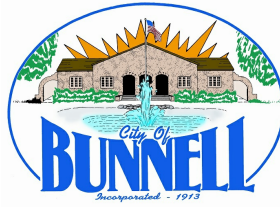


**CATHERINE D. ROBINSON**  
**MAYOR**

**JOHN ROGERS**  
**VICE-MAYOR**

**DAN DAVIS**  
**CITY MANAGER**



*Crossroads of Flagler County*

**COMMISSIONERS:**

**ELBERT TUCKER**

**BILL BAXLEY**

**JOHN SOWELL**

## **BUNNELL CITY COMMISSION MEETING**

**Monday, July 10, 2017**

**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:**

**B.1.** Presentation: Fresh Start Program - Daytona State University

**B.2.** Presentation: Cost-Share Check from the St. Johns River Water Management District.

**C. Consent Agenda:**

**C.1. Approval of Warrant**

**a.** 2017 07 10 Warrant

**C.2. Approval of Minutes**

**a.** 2017 06 26 City Commission Workshop Minutes

**b.** 2017 6 26 City Commission Meeting Minutes

**C.3.** Request to surplus assorted dumpsters.

**C.4.** Law Enforcement Mutual Aid Agreement

**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 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium. - First Reading.

**E.2.** Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district. - First Reading.

**E.3.** Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations. - First Reading.

**F. Resolutions: (Legislative):**

**F.1.** Resolution 2017-14 Amend Section 11 of Resolution 2014-21

**G. Old Business: None**

**H. New Business:**

**H.1.** Appeal of the June 20, 2017 Planning, Zoning and Appeals Board decision regarding the Special Exception Request to allow a transitional housing project at 210 N. Fig Street.

**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](http://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 July 5, 2017*



## City of Bunnell, Florida

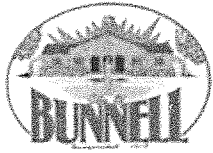
### ATTACHMENTS:

Description

2017 07 10 Warrant

Type

Warrant



City of Bunnell, FL

# Warrant

By Fund

Payable Dates - 07/10/2017

Post Dates - 07/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
<b>Fund: 001 - GENERAL FUND</b>					
		Florida Combined Life	Dental Insurance - 06/2017	001-2184000	1,309.80
		Margaret Miller	Hall Security Deposit Refund	001-2201000	89.44
		Michelle Gilmore	Hall Security Deposit Refund	001-2201000	125.00
		Colonial Life & Accident Insur	06/2017	001-2185000	871.11
		Patricia Howard	Hall Security Deposit Refund	001-2201000	150.00
		City of Bunnell - WS O&M	M&M Development	001-2291000	646.69
		Florida Health Care Plans	FHC HMO T66	001-2184000	22,419.03
		Florida Health Care Plans	FHC Triple Option	001-2184000	1,453.48
		Florida Health Care Plans	FHC HMO T23 - FRASER July 2	001-2184500	1,524.84
		Florida Health Care Plans	FHC HMO T23	001-2184000	5,104.08
					<b>33,693.47</b>
<b>Department: 511 - Legislative</b>					
		Flagler County Board of Count	GW Carver Annual Contributio	001-0511-511.8200	10,000.00
		News Journal	Notice of Hearing	001-0511-511.4800	84.55
		News Journal	Notice of Hearing	001-0511-511.4800	84.55
		News Journal	Notice of Hearing	001-0511-511.4800	35.50
		State of Florida Department o	Local Phone Service thru May	001-0511-511.4100	17.23
			<b>Department 511 - Legislative Total:</b>		<b>10,221.83</b>
<b>Department: 512 - Executive</b>					
		Verizon Wireless	Verizon Wireless - FY2016	001-0512-512.4100	-9.29
		Verizon Wireless	Cell Phone Service	001-0512-512.4100	52.19
		Bankcard Center	Business Lunch With Lobbyist	001-0512-512.4000	26.00
			<b>Department 512 - Executive Total:</b>		<b>68.90</b>
<b>Department: 513 - Administrative Services</b>					
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		State of Florida Department o	Phone Charges Instate & Out	001-0513-513.4100	0.08
		State of Florida Department o	Local Phone Service thru May	001-0513-513.4100	86.15
		Lynch Oil Company	FUEL BLANKET PO	001-0513-513.5210	76.43
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		Lynch Oil Company	FUEL BLANKET PO	001-0513-513.5210	9.86
			<b>Department 513 - Administrative Services Total:</b>		<b>176.30</b>
<b>Department: 514 - Legal Counsel</b>					
		Vose Law Firm, LLP	Monthly Flat Rate Legal Fees f	001-0514-514.3103	7,000.00
		Vose Law Firm, LLP	Monthly Flat Rate Legal Fees f	001-0514-514.3104	40.00
		Vose Law Firm, LLP	Monthly Flat Rate Legal Fees f	001-0514-514.4900	14.88
			<b>Department 514 - Legal Counsel Total:</b>		<b>7,054.88</b>
<b>Department: 516 - Finance</b>					
		Bankcard Center	Standing Desks	001-0516-516.5100	633.00
		Bankcard Center	Overnight Mailing	001-0516-516.4200	30.70
		DEX Imaging	Contract & Overage	001-0516-516.4700	39.00
		DEX Imaging	Contract & Overage	001-0516-516.4700	0.94
		Staples Advantage	Pens, Copy Holder, Postage M	001-0516-516.5100	15.65
		Bankcard Center	Anti Fatigue Mats	001-0516-516.5100	55.97
			<b>Department 516 - Finance Total:</b>		<b>775.26</b>
<b>Department: 517 - Information Technology</b>					
		CDW Government	CREDIT - Part returned	001-0517-517.5200	-394.00
		Verizon Wireless	Verizon Wireless - FY2016	001-0517-517.4100	-10.87
		Verizon Wireless	Cell Phone Service	001-0517-517.4100	52.19
		SOFTWARE HOUSE INTERNAT	Purchase equipment for the C	001-0517-517.5264	51.30
			<b>Department 517 - Information Technology Total:</b>		<b>-301.38</b>

## Warrant

Payable Dates: - 07/10/2017 Post Dates: - 07/10/2017

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

## Department: 521 - Law Enforcement

Verizon Wireless	Verizon Wireless - FY2016	001-0521-521.4100	-10.87
Saxon's Wrecker and Automo	Towing of #1102 on 5/18/17	001-0521-521.4620	75.00
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	511.44
Flagler County Innovation Tec	P7300 Antenna Replacement	001-0521-521.5264	33.00
Flagler County Innovation Tec	P7300 Antenna Replacement	001-0521-521.5264	16.50
Verizon Wireless	Cell Phone Service	001-0521-521.4100	376.82
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	541.07
Florida Bullet, Inc.	LE127ES Fed. 12 Gauge Hydra	001-0521-521.5200	85.00
Florida Bullet, Inc.	LE127ES Fed. 12 Gauge Hydra	001-0521-521.5200	80.00
State of Florida Department o	Phone Charges Instate & Out	001-0521-521.4100	0.32
O'reilly Automotive Inc	Oil, Filter, Brake Pads & Coola	001-0521-521.4620	141.47
Boulevard Tire Center	Right Rear Tire - PD#1608	001-0521-521.4620	106.38
State of Florida Department o	Local Phone Service thru May	001-0521-521.4100	17.23
Vinny The Printer, Inc.	Business Cards for Chief Foste	001-0521-521.5100	62.50
O'reilly Automotive Inc	Oil & Filter - PD#1101	001-0521-521.4620	56.16
Flagler Chrysler Dodge Jeep, I	Electric Fan Motor for # 1101	001-0521-521.4620	140.00
Axon Enterprise Inc	Item # 22151 Taser Cartridges	001-0521-521.5200	877.24
Palm Coast Ford	Right rear Axle, Bearing & Sea	001-0521-521.4620	304.13
O'reilly Automotive Inc	Rear Brake Pads - PD#1106	001-0521-521.4620	86.16
Galls - An Aramark Company	Item # ZM170 BW XL Duty Bel	001-0521-521.5220	55.00
City of Bunnell - WS O&M	200 S Church St	001-0521-521.4300	55.07

Department 521 - Law Enforcement Total: 3,609.62

## Department: 522 - Fire Control

Moore Medical Corp, LLC	CREDIT - Medical Supplies	001-0522-522.5200	-30.00
DG Hardware, Inc.	Strap Hold & Clamp Hoses	001-0522-522.4620	11.01
Lynch Oil Company	FUEL BLANKET PO	001-0522-522.5210	93.10
Boulevard Tire Center	395/85R20 Michelin XZL LRJ T	001-0522-522.4620	6.00
Boulevard Tire Center	395/85R20 Michelin XZL LRJ T	001-0522-522.4620	9,184.02
Boulevard Tire Center	395/85R20 Michelin XZL LRJ T	001-0522-522.4620	420.00
Advanced Auto Parts	Engine oil & Gloves - FD#W62	001-0522-522.4620	172.36
Lynch Oil Company	FUEL BLANKET PO	001-0522-522.5210	23.69
Bunnell Auto Supply, Inc.	Air Filter for W-62	001-0522-522.4620	136.39
State of Florida Department o	Wireless Air Cards FD	001-0522-522.4100	108.15
State of Florida Department o	Phone Charges Instate & Out	001-0522-522.4100	0.08
State of Florida Department o	Local Phone Service thru May	001-0522-522.4100	17.23
Lynch Oil Company	FUEL BLANKET PO	001-0522-522.5210	53.46
City of Bunnell - WS O&M	1601 Old Moody Blvd	001-0522-522.4300	240.02

Department 522 - Fire Control Total: 10,435.51

## Department: 524 - Community Development

State of Florida Department o	CORRECTION Quarterly Buildi	001-0524-524.4900	-72.55
Flagler Humane Society	Flagler Humane Society- April	001-0524-524.3400	675.00
Flagler Humane Society	Flagler Humane Society- April	001-0524-524.3400	833.33
Flagler Humane Society	Flagler Humane Society- April	001-0524-524.3400	900.00
Flagler Humane Society	Flagler Humane Society- April	001-0524-524.3400	833.33
Bankcard Center	Mick's Retirement Cake	001-0524-524.5200	71.99
Bankcard Center	Picture Frame, Matting- Mick	001-0524-524.5200	32.98
Bankcard Center	Tablecloth - Micks Retirement	001-0524-524.5200	14.99

Department 524 - Community Development Total: 3,289.07

## Department: 541 - Road and Street Facilities

Grainger	Asphalt Rake	001-0541-541.5200	-83.00
BuildersFirst	CREDIT - Railroad Ties	001-0541-541.4600	-79.20
BuildersFirst	5070082	001-0541-541.5300	45.84
Bankcard Center	TRANSMISSION SERVICE	001-0541-541.4620	339.91
O'reilly Automotive Inc	Duplicate payment	001-0541-541.4620	-63.85
K & M Mower and Small Engi	Sprocket	001-0541-541.4640	104.79
Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	169.25
DG Hardware, Inc.	Shelf Bracket, Paint Brush, W	001-0541-541.5200	35.95
UniFirst Corporation	UNIFORMS	001-0541-541.5220	59.59

## Warrant

(None)

Payable Dates: - 07/10/2017 Post Dates: - 07/10/2017

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	DG Hardware, Inc.	Drill Bit	001-0541-541.5200	15.29
	O'reilly Automotive Inc	Oil & Filters - PW#922	001-0541-541.4620	65.13
	DG Hardware, Inc.	Marking Paint	001-0541-541.5200	13.66
	K & M Mower and Small Engi	Loop Handle for Weedeater	001-0541-541.4640	13.59
	Verizon Wireless	Cell Phone Service	001-0541-541.4100	119.51
	Flagler Power Equipment	Roller, Spanner, Screw & Flan	001-0541-541.4640	435.29
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	57.28
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5215	287.15
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	115.13
	DG Hardware, Inc.	PVP Caps	001-0541-541.5200	12.14
	DG Hardware, Inc.	Chicago Key	001-0541-541.5200	8.96
	UniFirst Corporation	UNIFORMS	001-0541-541.5220	45.19
	Halifax Paving, Inc.	ASPHALT FOR RESURFACING	001-0541-541.5300	329.43
	Halifax Paving, Inc.	ASPHALT FOR RESURFACING	001-0541-541.5300	25.00
	Boulevard Tire Center	Tires & Balance - PW#935	001-0541-541.4620	383.56
	DG Hardware, Inc.	Trash Can, Nozzle & Key	001-0541-541.5200	43.88
	Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0541-541.3400	30.00
	State of Florida Department o	Local Phone Service thru May	001-0541-541.4100	17.23
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	157.29
	DG Hardware, Inc.	Carpet Bar	001-0541-541.5200	8.99
	UniFirst Corporation	UNIFORMS	001-0541-541.5220	45.19
	AG-PRO Companies	blades and bolts for the batwi	001-0541-541.4640	291.78
	DG Hardware, Inc.	Staples	001-0541-541.5200	4.13
	DG Hardware, Inc.	Lever Flush	001-0541-541.5200	5.39
	BuildersFirst	Supplies Dr Carter / Lemon St	001-0541-541.5300	-79.20
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	86.75
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5215	81.65
	City of Bunnell - WS O&M	400 A N State St - IRR	001-0541-541.4300	68.10
	City of Bunnell - WS O&M	03-4991-00 Corner of Railroa	001-0541-541.4300	129.02
	City of Bunnell - WS O&M	305 Tolman St	001-0541-541.4300	188.97
	City of Bunnell - WS O&M	1001 C S State St - IRR	001-0541-541.4300	70.97
	City of Bunnell - WS O&M	210 S State St - IRR	001-0541-541.4300	102.56
Department 541 - Road and Street Facilities Total:				3,708.29

## Department: 572 - Parks and Recreation

Classic Paper Plus, Inc	BULK OPERATING SUPPLIES F	001-0572-572.5200	29.04
Classic Paper Plus, Inc	BULK OPERATING SUPPLIES F	001-0572-572.5200	408.50
Classic Paper Plus, Inc	BULK OPERATING SUPPLIES F	001-0572-572.5200	307.08
DG Hardware, Inc.	Drain Cleaner	001-0572-572.5200	8.99
Flagler Power Equipment	Roller, Spanner, Screw & Flan	001-0572-572.4640	105.28
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	144.68
DG Hardware, Inc.	Bucket, Mophead, Nozzle & B	001-0572-572.5200	75.50
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
Classic Paper Plus, Inc	CREDIT - Can Liners	001-0572-572.5200	-179.13
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	75.00
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	87.82
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	1.16
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
DG Hardware, Inc.	Garden Sprayers	001-0572-572.5200	29.68
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	75.00
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	30.00
Sun Country Termite & Pest C	PEST CONTROL - PARKS & REC	001-0572-572.3400	37.00
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	103.44
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	77.04
DG Hardware, Inc.	Gate Latch & Key	001-0572-572.5200	16.18
DG Hardware, Inc.	Thumb Latch	001-0572-572.5200	12.59
City of Bunnell - WS O&M	300 Citrus St - JB King Park	001-0572-572.4300	286.43
City of Bunnell - WS O&M	200 S Church St	001-0572-572.4300	165.22
City of Bunnell - WS O&M	401 E Court St	001-0572-572.4300	573.91
Department 572 - Parks and Recreation Total:			2,529.51

## Warrant

Payable Dates: - 07/10/2017 Post Dates: - 07/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Department: 590 - Proprietary - other Non-Operating Disbursements					
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	23,809.00
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	23,647.65
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	17,888.60
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	21,520.84
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	24,249.55
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	19,949.40
		Florida Retrofits, Inc.	Residential Construction Miti	001-0590-590.8300	18,285.15
		Department 590 - Proprietary - other Non-Operating Disbursements Total:			149,350.19
		Fund 001 - GENERAL FUND			Total: 224,611.45

## Warrant

Payable Dates: - 07/10/2017 Post Dates: - 07/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
<b>Fund: 401 - ENTERPRISE FUND</b>					
<b>Department: 533 - Water Utility Services</b>					
		Verizon Wireless	Verizon Wireless - FY2016	401-0533-533.4100	-12.42
		Morris Long	W B LICENSE REIMBURSEMENT	401-0533-533.5500	75.00
		Sunshine State One Call of Flo	Monthly Assessment Billing L	401-0533-533.3401	11.22
		Bankcard Center	Standing Desks	401-0533-533.5102	316.50
		Southern Sewer Equipment S	Parts for Maintenance and Re	401-0533-533.4620	15.49
		Southern Sewer Equipment S	Parts for Maintenance and Re	401-0533-533.4620	45.92
		Southern Sewer Equipment S	Parts for Maintenance and Re	401-0533-533.4620	0.79
		Southern Sewer Equipment S	Parts for Maintenance and Re	401-0533-533.4620	14.50
		Southern Sewer Equipment S	Parts for Maintenance and Re	401-0533-533.4620	269.79
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	113.16
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		Morton Salt Inc	INDUSTRIAL SOLAR SALT ION	401-0533-533.5205	3,058.19
		Sun Country Termite & Pest C	PEST CONTROL WTP & WWTP	401-0533-533.3401	30.00
		Ferguson Enterprises, Inc.	Operating Supplies for Water	401-0533-533.5205	701.45
		DG Hardware, Inc.	PVC Couple	401-0533-533.5205	7.94
		DG Hardware, Inc.	Recip Blade & Hole Saw	401-0533-533.5205	23.02
		Verizon Wireless	Cell Phone Service	401-0533-533.4100	192.00
		Sunstate Meter & Supply Inc	Neptune R900i RF Water Met	401-0533-533.5264	4,920.00
		Sunstate Meter & Supply Inc	Neptune R900i RF Water Met	401-0533-533.5264	39.59
		DEX Imaging	Copier Overage WS N2P1Z03	401-0533-533.4700	7.77
		DEX Imaging	Copier Overage WS N2P1Z03	401-0533-533.4700	70.26
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	69.46
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	78.98
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		Palm Coast Ford	Indicator & Cable Assmb - UT	401-0533-533.4620	88.20
		State of Florida Department o	Phone Charges Instate & Out	401-0533-533.4100	0.02
		AT&T	Analog Circuit - Alarm Auto Di	401-0533-533.4100	23.60
		DEX Imaging	115283 V665801326 UT	401-0533-533.4400	23.80
		DEX Imaging	115283 V665801326 UT	401-0533-533.4700	23.16
		Ferguson Enterprises, Inc.	Operating Supplies for Water	401-0533-533.5205	442.00
		DG Hardware, Inc.	Rod Threads & Fastners	401-0533-533.5205	8.73
		State of Florida Department o	Local Phone Service thru May	401-0533-533.4100	51.36
		Staples Advantage	Pens, Copy Holder, Postage M	401-0533-533.5102	5.46
		Staples Advantage	Pens, Copy Holder, Postage M	401-0533-533.5102	4.95
		Bankcard Center	Anti Fatigue Mats	401-0533-533.5102	57.97
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	51.02
		Mike Baldwin	Waste Water Collections C Co	401-0533-533.4000	27.50
		Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0533-533.5205	38.53
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		K & M Mower and Small Engi	Filters, Drive Belt, Oil Feed He	401-0533-533.4640	116.01
		Staples Advantage	Postage Machine Ink	401-0533-533.4700	17.51
		Palm Coast Ford	CREDIT - Cable Assembly	401-0533-533.4620	-49.18
		Palm Coast Ford	SHIFT INDICATOR CABLE	401-0533-533.4620	62.87
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	8.02
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	149.10
		City of Bunnell - WS O&M	100 Utility St	401-0533-533.4300	279.24
		City of Bunnell - WS O&M	305 Tolman St	401-0533-533.4300	94.48
<b>Department 533 - Water Utility Services Total:</b>					<b>11,667.88</b>

**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
Bankcard Center	Utility Truck Tag	401-0535-535.4900	84.85
Strickland Sod Farm, Inc.	1 PALLET SOD	401-0535-535.5200	85.00
Sunshine State One Call of Flo	Monthly Assessment Billing L	401-0535-535.3400	11.22
Bankcard Center	Standing Desks	401-0535-535.5100	316.50
ORMOND SEPTIC SYSTEMS	HAULING & TREATMENT OF B	401-0535-535.3400	1,100.00
Southern Sewer Equipment S	Parts for Maintenance and Re	401-0535-535.4620	45.92
Southern Sewer Equipment S	Parts for Maintenance and Re	401-0535-535.4620	0.80

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	Southern Sewer Equipment S	Parts for Maintenance and Re	401-0535-535.4620	269.79
	Southern Sewer Equipment S	Parts for Maintenance and Re	401-0535-535.4620	14.50
	Southern Sewer Equipment S	Parts for Maintenance and Re	401-0535-535.4620	15.48
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	82.31
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	128.86
	UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
	DG Hardware, Inc.	Bushings	401-0535-535.5200	11.21
	Maudlin Daytona	Filter & Fluid - UT#938	401-0535-535.4620	49.32
	Maudlin Daytona	Filter & Fluid - UT#938	401-0535-535.4620	379.60
	Maudlin Daytona	Filter & Fluid - UT#938	401-0535-535.4620	411.56
	Verizon Wireless	Cell Phone Service	401-0535-535.4100	101.51
	Sunstate Meter & Supply Inc	Neptune R900i RF Water Met	401-0535-535.5264	4,920.00
	Sunstate Meter & Supply Inc	Neptune R900i RF Water Met	401-0535-535.5264	39.60
	DEX Imaging	Copier Overage WS N2P1Z03	401-0535-535.4700	7.78
	DEX Imaging	Copier Overage WS N2P1Z03	401-0535-535.4700	70.26
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	21.54
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	61.16
	UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
	State of Florida Department o	Phone Charges Instate & Out	401-0535-535.4100	0.02
	DEX Imaging	115283 V665801326 UT	401-0535-535.4400	23.80
	DEX Imaging	115283 V665801326 UT	401-0535-535.4700	23.15
	Sun Country Termite & Pest C	PEST CONTROL WTP & WWTP	401-0535-535.3400	30.00
	Bankcard Center	TROUBLESHOOT HUNTER ACC	401-0535-535.4640	150.00
	State of Florida Department o	Local Phone Service thru May	401-0535-535.4100	43.08
	Staples Advantage	Pens, Copy Holder, Postage M	401-0535-535.5100	4.94
	Staples Advantage	Pens, Copy Holder, Postage M	401-0535-535.5100	5.46
	Mike Baldwin	Waste Water Collections C Co	401-0535-535.4000	27.50
	Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0535-535.5200	38.52
	UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
	ORMOND SEPTIC SYSTEMS	HAULING & TREATMENT OF B	401-0535-535.3400	1,100.00
	Staples Advantage	Postage Machine Ink	401-0535-535.4700	17.50
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	16.18
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	70.34
	City of Bunnell - WS O&M	03-0161-00 N Bay St - LS	401-0535-535.4300	65.95
	City of Bunnell - WS O&M	Grand Reserve Dr LS	401-0535-535.4300	64.51
	City of Bunnell - WS O&M	301 Tolman St	401-0535-535.4300	465.26
	City of Bunnell - WS O&M	305 Tolman St	401-0535-535.4300	94.49
	City of Bunnell - WS O&M	Lincoln St LS	401-0535-535.4300	64.51
	City of Bunnell - WS O&M	1001 D S State St - LIFT	401-0535-535.4300	44.46
	Department 535 - Sewer / Wastewater Services Total:			10,455.92

Department: 536 - Engineering - Utilities

State of Florida Department o	Local Phone Service thru May	401-0536-536.4100	17.23
Department 536 - Engineering - Utilities Total:			17.23
Fund 401 - ENTERPRISE FUND			Total: 22,141.03

## Warrant

Payable Dates: - 07/10/2017 Post Dates: - 07/10/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
--------	--------------	-------------	-----------------------	----------------	--------

Fund: 402 - SOLID WASTE

Department: 534 - Garbage / Solid Waste Control Services

Interstate Billing Service Inc	CREDIT	402-0534-534.4620	-30.95
Rush Truck Centers of Florida	CREDIT - TAX REF Fan Blad an	402-0534-534.4620	-30.94
Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	716.77
UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
DG Hardware, Inc.	Respirator, Safety Glasses, Dri	402-0534-534.5200	37.92
Environmental Land Services	Blanket PO for ELS	402-0534-534.3400	3,936.33
O'reilly Automotive Inc	Wiper Fluid - SW#905	402-0534-534.4620	16.74
Verizon Wireless	Cell Phone Service	402-0534-534.4100	104.38
Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	478.21
Environmental Land Services	ROLL OFF CONTAINER FOR FC	402-0534-534.3400	265.00
UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
Environmental Land Services	Blanket PO for ELS	402-0534-534.3400	3,694.42
Express On Site Services, Inc	#927 MACK MAINT / REPAIR	402-0534-534.4620	489.00
McGee Tire & Services	Tires - SW	402-0534-534.4620	805.50
Central Hydraulics, Inc.	Couplers for Curratto Can - S	402-0534-534.4620	50.42
Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	615.66
UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
Environmental Land Services	SWAP OF 20 YARD #3848	402-0534-534.3400	265.00
Staples Advantage	Postage Machine Ink	402-0534-534.4700	15.00
Environmental Land Services	Blanket PO for ELS	402-0534-534.3400	3,365.26
Central Hydraulics, Inc.	Currato Can Cylinder - SW#92	402-0534-534.4620	158.50
Nextran	Blanket Po for Nextran	402-0534-534.4620	96.74
Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	401.54

Department 534 - Garbage / Solid Waste Control Services Total: 15,505.91

Fund 402 - SOLID WASTE Total: 15,505.91

## Warrant

Payable Dates: - 07/10/2017 Post Dates: - 07/10/2017

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Fund: 502 - Municipal Complex Building Fund

Department: 519 - Municipal Complex

Sun Country Termite & Pest C	PEST CONTROL MUNICIPAL C	502-0519-519.3401	150.00
City of Bunnell - WS O&M	201 W Moody Blvd - Municip	502-0519-519.4300	813.48
Department 519 - Municipal Complex Total:			963.48
Fund 502 - Municipal Complex Building Fund Total:			963.48
Grand Total:			263,221.87

## Report Summary

## Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	224,611.45
401 - ENTERPRISE FUND	22,141.03
402 - SOLID WASTE	15,505.91
502 - Municipal Complex Building Fund	963.48
<b>Grand Total:</b>	<b>263,221.87</b>

## Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.4100	Communications Expens	17.23
001-0511-511.4800	Advertising / Promo Exp	204.60
001-0511-511.8200	Contributions - Legislativ	10,000.00
001-0512-512.4000	Travel / Per Diem	26.00
001-0512-512.4100	Communications Expens	42.90
001-0513-513.4100	Communications Expens	86.23
001-0513-513.5210	Fuel	86.29
001-0513-513.5220	Uniforms Exp	3.78
001-0514-514.3103	Legal Services - Administ	7,000.00
001-0514-514.3104	Legal Services - PD/Law	40.00
001-0514-514.4900	Other Current Chgs & O	14.88
001-0516-516.4200	Postage	30.70
001-0516-516.4700	Printing/Binding Expens	39.94
001-0516-516.5100	Office Supplies	704.62
001-0517-517.4100	Communications Expens	41.32
001-0517-517.5200	Operating Supplies	-394.00
001-0517-517.5264	Small Equipment	51.30
001-0521-521.4100	Communications Expens	383.50
001-0521-521.4300	Utility - Public Services	55.07
001-0521-521.4620	Repair / Maint - Vehicles	909.30
001-0521-521.5100	Office Supplies Expenses	62.50
001-0521-521.5200	Operating Supplies	1,042.24
001-0521-521.5210	Fuel	1,052.51
001-0521-521.5220	Uniforms Exp	55.00
001-0521-521.5264	Small Equipment Purcha	49.50
001-0522-522.4100	Communications Expens	125.46
001-0522-522.4300	Utility - Public Services	240.02
001-0522-522.4620	Repair / Maint - Vehicles	9,929.78
001-0522-522.5200	Operating Supplies	-30.00
001-0522-522.5210	Fuel	170.25
001-0524-524.3400	Other Contract Services	3,241.66
001-0524-524.4900	Other Current Chgs & O	-72.55
001-0524-524.5200	Operating Supplies	119.96
001-0541-541.3400	Other Contract Services	30.00
001-0541-541.4100	Communications Expens	136.74
001-0541-541.4300	Utility - Public Services	559.62
001-0541-541.4600	Repair / Maint - Service	-79.20
001-0541-541.4620	Repair / Maint - Vehicles	724.75
001-0541-541.4640	Equipment Repair & Mai	845.45
001-0541-541.5200	Operating Supplies	65.39
001-0541-541.5210	Fuel	585.70
001-0541-541.5215	Fuel - Off Road Diesel	368.80
001-0541-541.5220	Uniforms Exp	149.97
001-0541-541.5300	Road Repair Local Optio	321.07
001-0572-572.3400	Other Contract Services	217.00
001-0572-572.4300	Utility - Public Services	1,025.56
001-0572-572.4640	Repair/Maint - Equipme	105.28
001-0572-572.5200	Operating Supplies	708.43
001-0572-572.5210	Fuel	414.14

Completed by  
  
 Approved by  


**Account Summary**

Account Number	Account Name	Expense Amount
001-0572-572.5220	Uniforms Exp	59.10
001-0590-590.8300	RCMP Other grants & ai	149,350.19
001-2184000	Med/Health Employee Li	30,286.39
001-2184500	Retiree Medical	1,524.84
001-2185000	125 Plans Employee Pay	871.11
001-2201000	Deposits Paybl - CtyHall/	364.44
001-2291000	Due to M & M Develop	646.69
401-0533-533.3401	Other Contract Services	41.22
401-0533-533.4000	Travel / Per Diem	27.50
401-0533-533.4100	Communications Expens	254.56
401-0533-533.4300	Utility - Public Services	373.72
401-0533-533.4400	Rental / Lease Expense	23.80
401-0533-533.4620	Repair / Maint - Vehicles	448.38
401-0533-533.4640	Repair / Maint - Equipm	116.01
401-0533-533.4700	Printing / Binding Expen	118.70
401-0533-533.5102	Office Supplies - Water	384.88
401-0533-533.5205	Operating Supplies Exp -	4,279.86
401-0533-533.5210	Fuel	469.74
401-0533-533.5220	Uniforms Exp	94.92
401-0533-533.5264	Small Equipment Purcha	4,959.59
401-0533-533.5500	Training	75.00
401-0535-535.3400	Other Contract Services	2,241.22
401-0535-535.4000	Travel / Per Diem	27.50
401-0535-535.4100	Communications Expens	140.31
401-0535-535.4300	Utility - Public Services	799.18
401-0535-535.4400	Rental / Lease Expense	23.80
401-0535-535.4620	Repair / Maint - Vehicles	1,186.97
401-0535-535.4640	Repair / Maint - Equipm	150.00
401-0535-535.4700	Printing / Binding Expen	118.69
401-0535-535.4900	Other Current Chgs & O	84.85
401-0535-535.5100	Office Supplies Expenses	326.90
401-0535-535.5200	Operating Supplies	134.73
401-0535-535.5210	Fuel	380.39
401-0535-535.5220	Uniforms Exp	81.78
401-0535-535.5264	Small Equipment Purcha	4,959.60
401-0535-535.6300	Improvements - Other T	-200.00
401-0536-536.4100	Communications Expens	17.23
402-0534-534.3400	Other Contract Services	11,526.01
402-0534-534.4100	Communications - Solid	104.38
402-0534-534.4620	Repair/Maint Vehicles -	1,555.01
402-0534-534.4700	Printing & Binding - Soli	15.00
402-0534-534.5200	Operating Supplies	37.92
402-0534-534.5210	Fuel	2,212.18
402-0534-534.5220	Uniforms - Solid Waste	55.41
502-0519-519.3401	Other Contract Services	150.00
502-0519-519.4300	Utility Public Service	813.48
<b>Grand Total:</b>		<b>263,221.87</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	263,221.87
<b>Grand Total:</b>	<b>263,221.87</b>



## City of Bunnell, Florida

### ATTACHMENTS:

Description

2017 06 26 City Commission Workshop Minutes

Type

Cover Memo

**CATHERINE D. ROBINSON**  
**MAYOR**

**JOHN ROGERS**  
**VICE-MAYOR**

**DAN DAVIS**  
**CITY MANAGER**



*Crossroads of Flagler County*

**COMMISSIONERS:**

**ELBERT TUCKER**

**BILL BAXLEY**

**JOHN SOWELL**

## **BUNNELL CITY COMMISSION WORKSHOP MINUTES**

**Monday, June 26, 2017**

**6:00 PM**

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 6:02 PM and led the pledge of allegiance to the Flag.

**B. Roll Call:** Present: Mayor Catherine D. Robinson, Vice Mayor John Rogers, Commissioner Elbert Tucker, Commissioner Bill Baxley, Commissioner John Sowell, City Manager Dan Davis, City Clerk Sandra Bolser and Fire Chief Ron Bolser.

**C. Presentation: 10 Year Major Fire Department Equipment:** City Manager Davis explained the workshop was called because staff is starting to put the budget together and since Chief Bolser has taken over the fire department he has been working on the inventory so that he could start his budget. He ran into some issues that needs to be brought to the Commission's attention. Staff is looking for direction from the Board.

Fire Chief Ron Bolser provided a PowerPoint Presentation regarding a 10 Year Major Equipment Plan for the Bunnell Fire Station. Chief Bolser advised while researching the department's needs he discovered the air packs and bottles will expire during the next budget year. The cost to replace just the air packs and bottles will be \$110,000 on top of the regular annual budget. He advised the City should also start setting aside money annually for a ten-year replacement plan for all major equipment. Mr. Davis summarized the budget sheet and explained the we will need to almost double the budget just to deal with the air packs that must be replaced in the upcoming budget. The City will have to budget \$233,000 just to sustain the fire department for next year.

A bigger issue is at least one of the fire trucks needs to be replaced in two years. This is where we keep talking about a 5 and 10-year capital plan. The City should start putting away monies to cover the apparatus replacement in 10 years. This is in addition to the department needs for next year.

**Board Discussion:** Commissioner Baxley asked if he understands correctly the upcoming budget for the fire department is \$233,000 and the City also needs to set aside another \$365,000.

Commissioner Sowell asked Chief Bolser to explain the ISO rating. Mayor Robinson asked if the City did go with the County if the City's ISO rating would be lower. Commissioner Tucker advised records show that Flagler County's Fire Department can beat the City's Fire Department to the scene because it takes longer for the volunteers to get to the station. He added his position on the fire department hasn't changed that we are already paying taxes on the County's fire services. The City will never be able to staff that department the way it needs to be staffed. Commissioner Tucker stated it will be much worse when the increase of \$25,000 homestead exemption passes. Based on the stats he received before from Chief Petito, most of the calls in the City of Bunnell are medical. Commissioner Sowell stated as a citizen, when he sees a fire truck, the expectation is when the fireman steps out of the truck he is fully trained as a firefighter and to be able to render life saving measures as needed. Although some of Bunnell's firefighters are paramedics they cannot offer any medical aid at all, because we do not have a medical director. They can act under the Good Samaritan rule, but they cannot establish an air way or push a drug. He added that he feels the department has done an exceptional job with what the department could afford. Commissioner Baxley stated that based on what is presented it will take the City over \$1,000,000 by the year 2019.

Vice Mayor Rogers asked if the air packs had to be in the upcoming budget and if the City could finance a fire truck because once the Fire Department is gone we will never be able to bring it back. Finance Director Gurnee advised that it might be possible to finance a truck. She reminded the Board the City still has an outstanding loan for the City Complex for around \$800,000 which will be coming out of the general fund budget. The general fund owes the water sewer fund about \$500,000. The general fund is now in a positive unrestricted net asset position that we are supposed to be by our fund balance policy. Doing a loan for a fire truck could endanger the City of not being in compliance. Vice Mayor Rogers stated the City could probably qualify to lease an engine. Mayor Robinson agreed the City should look into a lease and any and all options before the decision is made. City Manager Davis stated that leasing or financing is still going to cost about the same. As the Finance Director stated we need to get to a place that we are living within our means. This report is a prioritized budget and exactly what the department will have to have next year. This could be considered the budget submission for 2017/18 at a bare minimum. As far as the engine goes, we could probably get one engine, and let the 2009 engine be the backup, but we already have one engine that is over 20 years old. Even if you look at lease payments you are still looking at around \$300,000 each year. Every single year Derrick asked for career staff. City Manager Davis advised even if the Commission decides to go to the County for fire services we should still budget some money for next year while the logistics are worked out. Commissioner Sowell advised he has not spoken to anyone at Flagler County about this at all. His personal preference would be for Flagler County to move into our station and make it a fully staffed station permanently. Commissioner Tucker suggested a workshop with the County to find out what they could do for the

City. Chief Bolser advised he spoke with the County back when this was first discussed a while back. Chief Petito assured him that if this ever took place, the County Fire Department would take our volunteers if they have Fire Certifications. City Manager Davis stated he agrees to having a workshop with the County, but is not sure if it something that needs to happen right away. Commissioner Tucker stated that the County is going into their budget also, so he feels we need to have a workshop with the County soon. Mayor Robinson advised she is okay with a workshop, but she also wants to look at the lease option.

**Public Comments:** None

**D. Call for Adjournment**

**Motion:** Adjourn meeting at 6:06 PM.

**Motion by:** Vice Mayor Rogers

**Seconded by:** Commissioner Baxley

**Vote:** Motion carried unanimously.

---

**Catherine D. Robinson, Mayor**

---

**Sandra Bolser, CMC, City Clerk**

---

**Date**

---

**Date**



## City of Bunnell, Florida

### ATTACHMENTS:

Description

2017 06 26 City Commission Meeting Minutes

Type

Cover Memo

**CATHERINE D. ROBINSON**  
**MAYOR**

**JOHN ROGERS**  
**VICE-MAYOR**

**DAN DAVIS**  
**CITY MANAGER**



*Crossroads of Flagler County*

**COMMISSIONERS:**

**ELBERT TUCKER**

**BILL BAXLEY**

**JOHN SOWELL**

## **BUNNELL CITY COMMISSION MINUTES**

**Monday, June 26, 2017**

**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 7:13 PM and led the pledge to the Flag. Commissioner Baxley led the Invocation for our Military Troops and National Leaders.
- Roll Call:** Mayor Catherine Robinson, Vice Mayor John Rogers, Commissioner Elbert Tucker, Commissioner Bill Baxley, Commissioner John Sowell, City Attorney Wade Vose, City Manager Dan Davis, City Clerk Sandra Bolser, and Senior IT Analyst Donnie Wines.
- B. Introductions, Commendations, Proclamations, and Presentations:**
- B.1. Proclamation:** 2017 Mayor's Fitness Challenge: Mayor Robinson invited everyone to come out and join her for the fitness challenge and enjoy the City's amenities.
- B.2. Proclamation:** Flagler County Sheriff's Office 100-Year Anniversary: Mayor Robinson thanked Sheriff Staly for joining the City's meeting and for all he and the deputies do to support the City. Sheriff Staly added that the Sheriff's Office has a great relationship with the City's Police Department; that he and Chief Foster work hand-in-hand. Flagler County is seamless when it comes to law enforcement. He also advised the first sheriff in the County was also the City of Bunnell's first Town Marshal.
- C. Consent Agenda:**
- C.1.** Approval of Warrant a. 2017 06 26 Warrant
- C.2.** Approval of Minutes
- a. 2017 06 12 City Commission Meeting Minutes
- C.3.** Request Approval for Community Development Block Grant (CDBG) Contract Number: 17DB-OL-04-02-N 17
- C.4.** Request approval of the River to Sea TPO Funding Agreement
- C.5.** Request to Increase the Sunstate Meter Blanket PO for Smart meters
- C.6.** Request Authorization to Surplus Retired Computer Equipment
- Motion:** Approve Consent Agenda Items C1-C6.

**Motion By:** Commission Baxley  
**Seconded By:** Commissioner Sowell  
**Board Discussion:** None  
**Public Comments:** None  
**Vote:** Motion carried unanimously.

**D. Public Comments:**

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

**E. Ordinances: (Legislative):**

**E.1. Ordinance 2017-13:** Voluntarily Annexing ±8.8 acres of Property located in Unincorporated Flagler County. - Second Reading. City Attorney Wade Vose read the short title of the Ordinance into the record.

**Motion:** Adopt Ordinance 2017-13: Voluntarily Annexing ±8.8 acres of Property located in Unincorporated Flagler County on second reading.

**Motion By:** Vice Mayor Rogers

**Seconded By:** Commissioner Baxley

**Board Discussion:** None

**Public Comments:** None

**Vote:** Motion carried unanimously.

**E.2. Ordinance 2017-14:** Changing the Future Land Use Designation on Approximately 1.92 Acres of Property from Bunnell Single Family Low Density and Single Family Medium Density to Bunnell Single Family Medium Density - Second Reading. City Attorney Wade Vose read the short title of the Ordinance into the record.

**Motion:** Adopt Ordinance 2017-14: Changing the Future Land Use Designation on Approximately 1.92 Acres of Property from Bunnell Single Family Low Density and Single Family Medium Density to Bunnell Single Family Medium Density on second reading.

**Motion By:** Commissioner Sowell

**Seconded By:** Vice Mayor Rogers

**Board Discussion:** None

**Public Comments:** None

**Vote:** Motion carried unanimously.

**E.3. Ordinance 2017-15:** Changing the Zoning Designation of Approximately 1.92 Acres of Property from City of Bunnell R-1, Single Family Residential district to City of Bunnell R-2, Multiple-Family Residential district. - Second Reading. City Attorney Wade Vose read the short title of the Ordinance into the record.

**Motion:** Adopt Ordinance 2017-15: Changing the Zoning Designation of Approximately 1.92 Acres of Property from City of Bunnell R-1, Single Family Residential district to City of Bunnell R-2, Multiple-Family Residential district on second reading.

**Motion By:** Vice Mayor Rogers

**Seconded By:** Commissioner Tucker

**Board Discussion:** None

**Public Comments:** None

**Vote:** Motion carried unanimously.

**E.4. Ordinance 2017-16:** Request to Vacate a Portion of Hardy St. - Second Reading  
**Motion:** Adopt Ordinance 2017-16: Request to Vacate a Portion of Hardy Street on second reading. City Attorney Wade Vose read the short title of the Ordinance into the record and reviewed the Ordinance.

**Motion By:** Commissioner Baxley

**Seconded By:** Vice Mayor Rogers

**Board Discussion:** None

**Public Comments:** None

**Vote:** Motion carried unanimously.

**E.5. Ordinance 2017-17:** Amending the Land Development Code Section 2-87 Hearing Notification Requirements. - Second Reading. City Attorney Wade Vose read the short title of the Ordinance into the record and reviewed the Ordinance.

**Motion:** Adopt Ordinance 2017-17: Amending the Land Development Code Section 2-87 Hearing Notification Requirements on second reading.

**Motion By:** Commissioner Sowell

**Seconded By:** Commission Tucker

**Board Discussion:** None

**Public Comments:** None

**Vote:** Motion carried unanimously.

**E.6. Ordinance 2017-18:** Request to Voluntarily Contract (De-Annex) Approximately 1.68 Acres of Property. - First Reading. City Attorney Wade Vose read the short title of the Ordinance into the record and reviewed the Ordinance.

**Motion:** Approve Ordinance 2017-18: Request to Voluntarily Contract (De-Annex) Approximately 1.68 Acres of Property on first reading.

**Motion By:** Vice Mayor Rogers

**Seconded By:** Commissioner Tucker

**Board Discussion:** Attorney Vose advised the Commission the second reading will not be before the board until July the 24<sup>th</sup> Commission Meeting.

**Public Comments:** Samuel Vannoy advised he was in attendance if the Commissioners had any questions.

**Vote:** Motion carried unanimously.

**F. Resolutions: (Legislative):**

**F.1. Resolution 2017-12:** Designating Public Depository Ameris Bank. City Attorney Wade Vose read the short title of the Resolution into the record. Finance Director Stella Gurnee advised this is a housekeeping item.

**Motion:** Adopt Resolution 2017-12: Designating Public Depository Ameris Bank

**Motion By:** Commissioner Baxley

**Seconded By:** Commissioner Tucker

**Board Discussion:** None

**Public Discussion:** None

**Vote:** Motion carried unanimously.

**F.2. Resolution 2017-13:** Old Brick Road Protection. City Attorney Wade Vose read the short title of the Resolution into the record. City Manager Dan Davis reviewed the Resolution and advised there will be a ribbon cutting ceremony after the resolution is approved.

**Motion:** Adopt Resolution 2017-13: Old Brick Road Protection.

**Motion By:** Commissioner Sowell

**Seconded By:** Commissioner Tucker

**Board Discussion:** Commissioner Sowell asked if this is the only portion of the Old Brick Road in the City. Commissioner Tucker advised he knows of two sections of the road in the City, but they are covered with asphalt. Vice Mayor Rogers advised Mark Langelo asked for the vacation of a portion of Railroad Street.

**Public Discussion:** None

**Vote:** Motion carried unanimously.

**G. Old Business: None**

**H. New Business:**

**H.1.** Request approval of the combined Primary Goals. City Manager Dan Davis reviewed the reason for staff's request. There will be a new section on the staff report on each agenda item after the new budget is passed. Staff will use this portion of the staff report to tie the projects and activities into the prioritized goals as set by the Commission.

**Motion:** Approve the Primary Goals as ranked.

**Motion By:** Vice Mayor Rogers

**Seconded By:** Commissioner Baxley

**Board Discussion:** Mayor Robinson stated all the goals are important and meld into one another.

**Public Discussion:** None

**Vote:** Motion carried unanimously.

**I. Reports:**

- **City Clerk:** Ms. Bolser asked about setting a date for the ribbon cutting for the Brick Road. Mayor Robinson advised she could be available on July 13<sup>th</sup> or 14<sup>th</sup> early in the morning.
- **City Attorney:** Attorney Vose advise the Dean Road property matter will be going to court in the morning. The City will ask the Court to enforce the prior order to bring the property into compliance.
- **City Manager:** Mr. Davis advised the Finance Director provided updated budget calendar. The new generator that was purchased with money left over on the Water Plant grant was delivered. He also thanked Vice Mayor Rogers for loading and unloading the equipment.
- **Mayor and City Commissioners:**  
**Commissioner Baxley** asked the Finance Department if it would cost more to add a name at the bottom of the street banners. Finance Director Gurnee advised she is sure there would be an additional cost. Commissioner Baxley suggested the sponsors be added to the City's Newsletter. He

added he feels he could sell these banners if that is the wish of the Board. Mr. Davis advised staff will continue to work with Commissioner Baxley on this project.

**Commissioner Sowell** thanked the City Manager and staff for the work they do, specifically on the grants. We received \$250,000 and \$750,000 for the Southside sewer project. There was only \$50,000 out of pocket and that is impressive.

**Vice Mayor Rogers** stated he was impressed with the work done at the Water Plant. He also reported he received two positive comments on how nice and clean the City Parks look. Vice Mayor Rogers asked what the City is doing for the 4<sup>th</sup> of July. City Manager Davis advised there will be a fire truck and police vehicles in the parade and if any of the Commissioners wanted to ride, he is sure staff will gladly accommodate. Chief Foster advised the Police Department will be helping with the fireworks event as well.

**Mayor Robinson** thanked the City Manager for the Manager's Monthly Report. She also thanked staff for the retirement party thrown for Mick Cuthbertson. It was a nice event and Mick seemed to enjoy it. The City is truly going to miss Mick and he is going to miss the City.

**J. Call for Adjournment**

**Motion:** Adjourn the meeting at 7:59 pm.

**Motion By:** Vice Mayor Roger

**Seconded By:** Commissioner Baxley

**Vote:** Motion carried unanimously.

---

**Catherine D. Robinson, Mayor**

---

**Sandra Bolser, CMC, City Clerk**

---

**Date**

---

**Date**



## **City of Bunnell, Florida**

### **Agenda Item No. C.3.**

Document Date: 6/28/2017 Amount: N/A  
Department: Solid Waste Account #: N/A  
Subject: Request to surplus assorted dumpsters.  
Agenda Section: Consent Agenda:  
  
Goal/Priority: Financial Health, Efficiencies

#### **Summary/Highlights:**

The Solid Waste department is seeking permission from the Commission to surplus any unused dumpsters.

#### **Background:**

The Flagler County School Board service contract will cease operations on Saturday, September 30, 2017. The department will have use for some of the dumpsters. An undetermined amount will need to be surplus.

#### **Staff Recommendation:**

Grant permission to surplus dumpsters.

#### **City Attorney Review:**

#### **Finance Department Review/Recommendation:**



## City of Bunnell, Florida

### Agenda Item No. C.4.

Document Date: 6/29/2017 Amount: N/A  
Department: Police Account #: N/A  
Subject: Law Enforcement Mutual Aid Agreement  
Agenda Section: Consent Agenda:  
  
Goal/Priority: Public Safety

#### **ATTACHMENTS:**

Description	Type
Law Enforcement Mutual Aid Agreement	Exhibit

#### **Summary/Highlights:**

The Flagler County Sheriff's Office, the City of Bunnell, and the City of Flagler Beach have the authority under The Mutual Aid Act, Chapter 23, Part 1, Florida Statutes, to enter into a mutual aid agreement for law enforcement service.

For Mayor Robinson's review and signature.

#### **Background:**

Permits voluntary cooperation and assistance of a routing law enforcement nature across jurisdictional line and provides for rendering of assistance in a law enforcement emergency

#### **Staff Recommendation:**

Chief Foster recommends signing of said agreement

#### **City Attorney Review:**

Reviewed and approved.

#### **Finance Department Review/Recommendation:**

COMBINED

VOLUNTARY COOPERATION AND OPERATIONAL ASSISTANCE

LAW ENFORCEMENT MUTUAL AID AGREEMENT

WITNESSETH:

WHEREAS, the subscribing law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to:

- (1) Continuing, multi-jurisdictional criminal activity, so as to protect the public beach and safety, and preserve the lives and property of the citizens; and,
- (2) Intensive situations, including, but not limited to, natural or manmade disasters or emergencies as defined under Section 252.34, Florida Statutes; and,

WHEREAS, the FLAGLER COUNTY SHERIFF'S OFFICE, the CITY OF BUNNELL, and the CITY OF FLAGLER BEACH have the authority under The Mutual Aid Act, Chapter 23, Part I, Florida Statutes, to enter into a mutual aid agreement for law enforcement service which:

- (1) Permits voluntary cooperation and assistance of a routing law enforcement nature across jurisdictional lines; and,
- (2) Provides for rendering of assistance in a law enforcement emergency.

NOW, THEREFORE, the parties agree as follows:

SECTION PROVISIONS FOR VOLUNTARY COOPERATION

The Flagler County Sheriff's Office, the City of Bunnell and the City of Flagler Beach hereby approve and enter into this agreement whereby each of the agencies may request and render law enforcement assistance to the other in dealing with any violations of Florida Statutes to include, but not necessarily be limited to, investigating homicides, sex offenses, robberies, burglaries, thefts, gambling, motor vehicle thefts, controlled substances violations, DUI violations and with backup services during patrol activities, school resource officers on official

duty out of their jurisdiction, school safety officers enforcing laws within 1000 feet of a school, and inter-agency task forces and/or joint investigations.

## SECTION II. PROVISIONS FOR OPERATIONAL ASSISTANCE

Each of the aforesaid law enforcement agencies hereby approve and enter into this Agreement whereby each of the agencies may request and render law enforcement assistance to the other to include, but not necessarily be limited to, dealing with civil disturbances, law enforcement emergencies, large protest demonstrations, aircraft disasters, fires, hurricanes, tornadoes or other weather-related crises, sporting events, concerts, parades, escapes from detention facilities, and incidents requiring utilization of specialized units (such as bomb disposal units or special weapons and tactics units).

## SECTION 111. PROCEDURE FOR REQUESTING ASSISTANCE

In the event that a party to this Agreement is in need of assistance as set forth above, an authorized representative of the agency requesting assistance shall notify the agency head or his or her designee from whom such assistance is requested. The agency head or authorized agency representative whose assistance is sought shall evaluate the situation and the agency's available resources, consult with his or her supervisors if necessary and will respond in a manner he or she deems appropriate.

The agency head in whose jurisdiction assistance is being rendered may determine who is authorized to lend assistance in his or her jurisdiction, for how long such assistance is authorized and for what purpose such authority is granted. This authority may be granted either verbally or in writing as the particular situation dictates.

No officer or appointee shall be empowered under this Agreement to operate in the other agency's jurisdiction without prior approval of the agency head having normal jurisdiction.

The agency head's decision in these matters shall be final.

## SECTION IV. COMMAND AND SUPERVISORY RESPONSIBILITY

The personnel and equipment that are assigned by the assisting agency head shall be under the immediate command of a supervising officer designated by the assisting agency head. Such supervising officer shall be under the direct supervision and command of the agency head or his or her designee of the agency requesting assistance.

CONFLICTS: Whenever an officer, deputy sheriff or other appointee is rendering assistance pursuant to this Agreement, the officer, deputy sheriff or appointee shall abide by and be subject to the rules and regulations, personnel policies, general orders and standard operating procedures of his or her own employing agency. If any such rule, regulation, personnel policy, general order or standard operating procedure is contradicted, contravened or otherwise in conflict with a direct order of a superior officer of the requesting agency, then such rule, regulation, personnel policy, general order or procedure shall control and shall supersede the direct order.

HANDLING COMPLAINTS: Whenever there is cause to believe that a complaint has arisen as a result of a cooperative effort as it may pertain to this Agreement, the agency head or his or her designee of the requesting agency shall be responsible for the documentation of said complaint to ascertain at a minimum:

1. The identity of the complainant.
2. An address where the complaining party can be contacted.
3. The specific allegation.
4. The identity of the employees accused without regard as to agency affiliation.

If it is determined that the accused is an employee of the assisting agency, the above information, with all pertinent documentation gathered during the receipt and processing of the complaint, shall be forwarded without delay to the agency head or his or her designee of the assisting agency for administrative review. The requesting agency may conduct a review of the complaint to determine if any factual basis for the complaint exists and/or whether any of the employees of the requesting agency violated any of their agency's policies or procedures.

#### SECTION V. LIABILITY

Each party engaging in any mutual cooperation and assistance, pursuant to this Agreement, agrees to assume responsibility for the acts, omissions, or conduct of such party's own employees while engaged in rendering such aid pursuant to this Agreement, subject to the provisions of Section 768.28, Florida Statutes, where applicable.

#### SECTION VI. POWERS, PRIVILEGES, IMMUNITIES AND COSTS

- A. Employees of the FLAGLER COUNTY SHERIFF'S OFFICE, the CITY OF BUNNELL, and the CITY OF FLAGLER BEACH when actually engaging in mutual cooperation and assistance outside of their jurisdictional limits but inside this State, under the terms of this Agreement, shall, pursuant to the provisions of Section 23.127(1),

Florida Statutes, have the same powers, duties, rights, privileges and immunities as if the employee was performing duties inside the employee's political subdivision in which normally employed.

- B. Each party agrees to furnish necessary personnel, equipment, resources and facilities and to render services to each other party to the Agreement as set forth above; provided, however, that no party shall be required to deplete unreasonably its own personnel, equipment, resources, facilities, and services in furnishing such aid.
- C. A political subdivision that furnishes equipment pursuant to this Agreement must bear the cost of loss or damage to that equipment and must pay any expense incurred in the operation and maintenance of that equipment.
- D. The agency furnishing aid pursuant to this Agreement shall compensate its appointees/employees during the time such aid is rendered and shall defray the actual travel and maintenance expenses of its employees while they are rendering such aid, including any amounts paid or due for compensation due to personal injury or death while such employees are engaged in rendering such aid.
- E. The privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, workers' compensation, salary, death and other benefits that apply to the activity of an employee of an agency when performing the employees' duties within the territorial limits of the employee's agency apply to the employee to the same degree, manner, and extent while engaged in the performance of the employee's duties extraterritorially under the provisions of this Agreement. The provisions of this Section shall apply with equal effect to paid, volunteer, and auxiliary employees.
- F. Nothing herein shall prevent the requesting agency from requesting supplemental appropriations from the governing authority having budgeting jurisdiction to reimburse the assisting agency for any actual costs or expenses incurred by the assisting agency performing hereunder.
- G. Nothing in this Agreement is intended or is to be construed as any transfer or contracting away of the powers or functions of one party hereto to the other.

#### SECTION VII. FORFEITURE PROVISIONS

- A. In the event an agency seizes any real property, vessel, motor vehicle, aircraft, currency or other property pursuant to the Florida Contraband Forfeiture Act during the performance of this Agreement, the agency requesting assistance in the case of requested operational assistance and the seizing agency in the case of voluntary cooperation shall be responsible for maintaining any forfeiture action pursuant to Chapter 932, Florida Statutes. The agency pursuing the forfeiture action shall have the exclusive right to control and the responsibility to maintain the property in accordance with Chapter 932, Florida Statutes, to include, but not be limited to, the complete discretion to bring the action or dismiss the action.
- B. All proceeds from forfeited property seized as a result of or in accordance with this Agreement shall be divided equally between the parties, less the costs associated with the forfeiture action.


#### SECTION VIII. EFFECTIVE DATE

This Agreement shall take effect upon execution and approval by the hereinafter named officials and shall continue in full force and effect until December 31, 2016. Under no circumstances may this Agreement be renewed, amended, or extended except in writing.

SECTION XI. CANCELLATION

Any party may cancel its participation in this Agreement upon delivery of written notice to the other party or parties. Cancellation will be at the direction of any subscribing party.

IN WITNESS WHEREOF, the parties hereto cause these presents to be signed on the date(s) specified below.

  
\_\_\_\_\_  
RICK STALY, Sheriff  
Flagler County Sheriff's Office  
Date: 6/27/17

\_\_\_\_\_  
CATHERINE D. ROBINSON  
Mayor, City of Bunnell  
Date: \_\_\_\_\_

\_\_\_\_\_  
LINDA PROVENCHER  
Mayor, City of Flagler Beach  
Date: \_\_\_\_\_

FILING REQUIREMENTS:

- Section 23.1225(4), Florida Statutes, requires the filing of a copy of the signed Mutual Aid Agreement with the FDLE within 14 days after final signature.
- Filing may be accomplished by either mailing a copy of the completed Agreement to FDLE Mutual Aid Program, P.O. Box 1489, Tallahassee, FL 32302-1489, or by FAX to 1-850-410-8392.

TRAINING NOTE: A Mutual Aid Agreement is an effective tool to address multijurisdictional problems and focus resources. The key to its success is to insure that the working level officers and deputies understand its purpose and any special terms, conditions, and/or restrictions of the Agreement.



## City of Bunnell, Florida

### Agenda Item No. E.1.

Document Date: 6/21/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Ordinance 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium. - First Reading.  
Agenda Section: Ordinances: (Legislative):  
Goal/Priority: Economic Development

#### ATTACHMENTS:

Description	Type
Proposed Ordinance	Ordinance
Adjacent Land Use Map	Location Map(s)

#### Summary/Highlights:

This property was recently annexed into the City of Bunnell. This is a request to change the future land use designation of this property from a Flagler County designation to a City of Bunnell designation.

#### Background:

The owners of this property, David and Thea Mathen, are the owners of approximately .40 acres of property within the City of Bunnell. The property is currently vacant and addressed 2950 E. Moody Blvd.

The property has a current Flagler County land use designation of Commercial Low Density.

The applicants would like to apply the future land use designation of Bunnell Commercial Medium to the property. This is consistent with the adjacent properties and the City's Comprehensive Plan.

This request was heard by the Planning, Zoning and Appeals Board at its June 20, 2017 meeting. They recommended approval of the proposed ordinance.

The applicant can further explain this request to the Board.

#### Staff Recommendation:

Approval of Ordinance 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium. - First Reading.

#### City Attorney Review:

Reviewed and approved.

**Finance Department Review/Recommendation:**

## ORDINANCE 2017-19

**AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE *CITY OF BUNNELL COMPREHENSIVE PLAN*, AS PREVIOUSLY AMENDED; PROVIDING FOR AMENDMENT OF THE FUTURE LAND USE MAP OF THE FUTURE LAND USE ELEMENT OF THE *CITY OF BUNNELL COMPREHENSIVE PLAN* RELATIVE TO CERTAIN REAL PROPERTY CONTAINING APPROXIMATELY .40 ACRES AND DESCRIBED IN THIS ORDINANCE TO A COMMERCIAL MEDIUM FUTURE LAND USE DESIGNATION; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING FOR ASSIGNMENT OF THE LAND USE DESIGNATION FOR THE PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR RATIFICATION OF PRIOR ACTS OF THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION AND DIRECTIONS TO THE CODE CODIFIER AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the real property which is the subject of this Ordinance is located at 2950 East Moody Boulevard in the City of Bunnell; and

**WHEREAS**, the owners of the property, David and Thea Mathen, have requested this change to the future land use; and

**WHEREAS**, the City of Bunnell has not had any small scale land use amendments since May 9, 2016 and has not submitted any small scale land use amendments to the Department of Economic Opportunity since May 12, 2016; and

**WHEREAS**, the City of Bunnell's Planning, Zoning and Appeals Board, as the City's local planning agency, held a public hearing on June 20, 2017 to consider amending the Future Land Use Map of the Future Land Use Element of the *City of Bunnell Comprehensive Plan* and recommended approval of the proposed Future Land Use Map amendment to the *Comprehensive Plan* for the subject property as requested by the property owner; and

**WHEREAS**, Section 163.3187, *Florida Statutes*, relates to the amendment of adopted local government comprehensive plans and sets forth certain requirements relating to small scale amendments and which are related to proposed small scale development activities and provides, among other things, that such amendments may be approved without regard to statutory limits on the frequency of consideration of amendments to the *City of Bunnell Comprehensive Plan*; and

**WHEREAS**, the City of Bunnell has complied with all requirements and procedures of Florida law in processing this amendment to the *City of Bunnell Comprehensive Plan* including, but not limited to, Section 163.3187, *Florida Statutes*.

**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 City staff report and City Commission agenda memorandum relating to the application relating to the proposed amendment to the City of Bunnell *2030 Comprehensive Plan* pertaining to the subject property.
- (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 internally consistent with the goals, objectives and policies of the City of Bunnell *2030 Comprehensive Plan*.
- (d) The exhibits to this Ordinance are incorporated herein as if fully set forth herein verbatim.

**Section 2. Amendment to Future Land Use Map.**

- (a) The Future Land Use Plan Element of the City of Bunnell *2030 Comprehensive Plan* and the City's Future Land Use Map are hereby amended by assigning the Commercial Medium future land use designation to the real properties which are the subject of this Ordinance as set forth herein.
- (b) The properties which are the subject of this Comprehensive Plan amendment are described as follows:

**LEGAL DESCRIPTION:** .40 AC BUNNELL DEV CO SUB PT OF TR 8 BLK B & WLY 20.5 OF SLY 200' OF ELY 75.95' OF LT 3DURRANCEPLAT, OR 15 PG 525 OR 276 PG 802, OR 538 PG 1900 OR 1488 PG 246-DC OR 1488 PG 250-LOA NORMA D TURNER PR FOR IRENE OR 1573 PG 672 OR 1579 PG 152 EXC DOT#118.1 1054/1138AND EXC DOT#119.1 1054/1124 OR 2097/773-NO POA OR 2161/854-DC OR 2161/856-LOA OR 1920 PG 204-DC OR 2161/859-LEAH HELMS SMITH PR FOR JOHNNIE OR 2161/862

**ADDRESS:** 2950 East Moody Boulevard

**TAX PARCEL IDENTIFICATION NUMBER:** 12-12-30-0650-000B0-0081

**Section 3. Implementing Administrative Actions.**

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

**Section 4. Ratification of Prior Actions.**

The prior actions of the City Commission and its agencies in enacting and causing amendments to the *2030 Comprehensive Plan of the City of Bunnell*, as well as the implementation thereof, are hereby ratified and affirmed.

**Section 5. Severability.**

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

**Section 6. Conflicts.**

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

**Section 7. Codification/Instructions to Code Codifier.**

It is the intention of the City Commission of the City of Bunnell, Florida, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the codified version of the City of Bunnell *2030 Comprehensive Plan* and/or the *Code of Ordinances of the City of Bunnell*, Florida in terms of amending the Future Land Use Map of the City.

**Section 8. Effective Date.**

The small scale Comprehensive Plan amendment set forth herein shall not become effective, in accordance with Section 163.3187(5)(c), *Florida Statutes*, until 31 days after the enactment of this Ordinance. If challenged within 30 days after enactment, the small scale amendment set forth in this Ordinance shall not become effective until the State land planning agency or the Administration Commission, respectively, issues a final order determining that the subject small scale amendment is in compliance with controlling State law.

First Reading: approved on this 10<sup>th</sup> day of July 2017.

Second Reading: adopted on this \_\_\_\_\_ day \_\_\_\_\_ 2017.

**CITY COMMISSION, City of Bunnell, Florida.**

By: \_\_\_\_\_  
Catherine D. Robinson, Mayor

Approved for form and content by:

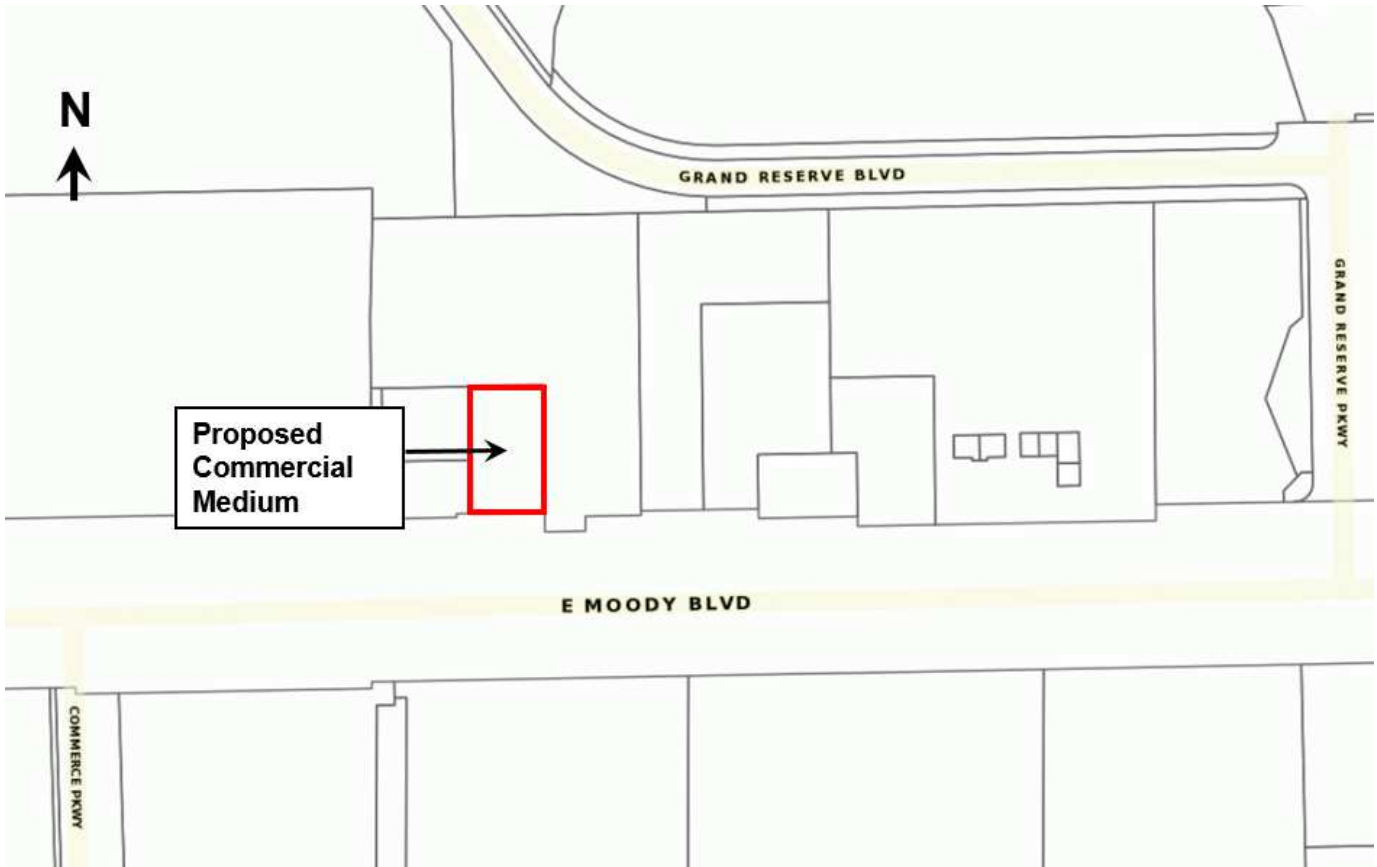
\_\_\_\_\_  
Wade Vose, City Attorney  
Attest:

Seal:

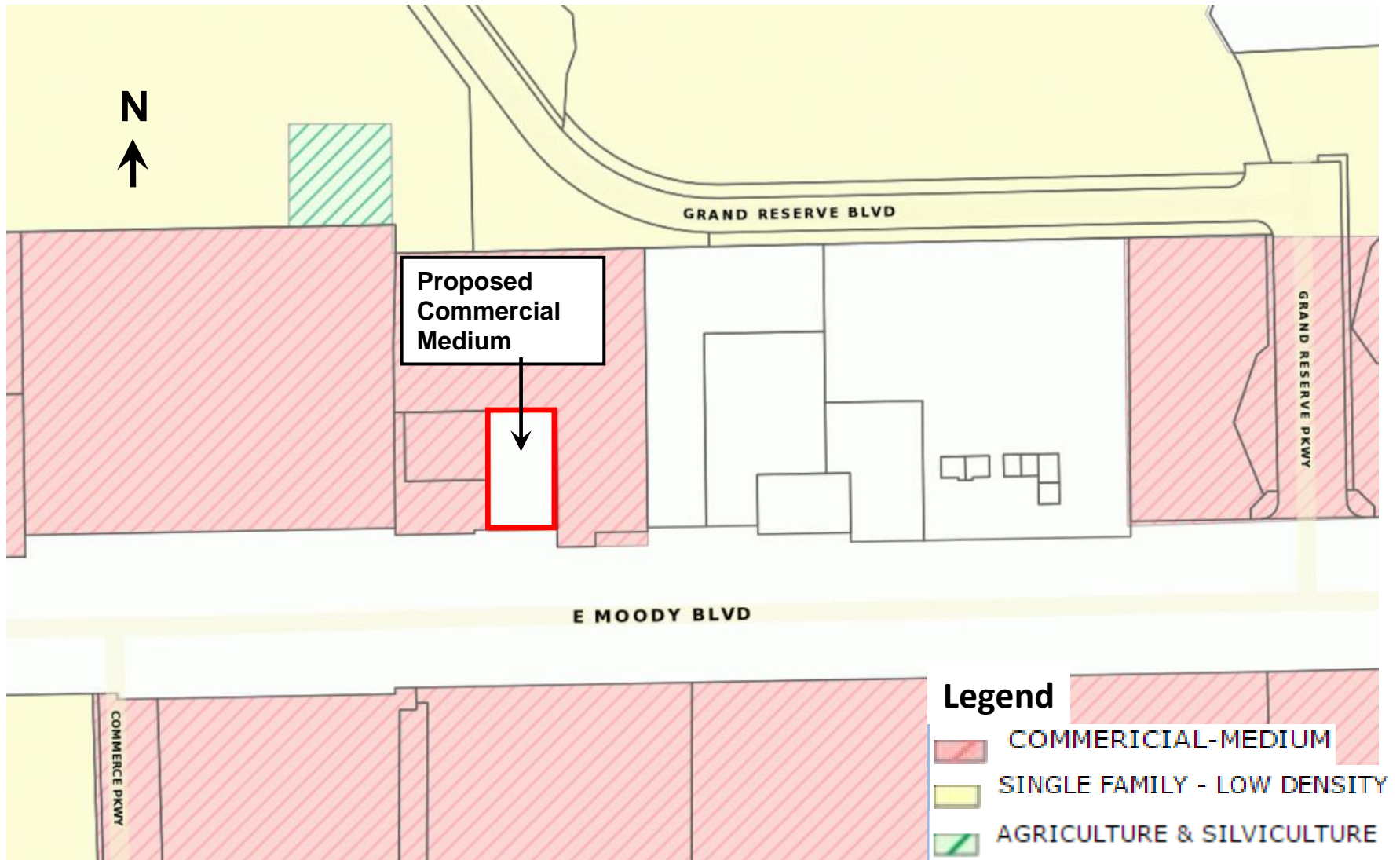
\_\_\_\_\_  
Sandra Bolser, City Clerk

## EXHIBIT A

### Location Map



# Mathen FLUM Change Request- Location Map





## City of Bunnell, Florida

### Agenda Item No. E.2.

Document Date: 6/21/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district. - First Reading.  
Agenda Section: Ordinances: (Legislative):  
Goal/Priority: Economic Development

#### ATTACHMENTS:

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

#### Summary/Highlights:

This property was recently annexed into the City of Bunnell. This is a request to change the zoning designation of approximately .40 acres of property from a Flagler County designation to a City of Bunnell designation.

This is a companion item to the request to change the future land use designation for the same property found elsewhere on this agenda.

#### Background:

The applicants, David and Thea Mathen, are the owners of approximately .40 acres of property within the City of Bunnell. The property is addressed 2950 East Moody Boulevard. The property is currently vacant.

The property currently has a Flagler County C-2, General Commercial and Shopping Center district zoning designation.

The applicants wish to apply the zoning designation of Bunnell B-1, Business district to this property.

This request is consistent with the adjacent properties which are also owned by the applicants.

This request was heard by the Planning, Zoning and Appeals Board at its June 20, 2017 meeting. The Planning, Zoning and Appeals Board recommended approval of the proposed ordinance.

The applicant can further explain this request.

#### Staff Recommendation:

Approval of Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district. - First Reading.

**City Attorney Review:**

Reviewed and approved.

**Finance Department Review/Recommendation:**

## **ORDINANCE 2017-20**

**AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA PROVIDING FOR THE REZONING OF REAL PROPERTY TOTALING APPROXIMATELY .40 ACRES IN SIZE AND ADDRESSED 2950 EAST MOODY BOULEVARD WITHIN THE BUNNELL CITY LIMITS FROM FLAGLER COUNTY C-2, GENERAL COMMERCIAL AND SHOPPING CENTER DISTRICT TO CITY OF BUNNELL B-1, BUSINESS DISTRICT; PROVIDING FOR THE TAKING OF IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR THE ADOPTION OF MAPS BY REFERENCE; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, David and Thea Mathen, the owners of certain real property, which land totals approximately .40 acres in size, addressed 2950 E. Moody Blvd. and is assigned Tax Parcel Identification Numbers 12-12-30-0650-000B0-0081 by the Property Appraiser of Flagler County; and

**WHEREAS**, David and Thea Mathen applied to the City of Bunnell pursuant to the controlling provisions of State law and the *Code of Ordinances of the City of Bunnell*, to have the subject property rezoned to the City of Bunnell B-1, Business district (“B-1”) zoning classification from the existing Flagler County C-2, General Commercial and Shopping Center district (“C-2”) zoning classification; and

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

**WHEREAS**, on June 20, 2017 the Planning, Zoning and Appeals Board of the City of Bunnell reviewed this request and recommended that the City Commission approve the subject rezoning as set forth in this Ordinance; and

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

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

**NOW, THEREFORE, BE IT 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 City staff report and City Commission agenda memorandum relating to the application relating to the proposed rezoning of the subject property as well as the recitals (whereas clauses) to this Ordinance.
- (b) The subject property, which is approximately .40 acres in size, is located on Deen Road and is currently unaddressed.
- (c) The City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

### **Section 2. Rezoning of Real Property/Implementing Actions.**

- (a) Upon enactment of this Ordinance the following described property, as depicted in the map attached to this Ordinance, and totaling approximately .40 acres in size, shall be rezoned from the existing Flagler County C-2, General Commercial and Shopping Center district (“C-2”) zoning classification to the City of Bunnell B-1, Business district (“B-1”) zoning classification:

**LEGAL DESCRIPTION:** .40 AC BUNNELL DEV CO SUB PT OF TR 8 BLK B & WLY 20.5 OF SLY 200' OF ELY 75.95' OF LT 3DURRANCEPLAT, OR 15 PG 525 OR 276 PG 802, OR 538 PG 1900 OR 1488 PG 246-DC OR 1488 PG 250-LOA NORMA D TURNER PR FOR IRENE OR 1573 PG 672 OR 1579 PG 152 EXC DOT#118.1 1054/1138AND EXC DOT#119.1 1054/1124 OR 2097/773-NO POA OR 2161/854-DC OR 2161/856-LOA OR 1920 PG 204-DC OR 2161/859-LEAH HELMS SMITH PR FOR JOHNNIE OR 2161/862

**ADDRESS:** 2950 East Moody Blvd.

**TAX PARCEL IDENTIFICATION NUMBER:** 12-12-30-0650-000B0-0081

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

### **Section 3. Incorporation of Maps.**

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

### **Section 4. Conflicts.**

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

**Section 5. Severability.**

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

**Section 6. Non-codification.**

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

**Section 7. Effective Date**

This Ordinance shall take effect upon the effective date of Ordinance 2017-19.

First Reading: on this 10<sup>th</sup> day of July 2017.

Second/Final Reading: adopted on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**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

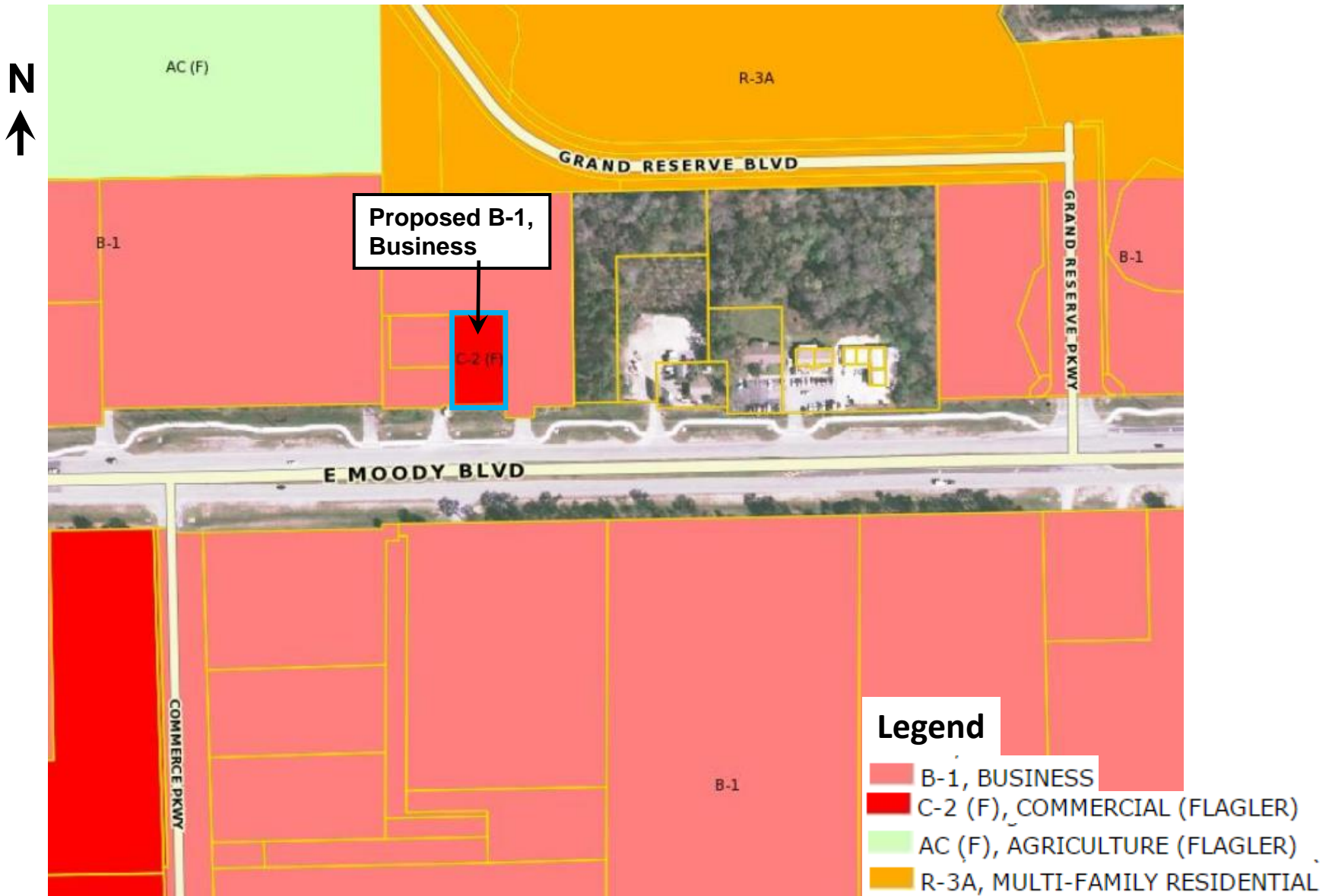
Seal:

## Exhibit “A”

### Location Map



# Mathen Zoning Change Request- Adjacent Zoning Map





## City of Bunnell, Florida

### Agenda Item No. E.3.

Document Date: 6/21/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations. - First Reading.  
Agenda Section: Ordinances: (Legislative):  
Goal/Priority: Economic Development

#### ATTACHMENTS:

Description	Type
Proposed Ordinance	Ordinance

#### Summary/Highlights:

This is a request to amend the Land Development Code Home Occupation regulations.

#### Background:

The Land Development Code provides regulations for home occupations.

These regulations are in need of some revision and clarification.

The proposed ordinance:

- Increases the number of home occupations from one to three per dwelling;
- Allows Class B home occupations, which are in agriculture classifications, to be housed in the dwelling or a separate, ancillary onsite building so long as the office does not exceed 35 percent of the floor structure;
- Corrects language replacing City Commission with Planning Board for the granting of special exception permission as the Planning Board hears special exception requests;
- Clarifies language regarding the storage of vehicles and trailers for Class B home occupations.

This item was heard by the Planning, Zoning and Appeals Board at its June 20, 2017 meeting. They recommended approval of the proposed ordinance.

#### Staff Recommendation:

Approval of Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations. - First Reading.

#### City Attorney Review:

Reviewed and approved.

**Finance Department Review/Recommendation:**

## **ORDINANCE 2017-21**

### **AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE BUNNELL LAND DEVELOPMENT CODE SECTION 34-186 HOME OCCUPATIONS; PROVIDING FOR EXCEPTIONS; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapters 166 and 163, Florida Statutes, include authority to enact regulations to protect the health, safety and welfare, and interests of the citizens of the City; and

**WHEREAS**, the City of Bunnell Land Development Code contains regulations for Home Occupations; and

**WHEREAS**, said regulations are in need of revision; and

**WHEREAS**, the Planning, Zoning and Appeals Board reviewed this Ordinance at its June 20, 2017 meeting and recommends adoption; and

**WHEREAS**, the City Commission of the City of Bunnell finds it is in the best interest and welfare of the citizens of the City to enact this Ordinance; and

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

**WHEREAS**, for purposes of this Ordinance, underlined type shall constitute additions to the original text, \*\*\* shall constitute ellipses to the original text and ~~striketrough~~ shall constitute deletions to the original text.

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

#### **Section 1.**

The Bunnell Land Development Code, is hereby amended as follows:

#### **Sec. 34-186. - Home occupations.**

(a) Class A home occupations shall be allowed as permitted uses in all agricultural, residential and mobile home classifications if proper application is made on forms provided by the zoning enforcement official. Class A home occupations shall be clearly incidental and subordinate to the residential use and shall under no circumstances change the residential character of the dwelling. The issuance of a permit to engage in a class A home occupation in accordance with this section shall not be deemed to be a change of zoning nor an official expression of opinion as to the proper zoning for the particular property.

(1) Notarized affidavits must be submitted with each application for a class A license demonstrating that the home occupation will not:

- a. Disturb the peace, quiet and domestic tranquility of the residential neighborhood;
- b. Create excessive odor, noise, parking or traffic above that of the residential neighborhood;
- c. Create a fire hazard or nuisance;
- d. Use or generate toxic or hazardous materials or waste;
- e. No more than ~~one~~ three home occupations shall be permitted within any single dwelling;
- f. No one other than the residents of the dwelling shall be employed in the conduct of a home occupation (excluding those cases where actual performance of work occurs somewhere other than the dwelling unit);
- g. No stock-in-trade shall be openly displayed or maintained on the premises and no sales on the premises shall occur;
- h. A home occupation shall produce no noise, or obnoxious odors, vibration, glare, fumes or electrical interference detectable to normal sensory perception;
- i. There shall be no exterior indication of the home occupation; no exterior signs shall be used that informs the public of the home occupation;
- j. No equipment shall be used or stored on the premises in connection with the home occupation except that which is normally used for purely domestic or household purposes, except for typical office equipment;
- k. The floor area devoted to the home occupation shall not exceed 25 percent of the floor area of the dwelling;
- l. All office equipment used in the home occupation on the premises shall be inside the dwelling within the space limitations above; and
- m. Home occupation uses shall be subject to all applicable city, county, state occupational licenses and other business taxes, rules and regulations in effect or that may later be adopted.

(b) Class B home occupations provide for home business operations in agricultural classifications which have the potential to create some impacts beyond class A activities due to on-site storage of material, inventory work vehicles, trailers, equipment, or business related traffic from customers or deliveries. Proper application must be made on forms provided by the zoning enforcement official. Class B home occupations shall be clearly incidental and subordinate to the residential use and shall under no circumstances change the residential character of the dwelling. The issuance of a permit to engage in a class B home occupation in accordance with this section shall not be deemed to be a change of zoning nor an official expression of opinion as to the proper zoning for the particular property. Minimum lot size in this category is one acre.

(1) Notarized affidavits must be submitted with each application for a class B license demonstrating that the home occupation will not:

- a. Utilize equipment in the home occupation which creates fire hazards, electrical interference, noise, vibration, glare, fumes or odors detectable to the normal senses off the premises.
- b. Exceed the floor area devoted to the home occupation allowed at 35 percent of the floor area of the dwelling, or ~~in a~~ exceed 35 percent of a separate, ancillary on-site building.

- c. Exceed two ~~the number of allowed~~ vehicles and two trailers for the class B home occupation provided they are fully screened from the right-of-way and neighboring properties. For class B home occupations, the ~~city commission~~ planning board may allow, as a condition by special exception, three or more vehicles and trailers.
- d. Exceed the allowance that employees are limited to residents of the home plus a maximum of two employees or independent contractors who are not residents of the dwelling unit. For class B home occupations, the ~~city commission~~ planning board may allow, as a condition by special exception, three or more employees or independent contractors who are not residents of the dwelling unit.
- e. Conduct vehicle repair for commercial purposes or sales of vehicles.
- f. Use or generate toxic or hazardous materials or waste.
- g. Home occupation uses shall be subject to all applicable city, county, state occupational licenses and other business taxes, rules and regulations in effect or that may later be adopted.
- h. No more than ~~one~~ three home occupations shall be permitted within any single dwelling.

(c) Agricultural occupations exempt from local government regulation by State of Florida Statute shall be exempt from the regulations of this section.

(e d) Any violation of these regulations will result in the revocation of any home occupation ~~permit~~ business tax receipt, in addition to any other remedy for such violation provided by law.

## **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.

## **Section 3. Codification.**

The provisions of this Ordinance, including its recitals, shall become and be made a part of the *Bunnell Land Development Code* 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 10<sup>th</sup> day of July 2017.

Second Reading: adopted on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**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:



## City of Bunnell, Florida

### Agenda Item No. F.1.

Document Date: 6/28/2017 Amount: N/A  
Department: Finance Account #: N/A  
Subject: Resolution 2017-14 Amend Section 11 of Resolution 2014-21  
Agenda Section: Resolutions: (Legislative):  
Goal/Priority: Financial Health

#### ATTACHMENTS:

Description	Type
Proposed Resolution	Resolution

#### Summary/Highlights:

Increase meter and meter installation costs in Resolution to cover increase in meter costs to the City of Bunnell.

#### Background:

The City of Bunnell has transitioned to RFID Smart Meters which have increased the costs incurred by the City. In order to cover additional costs, the meter and meter installation costs need to be increased. Section 11 of Resolution 2014-21 is lacking cost breakdowns for some meter installation types and includes outdated wording. These have been updated as well.

#### Staff Recommendation:

Adoption of Resolution 2017-14 Amend Section 11 of Resolution 2014-21.

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

Recommend approval of amending Resolution 2014-21.

## **RESOLUTION 2017-14**

### **A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA, AMENDING SECTION 11 OF RESOLUTION 2014-21; PROVIDING FOR AMENDED WATER METER CONNECTION CHARGE(S); AND PROVIDING FOR AN EFFECTIVE DATE.**

**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 installations and main tap connections must be paid for by the person or persons requesting such installations and connections and receiving beneficial use thereof, so that the City will not suffer any financial loss; and

**WHEREAS**, the City Commission has determined the need for an increase in the water meter connection charge(s) in order to provide that service without any financial loss; and

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

**WHEREAS**, the City has provided notice of the Commission's consideration for adoption of the utility rate increase 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.**

The Bunnell Resolution Section 11, is hereby amended as follows:

**SECTION 11. WATER MAIN PIPE TAP AND METER INSTALLATION CHARGES:** The following ~~€~~connection ~~€~~charges shall be paid by the person or persons requesting water pipe tap connections and meters, within the City ~~L~~imits. ~~Except where noted, all components of the water service connections will be installed by City personnel.~~ All services installed outside the City ~~L~~imits 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 11.1. ¾ -INCH SIZE METER CONNECTION CHARGE:** This is for water meter-only installations for residential or non-residential units where the meter setting, piping, fittings, and box ~~has~~ve already been installed by ~~an~~ the owner/developer, and ~~only a meter is required to be installed~~ these components meet the City material requirements.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS or NRS	5/8x3/4"	<u>Water Meter, Materials only installed by City</u>	
Employee	<del>\$202.00</del> <u>\$280.00</u>		

**SECTION 11.2. 3/4-INCH SIZE METER CONNECTION CHARGE:** This is for water meter installations for residential or non-residential units that have an existing 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 to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS or NRS	5/8x3/4"	<u>Meter, Meter Coupling</u>	<del>\$220.50</del> <u>\$348.00</u>
NRS	5/8x3/4"	<u>Meter, Meter Coupling</u>	<del>\$220.50</del>
		(RPZ BFP installed by a licensed plumber)	

**SECTION 11.3. 3/4-INCH SIZE METER CONNECTION CHARGE:** This is for water meter installations for residential units that require a main pipe tap into an existing 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"	<u>Pipe Tap, Meter-set, Materials</u>	<del>\$523.60</del> <u>\$575.00</u>

**SECTION 11.4. 3/4-INCH SIZE METER CONNECTION CHARGE:** This is for water meter installations for non-residential units that require a main pipe tap into an existing water main pipe that does not have a main pipe tap installed at/for the property. The A required reduced pressure backflow preventer is required for non-residential services to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
NRS	5/8x3/4"	<u>Pipe Tap, Meter-set, Materials</u>	<del>\$674.75</del>
		(RPZ BFP installed by a licensed plumber)	

**SECTION 11.5. 1-INCH SIZE METER CONNECTION CHARGE:** This is for water meter-only installations for residential or non-residential units where the meter setting, piping, and fittings, and box have already been installed by an the owner/developer, and only a meter is required to be installed these components meet the City material requirements.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>
RS or NRS	1"	<u>Water Meter Only Installed, Materials</u>	<del>\$346.80</del> <u>\$465.00</u>

**SECTION 11.6. 1-INCH SIZE METER CONNECTION CHARGE:** This is for water meter installations for residential units that require a main pipe tap into an existing 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	1"	<u>Pipe tap, Meter, Materials</u>	<u>\$851.00</u>

**SECTION 11.67. 1-INCH SIZE METER CONNECTION CHARGE:** This is for water meter installations for non-residential units that require a main pipe tap into an existing water main pipe that does not have a main pipe tap installed at/for the property. ~~The A~~ required reduced pressure backflow preventer is required for non-residential services to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description of Components</u>	<u>Amount</u>	
NRS	1"	<u>Pipe Tap, Meter-set, Materials</u> (RPZ BFP installed by a licensed plumber)	<del>\$613.40</del>	<u>\$851.00</u>

**SECTION 11.78. 2-INCH SIZE METER CONNECTION CHARGE:** This is for water meter installations for non-residential units that require a main pipe tap into an existing water main pipe that does not have a main pipe tap installed at/for the property. . ~~The A~~ required reduced pressure backflow preventer is required for non-residential services to be installed by a licensed plumber.

<u>Service Class</u>	<u>Size</u>	<u>Description Components</u>	<u>Amount</u>	
NRS	2"	<u>Pipe Tap, Meter-set, Materials</u> (RPZ BFP installed by a licensed plumber)	<del>\$1,282.00</del>	<u>\$1392.00</u>

**SECTION 11.89. OVER 2-INCH SIZE METER CONNECTIONS:** These size pipe 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 accordance ~~to~~ with City specifications.

~~**SECTION 11.9. WATER MAIN CONNECTION CHARGES WAIVER:** Water connection/tap fees listed in sections 121.1 to 121.8 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 2. 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 10th day of July 2017.

**CITY OF BUNNELL, FLORIDA**

---

Catherine D. Robinson, Mayor

**ATTEST:**

**Approved as to Form:**

---

Sandi Bolser, City Clerk

---

Wade Vose, City Attorney

**Seal:**



## City of Bunnell, Florida

### Agenda Item No. H.1.

Document Date: 6/21/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Appeal of the June 20, 2017 Planning, Zoning and Appeals Board decision regarding the Special Exception Request to allow a transitional housing project at 210 N. Fig Street.  
Agenda Section: New Business:

#### ATTACHMENTS:

Description	Type
Location Map & Concept Sketch	Location Map(s)
Report from Fire Inspector on changes that would be needed	Exhibit
Written Objections received by the City	Exhibit
Samaritan Ministries Information	Exhibit

#### Summary/Highlights:

This is request to appeal the decision made by the Planning, Zoning and Appeals Board at its June 20, 2017 meeting.

The request before the Planning, Zoning and Appeals Board was a special exception request to allow a multi-family, transitional housing project to operate at 210 N. Fig Street.

At this meeting, the Planning, Zoning and Appeals Board denied the applicant's special exception request.

On June 22, 2017, the applicant requested an appeal of the Planning, Zoning and Appeals Board decision to deny their special exception request.

From the Land Development Code:

#### ***Sec. 2-86. - Appeals from decision.***

*Any person aggrieved by any decision of the planning, zoning and appeals board made pursuant to the provisions of this article may appeal the decision to the city commission by filing a written request for such an appeal with the city clerk. The request must specify the decision appealed and be filed within 30 days of the decision. The city commission may after a public hearing reverse, modify or affirm the decision on appeal.*

#### Background:

The applicant, Samaritan Ministries, is in the process of purchasing 210 N. Fig Street. They would like to use the property as a transitional house for women and children. The house would most likely house over six residents at one time. This organization operated a similar house at 700 E. Lambert St. from 2006-2011.

From the Land Development Code:

***Sec. 34-112. - R-2 Multiple-family residential district.***

*(c) Permitted special exception. Permitted special exceptions in the R-2 district shall be as follows:*

*(5) Other uses not listed above that may be compatible with and compliment the permitted uses of the district as approved by the planning, zoning, and appeals board.*

Special Exception requests allow the Board to place certain reasonable restrictions on a use to ensure it is compatible with the surrounding properties and to help lessen any perceived or potential impact of the proposed use on adjacent properties.

Staff concerns for this proposed use are:

1. The existing congestion of this area during school hours and school functions;
2. The narrowness of the existing street;
3. The potential for residents of this house/program and staff at the house to park on the City right-of-way during busy traffic times, overnight, during school hours or school events or for any length of time which may affect the traffic flow in this area;
4. All fire codes for group living of non-related people being met;
5. That the maximum number of people living/staying in the building which would trigger the need for a sprinkler system is never exceeded if no sprinkler system is installed;
6. The length of stay for each family being served and the impact on adjacent properties if families being served by this organization are moving into and out of the home every month or every other month.

This property was last used as a single family residence. Before the house would be allowed to open, all required fire safety measures to convert the house for non-related, multi-family living would need to be completed.

Additionally, the property would need to be able to meet the required parking requirements for this type of use. Depending on the amount of impervious area that may need to be added to the site, either minimal or minor site plan approval would be required. Neither of these site plans would go before the Planning Board for approval.

As required by the Land Development Code *Sec. 2-87.- Hearing notification requirements*, an advertisement regarding the Planning, Zoning and Appeals Board agenda item for the June 20, 2017 meeting was run in the Wednesday, June 7, 2017 edition of the News Tribune and property owners within 300 feet of the property as identified by the Flagler County Property Appraiser website were mailed hearing notification letters.

Notification letters regarding the appeal to the City Commission were not mailed out.

Prior to the Planning, Zoning and Appeals Board meeting, the City received several phone calls objecting to this proposed use and several written letters of objection.

The applicant can provide additional information about their request and the potential project.

**Staff Recommendation:**

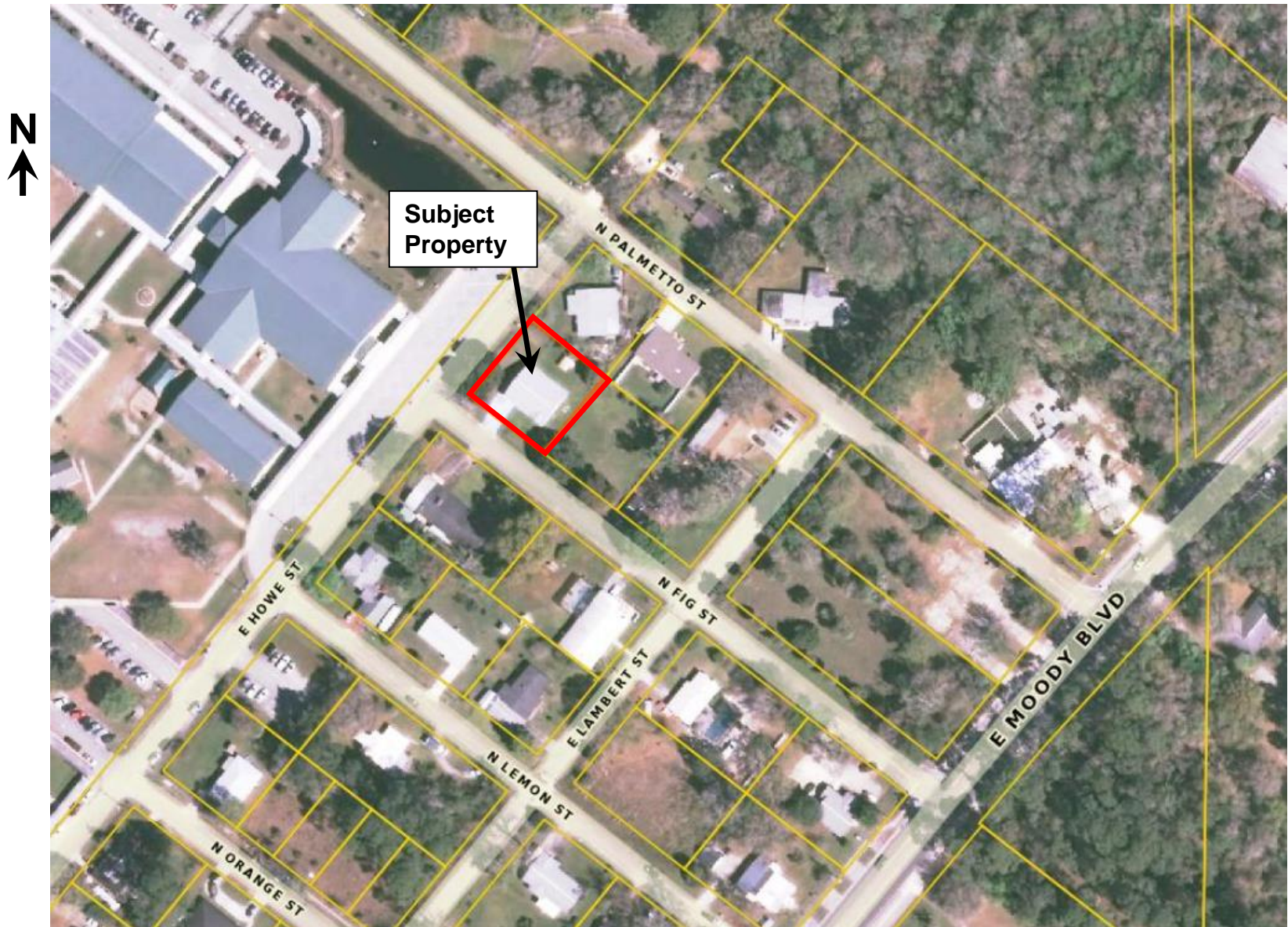
Per the Commission.

**City Attorney Review:**

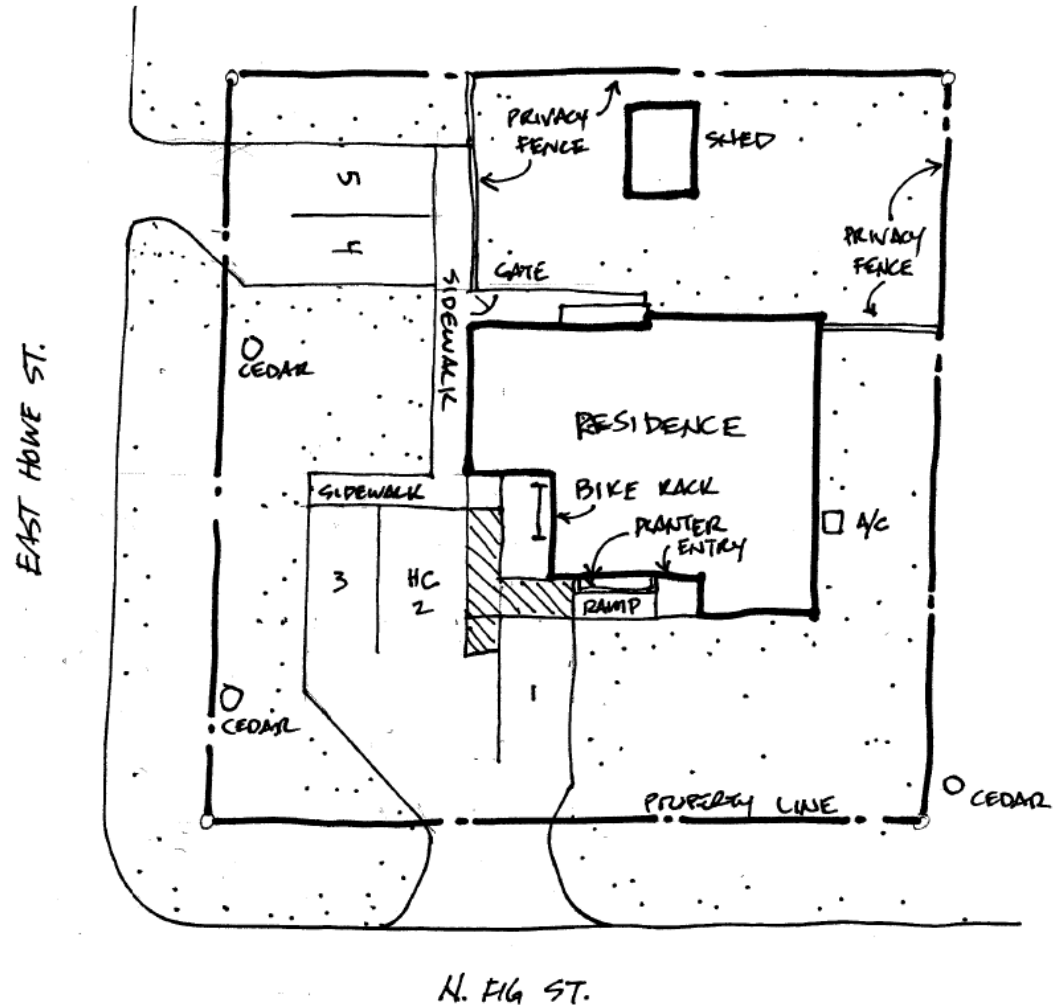
Reviewed and approved as to form.

**Finance Department Review/Recommendation:**

# 210 N. Fig St Special Exception Request- Location Map



# 210 N. Fig St Special Exception Request- Concept Sketch



## Kristen Bates

---

**From:** Hughes, Chris <CHughes@flaglersheriff.com>  
**Sent:** Tuesday, May 23, 2017 2:48 PM  
**To:** lo\_raine@bellsouth.net  
**Cc:** Kristen Bates  
**Subject:** Fig street Group home

Here are the codes that will apply to you

This chapter is divided into five sections as follows: (1) Section 32.1 General Requirements (2) Section 32.2 Small Facilities (that is, sleeping accommodations for not more than 16 residents) (3) Section 32.3 Large Facilities (that is, sleeping accommodations for more than 16 residents) (4) Section 32.4 Suitability of an Apartment Building to House a Board and Care Occupancy (Sections 32.5 and 32.6 are reserved.)

32.2.2.2.1 Every sleeping room and living area shall have access to a primary means of escape located to provide a safe path of travel to the outside.

32.2.2.3 Secondary Means of Escape. 32.2.2.3.1 Sleeping rooms, other than those complying with 32.2.2.3.2, and living areas in facilities without a sprinkler system installed in accordance with 32.2.3.5 shall have a second means of escape consisting of one of the following: (1) Door, stairway, passage, or hall providing a way of unobstructed travel to the outside of the dwelling at street or the finished ground level that is independent of, and remotely located from, the primary means of escape (2) Passage through an adjacent nonlockable space independent of, and remotely located from, the primary means of escape to any approved means of escape (3)\* Outside window or door operable from the inside, without the use of tools, keys, or special effort, that provides a clear opening of not less than 5.7 ft<sup>2</sup> (0.53 m<sup>2</sup>), with the width not less than 20 in. (510 mm), the height not less than 24 in. (610 mm), and the bottom of the opening not more than 44 in. (1120 mm) above the floor, with such means of escape acceptable, provided that one of the following criteria is met: (a) The window is within 20 ft (6100 mm) of the finished ground level. (b) The window is directly accessible to fire department rescue apparatus, as approved by the authority having jurisdiction. (c) The window or door opens onto an exterior balcony

32.2.2.3.2 Sleeping rooms that have a door leading directly to the outside of the building with access to the finished ground level or to an exterior stairway meeting the requirements of 32.2.2.6.3 shall be considered as meeting all the requirements for a second means of escape.

32.2.2.5.1.1 Bathroom doors shall be not less than 24 in. (610 mm) wide.

32.2.2.5.4 Every bathroom door shall be designed to allow opening from the outside during an emergency when locked

32.2.3.4.1 Fire Alarm Systems. A manual fire alarm system shall be provided in accordance with Section 9.6.

32.2.3.4.2 Occupant Notification. Occupant notification shall be provided automatically, without delay, in accordance with 9.6.3. 32.2.3.4.3

Smoke Alarms.

32.2.3.4.3.1 Approved smoke alarms shall be provided in accordance with 9.6.2.10. 32.2.3.4.3.2 Smoke alarms shall be installed on all levels, including basements but excluding crawl spaces and unfinished attics. 32.2.3.4.3.3 Additional smoke alarms shall be installed in all living areas, as defined in 3.3.21.5. 32.2.3.4.3.4 Each sleeping room shall be provided with an approved smoke alarm in accordance with 9.6.2.10.

32.2.3.5.2\* In conversions, sprinklers shall not be required in small board and care homes serving eight or fewer residents when all occupants have the ability as a group to move reliably to a point of safety within 3 minutes.

32.2.3.6.1 Corridor walls, other than those meeting the provisions of 32.2.3.6.2, shall meet all of the following requirements: (1) Walls separating sleeping rooms shall have a minimum 1-hour fire resistance rating. The minimum 1-hour fire resistance rating shall be considered to be achieved if the partitioning is finished on both sides with lath and plaster or materials providing a 15-minute thermal barrier. (2) Sleeping room doors shall be substantial doors, such as

those of 1 in. (44 mm) thick, solid-bonded wood-core construction or of other construction of equal or greater stability and fire integrity. (3) Any vision panels shall be fixed fire window assemblies in accordance with 8.3.4 or shall be wired glass not exceeding 9 ft

32.3.2.8 Illumination of Means of Egress. Means of egress shall be illuminated in accordance with Section 7.8.

32.3.2.9 Emergency Lighting. Emergency lighting in accordance with Section 7.9 shall be provided, unless each sleeping room has a direct exit to the outside at the finished ground level.

32.3.2.10 Marking of Means of Egress. Means of egress shall be marked in accordance with Section 7.10.

You will also need fire extinguishers but that will be figured out after you move in

Any questions please let me know

---

PLEASE NOTE: Florida has a very broad public records law per Fla. Statute 119. Most written communications to or from the Flagler County Sheriff's Office regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. If you do not want your e-mail address released, do not send electronic mail to this agency. Instead, contact this office by phone..

NT2247888 special exception request, 210 N Fig St  
Tues, June 20, 2017 at 7pm

Karen Jacobs  
2551 N State Street  
Bunnell, FL 32110

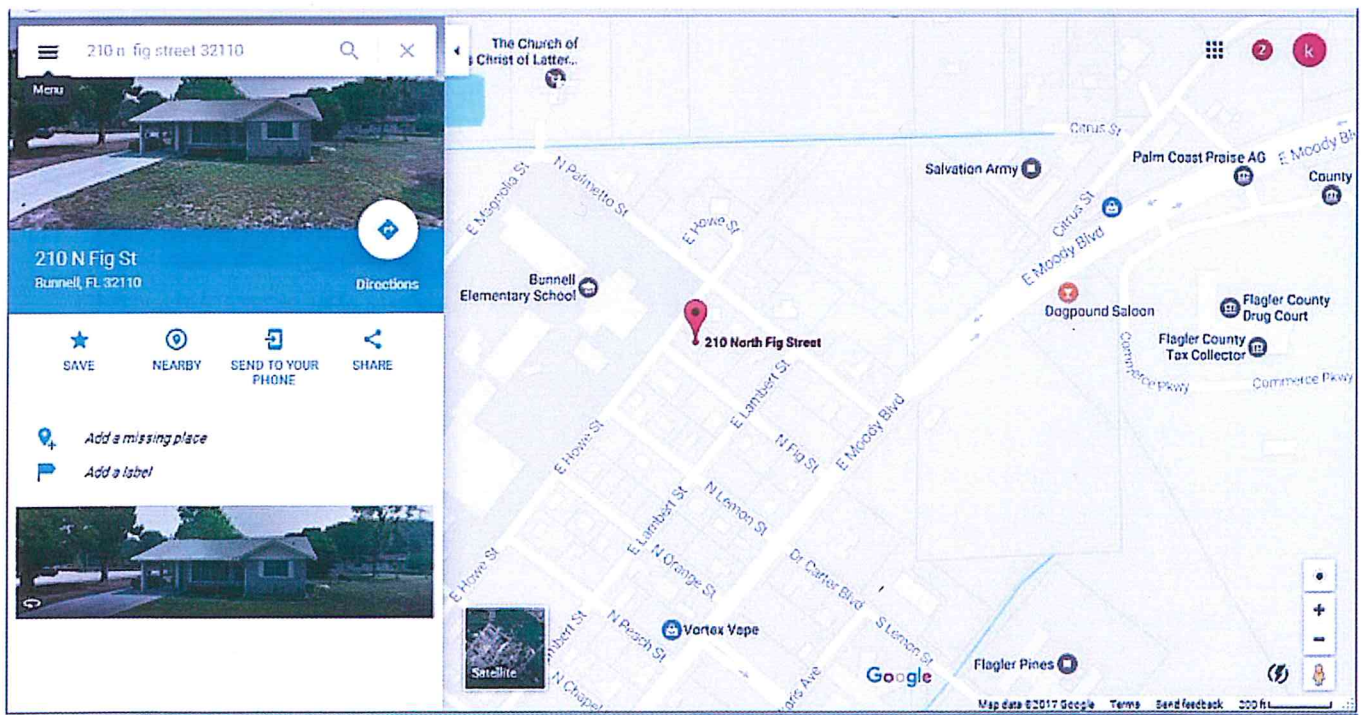
Zoning Appeals Board  
201 W. Moody Blvd  
Bunnell, FL 32110

I request that the Board consider denying the

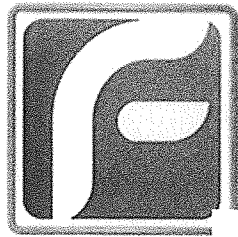
NT2247888 special exception request to allow a transitional house with 6 or MORE residents to operate at 210 North Fig Street which is R-2 multi-family residential

for the following reasons:

- 1) as a "non-profit" charitable organization, it may be eligible for reduced property taxes
- 2) the lot size will enable the MORE part of the 6 or more women and children "transitioning from" ? and could conceivably become the equivalent of a motel-style accomodation in future years.
- 3) it is directly adjacent to the elementary school and the women and children may have visitors, social services assistance, and other guests increasing traffic and parking situations that will effect the elementary school and neighboring homeowners.
- 4) if the "transitional house for 6 or MORE residents" is incorporated, there is potential for an absentee "management" with which the City will have to deal in situations as mundane as overflowing trash containers to critical offenses by the women or their children of unspecified age and gender who are transitioning.
- 5) transients are temporary and fleeting which is the polar opposite of residents who invest in their home and community.



provided at meeting  
6/20/17



flaglerschools  
Striving to be the Nation's Premier Learning Organization

P. O. Box 755 ■ 1769 E. Moody Blvd. ■ Bldg. 2 ■ Bunnell, FL 32110  
Phone (386) 437-7526 ■ Fax (386) 437-7577  
[www.flaglerschools.com](http://www.flaglerschools.com)

**BOARD OF EDUCATION**

June 20, 2017

Trevor Tucker  
Chairman  
District 4

Janet McDonald  
Vice Chairman  
District 2

Dr. Maria P. Barbosa  
Board Member  
District 5

Andy Dance  
Board Member  
District 1

Colleen Conklin  
Board Member  
District 3

Student School Board Member  
Brittany Franklin  
Flagler Palm Coast H.S.

Student School Board Member  
Kobi Kane  
Matanzas H.S.

Teacher of the Year  
Andrew Hutcheson  
Matanzas High School

Employee of the Year  
Brandon Seminara  
Flagler County Youth Center

James Tager  
Superintendent

RE: Special Exception Request

Dear Kristen Bates:

I would like to express the concern of the Flagler County School District regarding the transitional house located at 210 N. Fig St. The close proximity of the house to Bunnell Elementary could be problematic to the safety of our students. If the transitional house will have residents who are sexual predators or sexual offenders, this could put our students in harm's way. Florida Statute 947.1405 (7)(a)(2) states that a sex offender whose victim was under 18 years old cannot live within 1000 feet of schools or places where children congregate.

We hope you will consider our concern and take it into consideration when making your decision.

Sincerely,

Dr. Earl Johnson  
Executive Director of  
Leadership Development

## Kristen Bates

---

**From:** Helen Daniel <ehdaniel@yahoo.com>  
**Sent:** Thursday, June 15, 2017 5:45 PM  
**To:** Kristen Bates  
**Cc:** David Daniel  
**Subject:** RE: Special Exception Request to allow a transitional house - 210 N Fig St

Dear Kristen Bates-

I received a letter June 10, 2017 regarding a special exception request to allow a transitional house with 6 or more residents to operate on property at 210 North Fig St with a R-2 multiple Family Residential district zoning designation.

This concerns us very much. First and foremost is because our home is directly across the street at 209 N Fig St. Our home is in a very nice neighborhood and that is precisely the very reason we bought the home. Since we purchased the home, the neighborhood has continued to improve mainly because its single family residencies.

Secondly, there is a elementary school right beside us and a day care next to the proposed transitional house. This small street is already congested every morning and afternoon with school buses and children walking to and from school. The school also has evening activities so it is in a constant state of activity with children.

Its hard for us as home owners and tax payers in Bunnell to see how this proposal would benefit our neighborhood in any way. We could actually see this hurting the neighborhoods home values, including our own.

We trust that you will take our concerns seriously and make a decision that betters our neighborhood, our homes, and our city.

In regards

Earl and Helen Daniel

## Kristen Bates

---

**From:** CenturyLink Customer <fcollins@embarqmail.com>  
**Sent:** Thursday, June 15, 2017 6:04 PM  
**To:** Kristen Bates  
**Subject:** Special exception request for 210 N. Fig Street

Dear Board,

I am writing in response to your recent letter regarding the property at 210 N. Fig Street. In 1960, we built a home at 201 N. Fig Street. At that time, the neighborhood was all single family residences with Bunnell High School and Elementary in close proximity. I taught school for many years, so I appreciated having the school in the neighborhood. Today, the activity in our area has greatly increased. Fig Street is one of the main streets for bus traffic to the school that has grown significantly in student population. In addition to the buses, we have a large group of young children walking to school and parents dropping off their children. All are trying to safely maneuver along the narrow neighborhood streets. This effort begins again, when school is out. Also, there are two daycare centers in the neighborhood caring for small children, some arriving in the morning and some after school.

The request to allow a transitional house with 6 or more residents and their children would increase the density in an already precarious situation. The house is located on the very corner where the school buses load and unload the children. The road configuration in our neighborhood is not conducive for street parking. For all the above mentioned reasons, I would be opposed to the transitional house being located in our congested area. For the sake of safety, a different location would best serve our community! Thank you for your service to our city and your consideration in this matter.

Sincerely,

Wilda S. Hargett

## Kristen Bates

---

**From:** Jameun Hamilton  
**Sent:** Wednesday, June 14, 2017 11:56 AM  
**To:** Kristen Bates  
**Subject:** FW: NT2247888 special exception request, 210 N Fig St  
**Attachments:** 12jn17\_210 N Fig St.jpg

Ms. Karen Jacob called earlier and want to reach you, but we could not. She have some concerns about two agenda items for the next PZA Board Meeting. She is not sure if she will make it to the meeting, but she wanted you to be aware of her concerns before the Board meet on June 20, 2017.

**From:** karenjj2 . [mailto:karenjj2@gmail.com]  
**Sent:** Wednesday, June 14, 2017 11:34 AM  
**To:** Jameun Hamilton <jhamilton@bunnellcity.us>  
**Cc:** kj-gmail <karenjj2@gmail.com>  
**Subject:** NT2247888 special exception request, 210 N Fig St

Zoning and Appeals Board  
201 W. Moody Blvd  
Bunnell, FL 32110

I request that the Board deny the

NT2247888 special exception request to allow a transitional house with 6 or MORE residents to operate at 210 North Fig Street which is R-2 multi-family residential

- 1) it is directly adjacent to the elementary school.
- 2) the lot size will enable the MORE part of the "6 or more" people "transitioning from" ???
- 3) if the "transitional house for 6 or MORE residents" is incorporated, there is potential for an absentee "management" with which the City will have to deal with in situations as mundane as overflowing trash containers to critical offenses by "people transitioning."

## Kristen Bates

---

**From:** David Freeman <freemand@flaglerschools.com>  
**Sent:** Tuesday, June 13, 2017 7:38 AM  
**To:** Kristen Bates  
**Cc:** Kristy Gavin; Earl Johnson  
**Subject:** Transitional House 210 N. Fig St Bunnell

Kristen, Thank you for returning my call yesterday. As we discussed on the phone Flagler County Schools concern would be that it could not house sex offenders due to the close proximity to Bunnell Elementary. Please let me if you have any questions and if I need to provide anything else.

Thank you

Dave

**Dave Freeman**  
**Director of Plant Services**  
**School District of Flagler County**

245 Education Way  
Bunnell, FL. 32110  
Phone: 386-586-5192 Ext. 7740  
Email: [freemand@flaglerschools.com](mailto:freemand@flaglerschools.com)



This Book Belongs to \_\_\_\_\_



Samaritan Ministries

# RESIDENT HANDBOOK

**W**elcome! The staff of Samaritan Inn would like to extend a warm welcome and hope that your time with us will be pleasant, educational, and comfortable for the duration of your stay.

Now that you are here, it is necessary to become acquainted with the rules and regulations of this home. You are expected to comply with designated rules and policies established by the ministry.

We want to make this crucial time in your life a learning and growing experience. Please feel free to inquire about information contained in this booklet. We will be very willing to help you in any way we can.

Again, welcome to Samaritan Inn. Our prayer for you is that you will be totally changed by the power and love of God, and that you will discover the ~~God's~~ specific direction and purpose for your life!

**For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.  
Jeremiah 29:11**

## GROUP LIVING AND RESPONSIBILITIES

As a resident of Samaritan Inn, there are agreements by which each resident must live for there to be harmony. Tasks and assignments will be made that you are responsible for carrying out. This booklet is designed to help you to understand our expectations, and likewise, what you can expect from us.

Group living is not always an easy situation in which to live. However, it can be made fun and enjoyable when everyone assumes responsibilities and abides by the rules.

When difficulties arise between two residents they are expected to resolve the difficulties by talking with each other. If they are unable to resolve their problem, they should speak with the Director (if available) or ministry staff person on duty.

If no ministry staff person is on duty, do not involve clerical staff, as they are not lay counselors. **Wait to speak with an appropriate staff member!**

**(Please initial)** \_\_\_\_\_

## **Activities**

Everyone participates in all activities unless given special permission to be excused by the staff member on duty. You are to stay with the group under supervision of a staff member during activities.

## **Bathroom Courtesy**

Please show respect to the others who share the bathroom. Bathroom door should be locked when bathroom is occupied.

There is an assigned bathroom schedule (posted) with a thirty minute time limit for each resident; please be ready when it is your turn.

Please be properly clothed, when entering and exiting the bathroom. No nudity. Please rinse out the bathtub and sink after *EVERY* use.

Put away all your personal belongings in their designated place. Nothing should be on the countertops. (This includes curling irons, etc.)

Sanitary napkins and tampons are to be wrapped in toilet paper and placed in the wastebasket. These are **NOT** to be flushed down the toilet.

## **Beds**

Beds are to be made before breakfast every day. Sheets must be washed once a week during your scheduled laundry time.

## **Bedtime**

All school age children should be in bed by 8pm Sunday - Thursday and 9pm Friday and Saturday.

## **Borrowing**

There is to be NO borrowing or lending of anything at all. If you do not have sufficient funds, you need to notify the staff in writing *in advance* if you need personal items of any kind (including clothing). If you would like to bless another resident with an item, you must clear this through the staff first.

## **Budget**

During your stay you are expected to save a set percentage of your income for future needs. Periodic meetings with a budget counselor are part of this program and regular meetings with a case manager.

## **Childcare**

Childcare will not be permitted or provided. Please do not ask other residents or staff to baby-sit. Each resident is responsible for her own child and should respect the other residents.

Exceptions to this would be when the mother is attending a ministry related activity. The ministry will provide on-site childcare.

Please initial)\_\_\_\_\_

## Chores

You will be assigned and responsible for household chores. Each resident will participate in common chores as assigned on a rotating basis. If your work details are not done completely and correctly, you will have to redo your work details until they are correct. All chores are done by Saturday mornings before you can leave. **Mid-week chores are to be completed by 10:00 a.m. on Tuesday mornings or after 5:00 p.m.** Chores are supervised by staff on duty.

Each resident is responsible for keeping her living area clean and neat. In other areas, if you mess it up, clean it up. If you open it, close it. If you use it, put it away.

Closets and drawers are to be kept orderly. This is especially important since some of you will be sharing a closet. Rooms are to be kept neat at all times.

Garbage is to be put into proper trash cans outside and taken to the street for trash pick-up on Tuesday (Monday night) and Friday (Thursday night). Yard debris goes out on Wednesday mornings. Whenever inside cans are full, please take the household garbage out to the can outside. Recycles go out on Wednesdays.

**“Whatever you do, work at it with all your heart, as working for the Lord” Colossians 3:23**

## Church

It is strongly suggested that all residents attend Church services regularly OR participate in community service activity 4 hours per week. ~~The house closes Sundays 9AM to 1PM~~

## Computers

The computers are available for Internet searches and educational or research purposes, for agency specific needs between the hours of 8am and 8 pm during weekdays **WITH STAFF SUPERVISION**. The computers are also available on weekends as is convenient for staff and current activities.

Please be considerate of people's personal space by not "lurking" over other residents' shoulders when they are accessing or typing personal information on the Internet. Do unto others as you would have them do unto you!

Internet use should be by advanced reservation and for no longer than 30 minutes per person per session. The local public libraries are also a good alternative for Internet use which helps by not interfering with the ministry's phone calls.

## Counseling

You will meet and cooperate with specified staff to work on establishing and achieving short and long-term goals. You must meet with a case planner to set short and long term goals within 10 days of moving into Samaritan Inn. You and any resident children will participate in those activities which are planned for the entire household.

Though God can use others to give us insight about ourselves- volunteers, staff and other residents are *not* to be used as therapists. The ministry provides counseling through a referral to a licensed therapist ~~in Bunnell~~. We ask that you comply with a positive attitude and be on time for your scheduled therapy appointments. Thank you for your cooperation.

**Please initial)\_\_\_\_\_**

## Courtesy

If you want to engage someone in lengthy conversation, *please* ask “Am I keeping you from something?”

## Curfew

There will be a curfew of 6:00P.M. weekdays (Sun. thru Thurs. nights) and 8:00 P.M. weekends (Fri. & Sat.) for new residents for the first 30 days probation period. Established residents will have a curfew of 10:00 P.M. on Friday and Saturday night. Exceptions will be made for those attending church (including small group/ Bible study), counseling appointments, school, working or other goal-related *meaningful* activities; may include using a YMCA exercise scholarship as well.

**Overnight stays outside of the Samaritan Inn will not be permitted. (This does not include hospitalizations, Christmas, Thanksgiving, or other holidays, family reunions or emergencies.) Exceptions to this policy must be approved by the Executive Director. (See Discipline Section)**

## Tentative Daily Schedule

7-8:30am	Shower, dressed, get ready for day
8-8:30am	Cleanup of kitchen and pickup house for the day
8:30am	Joyce Meyers Television every morning (optional)
9-10am	Work/school/bible study or coffee “clatch” with a volunteer/mentor
10-11am	Daily walk or check PO boxes, run errand for ministry, Laundry (house or resident's)
11-1:30pm	Prepare and eat lunch
1:30-3:30pm	Rest!!!! Renew yourself physically, emotionally, and spiritually
3:30-5pm	Work on assignments, goals, other projects
5-6pm	Prepare dinner
6-7pm	Weekday curfew, 6:00 p.m. Dinner and clean up
7-8pm	Devotionals, relax, prepare for bed
8pm	Alarm set

## Departure

On departure, the living quarters are to be left in good, clean condition; all expenses fully paid; and all personal possessions removed. If everything is left in proper order, any your deposit will be returned to you. Possessions remaining on the premises fifteen (15) days after you vacate may become property of the ministry.

**Please initial)**\_\_\_\_\_

*Moving Out:* It is imperative that current residents absent themselves from giving ‘audience’ to those who are in the process of moving out upon dismissal. We realize this is a tough situation and often those who have made the choices that led them to be asked to leave will begin to verbalize negative or un-edifying comments. If these women have no one to hear their comments, much of this activity/chaos will be prevented.

When moving out after a curfew restriction violation, a resident’s belongings must totally be removed from the house at that time (or next day) and if no transportation is available for them to remove their belongings from the premises immediately, they may store their items in the garage storage area (contingent on space available) for up to 15 days; after 15 days these items may belong to the ministry to dispose of as they deem appropriate.

### **Discipline**

Discipline for disobedience and wrong attitudes will be given. Extra work details, restriction from privileges, essays, and even dismissal will be used.

### *Grace: Curfew Restriction*

At times, a violation of these rules may be handled with much grace and not necessarily lead to immediate eviction from the program. Depending on several factors (attitude, ownership of responsibilities, nature of violation, etc.); a curfew restriction may be imposed by the Executive Director. If after this is agreed upon, a willful violation of **this** policy takes place, immediate eviction from the program will be the only recourse of ~~action~~ action.

**"My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves."**

**Hebrews 12:5-6**

### **Dismissal**

The following behavior must be adhered to and refusal to follow may result in dismissal from the program:

1. No alcoholic beverage or non-prescription drug use by resident on or off the premises. **All prescriptions** will be locked in a safe place and dispensed by staff.
2. No weapons will be allowed on the premises.
3. No gossip, strife, or back biting will be allowed.
4. No fighting or arguing. Any disagreements should be settled privately or with the person involved only and in a constructive fashion. **(Moreover if your brother sins against you, go and tell him his fault between you and he alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. Matthew 18:15-16)**

**If it is possible, as much as depends on you, live peaceably with all men.**

**Romans 12:18**

5. No stealing or using others’ private property or borrowing without permission of the owner. No lying or deceit will be allowed. No cursing or vulgar, foul language will be allowed.

Please initial) \_\_\_\_\_

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy— think about such things. Philippians 4:8

### Donations

Any calls offering donations please refer to [House Staff or](#) Director. ~~unless house mom is on duty and it is in reference to food.~~

### Dress Code

Clothing must be clean and modest at all times. Some type of clothing, in addition to underclothes, must be worn at all times, including to and from the bathroom. A bra must be worn at all times.

You are responsible for your own hygiene. Neatness and cleanliness are required. Showers are required daily. All residents must be showered, dressed and ready by 9am Sunday -Friday and 10am on Saturdays.

Samaritan Inn is a home for women [and children](#), but it also maintains a professional atmosphere. Please keep this in mind at all times.

### House

If the temperature in the house is too hot or cold, you should report it to the staff and ask them to adjust the thermostat. You are not to touch the thermostat yourself unless asked to do so by a staff member. To help cut operating costs, please remember to turn off the lights and all electronics when you leave an area for a long period of time, In addition please limit showers to no more than 15 minutes.

**For those with an income, there will also be a household contribution to help offset some of these costs while giving residents a sense of 'ownership'. For those with an income of \$100.00 - \$250.00 per week, a donation of \$10.00 per week will be required. Residents with an income in excess of \$250.00 per week will be required to donate \$25.00 per week for the operation of the house. \*(implementation to be discussed starting in 2017)**

Keep all [the](#) doors closed and locked at all times. Do not answer the phone or the front door unless asked to do so by staff.

### Laundry

All residents are responsible for doing their personal laundry and the house laundry (i.e.: bath towels, sheets, etc.). You may wash clothes twice a week at your scheduled time. You need to be considerate in removing your clothes as soon as you are finished so that the next person on the schedule can begin their laundry. If you get behind schedule, it affects all those in line after you that day. All laundry should be removed from washer and dryer by 7 P.M. on your laundry day.

Due to rising water and electric bills, please only wash 2 loads per person per week. Thank you for helping to work together to use donations wisely. *Please* remember to clean out lint filter! When possible, please use the clothesline.

(Please initial)\_\_\_\_\_

### Meals

Weekday meals will be made by residents on their designated days. Weekend meals are your own responsibility. Each resident is expected to attend dinner, unless previous permission is given. Rinse your plate and utensils and place them in the dishwasher. Please push in chairs when you get up from dining room tables.

At the end of each week, each resident is to supply a grocery list for the items they will need for their dinners the following week. If you are receiving food stamps you will be responsible for purchasing your own *personal* items. Groceries are purchased on Fridays or Saturdays. Write your name on any food item that is yours personally.

No food is allowed outside kitchen and dining area. (Popcorn and nuts or coffee & water allowed in the living room during special times.) Coffee and water are allowed in bedrooms.

### Medical

You must provide proof of immunizations for resident and child (ren) and keep immunizations current. (Must be screened for TB, hepatitis, and HIV.) [{Need to discuss testing for MRSA beginning in 2017}](#) You and any children should have regular checkups during your stay. All medical emergencies will immediately be reported to the staff.

Due to living in close community, please cooperate with staff in addressing health concerns in a timely manner that may affect others in the home. **For the good of everyone living in community, we ask that anyone that has a contagious illness dine in their room and avoid common areas.**

### Medicine

All medicine will be kept locked up by staff. Medicine will be given out by residential staff on duty only. Please do not ask the secretarial staff to access the medication box, except for occasionally needing Ibuprofen. We will provide certain "over-the-counter" medicine as needed (Tylenol, for example).

Random drug tests will be performed by staff on site. You agree to submit to random drug tests when you are asked to do so by staff.

### Noise

Residents will show respect for others by keeping radio or television, cell phones and family noise levels moderate, especially in **early morning** or **late evenings**. Cell Phones must be off or on vibrate at 8pm.

### Opposite Sex

Refrain from **ALL** intimate or dating relationships during your residence with us. No sexual activity allowed.

Fathers must make reasonable prior arrangements with the mothers for visitation with their child (ren). These visits must be authorized by the appropriate jurisdiction and take place

at another location.

(Please initial)\_\_\_\_\_

### **Probation**

There will be a 30-day probationary period for the residents and staff to see if this ministry is an appropriate alternative at this time. During this time cell phones are to be turned off and left in the mail cubicle. Also, no new resident may leave the premises with another resident either on foot or by vehicle unless a staff person is present.

### **Respect**

You need to respect the rights and belongings of others.

Please be respectful when dealing with both staff and residents in all matters. Make every effort to live at peace with those around you.

We encourage you not to dwell on your past (other than remembering what God has done in your life since then!), but to concentrate on developing a positive outlook on life.

**May the words of my mouth and the meditation of my heart be pleasing in your sight, O LORD, my Rock, and my Redeemer - Psalm 19:14**

Please take care of the property and facilities of Samaritan Inn. The home belongs to God, and we are thankful for what He has given to us. **Let's all keep an Attitude of Gratitude!**

### **Schedules**

Each resident is required to provide a written copy of any and ALL scheduled appointments, work, meetings etc. that will cause them to leave the house during the week. This should be on Director's desk by Friday at 9:00 am.

Each resident will sign out every day, giving their estimated times of return, and their destination.

### **Smoking**

Smoking is only permitted in the backyard in designated area.

### **Telephone**

The telephone is not to be abused. Ask staff for permission to use the phone and mark in log. No long distance calls are permitted without prior approval of the Director and no collect calls will be accepted.

Limit calls to 10 minutes during business hours and 20 minutes after hours, unless dealing with another agency for urgent business.

### **Television**

When watching television, please be appropriate in every aspect. Ask yourself: "Would Jesus watch this with you?" Regarding other media-please get staff approval for books, magazines, movies, DVD's, CD's, or brochures brought into the ministry to share.

Acceptable programs include: Christian stations, news, family friendly programs, Jeopardy,

Wheel of Fortunes, PBS (some), and appropriate children's shows and cartoons.

(Please initial)\_\_\_\_\_

### **Transportation**

Transportation to and from work and other appointments is your responsibility. Pre-arrange with staff or FCT if assistance is needed.

### **Visitors**

No visitors, other than relevant partnering agencies, are allowed on the premises except under special circumstances and AND with prior approval. On occasion, when the Executive Director needs to fill in as an overnight staff, her husband will be staying with her.

Staff members have the responsibility to supervise residents in areas that are not specifically mentioned in this handbook. We ask that you comply with the staff that God has given to care for you.

~~(Please initial)~~\_\_\_\_\_

(Please initial)

I have read the “**Resident Handbook**”. I understand what it says and agree to abide by the rules of Samaritan Ministries.

I understand that if I do not abide by the rules, disciplinary action or dismissal from the program may result.

---

**Signature of Resident**

---

**Date**

---

**Staff**

---

**Position**



*Samaritan Ministries*

