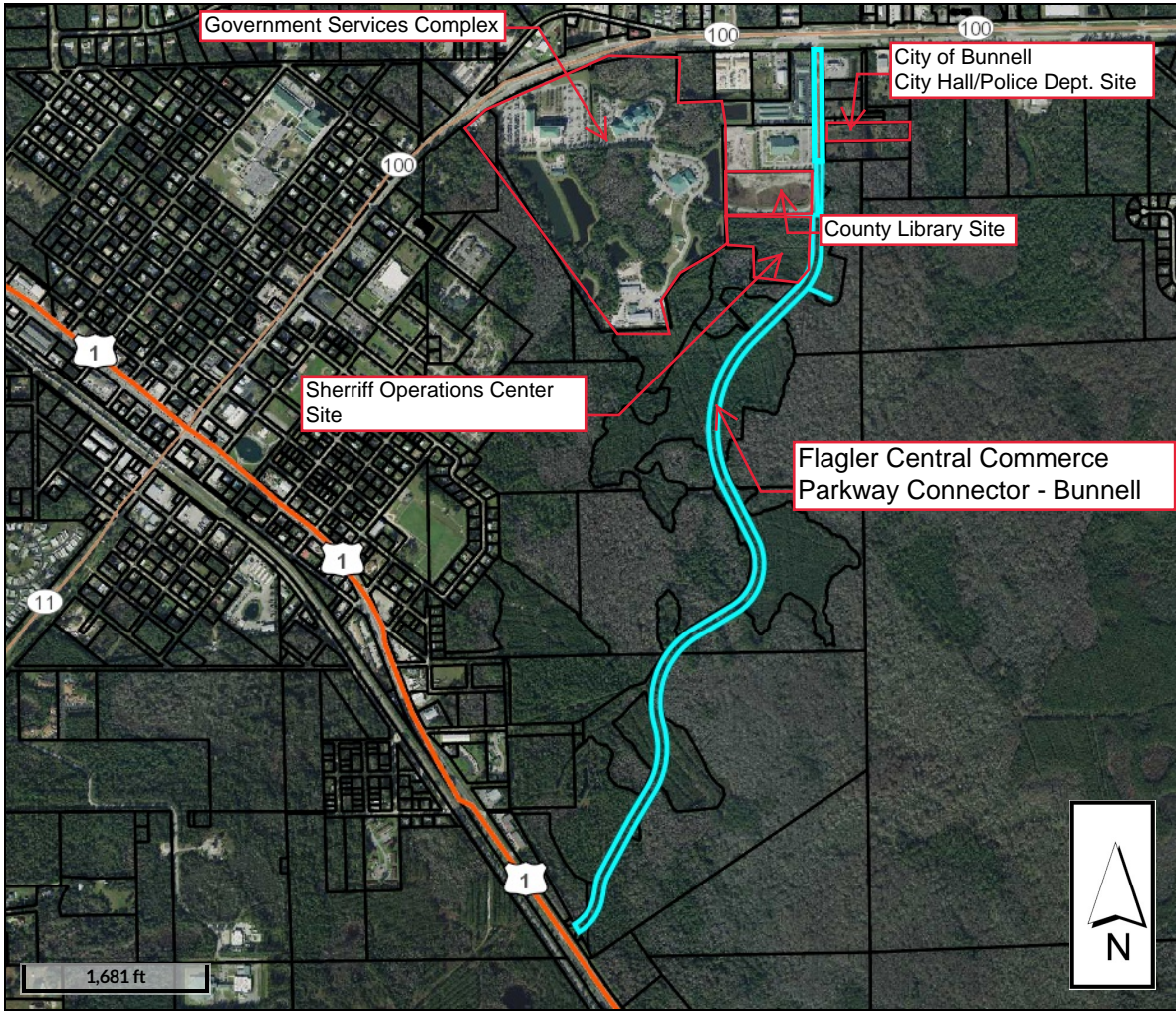
Approved as to Form and Legality.

Vose Law Firm
City Attorney

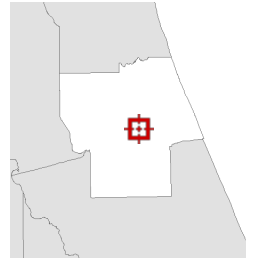
[Exhibit A to follow.]

FLAGLER CENTRAL COMMERCE PARKWAY CONNECTOR- BUNNELL PROJECT

EXHIBIT A



Overview



Legend

- Parcels
- Roads
- Streams and River

LEGEND

PROJECT LIMITS (+/-1.7 MILES) _____



City of Bunnell, Florida

ATTACHMENTS:

Description

City Manager Report - October 2022

Type

Report

City Manager's Monthly Report



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

Published: November 2022

Municipal Park

The City of Bunnell thanks EPIC Church for their assistance with the rebuilding of the last element for the move of Municipal Park. On October 23, 2022, volunteers from EPIC helped the City with the plantings needed for the Butterfly Garden.



Halloween 2022

Rain delayed the Annual Trunk or Treat with the First Baptist Christian School, but we were able to have the event October 30, 2022



Halloween 2022

Sawmill Estates/Colony Park: October 31, 2022



City News, Announcement and Alerts

Throughout the storm, the City participated in unified messaging with all governmental Public Information Officers and out of the County EOC. Messages and alerts were sent out through the City's website.

If you are not currently subscribed to get notifications from the City, please register now. You register from www.bunnellcity.us, click the subscribe button in the middle

Select one or more lists from the section below

Urgent Alert

City Alerts

News or Announcement

City News & Announcement

Did you know?

The City Manager Report is published with the second Commission Meeting agenda of each month; however, it is also published to the City's website. You can see back issues of the report and see what is going on within the City by reviewing this report every month.

CALENDAR OF EVENTS

The City's homepage www.bunnellcity.us has a Calendar of events. It lists City meeting days, City events, when offices are closed and information about other known governmental events going on in the community.

MARK YOUR CALENDAR: Christmas in Bunnell is Friday, December 16, 2022
Check the City website and Facebook page for event details



2023 Municipal Election: MARCH 7, 2023

The next scheduled election for the City of Bunnell is March 7, 2023.

There will be two Commission seats up for election. There will also be a Special Election to fill the vacancy created with the resignation of Commissioner Barnes. These are two different races; candidates can only run in one race, not both.

The Candidate Handbook was available for pick up as of October 24, 2022 This is a very useful tool for anyone considering running for City Office. It provides very important dates and deadlines for qualifying, explains qualifying to run for office, provides due dates for all campaign reports, discusses campaigns and provides very useful resources about running for office.

To be placed on the ballot you must qualify to run. There are two ways to qualify to run which are explained in the Handbook.

The City Clerk is the Municipal Elections Officer. If you have questions about the upcoming election, contact the City Clerk.



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!

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 with sufficient time to process the rental request. Applications can be obtained at the Bunnell Customer Service Office located at 604 E. Moody Blvd. Unit 6 or on the City website www.bunnellcity.us under FORMS.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
 - The remediation of the hall was completed in August/September. The City is working with the design consultant for the plans to restore the building and worked with the State to complete the grant agreement. Once the State Grant Agreement is completed and accepted, the RFP can be released to find the contractor to complete the reconstruction.
- Municipal Park is at its new location: 1307 E. Howe Street (former Clegg Property)

Garage Sale Permits:

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. 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. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits 386-437-7500 x 3.

Information Technology

The issue with Facebook has finally been resolved. The Administrator account has been locked out of one of our pages. Facebook indicated it had something to do with an upgrade they rolled out, that it removed the Admin privileges.

Working with the vendor on a security review / audit of our various network systems. The intent is to review and identify any weaknesses in our security profile, and ways to improve them. Also to produce a plan for moving forward which should allow us to apply for grant funds to accomplish the improvements.

Following the impacts of Hurricane Ian, relocated the servers back to the PD trailer from the County data center.

The County is working on a major upgrade to the Aegis system (Computer Aided Dispatch CAD). Setup an additional VPN to the SO for testing purposes. The County has confirmed connectivity to the new servers.

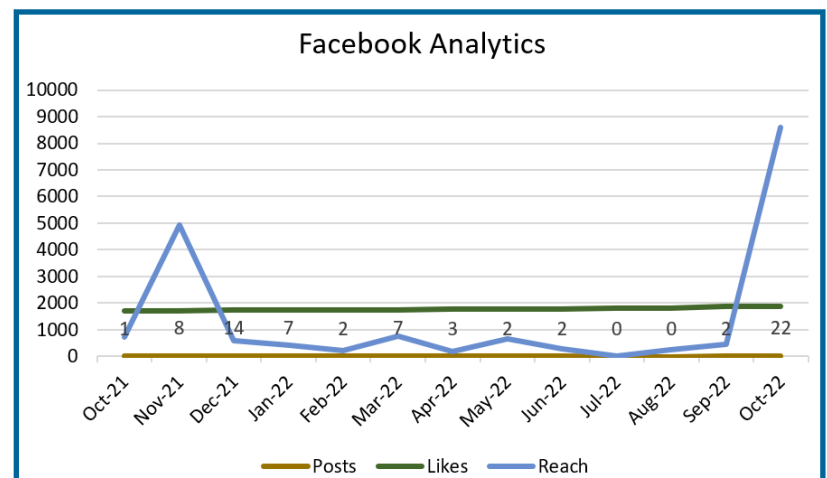
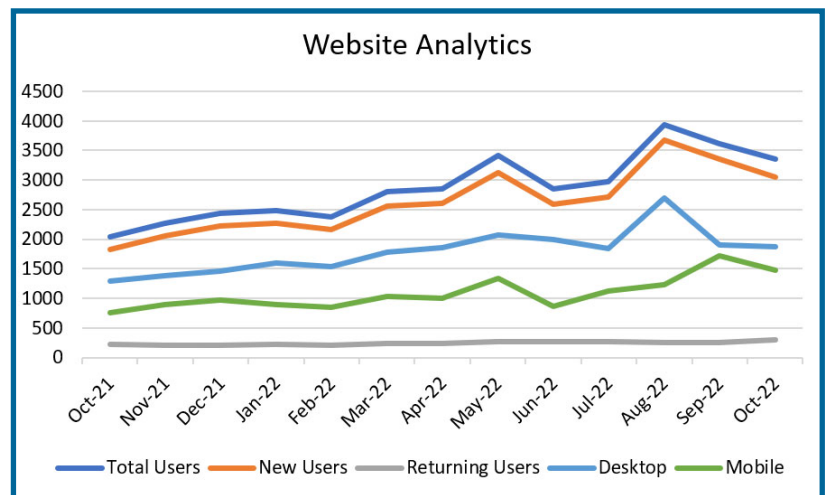
Completed the network wiring in 604 E. Moody Suite 5 for Infrastructure. New network switches were purchased for all 3 suites to tie them all together as one location. The switches have been backordered, and currently scheduled to be shipped the end of November. We have older switches we can put in place in the interim.

Following the discovery of more damage at JB King, went back through the video, and found where 3 teens appear to have damaged a water fountain at the park. Pulled images of the teens, and shared them with Parks & Rec. They reported it to the PD who requested the video. Pulled the video and provided it to the PD.

In doing this, discovered one of the recorders was not storing enough video for records retention. Working with the vendor to increase the storage space on the recorders to be in compliance.

Top 10 web pages:

- | | |
|---------------------|------------------------|
| 1. Home Page | 6. Ian PR 9/29 |
| 2. Agendas | 7. Community |
| 3. Open Positions | 8. Contacts Directory |
| 4. Police | 9. Bids |
| 5. Building Permits | 10. Bids-Admin Complex |



City Clerk Office

The City Clerk Office published and noticed all agendas for the City's Public meetings held in October. Public Meetings are City Commission meetings and any volunteer Board meetings such as the Planning, Zoning and Appeals Board and the Code Enforcement Board.

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

- Facility projects– Municipal Park move
- Working with contractor for the design for reconstruction of Coquina City Hall and on-going contact with Department of State for the Historical Resources Grant for the restoration of Coquina City Hall (agreements executed in October)
- RFQ for New Administration and Police Department Complex released
- Preparing for records destruction in accordance with guidelines
- Preparing for the 2023 Municipal Election
- Staffing EOC during Hurricane Ian
- Coordinating with County EOC and FEMA for Hurricane Ian Recovery efforts
- Assistance to Community Development
- **52.5** hours spent on records requests (on those taking more than 30 minutes to complete)

Business Tax Receipts (BTRs)

Notices for BTR renewals were mailed out June 24, 2022. The City sent out 1,317 BTR Renewal notices for all registered businesses, this includes both in City and out-of-the-City businesses.

Businesses should have paid their BTR Renewal fees by September 30, 2022 to avoid paying penalties. 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.

In the month of October, 159 businesses renewed their BTR or received their initial BTR. The City collected \$19,192.55 in BTR and Fire Inspection fees for BTRs renewed/issued in October 2022.

Businesses with questions about their BTR should call the City Clerk Office at 386-437-7500 x 5

Human Resources

ANNIVERSARIES:

The City acknowledges and celebrates the following for their continued commitment to the City and her citizens and business owners:

- Adrian Calderin (18 October 2021)
- Alvin B. Jackson (1 October 2018)

**HAPPY
ANNIVERSARY**

NEW EMPLOYEES:

The City wants to give a warm welcome to our newest employees :

October 10– Yolanda Roberts, Utility Clerk/Cashier



WE ARE HIRING. OPEN POSITIONS:

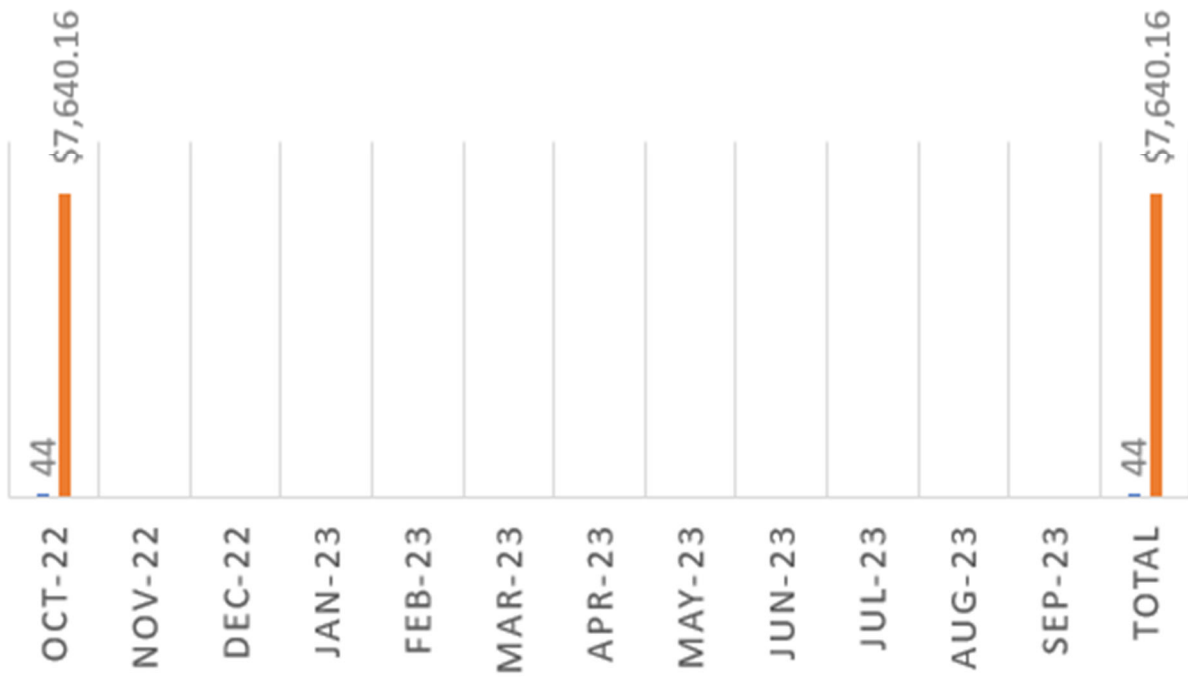
Police Officers

Wastewater Plant Operators

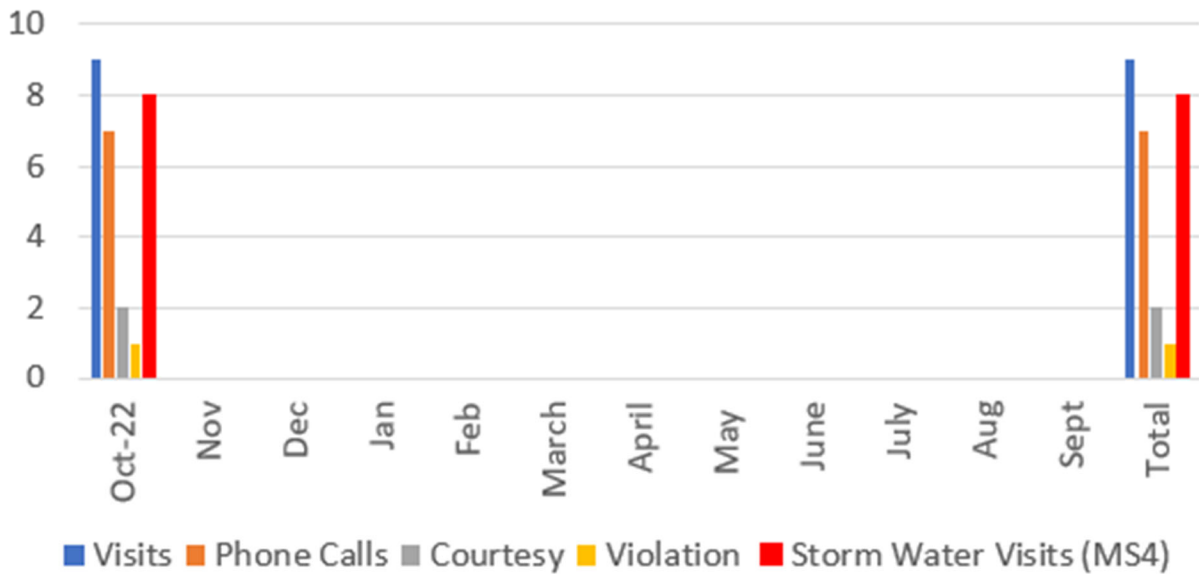
Community Development

PERMITS

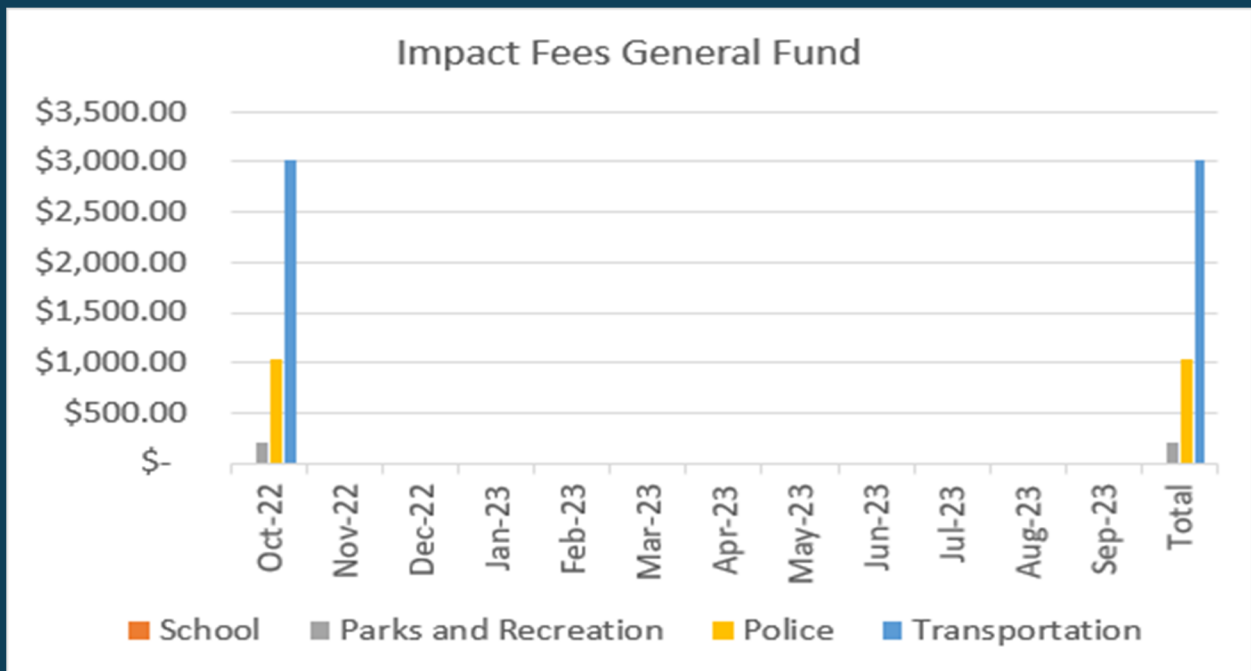
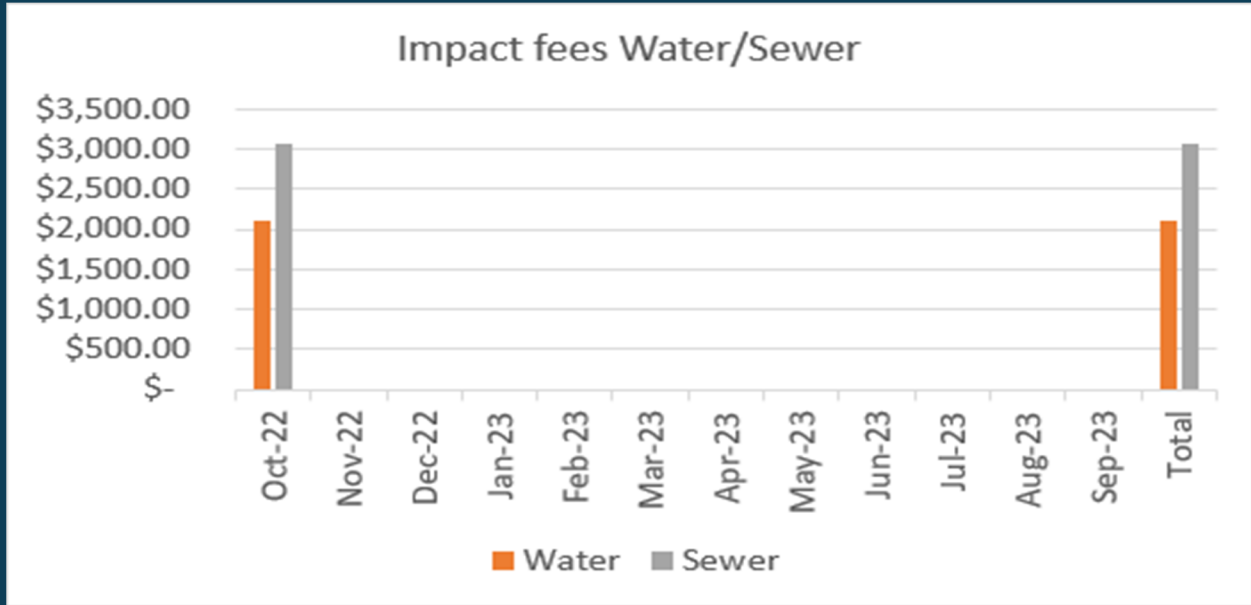
■ # of Permits ■ Permit Amount



Code Enforcement



Community Development



Infrastructure

Capacities WTP/WWTP

- Capacity for the WWTP in October 2022 was 81% with a total of 2.74" of rainfall. Total influent flow for the month was 15.146MG, with a Daily Average of 0.489MG
- The WTP produced 13.000MG of drinking water, with a daily production average of 0.419MGD in October 2022.
- Total Billed Meters October- 2148

Projects

Grant Projects:

	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hymon:	\$7,500	\$ 700,000
<p>This project would install underground storm conveyance pipes and catch basins along both sides of Hymon Circle allowing rainwater to properly drain instead of consistently flooding the residents' front yards. Also, included in this project would be the clearing and widening of the main drainage canal running from E. Short St. and Hymon Circle south along US1 to our MS4 outfall. This will increase drainage capacity for the entire southeastern quadrant of the city. Finally, a dirt service road would be constructed to access the canal for future maintenance by the city.</p>		

Design and bid documents in process. The Environmental Review process is nearing completion. The City anticipates submitting the request for release of funds in the early part of the 4th quarter of 2022. The city does not anticipate any delays in completing the project by the grant ending date.

Master Plan Projects:

		Funding Amt
WWTP Rehab/Expansion Construction Funding:		
SRF Loan		\$12,000,000
<p>Agreement received for review and signature. On priority list for \$2,160,033 loan for FY 23.</p>		
SJRWMD REDI Grant		\$ 500,000
<p>Agreement fully executed.</p>		
Water Protection Grant Funding		\$ 14,160,000
<p>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. Agreement fully executed.</p>		
ACOE Grant Funding		\$ 15,000,000
<p>Army Corp of Engineers Section 5061, WRDA07 Environmental Infrastructure Funding. Concurrence on the agreement and signed self-certification of financial capability approved and signed. Agreement in process.</p>		
Well 3 Replacement	\$14,360	\$ 71,800
<p>Well #3 Rehabilitation Project began in FY22, extended to FY23 due to damages beyond repair. Options being discussed to move forward.</p>		
Gravity Collection System Renewal & Replacement	\$71,675	\$ 100,000
<p>Manhole Repair and Line Project extended from FY22 due to Hurricane Ian. 10 manholes have been repaired and lined.</p>		
Lift Station Renewal & Replacement	\$ 6,140	\$ 100,000
<p>LS-13 County Jail Infiltration Control Project extended from FY22 due to Hurricane Ian. Lift station infiltration control completed.</p>		

Project Schedules

Administration Building / Police Dept Complex

RFQ Advertised on	October 17, 2022
Pre-Selection Meeting	October 26, 2022
RFQ's Due	November 14, 2022
RFQ Opening	November 14, 2022
Review & Selection of RFQs by Selection Committee	December 5, 2022
Recommendation to Commission	January 2023 (TBD)
Execute Agreement	February 2023
Design - Completed by	June 2023 (90 Days)
Build - Completed by	December 2024 (Estimate 18 months)

Flagler Central Commerce Parkway

Present ILA between City & County to Commission	November 28, 2022 (depends on County)
FDOT to Execute Agreement with County to Encumber FDOT funding of \$6.8 M	December 12, 2022
Roadway and Utility Plans Updates	December to April 2023 (4 months)
County to Advertise for Construction Services	May 2023
Bid Opening and Award	June 2023
Bid Award Date	July 2023
Execute Contract	July 2023
Pre-Construction Date	August 2023
NTP Contractor	August 2023
Construction Duration	August 2023 to January 2025 (18 months)
Substantial Completion	February 2025
Final Acceptance	April 2025

Hymon Circle Drainage Project

Review of 90% submittal	November 2022
Permitting with the FDEP and SJRWMD	December 2023 to February 2023
Alliant Plans & Specs Updates per SJRWMD	December 2023 to February 2023
Advertise for Construction Services	March 2023
Bid Opening and Award	April 2023
Bid Award Date	May 2023
Execute Contract	May 2023
Pre-Construction Date	June 2023
NTP Contractor	June 2023
Construction Duration	June 2023 to December 2023 (6 months)
Substantial Completion	December 2023
Final Acceptance	January 2025

Coquina City Hall Project

Remediation Completed	08/01/22
Execute State Grant Agreement	10/10/22
Execute 1st Amendment Design Consultant	10/24/22
Anticipated Release of RFP for Construction Contractor	11/30/22
Bid Opening RFP Construction Contractor	Dec-22
Award Contract Construction	Jan-23
Begin Construction	TBD
Construction Determination	TBD

Waste Water Treatment Plan Project

RFQ Advertised on	December 2022 (TBD)
Pre-Selection Meeting	December 2022 (TBD)
RFQ's Due	January 2023 (TBD)
RFQ Opening	January 2023 (TBD)
Review & Selection of RFQs by Selection Committee	February 2023 (TBD)
Recommendation to Commission	February 2023 (TBD)
Execute Agreement	March 2023 (TBD)
Design - Completed by	June 2023 (90 Days)
Build - Completed by	December 2025 (Estimate 24 months)

Land Development Code Updates and Revisions

Advertisement of RFP	January 2023
Pre-Selection Meeting	February 2023
RFQ's Due	February 2023
RFQ Opening	February 2023
Review & Selection of RFP by Selection Committee	March 2023
Recommendation to Commission	March 2023
Execute Agreement	March 2023
60% Due to City	June 2023 (90 Days)
60% Review by Staff	August 2023 (45 Days)
90% Due to City	October 2023 (60 Days)
90% Review by Staff	November 2023 (30 Days)
Present Final to Commission	January 2024

Camera Project

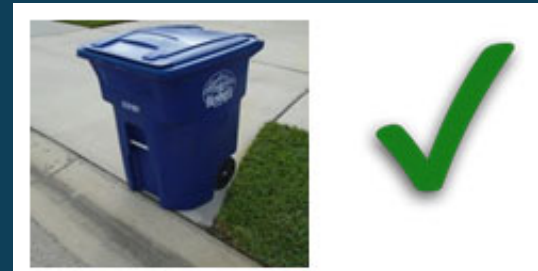
Right-of-Way Permits	Have Been Issued
New Pole Installs	Week of November 7th 2022
Electrical Work and Inspections	TBD
FP&L Connections	TBD
Installation of Equipment	To Follow FPL Connections
Training	TBD

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	137.50 Tons	10.42
Residential Recycle	9.71 Tons	0.74
Yard Waste	2,324 Yards	27
Commercial Garbage	202.74 Tons	15.59
Commercial Cardboard	21.39 Tons	1.64
Scrap Metal	0	0
Construction & Demolition and Bulk debris	34.28 Tons	9.79
Waste Tires	0	0

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 to 3 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 has passed your location
- ⇒ 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	FY 22/23
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	
Yearly Total	5848.71	5897.34	5942.57	