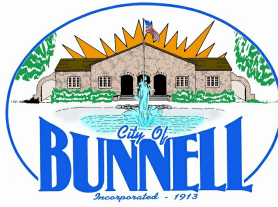


CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DAN DAVIS
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

BUNNELL CITY COMMISSION MEETING

Monday, November 28, 2016

7:00 PM

201 West Moody Boulevard,
City Commission Chambers - Building 3
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. 2016 11 28 Warrant

C.2. Approval of Minutes

- a. 2016 11 14 City Commission Minutes

C.3. Increase Blanket PO for Tyler Technologies

D. Public Comments:

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

E. Ordinances: (Legislative):

E.1. Ordinance 2016-20 Vacating a 25 Foot Portion of North Railroad Street abutting Block 182. – Second Reading

E.2. Ordinance 2016-24 Amending the Bunnell Code of Ordinance Section 2-77 Schedule of Violations. – First Reading.

F. Resolutions: (Legislative):

F.1. Resolution 2016-24 Adopting the River to Sea TPO Transportation Impact Analysis (TIA) Guidelines.

F.2. Resolution 2016-25 Fiscal year 2016 Budget Adjustments

F.3. Resolution 2016-26 Establishing Reclaim Water rates

G. Old Business: None

H. New Business:

H.1. Request to Approve Easement Agreement on Portion of N. Railroad Street.

H.2. Hurricane Matthew- City After Action Report.

H.3. Restoring Commission salary levels to July 2014 rates

I. Reports:

- **City Clerk**
- **City Attorney**
- **City Manager**
- **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) 263-8807.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on November 22, 2016



City of Bunnell, Florida

ATTACHMENTS:

Description

Warrant

Type

Warrant



City of Bunnell, FL

Warrant

By Fund

Payable Dates - 11/28/2016

Post Dates - 11/28/2016

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Fund: 001 - GENERAL FUND					
		Faith Perry	Hall Security Deposit Refund	001-2201000	125.00
		Tricia Tacioniis	Hall Security Deposit Refund	001-2201000	50.00
		First Baptist Christian Academ	Hall Security Deposit Refund	001-2201000	125.00
					300.00
Department: 511 - Legislative					
		Paul J Ricci	Band For Christmas Event - S	001-0511-511.3400	600.00
		News Journal	Commission Advertising Ordi	001-0511-511.4800	58.90
		Flagler County Clerk of Courts	Recording Fees- MOU Flagler	001-0511-511.3300	163.00
		Flagler County Clerk of Courts	Recording Fee- Ordinance 20	001-0511-511.3300	18.50
		Bankcard Center	Christmas Toys	001-0511-511.5200	304.95
		Bankcard Center	Christmas Toys	001-0511-511.5200	89.97
		Bankcard Center	Christmas Toys	001-0511-511.5200	255.50
			Department 511 - Legislative Total:		1,490.82
Department: 512 - Executive					
		Verizon Wireless	Verizon Wireless - FY2016	001-0512-512.4100	-9.29
			Department 512 - Executive Total:		-9.29
Department: 513 - Administrative Services					
		News Journal	ORD 2016-21	001-0513-513.4800	62.00
		Document Technologies	LRM4Y00834 Copier Overage	001-0513-513.4700	9.88
		DEX Imaging	Copier Overage Copy Room N	001-0513-513.4700	104.23
		DEX Imaging	Copier Overage Copy Room N	001-0513-513.4700	42.08
		Wells Fargo Vndor Fin Serv	Copier Lease - V665801326	001-0513-513.4400	89.00
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.24
		Bankcard Center	Acrobat Pro DC 2015 for HR C	001-0513-513.5230	311.00
		State of Florida Department o	Phone Charges Instate & Out	001-0513-513.4100	0.16
		Capital Office Products	Office Supplies - Administrati	001-0513-513.5100	9.45
		Capital Office Products	Office Supplies - Administrati	001-0513-513.5100	15.20
		Capital Office Products	Office Supplies - Administrati	001-0513-513.5100	5.29
		Capital Office Products	Office Supplies - Administrati	001-0513-513.5100	9.30
			Department 513 - Administrative Services Total:		658.83
Department: 516 - Finance					
		Capital Office Products	Stool - Finance Dir	001-0516-516.5100	19.91
		Capital Office Products	Stool - Finance Dir	001-0516-516.5100	7.98
		Tyler Business Forms	Check Stock	001-0516-516.5100	148.42
		Tyler Business Forms	2016 Tax Forms	001-0516-516.5100	21.58
		Tyler Business Forms	2016 Tax Forms	001-0516-516.5100	13.77
		Tyler Business Forms	2016 Tax Forms	001-0516-516.5100	30.62
		Tyler Business Forms	2016 Tax Forms	001-0516-516.5100	52.86
		Capital Office Products	Toner & Dry Board Eraser	001-0516-516.5100	8.74
		Capital Office Products	Toner & Dry Board Eraser	001-0516-516.5100	45.00
			Department 516 - Finance Total:		348.88
Department: 517 - Information Technology					
		CDW Government	CREDIT - Part returned	001-0517-517.5200	-394.00
		Verizon Wireless	Verizon Wireless - FY2016	001-0517-517.4100	-10.87
		Empire Computing and Consu	Point to Point wireles radios f	001-0517-517.5264	356.00
			Department 517 - Information Technology Total:		-48.87
Department: 521 - Law Enforcement					
		Verizon Wireless	Verizon Wireless - FY2016	001-0521-521.4100	-10.87
		O'reilly Automotive Inc	Oil Filter & Oil	001-0521-521.4620	52.68
		Bankcard Center	Purchase Smart Key Fobs for t	001-0521-521.5100	25.49
		DEX Imaging	Toner Shipping Charges	001-0521-521.4200	8.00

Warrant

(None)

Payable Dates: - 11/28/2016 Post Dates: - 11/28/2016

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

State of Florida Department o

Phone Charges Instate & Out

001-0521-521.4100

0.03

Department 521 - Law Enforcement Total:

75.33

Department: 522 - Fire Control

Moore Medical Corp, LLC

CREDIT - Medical Supplies

001-0522-522.5200

-30.00

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0522-522.4620

20.98

Bright House Networks

Internet Service - Fire Depart

001-0522-522.4100

104.28

Bankcard Center

Training classes

001-0522-522.5500

275.00

Bankcard Center

Blanket PO-Fire prevention m

001-0522-522.5200

381.17

CISS, Inc.

Background Check Moss, Paig

001-0522-522.3400

55.00

State of Florida Department o

Phone Charges Instate & Out

001-0522-522.4100

1.70

Department 522 - Fire Control Total:

808.13

Department: 524 - Community Development

Document Technologies

LRM4Y00834 Copier Overage

001-0524-524.4700

9.88

Christopher Hughes

Fire Inspector - Fire Pay Repor

001-0524-524.3401

817.00

Flagler County Clerk of Courts

Record of code enforcement I

001-0524-524.3300

10.00

Bankcard Center

Site plans mailed to engineer

001-0524-524.4200

12.19

Christopher Hughes

Fire Inspector - Fire Pay Repor

001-0524-524.3401

810.00

Department 524 - Community Development Total:

1,659.07

Department: 541 - Road and Street Facilities

Grainger

Asphalt Rake

001-0541-541.5200

-83.00

City Electric Supply

CRDT Electrical Components f

001-0541-541.5300

-323.99

BuildersFirst

CREDIT - Railroad Ties

001-0541-541.4600

-79.20

Bankcard Center

PORTABLE AIR CONDITIONER

001-0541-541.5264

871.98

Bankcard Center

PORTABLE AIR CONDITIONER

001-0541-541.5264

809.98

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

23.33

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

65.88

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

90.99

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

27.00

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

1.50

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

1.50

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

434.00

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

121.99

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

18.00

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

229.47

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

11.94

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.4640

3.79

Bunnell Auto Supply, Inc.

COB VEHICLE/EQUIP MAINT/

001-0541-541.5200

39.90

Flagler Power Equipment

CREDIT Hydro Service Kit

001-0541-541.4640

-119.00

Michael Baker Jr. Inc.

Engineering Design Services -

001-0541-541.6300

16,312.31

Bankcard Center

BUSINESS CARDS

001-0541-541.4700

4.66

Bankcard Center

BUSINESS CARDS

001-0541-541.4700

4.66

Knight Jon Boy

2016-HALLOWEEN - PORT-A-L

001-0541-541.4400

225.00

United Rentals (North Americ

2016-HALLOWEEN LIGHT TO

001-0541-541.4400

4.74

United Rentals (North Americ

2016-HALLOWEEN LIGHT TO

001-0541-541.4400

13.13

United Rentals (North Americ

2016-HALLOWEEN LIGHT TO

001-0541-541.4400

366.00

Flagler Power Equipment

Bush Hog Blades

001-0541-541.4640

114.75

Summerville Electric, Inc.

OCTOBER SIGNAL BILLING

001-0541-541.3400

717.50

Central Florida Street Signs, In

PW STREET SIGNS, POSTS, BR

001-0541-541.5310

112.00

Central Florida Street Signs, In

PW STREET SIGNS, POSTS, BR

001-0541-541.5310

86.40

Central Florida Street Signs, In

PW STREET SIGNS, POSTS, BR

001-0541-541.5310

112.00

Central Florida Street Signs, In

PW STREET SIGNS, POSTS, BR

001-0541-541.5310

112.00

Capital Office Products

OFFICE SUPPLIES - CAPITAL O

001-0541-541.5100

5.46

DG Hardware, Inc.

Bolt, Bulb, Mag Glass Knife &

001-0541-541.5200

44.46

DG Hardware, Inc.

Sponge Gasket Toilet & Bulb

001-0541-541.4610

19.32

Bunnell Auto Supply, Inc.

Ball-Peen Hammer- PW #919

001-0541-541.4620

15.49

Lynch Oil Company

FUEL BLANKET PO

001-0541-541.5210

144.14

DG Hardware, Inc.

Fastners

001-0541-541.5200

16.20

UniFirst Corporation

UNIFORMS

001-0541-541.5220

40.06

Department 541 - Road and Street Facilities Total:

20,616.34

Warrant

Payable Dates: - 11/28/2016 Post Dates: - 11/28/2016

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Department: 572 - Parks and Recreation

Bankcard Center	REPLACE WOOD ON BENCHES	001-0572-572.4610	79.71
Capital Office Products	OFFICE SUPPLIES - CAPITAL O	001-0572-572.5100	5.46
K & M Mower and Small Engi	Spark Plug & Bearing	001-0572-572.4640	36.06
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	38.03
UniFirst Corporation	UNIFORMS	001-0572-572.5220	23.75
DG Hardware, Inc.	Supplies for Custodian	001-0572-572.5200	109.61

Department 572 - Parks and Recreation Total: 292.62

Fund 001 - GENERAL FUND Total: 26,191.86

Warrant

Payable Dates: - 11/28/2016 Post Dates: - 11/28/2016

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Fund: 401 - ENTERPRISE FUND					
Department: 533 - Water Utility Services					
		Verizon Wireless	Verizon Wireless - FY2016	401-0533-533.4100	-12.42
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	0.06
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	3.00
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	5.69
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	23.49
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	0.28
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	351.98
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	5.69
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	0.20
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	9.99
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	6.99
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	0.10
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	108.00
		Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	401-0533-533.4640	23.99
		Bankcard Center	UT-W POWER TOOLS	401-0533-533.5264	349.00
		Bankcard Center	BUSINESS CARDS	401-0533-533.4700	4.66
		Bankcard Center	BUSINESS CARDS	401-0533-533.4700	4.66
		Sunshine State One Call of Flo	Monthly Assessment Billing L	401-0533-533.3401	11.22
		Document Technologies	LRM4Y00834 Copier Overage	401-0533-533.4700	29.63
		Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0533-533.3401	61.50
		Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0533-533.3401	61.50
		Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0533-533.3401	123.00
		Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0533-533.3401	123.00
		Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0533-533.3401	73.00
		Ferguson Enterprises, Inc.	Operating Supplies for Water	401-0533-533.5205	1,413.04
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	54.99
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	7.39
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	5.65
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	7.77
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	5.46
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	4.71
		Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0533-533.5102	3.95
		DG Hardware, Inc.	pVC	401-0533-533.5205	11.23
		DG Hardware, Inc.	Sawzal Blade	401-0533-533.5205	14.39
		Capital Office Products	Stool - Finance Dir	401-0533-533.5102	31.93
		Capital Office Products	Stool - Finance Dir	401-0533-533.5102	79.64
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	54.60
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	28.73
		Bankcard Center	Postage - UPS Store	401-0533-533.4200	28.70
		Sunstate Meter & Supply Inc	NEPTUNE ANNUAL SOFTWARE	401-0533-533.3401	399.00
		Wells Fargo Vndor Fin Serv	Copier Lease - UT V66580132	401-0533-533.3401	56.40
		Tyler Business Forms	2016 Tax Forms	401-0533-533.5102	11.98
		Tyler Business Forms	2016 Tax Forms	401-0533-533.5102	29.36
		Tyler Business Forms	2016 Tax Forms	401-0533-533.5102	17.02
		Tyler Business Forms	2016 Tax Forms	401-0533-533.5102	7.65
		Capital Office Products	Toner & Dry Board Eraser	401-0533-533.5102	44.98
Department 533 - Water Utility Services Total:					3,686.78

Department: 535 - Sewer / Wastewater Services

Miller Pipeline Corp	CREDIT on INV 392533	401-0535-535.6300	-200.00
Verizon Wireless	Verizon Wireless - FY2016	401-0535-535.4100	-4.30
Sizemore Welding, Inc.	CREDIT- COB-06658-2016	401-0535-535.5200	-56.00
Bankcard Center	BUSINESS CARDS	401-0535-535.4700	4.66
Bankcard Center	BUSINESS CARDS	401-0535-535.4700	4.66
Sunshine State One Call of Flo	Monthly Assessment Billing L	401-0535-535.3400	11.22
Document Technologies	LRM4Y00834 Copier Overage	401-0535-535.4700	29.63
Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0535-535.3400	61.50
Medi-Quick Urgent Care	Pre Employment Physicals/Te	401-0535-535.3400	61.50
Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	463.36

Warrant

(None)

Payable Dates: - 11/28/2016 Post Dates: - 11/28/2016

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0535-535.5100	4.71
	Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0535-535.5100	7.40
	Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0535-535.5100	5.64
	Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0535-535.5100	42.29
	Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0535-535.5100	3.95
	Capital Office Products	OFFICE SUPPLIES - CAPITAL O	401-0535-535.5100	5.46
	Capital Office Products	Stool - Finance Dir	401-0535-535.5100	79.64
	Capital Office Products	Stool - Finance Dir	401-0535-535.5100	31.92
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	4.96
	UniFirst Corporation	UNIFORMS	401-0535-535.5220	29.20
	Sunstate Meter & Supply Inc	NEPTUNE ANNUAL SOFTWARE	401-0535-535.3400	399.00
	Wells Fargo Vndor Fin Serv	Copier Lease - UT V66580132	401-0535-535.3400	56.40
	Tyler Business Forms	2016 Tax Forms	401-0535-535.5100	29.36
	Tyler Business Forms	2016 Tax Forms	401-0535-535.5100	7.65
	Tyler Business Forms	2016 Tax Forms	401-0535-535.5100	17.02
	Tyler Business Forms	2016 Tax Forms	401-0535-535.5100	11.98
	Capital Office Products	Toner & Dry Board Eraser	401-0535-535.5100	45.00
		Department 535 - Sewer / Wastewater Services Total:		1,157.81
		Fund 401 - ENTERPRISE FUND	Total:	4,844.59

Warrant

Payable Dates: - 11/28/2016 Post Dates: - 11/28/2016

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Fund: 402 - SOLID WASTE

Department: 534 - Garbage / Solid Waste Control Services

Bunnell Auto Supply, Inc.	COB VEHICLE/EQUIP MAINT/	402-0534-534.4620	32.98
Document Technologies	LRM4Y00834 Copier Overage	402-0534-534.4700	19.76
DG Hardware, Inc.	Fasteners for truck 927	402-0534-534.4600	8.10
Bunnell Auto Supply, Inc.	Vehicle parts for truck 932	402-0534-534.4600	36.98
Bunnell Auto Supply, Inc.	Vehicle parts for truck 932	402-0534-534.4600	21.49
Capital Office Products	Stool - Finance Dir	402-0534-534.5100	19.91
Capital Office Products	Stool - Finance Dir	402-0534-534.5100	7.98
Boulevard Tire Center	SW#929	402-0534-534.4620	534.20
Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	53.21
Lynch Oil Company	Blanket PO for Lynch Oil	402-0534-534.5210	812.65
UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.20
Empire Computing and Consu	CAMERA AT FD	402-0534-534.5264	159.00
Tyler Business Forms	2016 Tax Forms	402-0534-534.5100	1.53
Tyler Business Forms	2016 Tax Forms	402-0534-534.5100	5.87
Tyler Business Forms	2016 Tax Forms	402-0534-534.5100	2.40
Tyler Business Forms	2016 Tax Forms	402-0534-534.5100	3.40
Capital Office Products	Toner & Dry Board Eraser	402-0534-534.5100	45.00

Department 534 - Garbage / Solid Waste Control Services Total:	1,782.66
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Fund 402 - SOLID WASTE Total:	1,782.66
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Warrant

Payable Dates: - 11/28/2016 Post Dates: - 11/28/2016

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Fund: 502 - Municipal Complex Building Fund

Department: 519 - Municipal Complex

Palm Coast Heating & Air Con	MUNICIPAL CITY HALL A/C M	502-0519-519.4640	300.00
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Department 519 - Municipal Complex Total:	300.00
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Fund 502 - Municipal Complex Building Fund Total:	300.00
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Grand Total:	33,119.11
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Report Summary

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	26,191.86
401 - ENTERPRISE FUND	4,844.59
402 - SOLID WASTE	1,782.66
502 - Municipal Complex Building Fund	300.00
Grand Total:	33,119.11

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.3300	Recording Fees	181.50
001-0511-511.3400	Other Contract Services	600.00
001-0511-511.4800	Advertising / Promo Exp	58.90
001-0511-511.5200	Operating Supplies	650.42
001-0512-512.4100	Communications Expens	-9.29
001-0513-513.4100	Communications Expens	0.16
001-0513-513.4400	Rental / Lease Expense	89.00
001-0513-513.4700	Printing / Binding Expen	156.19
001-0513-513.4800	Advertising / Promo - Ad	62.00
001-0513-513.5100	Office Supplies Expense	39.24
001-0513-513.5220	Uniforms Exp	1.24
001-0513-513.5230	Software	311.00
001-0516-516.5100	Office Supplies	348.88
001-0517-517.4100	Communications Expens	-10.87
001-0517-517.5200	Operating Supplies	-394.00
001-0517-517.5264	Small Equipment	356.00
001-0521-521.4100	Communications Expens	-10.84
001-0521-521.4200	Postage	8.00
001-0521-521.4620	Repair / Maint - Vehicles	52.68
001-0521-521.5100	Office Supplies Expenses	25.49
001-0522-522.3400	Other Contract Services	55.00
001-0522-522.4100	Communications Expens	105.98
001-0522-522.4620	Repair / Maint - Vehicles	20.98
001-0522-522.5200	Operating Supplies	351.17
001-0522-522.5500	Training	275.00
001-0524-524.3300	Recording Fees	10.00
001-0524-524.3401	Bldg / Fire Inspection Ex	1,627.00
001-0524-524.4200	Postage	12.19
001-0524-524.4700	Printing / Binding Expen	9.88
001-0541-541.3400	Other Contract Services	717.50
001-0541-541.4400	Rental / Lease Expense	608.87
001-0541-541.4600	Repair / Maint - Service	-79.20
001-0541-541.4610	Repair / Maint - Bldgs	19.32
001-0541-541.4620	Repair / Maint - Vehicles	15.49
001-0541-541.4640	Equipment Repair & Mai	1,025.14
001-0541-541.4700	Printing / Binding Expen	9.32
001-0541-541.5100	Office Supplies Expenses	5.46
001-0541-541.5200	Operating Supplies	17.56
001-0541-541.5210	Fuel	144.14
001-0541-541.5220	Uniforms Exp	40.06
001-0541-541.5264	Small Equipment Purcha	1,681.96
001-0541-541.5300	Road Repair Local Optio	-323.99
001-0541-541.5310	Signage	422.40
001-0541-541.6300	Improvements - Other T	16,312.31
001-0572-572.4610	Repair / Maint - Bldgs	79.71
001-0572-572.4640	Repair/Maint - Equipme	36.06
001-0572-572.5100	Office Supplies Expenses	5.46
001-0572-572.5200	Operating Supplies	109.61
001-0572-572.5210	Fuel	38.03

Completed by:

Approved by:



Account Summary

Account Number	Account Name	Expense Amount
001-0572-572.5220	Uniforms Exp	23.75
001-2201000	Deposits Paybl - CtyHall/	300.00
401-0533-533.3401	Other Contract Services	908.62
401-0533-533.4100	Communications Expens	-12.42
401-0533-533.4200	Postage	28.70
401-0533-533.4640	Repair / Maint - Equipm	539.46
401-0533-533.4700	Printing / Binding Expen	38.95
401-0533-533.5102	Office Supplies - Water	312.48
401-0533-533.5205	Operating Supplies Exp -	1,438.66
401-0533-533.5210	Fuel	54.60
401-0533-533.5220	Uniforms Exp	28.73
401-0533-533.5264	Small Equipment Purcha	349.00
401-0535-535.3400	Other Contract Services	589.62
401-0535-535.4100	Communications Expens	-4.30
401-0535-535.4700	Printing / Binding Expen	38.95
401-0535-535.5100	Office Supplies Expenses	292.02
401-0535-535.5200	Operating Supplies	407.36
401-0535-535.5210	Fuel	4.96
401-0535-535.5220	Uniforms Exp	29.20
401-0535-535.6300	Improvements - Other T	-200.00
402-0534-534.4600	Repair / Maint - Service	66.57
402-0534-534.4620	Repair/Maint Vehicles -	567.18
402-0534-534.4700	Printing & Binding - Soli	19.76
402-0534-534.5100	Office Supplies Expenses	86.09
402-0534-534.5210	Fuel	865.86
402-0534-534.5220	Uniforms - Solid Waste	18.20
402-0534-534.5264	Small Equipment - Solid	159.00
502-0519-519.4640	Repair/Maint/Equipmen	300.00
	Grand Total:	33,119.11

Project Account Summary

Project Account Key	Expense Amount
None	28,630.08
2016-Christmas Exp	689.97
2016-Halloween	608.87
34	717.50
52	2,472.69
	Grand Total:
	33,119.11



City of Bunnell, Florida

ATTACHMENTS:

Description

Minutes

Type

Minutes

CATHERINE D. ROBINSON

MAYOR

JOHN ROGERS

VICE-MAYOR

DAN DAVIS

CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

BUNNELL CITY COMMISSION MINUTES

Monday, November 14, 2016

7:00 PM

201 West Moody Boulevard,
City Commission Chambers - Building 3
Bunnell, FL 32110

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

Mayor Robinson called the meeting to order at 7:00 p.m. and led the pledge to the flag.

Roll Call- Present: Mayor Catherine D. Robinson; Commissioner Elbert Tucker; Commissioner Bill Baxley; Commissioner Bonita Robinson; City Attorney Wade Vose; Acting City Manager Stella Gurnee; and City Clerk Sandra Bolser.

Excused: Vice Mayor John Rogers

Invocation for our Military Troops and National Leaders

Commissioner Robinson led the invocation.

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Presentation: Certificate of Recognition to Steven Mickel, Jr.

Mayor Robinson read a summary on Steven Mickel's scouting accomplishments and presented him with a Certificate of Recognition.

B.2. Presentation: Recognition of Coquina Landscape Management for adopting the median on SR 100 between North Palmetto St. and Belle Terre Parkway. Mayor Robinson presented a Certificate of Recognition to Coquina Landscape Management.

B.3. Presentation: Flagler Cares, Inc. - by Robert Snyder of the Florida Department of Health Flagler County.

Robert Snyder of the Florida Department of Health Flagler County provided a presentation on Flagler Cares, Inc., provided information on health service available in Flagler County and provided an overview on the health statistics in Flagler County.

B.4. Presentation: Certificate of Commendation to Kristen Bates for her contribution to Community Development

Mayor Robinson presented a certificate to Kristen Bates.

With consensus from the Commission, the following item was added to the agenda:

B.5. Presentation: Florida League of Cities.

Mark Sittig from the Florida League of Cities recognized Mayor Robinson for 20 years of service. The Florida League of Cities Board presented Mayor Robinson with the John Lan Years of Service award/recognition.

C. Consent Agenda:

C.1. Approval of Warrant

- a. 2016 09 30 Warrant
- b. 2016 11 14 Warrant

C.2. Approval of Minutes

- a. 2016 10 24 City Commission Minutes

C.3. Monthly Report on the October 18, 2016 Planning, Zoning and Appeals Board Meeting.

C.4. Request to piggyback on Collier County's agreement with Pace Analytical and request for a Blanket Purchase Order.

C.5. SunState Meter Blanket Purchase Order Request.

C.6. Blanket purchase order for Ring Power Corporation for FY2016-17 and request to piggy back off of St. Johns County's agreement for generator maintenance and service.

C.7. Annual Renewal of Real Estate Lease.

Items C-6 and C-7 were pulled from the Consent Agenda for discussion.

Motion: Approve the Consent Agenda Items C-1 through C-5.

Motion by: Commissioner Tucker

Seconded by: Commissioner Baxley

Board Discussion: None.

Public Comments: None.

Vote: Motion carried 4-0.

C.6. Blanket purchase order for Ring Power Corporation for FY2016-17 and request to piggy back off of St. Johns County's agreement for generator maintenance and service.

Motion: Approve the Consent Agenda item C-6.

Motion by: Commissioner Tucker

Seconded by: Commissioner Baxley

Board Discussion: Commissioner Tucker stated Bunnell is not mentioned in the paperwork and there is nothing for Bunnell to sign in the documents. Finance Director Stella Gurnee advised piggybacking on another bid is allowable and the City can add a letter or other document which documents Bunnell would be included in the pricing. Attorney Vose agreed with the Finance Director.

Public Comments: None.

Vote: Motion carried 4-0.

C.7. Annual Renewal of Real Estate Lease.

Motion: Approve the Consent Agenda item C-7.

Motion by: Commissioner Tucker

Seconded by: Commissioner Robinson

Board Discussion: Commissioner Tucker pointed out the document references two rail tracks in Bunnell; however, there is only 1 rail track in Bunnell.

Public Comments: None.

Vote: Motion carried 4-0.

D. Public Comments:

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

Daisy Henry: Thanked the City for cleaning up the corner of E. Booe Street and S. Church Street. She reported that some of the dirt/sand fill between the street and sidewalks on the south side of town have been washed away. She requested the City fill in the areas that have washed away.

E. Ordinances: (Legislative):

E.1. Ordinance 2016-23 Extending Indefinitely the Moratorium on Police, Fire, Parks and Recreation, and Transportation Impact Fees. - Second Reading: Attorney Vose read the short title into the record. Acting Community Development Director Kristen Bates reviewed the proposed Ordinance. Before the City can impose these impact fees again, new data and studies will be needed. The City will need to budget to get the appropriate studies completed.

Motion: Adopt Ordinance 2016-23 Extending Indefinitely the Moratorium on Police, Fire, Parks and Recreation, and Transportation Impact Fees.

Motion by: Commissioner Baxley

Seconded: Commissioner Robinson

Board Discussion: None.

Public discussion: None.

Vote: Motion carried 4-0.

F. Resolutions: (Legislative):

F.1. Resolution 2016-23 Amending FY2017 Annual Operating Budget: Attorney Vose read the short title into the record. Finance Director Stella Gurnee reviewed the proposed Resolution.

Motion: Adopt Resolution 2016-23 Amending FY2017 Annual Operating Budget.

Motion by: Commissioner Tucker

Seconded: Commissioner Baxley

Board Discussion: Commissioner Tucker thanked the Finance Director for coming up with this solution.

Public discussion: None.

Vote: Motion carried 4-0.

G. Old Business: *None*

H. New Business:

H.1. Piggyback Charlotte County Bid to Purchase Two (2) Police Vehicles.

This item was introduced by Chief Foster. The Police Department is in need of new vehicles. After comparing a number of options, this was the best and would save the City money on parts, repairs and mechanic time because of the warranty/services being provided with the purchase of the vehicles.

Motion: Approve the Piggybacking of the Charlotte County Bid to Purchase Two (2) Police Vehicles.

Motion by: Commissioner Baxley

Seconded: Commissioner Robinson

Board Discussion: Commissioner Robinson asked what type of vehicle would be purchased. Chief Foster advised the vehicles would be Ford Explorers. The

Public discussion: None.

Vote: Motion carried 4-0.

H.2. Flagler County Housing Authority Memorandum of Understanding.

This item was introduced by Finance Director Stella Gurnee. This does not affect the already signed lease. It clarifies the description of the leased land.

Motion: Approve the Flagler County Housing Authority Memorandum of Understanding with revisions to language stating the Housing Authority can utilize the Versie Lee Mitchell Community Center rent free.

Motion by: Commissioner Tucker

Seconded: Commissioner Robinson

Board Discussion: Commissioner Tucker stated there has been confusion in the past about the Housing Authority's use of the Versie Lee Mitchell Community Center.

The Housing Authority should be able to rent the community center at no cost. They just need to notify the City using the regular notification procedure to assure there are no prior reservations.

Public discussion: None.

Vote: Motion carried 4-0.

H.3. Carver Athletic Fields Fitness Trail.

This item was introduced by Lindsey Elliot, Flagler Habitat for Humanity. Habitat for Humanity has a grant from Lowe's. After conducting a community survey, it was determined to use the grant on the south side of Bunnell. To date, mail boxes have been installed and this project has been designed. This project will add a walking/exercise trail around the Carver football fields. The City of Bunnell will provide liability insurance and in-kind labor for the project.

Motion: Approve the Carver Fields fitness trail project, authorized annual insurance expenditures of \$500 and a one-time in-kind service of \$800.

Motion by: Commissioner Robinson

Seconded: Commissioner Baxley

Board Discussion: Commissioner Robinson is almost as excited about the program as Ms. Elliot.

Public discussion: None.

Vote: Motion carried 4-0.

I. Reports:

- **City Clerk:** The 2016 Northeast Florida Elected Officials Luncheon is scheduled for December 1, 2106 from 12:00 pm to 2:30 pm. If any Commissioner would like to attend, notify the Clerk's Office and we will register you. An update on the 2016 Christmas in Bunnell event was provided.
- **City Attorney:** Advised the medical marijuana amendment passed. Attorney Vose asked for a consensus from the Commissioners regarding the

need for a moratorium on dispensaries until all state regulations have been passed and put into place.

- **City Manager:**
 - Asked the Commission for a consensus to move the second December meeting. The Commission decided to hold the abbreviated meeting on December 21, 2016 at 12:00 pm. The December 26, 2016 meeting will be canceled as the City is closed for the holidays.
 - Thanked staff for their hard work during the hurricane. Thanks to the efforts of City workers, the City met the deadline for FEMA's expedited program which will result in the City receiving an additional 10% in reimbursement.
- **Mayor and City Commissioners:**
 - **Commissioner Tucker:** Thanked staff for all their work.
 - **Commissioner Baxley:** Thanked staff for their work. Stated the new speed bumps have been installed and seem to be working. Advised there is an issue with people running the stop sign at N. Chapel Street.
 - **Commissioner Robinson:** Thanked the staff who worked at the Masonic Cemetery to improve and repair the grounds following the storm. A committee has been formed to get more work done so that the grounds can be made a better place to lay our loved ones to rest.
 - **Mayor Robinson:** Extended her thanks to our service members and service members and families everywhere.

J. Call for Adjournment.

Motion: Adjourn meeting at 8:30 p.m.

Motion By: Commissioner Baxley

Seconded By: Commissioner Robinson

Vote: Motion carried 4-0.

Catherine D. Robinson, Mayor

Sandra Bolser, City Clerk

Date

Date



City of Bunnell, Florida

Agenda Item No. C.3.

Document Date: 11/18/2016 Amount: \$5,000
Department: Finance Account #: 401-0533-533.4900 and 401-0535-535.4900
Subject: Increase Blanket PO for Tyler Technologies
Agenda Section: Consent Agenda:

ATTACHMENTS:

Description	Type
Tyler Contract Admendment 09 28 2015	Contract

Summary/Highlights:

Increase Blanket PO for Tyler \$5,000 for Web payments and past due telephone notifications.

Background:

On September 28, 2015 the City Commission approved an amendment to Tyler Technologies Contract 2015-009 which authorized a \$1.25 transaction fee for web payment and phone notification transaction. On September 12, 2016 the City Commission approved a blanket purchase order for Tyler technologies as a sole source provider in the amount of \$23,547.79 for annual maintenance costs of the City's Financial, Purchasing, and Community Development systems. In addition to the annual maintenance cost there is a per transaction fee for phone notifications and web payments hosted by Tyler technologies. The requested increase is for the transaction fees for these notifications and web payments.

Staff Recommendation:

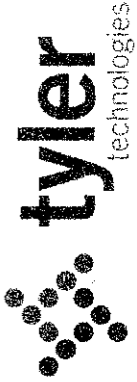
Recommend approval of a \$5,000 increase to Tyler Technologies for transaction fees associated with Web payments and past due telephone notifications.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

The Department has sufficient budget funds for this request. Recommend approval.



AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Effective Date"), by and between Tyler Technologies, Inc. ("Tyler"), a Delaware corporation with offices at 5519 53rd Street, Lubbock, TX 79414, and the City of Bunnell ("Client") with offices at 1769 East Moody Blvd., Bunnell, FL 32110.

WHEREAS, Tyler and Client are parties to an agreement effective June 26, 2015 ("Agreement"), under which Client acquired licenses to the software described therein ("Tyler Software") as well as related professional services, and maintenance and support; and

WHEREAS Client desires to amend the Agreement to adjust the services and maintenance and support acquired;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth herein, Tyler and Client agree to modify the Agreement as follows:

The City of Bunnell, FL is responsible for paying the \$1.25 fee per transaction for utility billing payment online.

All terms and conditions of the Agreement not herein amended remain in full force and effect.

IN WITNESS WHEREOF, persons having been duly authorized and empowered to enter into this amendment hereunto executed this Amendment effective as of the date last set forth below.

Tyler Technologies, Inc.
Local Government Division

By: *Dane Womble*

Name: Dane Womble

Title: COO, LGD

Date: 9/29/15

City of Bunnell, FL

By: *Catherine D. Robinson*

Name: Catherine D. Robinson

Title: Mayor

Date: September 28, 2015



City of Bunnell, Florida

Agenda Item No. E.1.

Document Date: 11/2/2016 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2016-20 Vacating a 25 Foot Portion of North Railroad Street abutting Block 182. – Second Reading
Agenda Section: Ordinances: (Legislative):

ATTACHMENTS:

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

Summary/Highlights:

This is a request to vacate a portion of the right-of-way known as North Railroad Street. This is a companion item to the request to approve an easement adjacent to the right-of-way known as N. Railroad Street which is found elsewhere on this agenda.

This item was heard at the October 10, 2016 Commission meeting for First Reading. At this meeting, the Commission voted to approve the proposed Ordinance. This item was advertised in the News Tribune on November 9, 2016.

Background:

The applicant, Mark Langelo, has submitted a request to the City of Bunnell asking a portion, 25 feet of the fifty foot right-of-way, known as North Railroad Street be vacated. The portion of this right-of-way is located between the Florida East Coast Railway and Block 182. Mr. Patrick O'Reilly owns the property located to the east of this right-of-way.

There are City utilities located on this portion of the right-of-way. There is an active two inch water line in the area proposed to be vacated. The request to approve the utility easement is found elsewhere on this agenda under New Business. The City does not have any plans to utilize this portion of the right-of-way. The City closed this portion of the road several years ago. However, a proposal several years ago to vacate this area was not approved by the City Commission because remnants of the Old Brick Road remain in this location. The applicant has no plans to disturb the remnants of the road. The applicant has agreed to include language in the easement that would prevent the property owner from ever disturbing the road.

Mr. Patrick O'Reilly plans to use this right-of-way in the development of the .98 acre property he owns which is located abutting this portion of Railroad Street. The applicant requested this vacation because the current size and shape of this parcel makes it hard to develop without having additional space given the current zoning regulations.

If this right-of-way is vacated by the City, half of the street will go to the applicant and the other half will remain Railroad Street right-of-way.

The Planning Board heard this request at its September 20, 2016 meeting and recommended approval contingent on the easement for the water line and allowing the Old Brick Road to remain undisturbed.

The applicant can further explain this request to the Board.

Staff Recommendation:

Approval of Ordinance 2016-20 Vacating a 25 Foot Portion of North Railroad Street abutting Block 182. – Second Reading

City Attorney Review:

Reviewed and approved by the Attorney on August 19, 2016.

Finance Department Review/Recommendation:

N/A

ORDINANCE 2016-20

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA VACATING AND ABANDONING A PORTION OF NORTH RAILROAD STREET AS RECORDED IN THE PUBLIC RECORDS OF FLAGLER COUNTY AND WHICH IS GENERALLY LOCATED ABUTTING BLOCK 182; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ATTACHMENT AND INCORPORATION OF EXHIBIT; PROVIDING FOR THE TAKING OF IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR RECORDING; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Mark Langelo has filed an application with the City of Bunnell to vacate the easterly 25 feet of a portion of the 50 foot wide right-of-way known as North Railroad Street as recorded in the Public Records of Flagler County and which is located abutting Block 182; and

WHEREAS, the right-of-way was platted and recorded in the Public Records of Flagler County and the portion to be vacated is depicted in Exhibit "A" which is attached hereto and made a part hereof by this reference; and

WHEREAS, the City Commission of the City of Bunnell, Florida finds that the vacating of said portion of the right-of-way (street) will not be detrimental to the City or the public, and that all other conditions required by controlling law have been met; provided, however, that the conditions set forth in this Ordinance are imposed relative to the vacation and abandonment action taken herein in order to protect the public interest.

WHEREAS, there are City utilities located in this right-of-way; and

WHEREAS, the Planning, Zoning and Appeals Board reviewed this application at their September 20, 2016 meeting and recommended approval.

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

Section 1. Legislative findings and intent.

(a). The City Commission of the City of Bunnell hereby adopts and incorporates into this Ordinance the recitals (whereas clauses) to this Ordinance, the City staff report and City Commission agenda memorandum relating to the application and the proposed vacation of the right-of-way as set forth herein.

- (b). The City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.
- (c). This Ordinance is consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Bunnell*.

Section 2. Vacation of right-of-way/implementing actions.

- (a) A portion of the 50 foot wide right-of-way known as North Railroad Street as recorded in the Public Records of Flagler County and which is located abutting Block 182 and only the easterly 25 foot section; and as depicted in Exhibit "A is hereby vacated by the City of Bunnell.
- (b). There are City utilities located in this right-of-way. The applicant has or shall, prior to final adoption of this ordinance, record a utility easement, in a form acceptable to the City Attorney, reserving to the City all rights necessary for the continued presence of City utilities in the vacated portion of right-of-way.
- (c). The City Manager, or designee, is hereby authorized to execute the documents necessary to implement the action taken herein.

Section 3. Recordation.

The City shall be responsible to record in the Public Records of Flagler County and copies of all such notices, proofs of publication and this Ordinance as shall be required to perfect title to the subject property of the vacated right-of-way although the City does not warrant or guarantee title and title to the vacated property shall vest in accordance with controlling law. All costs of recording shall be paid by the City upon the City requesting payment of such costs.

Section 4. Conflicts.

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

Section 5. Severability.

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

Section 6. Non-Codification.

This Ordinance shall not be codified.

Section 7. Effective Date.

This Ordinance shall take effect immediately upon passage and adoption.

First Reading: on this 10th day of October 2016.

Second Reading: adopted on this 28th day of November 2016.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Wade Vose, City Attorney

Attest:

Sandra Bolser, City Clerk

Seal:

EXHIBIT “A”

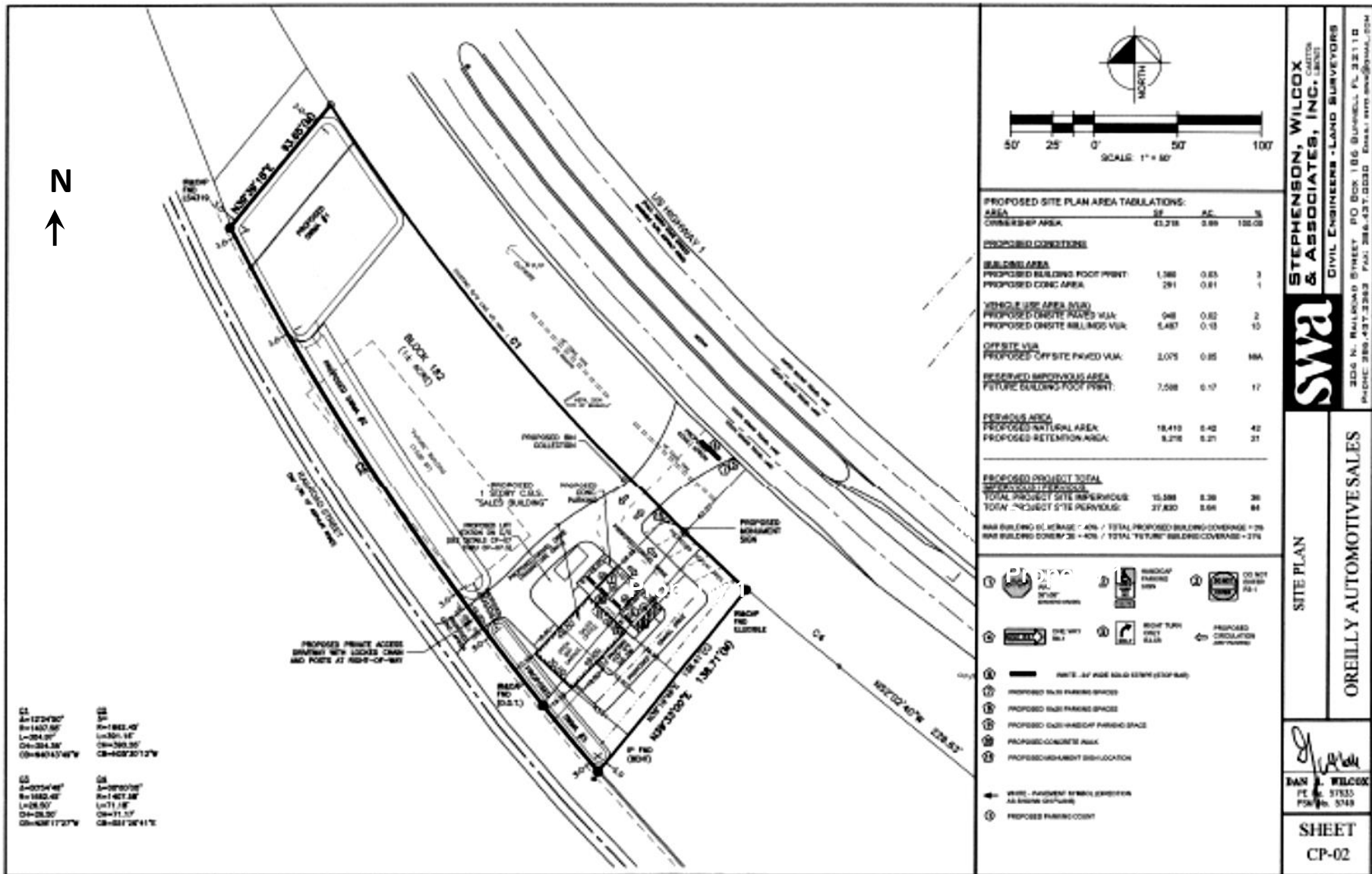
Location Map



Vacating a Portion of Railroad St- Location Map



Vacating a Portion of Railroad St.- Concept Information





City of Bunnell, Florida

Agenda Item No. E.2.

Document Date: 11/9/2016 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2016-24 Amending the Bunnell Code of Ordinance Section 2-77 Schedule of Violations. – First Reading.
Agenda Section: Ordinances: (Legislative):

ATTACHMENTS:

Description	Type
Proposed Ordinance	Ordinance

Summary/Highlights:

This is a request to amend the Bunnell Code of Ordinance Section 2-77 regarding the schedule of violations for the issuance of civil citations.

Background:

In September 2014, the City adopted regulations for the issuance of civil citations for certain violations of City codes or ordinances.

The civil citation process allows law enforcement officers to issue a citation and immediately address certain violations which cannot wait for the official Code Enforcement process to occur.

The proposed ordinance would allow civil citations to be issued for operating without a local business tax receipt and operating a business when the local business tax receipt has been suspended or revoked.

At the September 26, 2016 City Commission meeting, Commissioners voted not to adopt a previous version of this Ordinance, however staff was instructed to make changes to the Ordinance and return it to the Commission. Staff believes the changes requested by Commissioners have been made. Fines for animal related offenses have been reduced, and the fines for operating without a Business license, or operating with a fraudulent Business license have been increased.

Staff Recommendation:

Approval of Ordinance 2016-24 Amending the Bunnell Code of Ordinance Section 2-77 Schedule of Violations. -- First Reading.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

N/A

ORDINANCE 2016-24

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE BUNNELL CODE OF ORDINANCES SECTION 2-77 REGARDING SCHEDULE OF VIOLATIONS; ADDING VIOLATIONS OF SECTION 58-47, DOING BUSINESS WITHOUT, OR UNDER A FRAUDULENTLY OBTAINED LOCAL BUSINESS TAX RECEIPT AND SECTION 58-48, SUSPENSION AND REVOCATION OF LOCAL BUSINESS TAX RECEIPT, BUNNELL CODE OF ORDINANCES TO SCHEDULE OF VIOLATIONS; AMENDING PENALTY FEES; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bunnell Code of Ordinances provides for procedures and requirements relating to the issuance of citations for specific violations of city codes and ordinances; and

WHEREAS, said regulations are in need of revision; and

WHEREAS, Florida Statutes §166.01, the Municipal Home Rule Powers Act, authorizes cities to establish, co-ordinate and enforce the laws that are necessary for the protection of the public; and

WHEREAS, The City Charter provides the City with the authority to adopt regulations that are designed to promote the public health, safety and general welfare of its citizens; and

WHEREAS, Florida Statutes Chapter 162 authorizes local governments to promote, protect, and improve the health, safety, and welfare of its citizens by authorizing the creation of administrative boards with authority to impose administrative fines and other noncriminal penalties to provide an equitable, expeditious, effective, and inexpensive method of enforcing any codes and ordinances in force in counties and municipalities, where a pending or repeated violation continues to exist; and

WHEREAS, Florida Statutes §162.30 further grants authority to a municipality to enforce any violation of a municipal code or ordinance by filing a civil action in the same manner as instituting a civil action; and

WHEREAS, under its home rule authority the City of Bunnell can pass additional legislative enactments to further regulate violations of local codes or ordinances within the City limits as long as these regulations are not preempted in the law and are not inconsistent with statutory provisions.

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

Section 1.

Chapter 2 Administration Article III Officers and Employees of the Bunnell Code of Ordinances, is hereby amended as follows:

Sec. 2-77. - Schedule of violations.

(a) Violation of the following city codes or ordinances is a civil infraction for which a warning notice or citation may be issued:

- (1) Section 6-1. Consumption in public places;
- (2) Section 10-4. Cruelty (Animals);
- (3) Section 10-9. Permitting commission of nuisance (Animals);
- (4) Section 10-10. Duty to clean up animal feces;
- (5) Section 10-11. Running at large (Animals);
- (6) Section 10-13. Dogs prohibited in city parks;
- (7) Section 10-211. Required (animal license);
- (8) Section 25-3. Landscaping irrigation schedules;
- (9) Section 26-56. Storing, parking or leaving dismantled or other such motor vehicle or boat prohibited and declared nuisance; exception;
- (10) Section 26-106. Keeping and storing discarded property prohibited; exceptions.
- (11) Section 26-199. Maximum permissible sound levels;
- (12) Section 26-200. Specific prohibitions;
- (13) Section 46-3. Obstruction of public ways;
- (14) Section 50-10. Preparation for picking-up of carts and containers regulations;
- (15) Section 50-16. Illegal dumping;
- (16) Section 58-47. Doing business without, or under a fraudulently obtained local business tax receipt;
- (17) Section 58-48. Suspension and revocation of local business tax receipt.
- ~~(16 18)~~ Section 62-37. Manner of parking;
- ~~(17 19)~~ Section 62-40. Stopping, standing or parking in specified places;
- ~~(18 20)~~ Section 62-41. Parking on private parking lots;
- ~~(19 21)~~ Section 62-43. Handicapped parking;
- ~~(20 22)~~ Section 62-44. Overnight parking; and
- ~~(21 23)~~ Section 70-1. Removal of certain plants, weeds, trash and litter; duty of owner; service of notice.

(b) The citations issued pursuant to this chapter may be contested in county court.

Section 2. Implementing Administrative Actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions to include, but not be limited to, the adoption of administrative forms, policies, procedures, processes and rules. All development orders shall be issued in a manner consistent with controlling law and rendered in appealable form with the City Clerk. Denials of development approvals shall be issued in accordance with controlling law to include, but not be limited to, Section 166.033, *Florida Statutes*.

Section 3. Codification.

The provisions of this Ordinance, including its recitals, shall become and be made a part of the *Bunnell*

Code of Ordinance and the Sections of this Ordinance may be re-numbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word; provided, however, that Sections 2, 3, 4, 5, and 6 shall not be codified. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

Section 4. Conflicts.

All ordinances or parts thereof in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

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

Section 6. Effective Date.

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 28th day of November 2016.

Second Reading: adopted on this _____ day of _____ 2016.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Wade Vose, City Attorney

Attest:

Sandra Bolser, City Clerk

Seal:

EXHIBIT A

Civil citation penalties shall be enforced as follows:

Sec. 6-1. Consumption in public places;

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 10-4. Cruelty (Animals);

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 10-9. Permitting commission of nuisance (Animals);

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 10-10. Duty to clean up animal feces;

First Offense: Warning
Second Offense: ~~\$50.00~~ \$25.00
Third Offense: ~~\$100.00~~ \$50.00
Fourth Offense: ~~\$200.00~~ \$100.00

Sec. 10-11. Running at large (Animals);

First Offense: Warning
Second Offense: ~~\$50.00~~ \$25.00
Third Offense: ~~\$100.00~~ \$50.00
Fourth Offense: ~~\$200.00~~ \$100.00

Sec. 10-13. Dogs prohibited in city parks;

First Offense: Warning
Second Offense: ~~\$50.00~~ \$25.00
Third Offense: ~~\$100.00~~ \$50.00
Fourth Offense: ~~\$200.00~~ \$100.00

Sec. 10-211. Required (animal license);

First Offense: Warning

Second Offense: ~~\$50.00~~ \$25.00

Third Offense: ~~\$100.00~~ \$50.00

Fourth Offense: ~~\$200.00~~ \$100.00

Sec. 25-3. Landscaping irrigation schedules;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 26-56. Storing, parking or leaving dismantled or other such motor vehicle or boat prohibited and declared nuisance; exception;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 26-106. Keeping and storing discarded property prohibited; exceptions;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 26-199. Maximum permissible sound levels;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 26-200. Specific prohibitions;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 46-3. Obstruction of public ways;

First Offense: Warning

Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 50-10. Preparation for picking-up of carts and containers regulations;

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 50-16. Illegal dumping;

In accordance with Resolution 2013-01 or as amended

Section 58-47. Doing business without, or under a fraudulently obtained local business tax receipt;

First Offense: \$200.00
Second Offense: \$250.00
Third Offense: \$300.00
Fourth Offense: \$350.00

Section 58-48. Suspension and revocation of local business tax receipt.

First Offense: \$200.00
Second Offense: \$250.00
Third Offense: \$300.00
Fourth Offense: \$350.00

Sec. 62-37. Manner of parking;

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 62-40. Stopping, standing or parking in specified places;

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 62-41. Parking on private parking lots;

First Offense: Warning
Second Offense: \$50.00

Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 62-43. Handicapped parking;

First Offense: ~~Warning~~ \$50.00
Second Offense: ~~\$50.00~~ \$100.00
Third Offense: ~~\$100.00~~ \$150.00
Fourth Offense: ~~\$200.00~~ \$250.00

Sec. 62-44. Overnight parking;

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00

Sec. 70-1. Removal of certain plants, weeds, trash and litter; duty of owner; service of notice.

First Offense: Warning
Second Offense: \$50.00
Third Offense: \$100.00
Fourth Offense: \$200.00



City of Bunnell, Florida

Agenda Item No. F.1.

Document Date: 11/9/2016 Amount: N/A
Department: Community Development Account #: N/A
Subject: Resolution 2016-24 Adopting the River to Sea TPO Transportation Impact Analysis (TIA) Guidelines.
Agenda Section: Resolutions: (Legislative):

ATTACHMENTS:

Description	Type
Proposed Resolution	Resolution
River to Sea TPO Traffic Impact Analysis Guidelines	Exhibit

Summary/Highlights:

This is a request to adopt the River to Sea Transportation Planning Organization (TPO) Transportation Impact Analysis (TIA) Guidelines.

Background:

The City of Bunnell is a member of the River to Sea TPO.

The TPO has determined that local government members must adopt their TIA Guidelines in order to be able to submit projects for consideration in the River to Sea Transportation Planning Organization (TPO) Priority Project Process.

By adopting these guidelines the City will be able to submit transportation projects located within the TPO boundaries to the TPO for funding consideration.

Staff Recommendation:

Adoption of Resolution 2016-24 Adopting the River to Sea TPO Transportation Impact Analysis (TIA) Guidelines.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

RESOLUTION 2016-24

A RESOLUTION OF THE CITY OF BUNNELL, FLORIDA, ADOPTING THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION'S (TPO'S) TRANSPORTATION IMPACT ANALYSIS GUIDELINES METHODOLOGY (TIA METHODOLOGY); PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR CONFLICTS; SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bunnell is a member of the River to Sea Transportation Planning Organization (TPO); and

WHEREAS, the River to Sea Transportation Planning Organization (TPO) adopted these guidelines on June 22, 2016; and

WHEREAS, the members of the River to Sea Transportation Planning Organization (TPO) have collectively determined that it is in the best interest of the TPO's member local governments to use the updated TIA Methodology to improve coordination and communication regarding the transportation impacts of development; and

WHEREAS, local government members are required to adopt the River to Sea Transportation Planning Organization (TPO) Transportation Impact Analysis Guidelines Methodology (TIA Methodology) as a prerequisite to applying for funding of transportation projects utilizing Federal SU Funds; and

WHEREAS, the Bunnell City Commission recognizes the need to adopt this TIA Methodology in order to be able to submit projects for consideration in the River to Sea Transportation Planning Organization (TPO) Priority Project Process.

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

SECTION 1. FINDINGS OF FACT.

The recitals set forth above in the "whereas clauses" are hereby adopted as legislative findings of the City Commission of the City of Bunnell, Florida.

SECTION 2. RESULTS.

The City hereby adopts the Transportation Impact Analysis (TIA) Guidelines Methodology dated June 2016, amended as needed in the future by the River to Sea Transportation Planning Organization (TPO), and incorporated as Exhibit A.

SECTION 3. CONFLICTS.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

SECTION 4. SEVERABILITY.

If any provisions of the Resolution or the application thereof to any person or circumstance are held invalid, the remainder shall nevertheless be given full force and effect, and to this end the provisions of this Resolution are declared severable.

SECTION 5. EFFECTIVE DATE.

This Resolution shall become effective immediately upon its passage and adoption.

DULY ADOPTED by the City Commission of the City of Bunnell, Florida, on the 28th day of November 2016.

Catherine D. Robinson, Mayor

(Seal)

ATTEST:

Sandra Bolser, City Clerk

Approved as to form and legality for use
and reliance by the City of Bunnell, Florida

Wade C. Vose, City Attorney

TRANSPORTATION IMPACT ANALYSIS (TIA) Guidelines

Methodology

For Development Applications
Requiring a TIA
Within the River to Sea TPO
Metropolitan Planning Area



TPO Board Approved TIA Guidelines

June 22, 2016

Preface

The River to Sea Transportation Planning Organization (R2CTPO) is responsible for the planning and programming of federal and state transportation funds within the Metropolitan Planning Area (MPA). As part of an ongoing effort to provide a forum that facilitates cooperation and coordination, the R2CTPO has worked with public and private sector transportation professionals to develop a uniform methodology for assessing the transportation impacts of proposed development. The Transportation Impact Analysis Guidelines Methodology was initially adopted by the TPO Board in May 2007 and subsequently updated in November 2009.

The Transportation Planning Organization applauds its members and business partners for working together to develop a reasonable and consistent methodology for use by local governments and the development community. Efforts such as this incorporate smart growth principles and demonstrate the benefits of partnering.

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LIST OF ACRONYMS

AADT	Annual Average Daily Traffic
ADA	Americans with Disability Act
ADT	Average Daily Traffic
AICP	American Institute of Certified Planners
CFRPM	Central Florida Regional Planning Model
CIE	Capital Improvement Element
CTE	City/County Traffic Engineer
DO	Development Order
DEO	Department of Economic Opportunity
DRC	Development Review Committee
FDOT	Florida Department of Transportation
FCPT	Flagler County Public Transportation
FS	Florida Statutes
HCM	Highway Capacity Manual
HCS	Highway Capacity Software
IOAR	Interchange Operations Analysis Report
ITE	Institute of Transportation Engineers
LDC	Land Development Code
LDM	Land Development Manager
LOS	Level of Service
LRTP	Long Range Transportation Plan
MM	Methodology Memorandum
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MUTCD	Manual on Uniform Traffic Control Devices
NCHRP	National Cooperative Highway Research Program
PHF	Peak-hour Factor
PUD	Planned Unit Development
Q/LOS	Quality Level of Service
R2CTPO	River to Sea Transportation Planning Organization
RODEL	Roundabout Delay Software
RRFB	Rectangular Rapid Flashing Beacons
SIS	Strategic Intermodal System
TDP	Transit Development Plan
TIA	Transportation Impact Analysis
TIP	Transportation Improvement Plan
TMC	Turning Movement Counts
TPO	Transportation Planning Organization
TRB	Transportation Research Board
V/C	Volume to Capacity

PURPOSE, APPLICABILITY AND REVIEW SCHEDULE

Purpose

A Transportation Impact Analysis (TIA) provides information on the projected traffic expected from a proposed development. A TIA also evaluates the impact of proposed development at full buildout on the multimodal transportation system, including roads, transit, bicycle, and pedestrian facilities.

The purpose of these TIA Guidelines is to provide a coordinated process for performing a TIA within the R2CTPO's Metropolitan Planning Area (MPA). The MPA for the R2CTPO includes Volusia County, Beverly Beach, Flagler Beach, and portions of the cities of Palm Coast and Bunnell, as well as portions of unincorporated Flagler County (see Figure 1). Local governments within the MPA have the opportunity to adopt these TIA Guidelines for use within their respective jurisdictions to be eligible for annual federal funding of transportation projects utilizing XU funds attributable to urbanized areas over 200,000 population.

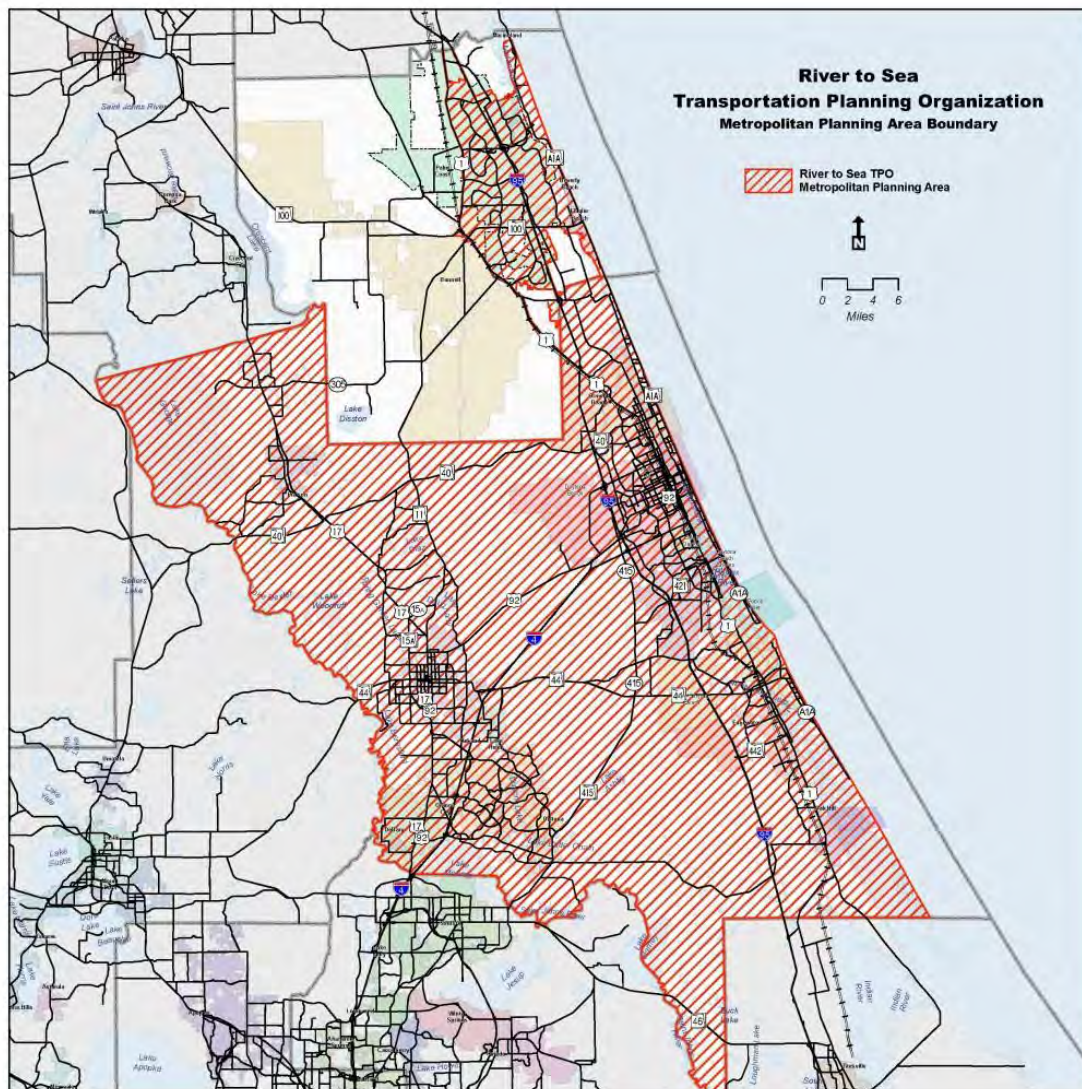


Figure 1: River to Sea TPO Metropolitan Planning Area Boundary

The TIA should identify any potential traffic operational problems or concerns and recommend

appropriate actions to address such problems or concerns. If the TIA determines that the Level of Service (LOS) of the impacted roadway(s) is deficient, potential mitigation strategies and improvements to the transportation system will be required, in accordance with the local government comprehensive plan. The TIA should also identify and address impacts to multi-modal components (transit, bike, and pedestrian) of the transportation system and provide mitigation, as appropriate, for deficiencies.

All TIAs shall be reviewed by local government jurisdictions and agencies, as appropriate, and as required by Appendix A-2 Intergovernmental Coordination Process.

Applicability

The TIA must be provided at the first submission of the Right of Way Use Permit, Overall Development Plan, or the Final Site Plan stage of the development. The applicant is responsible for coordinating with the respective local governments regarding at what development stage this should occur for their specific project. The requirements listed and applicability of this TIA shall be superseded by any future changes to Florida law.

A TIA is not required for a Comprehensive Plan Amendment. Comprehensive Plan Amendments should instead follow State of Florida Department of Economic Opportunity (DEO) requirements. A TIA for rezoning may be required prior to the development TIA to analyze the *net trip difference* between the current and proposed zoning categories rather than the impact of the proposed development as described herein, which includes Planned Unit Developments (PUDs). The need for a TIA or any studies for a rezoning should be coordinated with the respective City or County.

A City is responsible for reviewing all TIAs for developments within their jurisdiction. The respective County will review a TIA within the City's jurisdiction when any of the following conditions are met:

- a) the development occurs in the unincorporated section;
- b) the development requires a driveway connection to a county road; and/or,
- c) the local government request the county's review due to overall transportation concerns.

Any reference to the "City/County" in these guidelines shall mean an incorporated city or any unincorporated areas within Volusia County or Flagler County within the boundaries of the R2CTPO's MPA, its consultants, contractors, or employees, as applicable.

Any reference to the "applicant" includes the applicant, their designee, or consultant responsible for preparing the TIA.

TIAs are managed by the City/County Traffic Engineer (CTE) or designated equivalent. In the absence of a CTE, TIAs may also be managed by a local government transportation planner who should have at least five or more years of transportation planning experience, the American Institute of Certified Planners (AICP) or Professional Transportation Planner (PTP) designations. Any reference to the CTE includes the CTE or his/her designee or the certified transportation planner.

A TIA will be required as determined by local ordinance or if not specified by local ordinance for developments generating:

- 1,000 or more two-way daily external trips on a weekday; or,
- 100 or more peak hour two-way external trips.

Developments generating less than 1,000 two-way daily external trips or 100 peak hour two-way

external trips may also be required to submit a TIA if determined necessary by the City/County Development Review Committee (DRC) and/or CTE.

Any exemptions to performing a TIA or deviating from these Guidelines unless described herein shall be adopted in the local government's comprehensive plan, Land Development Regulations, and/or Technical Standards of the local government and a copy shall be provided to the R2CTPO as the document repository for TIAs and TIA exemptions.

TIAs performed within a city are managed by the City's Traffic Engineer (City CTE). For TIAs performed within a city, it is Volusia County's policy not to meet with the applicant (or their designee) without the respective CTE or City review staff in attendance. Flagler County, at its discretion, may decline to meet with the applicant (or their designee) without the respective CTE or City review staff in attendance. A City, at its discretion, may decline to meet with applicant without CTE or County review staff in attendance. A TIA methodology shall be finalized and approved by the review agency(s) prior to submitting a TIA. This requirement saves review time, commenting, and significant TIA changes, which are costly to developers and local agencies. It is recommended that the TIA Submission Checklist be used during the methodology meeting to indicate specific elements of the TIA that will be required with the submission, such as models and analysis periods as further detailed in Section 18.

LOS standards and concurrency (if applicable) are determined by the local jurisdiction on state and county roads per s. 163.3180(5)(a), Florida Statutes (FS), and are evaluated during the TIA process to determine the entire project's impact on the thoroughfare system and to discuss potential mitigation measures at the beginning of the development process. Successful evaluation of *preliminary concurrency* as part of the TIA does not guarantee that *final concurrency* will be met at the time of the Development Order (DO) application, since *final concurrency* is granted at the time of the DO application. Larger projects that consist of several phases sometimes take years to complete the acquisition of a DO for all phases. During that timeframe, new road conditions or problems could surface that would require additional analysis and possible mitigation.

The applicant should note that the CTE reserves the right to request additional information, data or study after review of the Methodology Memorandum (MM) or the TIA. An itemized written response to the MM or TIA comments will be required from a professional engineer prior to any approvals.

Review Schedule

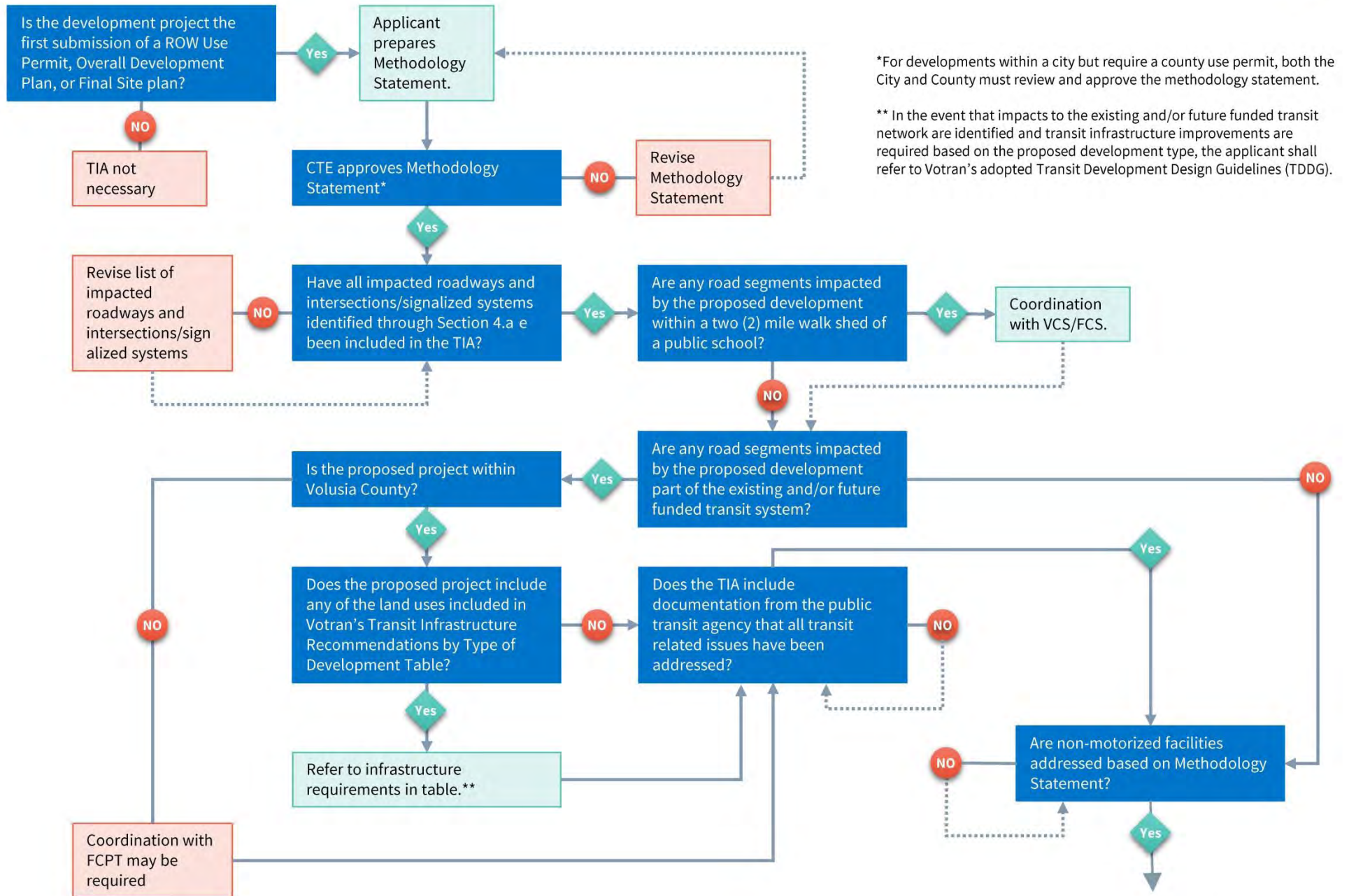
The review schedule for a TIA methodology or TIA shall be in accordance with the applicable section of the City/County Zoning Ordinance or Land Development Code (LDC).

Failure on the part of the applicant to adhere to the applicable schedule may result in the City/County requiring updates or revisions to the analysis because of changing background conditions. If, after following the review process, the information submitted is not adequate for City/County staff to develop conditions of development approval, staff shall prepare a recommendation for denial of the development for insufficiency of supporting information.

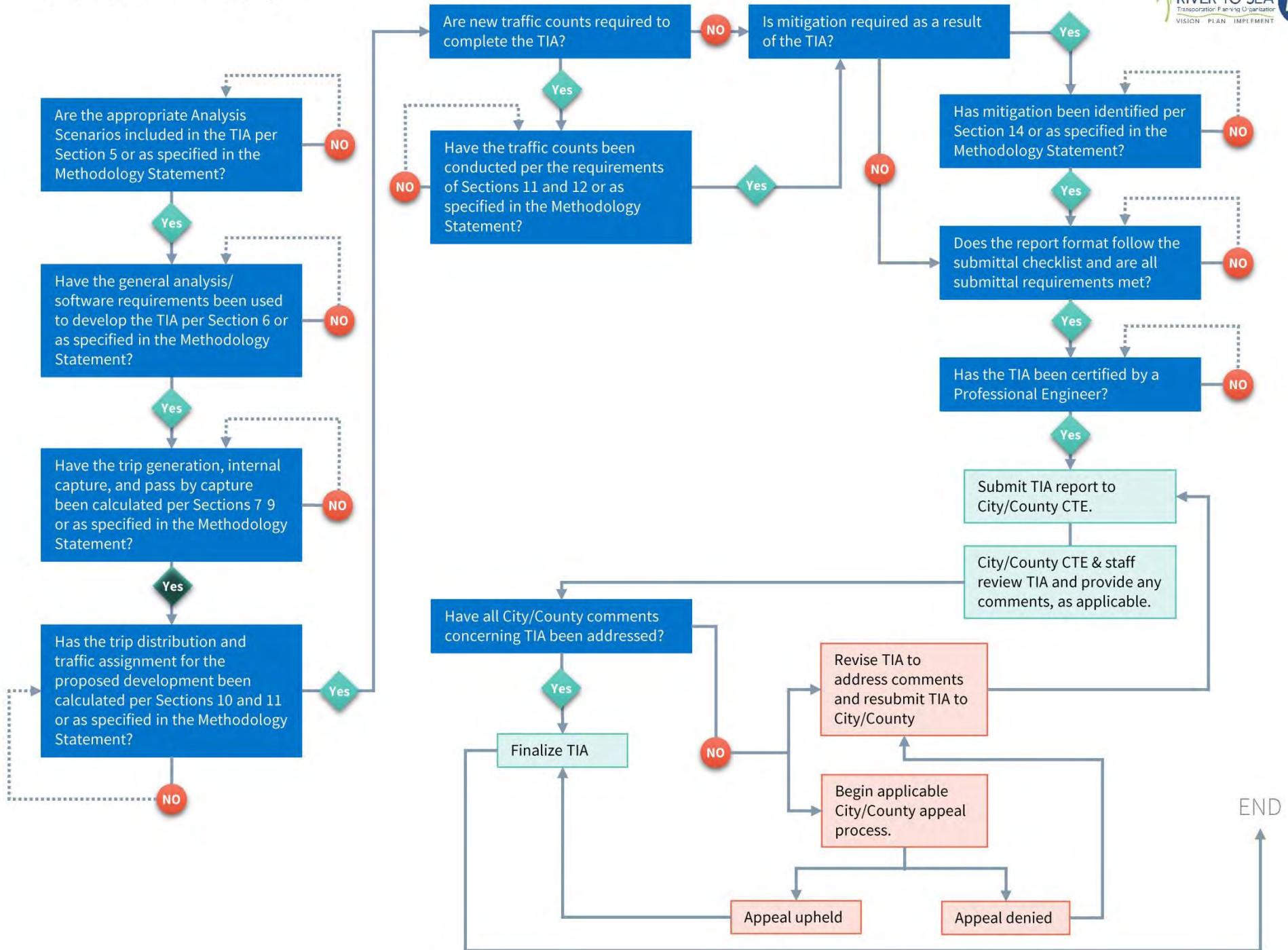
TIA Development Process

The process for developing the TIA as prepared using the guidelines is illustrated in Figure 2.

Figure 2: TIA Process



Continued on next page



1. METHODOLOGY STATEMENT

Prior to conducting the TIA, a written methodology statement shall be prepared by the applicant and submitted for review and approval by the CTE. The purpose of the methodology statement is to establish agreed upon methodologies and assumptions prior to the start of the study, corresponding to the issues outlined in the following sections. The methodology statement shall be prepared using the guidelines provided in the following paragraphs, considering the requirements of Section 18 TIA Submission Checklist.

The methodology statement will first be reviewed by the CTE, if necessary, through a methodology meeting (or correspondence) with the applicant. Following review of the methodology statement by the CTE, the applicant will then revise the statement if necessary based upon agreed upon methodologies. The applicant shall not prepare a TIA without an approved methodology statement signed by the CTE.

For developments within a city that require a county use permit (e.g., Right of Way Use Permit), both the city and county must review and approve the methodology statement. Developments that generate 5,000 Average Daily Traffic (ADT) or more requires coordination with FDOT.

The methodology agreement shall be valid to govern submittal of the TIA for a period of six (6) months. In some sections, these TIA Guidelines identify optional ways to undertake elements of the analysis, and the methods to actually be applied should be agreed upon in the methodology process.

2. DEFINITIONS

For purposes of these Guidelines, the definitions included in Appendix A-1 shall apply.

3. REPORT FORMAT AND SUBMITTAL REQUIREMENTS

Report Format

For consistency purposes and ease of City/County review, the TIA report shall include all items identified in the TIA Submission Checklist provided in Section 18 in corresponding order, as appropriate, unless otherwise directed by the CTE.

Submittal Requirements

The applicant has flexibility in how the TIA report is formatted, but must clearly include the information required as described herein with sufficient detail and supporting graphics. Maps and other illustrative graphics accompanied with summary text, where appropriate, is encouraged.

In addition, the TIA must include:

- a) A title page which will include the development name and project number assigned by the local government, City/County, the developer's name, company, address and phone number, the professional engineer's name, company, address and phone number and the TIA preparation date.
- b) A table of contents shall be provided which lists the figures, tables, chapters and appendices.

- c) Each page of the report body and appendices shall be numbered.
- d) A copy of the project site plan.
- e) A completed and signed Transportation Impact Analysis Submission Checklist.

Two (2) printed copies of the TIA and one electronic version in .pdf format of the TIA (including all plans graphs, figures, diagrams, etc.) must be submitted to the City/County for review as a standard amount, unless a lower number is specified by the CTE. If another jurisdiction is reviewing the TIA, the same shall be provided to that jurisdiction for review. All model/GIS maps and pertinent figures/graphics must be provided in color. The applicant is encouraged to use the PDF bookmark function to allow City/County review staff to more quickly navigate through the document. Include on the electronic version submittal, in separate file folders, all computer files, which could include (but are not limited to) the currently adopted Central Florida Regional Planning Model (CFRPM) and all capacity analyses and signal system analysis files. A copy of the TIA shall also be submitted to the Florida Department of Transportation (FDOT) District 5 DeLand office, when the project site meets the conditions of Section 4b below for a designated strategic intermodal system (SIS) facility.

The reviewing jurisdiction reserves the right to return a TIA report without review that does not meet the requirements noted in this section.

Certification by the Professional Engineer

A certification page shall be provided in the TIA, which must include the professional engineer's signature, seal, current registration number in the State of Florida and a statement that the professional engineer is trained in traffic engineering and was responsible for and in charge of the TIA preparation.

4. EXTENTS OF STUDY

Roadways, Intersections, and Signalized Systems

For purposes of this section, the term "Major Roadways" may include all existing collector (major and minor) and higher-classified roadways per the latest, adopted R2CTPO Federal Functional Classification Map, and those scheduled for construction within the first three (3) years in the adopted R2CTPO's Transportation Improvement Plan (TIP), and/or adopted local jurisdiction's Capital Improvement Element (CIE), and/or major roads under construction by a non-governmental party (e.g., built by developers).

Impacted roadways and intersections/signalized systems that must be studied in the TIA shall include:

- a) The major roadway segment(s) to which the site has direct connections, or to which the site has most direct access via local/non-major streets (if the site has no direct connection to major roadways).
- b) All roadways of the project where the project's peak hour trips consume three percent (3%) or more of a roadway's two-way peak hour generalized service volume based on the adopted LOS and committed number of lanes, unless otherwise specified by the CTE.
- c) All roadways included within the boundary of a) and b) above currently operating at critical or near critical volume to capacity ratios regardless of the percentage of capacity consumed.
- d) Major intersections (all signalized intersections and unsignalized intersections of major roadways that cross another major roadway) and signalized systems that are part of the

- impacted threshold roadways.
- e) The intersection(s) and signalized systems of the major roadways with the non-major roads that provide access for 50 or more peak-hour development trips to or from the site (two-way total) to the major road network.
 - f) An interchange operations analysis report (IOAR) shall be submitted when deemed appropriated by the CTE.
 - g) The CTE shall be able to add segments and/or intersections to be analyzed based on traffic capacity or safety concerns.

For purposes of determining if peak hour development traffic consumes the threshold values of the existing service volume of a roadway in Volusia County, the allowable capacity, in the annual County of Volusia's Average Annual Daily Traffic (AADT) and Historical Counts spreadsheet (referred to hereafter as the Volusia County AADT spreadsheet and found on the Volusia County Traffic Engineering website: www.volusia.org/services/public-works/traffic-engineering shall be used for development applications within Volusia County unless otherwise directed by the CTE. Capacity and adopted service volumes within this source are based upon the generalized roadway service volumes from the Generalized Service Volumes tables of the FDOT current Q/LOS Handbook and have been coordinated with local governments.

Applications for development within Flagler County shall utilize FDOT Generalized Service Volume tables, the R2CTPO service volumes tables or other capacity tables as directed by the CTE. Traffic counts shall be the latest available FDOT AADT traffic counts or the latest available Flagler County and Palm Coast traffic data (which is collected biennially), as directed by the CTE. If a question arises regarding the 2-way peak hour service volume of a roadway, coordination with the appropriate local jurisdiction that is responsible for designating the LOS standard shall occur and any difference between jurisdictional agencies will be documented.

The TIA will also include an evaluation of the traffic circulation at the development entrances in relation to the adjacent intersections and internally within the site. This assessment must include the vehicular stacking and storage provided for site plans at the entrance driveways in advance of any parking stalls or driveway aisles. Freight circulation shall also be addressed as appropriate in the traffic circulation analysis.

Further, an assessment of the potential for traffic generated by the proposed development to increase traffic through established neighborhoods, and potential mitigation measures as appropriate, shall be included.

Transit

Impacts to the existing or future funded transit network on road segments within the TIA analysis area identified under Section 4.b must be assessed as part of the TIA. Coordination with the respective public transit provider - Votran in Volusia County, Flagler County Public Transportation (FCPT) in Flagler County, and FDOT or appropriate governing entity for SunRail should occur as directed by the CTE. The existing transit network refers to the transit service operating today and the future funded transit network refers to the existing system plus improvements identified within the adopted Long Range Transportation Plan (LRTP) Cost Feasible Plan or funded within the respective 10-year Transit Development Plan (TDP).

The TIA should clearly demonstrate the relationship of the proposed development to the existing

and/or funded future transit network. For TIAs within Volusia County, if impacts are identified to the existing and/or future transit network on road segments within the TIA analysis area identified under Section 4.b, the applicant shall refer to Votran's Transit Infrastructure Recommendations by Type of Development Table. In the event that impacts to the existing and/or future funded transit network are identified and transit infrastructure improvements are required based on the proposed development type, the applicant shall refer to Votran's adopted Transit Development Design Guidelines (TDDG).

Potential transit impacts in Flagler County shall be coordinated with FCPT based on funded transit service improvements included in the adopted FCPT TDP or R2CTPO adopted LRTP Cost Feasible Plan.

Documentation that impacts to Votran, FCPT, and/or SunRail networks have been reviewed and agency contact has been made, as appropriate, must be included within the TIA. Potential options to address identified transit impacts shall be discussed and documented during the TIA process.

Bicycle Facilities, Pedestrian Facilities and Multiuse Trails

The site plan and recommended improvements shall be reviewed to ensure that pedestrian, bicycle and multi-use trail traffic can be accommodated safely and efficiently, where appropriate. The TIA should document existing and planned pedestrian and bicycle facilities within the project extents. The appropriate level of pedestrian and bicycle impact analysis in the TIA should be identified in the methodology. In making this determination, at a minimum the following questions should be considered:

- a) Are pedestrian and bicycle needs safely accommodated on-site and off-site?
- b) Will the proposed development maintain or improve safety for pedestrians and bicyclists?
- c) Will the proposed development's access points increase potential conflicts with pedestrians and bicycles?
- d) Will site-generated traffic adversely affect pedestrians and bicycles?
- e) Will site-generated traffic adversely affect existing and planned pedestrian and bicycle facilities?
- f) How will proposed mitigation affect pedestrians and bicyclists?

At a minimum, the TIA should indicate that the proposed project will maintain or improve existing conditions for pedestrians and bicyclists. The TIA should identify any existing and planned bicycle or pedestrian facilities that are in the project area and identify facilities that would be modified or adversely affected by the proposed development. An adverse pedestrian or bicycle effect would occur if the project were to result in unsafe conditions for pedestrians or cyclists, including unsafe increases in pedestrian and/or bicycle conflicts with motor vehicles. The TIA should document all analysis of bicycle and pedestrian needs, including adverse effect and proposed mitigation. Consideration of the need for bicycle and pedestrian facilities should be based on location of nearby schools, generators and attractors, and the likelihood that they will be used as a productive transportation facility. The TDDG also includes recommendations for bicycle and pedestrian facilities, including site layout, lighting, and crime prevention through environmental design.

The applicant should provide specifics on where pedestrians will access the development, mid-block crossings (if any), locations of safe refuge, convenient and safe transit stops, etc. The applicant shall evaluate if pedestrian volumes warrant crossing treatments such as new crosswalks, flashing beacons, rectangular rapid flashing beacons (RRFB), pedestrian signals, etc. Consultation with the CTE and other relevant parties during the TIA preparation will be useful in assessing such adverse effects. For

development projects that are within a two (2) mile walk zone of a school or college, consultation with the local school district or private educational body is required.

To determine adverse effects on pedestrian and bicycle facilities, including Americans with Disabilities Act (ADA) requirements, the following criteria should be evaluated as part of the TIA process as determined by the CTE:

- a) Road width
- b) Road design
- c) Acceptable grade
- d) Alignment where sidewalk crosses driveway
- e) Driveway widths
- f) Connection of street sidewalk and parking areas to building entrances
- g) Connections between adjacent developments/uses
- h) Access to adjacent and nearby pedestrian and bicycle facilities
- i) Traffic speed
- j) Traffic control operation and timing favorable to safe pedestrian crossing
- k) Whether right-turns-on-red should be prohibited to protect bikes and pedestrians
- l) Other items: sight lines, lighting, pavement condition, signing, curb extensions and pedestrian refuge medians.

5. ANALYSIS SCENARIOS

- a) “Existing scenario” is defined as the analysis of existing traffic on the existing network. The existing network includes all existing roads, major roads under construction by a non-governmental party, plus all improvements for which construction contracts have been executed by government agencies at the time the proposed transportation methodology statement is initially submitted.
- b) “Future scenario” is defined as the analysis of existing traffic, plus background traffic (derived from growth rates, vested trips, or combination of both), plus the project's traffic placed on the existing network, plus all improvements funded for construction within the first three (3) years of the local jurisdiction's adopted CIE and/or adopted R2CTPO's TIP. If there is a conflict between the local jurisdiction's CIE and the R2CTPO's TIP, the local jurisdiction's CIE will be the controlling document for roadways not using state or federal funds. An adopted model, as specified by the CTE shall be used as the base for future year scenarios.

It should be noted that improvements funded for construction in the CIE or TIP may be relied upon for purposes of identifying solutions to future road operating conditions; however, the local jurisdiction may include in years two (2) and three (3) in any proportionate-share computation that might be required for the proposed development in accordance with Florida Statutes and the local jurisdictions proportionate fair share ordinance.

If signalization is proposed as a mitigation measure, Florida DOT signal warrant summary worksheets shall be provided for the location(s) proposed for signalization. If a multi-way stop is proposed as a mitigation measure, then a multi-way stop sign warrant summary worksheet shall be provided for the location(s) proposed using the most up-to-date Manual on Uniform Traffic Control Devices (MUTCD).

- c) "Future scenario with Mitigation" is defined as analysis of the **Future Scenario** with the inclusion of any other improvements that are required for mitigation. This analysis scenario will be required only if mitigation is required as the result of the future scenario analysis.
- d) If the development is located in a present or future urbanized area, as determined by the CTE, an evaluation of present and programmed bike, pedestrian, and transit mobility options is necessary and is referred to as an "Alternative Mode Analysis." A system assessment of sidewalks, bikeways and existing transit routes should be documented. The site plan should also address how walking, bicycling and transit ridership will be encouraged through one or more of the following:
- safe, adequately lit and well maintained pathways;
 - shelters along sidewalks;
 - bicycle Parking facilities;
 - identifiable crosswalks;
 - transit bus stops & transit stop amenities (i.e., bench, bus shelter, etc.);
 - phased traffic signals to accommodate pedestrian movements;
 - removal of natural and/or built barriers that discourage walking;
 - compliance with ADA requirements on-site and for site connections;
 - buffering between vehicular areas and sidewalks;
 - linkage to existing or future walkway and/or bikeway network and transit route; and,
 - implementation of the Votran's TDDGs.

6. GENERAL ANALYSIS REQUIREMENTS AND SOFTWARE

The following general analysis requirements and software shall be used in development of the TIA unless otherwise agreed-upon during the methodology review or specified by the CTE.

- a) Determination of the time(s) of day and day(s) per week of the traffic analysis will be made by the CTE during the methodology process based on the site location and development type.
- b) LOS will be analyzed for all site-access intersections and the major road segments and intersections included in the network defined by the Extents of Study Section. All site access is to be determined using the applicable City/County code and maintaining agency's code. If the City/County code and maintaining agency code concerning access and/or access management are not consistent, then the more conservative requirement shall be used in the TIA.
- c) Road analysis sections shall be developed based on acceptable engineering and planning practices inclusive of all modes comprising the transportation system.
- d) All analysis shall be undertaken for conditions during the 100th highest hour of the year.
- e) The use of the FDOT's 2-way peak hour generalized tables is permitted as an initial screening tool. If failure is estimated, then more detailed analysis may be undertaken using the procedures described below:
- 1) For unsignalized intersections, the latest version of Highway Capacity Software (HCS) is preferred. For signalized intersections, the latest version of HCS or Synchro software using the HCS methodology is required.
 - 2) Use the FDOT's ARTPLAN (interrupted flow road segment analysis), HIGHPLAN or Synchro (uninterrupted flow roads (those with more than two-mile signal spacing)),

FREEPLAN, and/or HCS depending on the characteristics of the study roadway for road link analysis. This should be discussed at the methodology stage. Refer to FDOT's Site Impact Handbook and FDOT's Q/LOS software website for further guidance.

- 3) For any analysis of roundabouts, at a minimum, the latest version of HCS or Synchro software using the HCS methodology is required. Other analysis tools specific to the analysis of roundabouts, such as Roundabout Delay (RODEL) and SIDRA, may also be used based on upon approval by the CTE during the methodology review.
- 4) The hard copy of the summary sheets and electronic files of the software inputs and results must be provided.
- 5) Other analysis software may be required to address situations not addressed by the above provisions, or if requested by the applicant and approved by the CTE during the methodology step.
- 6) If any analysis software is used as an alternative to the FDOT's 2-way peak hour generalized tables, detailed analysis of all signalized intersections within the analysis section is required.

The following data shall be field verified and provided in the report including, but not limited to:

- (a) Class of roadway (interrupted or uninterrupted)
- (b) Road Maintaining Agency
- (c) Area type
- (d) LOS standard of the appropriate local jurisdiction
- (e) Geometry, including lane widths and turn-lane lengths
- (f) Heavy vehicle factor (i.e., percentage trucks)
- (g) Directional factor (D Factor, not to be less than 0.52 for the future conditions analysis)
- (h) Peak-hour factor (PHF), not to exceed 0.95 for the future conditions analysis)
- (i) Values of the above parameters should be estimated in the future conditions analysis to reflect unconstrained demand conditions.

Signal density

- (j) Existing signal timing and phasing can be obtained from the County Traffic Engineering Division (or applicable City Engineering Division). The existing signal timing, including its maximum and minimum settings, shall be used for the initial analysis of future conditions. Any signal timing changes outside of the existing minimum and maximum setting may be presented for County approval (or applicable City approval) as part of the mitigation strategy. Any proposed signal timing or phasing modifications must be submitted with appropriate documentation as required by the CTE.
- (k) Analysis section lengths shall be as defined in Volusia County/R2CTPO annual level of service spreadsheet. If any portion of the analysis section falls within the three (3) analysis roadways identified under Section 4b, then the entire analysis section shall be analyzed.

7. TRIP GENERATION

Each traffic impact study will list all project land uses, applicable Institute of Transportation Engineers (ITE) land use code, building size(s) and/or dwelling units. The trips from/to the site shall be estimated using the trip generation rates or equations in the latest edition of ITE's *Trip Generation Manual*. Other rates may be required by the CTE, or may be used if requested by the applicant and approved by the CTE during the methodology review.

If the applicant can provide evidence of a prior use on the site, the TIA shall address the net decrease or increase in trips associated with the proposed land use, though a decrease in trips associated with a prior use should be discussed during a methodology review as this may negate the need to complete a TIA (though an analysis of safety and access management issues may still need to be completed). If the site was dormant during collection of the traffic count data, then the analysis must add the “prior vested” portion of the development traffic as “background” traffic. The CTE, at their discretion and in accordance with local plans, may provide credit for trips generated by a prior use on a sliding scale over a five year period as indicated below.

- 1st Year: 100% credit of trips generated by prior use
- 2nd Year: 80% credit of trips generated by prior use
- 3rd Year: 60% credit of trips generated by prior use
- 4th Year: 40% credit of trips generated by prior use
- 5th Year: 20% credit of trips generated by prior use
- After 5 years, 0% credit provided for trips generated by prior use

To address the local government’s goals for infill development, the CTE may further increase the percentage of credit, up to 100% credit.

If a site specific trip generation study of the same type or similar land use should be proposed by the applicant, then the applicant will need to analyze a minimum of three (3) separate similar land use sites approved by the CTE prior to the collection of survey data. The survey data will be collected for at least a continuous seventy-two (72) hour period between Monday 6:00 p.m. and Friday at 6:00 a.m., or as otherwise determined by the CTE. Legal holidays or other days specified by the CTE will be excluded. Selection of other trip generation study times will be made when it is determined by the CTE that collection of the data between the above times will not result in a reasonable estimation of the trip generation characteristics of the proposed land use. The data will include the following:

- a) Summary of traffic count data by fifteen (15) minute increments
- b) Average daily volume during a.m. and p.m. peak hours of the adjacent street
- c) The accuracy of the traffic counts will be verified by performing manual counts and comparing them to machine counts twice daily, once in the a.m. and once in the p.m. for each day of the traffic counts
- d) All data will be subject to review and acceptance. This review will be based on currently accepted traffic engineering principals

8. INTERNAL CAPTURE

The use of an internal capture factor will be allowed for certain types and sizes of mixed-use developments. Calculation of internal capture rates must be documented in the Internal Capture Worksheet. Allowable sources for internal capture rates are identified below; however, in no case will an internal capture of more than 20 percent (20%) of the gross project trip ends (or the internal capture rates or equations contained in the most recent version of ITE’s *Trip Generation Manual*) be allowed, unless the CTE accepts a higher internal-capture percentage based on verifiable documentation (e.g. field studies of comparable sites).

- a) The internal capture rate from a previous traffic impact analysis of a similar land use approved by the CTE.
- b) National Cooperative Highway Research Program (NCHRP) Report 684: Enhancing Internal

Trip Capture Estimation for Mixed-Use Developments (March 2011)

- c) A site specific capture study of the same type or similar development approved by the City/County. Such a site specific study will be conducted at three (3) separate similar land use sites. The survey data will be collected for at least a two consecutive hour period each day for three (3) days between Tuesday at 12:00 p.m. and Thursday at 8:00 p.m., or as otherwise determined by the CTE. Legal holidays or other days specified by the City/County will be excluded. Selection of other internal capture study times will be made when it is determined by the CTE that collection of the data between the above times will not result in a reasonable estimation of the internal capture characteristics of the proposed project.

The data will include a summary of internal capture data by fifteen (15) minutes increments during the peak hours of the adjacent street. All data will be subject to review and acceptance by the City/County. This review will be based on currently accepted traffic engineering principals.

9. PASSER-BY CAPTURE

The total gross external trips of the project traffic may be reduced by a passer-by factor to account for the project traffic that is already traveling on the adjacent roadway. Passer-by rates are developed for commercial development only.

Passer-by estimation shall be based on ITE, impact fee ordinance, or other methodologies as approved by the CTE. The total passer-by capture shall not exceed 14 percent (14%) of the total background traffic on the adjacent roadway, unless approved by the CTE. In analysis of the site-access intersections with major roads, the passer-by trips shall be included and separately identified (i.e., evaluated based on the full passer-by, not the reduced passer-by to ensure driveways are designed correctly).

The passer-by capture percentage shall be computed as the sum of the number of trips entering plus exiting the site land uses claimed as captured divided by the number of background trips passing by the site on major roads directly abutting or passing through the site.

10.DISTRIBUTION & TRAFFIC ASSIGNMENT

The latest adopted base year CFRPM is acceptable in determining the trip distribution percentages and number of trips assigned per roadway segment assignments. The model will reflect the roadway network as identified in the Extents of Study Area and the Analysis Scenarios sections. The results of the model will be reviewed by City/County to ensure the existing and future travel patterns are reasonably simulated.

Engineering judgement may be used to develop trip distribution and assignment as long as it is reviewed and accepted by the CTE and logically replicates the existing and future travel patterns. A map showing the traffic-percent distribution (out to 3%), total background and project traffic assignments and intersection movements will be provided. The traffic-percent distribution must be shown on all critical hurricane roadways.

11.TRAFFIC COUNTS

Approved FDOT or City/County-maintained counts may be used if they are less than two years old.

New counts may be requested by the CTE if there are recent improvements to the transportation system or new developments that may cause significant traffic pattern changes. Counts more than two years old will not be acceptable, unless specifically approved by the CTE.

If the CTE requires more recent traffic counts than those in the applicable County or R2CTPO's available AADT spreadsheet for the TIA submission, new traffic volume counts may be conducted based on acceptable engineering standards, and shall:

- a) Include the classification of heavy vehicles.
- b) Include segment traffic counts, by direction, for a minimum of forty-eight (48) consecutive hours between 12:00 p.m. Monday and 12:00 p.m. Friday.
- c) Exclude legal holidays or other days as specified by the CTE.
- d) Require Friday, weekend, or holiday counts for land uses active on weekends, as determined by the CTE.
- e) For development projects that are within a two (2) mile walk zone of a school or college, traffic volume counts, including pedestrians, must be collected during a normal school day and year. If school is not in session at the time of discussions concerning the traffic methodology, the CTE may accept traffic count data collected at an earlier date within the last year or allow for the submission of required traffic count data at a future time certain date for the specific school and/or college.

The data should include a summary of traffic volumes by direction in fifteen (15) minute increments. The a.m., p.m. and other peak hours should be identified as well as the peak hour-to-daily traffic ratio and peak hour directional split. The average daily traffic counts will be adjusted to AADT using appropriate FDOT seasonal adjustment factors and truck axle adjustment factors. The peak hour segment volume will be determined by applying the approved K-factor for that segment to the AADT volume. All data will be subject to review and acceptance by the CTE.

Prior to approval of the methodology statement, other peak-season adjustment factors or adjustment methodologies that may result in different peak-season adjustment factors may be requested at the discretion of the CTE.

If the CTE requires more recent turning movement counts (TMCs) for the TIA submission, new TMCs may be conducted based on acceptable engineering standards, and shall:

- a) Be made on one (1) typical weekday (Tuesday, Wednesday or Thursday) from 7:00 a.m. to 9:00 a.m., 4:00 p.m. to 6:00 p.m., or as otherwise specified.
- b) Legal holidays or other days, as specified by the CTE, shall be excluded.
- c) Friday, weekend, or holiday counts may be required for land uses active on weekends, as determined by the CTE.
- d) For development projects that are within a two (2) mile walk zone of a school or college, TMCs, including pedestrians, must be collected during a normal school day and year. If school is not in session at the time of discussions concerning the traffic methodology, the CTE may accept TMC data collected at an earlier date within the last year or allow for the submission of required TMC data at a future time certain date for the specific school and/or college.

The data should include a summary of TMC in fifteen (15) minute increments, with a.m., p.m., and other peak hours being identified. All data will be subject to review and acceptance.

Mid-segment tube counts should be checked against turning-movement counts at near-by

intersections. Generally, the mid-segment machine counts and turning-movement counts should not be significantly different unless the difference can logically be explained.

12.BACKGROUND TRAFFIC GROWTH/FUTURE TRAFFIC

The existing traffic counts shall be increased by a growth factor provided by the CTE up to the project's build-out date, which shall be reasonably specified, to account for increases in existing traffic due to other approved and pending, but not-yet-built, developments. The build-out date shall be provided by the developer/applicant. Background traffic growth rates and background traffic may be based on the most recently approved City/County Concurrency Management Program information, local jurisdiction's vested trip database, traffic trends analysis, or a combination of several methods to be determined in the approved TIA methodology. The LOS for any interstates shall be as defined in the FDOT 2013 Quality/Level of Service Handbook, or later approved versions of this handbook. Under no circumstances is a negative growth rate allowed. Minimum annual growth rates in all cases shall be two (2) percent unless support documentation is provided to justify a lower percentage and is approved by the CTE.

13.PHASED DEVELOPMENTS

Developments with build-out dates more than five (5) years in the future shall be analyzed in five-(5) year phases, unless a different phasing plan is approved by the CTE. Developments which are contemplated to be phased should undertake transportation analyses that assess the total impacts of the full anticipated development levels for the entire "parent" tract. A parent tract is a tract of land that was or will be subdivided, for sale to separate individuals. The mitigation requirement for each phase of the development will then be pro-rated in proportion to the magnitude of the net external peak-hour trips generated by that phase. In lieu of pro-rating the complete parent tract, the local government may instead recommend that projects be subject to phasing and monitoring and modeling requirements to ensure that the impacts of the development are occurring as expected. If concurrency approval for only one phase is secured, then payment or construction of needed mitigation improvements associated with that phase only will be required. The TIA supporting subsequent phases will remain valid through the horizon year of the TIA, but the cost of the mitigation required will be determined using the appropriate local government's cost indexing procedures.

In the event a transportation concurrency certificate of capacity for a parent tract expires, an updated TIA must be undertaken for the entire parent parcel development as a part of the subsequent parcel concurrency review. To establish the mitigation requirement for the unapproved phases, the mitigation requirement for the total parent tract, as updated, will be reduced by the mitigation already provided for by the previously approved phases (indexed to current value). The difference will then be allocated to the remaining unapproved portions of the site in proportion to the net external trips generated by each remaining phase.

14.MITIGATION OF IMPACTS

This section provides guidance on how the adequacy of mitigation can technically be determined and reviewed by the Local Government. However, it is the responsibility of Local Government to ensure that technical calculations are applied in a manner that is consistent with the current Florida Statutes and Local Government ordinances, codes, and technical procedures.

State law no longer requires a local government to implement transportation concurrency. However, in order for a local government to rescind transportation concurrency, a comprehensive plan amendment is required per s. 163.3180(1)(a), FS. Mitigation for impacts of a development project on the multimodal transportation network should be based on the applicable City/County adopted comprehensive plan. If a major roadway segment is below its adopted LOS standard, then the developer shall propose a solution to mitigate the transportation impacts of the proposed site. The following options are provided to developers for mitigation of transportation impacts:

Restore to Adopted Standard – Identify an improvement at an impacted location that restores level of service to the adopted standard for the “future year with development traffic” condition.

Equal Mitigation (Same Location) – Identify improvements that offset the impacts of a development at impacted locations. Each improvement shall, at a minimum, result in no degradation in the delay per vehicle on each lane group at deficient intersections and/or travel speed along deficient roadways (on segments that use speed as criteria for the LOS standards) that existed (considering background growth and committed roadways) prior to addition of the development traffic. Impacts on such facilities shall require construction of all necessary improvements to correct the deficient condition in accordance with the TIA guidelines.

Equal mitigation improvements will be deemed acceptable if capacity is added (through the addition of general purpose through-lanes, auxiliary turn-lanes, and/or signal phasing or timing changes that are accepted by the City/County) that restores or improves the delay and volume to capacity V/C ratio to the level it was in the “base scenario.” The “base scenario” is defined as the analysis of existing traffic, plus background traffic (derived from growth rates, vested trips, or combination of both) on the model that includes the roadway network identified in the Extents of Study Area and the Analysis Scenarios sections.

The developer shall only be responsible for the equal mitigation improvement; however, for informational purposes only, if equal mitigation improvements are identified at any deficient location(s), then additional improvements that may be needed to bring the entire deficient location(s) back to the LOS standard, shall also be identified and reported separately.

The design and construction of any mitigation improvements shall be in accordance with City, County, or FDOT standards as applicable.

The analysis of intersections to demonstrate the adequacy of an improvement to achieve equal mitigation must be based on a consistent, traffic-signal timing strategy (e.g. minimizes delay, balance V/C or delay, subject to V/C maximums) and must follow the steps below:

- a) Analyze total future traffic on existing geometry (future scenario). For this analysis, signal timings may be optimized within the limits of the existing timing plan or may be adjusted manually within the limits of the existing timing plan. If the LOS standard is met, no further analysis is required. If the LOS standard is not met, further analysis to identify appropriate mitigation is required.
- b) The next analysis is to evaluate the “base scenario” condition. For this scenario, signal timing optimization within the limits of the existing timing plan or manually adjusted timings within the limits of the existing timing plan is required. The choice of signal-timing methodology in this step must be carried consistently into the next step. From the analysis, an overall Intersection Signal Delay is reported by the software.

- c) The next analysis is to evaluate total future traffic on an improved intersection concept (future scenario with mitigation). The same signal-timing strategy used in paragraph b. (above) is required. If the overall Intersection Signal Delay, and delay by movement are equal or less than in the base scenario, the improvement is considered to be adequate to offset the impacts of the development.

Any changes to existing conditions, including traffic-signal timing or phasing changes shall be noted on the intersection capacity analysis worksheets and in the conclusions of the report. Arterial analysis worksheets for the base and improved network conditions must also be submitted.

Alternate Location Mitigation – If the developer presents evidence acceptable to the DRC or the City/County Commission/Council that the mitigation improvements required by sections a. or b. above are not cost feasible in relation to the development proposed, mitigation strategies at alternative locations may be proposed and may be accepted by the DRC or the City/County Commission/Council. At a minimum, the proposed improvements should meet the following criteria:

- a) The locations proposed for improvement must be within the impacted area and must be at or near deficiency,
- b) The improvement must be other than simply a signal timing or phasing change,
- c) Mitigation must, at the minimum, improve the overall vehicle-hours of delay, intersection capacity utilization, and/or speed of the alternative location by the equivalent amount of the reduced vehicle-hours of delay, intersection capacity utilization, and/or speed at the primarily impacted location(s),
- d) The improvements must not already be, or be in the process of being, a condition of approval of another development,
- e) All applicable analysis requirements for the primary locations(s) shall apply to the analysis of the alternative location(s).

Proportionate Share Mitigation – If the developer submits evidence acceptable to the DRC or City/County Commission/Council that the required equal mitigation is not cost feasible in relation to the development proposal, the developer may propose a proportionate-share payment as mitigation, as outlined in the local government comprehensive plan and in accordance with Florida Statutes, which must be approved by the DRC or City/County Commission/Council.

The proportionate share payment shall be calculated per Florida Statutes in accordance with HB 319 adopted May 30, 2013:

- a) The proportionate-share cost of those improvements per the following formulae:

$$\text{For road segments: } \frac{\text{Project traffic}}{\text{Increase in capacity created by the improvement}} \times \text{Total cost of improvement (Construction cost at the time of development payment)}$$

Proportionate share cost =

If other unforeseen situations arise, they will be dealt with on a case-by-case basis.

The above values shall be in units of peak hour, two-way values. Cost values shall include design, right-of-way, maintenance of traffic, construction, and construction observation/administration costs. However, costs of major utility upgrades or the costs of other activities that are advantageous to accomplish with the road construction but that do not relate to providing

transportation capacity or services should not be included.

Circumstances where the local government may accept proportionate share mitigation include:

- a) Where the local government comprehensive plan has identified proportionate share options in accordance with Florida Statutes.

Circumstances where the local government may choose to not accept Proportionate Share mitigation include, but are not limited to:

- a) Situations where all of the needed improvements to offset development impacts or maintain the adopted level of service standard, as defined in the local government comprehensive plan are not met; and,
- b) Situations where the proposed improvements are not compatible with the long-range transportation plan,
- c) Situations where severe transportation congestion may be caused and remain uncured if the development were to proceed,
- d) Situations where severe or undesirable safety, environmental, or social impacts may result.

Alternate Mode Mitigation – Based on the desire of the City/County to develop a transportation system that is oriented to multi-modal choices, and in accordance with the local jurisdiction’s comprehensive plan, mitigation may be in the form of improvements to the transit, bike, or pedestrian networks as long as such mitigation meets the legal nexus of the projects estimated impacts. The mitigation proposed shall identify how the improvement to the alternate mode will support transit oriented development goals identified in the local jurisdiction’s comprehensive plan and support a shift from use of the private automobile to alternative modes. Measures such as improved transit service and enhanced bike and pedestrian facilities should be identified along with the supporting documentation on how these improvements will help to maintain the overall mobility for the TIA study area. Any proposed public transit bus improvements will need to be reviewed by the CTE and Votran or FCPT, respectively. Proposed SunRail improvements will need to be reviewed with the CTE and SunRail governing agency. Alternate mode mitigation will be available as identified within the local jurisdiction’s comprehensive plan and along corridors identified as multi-modal corridors in the adopted R2CTPO LRTP. Alternate mode mitigation options as established within the local jurisdiction’s comprehensive plan will include multi-modal and transportation demand strategies.

15. REVIEW AND COMMENT OF TIA REPORT

Upon review, the City/County shall provide to the applicant written response of comments and findings. For documentation purposes, the applicant shall provide written response to all City/County comments dealing with the methodology or TIA, including TIA resubmittals.

16. APPEAL PROCESS AND SCHEDULE

If the applicant desires to appeal any portion of the requirements of this procedure, the appeal shall be in accordance with the applicable section of the local government’s land development process (e.g., City/County Zoning Ordinance or LDC).

17.VARIANCE

Any deviation or variance requested shall be in accordance with the applicable section of the local government's land development process (e.g., City/County Zoning Ordinance or LDC).

18.TRANSPORTATION IMPACT ANALYSIS SUBMISSION CHECKLIST

The following checklist is required to be submitted with the TIA Report. The City/County reserves the right to return a TIA report without review if this checklist is not included or completed in its entirety. Additionally, the CTE may add clarifying comments or additional requirements to the Checklist as discussed and agreed to at the methodology meeting.

Transportation Impact Analysis Submission Checklist (Page 1)

Project Name: _____

Project Location: _____

Type of TIA Methodology

☐ COMP PLAN ☐ REZONING ☐ SITE PLAN

	DESCRIPTION	INFORMATION INCLUDED			
		YES	NO	N/A	Remarks ¹
TRANSPORTATION IMPACT ANALYSIS REPORT DATA	2 printed TIA color copies signed & sealed by Professional Engineer				
	1 electronic version of the TIA & all analysis computer files				
	Site location relative to surrounding roadway network (map)				
	Description of proposed land uses (# of units, sq. feet, etc.)				
	Proposed build-out schedule (state years)				
	Conceptual site plan and/or proposed access description				
	Study area boundaries including all thoroughfare road segments and intersections within appropriate radius (map)				
	Existing traffic volumes				
	Existing roadway segment operations analysis				
	Existing interchange operations analysis				
	Existing intersection operations analysis				
	List scheduled improvements within first three years <input type="checkbox"/> FDOT Work Program <input type="checkbox"/> County CIP <input type="checkbox"/> City CIP				
	3% capacity roadway significance test and critical & near critical segments				
	Analysis Period(s): <input type="checkbox"/> AM <input type="checkbox"/> Mid-Day <input type="checkbox"/> PM <input type="checkbox"/> Weekend				
	Analysis of impacted existing and future funded transit routes (existing and future) (map), as applicable				
	Analysis of impacted bicycle, pedestrian, and multiuse trail facilities				
	Traffic volume counts (day & time)				
	Proposed development trip generation <input type="checkbox"/> Daily <input type="checkbox"/> 2-Way Peak Hour <input type="checkbox"/> Internal Capture <input type="checkbox"/> Pass By Capture (<14% Adjacent Road)				
	Proposed development trip distribution and assignment (map) <input type="checkbox"/> CFRPM <input type="checkbox"/> by Engineering Judgment				
	Future background traffic volume estimates <input type="checkbox"/> CFRPM <input type="checkbox"/> Historical Growth Rate – State/Justify Proposed Minimum				
	Projected future roadway segment analysis, including signal system (list)				
	Future total traffic volume estimates (background + vested + project trips) verify with near-by local governments				
	Projected future roadway intersection analysis (list) including proposed turn lanes and signals <input type="checkbox"/> HCS <input type="checkbox"/> Synchro <input type="checkbox"/> Other				
	Projected future roadway concurrency analysis				
	Conclusions and recommended improvements				
	Transportation improvements <input type="checkbox"/> FDOT TIP <input type="checkbox"/> County CIP <input type="checkbox"/> City CIP				
	Transportation Improvement Recommendations				
	Site access improvement recommendations				
	Concurrency mitigation strategy (include in TIA)				
	Documentation of coordination with public transit agency				
	Subsequent submissions: response(s) to previous comments				

Transportation Impact Analysis Submission Checklist (Page 2)

Project Name: _____

Project Location: _____

APPENDIX DATA	Methodology documentation & conceptual site plan				
	Traffic count data & inventory of existing road conditions				
	Confirmation of scheduled Improvements (copy of appropriate CIE)				
	Existing conditions analysis worksheets (HCS/Synchro/Other printouts)				
	Background traffic growth worksheets				
	Trip generation, internal capture, passer-by capture Worksheets				
	Future Conditions Analysis Worksheets (HCS/Synchro/Other printouts)				
	Turn lanes analysis worksheets (queue length)				
	Analysis of alternative modes				
	Signal warrant analysis				
	Multi Way STOP warrant analysis				
ADDITIONAL COMMENTS/REQUIREMENTS					

1 – Remarks: Justify “NO” and “N/A”

Submitted By: _____

Printed Name: _____

Date: _____

APPENDIX A-1: DEFINITIONS

Annual Average Daily Traffic (AADT) refers to a basic traffic parameter for determining the level of service for motorized vehicles along a roadway. It is the total volume passing a point or segment of a roadway facility, in both directions, for one year, divided by the number of days in the year.

Annual Average Weekday Daily Traffic (AAWDT) is the total volume passing a point or segment of a highway facility, in both directions, for weekdays only for one year, divided by the number of weekdays in the year.

Average Daily Traffic (ADT) is the average number of vehicles that pass a specified point during a 24-hour period.

Average Peak Hour Volume refers to the average of peak season and off-peak season turning movements. *Most typically the 100th highest hour which is considered to be the primary planning analysis hour in Florida. (Refer to FDOT's Q/LOS Handbook)*

Alternative Mode Analysis refers to the evaluation of bicycle, pedestrian, and transit modal components that provide access through other means than private automobile travel within the study area, and identification of the developments proposal for improvements to those as applicable.

Arterial Road refers to a roadway providing service which is relatively continuous and of relatively high traffic volume, long trip length, and high operating speed.

ARTPLAN is FDOT's arterial planning software sometimes used for calculating level of service and service volume tables for interrupted flow roadways.

Background Traffic means and refers to the projected traffic generation from previously approved but incomplete projects.

Note: FDOT's Site Impact Handbook defines Background Traffic as an estimate of future traffic within the vicinity of the proposed development, without the site development traffic, but with existing traffic adjusted for expected growth, and addition of traffic from major vested projects.

Capacity refers to the availability of a public service or facility to accommodate users, expressed in an appropriate unit of measure, such as average daily trip ends of two way peak hour trips. It means the maximum rate of flow at which persons or vehicles can be reasonably expected to traverse a point or uniform segment of a lane or roadway during a specified time period under prevailing roadway, traffic, and control conditions. *Sometimes, capacity is referred to as "service volume" due to its reliance on the local government's adopted level of service.*

Captured Trips refer to trips not generated by a proposed project which are passing trips already on the roadway on which the proposed project is to be located.

Concurrency is an evaluation of whether a transportation facility or service has adequate capacity to accommodate the trips generated from a proposed development. *Concurrency*, as used in growth management under s. 163.3180, FS, stipulates that public facilities and services needed to support development shall be available at the same time the impacts of such development will occur. Concurrency for transportation facilities is optional for local governments under s. 163.3180(1), FS and, if applied, the local government comprehensive plan must provide the principles, guidelines, standards, and strategies, including adopted levels of service, to guide its application.

Concurrency Management System refers to the procedures and/or process that the local government will utilize to assure that development orders and permits are not issued unless the necessary facilities and services are available concurrent with the impacts of development (*Specific Authority 163.3180*)

Collector Road refers to a roadway providing service which is of relatively moderate traffic volume, moderate trip length, and moderate operating speed. Collector roads collect and distribute traffic between local roads or arterial roads (*Specific Authority 163.3177(9), (10) FS. Law Implemented 163.3177, 163.3178 FS. History—New 3-6-86, Amended 10-20-86, 11-22-89, 4-2-92, 3-23-94, 5-18-94, 3-21-99, 2-25-01.*)

Critical Roadways are identified by the volume to capacity ratio (v/c). If the v/c ratio is ≥ 1.0 on an emergency evacuation route or if the v/c ratio is ≥ 1.1 on a non-emergency evacuation route then it considered a critical roadway segment.

Critical Signalized Intersection refers to a signalized intersection with the lowest volume to capacity ratio (v/c), typically the one with the lowest effective green ratio (g/C) for the through movement.

Cycle Length (C) is the time it takes a traffic signal to go through one complete sequence of signal indications.

Development Review Committee (DRC) is the governing body that reviews development applications to ensure compliance with local government codes and regulations.

DOT Guidelines refers to the Florida Department of Transportation (FDOT) Quality/Level of Service (Q/LOS) Handbook published in 2002 by the Florida Department of Transportation, all as subsequently amended and updated.

Existing Traffic refers to the average annual daily traffic and two way peak hour traffic volumes. Most typically the 100th highest hour which is considered to be the primary planning analysis hour in Florida. (See Q/LOS Handbook)

Evacuation Routes as identified in the currently adopted Volusia and Flagler County Comprehensive Plans, pursuant to *Chapter 163*, FS, and consist with the Transportation Element.

FREEPLAN is FDOT's freeway planning software for calculating level of service and service volume tables.

Generalized Level of Service Volume Tables is the maximum service volumes based on area wide roadway traffic and control variables and presented in tabular form.

Growth Rate is the rate of which traffic increases or decreases over a given period of time based on historic traffic count information and land use.

HIGHPLAN is FDOT's software for calculating levels of service and service volume tables for two-lane highways and multilane highways.

Highway Capacity Manual (HCM) is the Transportation Research Board (TRB) document on highway capacity and quality of service.

ITE refers to the Institute of Transportation Engineers (ITE) Trip Generation Rates published by the ITE for traffic engineers and transportation planners for site level planning and analysis.

Internal Capture are trips that remain on a proposed development's site due to the presence of non-residential and residential land uses which in combination reduce impact on the surrounding roadway network.

Internal Capture Rate is the percentage of the total number of trips from a site that are contained within on-site circulation systems only.

K-30 is the proportion of AADT occurring during the 30th highest hour of the design hour.

K-100 is the proportion of AADT occurring during the 100th highest hour of the design hour.

K-FACTOR is the ratio of the demand traffic volume in the 30th highest hour of the year to AADT.

Level of Service (LOS) is a quantitative stratification of the quality of service of a service or facility into six letter grade levels with "A" describing the highest quality and "F" describing the lowest quality; a discrete stratification of a quality of service continuum. With regard to traffic and transportation, the measure of the functional and operational characteristics of a roadway based upon traffic volume in relation to road capacity. The LOS for alternative modes may be based on headways for transit modes, access, length, width, and connectivity for pedestrian and bike modes under the direction of the CTE in coordination with Votran, FCPT, and/or SunRail.

Area-wide LOS refers to a standard that may be established for facilities with similar functions serving common origins and destinations within one or more designated transportation

concurrency management areas, and must be maintained as a basis for the issuance of development orders and permits.

Local Road means a roadway providing service which is of relatively low traffic volume, short average trip length or minimal through traffic movements.

Link refers to the portion of a major thoroughfare between two (2) major intersections, or between a major intersection and the end of the thoroughfare, or between a major intersection or end of the thoroughfare and the city limits.

Near Critical Roadways are roadways with a v/c ratio > 0.90 and < 1.0 on an emergency evacuation route or a v/c ratio > 0.90 and < 1.1 on a non-emergency evacuation route. The roadway segment is considered to be near capacity and flagged for analysis and monitoring to ensure that a development's trips do not make a roadway fail or reach "critical" status. *(Approved by the TPO on June 24, 2008)*

Major City/County Roadway is a roadway not on the State Highway System whose roadway, traffic and control characteristics are similar to those classified as state minor arterials.

Transportation Planning Organization (TPO) is the organization designated as being responsible, together with the state, for conducting the continuing, cooperative, and comprehensive planning process under 23 USC 134 and 49 USC 1607. It is the forum for cooperative transportation decision-making. *Florida follows federal requirements, see s. 339.175, FS.*

Peak Direction is the course of the higher flow of traffic.

Peak Hour Traffic is hours of which traffic volumes are the highest during a 24-hour period, usually the highest volume in the am (between 7am and 9 am) and in the pm (between 4 pm and 6pm)

Peak Hour Factor (PHF) is the ratio of the hourly volume to the peak 15-minute flow rate for that hour; specifically hourly volume / (4 x peak 15-minute volume).

Peak Season is the 13 consecutive weeks with the highest daily volumes for an area.

Peak Season Weekday Average Daily Traffic is the average daily traffic for Monday through Friday during the peak season.

Peak to Daily Ratio is the ratio of the highest 1 hour volume of a day to the daily volume.

Passer-by Factor is the percentage of a development's total traffic that is considered already on the road network and merely stops at the development in passing.

Roadway Functional Classification refers to the assignment of roads into categories according to the character of service they provide in relation to the total road network. Basic functional

categories include limited access facilities, arterial roads, and collector roads, which may be subcategorized into principal, major or minor levels. Those levels may be further grouped into urban and rural categories.

Signal Type is the kind of traffic signal (actuated, pre-timed or semi-actuated) with respect to the way its cycle length, phase plan, and phase times are operated.

Signalized Intersection is a place where 2 roadways cross and have a signal controlling traffic movements.

Signalized Intersection Spacing is the distance between signalized intersections.

Signalized System is the entire signal system within the project extents that is potentially impacted from an adjustment to the signal time at a single intersection.

SIS refers to the Strategic Intermodal System (SIS) and relates to statewide and interregional significant transportation facilities and services that provide for the smooth and efficient transfer of both passengers and freight, including but not limited to interstates, ports, airports, and railways. (Strategic Intermodal System (SIS) as established pursuant to Sections 339.61-.64, F.S.)

Threshold is the breakpoints between LOS differentiations.

Transportation Impact Analysis (TIA) is a study conducted to evaluate the impacts of a proposed development on the transportation system and identify possible mitigation strategies.

Traffic volume is the number of vehicles passing a point on a highway during a specific time period.

Trip Generation Standards refers to the book entitled trip generation, 8th Edition, prepared by the ITE in 2007, and as amended or revised from time to time including more recent editions.

Turning Movement Counts (TMC) are traffic counts that are at a specific intersection broken out by direction and movement on the links, and used for intersection analysis.

Vested Trips are trips from an approved development that are distributed on the road network and treated as existing as a means to monitor background traffic growth and preserve capacity for that development.

APPENDIX A-2: INTERGOVERNMENTAL COORDINATION PROCESS

(As approved by the R2CTPO June 2016)

If a Transportation Impact Analysis (TIA) is required and all or a portion of the project trips are projected to cause a new LOS deficiency or contribute to an existing LOS deficiency on a roadway in a neighboring jurisdiction, then an electronic copy of the TIA must be provided to the affected jurisdiction(s) for review and comment.

If an impact occurs on a roadway maintained by any other jurisdiction(s) the respective maintenance jurisdiction(s) shall also be provided an electronic copy of the TIA for review and comment.

If the project trips are projected to impact transit LOS, then an electronic copy of the TIA shall also be provided to the affected public transit agency for review and comment.

If the project trips are projected to impact a public school or there is a public school within a two (2) mile walk zone of the proposed development, then an electronic copy of the TIA shall also be provided to the affected school district.

If the project trips are projected to impact a state roadway in accordance with Section 4 Extents of Study, then an electronic copy of the TIA shall be provided to FDOT District 5 DeLand for review and comment.

Comments from the affected jurisdiction(s) shall be submitted in a timely manner, to the City/County that is considering the development approval, within 30 days from the day of receipt of the TIA. Upon final approval of the development for which the TIA was prepared, an electronic copy of the approved TIA shall be submitted to the R2CTPO.

Cross-Jurisdictional Impacts: If the City/County that is considering the development approval determines that the proposed development causes or contributes to a LOS deficiency located in an affected jurisdiction(s) based on the adjacent jurisdiction's comprehensive plan, the City/County considering said development will coordinate with the affected jurisdiction(s) to mitigate the impacts via the steps below:

- a) The City/County shall ensure that the local jurisdiction(s) in which the LOS deficiency exists is notified in writing or via electronic mail. The notification shall include a request for confirmation that the applicant has provided a copy of the proposed development's TIA and a full description of the LOS deficiency. Additionally, if impacts occur on a roadway not maintained by the City/County considering the proposed development for approval, the respective maintenance jurisdiction(s) shall be notified in writing or via electronic mail.
- b) If necessary as determined by either jurisdiction's CTE, a meeting shall be held between all affected parties to discuss necessary mitigation solutions and funding strategies.
- c) The applicant and/or the City/County considering approval of the development shall be responsible for any mitigation unless the affected jurisdiction(s) agree to support the mitigation through a formal agreement in accordance with the mitigation measures enumerated in, but not limited to, the R2CTPO TIA Guidelines.
- d) The applicant shall be required to: 1) pay proportionate fair-share for the development's impacts, or 2) determine a reasonable mitigation solution agreeable to all parties, and implement such mitigation. If the City/County and/or the jurisdiction that maintains the roadway in which the LOS deficiency exists does not have funding in its five-year CIE to mitigate the existing LOS deficiency that requires a capital improvement and does not

desire to amend its CIE to include the funding for the necessary mitigation project, then the applicant will work towards an acceptable alternative mitigation project with the local jurisdiction approving the site as well as the affected jurisdiction(s).

- e) Upon final agreement and approval of the development for which the TIA was prepared, an electronic copy of all formal agreements (i.e. proportionate fair-share, inter-local agreements, memorandum of understanding (MOU) or others) shall be submitted to the R2CTPO.

It is recommended that the CTE utilize the following list to ensure all affected governmental departments and agencies are included in review of applications for development, as appropriate:

- a) Circulate the applicant's TIA Methodology Memorandum to all potentially impacted jurisdictions and their respective departmental staff and external agencies requesting any comments on the methodology be returned within five (5) business days of receipt.
- b) An invitation has been sent to all potentially impacted jurisdictions and their respective departmental staff and external agencies for inclusion in the methodology meeting.
- c) If the study area is within ¼-mile of a transit route, or ½-mile of a rail line, rail station, or intermodal facility, or proposing alternate mode mitigation, has Votran, FCPT, and/or governing agency for SunRail received a copy of the TIA from the applicant?
- d) If the study area is within three miles of an FDOT roadway or a SIS facility, has FDOT received a copy of the TIA from the applicant?
- e) If the TIA identifies an impact to adjacent jurisdictions, has a copy of the TIA been provided to the adjacent jurisdiction's CTE?
- f) Has coordination regarding the TIA occurred with the jurisdiction's staff responsible for trail improvements?
- g) Prepare and circulate the responses to the TIA comments to all agencies included under bullets two through six above, as appropriate.
- h) Review any proposed mitigation with all agencies included under bullets two through six above, as appropriate.

To ensure all potential impacts of development is considered intergovernmental coordination will be a vital part of the TIA review process. Coordination will also occur with the R2CTPO to ensure development impacts continue to be identified for the ongoing planning processes completed by the R2CTPO.

APPENDIX B-1: VOTRAN TRANSIT INFRASTRUCTURE RECOMMENDATIONS BY TYPE OF DEVELOPMENT TABLE

Transit Infrastructure Recommendations by Type of Development

Step I: Select Development Type	Transit Infrastructure Recommendations by Type of Development	General Development Type by Density/Intensity					Transit Oriented Development (TOD)		Traditional Neighborhood Development (TND)		Mixed Use Trip Reduction Measures (MUTRM) Area		
		2 DUs/Acre OR Residential Development of 50-100 DUs	3-4 DUs/Acre OR Residential Development of 101-250 DUs	5-6 DUs/Acre OR Residential Development of 251-500 DUs	7-10 DUs/Acre OR Residential Development of 501-1000 DUs	> 10 DUs/Acre OR Residential Development of > 1000 DUs	Transit Neighborhood (0.25 - 0.50 miles from the center of TOD)	Transit Core (0 - 0.25 miles from the center of TOD)	Neighborhood Center	Town/Village Center	Non-Compact Development Area (Non-CDA)	Compact Development Area (CDA)	
		OR of Non-tial or Use ments	OR 31K-50K SF of Non-Residential or Mixed Use Developments	OR 51K-200K SF of Non-Residential or Mixed Use Developments	OR 201K-600K SF of Non-Residential or Mixed Use Developments	OR > 600K SF of Non-Residential or Mixed Use Developments							
	*Non-residential please review notes section.												
Step II: Review Transit Plans	10-Year Funded TDP (Build if service is funded within 5 years. Meet with to determine applicable infrastructure for services funded for later than 5 years.)												
	LRTP Cost Affordable Transit Plan (Build if service is funded within 5 years. Meet with to determine applicable infrastructure for services funded for later than 5 years.)												
Step III: Identify Infrastructure Requirements for Each Planned Service Type in TDP and/or LRTP (local/express/BRT) & Coordinate with County/City Staff to Provide Required Infrastructure	Bus Bay/Pull Out												
	Bulb-Outs												
	Bus Shelter Easement												
	Sidewalk Connectivity (Paved Walkway)												
	Bike Lane Access												
	Bus Stop Landscaping												
	Park-n-Ride Connectivity (Paved Walkway)												
	Bus Stop Sign & Pole												
	B&A Area Concrete Pad												
	Rear Door B&A Area												
	Bench												
	Basic Shelter (5' X 8')												
	Intermediate Shelter (5' X 12' or 4' X 12')												
	Large Shelter (5' X 16')												
	Major Transit Station	Provide in Transit Center Overlay Areas and any other areas as specified by County/City. See Comprehensive Plans or LRTP for Transit Overlay locations, density/intensity, and station types.											
	Park-n-Ride	Provide at applicable locations identified in the 2040 LRTP. Scale, timing, and site requirements should be based on discussions with County/City staff and Transit Design Manual.											
	Map/Schedule Display												
	Lighting												
	Real Time Traveler Information Display												
	Bike Storage												
	Trash Receptacle												
	Off-Board Ticket Vending Machines												
	Public Art												

Notes:

1. If bus transit services, including local, express, or BRT services in TDP or L RTP are funded within 5 years of the date of development approval, provide recommended infrastructure.
2. If bus transit services in TDP or L RTP are funded after 5 years from the date of development approval, meet with County/City staff to determine applicable infrastructure that should be provided. These may include, but not limited to bus bays/pull outs, bulb-outs, bus shelter easements, sidewalk or/and park-n-ride connectivity (paved walkway).
3. These recommendations apply to existing & proposed developments meeting the following criteria:
 - I. The existing or planned transit service route shown in the funded TDP or L RTP is wholly or partially within the development.
 - II. The development abuts a roadway corridor with an existing or planned transit route shown in the funded TDP or L RTP.
4. Intermediate and large bus shelter sizes may vary based on ROW availability and daily boardings.
5. Use Table A - Average Bus Stop Spacing by Mode as a guide to determining the required number of bus stops. Final determination of the number and location will be made by County/City staff.
6. Facilities identified here must be constructed in accordance with the Transit Design Manual and Americans with Disabilities Act (ADA) Standards.

7. Off-board ticket vending machines are for BRT/Rail only.

Table A: Average Bus Stop Spacing by Mode

Facility/ Type	Bus Stop Spacing (miles)						Activity Center*
	Rural	Suburban	Urban	TOD	TND	MUTRM Area	
Local Bus Stop	3/4 - 1/2	3/4 - 1/4	1/4	1/4 - 1/8	1/4 - 1/8	1/4 - 1/8	At or adjacent to major activity centers.
Express Bus Stop				Varies. See TDP/L RTP and Development Services/ staff.			
BRT Station				Varies. See TDP/L RTP and Development Services/ staff.			

*As determined by County/City staff. Major activity centers may include regional malls, airports, hospitals, colleges, big box retailers, large recreational facilities,

APPENDIX C-1: SAMPLE TIA

To be included at a later date.



City of Bunnell, Florida

Agenda Item No. F.2.

Document Date: 11/18/2016 Amount: \$48,000
Department: Finance Account #: Various
Subject: Resolution 2016-25 Fiscal year 2016 Budget Adjustments
Agenda Section: Resolutions: (Legislative):

ATTACHMENTS:

Description	Type
BUDGET RESOLUTION 2016-25	Resolution
EXHIBIT A RESOLUTION 2016-25	Exhibit

Summary/Highlights:

State guidelines require that the final adjustments aligning the FY2016 budget occur within 60 days of the fiscal year end.

Background:

At the end of each fiscal year a budget execution review is completed to complete final adjustments to the annual budget. Based on the review of fiscal year 2016 adjustments are needed to several General fund departments. Additional revenue budget adjustment are needed for the SJWMD grant for the reclaimed median irrigation project in the amount of \$45,000. The expense related to this project are shown in the Public Works department. The Executive budget shows an approximate shortfall of \$15,000 due to leave payouts for the previous City Manager. Funds are available in the Community Development department to move to the Executive budget. The Parks and Recreation Department shows a \$2,000 deficit for additional costs associated with the Municipal Campus Park project. The Public Works department has sufficient budget funds to move for this deficit.

Staff Recommendation:

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

Recommend Approval.

RESOLUTION 2016-25

A RESOLUTION OF THE CITY OF BUNNELL, FLORIDA AMENDING THE FISCAL YEAR 2015-2016 GENERAL FUND ANNUAL OPERATING BUDGET, RECOGNIZING CERTAIN REVENUES BY AMENDING RESOLUTIONS 2015-31, 2015-36, 2016-01 AND 2016-05 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bunnell City Commission adopted Resolution 2015-31 approving the Annual Operating Budget and Resolutions 2015-36, 2016-01, and 2016-05 amending the Annual General Fund Operating Budget for Fiscal Year 2015-2016; and

WHEREAS, the City of Bunnell City Commission desires to adjust the General Fund operating budget based on the staff review of the Fiscal Year 2015-2016 budget execution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BUNNELL AS FOLLOWS:

SECTION 1. BUDGET AMENDMENT. The City Commission of the City of Bunnell amends the Fiscal Year 2015-2016 General Fund Operating Budget by revising as specified in Exhibit A attached hereto, which reflects revenues and corresponding expenditures for the designated events.

SECTION 2. EFFECTIVE DATE. The Budget item adopted in the preceding section shall govern the expenditures relating to operations and projects for the City during the current fiscal year effective October 1, 2015 through September 30, 2016.

SECTION 3. SUPPLEMENTAL APPROPRIATIONS. Supplemental appropriations, reductions of appropriations, emergency appropriations, and interdepartmental transfer appropriations may be effected by the City Commission and the City Manager as deemed necessary in strict compliance with the procedures specified in Fiscal Management Policy 1004.1.

SECTION 4. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED at the meeting of the City Commission of the City of Bunnell, on the 28th day of November 2016.

CITY OF BUNNELL, FLORIDA

Catherine D. Robinson, Mayor

ATTEST:

Approved as to Form:

Sandi Bolser, City Clerk

Wade Vose, City Attorney

Seal:

Attachments: Exhibit A

COMPOSITE EXHIBIT A

Resolution Number: 2016-25

FY2016
PREPARED:
FINANCE:

General Fund 001
11/18/2016
Stella L. Gurnee

APPROVED BUDGET

REVENUES:

State Grant Funds	45,000
TOTAL REVENUES:	45,000

EXPENDITURES:

LEGISLATIVE	-
EXECUTIVE	15,000
ADMINISTRATION	-
LEGAL	-
IT	-
POLICE	-
FIRE	-
COMMUNITY DEVELOPMENT	(15,000)
PUBLIC WORKS	43,000
PARKS	2,000
NON-DEPARTMENTAL	-
TOTAL EXPENDITURES	45,000



City of Bunnell, Florida

Agenda Item No. F.3.

Document Date: 11/18/2016 Amount: N/A
Department: Finance Account #: N/A
Subject: Resolution 2016-26 Establishing Reclaim Water rates
Agenda Section: Resolutions: (Legislative):

ATTACHMENTS:

Description	Type
Proposed Resolution	Resolution
Reclaim Water Rate Study	Exhibit

Summary/Highlights:

Resolution 2016-26 Establishing Reclaim Water rates.

Background:

On the 26th of September 2016 the City Commission approved amending the City code of ordinances 66 requiring new developments to be evaluated for use of reclaim water.

Staff Recommendation:

Approve Resolution 2016-26 Establishing Reclaim Water rates.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

Recommend approval.

RESOLUTION 2016-26

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA; PROVIDING FOR THE ESTABLISHMENT OF RECLAIM WATER RATES, FEES AND CHARGES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions of applicable law, it is incumbent upon, and fiscally responsible for, The City Commission to set rates, fees and charges that are just and equitable based upon the type of service provided by the System; and

WHEREAS, it is necessary in the interests of the public at large, and most specifically the existing customers of the City utilities system that those costs necessary to make new water, sewer and reclaim water main tap connections must be paid for by the person or persons requesting such connections and receiving beneficial use thereof, so that the City will not suffer any financial loss; and

WHEREAS, the City Commission has review the Reclaim Water Rate study; and

WHEREAS, the City Commission has determined the need for the establishment of the Reclaim Water Base Rates and Consumption Rates in order to continue improvements to the City's Reclaim Water Systems; and

WHEREAS, the City of Bunnell Code of Ordinances Section 66-36 states that fees shall be established by resolution;

WHEREAS, the City has provided notice of the Commission's consideration for adoption of the utility rates as required by Section 180.136, Florida statutes;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA, AS FOLLOWS:

SECTION 1. DEPOSIT RATES: That each person, firm or corporation receiving reclaim water services in the City of Bunnell shall be required to post a deposit (per meter) before the service is connected, to secure payment for such services as follows:

Type of Service	Reclaim Deposit
Residential	\$ 50.00
Non-residential	\$ 100.00

SECTION 2. USAGE RATES:

A. Reclaim Base Rates:

Residential	\$1.63
Commercial	\$2.93
Government	\$4.91
Schools	\$2.84

F. Reclaim Consumption Rates: (Per thousand gallons)

Residential	\$.40
Commercial	\$.50
Government	\$.40
Schools	\$.40

G. Monthly reclaim water base and consumption charges to any user located outside the City limits shall be 125% of the above listed rates.

H. An Annual Rate Index shall be increased by not less than 5% and will be applied to all Utility Rates at the City of Bunnell's fiscal year (October 1st to be billed on November bill)

SECTION 3. RECLAIM ACCOUNT CONNECTION FEE: A Connection Fee will be charged to each Utility Account that is established within Bunnell.

Residential Account Connection Fee \$35.00

Commercial Account Connection Fee \$45.00 (Includes schools, Government and Churches)

SECTION 4. APPLICABLE PENALTY: There shall be a \$10.00 minimum or 10% penalty (whichever is greater), for any unpaid balance after the 21st of the month and repeated for each billing period thereafter on unpaid balance.

SECTION 5. POSTED DEPOSITS: Posted deposits of all customers whose accounts become delinquent in excess of thirty-five (35) days shall be applied to any outstanding balance and the account shall be closed. Service shall be discontinued for non-payment of the bill and a turn off fee or disconnection fee, as applicable, shall be applied to the close out of the account. Service will not be resumed until the utility bill is paid in full, along with penalty as provided herein, and a turn on fee or reconnection fee, as applicable. To reestablish service, a new deposit paid in full, as stated herein, shall be posted, and a new utility account shall be opened.

SECTION 6. SERVICE FEES FOR CUSTOMER REQUESTED METER CHECKS, DISCONTINUANCE AND RE-ESTABLISHMENT OF SERVICE SHALL BE AS FOLLOWS:

Turn Off Fee	\$25.00
Turn On Fee	\$25.00
Disconnection Fee (removal of meter)	\$35.00
Reconnection Fee (replacement of meter)	\$35.00
Meter check Fee	\$35.00
Meter Bench Test Fee	\$55.00
After-Hours Fee (plus any of the above)	\$55.00

SECTION 7. CONNECTION CHARGES VERSUS DEVELOPMENT CHARGES OR FEES: Connection charges, also known as Tap-in Charges, are separate and distinct from Impact Fees, also known as Development Fees, or Charges. This Resolution applies to Connection Charges. Impact Fees are adopted by Ordinance and are not subject to this Resolution. Meaning of abbreviations and esoteric words in this Resolution are listed at the end of this Resolution.

SECTION 8. RECLAIM WATER MAIN PIPE TAP AND METER INSTALLATION CHARGES: The following Connection Charges shall be paid by the person or persons requesting or reclaim water pipe tap connections and meters, within the City Limits. Except where noted, all components of the reclaim water service connections will be installed by City personnel. All services installed outside the City Limits are surcharged by 25%. All rates are base rates. Any additional costs incurred by the City in installing the taps or meters, will be passed on to the consumer. All charges listed below also apply to any taps made to the reclaim water system.

SECTION 9.1. ¾ -INCH SIZE METER CONNECTION CHARGE: This is for residential or non-residential units where the meter setting piping, fittings, and box has already been installed by an owner/developer, and only a meter is required to be installed.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS or NRS	5/8x3/4"	Meter only installed by City Employee	\$232.00

SECTION 9.2. ¾-INCH SIZE METER CONNECTION CHARGE: This is for residential or non-residential units that have a main pipe tap service line, and meter valve box, or they are going to be installed by an Owner/Developer, and these components will be installed by a licensed plumber. Further, in these installations, a reduced pressure backflow preventer is required for non-residential services.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS	5/8x3/4"	Meter, Meter Coupling	\$253.00
NRS	5/8x3/4"	Meter, Meter Coupling	\$253.00
(RPZ BFP installed by a licensed plumber)			

SECTION 9.3. ¾-INCH SIZE METER CONNECTION CHARGE: This is for residential units that require a main pipe tap into an existing reclaim water main pipe that does not have a main pipe tap installed at/for the property.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS	5/8x3/4"	Tap, Meter-set	\$602.00

SECTION 9.4. 3/4-INCH SIZE METER CONNECTION CHARGE: This is for non-residential units that require a main pipe tap into an existing reclaim water main pipe that does not have a main pipe tap installed at/for the property. The required backflow preventer is required to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
NR	5/8x3/4"	Tap, Meter-set, (RPZ BFP installed by a licensed plumber)	\$776.00

SECTION 9.5. 1-INCH SIZE METER CONNECTION CHARGE: This is for residential or non-residential units where the meter setting piping, fittings, and box has already been installed by an owner/developer, and only a meter is required to be installed.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS or NRS	1"	Meter Only Installed	\$398.00

SECTION 9.6. 1-INCH SIZE METER CONNECTION CHARGE: This is for non-residential units that require a main pipe tap into an existing reclaim water main pipe that does not have a main pipe tap installed at/for the property. The required backflow preventer is required to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
NRS	1"	Tap, Meter-set, (RPZ BFP installed by a licensed plumber)	\$705.00

SECTION 9.7. 2-INCH SIZE METER CONNECTION CHARGE: This is for non-residential units that require a main pipe tap into an existing reclaim water main pipe that does not have a main pipe tap installed at/for the property. The required backflow preventer is required to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description Components</u>	<u>Amount</u>
NRS	2"	Tap, Meter-set, (RPZ BFP installed by a licensed plumber)	\$1,475.00

SECTION 9.8. OVER 2-INCH SIZE METER CONNECTIONS: These size tap and meter sets are the sole responsibility of the owner/developer, and must be installed by a plumber or underground utilities contractor licensed by the State of Florida and in according to City specifications.

SECTION 9.9 RECLAIM WATER MAIN CONNECTION CHARGES WAIVER: Reclaim water connection/tap fees listed in sections 9.1 to 9.8 herein can be waived if the owner/developer contracts with a qualified contractor acceptable to the City to install the required piping, meters, and other fittings according to City specifications to accomplish the same installation that the City employees would make. This provision would normally, but not only, apply to a

development where there are new water and sewer systems installed by the developer; i.e.: new commercial buildings, apartment buildings and subdivisions.

SECTION 10. GENERAL REQUIREMENTS: The meaning of abbreviations and esoteric words in this Resolution are listed at the end of this Resolution.

SECTION 11. ROAD AND DRIVEWAY PAVEMENT CUTS AND REPAIR/RESTORATION: If the City workers or contractor workers have to cut the road or driveway pavement for installing a reclaim water tap and service piping, the benefiting property owner/developer is responsible for the paving restoration. The subject property owner/developer is responsible to directly hire and pay directly a paving, or otherwise experienced, City licensed contractor to compact the trench, straight-cut the edges of the paving cut, and approximately repave the applicable road or driveway(s).

SECTION 12. EXCEPTIONS TO INCLUDED CHARGES OR PROCEDURES: Any special circumstance regarding connection charges that are not covered herein shall be handled on a case-by-case basis by the Utilities Director or his/her designee. The City shall calculate charges in the same manner as those herein included were calculated.

SECTION 13. CONTRACTORS: All contractors referenced, or otherwise required, by this Resolution must be appropriately licensed as to qualifications and have a valid City of Bunnell Business Tax Receipt. Contractors shall include, but not limited to, underground piping, plumbing, paving, mechanical, drafters, surveyors, architects, and engineers.

SECTION 14. INSPECTIONS REQUIRED: The building permit holder, or their designee, shall notify the Utilities Director, or the Director's designee, when the reclaim water service piping is ready for inspection and/or connection to the City's reclaim water mains. The connection shall be made under the supervision of the Utilities Director, or the Directors designee. The Building Permit holder, or property owner, as billed by the City, shall pay reasonable inspection expenses incurred by the City. All reclaim water meters and backflow preventers must be accessible at all times for inspection and/or servicing by the Utilities Department.

SECTION 15. ABBREVIATIONS AND ESOTERIC TERMS DEFINITIONS ARE LISTED BELOW:

SECTION 15.1 RS means Residential Service, and normally means a single family detached house; however, it can also apply to duplexes or other multiple attached residential buildings.

SECTION 15.2 NRS means Non-Residential Service, and as the name implies, it applies to all services that service other than residential buildings.

SECTION 15.3 DCV BFP means Double Check Valve Back-Flow Preventer, which is a special class of plumbing device that prevents backflow from point-of-use back into the reclaim water system.

SECTION 15.4 RPZ BFP means Reduced Pressure Zone Back-Flow Preventer, which is a special class of plumbing device that prevents back-flow from point-of-use into the reclaim water system.

SECTION 15.5 ¾-INCH SIZE refers to the nominal pipe diameter of services; and respectively applies to other sizes listed such as 1 or 2 inch.

SECTION 15.6 TAP refers to the service piping and pipe fittings that make up a service to a building; and, for reclaim water services it includes the pipe saddle, corporation stop valve, wet-tap hole, service piping, and curb stop valve.

SECTION 15.7 METER-SET refers to a reclaim water service and includes the meter, meter couplings, and meter box.

SECTION 16. CONFLICTS.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

SECTION 17. SEVERABILITY.

If any provisions of the Resolution or the application thereof to any person or circumstance are held invalid, the remainder shall nevertheless be given full force and effect, and to this end the provisions of this Resolution are declared severable.

SECTION 18. EFFECTIVE DATE.

This Resolution shall become effective December 1, 2016.

PASSED and ADOPTED at the meeting of the City Commission of the City of Bunnell on the 28th day of November, 2016.

CITY OF BUNNELL, FLORIDA

Catherine D. Robinson, Mayor

ATTEST:

Sandra Bolser, City Clerk

Approved as to Form:

Seal:

Wade Voss, City Attorney

REUSE RATES

Honorable Mayor and City Commissioners;

After reviewing the current reuse rate being charged to Verdego, Inc I was able to compile a fair reuse rate for potential City of Bunnell, FL reuse connections as follows. A monthly meter maintenance fee of;

- \$ 1.63 for residents inside the city limits.
- \$ 2.04 for residents outside the city limits
- \$ 2.93 for Commercial inside the city limits
- \$ 3.66 for Commercial outside the city limits
- \$ 4.91 for Government
- \$ 2.84 for schools

Which is justified by The City of Bunnell, FL Ordinances Section 66-1(D) The City shall construct all necessary transmission lines, pumping stations and appurtenant improvements for transmitting reclaimed water from the City's reclaimed water distribution system to the applicant's site.

The monthly meter fee listed above associated with a per thousand gallons usage charge of;

- \$.40 per thousand gallons for residents inside the city limits
- \$.50 per thousand gallons for residents outside the city limits
- \$.40 per thousand gallons for commercial inside the city limits
- \$.50 per thousand gallons for commercial outside the city limits
- \$.40 per thousand gallons for Government connections
- \$.40 per thousand gallons for Schools

Will provide the City of Bunnell, FL with monetary required to make repairs and upgrades as needed to the reuse system. An average home using 6,000 gallons of reuse per month would receive a bill of \$ 4.03.

An installation fee for residents wishing to connect as the reuse system is expanded should reflect the proposed water connection fees as listed in Resolution 2016-XX Sections 11 and 11.1. This fee is justified by the city's incurred expense of installing a meter to calculate consumption, tapping of the reuse main, and work hours needed to complete the task.

Respectfully Submitted;
Ricky Crews
State Technical Specialist
Southeast RCAP
352-281-2924
rcrews@sercap.org

Educating the public on Reuse

NOTE: -It is the responsibility of the owner, management company or association to inform the residents of the reclaimed water and the CITY's requirements upon the premises. Where a transfer of the signatory of the application/permit is made.

For connection into the City's reclaimed water system, the following is required:

- An in-ground irrigation system for land application.
- The retrofitting of an existing system.
- The installation of a new sprinkler system.
- The installation of a backflow prevention device. (See Step 5 – Backflow Device Installation)

The Above can be done by the owner, resident, management or association having control of such property.

NOTE: Irrigation systems must be designed so that spray does not go into street, swimming pool, public sidewalk or etc. areas during normal use periods. Keep irrigation contained to your property.

B.

A hand control valve must be installed and be accessible on the users side of service as close to the City's curbstop valve (City's service line) as possible. This valve is for your convenience, and is to shut off the reclaimed water supply to your sprinkler system, in the event of a down stream break. The hand control valve may be installed in the City's service box if there is adequate room.

NOTE: The City's curbstop valve (City's supply line valve) is to be opened or closed by City personnel only. The installer must contact the City's Water Reclamation Division to turn the system on and off during or after construction to flush or pressure check the system.

RECOMMENDATIONS FOR IRRIGATION INSTALLATION:

Components and material for your system should be compatible with pressures up to 100 psi. The recommended piping is schedule 40 (pvc) pipe. Avoid mist heads due to vaporization at this pressure. In-ground pop-up water droplet heads are recommended. However, if your existing system presently has mist heads, you may install Pressure Compensating Screens, which will eliminate fogging caused by high pressure. The recommended water cycle is three (3) times a week, mornings or evenings. Therefore, a timer and zone system is an important part of your irrigation system. However, hand control valves for zoning are acceptable.

Where new lines are installed, other than the main supply line to the sprinkler system, it is recommended that these lines be marked as RECLAIMED WATER by the use of the color purple/lavender manufactured tape or paint to prevent Cross Connections. However, it is mandatory that piping and outlets conveying nonpotable water be adequately and durably identified by a distinctive color purple/lavender for reclaimed and yellow for other nonpotable water supplies so that it is readily distinguished from piping carrying potable water, per State Mandated Standard Plumbing Code, 605.1 – 1994 Edition.

STEP 5. Backflow Device Installation:

The installation of a backflow device is mandatory for the protection of the Potable Water supply (drinking water) where reclaimed water is upon the same property.

When completed connection is made to the City's reclaimed water service (curbstop) valve in service box and has a Hand Control Valve installed on the user's side of the City's valve and the in-ground irrigation system is ready for use.

When the Backflow Device is installed and tested, if applicable.

B. FINAL INSPECTION:

All inspections must be complied with. When all requirements are met, the City shall then turn the system on.

INFORMATION:

No water-cooled air conditioning will be connected to the system.

No hose bibs are permitted on the reclaimed (irrigation) system.

No potable water systems or hydraulics may be tied into the system.

No connections to wells or quick disconnects. **NOTE:** Wells may be retained but must be completely separate from the reclaimed system.

No aesthetic connections (such as water falls or fountains) are permitted without direct approval of the Wastewater Treatment/Water Reclamation Department.

No overhead irrigation systems without the Wastewater Treatment/Water Reclamation Department's approval.

Reclaimed water shall **not** be used to fill swimming pools, hot tubs, or wading pools.

Irrigation of edible crops that will be peeled, skinned, cooked or thermally processed before consumption is allowed. Direct contact of the reclaimed water with such edible crops is allowed.

Irrigation of tobacco or citrus is allowed. Direct contact of the reclaimed water with tobacco or citrus is allowed, including citrus used for fresh table fruit, processing into concentrate, or other purposes.

Irrigation of edible crops that will not be peeled, skinned, cooked, or thermally processed before consumption is allowed if an indirect application method that will preclude direct contact with the reclaimed water (such as ridge and furrow irrigation, drip irrigation, or a subsurface distribution system) is used.

Irrigation of edible crops that will not be peeled, skinned, cooked or thermally processed before consumption using an application method that allows for direct contact of the reclaimed water on the crop is prohibited.

NOTE: Any customer whose reclaimed water system is in violation of any City Ordinance, regulation, or procedure shall be subject to immediate discontinuance of reclaimed water service. Such discontinuance of service shall not relieve any person of liability for civil action or criminal or municipal ordinance violation prosecution.



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 11/2/2016 Amount: N/A
Department: Community Development Account #: N/A
Subject: Request to Approve Easement Agreement on Portion of N. Railroad Street.
Agenda Section: New Business:

ATTACHMENTS:

Description	Type
Easement Agreement	Exhibit
Exhibit A to Easement Agreement	Exhibit

Summary/Highlights:

This is a request to approve an Easement Agreement for the portion of Railroad Street vacated earlier on this agenda by Ordinance number 2016-20.

Background:

This easement protects the city in the area vacated by Ordinance 2016-20.
It protects the city two inch water line located in the area to be vacated, it also prevents the developer from ever disturbing the remnants of the Old Brick Road located in the area to be vacated.

Staff Recommendation:

Recommend approval of the Easement Agreement for the portion of Railroad Street vacated by Ordinance 2016-20.

City Attorney Review:

Reviewed and approved by the Attorney on November 2, 2016.

Finance Department Review/Recommendation:

This instrument prepared by:
Robert G. Cuff
Robert G. Cuff, P.A.
33 Old Kings Road North, Suite 1
Palm Coast, Florida 32137

UTILITY EASEMENT AND NON-DISTURBANCE AGREEMENT

THIS UTILITY EASEMENT AND NON-DISTURBANCE AGREEMENT (hereinafter "Easement") is made this _____ day of _____, 2016, between , whose address is **LPO FAMILY, LLC, a Delaware limited liability company, as Trustee for the L.P. O'Reilly Family Irrevocable Trust, under Trust date of May 17, 2011, Grantor**, whose address is 138 Palm Coast Parkway, NE, Suite 310, Palm Coast, Florida 32110 and **CITY OF BUNNELL, a Florida municipal corporation**, (hereinafter "City"), whose address is 201 West Moody Blvd., Bunnell, Florida 32110, **Grantee**.

RECITALS

WHEREAS, the Grantor is the owner of certain lands in Flagler County, Florida more particularly described in Exhibit A, attached hereto and incorporated herein, by virtue of a right of way vacation of the land described in Exhibit A (the "ROW Property) by Grantee; and

WHEREAS, as a condition of the right of way vacation by Grantee, Grantor agreed to grant to Grantee the use a portion of the Right of Way Property for the location and maintenance of an existing 2" water line and further agreed that Grantor's use of the Right of Way Property would not disturb the portion of the Old Brick Road located on the Right of Way Property, all in accordance with the terms of this Easement.

NOW, THEREFORE,

In consideration of Grantee's agreement to vacate the portion of a public right of way in favor of Grantor and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Grantor and Grantee agree as follows:

1. Grant of Utility Easement. Grantor hereby grants to the Grantee a non-exclusive utility easement, in perpetuity, (the "Utility Easement") on the portion of the Right of Way Property, subject to the following conditions:

A. The Grantor reserves unto itself the right and privilege to use the Right of Way Property including, without limitation, to satisfy setback requirements for any development of Grantor's real property abutting the Right of Way Property, in any way so long as Grantor does not construct any structures on the Right of Way Property that cover any utility lines installed or maintained by Grantee pursuant to this Agreement or otherwise interfere with the Grantee's use or enjoyment of the Utility Easement granted herein.

B. Grantee's use of the Utility Easement shall include the right to access the Utility Easement property, so long as such access is done in a reasonable manner and solely for the purpose of installing and maintaining the Grantee's utility improvements in the Utility Easement.

C. Grantee shall be solely responsible for the cost of installation, maintenance or repair of any improvements now located in or in the future installed in the Utility Easement by Grantee.

D. Grantor shall have no obligation to improve or maintain any improvements placed in the Utility Easement by Grantee and Grantee shall restore any improvements belonging to Grantor that are disturbed by Grantee's use of the Utility Easement.

2. Covenant Not to Disturb Old Brick Road Remnants. Grantor covenants and agrees with Grantee that no use of the Right of Way Property by Grantor shall damage or remove the remnants of the Old Brick Road currently located on the Right of Way Property.

3. Miscellaneous Provisions.

A. This Easement may only be amended by a writing recorded in the public records, signed by the parties hereto or their successors in interest.

B. This Easement shall be governed by and construed in accordance with the law of the State of Florida.

C. This Easement shall run with the land described herein and shall bind and inure to the benefit of the grantees, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the Grantor and Grantee have executed this Utility Easement on the date first above written.

Signed, sealed and delivered
in the presence of:

Grantor:
**LPO FAMILY, LLC, a Delaware limited
liability company, as Trustee for the L.P.
O'Reilly Family Irrevocable Trust, under
Trust date of May 17, 2011**

Print Name: _____

By: _____

its: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me on _____, 2016
by _____, the _____ of LPO
FAMILY, LLC, a Delaware limited liability company, on behalf of the company in its capacity
as Trustee for the L.P. O'Reilly Family Irrevocable Trust, under Trust date of May 17, 2011.
(S)He is personally known to me or produced _____ as
identification.

Print name: _____
Notary Public, State of Florida

Signed, sealed and delivered
in the presence of:

Grantee:
CITY OF BUNNELL, a Florida municipal
corporation

Print Name: _____

By: _____

Print Name: _____

Attest: _____

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me on _____, 2016
by _____ as the _____ of City of Bunnell, a
Florida municipal corporation, on behalf of the City. (S)He is personally known to me or
produced _____ as identification.

Print name: _____
Notary Public, State of Florida

EXHIBIT A

to

UTILITY EASMENT AND NON-DISTURBANCE AGREEMENT

A segment of the right of way of Railroad Street in Bunnell, Flagler County, Florida consisting of the easterly twenty five (25') feet of said right of way abutting the westerly property line of the real property described as:

All of Block 182, including Lots 1 through 12 thereof, together with the vacated 50' right of way of West Richwood Street, adjacent to said Block, and also together with the east 25 feet of the vacated West Seminole Street adjacent to said Block, according to the plat thereof recorded in Map Book 3, Page 5 of the Public Records of Flagler County, Florida; less and accept all portions taken for the right-of-way of U.S. 1, Flagler County, Florida (the "LPO Property")

which segment is bounded on the south by a line that is the extension of the southern boundary of the LPO Property on a bearing of N39°19'46"E and on the north by a line that is the extension of the northern boundary of the LPO Property on a bearing of N39°39'18"E, the length of said segment being approximately 390.28'.



City of Bunnell, Florida

Agenda Item No. H.2.

Document Date: 11/9/2016 Amount: N/A
Department: City Manager Account #: N/A
Subject: Hurricane Matthew- City After Action Report.
Agenda Section: New Business:

ATTACHMENTS:

Description	Type
After Action Report	Exhibit

Summary/Highlights:

This is a report on the City's evaluation of how the City performed during Hurricane Matthew. This is not the County's after action report.

Background:

Each Department Director has noted and provided input regarding what worked well for the City's preparation before, during and after Hurricane Matthew.

The attached report is a compilation of all Director comments on things the City did well and ways the City could improve for future events.

Staff is already working to make changes to procedures based upon the suggestions made in this report.

Staff Recommendation:

None. This is a report.

City Attorney Review:

Finance Department Review/Recommendation:

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DAN DAVIS
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

BONITA ROBINSON

Hurricane Matthew After Action Review

Overall

- Things that went well
 - Readiness and commitment to serve the City throughout the event
 - Logistical needs were planned for
 - Planning/Preparing ICS 202 daily Incident Action Plan
 - Coordination and cooperation between the Fire and Police Chiefs
 - All utility equipment was fueled and ready to go.
 - The portable generator was hooked up and ready to go to anticipate Power Outage.
 - New utility crane truck was more than equipped to handle every need and was very useful.
 - Spare panel parts on hand enabled us to keep key lift stations online.
 - Staff was willing to work whatever hours needed to get the job done.
 - Even though the power outage handicapped the city sewer system. It allowed the City Wastewater plant not to be hydraulically overloaded with all the storms flows at once.
 - All storm related water breaks were handled fast and efficiently. They were mostly related to tree roots, and FPL Pole installations.
 - Communication between county and other municipalities worked well. In times of need both the County and City of Palm Coast were very helpful.
 - Employees got to spend the night before the storm with their families. After all planning is complete, Utility Staff needs don't come up till during and after the storm.
 - Overall, everyone worked well together, no matter how tired, wet, or frustrating the situation got.
- Things to consider next time
 - Need at least 2 to staff EOC.
 - Better shift change communication.
 - Train staff/provide staff on City address issues; have better address info for service orders.
 - Use SharePoint documents to allow communication between County EOC liaison and City EOC when reporting missions/incidents reported throughout the City or that are the City's responsibility to resolve.
 - Determine if 1st responders need to mark uninhabitable buildings.
 - Create tier response level- depending on the type of event- which would determine level of response/services that would be activated.
 - Have more maps available.
 - Give staff who will be staffing City facilities more time to prepare for and prep their homes before the storm & not just the day or two days before the storm is to hit the area.

- Set-up Family shelter for employees who need to bring children/family members they care for with them in order to be able to work event.
- Department heads or representatives represented at EOC during all shifts & clearly identified by shift to allow all staff know shift contacts for answers/needs.
- Phone services: Employees with Sprint Plans were unable to be contacted.
- Rent or deploy temporary cell phones to primary stakeholders during the event as a backup communication option.
- Need improved kitchen facilities for City staff working the event- better ways to heat up food in larger quantities.
- Provide an air conditioned ready room, sleep and shower facility for all staff.
- Need more portability in generators and bypass pumps.
- Need to get more lighting around equipment if the town is without power.
- Need to ensure all shifts have the proper equipment for efficiency. Example: run generators/pumps at night, try and plan repairs and electrical for day shift.
- Set up designated break/meal time for all employees and departments which would be ideal to plan around briefing/meetings.
- Schedule staffing and shiftwork earlier in the planning stages and allow employees to make plans for their families and personal needs sooner.
- Establish set 12-hour shift, no Under or Over on shifts.
- Training on radios, Cell service was not reliable.
- Preventive Maintenance on Generators is Vital!
- Police Department
 - Needs safe/secure facility and shelter from attack and/or storm
 - Needs command/deployment capability, rest/shower capability, washer/dryer

Pre Hurricane

- Things that went well
 - Most equipment was checked and ready to go
 - Self-serve sand bags were very popular
 - Coordination between departments was excellent
 - IAP's and Operational briefings were extremely useful
 - Communication plan seemed to work well – Minimized radio traffic on Common channels and freed up dispatchers
 - Changing response on all fire alarms to single unit worked well
- Things to consider next time
 - Board up all the City buildings
 - Monitor sand more closely to ensure an adequate supply
 - Limit sand bags to 12 bags per address point
 - Consider moving self-serve sand bag site across the street at the old jail to alleviate traffic in the back of the station (Need County permission first)
 - Consider putting all personnel on same 12-hour shift schedule (PD was 6:00 – 6:00 and Utilities was 12:00 to 12:00) – Better for operational briefings
 - Employee training on radios prior to events
 - Consider ice machine for fire department to ensure adequate supply of ice
 - Having large maps on hand in the command post for reference
 - Having a generator to run the entire Administration Complex
 - Set up additional service order codes
 - Food accurate by location and MRE's
 - All City vehicles fueled before the event
 - Obtain/restock first aid kits for EOC and all City buildings
 - Pre-plan for after the storm fuel delivery; Have a back-up in case the first vendor runs out, cannot deliver because of storm damage to their facilities, etc.
 - No voice mail on EOC to EOC phone
 - During vehicle preparation, ensure that all vehicles are sufficiently stocked with cones and barricades to prevent having to return to shop to get supplies to mark hazards
 - Create EOC, Family Shelter and manned City buildings supply checklists; Review quarterly & update as needed
 - Include/Add: Checking emergency lighting batteries in City buildings

During the Hurricane

- Things that went well
 - Driving was suspended when sustained winds reached 45 MPH
 - Station was comfortable and secure during the storm (gusts to 80 mph)
 - Fire Department staffing was more than adequate (7 – 9 personnel)
 - Logistical needs of personnel were met
- Things that need to be considered
 - **ENSURE ALL EMPLOYEES STAY OFF THE ROAD WHEN WINDS REACH 45 MPH**
 - Have plan for employees and equipment if winds are going to be higher than 80 MPH
 - Consider other food options realizing we have a full kitchen on generator power at fire department
 - Having a secondary City EOC location in case the Administration Building is compromised
 - EOC staff can do/review time entry in the evenings/at night
 - Have radio and cell phone charging stations at the EOC

After the Hurricane

- Things that went well
 - Utilizing PD for field observers'/damage assessments and reporting them to Fire Chief for prioritization and assigning worked well
 - Forms for logging trees down and structure damage worked well
 - Public Works and Fire worked hard cutting and tossing trees.
 - City EOC monitoring worked well
 - Communication plan seemed to work well – Minimized radio traffic on Common channels and freed up dispatchers
- Things that need to be considered
 - Lowering the sustained wind speed before releasing units - EM released units to respond when conditions were to hazardous
 - Keeping residents in shelters until deemed safe by emergency personnel
 - Try and increase staffing after the storm (we had 2 to 4) – More calls for service from 12 hours to 48 hours after the storm
 - Only logging large trees, powerlines, and both only – No need to waste time on logging small trees/ limbs blocking roads that can be cut and tossed easily
 - Pairing up a public works crew with heavy equipment with fire crew to work as a team and assigning them to a division. Prioritize tasks within each division
 - Have generators ready to go for placement at traffic lights
 - Schedule a meeting with the County to discuss after action details between municipalities and the County
 - Designate a person to prioritize the calls coming in from the public and being assigned to work crews



City of Bunnell, Florida

Agenda Item No. H.3.

Document Date: 11/16/2016 Amount: \$3,091
Department: Finance Account #: 001-0511-511.XX.XX (Salary & Benefits)
Subject: Restoring Commission salary levels to July 2014 rates
Agenda Section: New Business:

ATTACHMENTS:

Description	Type
Resolution 2009-10	Resolution

Summary/Highlights:

Discuss increasing Commission salaries to levels established on resolution 2009-10 adopted April 21, 2009.

Background:

At the July 28, 2014 Commission meeting the City Commission agreed to decrease their salaries by 10% as a budget savings measure. The City's fiscal year 2014 audit noted that the City had an unfavorable financial condition rating. Due to measures taken in the fiscal year 2015, the City's audit for fiscal year 2015 no longer reflects an unfavorable status. Commissioner Baxley requested that this item be discussed and recommends restoring Commission salaries to amounts shown in resolution 2009-10 effective April 2017.

If the Commission decides to restore the salaries, a resolution would be brought before the Commission for approval.

Staff Recommendation:

Restore Commission salaries to the amounts authorized in resolution 2009-10 effective April 2017.

City Attorney Review:

Finance Department Review/Recommendation:

This request would require additional budget funds in the salary and benefits budget lines of \$3,091. If the Commission agreed not to use travel and training budget funds \$2,000 can be transferred for this request. The remaining funds of \$1,091 can be transferred from unspent budget for the City's Halloween event. Recommend approval.

GAIL WADSWORTH, FLAGLER Co.

RESOLUTION 2009-10

A RESOLUTION ESTABLISHING MONTHLY PAYMENT TO THE CITY COMMISSIONERS AND MAYOR; ENABLED BY THE ADOPTION OF ORDINANCE 2009-06 AND HENCEFORTH APPROVED BY REFERRENDUM VOTE ON MARCH 3, 2009, REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT WITH; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF BUNNELL:

1. Each City Commissioner of the City of Bunnell shall be entitled to the sum of \$800.00 per month to defray the costs and expenses of that office.
2. The Mayor of the City of Bunnell shall be entitled to the sum of \$1,000.00 per month to defray the costs and expenses of that office.
3. The Resolution shall take effect March 3rd, 2010.

DULY ADOPTED by the City Commission of the City of Bunnell, Florida, on this 21st day of April 2009.

CITY COMMISSION, City of Bunnell, Florida.

By: Catherine D. Robinson Date 4/21/09
Catherine D. Robinson, Mayor

Approved for form and content by:

Sidney M. Nowell Date 4/21/09
Sidney M. Nowell, Esq., City Attorney or
Justin C. Peterson, Assistant City Attorney

Attest:

Ronya D. Johnson Date 4/21/09
Ronya D. Johnson, City Clerk

