

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

TONYA GORDON

TINA-MARIE SCHULTZ

PETE YOUNG

BUNNELL CITY COMMISSION MEETING

Monday, April 22, 2024

STATE OF THE CITY

7:00 PM

1769 East Moody Boulevard (GSB),

Chambers Room

Bunnell, FL 32110

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

Roll Call

Invocation for our Military Troops and National Leaders

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Proclamation: National Day of Prayer

B.2. Proclamation: Municipal Clerks Week

B.3. Presentation: State of the City Address

C. Consent Agenda:

C.1. Approval of Warrant

a. April 22, 2024 Warrant

C.2. Approval of Minutes

a. April 8, 2024 City Commission Minutes

C.3. * Requesting approval of Contract 2024-11 with Half Associates Inc. for continuing professional planning services.

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):

F.1. Resolution 2024-06 Designating City Manager as Authorized Signature Representative for SJRWMD Contract #38043 Amendment

G. Old Business: None

H. New Business: None

I. Reports:

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

City Manager Report- March 2024

- 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 April 15, 2024: AMENDED April 17, 2024 Items identified with * have been added or modified



WHEREAS, Throughout history America has faced trials and triumphs, and Americans have responded in prayer seeking courage and comfort, inspiration, and joy-filled celebration; and

WHEREAS, From the first gatherings of our Founding Fathers, elected officials have prayed and entreated those they serve and represent to join them in prayer, including the authors of our Declaration of Independence, who wrote, “the Representatives of the united States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world...” and carried on to present day in Presidential Proclamations such as last year’s invitation to “join him in asking for God’s continued guidance, mercy, and protection;” and

WHEREAS, A National Day of Prayer has not only been a part of our heritage since it was declared by the First Continental Congress in 1775, but it is a Public Law established in the United States Congress in 1952 approved by a Joint Resolution and amended by Congress and President Reagan with Public Law 100-307 in 1988; and

WHEREAS, In every state across America the observance of the National Day of Prayer will be held on Thursday, May 2, 2024, with the theme, “Lift Up the Word, Light Up the World,” based on the verses found in 2 Samuel 22:29-31, “For you are my lamp, O Lord, and my God lightens my darkness ... This God—his way is perfect; the word of the Lord proves true; he is a shield for all those who take refuge in him;” and

WHEREAS, Unified prayer is mobilized across America every first Thursday of May on the National Day of Prayer as neighbors come together to join their hearts and voices in reading sacred Scriptures and attending services to seek God for the city and country where we live, learn, work, worship, serve, and desire all to thrive; and

NOW, THEREFORE, we, the Bunnell City Commission do hereby proclaim May 2, 2024 as a “National Day of Prayer” and further express our faith and the ability to exercise our religious freedom and unite our hearts and voices in prayer across America.

Adopted this 22nd day of April 2024

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk



WHEREAS, the Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk is a time honored and vital part of local government throughout the world; and

WHEREAS, Municipal Clerks provide the professional and vital link between citizens, the local governing body, volunteer boards and other governmental agencies; and

WHEREAS, Municipal Clerks pledge to be mindful of their neutrality and impartiality, rendering equal service to all they assist in their daily activities; and

WHEREAS, Municipal Clerks serve as the information center for the functions of local government and within the community; and

WHEREAS, Municipal Clerks continually strive to stay current in the legislation affecting local government and to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and

WHEREAS, It is most appropriate we recognize the accomplishments of and the variety of services provided through the Office of the Municipal Clerk,

NOW, THEREFORE, we, the Bunnell City Commission do hereby recognize the week of May 5 through May 11, 2024, as “Professional Municipal Clerks Week” and further extend appreciation to our City Clerk, our Deputy Clerk and to all Municipal Clerks across the nation for the vital services they perform and their dedication to the communities they serve.

Adopted this 22nd day of April 2024

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk



City of Bunnell, Florida

Agenda Item No. B.3.

Document Date: 3/20/2024 Amount:
Department: City Clerk Account #:
Subject: Presentation: State of the City Address
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:

Summary/Highlights:

In accordance with the City Charter, Mayor Robinson will present the State of the City Address.

The State of the City Address (presentation) will be posted to the City website after April 22, 2024. The link to the presentation will be found on the City home page: www.bunnellcity.us

Unable to attend in person? There are alternate ways to view/hear the State of the City Address:

- Spectrum TV Channel 492
- County YouTube Channel: www.youtube.com/flaglercounty
- WNZF 94.9 FM

The above options will not allow for interactive participation; they are solely a way to either see or hear the State of the City Address.

Background:

Location: Government Services Building 1769 E. Moody Blvd., Chambers Meeting Room, Bunnell, FL 32110

Program:

- 6:00 PM – Light Refreshments with networking and ability to speak with Commissioners, City Manager and Department Directors
- 7:00 PM – State of the City Address (within the Regular Meeting of the Bunnell City Commission)

Staff Recommendation:

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:



City of Bunnell, Florida

ATTACHMENTS:

Description

Warrant 4/22/2024

Type

Warrant



City of Bunnell, FL

Expense Approval Register

cket: APPKT08413 - 04.22.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Alton Ogden					
	04/01/2024	Alton Ogden	Safety Footwear Reimburse...	001-0521-521.5220	141.58
Vendor Alton Ogden Total:					141.58
Vendor: Blue Cross Blue Shield of Florida					
	03/18/2024	Blue Cross Blue Shield of Flor...	Dental April 2024	001-2184000	1,912.00
	03/18/2024	Blue Cross Blue Shield of Flor...	Dental April 2024	001-2184500	81.17
Vendor Blue Cross Blue Shield of Florida Total:					1,993.17
Vendor: Bryant A. Williams					
	04/02/2024	Bryant A. Williams	Deposit Refund	001-2201000	50.00
Vendor Bryant A. Williams Total:					50.00
Vendor: Bunnell Auto Supply, Inc.					
	03/14/2024	Bunnell Auto Supply, Inc.	6 x 60 Feet Grip Tape	402-0534-534.4620	56.00
	03/22/2024	Bunnell Auto Supply, Inc.	Rubber Roll 8x10	404-0535-535.5200	281.40
	04/15/2024	Bunnell Auto Supply, Inc.	Caution Tape, Non Chlor Bra...	401-0533-533.5205	188.99
	04/15/2024	Bunnell Auto Supply, Inc.	Caution Tape, Non Chlor Bra...	404-0535-535.5200	188.99
Vendor Bunnell Auto Supply, Inc. Total:					715.38
Vendor: C.A.P. Government, Inc.					
	02/23/2024	C.A.P. Government, Inc.	Services through Jan 31	118-0524-524.3401	3,490.00
	03/22/2024	C.A.P. Government, Inc.	Services through Feb 29	118-0524-524.3401	2,855.00
	04/04/2024	C.A.P. Government, Inc.	Professional Services through..	118-0524-524.3401	3,510.00
Vendor C.A.P. Government, Inc. Total:					9,855.00
Vendor: Charter Communications					
	03/01/2024	Charter Communications	Services for 3.01.24-3.31.24	001-0512-512.4100	400.00
	03/21/2024	Charter Communications	200 Tolman 3.26.24-4.25.24	404-0535-535.4100	115.68
Vendor Charter Communications Total:					515.68
Vendor: City of Bunnell - WS O&M					
	03/28/2024	City of Bunnell - WS O&M	02-2060-09 March	001-0572-572.4300	250.33
	03/28/2024	City of Bunnell - WS O&M	02-2080-08 march	001-0572-572.4300	242.19
	03/28/2024	City of Bunnell - WS O&M	02-3191-00 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	02-2070-07 March	001-0572-572.4300	248.03
	03/28/2024	City of Bunnell - WS O&M	03-1541-00 March	001-0572-572.4300	87.40
	03/28/2024	City of Bunnell - WS O&M	03-5151-00 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	04-3360-01 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	04-2181-00 March	001-0572-572.4300	87.40
	03/28/2024	City of Bunnell - WS O&M	02-2050-09 March	001-0572-572.4300	153.23
	03/28/2024	City of Bunnell - WS O&M	04-0170-02 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	04-3031-00 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	03-4991-00 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	04-3032-00 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	03-0161-00 march	001-0572-572.4300	87.49
	03/28/2024	City of Bunnell - WS O&M	02-2503-00 March	001-0572-572.4300	87.69
	03/28/2024	City of Bunnell - WS O&M	06-0327-01 March	001-0572-572.4300	87.30
	03/28/2024	City of Bunnell - WS O&M	04-1140-01 March	001-0572-572.4300	270.99
	03/28/2024	City of Bunnell - WS O&M	03-5260-01 March	001-0572-572.4300	861.88
	03/28/2024	City of Bunnell - WS O&M	01-0040-01 March	001-0572-572.4300	421.05
	03/28/2024	City of Bunnell - WS O&M	03-0370-01 March	001-0572-572.4300	467.57
	03/28/2024	City of Bunnell - WS O&M	03-5240-01 March	001-0572-572.4300	408.33
	03/28/2024	City of Bunnell - WS O&M	03-3020-01 March	001-0572-572.4300	445.00
	03/28/2024	City of Bunnell - WS O&M	01-5270-01 March	001-0572-572.4300	182.76
Vendor City of Bunnell - WS O&M Total:					4,999.74
Vendor: Collage Design and Construction Group, Inc.					
	04/01/2024	Collage Design and Construct...	Phase 1 Coquina Restoration...	001-0572-572.6200	6,749.75

Expense Approval Register

Packet: APPKT08413 - 04.22.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	04/15/2024	Collage Design and Construct...	Construction	001-0519-519.6200	107,128.65
	04/15/2024	Collage Design and Construct...	Construction	001-0519-519.6200	248,995.00
	04/15/2024	Collage Design and Construct...	Design for the New Admin/P...	001-0519-519.3100	18,379.50
		Vendor Collage Design and Construction Group, Inc. Total:			381,252.90
Vendor: David Brannon					
	03/27/2024	David Brannon	Reimbursement for Cannon L...	001-0521-521.5200	253.47
		Vendor David Brannon Total:			253.47
Vendor: DG Hardware, Inc.					
	03/15/2024	DG Hardware, Inc.	Clorox Wipe, Windex, Fasten...	402-0534-534.5200	19.34
	03/21/2024	DG Hardware, Inc.	2 100ft hoses 1 splitter	001-0572-572.5200	100.27
	03/22/2024	DG Hardware, Inc.	Grill Exterior Cleaner	001-0521-521.5200	37.04
	03/26/2024	DG Hardware, Inc.	Fasteners	402-0534-534.4640	6.36
	04/01/2024	DG Hardware, Inc.	Boot OVC Square Blade	401-0533-533.5205	35.78
	04/01/2024	DG Hardware, Inc.	Boot OVC Square Blade	401-0533-533.5205	80.98
		Vendor DG Hardware, Inc. Total:			279.77
Vendor: Environmental Land Services of Flagler County, Inc					
	03/29/2024	Environmental Land Services...	Service for 3.22.24- 3.28.24	402-0534-534.3400	4,896.07
	04/05/2024	Environmental Land Services...	Service for 3.29.24 - 4.4.24	402-0534-534.3400	5,100.24
		Vendor Environmental Land Services of Flagler County, Inc Total:			9,996.31
Vendor: Evident					
	03/20/2024	Evident	Police Line no Crossing	001-0521-521.5200	258.68
		Vendor Evident Total:			258.68
Vendor: FEC ROW LLC					
	01/10/2024	FEC ROW LLC	Property Tax Charge	001-0541-541.4400	494.81
		Vendor FEC ROW LLC Total:			494.81
Vendor: Ferguson Waterworks #3650					
	03/21/2024	Ferguson Waterworks #3650	3/4 PVC S40 SXF ADPT	401-0533-533.5205	27.00
	03/21/2024	Ferguson Waterworks #3650	3/4 PVC S40 SXS COUP	401-0533-533.5205	16.00
	03/21/2024	Ferguson Waterworks #3650	LF3/4 CTS X FIP BALL CURB ST..	401-0533-533.5205	1,333.28
	03/21/2024	Ferguson Waterworks #3650	LF 3/4 X 2-1/2 MIP STRT MTR...	401-0533-533.5205	138.70
	03/21/2024	Ferguson Waterworks #3650	2 PVC S40 SXS COUP	401-0533-533.5205	31.50
	03/21/2024	Ferguson Waterworks #3650	1 PVC S40 SXM ADPT	401-0533-533.5205	33.00
	03/21/2024	Ferguson Waterworks #3650	3/4 PVC S40 SXS 45 ELL	401-0533-533.5205	45.00
	03/21/2024	Ferguson Waterworks #3650	1 X 3/4 PVC S40 SPXSLIP BUSH	401-0533-533.5205	70.00
	03/21/2024	Ferguson Waterworks #3650	1 PVC S40 SXS COUP	401-0533-533.5205	29.50
	03/21/2024	Ferguson Waterworks #3650	3/4 PVC S40 SXS 90 ELL	401-0533-533.5205	20.00
	03/21/2024	Ferguson Waterworks #3650	3/4 PVC S40 SOC CAP	401-0533-533.5205	38.00
	03/21/2024	Ferguson Waterworks #3650	LF 1 CTS COMPFIP BALL CU...	401-0533-533.5205	1,516.20
	03/21/2024	Ferguson Waterworks #3650	3/4 PVC S40 SXM ADPT	401-0533-533.5205	19.00
	03/21/2024	Ferguson Waterworks #3650	1 PVC S40 SXF ADPT	401-0533-533.5205	31.50
	03/21/2024	Ferguson Waterworks #3650	LF 2 CTS COMP X MTR FLG S...	401-0533-533.5205	1,620.00
		Vendor Ferguson Waterworks #3650 Total:			4,968.68
Vendor: Flagler Humane Society					
	02/29/2024	Flagler Humane Society	March 2024	001-0562-562.3402	750.00
	03/31/2024	Flagler Humane Society	March 2024	001-0562-562.3402	2,240.70
		Vendor Flagler Humane Society Total:			2,990.70
Vendor: Frank Dudley					
	03/27/2024	Frank Dudley	Refund Special Exemption A...	001-3291000	200.00
		Vendor Frank Dudley Total:			200.00
Vendor: Gannett Media Corp					
	03/14/2024	Gannett Media Corp	Ordinance 2024-06	001-0512-512.4800	580.00
		Vendor Gannett Media Corp Total:			580.00
Vendor: Guardian Alliance Technologies, Inc					
	03/31/2024	Guardian Alliance Technologi...	Screening Software	001-0521-521.4900	50.00
		Vendor Guardian Alliance Technologies, Inc Total:			50.00
Vendor: Hawkins Inc					
	04/01/2024	Hawkins Inc	Azone - EPA Reg. No. 7870-1	401-0533-533.5205	775.50

Expense Approval Register

Packet: APPKT08413 - 04.22.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	04/01/2024	Hawkins Inc	Azone EPA Reg No 7870-1	401-0533-533.5205	1,802.76
				Vendor Hawkins Inc Total:	2,578.26
Vendor: J&J Auto Body Inc.					
	03/28/2024	J&J Auto Body Inc.	Insurance Deductible - Veh 1...	001-0521-521.4620	1,000.00
				Vendor J&J Auto Body Inc. Total:	1,000.00
Vendor: Laba Dry Cleaners					
	04/04/2024	Laba Dry Cleaners	Trouser & Shirt Groth	001-0521-521.3410	14.00
				Vendor Laba Dry Cleaners Total:	14.00
Vendor: Locaters International, Inc.					
	03/25/2024	Locaters International, Inc.	Pre Employ T. Kennedy	001-0521-521.4900	150.00
				Vendor Locaters International, Inc. Total:	150.00
Vendor: Lowe's Companies, Inc					
	03/27/2024	Lowe's Companies, Inc	Helix Mixer, Wire Brush, Utili...	401-0533-533.5205	47.87
				Vendor Lowe's Companies, Inc Total:	47.87
Vendor: Medi-Quick Urgent Care					
	04/01/2024	Medi-Quick Urgent Care	Testing for Zuromski, Granda,..	001-0521-521.4900	150.00
	04/01/2024	Medi-Quick Urgent Care	Testing for Zuromski, Granda,..	001-0541-541.4900	115.00
	04/01/2024	Medi-Quick Urgent Care	Testing for Zuromski, Granda,..	401-0533-533.4900	148.00
	04/01/2024	Medi-Quick Urgent Care	Testing for Zuromski, Granda,..	404-0535-535.4900	73.00
				Vendor Medi-Quick Urgent Care Total:	486.00
Vendor: Michael Leo Dove					
	03/26/2024	Michael Leo Dove	Services for 3.14.24-3.25.24	118-0524-524.3401	1,390.00
	04/03/2024	Michael Leo Dove	Service Through 3.26.24 - 4.0...	118-0524-524.3401	1,170.00
				Vendor Michael Leo Dove Total:	2,560.00
Vendor: Michelle Wichman					
	04/01/2024	Michelle Wichman	Safety Footwear Reimburse...	001-0521-521.5220	89.99
				Vendor Michelle Wichman Total:	89.99
Vendor: Municipal Emergency Services, Inc					
	03/22/2024	Municipal Emergency Service...	Cargo Pants & Tops - Harris	001-0521-521.5220	112.62
				Vendor Municipal Emergency Services, Inc Total:	112.62
Vendor: Norman E Hoffman					
	03/26/2024	Norman E Hoffman	Eval T.Kennedy	001-0521-521.4900	325.00
				Vendor Norman E Hoffman Total:	325.00
Vendor: Palm Coast Observer, LLC					
	03/28/2024	Palm Coast Observer, LLC	LDC Amendment CD for Co...	001-0512-512.4800	80.00
	03/28/2024	Palm Coast Observer, LLC	Notice of Meeting April 11th	001-0524-524.4800	155.00
	03/28/2024	Palm Coast Observer, LLC	Meeting Notice April 11th	001-0524-524.4800	130.00
	03/28/2024	Palm Coast Observer, LLC	Notice of Meeting April 11th	001-0524-524.4000	140.00
	03/28/2024	Palm Coast Observer, LLC	Notice of Meeting April 11th	001-0524-524.4800	135.00
				Vendor Palm Coast Observer, LLC Total:	640.00
Vendor: PC Construction Company					
	03/29/2024	PC Construction Company	WWTP Construction	404-0535-535.6200	407,227.00
				Vendor PC Construction Company Total:	407,227.00
Vendor: Preferred Governmental Insurance Trust					
	05/01/2024	Preferred Governmental Insu...	Agreement WC 018202 23-21	001-2182000	6,850.25
				Vendor Preferred Governmental Insurance Trust Total:	6,850.25
Vendor: Rayco Funding & Development, Inc					
	03/26/2024	Rayco Funding & Developme...	Hauling of Biosolids	404-0535-535.3400	1,575.00
				Vendor Rayco Funding & Development, Inc Total:	1,575.00
Vendor: Scott A Schalk					
	03/18/2024	Scott A Schalk	Safety Footwear Reimburse...	402-0534-534.5220	150.00
				Vendor Scott A Schalk Total:	150.00
Vendor: SHI International Corp					
	03/29/2024	SHI International Corp	Service and support for Data...	001-0516-516.5230	832.53
				Vendor SHI International Corp Total:	832.53

Expense Approval Register

Packet: APPKT08413 - 04.22.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: SMA Healthcare Inc					
	04/02/2024	SMA Healthcare Inc	Catering State of the City	001-0511-511.4900	640.00
				Vendor SMA Healthcare Inc Total:	640.00
Vendor: Staples Inc					
	02/21/2024	Staples Inc	Contract base rate/overage 1...	001-0512-512.3400	129.98
	02/21/2024	Staples Inc	Contract base rate/overage 1...	001-0513-513.3400	440.28
	02/21/2024	Staples Inc	Contract base rate/overage 1...	001-0521-521.3400	54.19
	02/21/2024	Staples Inc	Contract base rate/overage 1...	001-0524-524.3400	100.31
				Vendor Staples Inc Total:	724.76
Vendor: Staples, Inc					
	03/12/2024	Staples, Inc	Ink Cartridge	001-0521-521.5100	74.76
	03/21/2024	Staples, Inc	Manila Folder , Black Ink, Ave...	001-0521-521.5100	120.85
	03/23/2024	Staples, Inc	Pallet of Water	001-0549-549.5200	147.35
	03/23/2024	Staples, Inc	Pallet of Water	001-0572-572.5200	294.69
	03/23/2024	Staples, Inc	Pallet of Water	402-0534-534.5200	147.35
				Vendor Staples, Inc Total:	785.00
Vendor: Sunshine State One Call of Florida, Inc					
	03/31/2024	Sunshine State One Call of Fl...	Monthly Assessment	401-0533-533.3401	43.48
	03/31/2024	Sunshine State One Call of Fl...	Monthly Assessment	404-0535-535.3400	43.47
				Vendor Sunshine State One Call of Florida, Inc Total:	86.95
Vendor: Tecta America Corp.					
	03/19/2024	Tecta America Corp.	Preventive Maintenance Ins...	001-0541-541.4610	950.00
				Vendor Tecta America Corp. Total:	950.00
Vendor: The Gaboton Group, LLC					
	03/29/2024	The Gaboton Group, LLC	Retainer - April	001-0511-511.3100	2,000.00
				Vendor The Gaboton Group, LLC Total:	2,000.00
Vendor: Tylex Enterprise, LLC					
	04/05/2024	Tylex Enterprise, LLC	Extended Warranty JB King C...	001-0572-572.4100	265.00
				Vendor Tylex Enterprise, LLC Total:	265.00
Vendor: UniFirst Corporation					
	02/14/2024	UniFirst Corporation	Uniform Rental	001-0521-521.3400	12.40
	02/28/2024	UniFirst Corporation	Uniform Rental	001-0521-521.3400	12.40
	03/13/2024	UniFirst Corporation	Uniform Rental	001-0521-521.3400	12.40
	03/20/2024	UniFirst Corporation	Uniform Rental	001-0521-521.3400	12.40
	03/27/2024	UniFirst Corporation	Uniform Rental	001-0521-521.3400	12.40
	03/27/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	25.73
	03/27/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	19.69
	03/27/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	17.51
	03/27/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	24.06
	03/27/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	39.20
	03/27/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	23.55
	03/27/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	41.98
				Vendor UniFirst Corporation Total:	253.72
Vendor: Vose Law Firm, LLP					
	04/03/2024	Vose Law Firm, LLP	March Legal Fees	001-0514-514.3102	7,000.00
	04/03/2024	Vose Law Firm, LLP	March Legal Fees	001-0524-524.3100	500.00
				Vendor Vose Law Firm, LLP Total:	7,500.00
Vendor: Wayne Legacy, LLC					
	03/13/2024	Wayne Legacy, LLC	Custom Patch Plaque, Card h...	001-0521-521.4800	275.85
	03/21/2024	Wayne Legacy, LLC	200 Foam Football	001-0521-521.4800	1,093.00
				Vendor Wayne Legacy, LLC Total:	1,368.85
				Grand Total:	858,808.67

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	418,317.00
118 - BUILDING DEPT FUND	12,415.00
401 - WATER	8,131.24
402 - SOLID WASTE	10,398.91
404 - SEWER	409,546.52
Grand Total:	858,808.67

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.3100	Professional Services Ex...	2,000.00
001-0511-511.4900	Other Current Chgs & Ob...	640.00
001-0512-512.3400	Other Contracted Servic...	129.98
001-0512-512.4100	Communications Expense	400.00
001-0512-512.4800	Advertising	660.00
001-0513-513.3400	Other Contract Services	440.28
001-0514-514.3102	Legal Services	7,000.00
001-0516-516.5230	Software	832.53
001-0519-519.3100	Professional Services	18,379.50
001-0519-519.6200	Buildings & Improvemen...	356,123.65
001-0521-521.3400	Other Contract Services	116.19
001-0521-521.3410	Other Contract-Dry Clean...	14.00
001-0521-521.4620	Repair / Maint - Vehicles	1,000.00
001-0521-521.4800	Advertising / Promo Exp...	1,368.85
001-0521-521.4900	Other Current Chgs & Ob...	675.00
001-0521-521.5100	Office Supplies Expenses	195.61
001-0521-521.5200	Operating Supplies	549.19
001-0521-521.5220	Uniforms Exp	344.19
001-0524-524.3100	Professional Services Ex...	500.00
001-0524-524.3400	Other Contract Services	100.31
001-0524-524.4000	Travel / Per Diem	140.00
001-0524-524.4800	Advertising / Promo Exp...	420.00
001-0541-541.4400	Rental / Lease Expense	494.81
001-0541-541.4610	Repair / Maint - Bldgs	950.00
001-0541-541.4900	Other Current Chgs & Ob...	115.00
001-0541-541.5220	Uniforms Exp	25.73
001-0549-549.5200	Operating Supplies	147.35
001-0549-549.5220	Uniforms	19.69
001-0562-562.3402	Humane Society Contract	2,990.70
001-0572-572.4100	Communications Expense	265.00
001-0572-572.4300	Utility - Public Services	4,999.74
001-0572-572.5200	Operating Supplies	412.47
001-0572-572.5220	Uniforms Exp	24.06
001-0572-572.6200	Building & improvements	6,749.75
001-2182000	WC Payable	6,850.25
001-2184000	Med/Health Employee Li...	1,912.00
001-2184500	Retiree Medical	81.17
001-2201000	Deposits Paybl - CtyHall/...	50.00
001-3291000	Other Development Fees...	200.00
118-0524-524.3401	Bldg/Fire Inspection Exp...	12,415.00
401-0533-533.3401	Other Contract Services	43.48
401-0533-533.4900	Other Current Chgs & Ob...	148.00
401-0533-533.5205	Operating Supplies Exp -...	7,900.56
401-0533-533.5220	Uniforms Exp	39.20
402-0534-534.3400	Other Contract Services -...	9,996.31
402-0534-534.4620	Repair/Maint Vehicles - ...	56.00
402-0534-534.4640	Repair & Maint - Equipm...	6.36
402-0534-534.5200	Operating Supplies	166.69
402-0534-534.5220	Uniforms - Solid Waste	173.55
404-0535-535.3400	Other Contractual Servic...	1,618.47

Account Summary

Account Number	Account Name	Expense Amount
404-0535-535.4100	Communications	115.68
404-0535-535.4900	Other Current Charges &...	73.00
404-0535-535.5200	Operating Supplies	470.39
404-0535-535.5220	Uniforms	41.98
404-0535-535.6200	Buildings	407,227.00
	Grand Total:	858,808.67

Project Account Summary

Project Account Key	Expense Amount
None	433,202.17
City Hall Design	18,379.50
Water Treatment Plan Construction	407,227.00
	Grand Total:
	858,808.67



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

PETE YOUNG

BUNNELL CITY COMMISSION MEETING

Monday, April 08, 2024

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: Mayor Catherine Robinson; Commissioner Tonya Gordon; Commissioner Tina-Marie Schultz; Commissioner Pete Young; City Attorney Paul Waters; City Manager Alvin B. Jackson, Jr; Community Development Director Joe Parsons; Finance Director Kristi Moss; Infrastructure Director Dustin Vost; City Clerk Kristen Bates; Deputy City Clerk Bridgitte Gunnells

Excused: Vice Mayor John Rogers

Invocation for Our Military Troops and National Leaders:

Mayor Robinson led the invocation.

B. Introductions, Commendations, Proclamations, and Presentations

B.1. Proclamation: Sexual Assault Awareness Month

Mayor Robinson read the Proclamation into the record. The proclamation was accepted by staff from the Family Life Center.

B.2. Proclamation: National Telecommunications Week

Commissioner Young read the Proclamation into the record. The proclamation was accepted by Christina Mortimer, Director of Communications Flagler County Sheriff Office.

B.3. Proclamation: Sisco Deen Month

Mayor Robinson read the Proclamation into the record. Members of the Deen Family, Ed Siarkowicz and Jamse Fiske spoke about Sisco Deen and accepted the proclamation.

B.4. Proclamation: Florida Volunteer Month

Commissioner Schultz read the Proclamation into the record. Suzy Gamblain, Flagler Volunteer Services, spoke to the number of hours volunteers served in the City of Bunnell and Flagler County.

C. Consent Agenda:

C.1. Approval of Warrant

- a. April 08, 2024 Warrant

C.2. Approval of Minutes

- a. March 25, 2024 City Commission Meeting Minutes

Motion: Approve the Consent Agenda
Motion by: Commissioner Schultz
Second by: Commissioner Gordon
Board Discussion: None
Public Discussion: None
Vote: Motion carried unanimously

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

None

E. Ordinances: (Legislative):

E.1. Ordinance 2024-08 Amending the City of Bunnell Code of Ordinances Chapter 30- Fees and Chapter 54 - Streets, Sidewalks and Other Public Places. - Second Reading

City Attorney Waters read the short title into the record. Community Development Director Parsons explained the proposed Ordinance.

Motion: Adopt Ordinance 2024-08 Amending the City of Bunnell Code of Ordinances Chapter 30- Fees and Chapter 54 - Streets, Sidewalks and Other Public Places. - Second Reading

Motion by: Commissioner Gordon

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

F. Resolutions: (Legislative): None

G. Old Business: None

H. New Business:

H.1. Request Approval to Award Contract 2024-09 to Ormond Septic System for Sludge Hauling Services

Infrastructure Director Vost introduced and explained the item.

Motion: Award Contract 2024-09 to Ormond Septic System for Sludge Hauling Services

Motion by: Commissioner Schultz

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

H.2. Requesting Approval of the RFQ 2024-01 Selection Committee recommendation to proceed with contract negotiations for Continuing Professional General Planning Services.

Community Development Director Parsons introduced the item. The Selection Committee is recommending the City pursue contracts with all qualified submitters to allow the City to engage multiple firms as needed and work on several projects at the same time.

Motion: Approve the recommendation of the RFQ 2024-01 Selection Committee and proceed with contract negotiations for Continuing Professional General Planning Services with all qualified bidders.

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: Commissioner Schultz stated it is definitely in the City's best interests to be able to turn to a number of firms as needed.

Public Discussion: None

Vote: Motion carried unanimously

H.3. Request Approval of the RFQ #2024-02 Selection Committee Recommendation and to Proceed with Negotiations for the Design-Build Brackish Water RO Project.

Infrastructure Director Vost introduced and explained the item.

Motion: Approve the RFQ #2024-02 Selection Committee Recommendation and to Proceed with Negotiations for the Design-Build Brackish Water RO Project with PC Construction.

Motion by: Commissioner Gordon

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

H.4. Election of the Vice Mayor for the next 12 month period

Mayor Robinson introduced the item and asked the Commission for nominations.

Motion: Nominate Commissioner John Rogers to serve as Vice Mayor for the next 12-month period.

Motion by: Commissioner Young

Second by: Commissioner Schultz

Board Discussion: Commissioner Gordon stated she agreed; Vice Mayor has been doing a good job as long as she has been on the Commission. Mayor Robinson stated she agrees; Vice Mayor has always done an excellent job filling in at meetings and events when she has not been available. She appreciates the support he has provided at the Vice Mayor.

Public Discussion: None

Vote: Motion carried unanimously

I. Reports

- **City Clerk** – spoke about the creation and launch of the new Capital Improvements page on the City website. Citizens will be able to see an overview and progress on City capital improvement projects. Staff will also be providing pictures, as available, to allow a “photo diary” of progress to be available to people. The State of the City is the next meeting. Refreshments start at 6:00 PM and the Address will start at 7:00 PM.
- **Police Chief** – provided an update on the crime statistics for March 2024.
- **City Attorney-** None
- **City Manager-** spoke about the reduction in crime in 2023. Last week he met with 17 business members of the Chamber of Commerce and each one praised the City's permitting process, stating the City is so much easier to work with and moves faster than adjacent jurisdictions and other jurisdictions outside the County too. Chief Tucker contacted the City to advise that the recent ISO rating for Fire Services should afford citizens a reduction in their homeowners insurance rates; citizens in Grand Reserve have reported a \$500.00 savings in some instances. He advised people should talk to their insurance providers to check on the rate being offered to them.
- **Mayor and City Commissioners–**
 - **Commissioner Young** – thanked all departments for the hard work they do very day.
 - **Commissioner Schultz** – stated she was so excited for the groundbreaking ceremony. It is really exciting to drive through the City and see the progress on

- o Commerce Parkway and the new building.
- o **Commissioner Gordon-** apologized for missing the last meeting and she could have been present for the Police Department awards. She thanked staff for the work they do.
- o **Mayor Robinson-** stated one of her colleagues say the media coverage on the arrests of the shooters in Bunnell and stated the camera system was a good investment for the City. She is so honored to be around to see Commerce Parkway finally happen; this project was dreamt of a long time ago and unfortunately it was always a matter of funding. Now the funding is available, and it is so nice to see this project happening.

J. Call for Adjournment.

Motion: Adjourn

Motion by: Commissioner Schultz

Seconded by: Commissioner Gordon

Vote: Motion carried unanimously

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk

Date

Date

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



City of Bunnell, Florida

Agenda Item No. C.3.

Document Date: 4/17/2024 Amount:
Department: Community Development Account #:
Subject: * Requesting approval of Contract 2024-11 with Halff Associates Inc. for continuing professional planning services.
Agenda Section: Consent Agenda:
Goal/Priority: Financial Stability/Sustainability, Quality of Life

ATTACHMENTS:

Description	Type
Contract 2024-11 with Halff Associates	Contract

Summary/Highlights:

This is a request to approve a new contract with Halff Associates Inc. for continuing professional planning services.

Background:

RFQ 2024-01 was released to obtain bid submittals for a new contract to perform professional planning services for the Community Development Department. The City received seven submittals.

On April 8, 2024, at the Regular Meeting of the Bunnell City Commission, the City Commission authorized staff to negotiate a contract with all seven firms, with Halff Associates Inc. being among the firms.

A draft contract has been prepared based on the fees proposed in the bid submittal. The initial contract is for a 5-year period and there are 2 options to extend the contract for an additional 24 months. Any price changes proposed after the contract has been signed would need to come before the Commission for acceptance and approval.

Any projects delegated to the consultant will be done via a work authorization order and may come back before the Commission for acceptance and approval depending on the total cost of the scope of work. Having this contract prepares the City for the projected growth it is expected to receive in the very near future.

Staff Recommendation:

Approval of Contract 2024-11 with Halff Associates Inc.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Reviewed for placement on the agenda

CITY OF BUNNELL, FLORIDA
MASTER AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES
CONTRACT # 2024-11

THIS MASTER AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES, hereinafter referred to as the “Master Agreement”, is made and entered into this 17 day of April, 2024, by and between the CITY OF BUNNELL, a Florida municipality, hereinafter referred to as the “City”, and Half Associates, Inc., hereinafter referred to as “Consultant”.

WITNESSETH:

WHEREAS, Consultant is licensed in the State of Florida to perform the professional services contracted for herein; and

WHEREAS, the City wishes to contract with a Consultant to provide the Scope of Services based on the terms and subject to the conditions contained herein; and

WHEREAS, Consultant is qualified, willing and able to provide the Scope of Services specified on the terms and conditions set forth herein; and

WHEREAS, the City desires to enter into this Contract with Consultant to perform the Scope of Services specified and, with a commission amount to be paid as agreed upon below; and

WHEREAS, In 2024, the City advertised a Request for Qualifications, (RFQ # 2024-01), hereinafter referred to as the “RFQ”; and

WHEREAS, at their regularly scheduled meeting on April 8, 2024, the City Commission of the City of Bunnell voted that the Consultant was qualified, experienced and capable to perform the services as defined in the terms of the RFQ; and

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency contracts must include certain statutorily required provisions concerning the Consultant’s compliance for Florida’s Public Records Act; and

WHEREAS, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

WHEREAS, Florida law requires that public agency contracts be subject to non-appropriation and thereby contingent upon appropriation during the public agency’s statutorily mandated annual budget approval process; and

WHEREAS, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their Consultants and subconsultants; and

WHEREAS, Section 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists; and

WHEREAS, Section 287.05701, Fla. Stat. requires notification to vendors in solicitations for procurement of commodities or contractual services, of the local government's prohibition against considering social, political, or ideological interests in government contracting; and

WHEREAS, Section 286.101, Florida Statutes contains a list of "foreign countries of concern" including, the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such "foreign country of concern". Any entity that does business with a state agency or political subdivision must disclose certain of their dealings with those "foreign countries of concern" to the Florida Department of Financial Services; and

WHEREAS, Section 558.0035, Florida Statutes limits liability for negligence for design professionals if certain criteria are met.

NOW, THEREFORE, in consideration of the covenants set forth herein, the parties agree to this addendum as follows:

1. Amendment.

This Master Agreement hereby amends and supplements the terms of any prior written agreement between the parties. In the event of a conflict between the terms of the Master Agreement and terms of any prior agreement, the terms of the Master Agreement shall prevail.

2. Term

The term of this Agreement shall be effective for a five-year period immediately following the date of execution by the City. The City shall reserve the sole right to renew this agreement in writing for two additional twenty-four (24) month periods prior to the expiration of each term.

3. Compliance with the Requirements of the RFQ.

The Consultant shall comply with all requirements of the RFQ and will honor any response thereto, including bids, statement of qualifications, experience and resumes, scopes of services, fee schedules and the terms of this Master Agreement.

4. Work Orders and Invoices.

The City shall independently negotiate Work Orders with Consultant to perform specific projects. All Work Orders shall be governed by the terms contained herein and those requirements of the RFQ. The Consultant shall submit invoices for services provided and fees earned on a monthly basis. Such invoices shall be supported by a progress report showing the actual tasks performed and their relation to the percentage of fee claimed. Monthly invoices shall be paid by the City in accordance with Section 218.74, Florida Statutes. Resolution of improper payment requests or disputes between the City and the Consultant will be resolved in accordance with Section 287.76, Florida Statutes. The Consultant's fee schedule and any general provisions, which are attached hereto and made a part hereof as **Exhibit "A"**, shall be apply throughout the term of this Agreement, unless otherwise modified in writing.

5. Scope of Services.

Upon request by the City, the Consultant shall perform any of the following services as provided in their RFQ submittal:

- a) General Planning Services
- b) Comprehensive Plan Analysis
- c) Land Use and Zoning Analysis
- d) Site Plan Review (including landscaping)
- e) Public Outreach Services
- f) Plat Review
- g) Planned Unit Development Review
- h) Flood Plain Review
- i) GIS Services
- j) Environmental Services
- k) Grant Services

6. Termination.

If the City or Consultant fails to comply with any covenant or obligation imposed by this agreement, the non-breaching Party may furnish written notice to the other Party identifying the breach and applicable provisions of this Agreement that have been violated. If the breaching Party fails to cure the breach within 15 days, the non-breaching Party may then terminate this agreement without further written notice to the other. The City or the Consultant may terminate this Agreement without cause by delivering 30 days written notice to the other. In the event of any termination, the parties shall work together to ensure any outstanding work product and payment thereof shall be delivered to the other Party without delay.

7. Public Records Compliance.

Consultant agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services under this Master Agreement, it shall:

- a) Keep and maintain public records required by the public agency to perform the service.

- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Consultant or keep and maintain public records required by the public agency to perform the service. If the Consultant transfers all public records to the public agency upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
- e) Pursuant to Section 119.0701(2)(a), Fla. Stat., **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**CITY OF BUNNELL
CITY CLERK
604 E MOODY BLVD., UNIT 6
PO BOX 756
BUNNELL, FLORIDA 32110
(386) 437-8253
EMAIL: KBATES@BUNNELLCITY.US**

8. Public Records Compliance Indemnification.

Consultant agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the Consultant's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Consultant's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Consultant authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Consultant in Volusia County Circuit Court on an expedited basis to enforce the requirements of this section.

9. Insurance.

- a) Consultant must maintain such insurance as will protect both Consultant and the City from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from claims of damage to property, or for professional liability, personal injury, including death, to the extent arising out of Consultant's negligent professional performance of professional services, that may arise from performance of services under this Agreement, either by Consultant, any of its subconsultants, or by anyone employed by either of them.
- b) The insurance coverage required by this Agreement must not be less than the amounts described in the Bid Documents. The amount of insurance required by this Agreement must not be less than:
 - i. Workers' Compensation (unless exempt) with Employers' Liability with a limit of \$500,000.00 each accident, \$500,000.00 each employee, \$500,000.00 policy limit for disease;
 - ii. Commercial General Liability (CGL) insurance with a limit of not less than \$300,000.00 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this work in the amount of \$600,000.00. CGL insurance shall be written on an occurrence form and include bodily injury and property damage liability for premises, operations, independent Consultants, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury, and advertising injury. Damage to rented premises shall be included at \$100,000.00;
 - iii. Commercial Automobile Liability Insurance with a limit of not less than \$300,000.00 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos) and such policy shall be endorsed to provide contractual liability coverage; and
 - iv. Professional Liability. Consultant shall maintain Professional liability or equivalent Errors and Omissions Liability, with limits not less than \$1,000,000.00 per claim / aggregate for professional services rendered under this Agreement. If coverage is written on a claims-made basis: a) any retroactive date shall precede the effective date of this Agreement; b) Consultant shall provide certificates of insurance evidencing the required coverage for a period of one year after final payment under this Agreement is made or provide evidence showing Consultant has obtained a one-year extended reporting period endorsement.
- c) Consultant must furnish the City with Certificates of Insurance, which are to be signed by a person authorized by that insurer to bind coverage on its behalf. The City is to be specifically included as an additional insured and loss payee on all policies except Workers' Compensation and Professional Liability. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate must be issued 30 days prior to the expiration date. The policy must provide a 30-day notification clause in the event of cancellation or modification to

the policy. All certificates of insurance must be on file with and approved by the City before commencement of any work activities.

The insurance coverages procured by Consultant as required herein will be considered as primary insurance over and above any other insurance, or self-insurance, available to Consultant, and any other insurance, or self-insurance available to Consultant will be considered secondary to, or in excess of, the insurance coverage(s) procured by Consultant as required herein.

10. Compliance/Consistency with Section 768.28, Fla. Stat.

Any indemnification or agreement to defend or hold harmless by City specified in this Master Agreement shall not be construed as a waiver of City's sovereign immunity and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by City in the Agreement in derogation hereof shall be void and of no force or effect.

11. Non-appropriation.

City's performance and obligation to pay under this Master Agreement is contingent upon an appropriation during the City's annual budget approval process. If funds are not appropriated for a fiscal year, then the Consultant shall be notified as soon as is practical by memorandum from the City Manager or designee that funds have not been appropriated for continuation of this Master Agreement, and this Master Agreement shall expire at the end of the fiscal year for which funding has been appropriated. The termination of this Master Agreement at fiscal year-end shall be without penalty or expense to the City subject to the City paying all invoices for services rendered during the period this Master Agreement was funded by appropriations.

12. E-Verify Compliance.

Consultant affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., Consultant is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Consultant requires from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an unauthorized alien, and that Consultant is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

13. Compliance/Consistency with Scrutinized Companies Provisions of Florida Statutes.

Section 287.135(2)(a), Fla. Stat., prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of

contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Consultant hereby certifies that Consultant is not listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Consultant further hereby certifies that Consultant is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. Consultant understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Consultant to civil penalties, attorney's fees, and/or costs. Consultant further understands that any contract with City for goods or services of any amount may be terminated at the option of City if Consultant (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

14. Prohibited Contracting.

Section 287.05701, Fla. Stat. requires notification to vendors in solicitations for procurement of commodities or contractual services, of the local government's prohibition against considering social, political, or ideological interests in government contracting. Pursuant to Section 287.05701, Fla. Stat., the City shall not request documentation of or consider a vendor's social, political, or ideological interests when determining if a vendor is a responsible vendor.

15. Disclosure Requirements for "Foreign Countries of Concern".

CONSULTANT shall comply with the disclosure requirements set forth in section 286.101 (3) (a), Fla. Stat., which requires "Any entity that applies to a state agency or political subdivision for a grant or proposes having a contract value of \$100,000 or more shall disclose to the state agency or political subdivision any current or prior interest of, any contract with, or any grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift received from a "foreign country of concern" if such interest, contract, grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract, grant or gift was received or in force at any time during the previous five (5) years. Such disclosure shall contain the name and mailing address of the disclosing entity, the amount of the gift or the value of the interest disclosed, the applicable "foreign country of concern" and, if applicable the date of termination of the contract or interest, the date of receipt of the grant or gift and the name of the agent or controlled entity that is the source or interest holder. Within one (1) year before applying for any grant or proposing any contract, such entity must provide a copy of such disclosure to the Department of Financial Services". Pursuant to section 268.101(7), F.S.: "In addition to any fine assessed under [section 286.101(7)(a), F.S.], a final order determining a third or

subsequent violation by an entity other than a state agency or political subdivision shall automatically disqualify the entity from eligibility for any grant or contract funded by a state agency or any political subdivision until such ineligibility is lifted by the Administration Commission for good cause.”

16. Venue and Jurisdiction.

Notwithstanding any of other provision to the contrary, this Master Agreement and the parties’ actions under this Master Agreement shall be governed by and construed under the laws of the state of Florida, without reference to conflict of law principles. As a material condition of this Master Agreement, each Party hereby irrevocably and unconditionally: i) consents to submit and does submit to the jurisdiction of the Circuit Court in and for Flagler County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

17. PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, EMPLOYEES OF THE CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE UNDER THIS AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this instrument on the days and year last indicated below and the signatories below to bind the parties set forth herein.

CONSULTANT



Print Name: Maxwell Spann, PLA, CLARB

Title: Planning|Landscape Architect Team Leader

Date: April 17, 2024

REMAINDER OF PAGE INTENTIONALLY BLANK

CITY COMMISSION, City of Bunnell, Florida

Attest:

Kristen Bates, CMC, City Clerk

By: _____
Catherine D. Robinson, Mayor

Date signed by City: _____

Seal:

Approved for form and content by:

Vose Law Firm, City Attorney

EXHIBIT A Fee Schedule

LABOR CATEGORY	TITLE	LEVEL	BILLING RATE - LOW	BILLING RATE - HIGH
Engineer	Graduate Engineer	I	109.00	123.00
Engineer	Project Engineer	II	122.00	158.00
Engineer	Professional Engineer	III	157.00	206.00
Engineer	Sr. Professional Engineer	IV	207.00	276.00
Engineer	Team Leader/Director	V	262.00	350.00
Scientist	Graduate Scientist	I	77.00	97.00
Scientist	Project Scientist	II	112.00	141.00
Scientist	Professional Scientist	III	144.00	185.00
Scientist	Sr. Professional Scientist	IV	199.00	233.00
Scientist	Team Leader/Director	V	248.00	350.00
Landscape/Planner	Graduate Designer	I	87.00	97.00
Landscape/Planner	Project Designer	II	97.00	131.00
Landscape/Planner	Professional LA/Planner	III	134.00	166.00
Landscape/Planner	Sr. Prof. LA/Planner	IV	165.00	224.00
Landscape/Planner	Team Leader/Director	V	223.00	350.00
Administrative	Administrative Support	II	75.00	96.00



City of Bunnell, Florida

Agenda Item No. F.1.

Document Date: 4/5/2024 Amount:
Department: Infrastructure Account #:
Subject: Resolution 2024-06 Designating City Manager as Authorized Signature
Representative for SJRWMD Contract #38043 Amendment
Agenda Section: Resolutions: (Legislative):
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
Resolution	Resolution

Summary/Highlights:

The Infrastructure Department is seeking City Manager signature authority for the extension amendment of Contract #38043 with SJRWMD.

Background:

The City of Bunnell was awarded funding for the Wastewater Treatment Facility Improvements project for the not to exceed amount of \$500,000. Contract #38043 will expire on May 31, 2024. Infrastructure has been working with SJRWMD on a one-year extension for the grant. Due to time constraints with the deadline and the Governing Board meeting date of May 14, 2024, we are asking to grant the City Manager signature authority for the extension amendment when it is received from SJRWMD to be able to return it in time for the Governing Board meeting.

Staff Recommendation:

Adopt Resolution 2024-06 designating City Manager as authorized signature representative for the SJRWMD Contract #38043 extension amendment.

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

RESOLUTION 2024-06

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
BUNNELL DESIGNATING AUTHORIZED SIGNATURE
REPRESENTATIVES FOR CONTRACT AMENDMENT.**

WHEREAS, the City of Bunnell desires to extend the agreement with St Johns River Water Management District (SJRWMD) for the Wastewater Treatment Plant Rehab and Extension Project grant funding.

WHEREAS, the City Commission desires to grant the City Manager authority to sign any agreements, applications or certifications required to extend the Wastewater Treatment Plant Rehab and Extension Project grant funding.

WHEREAS, the extension of grant funding for the Wastewater Treatment Plant Rehab and Extension Project is in the best interest if the Citizens of the City of Bunnell.

NOW THEREFORE, BE IT RESOLVED by the City Commission of the City of Bunnell as follows:

1. **Recitals**. The above Recitals are hereby approved and adopted by the City Commission.
2. **Authorization**. The Mayor of the City of Bunnell, as authorized executor of all amendments required in connection with SJRWMD Contract Number 38043, designates the City Manager signature authority for the deadline extension request to be submitted to the SJRWMD Governing Board on May 14, 2024.
3. **Conflicts and Severability**. If any part of this Resolution conflicts with any local, State or Federal Law, or any portion of the terms and conditions of the SJRWMD Contract Number 38043 or any conditions of the grant funding related thereto, the conflicting provision shall be stricken.

DULY PASSED AND ADOPTED by the City Commission of the City of Bunnell, Florida at a regular meeting on this 22nd day of April 2024.

City of Bunnell, Florida

Catherine D. Robinson, Mayor

Approved as to Form:

Vose Law Firm, City Attorney

Attest:

Kristen Bates, CMC, City Clerk

Seal:



City of Bunnell, Florida

ATTACHMENTS:

Description
City Manager Report

Type
Exhibit

City Manager's Monthly Report



New Administration & Police Department Complex
Rendering

Dr. Alvin B. Jackson, Jr.
City Manager
For March 2024

Published: April 2024

City Announcement

UPCOMING EVENTS

The City of Bunnell will be co-hosting or hosting the following events in the upcoming year. Mark you calendar and stay tuned to the City's website and Facebook page for information and updates.

- ⇒ April 22, 2024: State of the City @ Chambers Meeting Room Government Services Building starting at 6:00 PM
- ⇒ October 19 & 20, 2024: Bunnell Italian Festival @ Flagler County Fairgrounds; Saturday 10 AM to 10 PM; Sunday 10 AM to 6 PM
 - Accepting applications for vendors, entertainment and sponsors now
 - <https://bunnellitalianfestival.com>
- ⇒ December 9, 2023 @ 12:00 PM—Petition deadline if attempting to qualify for the 2025 Municipal Election by petition process
- ⇒ December 13, 2024: Christmas in Bunnell @ JB King Park starting at 5:00 PM
- ⇒ January 6, 2025 8:00 AM to January 10, 2025 12:00 PM—Candidate Qualifying Period
- ⇒ March 4, 2025—Municipal Election



Capital Projects: #beinthebunnellknow

Did you know the City is managing an estimated \$88 million dollars worth of funds for improvements to City infrastructure and facilities over the next 3 years?

#beinthebunnellknow

To provide on-going information and pictures on major capital improvement projects within the City, a new webpage has been launched : <https://www.bunnellcity.us/capital-projects/pages/projects>

Register to get updates on changes in projects through the subscribe link on the City's homepage.

Hymon Circle Stormwater Project

Stormwater drainage project for the Hymon Circle community to reduce flooding.

[CLICK HERE](#) for more information on this Infrastructure Department project.

Primary Department:	Infrastructure / Stormwater
Award / Budgeted Amount:	\$700,000
Funding Source:	Small Cities Community Development Block Grant (CDBG)
Amount Spent to Date:	\$25,250
Percent Complete:	0%
Next Milestone / Step:	State review Plans & Specs.
Target Completion Date:	December 2024



Capital Projects: #beinthebunnellknow

Flagler Central Commerce Pkwy

The Flagler Central Commerce Parkway Connector project will include the construction of the new Commerce Parkway Connector roadway and new water and sewer utilities in the City of Bunnell, Florida. The project limits are between SR-5(US-1) and SR-100, and the total project length is ±1.7 miles. The project will include the construction of a 2-lane, 1.7-mile roadway with 11-ft lanes, 8-ft (5-ft paved) shoulders, a 5-ft sidewalk, wildlife fencing, wildlife crossings, and a dedicated stormwater management system. In addition, the County is constructing both left and right turns lanes on US 1 and an existing portion of Commerce Parkway just south of SR 100 will be milled and resurfaced. All pedestrian facilities shall adhere to current ADA standards. [Click here for updates and photos.](#)



Primary Department:	Engineering
Award / Budgeted Amount:	\$9,533,214
Funding Source:	
Amount Spent to Date:	\$0.00
Percent Complete:	5%
Next Milestone / Step:	Ground Breaking Ceremony March 22, 2024 Clearing roadway alignment
Target Completion Date:	July 2025

Wastewater Treatment Plant Rehab / Expansion

The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant and expand the treatment capacity to 1.20 MGD.

[CLICK HERE](#) for more information on this Infrastructure Department project.

Primary Department:	Infrastructure / Collection Utility
Award / Budgeted Amount:	\$33,820,022
Funding Source:	USACE Funding SJRWMD Grant FL State Grant SRF Loan
Amount Spent to Date:	\$1,158,606
Percent Complete:	5%
Next Milestone / Step:	Construction Agreement
Target Completion Date:	July 2026



Capital Projects: #beinthebunnellknow

Design-Build Brackish Water Reverse Osmosis Project

Design and construct a reverse osmosis system to treat brackish water and conduct a pilot study to determine the most effective treatment for the system.

[CLICK HERE](#) for more information on this Infrastructure Department project.



Primary Department:	Infrastructure / Distribution
Award / Budgeted Amount:	\$4,500,000
Funding Source:	State of Florida Department of Environmental Protection Legislative Grant
Amount Spent to Date:	\$0
Percent Complete:	0.0%
Next Milestone / Step:	Engineer / Contractor Design - Build Award and Agreement
Target Completion Date:	September 2026

Bunnell Administration & Police Department Complex

Being built on Flagler Central Commerce Parkway, the new home for the City of Bunnell operations will provide a permanent home to base City operations and with the ease of access to the Government Services Complex and Emergency Management Center, the City will be better placed for cooperative efforts with other jurisdictions. The City purchased the property in 2022 and completed design in 2023. Once completed, the 19,000 square foot facility will be home to the City Administration offices, the Police Department and a Chamber's Meeting hall. Work has commenced and completion of the facility is expected to be Summer 2025. [Click here for updates and photos.](#)



Primary Department:	Engineering
Award / Budgeted Amount:	\$10,500,000
Funding Source:	General Fund Loan Proceeds
Amount Spent to Date:	\$533,795
Percent Complete:	100% Design 0% Construction
Next Milestone / Step:	Groundbreaking scheduled for April 1, 2024 Site clearing and contractor setup.
Target Completion Date:	August 2025

Capital Projects: *#beinthebunnellknow*

Phase 1 Coquina Hall Restoration

Coquina City Hall was placed on the Registry of National Historic Places in 2019. As a National Historic Place, any restoration or changes to the facility require several levels of approval and higher restoration/construction costs to meet the requirements for a historic building. The facility had to be closed for safety in 2021. Remediation of the facility was completed in the fall of 2022. Due to the high cost estimates to restore the facility to a historical and functional, safe use with minimal impact to the City General Fund budget and City reserves, the City has been seeking grants and other funding to complete the near \$2 million dollar project since 2022. [Click here for updates and photos.](#)

Primary Department:	Parks & Recreation / City Clerk
Award / Budgeted Amount:	\$500,000.00
Funding Source:	Special Category Grant Florida Department of State Division of Historical Resources
Amount Spent to Date:	\$0.00
Percent Complete:	0.0%
Next Milestone / Step:	Construction started March 25, 2024
Target Completion Date:	July 2024



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.
 - To fully restore Coquina City Hall (given current construction costs and the historic designation of the facility), the City will need to invest almost \$2 million into the facility.
 - Phase 1 of the project is funded through a \$500,000.00 Special Category grant.
 - The City is exploring all funding options for this project so as not to use General Fund monies to bring the building back to a safe to use condition.

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

All equipment ordered as part of the annual hardware refresh has been received and deployed. Evaluating replaced equipment to keep as spares or disposal.

Year 2 of the State Cybersecurity grant has a couple hurdles as yet, but it looks like it is going to happen. The Florida Digital Service held a webinar and informed participants if they were funded in year 1 they would be funded in year 2. The application window is to open the first week in April, and close April 26. There will be 2 rounds of evaluations for the grant. The first round is for those who were funded to keep the software they received as part of year 1. Round 2 will be for new participants, and for existing participants to change anything they currently have. We will be putting in for that grant again this year.

The PD has been experiencing some difficulty with the Computer Aided Dispatch system. The County pushes out updates to the system regularly and for the last several weeks, after applying updates, some of the officers have been having a problem with the mapping feature of the software not loading. We have an open ticket with the vendor to try to alleviate this issue.

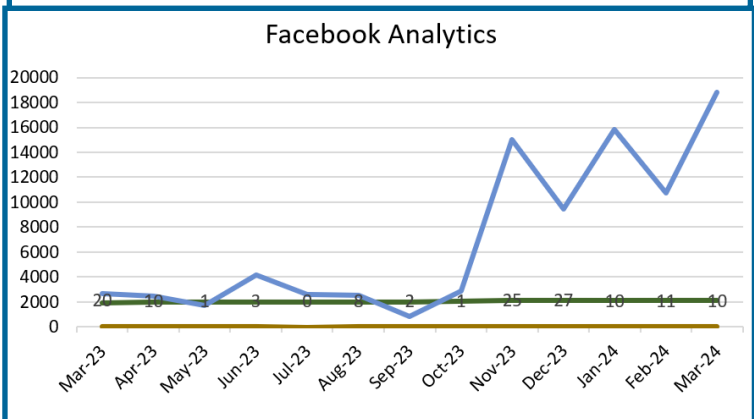
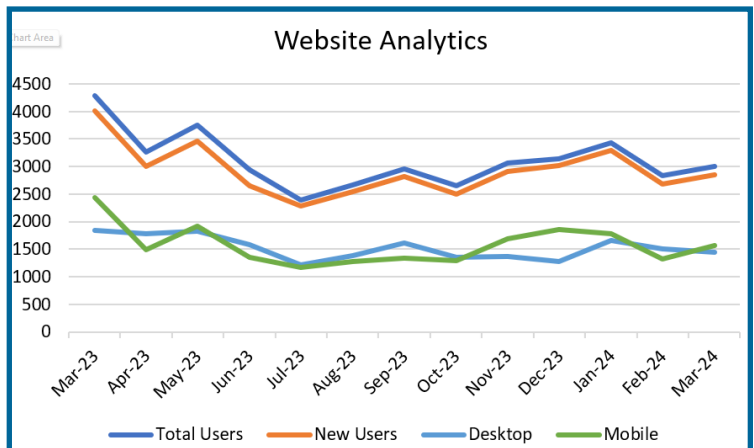
As part of a project for Infrastructure, a phone line was requested at the water plant. In 2022, the FCC deregulated what is referred to as a POTS (Plain Old Telephone Service), the old 2 wire analog connection that has been around for a century. Essentially with the deregulation, phone carriers are phasing this type of connectivity out, and AT&T will not install a new circuit. So we researched alternatives. Evidently under state contract is a solution from our wireless carrier Verizon. We will be purchasing this and installing it at the Water and Wastewater plants.

Worked with our vendor on the creation of a Capital Projects page on the website. The site can be subscribed to, and in many cases, we can post photos of the progress. The formatting of the site is similar to how we will be reporting to the board monthly at the second meeting of the month.

We have had what is referred to as a Blue Team assessment. The vendor came on site, and tested a lot of the security systems within the network. Also tested the firewalls. The report has not been received as yet, but he provided some information on configuring firewalls, and making some tweaks to our Group Policy.

Top 10 web pages:

- | | |
|--------------------|-----------------------|
| 1. Home Page | 6. Bids |
| 2. Open Positions | 7. Agendas |
| 3. Building Dept | 8. Capital Projects |
| 4. Advanced Search | 9. Contacts Directory |
| 5. Police Dept | 10. Solid Waste |



City Clerk Office

The City Clerk Office published and noticed agendas for the City's Public meetings held in March. Public Meetings are City Commission meetings, workshops and Executive Strategy Sessions, Union Meetings, and any Volunteer Board meetings such as the Planning, Zoning and Appeals Board and Code Enforcement Board. Noticing of agendas also includes making sure all agenda items on an agenda are noticed and advertised in accordance with Florida Statute and local regulations.

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

- Working with Loci Architects for the design for reconstruction of Coquina City Hall and on-going contact with Department of State for the Historical Resources Grant for the Phase 1 restoration of Coquina City Hall. Contract was awarded to the Collage Companies. Permit for the reduced scope of work was issued by the Building Department. Met with contractors and completed onsite meeting to prepare for commencement of construction for the Phase 1 work.
- Working with the State to obtain the contract for the appropriations award for Phase 2 Coquina Restoration (\$870,000.00)
- Planning for the Bunnell Administration and Police Department Groundbreaking ceremony and joint planning for the Flagler Central Commerce Parkway Groundbreaking Ceremony.
- On-going planning and organizational activities for the Bunnell Italian Festival. City Clerk 18 hours; Deputy Clerk 14 hours.
- 41 hours responding to records requests (*for those exceeding 30 minutes*)
- Planning for and preparing the State of the City Address.

Business Tax Receipts (BTRs)

All notices for FY 23/24 were mailed out to the address of record for each registered business the last week of June 2023.

If you have questions about BTRs or the BTR process, please contact the Deputy City Clerk at 386-263-8981 or bgunnells@bunnellcity.us.

Businesses should have paid their BTR Renewal fees by **September 30, 2023** to avoid paying penalties and/or code enforcement action. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st. *The City does not have the authority to waive penalties.*

Code Enforcement action for those businesses that have not paid their renewal fees for Fiscal Year 2023/2024 continued.

In the month of March, the City collected \$ 4,464.50 in BTR and Fire Inspection fees; this includes the fees for FY23/24 renewals and newly issued local business tax receipts.

The City is taking the steps necessary to get the FY 2024/2025 data and renewal notices prepared.

BUNNELL	NUMBER
Registered Local (In the City) Businesses	786
Registered Out of the City Businesses	563
New Businesses: March 2024	6

ANNIVERSARIES:

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

Adrian Zapata Rodriquez—3/04/2018

Nathaniel Randolph—3/03/2019

Rommel Scalf—3/14/2022

Elisa Terranova—3/28/2023



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

No new employees started in March 2024

WE ARE HIRING. OPEN POSITIONS:

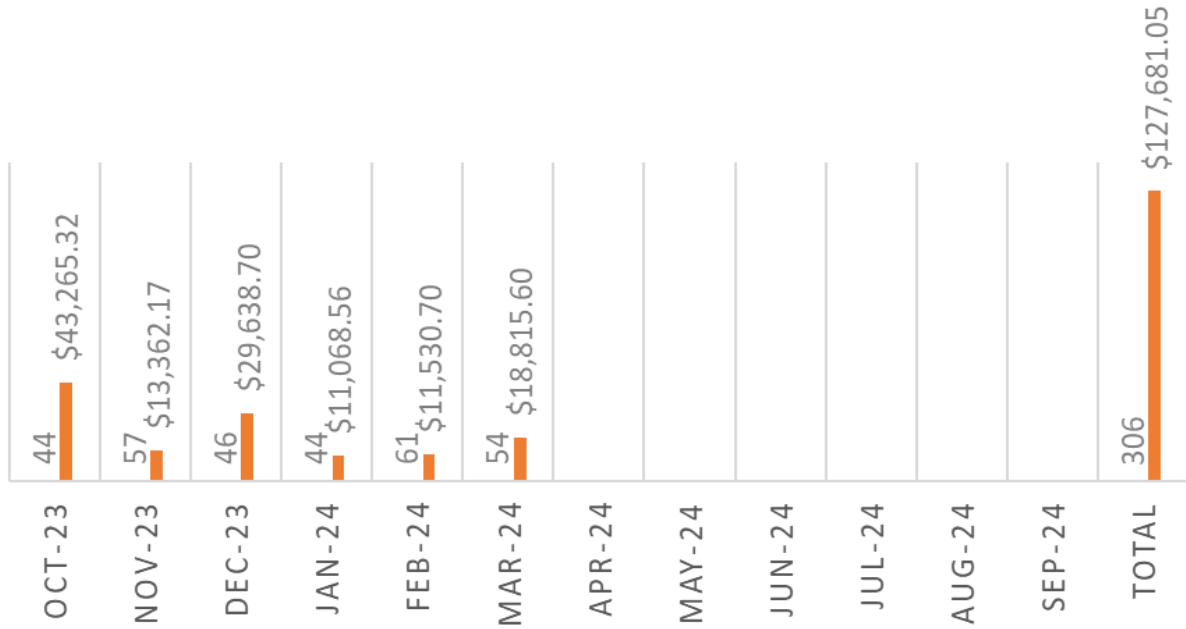
Meter Reader



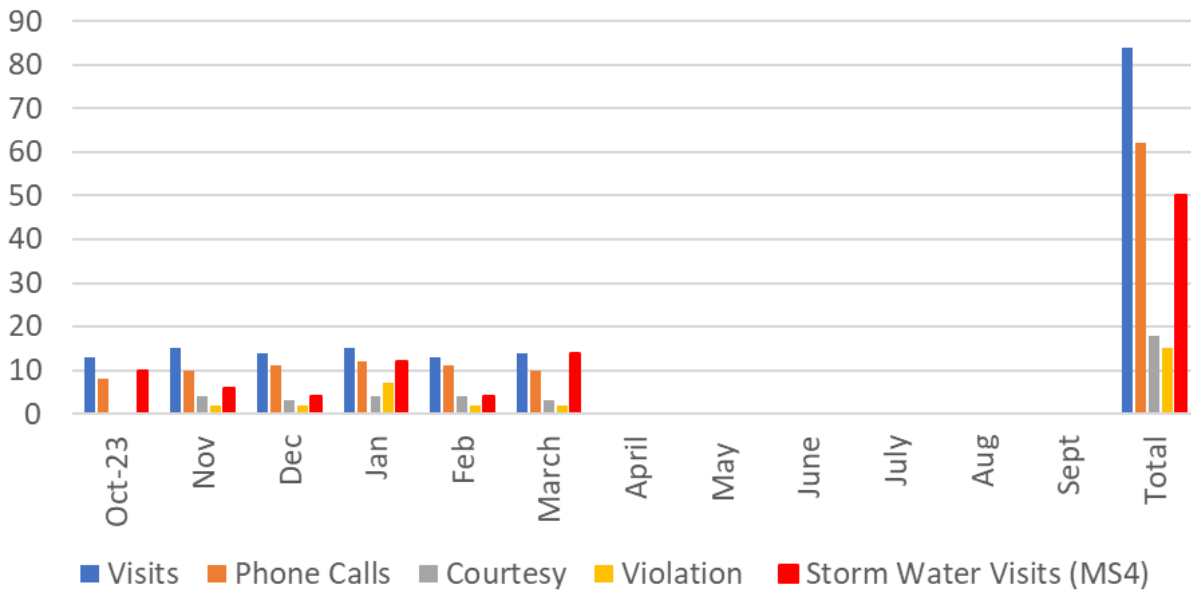
Community Development

PERMITS

of Permits Permit Amount

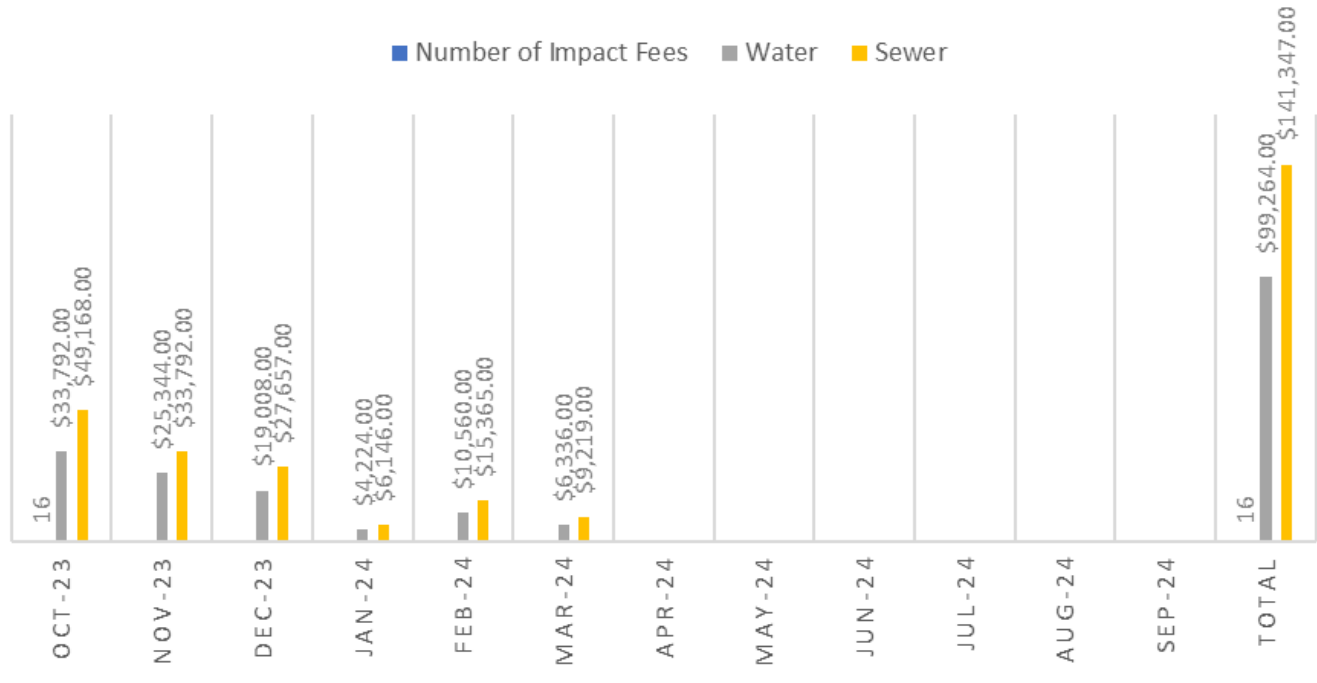


Code Enforcement

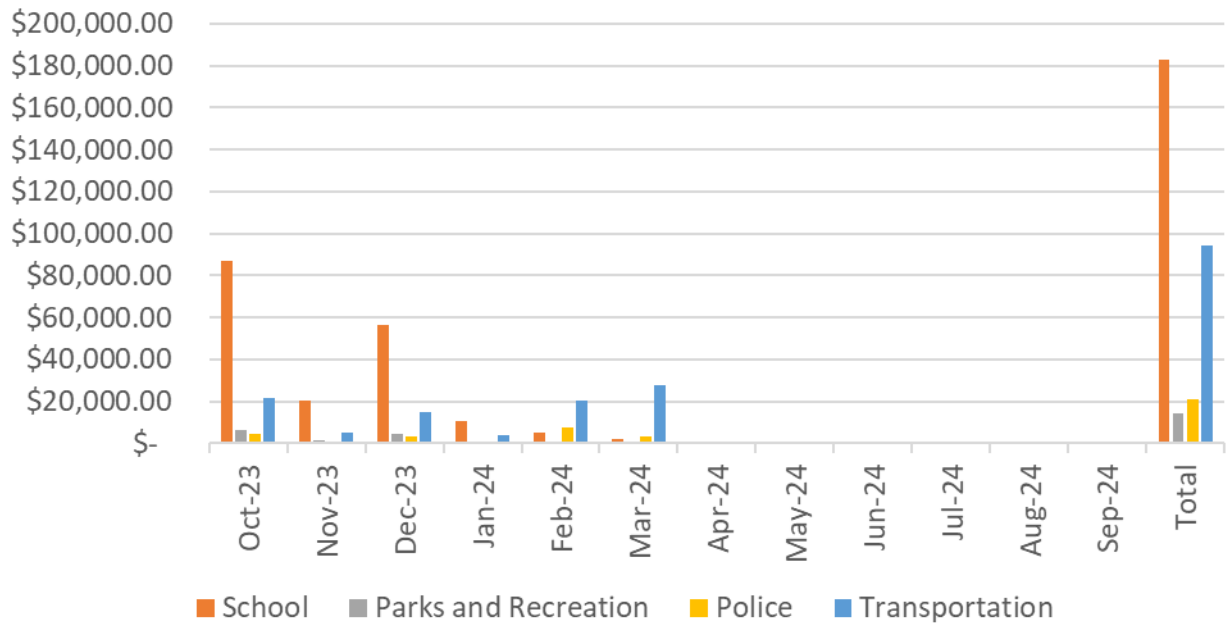


Community Development

IMPACT FEES WATER/SEWER



Impact Fees General Fund



Projects

Grant Projects:

HMGP Permanent Generator:

Purchase and installation of a 150kw backup generator with 500-amp ATS and docking station. When the new Administration/PD building is constructed, this will ensure the City of Bunnell's Police Department and essential staff are able to conduct operations in the event of loss of power during natural emergencies.

Expense

Grant Amt

\$ 300,000

RFI No 1 received. Answers/confirmations submitted.

Master Plan Projects / Capital Projects:

GRP/GIS Mapping (MP)

Ground Penetrating Radar (GPR) and Geographic Information System (GIS). Accurately map underground water and sewer lines.

Expense

Funding Amt

\$9,365

\$100,000

Information being collected and input into the system.

Planned Projects:

CL2 Injector Improvements (MP):

Currently, the delay between injecting and monitoring Chlorine and Ammonia is negatively impacting their respective dosing rates; therefore, inhibiting the overall disinfection process.

Expense

Funding Amt

\$56,000

Approved in FY24 budget.

Lift Station SCADA (MP):

Provide SCADA to existing city-maintained lift stations. Supervisory Control and Data Acquisition system to interface with existing City-maintained lift stations and allow automatic notification of component failures.

\$140,000

PO sent to vendor; processing the order.

WTP CUP Modification (MP):

Per the Master Plan, a Consumptive Use Permit modification should be submitted to account for growth exceeding that which the current permit water supply allocation is based on.

\$100,000

Approved in FY24 budget

WTP Pump House Rehab (CIP):

Age and deteriorating Pump House is in need of extensive repairs.

\$75,000

Approved in FY24 budget.

Projects (Cont)

Planned Projects:	Expense	Funding Amt
New Well Installation - #3R (CIP): <i>Well #3 2022-23 rehab revealed extensive damage. New well needs to be installed.</i>		\$425,000

Approved in FY24 budget.

WTP Well RTU/SCADA (MP): <i>Remote Terminal Units are used in commercial and industrial systems throughout the world. Typical applications include the Supervisory Control and Data Acquisition systems used by electric, water and wastewater utilities. This would allow remote control of the City's raw water wells.</i>		\$95,000
--	--	-----------------

Approved in FY24 budget.

Wendy's Lift Station Pump Replacement (MP): <i>Replace smaller capacity pump at Wendy's lift station No 14.</i>		\$48,000
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Approved in FY24 budget.

S Anderson Lift Station Upsize (MP): <i>Pump Upsize to 10hp for WWTP rehab/expansion.</i>		\$60,000
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Approved in FY24 budget.

Capacities WTP/WWTP

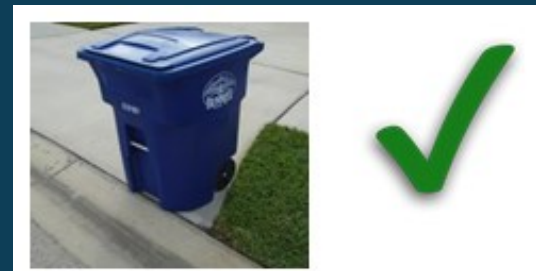
- Capacity for the WWTP for January 2024 was 79% with a total of 2.73" of rainfall. Total influent flow for the month was 14.701MG, with a Daily Average flow of 0.474MGD. Maximum daily flow was 01/12/2024 at 0.6788MGD, 113% capacity for the day.
- Total Reclaim Flows January 2024= 9.907MG with Daily Average flow of 0.320MGD.
- The WTP produced 11.600MG of drinking water, with a daily production average of 0.376MGD in January 2024. Maximum daily flow was 0.587MGD
- Billed meters January 2024- 2219

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	103.58 Tons	7.97
Residential Recycle	24.25 Tons	1.86
Yard Waste	46 Yards	2.3
Commercial Garbage	199.05 Tons	15.31
Commercial Cardboard	16.63 Tons	1.28
Scrap Metal	0 Tons	0
Construction & Demolition and Bulk debris	24.76 Tons	7.07
Waste Tires	0 Tons	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)

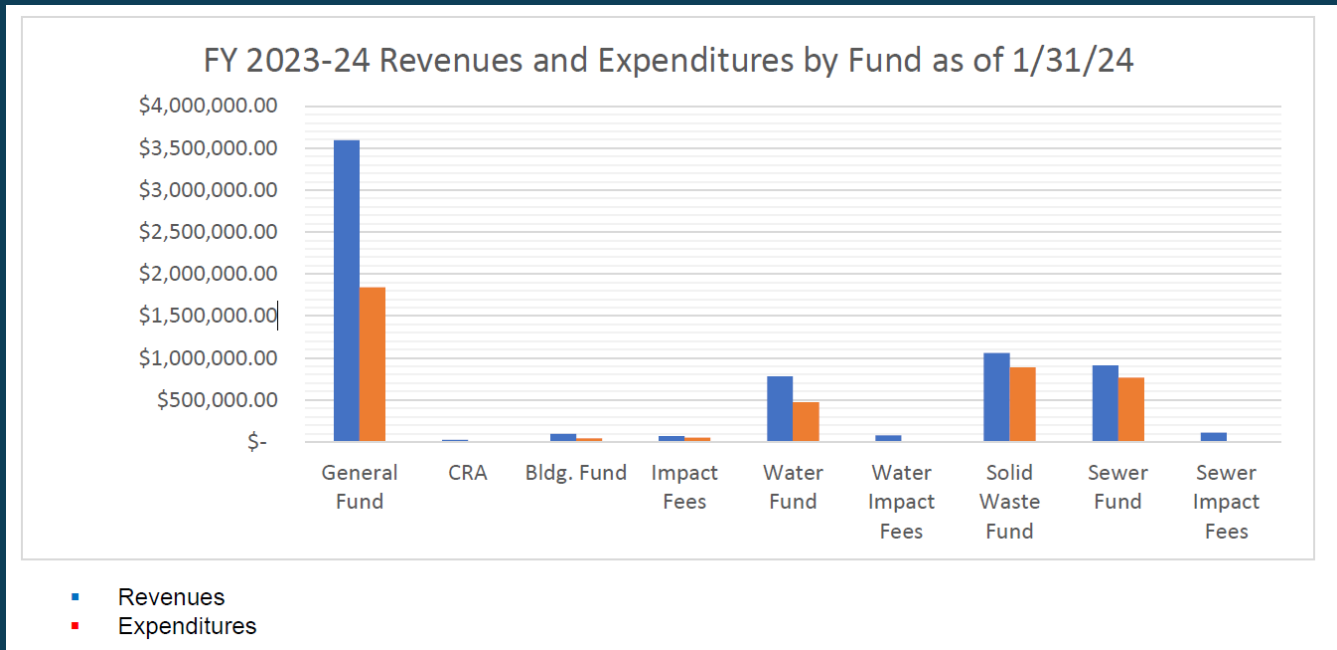
Solid Waste Fiscal Year Comparisons

	FY 20/21	FY 21/22	FY 22/23	FY 23/24 (as of 3/31/24)
Commercial Solid Waste	1995.58 Tons	2374.65 Tons	2622.54 Tons	1300.05 Tons
Residential Solid Waste	1546.61 Tons	1446.87 Tons	1527.89 Tons	715.18 Tons
Cardboard & Recycle	623.3 Tons	582.61 Tons	594.12 Tons	301.61 Tons
Yard Waste	1153 Yards	1203 Yards	3333 Yards	356 Yards
Construction & Debris (C&D)	574.58 Tons	319 Tons	346.56 Tons	148.05 Tons
Scrap/Misc.	4.27 Tons	16.44 Tons	29.26 Tons	6.31 Tons
Yearly Total	5897.34	5942.57	8450.37	2827.20

Finance Department

BUDGET PERFORMANCE FY 2023/2024

January was the fourth month of Fiscal Year 2023/2024. The approved 2023/2024 budget, including amendments, totals \$41,598,323 and includes all anticipated revenues, expenditures and reserves of the city from October 1, 2023 through September 30, 2024. The chart shows year to date revenues and expenditures by fund.



General Fund – The General Fund has total revenue of \$3,594,341 while expenditures currently total \$1,844,635. The General Fund’s primary source of revenue is Ad Valorem (Property Taxes) and receipts generally occur at the end of November or beginning of December which allow for cashflow to fund expenditures for the rest of the fiscal year.

CRA Fund – The CRA Fund has total revenue of \$26,779. There are no current expenditures.

Building Fund - The Building Fund has total revenue of \$96,720. The expenditures total \$44,456.

Impact Fees – This fund accounts for Law Enforcement, Parks and Recreation and Transportation impact fees. Current revenue totals \$71,618 and expenditures are \$53,168.

Water Fund – The Water Fund has total revenue of \$781,916. The expenditures total \$473,417.

Water Impact Fees – The Water Impact Fee Fund has total revenue of \$80,820. The expenditures total \$0.

Solid Waste Fund – The Solid Waste Fund has revenues of \$1,059,605 and expenditures of \$889,974.

Sewer Fund – The Sewer Fund has total revenue of \$912,168. The expenditures total \$768,007.

Sewer Impact Fees - The Sewer Impact Fee Fund has total revenue of \$114,787. The expenditures total \$0.