

**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, May 22, 2017**

**7:00 PM**

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

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**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: Certificate of Appreciation to Epic Church for volunteering to paint the Versie Lee Mitchell Community Center
- B.2.** Presentation: Hurricane Preparedness by Steve Garten, Flagler County Emergency Management

**C. Consent Agenda:**

**C.1. Approval of Warrant**

- a.** 2017 05 22 Warrant

**C.2. Approval of Minutes**

- a.** 2017 05 08 City Commission Meeting Minutes

**C.3.** Request approval for roof replacement and repair for the Wastewater Treatment Plant (WWTP), Edward Johnson Park (EJP) Pavilion, and Versie Lee Mitchell (VLM) Community Center

**C.4.** Request approval to increase the annual vendor purchase amount for Ring Power Corporation.

**C.5.** Request to re-appoint Jerry Jones as a regular member of the Planning, Zoning and Appeals Board for another three year term.

**C.6.** Request to appoint Shannon Strickland as the alternate member of the Planning, Zoning and Appeals Board for a three year term.

**C.7.** Request to appoint Howard Kane as a regular member of the Planning, Zoning and Appeals Board for a three year term.

**C.8.** Request approval to purchase two (2) lift station pumps and a control panel for the

County Jail lift station.

**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 2017-11: Amending the Capital Improvements Element of the Comprehensive Plan. - Second Reading

**E.2.** Ordinance 2017-12: Amending Code of Ordinance Chapter 34 Firefighter's Pension Plan. - Second Reading

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

**F.1.** Resolution 2017-10: Budget Amendment

**F.2.** Resolution 2017-11: Approve and execute the FDOT Lighting, Maintenance & Compensation Agreement

**G. Old Business:**

**H. New Business:**

**I. Reports:**

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

City Manager's Monthly Report

- **Mayor and City Commissioners**

**J. Call for Adjournment.**

**This agenda is subject to change without notice. Please see posted copy at City Hall, and our website [www.BunnellCity.us](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 May 17, 2017*



## City of Bunnell, Florida

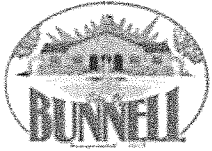
### ATTACHMENTS:

Description

2017 05 22 Warrant

Type

Cover Memo



City of Bunnell, FL

# Warrant By Fund

Post Dates - 5/22

| (None)   | Payment Date | Vendor Name                    | Description (Payable)                                  | Account Number    | Amount          |
|--|--------------|--------------------------------|--|-------------------|-----------------|
| <b>Fund: 001 - GENERAL FUND</b>                  |              |                                |  |                   |                 |
|  |              | Colonial Life & Accident Insur | April 2017   | 001-2185000       | 580.74          |
|  |              | New Directions                 | EAP Services - 17661-05/01/1                           | 001-2184000       | 391.88          |
|  |              | Circumcision of the Heart      | Hall Security Deposit Refund                           | 001-2201000       | 75.00           |
|  |              | City of Bunnell - WS O&M       | 05/01/17 - State of Florida - U                        | 001-1151000       | 628.52          |
|  |              | City of Bunnell - WS O&M       | 05/01/17 - State of Florida - U                        | 001-1151000       | 186.85          |
|  |              | City of Bunnell - WS O&M       | 05/01/17 - State of Florida - U                        | 001-1151000       | 184.97          |
|  |              | Jessica Kefauver               | Hall Security Deposit Refund                           | 001-2201000       | 75.00           |
|  |              | Beatrice Smith                 | Hall Security Deposit Refund                           | 001-2201000       | 125.00          |
|  |              | Jean Marie Scerbo              | Hall Security Deposit Refund                           | 001-2201000       | 150.00          |
|  |              | Billie Jo Bolland              | Hall Security Deposit Refund                           | 001-2201000       | 50.00           |
|  |              | Patricia Jones                 | Hall Security Deposit Refund                           | 001-2201000       | 125.00          |
|  |              | Preferred Governmental Insur   | Worker Comp Premium                                    | 001-2182000       | 4,322.50        |
|  |              |                                |  |                   | <b>6,895.46</b> |
| <b>Department: 511 - Legislative</b>             |              |                                |  |                   |                 |
|  |              | Flagler County Clerk of Courts | CREDIT Duplicate Payment 21                            | 001-0511-511.3300 | -18.50          |
|  |              | News Journal                   | News Journal Ad - Ord                                  | 001-0511-511.4800 | 36.95           |
|  |              | Spectrum Business              | Hosted Voice 5/2-6/1                                   | 001-0511-511.4100 | 114.42          |
|  |              | Florida League of Cities       | OPEB GASB 45 Actuarial Serv                            | 001-0511-511.3100 | 200.00          |
|  |              |                                | <b>Department 511 - Legislative Total:</b>             |                   | <b>332.87</b>   |
| <b>Department: 512 - Executive</b>               |              |                                |  |                   |                 |
|  |              | Verizon Wireless               | Verizon Wireless - FY2016                              | 001-0512-512.4100 | -9.29           |
|  |              | Spectrum Business              | Hosted Voice 5/2-6/1                                   | 001-0512-512.4100 | 80.09           |
|  |              |                                | <b>Department 512 - Executive Total:</b>               |                   | <b>70.80</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            |
|  |              | Spectrum Business              | Hosted Voice 5/2-6/1                                   | 001-0513-513.4100 | 334.93          |
|  |              | DGG Taser & Tactical Supply    | (1) Class A Shirt # 8670 - Ofc.                        | 001-0513-513.4200 | 10.00           |
|  |              | Document Technologies          | LRM4Y00834 Copier Overage                              | 001-0513-513.4700 | 10.66           |
|  |              | Lynch Oil Company              | FUEL BLANKET PO  | 001-0513-513.5210 | 13.43           |
|  |              | UniFirst Corporation           | UNIFORMS   | 001-0513-513.5220 | 1.26            |
|  |              | Wells Fargo Vndor Fin Serv     | Copier Lease - V665801326                              | 001-0513-513.4400 | 89.00           |
|  |              | Staples Advantage              | Office Supplies  | 001-0513-513.5100 | 12.20           |
|  |              | Staples Advantage              | Office Supplies  | 001-0513-513.5100 | 17.49           |
|  |              |                                | <b>Department 513 - Administrative Services Total:</b> |                   | <b>491.49</b>   |
| <b>Department: 514 - Legal Counsel</b>           |              |                                |  |                   |                 |
|  |              | Vose Law Firm, LLP             | Monthly Flat Rate Legal Fees f                         | 001-0514-514.3103 | 7,000.00        |
|  |              |                                | <b>Department 514 - Legal Counsel Total:</b>           |                   | <b>7,000.00</b> |
| <b>Department: 516 - Finance</b>                 |              |                                |  |                   |                 |
|  |              | James Moore & Co., P.L.        | Annual Financial Audit FY201                           | 001-0516-516.3200 | 2,714.70        |
|  |              | Florida League of Cities       | OPEB GASB 45 Actuarial Serv                            | 001-0516-516.3400 | 2,425.00        |
|  |              | DEX Imaging                    | Contract & Overage                                     | 001-0516-516.4700 | 39.00           |
|  |              |                                | <b>Department 516 - Finance Total:</b>                 |                   | <b>5,178.70</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          |
|  |              | Spectrum Business              | Hosted Voice 5/2-6/1                                   | 001-0517-517.4100 | 36.41           |
|  |              |                                | <b>Department 517 - Information Technology Total:</b>  |                   | <b>-368.46</b>  |
| <b>Department: 521 - Law Enforcement</b>         |              |                                |  |                   |                 |
|  |              | Verizon Wireless               | Verizon Wireless - FY2016                              | 001-0521-521.4100 | -10.87          |
|  |              | Lynch Oil Company              | Blanket PO for PD Fuel                                 | 001-0521-521.5210 | 554.22          |



(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

|  |                                 |                   |                 |
|--|---------------------------------|-------------------|-----------------|
| Spectrum Business                              | Internet Service - Police Depa  | 001-0521-521.4100 | 124.00          |
| Spectrum Business                              | Hosted Voice 5/2-6/1            | 001-0521-521.4100 | 260.04          |
| Boulevard Tire Center                          | (2) Rear Tires for # 1106       | 001-0521-521.4620 | 212.76          |
| Boulevard Tire Center                          | Replace One Tire # 1401 (nail   | 001-0521-521.4620 | 236.70          |
| DGG Taser & Tactical Supply                    | (1) Class A Shirt # 8670 - Ofc. | 001-0521-521.5220 | 88.98           |
| Medi-Quick Urgent Care                         | Drug Testing / Physicals        | 001-0521-521.3400 | 40.00           |
| Medi-Quick Urgent Care                         | Drug Testing / Physicals        | 001-0521-521.3400 | 40.00           |
| O'reilly Automotive Inc                        | Oil, Filter, Wiper & Transmiss  | 001-0521-521.4620 | 75.99           |
| Lynch Oil Company                              | Blanket PO for PD Fuel          | 001-0521-521.5210 | 502.70          |
| Florida Power & Light                          | 01235-95431 - GF PD - 601 E     | 001-0521-521.4300 | 9.86            |
| Florida Power & Light                          | 19639-02331 - GF PD - 411 S     | 001-0521-521.4300 | 9.86            |
| Florida Power & Light                          | 29732-82177 - GF PD - 201 E     | 001-0521-521.4300 | 9.86            |
| Florida Power & Light                          | 60520-97182 - GF PD - 205 S     | 001-0521-521.4300 | 9.86            |
| Florida Power & Light                          | 79034-46115 - GF PD - 410 S S   | 001-0521-521.4300 | 9.86            |
| Florida Power & Light                          | 93326-99348 - GF PD - 312 S S   | 001-0521-521.4300 | 9.86            |
| Bankcard Center                                | January thru April 2017 Unifo   | 001-0521-521.5220 | 279.00          |
| <b>Department 521 - Law Enforcement Total:</b> |                                 |                   | <b>2,462.68</b> |

## Department: 522 - Fire Control

|   |                                |                   |               |
|---|--------------------------------|-------------------|---------------|
| Moore Medical Corp, LLC                     | CREDIT - Medical Supplies      | 001-0522-522.5200 | -30.00        |
| Lynch Oil Company                           | FUEL BLANKET PO                | 001-0522-522.5210 | 30.78         |
| Lynch Oil Company                           | FUEL BLANKET PO                | 001-0522-522.5210 | 172.48        |
| Spectrum Business                           | Internet Service - Fire Depart | 001-0522-522.4100 | 104.28        |
| DG Hardware, Inc.                           | Nozzle, Hose & Coupling        | 001-0522-522.4620 | 53.07         |
| DG Hardware, Inc.                           | Hose Adapter                   | 001-0522-522.4620 | 5.39          |
| DG Hardware, Inc.                           | Nipple                         | 001-0522-522.4620 | 4.04          |
| Lynch Oil Company                           | FUEL BLANKET PO                | 001-0522-522.5210 | 59.86         |
| DG Hardware, Inc.                           | PAINT AND LOCK FOR FD          | 001-0522-522.4610 | 53.98         |
| DG Hardware, Inc.                           | PAINT AND LOCK FOR FD          | 001-0522-522.4610 | 8.99          |
| DG Hardware, Inc.                           | PAINT AND LOCK FOR FD          | 001-0522-522.5200 | 2.24          |
| Sun Country Termite & Pest C                | PEST CONTROL - FD              | 001-0522-522.3400 | 40.00         |
| Florida Power & Light                       | 95189-09859 - GF FD - 1601 O   | 001-0522-522.4300 | 219.89        |
| <b>Department 522 - Fire Control Total:</b> |                                |                   | <b>725.00</b> |

## Department: 524 - Community Development

|  |                              |                   |                 |
|--|------------------------------|-------------------|-----------------|
| State of Florida Department o                        | CORRECTION Quarterly Buildi  | 001-0524-524.4900 | -72.55          |
| Spectrum Business                                    | Hosted Voice 5/2-6/1         | 001-0524-524.4100 | 164.86          |
| Document Technologies                                | LRM4Y00834 Copier Overage    | 001-0524-524.4700 | 10.66           |
| Medi-Quick Urgent Care                               | Drug Testing / Physicals     | 001-0524-524.3400 | 123.00          |
| Charles J. Cino                                      | PZA & Code Board Legal Servi | 001-0524-524.3102 | 437.97          |
| Charles J. Cino                                      | PZA & Code Board Legal Servi | 001-0524-524.3102 | 375.00          |
| News Journal   | May 16, 2017 PZA Advertisem  | 001-0524-524.4800 | 32.45           |
| News Journal   | May 16, 2017 PZA Advertisem  | 001-0524-524.4800 | 35.75           |
| News Journal   | May 16, 2017 PZA Advertisem  | 001-0524-524.4800 | 84.55           |
| News Journal   | May 16, 2017 PZA Advertisem  | 001-0524-524.4800 | 84.55           |
| News Journal   | May 16, 2017 PZA Advertisem  | 001-0524-524.4800 | 84.55           |
| DG Hardware, Inc.                                    | 2 Keys- CD Office, Chamber B | 001-0524-524.5200 | 4.48            |
| Staples Advantage                                    | Office Supplies              | 001-0524-524.5100 | 17.49           |
| Staples Advantage                                    | Office Supplies              | 001-0524-524.5100 | 38.64           |
| <b>Department 524 - Community Development Total:</b> |                              |                   | <b>1,421.40</b> |

## 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 |
| Boulevard Tire Center | Mount Dismount & Valve | 001-0541-541.4640 | 167.70 |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 357.00 |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 11.94  |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 29.98  |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 8.94   |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 28.35  |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 9.50   |
| Bankcard Center       | PD MOVE PURCHASES      | 001-0541-541.4617 | 3.67   |

(None)

| Payment Date | Vendor Name                     | Description (Payable)        | Account Number    | Amount |
|--------------|---------------------------------|------------------------------|-------------------|--------|
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 16.97  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 13.47  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 17.50  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 8.25   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 7.98   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 20.55  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 122.00 |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 36.00  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 22.60  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 5.15   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 14.97  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 152.50 |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 73.94  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 18.95  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 21.97  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 14.98  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 1.97   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 3.48   |
|              | K & M Mower and Small Engi      | Line                         | 001-0541-541.4640 | 149.75 |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 1.79   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 52.28  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 13.12  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 12.47  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 27.98  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 51.48  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 6.47   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 33.88  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 11.98  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 32.10  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 122.00 |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 0.97   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 5.80   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 39.74  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 71.00  |
|              | Lynch Oil Company               | FUEL BLANKET PO              | 001-0541-541.5210 | 131.12 |
|              | Lynch Oil Company               | FUEL BLANKET PO              | 001-0541-541.5210 | 52.45  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 6.47   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 5.97   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 6.42   |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 43.90  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 26.97  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 16.65  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 19.52  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 16.98  |
|              | Bankcard Center                 | PD MOVE PURCHASES            | 001-0541-541.4617 | 6.48   |
|              | Boulevard Tire Center           | Parts for Edger & Gator      | 001-0541-541.4640 | 216.50 |
|              | Boulevard Tire Center           | Tires & Alignment - PW#915   | 001-0541-541.4620 | 782.47 |
|              | DG Hardware, Inc.               | PW #703 FLEET MAINT/REPAI    | 001-0541-541.4640 | 0.68   |
|              | DG Hardware, Inc.               | PW #703 FLEET MAINT/REPAI    | 001-0541-541.4640 | 5.40   |
|              | DG Hardware, Inc.               | PW #703 FLEET MAINT/REPAI    | 001-0541-541.4640 | 2.34   |
|              | Florida Irrigation Supply, Inc. | Weed Killer for Medians on S | 001-0541-541.5200 | 80.98  |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 6.29   |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 8.09   |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 11.09  |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 17.19  |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 6.99   |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 12.99  |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5200 | 18.95  |
|              | Bunnell Auto Supply, Inc.       | Airchuck, WD40, Gas Can, Glo | 001-0541-541.5264 | 26.99  |
|              | Lynch Oil Company               | FUEL BLANKET PO              | 001-0541-541.5210 | 170.32 |

Warrant  
(None)

Post Dates: - 5/22

| Payment Date | Vendor Name                     | Description (Payable)             | Account Number    | Amount   |
|--------------|---------------------------------|-----------------------------------|-------------------|----------|
|              | Lynch Oil Company               | FUEL BLANKET PO                   | 001-0541-541.5210 | 23.68    |
|              | UniFirst Corporation            | UNIFORMS                          | 001-0541-541.5220 | 45.19    |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 3.48     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 0.97     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 3.27     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 2.30     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 3.97     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 3.48     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 3.54     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 2.91     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 7.46     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 4.98     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 4.98     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 28.98    |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 5.96     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 4.36     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 0.89     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 11.94    |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 19.52    |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 0.89     |
|              | Bankcard Center                 | PD MOVE PURCHASES                 | 001-0541-541.4617 | 17.96    |
|              | DG Hardware, Inc.               | Roller Frame                      | 001-0541-541.5200 | 2.69     |
|              | DG Hardware, Inc.               | Pitchforks                        | 001-0541-541.5200 | 71.98    |
|              | Advanced Auto Parts             | Trans Filter, Oil, Filter & Trans | 001-0541-541.4620 | 77.86    |
|              | Lynch Oil Company               | FUEL BLANKET PO                   | 001-0541-541.5210 | 111.38   |
|              | Lynch Oil Company               | FUEL BLANKET PO                   | 001-0541-541.5210 | 129.45   |
|              | Spectrum Business               | Internet Service - PW             | 001-0541-541.4100 | 104.28   |
|              | DG Hardware, Inc.               | Hoses & Sledge                    | 001-0541-541.5200 | 66.57    |
|              | DG Hardware, Inc.               | Fastners                          | 001-0541-541.4640 | 0.41     |
|              | DG Hardware, Inc.               | Fastners                          | 001-0541-541.4640 | 2.42     |
|              | Bunnell Auto Supply, Inc.       | Hydraulic Filters - PW#502        | 001-0541-541.4640 | 229.51   |
|              | UniFirst Corporation            | UNIFORMS                          | 001-0541-541.5220 | 45.19    |
|              | Maudlin Daytona                 | Lube Fuel                         | 001-0541-541.4640 | 20.33    |
|              | Spectrum Business               | Hosted Voice 5/2-6/1              | 001-0541-541.4100 | 72.81    |
|              | DG Hardware, Inc.               | Angle Steel & Drill Bit           | 001-0541-541.4640 | 12.58    |
|              | DG Hardware, Inc.               | Angle Steel & Drill Bit           | 001-0541-541.4640 | 18.89    |
|              | DG Hardware, Inc.               | Cement & Boot Shrimper            | 001-0541-541.5200 | 48.58    |
|              | DG Hardware, Inc.               | Fastners                          | 001-0541-541.5200 | 4.28     |
|              | Florida Power & Light           | 16455-03937 SPLIT - PW/WS         | 001-0541-541.4300 | 133.40   |
|              | DG Hardware, Inc.               | Wall Stripper                     | 001-0541-541.4617 | 10.79    |
|              | Florida Irrigation Supply, Inc. | Weed Killer for Medians on S      | 001-0541-541.5200 | 80.98    |
|              | Florida Power & Light           | 73276-60176 - GF PW - 212 1/      | 001-0541-541.4300 | 10.86    |
|              | DG Hardware, Inc.               | Bit Drill                         | 001-0541-541.4610 | 6.46     |
|              | DG Hardware, Inc.               | Fastners                          | 001-0541-541.4610 | 3.96     |
|              | Nicholson A/C & Heating, Inc.   | ICE MACHINE RENTAL                | 001-0541-541.4400 | 130.00   |
|              | Florida Power & Light           | 37390-07957 - GF PW - Street      | 001-0541-541.4300 | 3,425.50 |
|              | Florida Power & Light           | 37400-05982 - GF PW - Traffic     | 001-0541-541.4300 | 173.01   |
|              | Bunnell Auto Supply, Inc.       | Coats Hose & Tire Lube- PW        | 001-0541-541.4620 | 42.74    |
|              | DG Hardware, Inc.               | Trash Can & Rivet                 | 001-0541-541.5200 | 23.38    |
|              | DG Hardware, Inc.               | Rivets                            | 001-0541-541.5200 | 8.63     |
|              | Lynch Oil Company               | FUEL BLANKET PO                   | 001-0541-541.5210 | 188.19   |
|              | Ring Power Corporation          | WINDOWS FOR #502 BACKHO           | 001-0541-541.4640 | 70.80    |
|              | DG Hardware, Inc.               | Fastners, Glue, Twine, Epoxy,     | 001-0541-541.4617 | 16.18    |
|              | DG Hardware, Inc.               | Fastners, Glue, Twine, Epoxy,     | 001-0541-541.4617 | 8.99     |
|              | DG Hardware, Inc.               | Fastners, Glue, Twine, Epoxy,     | 001-0541-541.4617 | 6.29     |
|              | DG Hardware, Inc.               | Fastners, Glue, Twine, Epoxy,     | 001-0541-541.4617 | 2.69     |
|              | DG Hardware, Inc.               | Fastners, Glue, Twine, Epoxy,     | 001-0541-541.4617 | 4.49     |
|              | DG Hardware, Inc.               | Fastners, Glue, Twine, Epoxy,     | 001-0541-541.4617 | 2.52     |
|              | Bunnell Auto Supply, Inc.       | Cleaner, Clean Carb, Brakleen     | 001-0541-541.4620 | 87.91    |
|              | Traffic Supplies & Distribution | PD STREEET SIGNS AND BRAC         | 001-0541-541.5310 | 19.98    |

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

|  |                                  |                   |           |
|--|----------------------------------|-------------------|-----------|
| UniFirst Corporation                               | UNIFORMS                         | 001-0541-541.5220 | 45.19     |
| DG Hardware, Inc.                                  | Paintbrushes & Foam              | 001-0541-541.4617 | 4.31      |
| DG Hardware, Inc.                                  | Paintbrushes & Foam              | 001-0541-541.4617 | 6.70      |
| DG Hardware, Inc.                                  | Multi-Mix Container              | 001-0541-541.4617 | 2.69      |
| Florida Power & Light                              | 25840-57588 2250 N Hwy US        | 001-0541-541.4300 | 10.86     |
| Boulevard Tire Center                              | Tires - PW#708                   | 001-0541-541.4640 | 170.00    |
| Florida Power & Light                              | 56811-06810 - GF PW - 208 S      | 001-0541-541.4300 | 117.55    |
| Florida Power & Light                              | 56821-04848 - GF PW - 202 S      | 001-0541-541.4300 | 26.32     |
| Florida Power & Light                              | 56831-02874 - GF PW - 200 S      | 001-0541-541.4300 | 78.97     |
| Florida Power & Light                              | 66311-06884 - GF PW - 200 S      | 001-0541-541.4300 | 21.26     |
| Florida Power & Light                              | 67468-67586 2540 Hwy US1 I       | 001-0541-541.4300 | 11.26     |
| Bankcard Center                                    | Dynaflex, Adhesive, Termite S    | 001-0541-541.4617 | 6.33      |
| Bankcard Center                                    | Dynaflex, Adhesive, Termite S    | 001-0541-541.4617 | 3.98      |
| Bankcard Center                                    | Dynaflex, Adhesive, Termite S    | 001-0541-541.4617 | 7.85      |
| Bankcard Center                                    | Dynaflex, Adhesive, Termite S    | 001-0541-541.4617 | 5.32      |
| Bankcard Center                                    | Dynaflex, Adhesive, Termite S    | 001-0541-541.4617 | 7.97      |
| Andrew King Mobile Welding                         | Lift Pads - PW Car Lift          | 001-0541-541.4620 | 410.00    |
| DG Hardware, Inc.                                  | Cement, PVC Elbow & Seal Ta      | 001-0541-541.5200 | 17.69     |
| Bankcard Center                                    | Drill Bits, Anchor, Paint & Scre | 001-0541-541.4617 | 55.96     |
| Bankcard Center                                    | Drill Bits, Anchor, Paint & Scre | 001-0541-541.4617 | 8.47      |
| Bankcard Center                                    | Drill Bits, Anchor, Paint & Scre | 001-0541-541.4617 | 5.34      |
| Bankcard Center                                    | Drill Bits, Anchor, Paint & Scre | 001-0541-541.4617 | 1.18      |
| Bankcard Center                                    | Drill Bits, Anchor, Paint & Scre | 001-0541-541.4617 | 5.98      |
| Bankcard Center                                    | Drill Bits, Anchor, Paint & Scre | 001-0541-541.4617 | 4.71      |
| DG Hardware, Inc.                                  | Quick Link & Fastners            | 001-0541-541.4617 | 3.24      |
| DG Hardware, Inc.                                  | Quick Link & Fastners            | 001-0541-541.4617 | 8.98      |
| DG Hardware, Inc.                                  | PVC Elbows                       | 001-0541-541.5200 | 11.58     |
| DG Hardware, Inc.                                  | PVC Cap & Cement                 | 001-0541-541.5200 | 8.61      |
| BuildersFirst                                      | Supplies Dr Carter / Lemon St    | 001-0541-541.5300 | -79.20    |
| Department 541 - Road and Street Facilities Total: |                                  |                   | 10,027.89 |

## Department: 572 - Parks and Recreation

|  |                               |                   |          |
|--|-------------------------------|-------------------|----------|
| Lynch Oil Company                            | FUEL BLANKET PO               | 001-0572-572.5210 | 159.14   |
| Sun Country Termite & Pest C                 | PEST CONTROL - PARKS & REC    | 001-0572-572.3400 | 37.00    |
| UniFirst Corporation                         | UNIFORMS                      | 001-0572-572.5220 | 19.70    |
| Bankcard Center                              | Floor Stripper                | 001-0572-572.4610 | 69.94    |
| DG Hardware, Inc.                            | Tee, Hex & Hose Bib           | 001-0572-572.4610 | 13.47    |
| Boulevard Tire Center                        | 2 Tires - PR#924              | 001-0572-572.4620 | 205.84   |
| DG Hardware, Inc.                            | Key Schlages, Kwickset, Maste | 001-0572-572.5200 | 23.76    |
| K & M Mower and Small Engi                   | Weedeater Head- PR            | 001-0572-572.4640 | 72.78    |
| Lynch Oil Company                            | FUEL BLANKET PO               | 001-0572-572.5210 | 30.08    |
| DG Hardware, Inc.                            | Bleach                        | 001-0572-572.5200 | 4.30     |
| UniFirst Corporation                         | UNIFORMS                      | 001-0572-572.5220 | 19.70    |
| DG Hardware, Inc.                            | PAINT FOR VLM COMMUNITY       | 001-0572-572.4610 | 80.97    |
| DG Hardware, Inc.                            | PAINT FOR VLM COMMUNITY       | 001-0572-572.4610 | 215.98   |
| The Lake Doctors, Inc                        | MONTHLY MAINTENANCE - HI      | 001-0572-572.3400 | 90.00    |
| DG Hardware, Inc.                            | Hose Bib Lock                 | 001-0572-572.5200 | 15.29    |
| US Glass Corporation                         | REPAIR WHOLE IN GLASS - CO    | 001-0572-572.4610 | 100.00   |
| UniFirst Corporation                         | UNIFORMS                      | 001-0572-572.5220 | 19.70    |
| Florida Power & Light                        | 14322-90094 - GF PW - 202 S   | 001-0572-572.4300 | 29.99    |
| DG Hardware, Inc.                            | Liquid Nails                  | 001-0572-572.5200 | 10.06    |
| Florida Power & Light                        | 24515-76322 300 Citrus St - P | 001-0572-572.4300 | 59.61    |
| Florida Power & Light                        | 28635-95142 - GF PR - 400 E   | 001-0572-572.4300 | 106.72   |
| Florida Power & Light                        | 66101-01831 - GF PR / PD - 20 | 001-0572-572.4300 | 346.05   |
| DG Hardware, Inc.                            | Bucket, Roller Frame & Knee   | 001-0572-572.5200 | 37.68    |
| Department 572 - Parks and Recreation Total: |                               |                   | 1,767.76 |

Fund 001 - GENERAL FUND

Total: 36,005.59

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Fund: 401 - ENTERPRISE FUND

Department: 533 - Water Utility Services

|                                |                               |                   |          |
|--------------------------------|-------------------------------|-------------------|----------|
| Verizon Wireless               | Verizon Wireless - FY2016     | 401-0533-533.4100 | -12.42   |
| Boulevard Tire Center          | Parts for Edger & Gator       | 401-0533-533.4640 | 79.55    |
| Bankcard Center                | ROYCEU - Baldwin, M           | 401-0533-533.5500 | 119.00   |
| UniFirst Corporation           | UNIFORMS                      | 401-0533-533.5220 | 48.64    |
| DG Hardware, Inc.              | PVC Valve                     | 401-0533-533.5205 | 17.08    |
| Barrett Supply, Inc.           | CLX CHLORINE ANALYZER         | 401-0533-533.5205 | 270.00   |
| DG Hardware, Inc.              | Seal Tape                     | 401-0533-533.5205 | 4.64     |
| Bankcard Center                | ROYCEU - Baldwin, M           | 401-0533-533.5500 | 119.00   |
| Lynch Oil Company              | FUEL BLANKET PO               | 401-0533-533.5210 | 91.27    |
| UniFirst Corporation           | UNIFORMS                      | 401-0533-533.5220 | 31.64    |
| Spectrum Business              | Hosted Voice 5/2-6/1          | 401-0533-533.4100 | 37.40    |
| Staples Advantage              | PRESENTATION FOLDERS AND      | 401-0533-533.5102 | 8.29     |
| Staples Advantage              | PRESENTATION FOLDERS AND      | 401-0533-533.5102 | 10.26    |
| Florida Power & Light          | 16455-03937 SPLIT - PW/WS     | 401-0533-533.4300 | 66.70    |
| DG Hardware, Inc.              | Armor All, 409 Cleaner, Dawn  | 401-0533-533.5205 | 17.24    |
| Sunstate Meter & Supply Inc    | Neptune R900i RF Water Met    | 401-0533-533.5264 | 4,764.59 |
| Pace Analytical Services, Inc. | BLANKET PO - WTP LAB TESTI    | 401-0533-533.3401 | 195.00   |
| Sunshine State One Call of Flo | Monthly Assessment Billing L  | 401-0533-533.3401 | 11.22    |
| Document Technologies          | LRM4Y00834 Copier Overage     | 401-0533-533.4700 | 31.98    |
| James Moore & Co., P.L.        | Annual Financial Audit FY201  | 401-0533-533.3200 | 2,384.00 |
| DG Hardware, Inc.              | Brass Drain Boiler            | 401-0533-533.5205 | 7.19     |
| DG Hardware, Inc.              | Tester                        | 401-0533-533.5205 | 17.99    |
| Morton Salt Inc                | INDUSTRIAL SOLAR SALT ION     | 401-0533-533.5205 | 3,057.59 |
| Advanced Auto Parts            | Oil & Funnell- UT#931         | 401-0533-533.4620 | 42.38    |
| Florida League of Cities       | OPEB GASB 45 Actuarial Serv   | 401-0533-533.3111 | 562.50   |
| Lynch Oil Company              | FUEL BLANKET PO               | 401-0533-533.5210 | 46.53    |
| Lynch Oil Company              | FUEL BLANKET PO               | 401-0533-533.5210 | 57.24    |
| Florida Power & Light          | 23515-07823 - WS - 37 Briarw  | 401-0533-533.4300 | 15.13    |
| UniFirst Corporation           | UNIFORMS                      | 401-0533-533.5220 | 31.64    |
| Florida Power & Light          | 08857-07703 - WS - 1605 E M   | 401-0533-533.4300 | 2,964.65 |
| Flagler County Clerk of Courts | LIEN RECORDING                | 401-0533-533.3300 | 45.00    |
| DG Hardware, Inc.              | Marker & Sandwich Bags        | 401-0533-533.5205 | 5.92     |
| Florida Power & Light          | 39472-13538 801 Hymon Cir -   | 401-0533-533.4300 | 5.68     |
| Bunnell Auto Supply, Inc.      | Extension bar - UT#931        | 401-0533-533.4620 | 37.49    |
| Bunnell Auto Supply, Inc.      | Socket Set - UT#931           | 401-0533-533.4620 | 69.99    |
| Bunnell Auto Supply, Inc.      | Tie Down - UT#                | 401-0533-533.4620 | 15.98    |
| Florida Power & Light          | 59268-64496 - WS - 1605 E M   | 401-0533-533.4300 | 90.06    |
| DG Hardware, Inc.              | Button Cell Battery & Fastner | 401-0533-533.4620 | 2.14     |
| DG Hardware, Inc.              | Button Cell Battery & Fastner | 401-0533-533.4620 | 1.35     |
| Hawkins Inc                    | WTP CHEMICALS                 | 401-0533-533.5205 | 640.00   |
| Advanced Auto Parts            | Pliers                        | 401-0533-533.4620 | 12.60    |

Department 533 - Water Utility Services Total: 16,024.13

Department: 535 - Sewer / Wastewater Services

|                        |                                |                   |         |
|------------------------|--------------------------------|-------------------|---------|
| Miller Pipeline Corp   | CREDIT on INV 392533           | 401-0535-535.6300 | -200.00 |
| Verizon Wireless       | Verizon Wireless - FY2016      | 401-0535-535.4100 | -4.30   |
| Sizemore Welding, Inc. | CREDIT- COB-06658-2016         | 401-0535-535.5200 | -56.00  |
| Hawkins Inc            | WWTP CHEMICALS                 | 401-0535-535.5200 | 412.16  |
| ORMOND SEPTIC SYSTEMS  | HAULING & TREATMENT OF B       | 401-0535-535.3400 | 950.00  |
| UniFirst Corporation   | UNIFORMS                       | 401-0535-535.5220 | 27.26   |
| Barrett Supply, Inc.   | CLX CHLORINE ANALYZER          | 401-0535-535.5200 | 270.00  |
| DG Hardware, Inc.      | Tray Liners, Tray Set , Gasket | 401-0535-535.5200 | 25.30   |
| DG Hardware, Inc.      | CREDIT Tray Liner, Gasket & F  | 401-0535-535.5200 | -25.30  |
| DG Hardware, Inc.      | Tray Liners, Tray Set , Gasket | 401-0535-535.5200 | 25.30   |
| DG Hardware, Inc.      | Fastners & Masking Tape        | 401-0535-535.5200 | 7.46    |
| Lynch Oil Company      | FUEL BLANKET PO                | 401-0535-535.5210 | 157.47  |
| UniFirst Corporation   | UNIFORMS                       | 401-0535-535.5220 | 27.26   |
| Spectrum Business      | Hosted Voice 5/2-6/1           | 401-0535-535.4100 | 37.40   |
| Hawkins Inc            | WWTP CHEMICALS                 | 401-0535-535.5200 | 360.96  |

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

|   |                              |                   |           |
|---|------------------------------|-------------------|-----------|
| Florida Power & Light                               | 06115-08987 - WS - 501 Deen  | 401-0535-535.4300 | 29.25     |
| Florida Power & Light                               | 16455-03937 SPLIT - PW/WS    | 401-0535-535.4300 | 66.71     |
| Florida Power & Light                               | 16525-04919 - WS - 305 S Tol | 401-0535-535.4300 | 5,137.79  |
| Florida Power & Light                               | 16885-09957 - WS - 103 Deen  | 401-0535-535.4300 | 27.34     |
| Florida Power & Light                               | 27076-01973 - WS - 321 S Bay | 401-0535-535.4300 | 15.82     |
| Florida Power & Light                               | 27516-03917 - WS - 1200 Linc | 401-0535-535.4300 | 48.18     |
| Sunstate Meter & Supply Inc                         | Neptune R900i RF Water Met   | 401-0535-535.5264 | 4,764.60  |
| Sunshine State One Call of Flo                      | Monthly Assessment Billing L | 401-0535-535.3400 | 11.22     |
| Document Technologies                               | LRM4Y00834 Copier Overage    | 401-0535-535.4700 | 31.97     |
| James Moore & Co., P.L.                             | Annual Financial Audit FY201 | 401-0535-535.3200 | 2,238.37  |
| Advanced Enviromental Labor                         | BLANKET PO - WWTP LAB TES    | 401-0535-535.3400 | 505.40    |
| Bankcard Center                                     | Seal                         | 401-0535-535.5200 | 33.75     |
| Bankcard Center                                     | Tubing & Cable Ties          | 401-0535-535.5200 | 32.96     |
| Bankcard Center                                     | Tubing & Cable Ties          | 401-0535-535.5200 | 30.00     |
| Bankcard Center                                     | Tubing & Cable Ties          | 401-0535-535.5200 | 11.99     |
| Florida League of Cities                            | OPEB GASB 45 Actuarial Serv  | 401-0535-535.3111 | 562.50    |
| Lynch Oil Company                                   | FUEL BLANKET PO              | 401-0535-535.5210 | 64.49     |
| Lynch Oil Company                                   | FUEL BLANKET PO              | 401-0535-535.5210 | 68.77     |
| Florida Power & Light                               | 09445-94365 - WS - 2904 E H  | 401-0535-535.4300 | 13.41     |
| UniFirst Corporation                                | UNIFORMS                     | 401-0535-535.5220 | 27.26     |
| Florida Power & Light                               | 01408-42220 - WS - 237 Gran  | 401-0535-535.4300 | 37.55     |
| Florida Power & Light                               | 05365-06116 - WS - 612 N Or  | 401-0535-535.4300 | 18.32     |
| Flagler County Clerk of Courts                      | LIEN RECORDING               | 401-0535-535.3300 | 45.00     |
| Florida Power & Light                               | 26391-00821 - WS - 1004 S St | 401-0535-535.4300 | 27.44     |
| Florida Power & Light                               | 34080-03816 - WS - 410 N An  | 401-0535-535.4300 | 68.59     |
| Florida Power & Light                               | 38244-16469 - WS - 301 S An  | 401-0535-535.4300 | 237.49    |
| Florida Power & Light                               | 39472-13538 801 Hymon Cir -  | 401-0535-535.4300 | 5.67      |
| Florida Power & Light                               | 76171-09884 - WS - 1200 E M  | 401-0535-535.4300 | 64.55     |
| Florida Power & Light                               | 82864-01883 - WS - 2250 Old  | 401-0535-535.4300 | 48.18     |
| Florida Power & Light                               | 95527-02467 - WS - 1300 S U  | 401-0535-535.4300 | 35.42     |
| Hawkins Inc   | WWTP CHEMICALS               | 401-0535-535.5200 | 426.24    |
| Department 535 - Sewer / Wastewater Services Total: |                              |                   | 16,751.20 |

## Department: 536 - Engineering - Utilities

|   |                         |                   |          |
|---|-------------------------|-------------------|----------|
| Spectrum Business                               | Hosted Voice 5/2-6/1    | 401-0536-536.4100 | 0.09     |
| City of Flagler Beach                           | Clty Engineer & Mileage | 401-0536-536.3400 | 265.90   |
| City of Flagler Beach                           | Clty Engineer & Mileage | 401-0536-536.3400 | 2,804.49 |
| Department 536 - Engineering - Utilities Total: |                         |                   | 3,070.48 |

Fund 401 - ENTERPRISE FUND

Total: 35,845.81

## Warrant

Post Dates: - 5/22

| (None)  | Payment Date | Vendor Name                    | Description (Payable)            | Account Number    | Amount           |
|---|--------------|--------------------------------|----------------------------------|-------------------|------------------|
| <b>Fund: 402 - SOLID WASTE</b>  |              |                                |                                  |                   |                  |
| <b>Department: 534 - Garbage / Solid Waste Control Services</b>       |              |                                |                                  |                   |                  |
|   |              | 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           |
|   |              | Express On Site Services, Inc  | TRUCK #905 REPAIR SVC            | 402-0534-534.4620 | 250.00           |
|   |              | Express On Site Services, Inc  | TRUCK #905 REPAIR SVC            | 402-0534-534.4620 | 400.00           |
|   |              | Express On Site Services, Inc  | TRUCK #929 REPAIR SVC            | 402-0534-534.4620 | 750.00           |
|   |              | DG Hardware, Inc.              | Straps, Tarp, Plug \$ Cable Tie  | 402-0534-534.5200 | 45.30            |
|   |              | DG Hardware, Inc.              | Plugs                            | 402-0534-534.5200 | 2.49             |
|   |              | UniFirst Corporation           | UNIFORMS                         | 402-0534-534.5220 | 18.47            |
|   |              | Environmental Land Services    | Blanket PO for ELS               | 402-0534-534.3400 | 4,614.09         |
|   |              | Lynch Oil Company              | FUEL BLANKET PO                  | 402-0534-534.5210 | 838.40           |
|   |              | UniFirst Corporation           | UNIFORMS                         | 402-0534-534.5220 | 18.47            |
|   |              | Spectrum Business              | Hosted Voice 5/2-6/1             | 402-0534-534.4100 | 55.65            |
|   |              | O'reilly Automotive Inc        | Oil Hyd Hose, Fittings, Crimp    | 402-0534-534.4620 | 225.89           |
|   |              | Environmental Land Services    | ROLL OFF CONTAINER FOR FC        | 402-0534-534.3400 | 265.00           |
|   |              | O'reilly Automotive Inc        | Oil - SW#903                     | 402-0534-534.4620 | 93.98            |
|   |              | Environmental Land Services    | Blanket PO for ELS               | 402-0534-534.3400 | 4,333.41         |
|   |              | Nextran                        | Door Handle & Drain              | 402-0534-534.4620 | 246.30           |
|   |              | Document Technologies          | LRM4Y00834 Copier Overage        | 402-0534-534.4700 | 21.32            |
|   |              | James Moore & Co., P.L.        | Annual Financial Audit FY201     | 402-0534-534.3200 | 1,602.93         |
|   |              | Medi-Quick Urgent Care         | Drug Testing / Physicals         | 402-0534-534.3400 | 48.00            |
|   |              | Boulevard Tire Center          | Truck Valve Stems - SW#905&      | 402-0534-534.4620 | 59.50            |
|   |              | DG Hardware, Inc.              | U Bolts                          | 402-0534-534.5200 | 18.65            |
|   |              | Lynch Oil Company              | FUEL BLANKET PO                  | 402-0534-534.5210 | 63.31            |
|   |              | Lynch Oil Company              | FUEL BLANKET PO                  | 402-0534-534.5210 | 66.85            |
|   |              | Lynch Oil Company              | FUEL BLANKET PO                  | 402-0534-534.5210 | 522.37           |
|   |              | McGee Tire & Services          | #929- SW                         | 402-0534-534.4620 | 1,361.54         |
|   |              | UniFirst Corporation           | UNIFORMS                         | 402-0534-534.5220 | 18.47            |
|   |              | Nextran                        | Ignition, Spark Plug, Oil & Filt | 402-0534-534.4620 | 411.16           |
|   |              | McGee Tire & Services          | CREDIT - Tires                   | 402-0534-534.4620 | -1,361.54        |
|   |              | McGee Tire & Services          | Tires SW                         | 402-0534-534.4620 | 968.80           |
|   |              | Nextran                        | Oil & Ignition Cable - SW#905    | 402-0534-534.4620 | 184.84           |
|   |              | Nextran                        | Clearance Lights - SW#929        | 402-0534-534.4620 | 49.95            |
| <b>Department 534 - Garbage / Solid Waste Control Services Total:</b> |              |                                |                                  |                   | <b>16,131.71</b> |
| <b>Fund 402 - SOLID WASTE Total:</b>                                  |              |                                |                                  |                   | <b>16,131.71</b> |

## Warrant

Post Dates: - 5/22

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Fund: 502 - Municipal Complex Building Fund

Department: 519 - Municipal Complex

|                              |                              |                   |        |
|------------------------------|------------------------------|-------------------|--------|
| Florida Power & Light        | 02735-15254 - GF 201 W Moo   | 502-0519-519.4300 | 45.03  |
| Florida Power & Light        | 08456-32520 - GF - 201 W Mo  | 502-0519-519.4300 | 448.06 |
| Sun Country Termite & Pest C | PEST CONTROL MUNICIPAL C     | 502-0519-519.3401 | 150.00 |
| Florida Power & Light        | 47802-16398 - GF - 201 W Mo  | 502-0519-519.4300 | 983.65 |
| Florida Power & Light        | 50935-93118 - GF - 201 W Mo  | 502-0519-519.4300 | 28.85  |
| Florida Power & Light        | 51926-14112 GF - 104 Forsyth | 502-0519-519.4300 | 126.77 |
| Florida Power & Light        | 56661-53118 - GF - 201 W Mo  | 502-0519-519.4300 | 140.93 |
| Bankcard Center              | WINDOW TINTING BLDG 3        | 502-0519-519.4610 | 499.00 |

Department 519 - Municipal Complex Total: 2,422.29

Fund 502 - Municipal Complex Building Fund Total: 2,422.29

Grand Total: 90,405.40



## Report Summary

## Fund Summary

| Fund                                  | Expense Amount   |
|---------------------------------------|------------------|
| 001 - GENERAL FUND                    | 36,005.59        |
| 401 - ENTERPRISE FUND                 | 35,845.81        |
| 402 - SOLID WASTE                     | 16,131.71        |
| 502 - Municipal Complex Building Fund | 2,422.29         |
| <b>Grand Total:</b>                   | <b>90,405.40</b> |

## Account Summary

| Account Number    | Account Name              | Expense Amount |
|-------------------|---------------------------|----------------|
| 001-0511-511.3100 | Professional Services Ex  | 200.00         |
| 001-0511-511.3300 | Recording Fees            | -18.50         |
| 001-0511-511.4100 | Communications Expens     | 114.42         |
| 001-0511-511.4800 | Advertising / Promo Exp   | 36.95          |
| 001-0512-512.4100 | Communications Expens     | 70.80          |
| 001-0513-513.4100 | Communications Expens     | 334.93         |
| 001-0513-513.4200 | Postage                   | 10.00          |
| 001-0513-513.4400 | Rental / Lease Expense    | 89.00          |
| 001-0513-513.4700 | Printing / Binding Expen  | 10.66          |
| 001-0513-513.5100 | Office Supplies Expense   | 29.69          |
| 001-0513-513.5210 | Fuel                      | 13.43          |
| 001-0513-513.5220 | Uniforms Exp              | 3.78           |
| 001-0514-514.3103 | Legal Services - Administ | 7,000.00       |
| 001-0516-516.3200 | Accounting & Auditing E   | 2,714.70       |
| 001-0516-516.3400 | Other Contract Services   | 2,425.00       |
| 001-0516-516.4700 | Printing/Binding Expens   | 39.00          |
| 001-0517-517.4100 | Communications Expens     | 25.54          |
| 001-0517-517.5200 | Operating Supplies        | -394.00        |
| 001-0521-521.3400 | Other Contract Services   | 80.00          |
| 001-0521-521.4100 | Communications Expens     | 373.17         |
| 001-0521-521.4300 | Utility - Public Services | 59.16          |
| 001-0521-521.4620 | Repair / Maint - Vehicles | 525.45         |
| 001-0521-521.5210 | Fuel                      | 1,056.92       |
| 001-0521-521.5220 | Uniforms Exp              | 367.98         |
| 001-0522-522.3400 | Other Contract Services   | 40.00          |
| 001-0522-522.4100 | Communications Expens     | 104.28         |
| 001-0522-522.4300 | Utility - Public Services | 219.89         |
| 001-0522-522.4610 | Repair / Maint - Bldgs    | 62.97          |
| 001-0522-522.4620 | Repair / Maint - Vehicles | 62.50          |
| 001-0522-522.5200 | Operating Supplies        | -27.76         |
| 001-0522-522.5210 | Fuel                      | 263.12         |
| 001-0524-524.3102 | Legal Services            | 812.97         |
| 001-0524-524.3400 | Other Contract Services   | 123.00         |
| 001-0524-524.4100 | Communications Expens     | 164.86         |
| 001-0524-524.4700 | Printing / Binding Expen  | 10.66          |
| 001-0524-524.4800 | Advertising / Promo Exp   | 321.85         |
| 001-0524-524.4900 | Other Current Chgs & O    | -72.55         |
| 001-0524-524.5100 | Office Supplies Expenses  | 56.13          |
| 001-0524-524.5200 | Operating Supplies        | 4.48           |
| 001-0541-541.4100 | Communications Expens     | 177.09         |
| 001-0541-541.4300 | Utility - Public Services | 4,008.99       |
| 001-0541-541.4400 | Rental / Lease Expense    | 130.00         |
| 001-0541-541.4600 | Repair / Maint - Service  | -79.20         |
| 001-0541-541.4610 | Repair / Maint - Bldgs    | 10.42          |
| 001-0541-541.4617 | Bldgs - PD                | 1,977.83       |
| 001-0541-541.4620 | Repair / Maint - Vehicles | 1,400.98       |
| 001-0541-541.4640 | Equipment Repair & Mai    | 1,067.31       |
| 001-0541-541.5200 | Operating Supplies        | 424.54         |
| 001-0541-541.5210 | Fuel                      | 806.59         |

Completed by  
  
 Approved by:  


## Account Summary

| Account Number    | Account Name              | Expense Amount   |
|-------------------|---------------------------|------------------|
| 001-0541-541.5220 | Uniforms Exp              | 135.57           |
| 001-0541-541.5264 | Small Equipment Purcha    | 26.99            |
| 001-0541-541.5300 | Road Repair Local Optio   | -79.20           |
| 001-0541-541.5310 | Signage                   | 19.98            |
| 001-0572-572.3400 | Other Contract Services   | 127.00           |
| 001-0572-572.4300 | Utility - Public Services | 542.37           |
| 001-0572-572.4610 | Repair / Maint - Bldgs    | 480.36           |
| 001-0572-572.4620 | Repair / Maint - Vehicles | 205.84           |
| 001-0572-572.4640 | Repair/Maint - Equipme    | 72.78            |
| 001-0572-572.5200 | Operating Supplies        | 91.09            |
| 001-0572-572.5210 | Fuel                      | 189.22           |
| 001-0572-572.5220 | Uniforms Exp              | 59.10            |
| 001-1151000       | Accts Recbl - Gen         | 1,000.34         |
| 001-2182000       | WC Payable                | 4,322.50         |
| 001-2184000       | Med/Health Employee Li    | 391.88           |
| 001-2185000       | 125 Plans Employee Pay    | 580.74           |
| 001-2201000       | Deposits Paybl - CtyHall/ | 600.00           |
| 401-0533-533.3111 | Professional Services Ex  | 562.50           |
| 401-0533-533.3200 | Accounting & Auditing E   | 2,384.00         |
| 401-0533-533.3300 | Recording Fees            | 45.00            |
| 401-0533-533.3401 | Other Contract Services   | 206.22           |
| 401-0533-533.4100 | Communications Expens     | 24.98            |
| 401-0533-533.4300 | Utility - Public Services | 3,142.22         |
| 401-0533-533.4620 | Repair / Maint - Vehicles | 181.93           |
| 401-0533-533.4640 | Repair / Maint - Equipm   | 79.55            |
| 401-0533-533.4700 | Printing / Binding Expen  | 31.98            |
| 401-0533-533.5102 | Office Supplies - Water   | 18.55            |
| 401-0533-533.5205 | Operating Supplies Exp -  | 4,037.65         |
| 401-0533-533.5210 | Fuel                      | 195.04           |
| 401-0533-533.5220 | Uniforms Exp              | 111.92           |
| 401-0533-533.5264 | Small Equipment Purcha    | 4,764.59         |
| 401-0533-533.5500 | Training                  | 238.00           |
| 401-0535-535.3111 | Professional Services Ex  | 562.50           |
| 401-0535-535.3200 | Accounting & Auditing E   | 2,238.37         |
| 401-0535-535.3300 | Recording Fees            | 45.00            |
| 401-0535-535.3400 | Other Contract Services   | 1,466.62         |
| 401-0535-535.4100 | Communications Expens     | 33.10            |
| 401-0535-535.4300 | Utility - Public Services | 5,881.71         |
| 401-0535-535.4700 | Printing / Binding Expen  | 31.97            |
| 401-0535-535.5200 | Operating Supplies        | 1,554.82         |
| 401-0535-535.5210 | Fuel                      | 290.73           |
| 401-0535-535.5220 | Uniforms Exp              | 81.78            |
| 401-0535-535.5264 | Small Equipment Purcha    | 4,764.60         |
| 401-0535-535.6300 | Improvements - Other T    | -200.00          |
| 401-0536-536.3400 | Other Contract Services   | 3,070.39         |
| 401-0536-536.4100 | Communications Expens     | 0.09             |
| 402-0534-534.3200 | Accounting & Auditing -   | 1,602.93         |
| 402-0534-534.3400 | Other Contract Services   | 9,260.50         |
| 402-0534-534.4100 | Communications - Solid    | 55.65            |
| 402-0534-534.4620 | Repair/Maint Vehicles -   | 3,578.53         |
| 402-0534-534.4700 | Printing & Binding - Soli | 21.32            |
| 402-0534-534.5200 | Operating Supplies        | 66.44            |
| 402-0534-534.5210 | Fuel                      | 1,490.93         |
| 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    | 1,773.29         |
| 502-0519-519.4610 | Repair/Maint/Bldg         | 499.00           |
|                   | <b>Grand Total:</b>       | <b>90,405.40</b> |

Project Account Summary

| Project Account Key | Expense Amount   |
|---------------------|------------------|
| **None**            | 90,405.40        |
| Grand Total:        | <u>90,405.40</u> |



## City of Bunnell, Florida

### ATTACHMENTS:

Description

2017 05 08 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, May 8, 2017**

**7:00 PM**

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

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- A.** Call Meeting to Order and Pledge Allegiance to the Flag: Vice Mayor Rogers called the meeting to order at 7:00 PM and led the Pledge of Allegiance to the Flag.

Roll Call: Present: Vice Mayor Rogers, Commissioner Elbert Tucker, Commissioner Bill Baxley and Commissioner John Sowell, Attorney Wade Vose, City Manager Dan Davis and City Clerk Sandra Bolser.

Excused: Mayor Catherine D. Robinson.

Invocation for our Military Troops and National Leaders: Pastor Daisy Henry led the invocation.

- B.** Introductions, Commendations, Proclamations, and Presentations:

**B.1.** Introduction: Swearing in of Officer Michelle Wichman: Police Chief Foster introduced and performed the ordination of the Oath of Office to the City's newest Officer Michelle Wichman.

**B.2.** Introduction: Jameun Hamilton, Community Development Coordinator: Acting Community Development Director Kristen Bates introduced Jameun Hamilton.

**B.3.** Introduction: LeAnne Burke, Finance Department Employee; Finance Director Stella Gurnee introduced LeAnne Burke.

**B.4.** Introduction: Utility Department New Employees: Utility Department Manager Mike Baldwin introduced Dustin Vost and Nick Dewind. Loren Boren was not present.

**B.5.** Presentation: Commendations for Utility Department Licenses and Certificates: The following employees were recognized for their achievements: Jason Palmer- Water Treatment – Class "B" License; Randy Strickland-Waste Water Treatment Class "C" License; Matt Vaculik-Water Distribution License; and Billy Baker-Waste Water Collection License.

**B.6.** Proclamation: May 1-7 Municipal Clerks Week: Vice Mayor Rogers read the Proclamation.

- C.** Consent Agenda:

**C.1. Approval of Warrant**  
**a. 2017 05 08 Warrant**

**C.2. Approval of Minutes**  
**a. 2017 04 24 City Commission Meeting Minutes**

**C.3. Request to appoint Carl Lilavois as a regular member of the Planning, Zoning and Appeals Board for a three-year term.**

**C.4. Request to award contract to Alliant Engineering for Engineering Services.**

**Motion:** Approve Consent Agenda.

**Motion by:** Commissioner Baxley

**Seconded by:** Commissioner Sowell

**Public Comments:** None

**Board Discussion:** None

**Vote:** Motion carried unanimously.

**D. Public Comments:**

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

County Commissioner Donald O'Brien stated there are (4) four appropriations that will effect the County and asked the Board and the citizens to contact the Governor's office to protect those appropriations. City Attorney Vose asked if it would be best for the commissioners and staff to contact the Governor's Office individually or would a resolution work better.

Daisy Henry advised the City needs to repair a sewer line cap at the corner of Bay and Elm. Also, there is a young man on a four-wheeler tearing up the grass on the Carver sports fields. She is pleased about seeing some movement on junk cars. She also stated the Mary Fullwood house will be demolished soon.

Justin White asked if there is any movement on the traffic signal he had requested on SR-100 at North and South Chapel Street. He also reported a drone was being flown over the neighborhood. He feels it is an invasion of privacy and asked if there is any regulation on the usage of such a device. He advised the City should regulate this type of activity. Attorney Vose asked how large the drone was. He further advised the size of the drone is what triggers whether it must be registered with the FAA.

Liz Williams, Flagler County Drug Court Foundation, asked the Commission to waive the \$50.00 application fee for a yard sale planned in the City of Bunnell to support this organization. Vice Mayor Rogers advised the Board is no longer allowed to waive fees but he offered to donate half the money, Commissioner Tucker offered to donate the other half.

Wayne Perry stated he is homeless and suffers from Autism and PTSD, he asked the Commission to direct the Bunnell Police Department to help him get in contact with the appropriate authorities because he is a victim of crime and would like to see justice done.

City Manager Davis explained that the traffic signal request was passed on to the FDOT and we will pass the information along as soon as the City has learned more. He also stated the City is making progress on the junk cars.

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

**E.1.** Ordinance 2017-10: Amending Code of Ordinance Section 6-1 Consumption in public places – Second Reading: The City Attorney read the short title of the ordinance into the record.

**Motion:** Adopt Ordinance 2017-10: Amending Code of Ordinance Section 6-1 – Consumption in public places on second reading.

**Motion by:** Commissioner Baxley

**Seconded by:** Commissioner Tucker

**Public Comments:** None

**Board Discussion:** None

**Vote:** Motion carried unanimously.

**E.2.** Ordinance 2017-11: Amending the Capital Improvements Element of the Comprehensive Plan – First Reading: The City Attorney read the short title of the ordinance into the record.

**Motion:** Approve Ordinance 2017-11: Amending the Capital Improvements Element of the Comprehensive Plan on first reading.

**Motion by:** Commissioner Sowell

**Seconded by:** Commissioner Baxley

**Public Comments:** None

**Board Discussion:** None

**Vote:** Motion carried unanimously.

**E.3.** Ordinance 2017-12 Amending Code of Ordinance Chapter 34 Firefighter's Pension Plan. - First Reading. The City Attorney read the short title of the ordinance into the record. The Finance Director provided a brief overview of the ordinance and advised this is the first reading. Ms. Gurnee advised the new fire chief does not have the need of this pension plan and requested to opt out. The attorney for the pension board drafted this proposed ordinance to allow the Fire Chief to opt out of this plan.

**Motion:** Approve Ordinance 2017-12: Amending Code of Ordinance Chapter 34 Firefighter's Pension Plan on first reading.

**Motion by:** Commissioner Baxley

**Seconded by:** Commissioner Sowell

**Public Comments:** None

**Board Discussion:** Commissioner Sowell asked if the Fire Chief would be able to benefit from this pension plan.

**Vote:** Motion carried unanimously.

**F.** Resolutions: (Legislative): *None*

**G.** Old Business: *None*

**H.** New Business:

**H.1.** Request to cancel the Florida Department of Transportation (FDOT) traffic light repair and maintenance contract. City Manager Davis explained the reason the City requested to cancel this contract is because the City must rely on a company that is about one hour away and that is not always responsive. If the entire system was destroyed, the City would be responsible to replace it. Mr. Davis advised the City has already spoken with the FDOT and they are completely comfortable with everything. The City of Palm Coast is covering all the Cities in Flagler County, so the whole contract would go to Palm Coast.

**Motion:** Approve the request to cancel the Florida Department of Transportation (FDOT) traffic light repair and maintenance contract.

**Motion by:** Commissioner Sowell  
**Seconded by:** Commissioner Tucker  
**Public Comments:** None  
**Board Discussion:** None  
**Vote:** Motion carried unanimously.

**H.2.** Request Approval of the Polk County piggyback agreement with Asphalt Paving Systems Inc. Public Works Director Perry Mitrano and City Engineer Fred Griffith explained the request to piggyback with Polk County. Mr. Griffith advised this is the best application for consideration. City Manager Davis advised the City budgeted \$100,000 and this will only cover one City block. If we use this new application, it would provide about seven or eight times the coverage.

**Motion:** Approve the request to piggyback on the Polk County Agreement for Asphalt Paving Systems Inc.

**Motion by:** Commissioner Tucker  
**Seconded by:** Commissioner Baxley

**Public Comments:** Daisy Henry asked the City to remember the unpaved area of Bay Street to Elm Avenue.

**Board Discussion:** None

**Vote:** Motion carried unanimously.

**H.3.** Flagler County School District (FCSD) and City of Bunnell (the City) interlocal agreement for garbage service. City Manager Davis gave a brief overview of the request. It is hard to determine if the contract is cost effectiveness because of the wear and tear on the trucks. This contract almost forces the City to purchase a third truck. If we go back to the core of the City we will not have to purchase a third truck or cut staff. City staff is trying to live within its means which might include cutting back and just concentrating on the core of the City.

**Motion:** Approve the request to terminate the interlocal agreement for garbage service with the Flagler County School District (FCSD).

**Motion by:** Commissioner Baxley  
**Seconded by:** Commissioner Tucker

**Public Comments:** None

**Board Discussion:** Commissioner Sowell asked when we should purchase the next truck and how much it would cost. Mr. Mitrano stated it would cost \$300,000 and it needs to be included in the next year budget. Commissioner Sowell asked how much does the School Board saved with our contract. Mr. Mitrano stated they saved \$38,000 just for signing with the City because the City does not charge a fuel surcharge. Commissioner Sowell stated his first consideration is to the City of Bunnell. He feels what we have is a pricing problem and should also be considering the wear and tear of the trucks. Since we are at the place where we can do a 90-day notice, we should also be able to renegotiate the price. Commissioner Baxley asked Finance Director Gurnee about the costs considering the wear and tear on the trucks, the tires, and fuel compared to the amount of money we are charging. Ms. Gurnee advised that it looks like the City is making a few thousand dollars if we are just looking at direct costs. She reminded the Board of the auditor's comments in the FY 2015 audit about the City not charging administrative service fees to the Solid Waste fund. This means the general fund has been supplementing the Solid Waste fund for a long time. Solid Waste has not been paying for any administrative support. If we add these indirect costs, it is doubtful that the outcome would be positive. This fund has a severe cash flow problem. The general fund has had to consistently loan money to the Solid Waste fund just to make operating expenses. The auditors will tell us again in the 2016 audit that the Solid Waste fund is struggling. Commissioner Baxley asked if the City could raise the rate to fund the total cost of the contract and Ms. Gurnee advised, if we do keep the contract we are going to need new garbage trucks; one for the City and one for the School Board Contract.

**Vote:** Motion carried 3-1 with Commissioner Sowell voting no.



*The following motion and vote was after there was already a motion and second on the floor. Due to the amount of discussion, no one realized this second motion was entered.*

***Motion:** Table the item until it could be discussed further at a workshop.*

***Motion by:** Commissioner Sowell*

***Seconded by:** Commissioner Tucker*

***Vote.** Motion died 2-2. Summary Vote: Yes: Commissioner Sowell and Commissioner Tucker; No: Vice Mayor Rogers and Commissioner Baxley.*

**H.4.** Espanola Lodge request for additional Payment Plan. Finance Director Gurnee explained the request. Her recommendation is to require the customer to pay a new deposit for water, sewer, and for solid waste and to enter into a 3-month payment agreement for the past due amount of \$975.20. The City will record a lien against the property until the account is brought current.

**Motion:** Approve the request for additional payment plan with the Espanola Lodge.

**Motion by:** Commissioner Sowell

**Seconded by:** Commissioner Tucker

**Public Comments:** None

**Board Discussion:** Commissioner Baxley how far does the City go before the account is turned off. Ms. Gurnee advised it takes approximately 2-months because the City bills behind.

**Vote:** Motion carried unanimously.

**H.5.** Proposal of Draft Bingo Ordinance by Chiumento Selis Dwyer Law Firm authorizing "Instant Bingo Machines" within City of Bunnell: City Attorney Vose explained this agenda item relates to a draft ordinance proposed by the law firm of Chiumento Selis Dwyer.

Staff strongly recommends that the City Commission not entertain the passage of this ordinance as currently drafted, or any ordinance purporting to legalize "Instant Bingo Machines" in-light-of current State law. The City Attorney concurs with staff's recommendation. Attorney Vose referenced the agenda attachments wherein he provided detail on the background of the actions taken by City staff (see attached). Michael Chiumento explained his understanding of the background and handed out an information sheet (see attached).

**Motion:** Send the proposed ordinance to the office of Florida Attorney General Pam Bondi, to have an Attorney General's Opinion rendered as to the validity and legality, as well as whether the proposed Electronic Instant Bingo provisions of the ordinance conflict with F.S. 849.15, 849.16 or any other statute relative to gaming or gambling in our fair state. Also, does the City have the authority to not allow Bingo if the Attorney General says it's legal.

**Motion by:** Commissioner Tucker

**Seconded by:** Vice Mayor Rogers passed the gavel and seconded the motion

**Public Comments:** None

**Board Discussion:** Commissioner Sowell asked who licenses these machines and what protections does the consumer have that the machines are not rigged or faulty. He also asked about the paper card that is serial numbered on site so that the consumer could challenge the validity of the machine. Commissioner Sowell also asked if the City has the authority not to allow this activity even if it is found to be legal. Commissioner Baxley advised he depends on Attorney Vose to provide the Commission with legal advice and Attorney Vose has advised this Board the electronic bingo being discussed here is illegal. City Manager Davis advised the FDLE agents involved in this case were specifically trained and knew what to look for. They were a task force for enforcing illegal gambling operations in the state. Vice Mayor Rogers asked if these computer games are skill or chance. Attorney Vose asked

Attorney Chiumento to provide him with their legal opinion and written materials within 3-weeks. Mr. Chiumento agreed.

**Vote:** Motion carried 3-1, **No:** Commissioner Baxley.

**I.** Reports:

- **City Clerk:** Thanked Vice Mayor Rogers for sponsoring the National Day of Prayer. He paid for the refreshments and did a wonderful job of outlining the speaker lineup and keeping the event on schedule.
- **City Attorney:** Nothing to Report.
- **City Manager:** Mr. Davis advised everything is on schedule for the City Commission Retreat.
- **Mayor and City Commissioners:**
  - **Vice Mayor Rogers:** Vice Mayor Rogers indicated he received a call about people dumping debris in the ditch on North Anderson. He also added the National Day of Prayer event was a good day.
  - **Commissioner Tucker:** Nothing to report.
  - **Commissioner Baxley:** Nothing to report.
  - **Commissioner Sowell:** Nothing to report.

**J.** Call for Adjournment.

**Motion:** Adjourn the Meeting at 8:56 PM.

**Motion by:** Commissioner Baxley

**Seconded by:** Commissioner Tucker

**Vote:** Motion carried unanimously.

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Catherine D. Robinson, Mayor

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Sandra Bolser, CMC, City Clerk

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Date

---

Date

Chiumento & Associates, P.A.  
Michael D. Chiumento  
Michael D. Chiumento III  
Andrew C. Grant  
Ronald A. Hertel  
Vincent T. Lyon  
Bernice V. Ludvick  
Douglas S. Williams

Selis Law, P.A.  
Scott A. Selis

Marc E. Dwyer, P.A.  
Marc E. Dwyer

Lewis A. Berns, P.A.  
Lewis A. Berns  
Of Counsel



A P.L.L.C. of P A. s

Reply To:  
Palm Coast  
145 City Place, Suite 301  
Palm Coast, FL 32164  
386-445-8900 Tel  
386-445-6702 Fax

Ormond Beach  
1414 W. Granada Blvd., Suite 4  
Ormond Beach, FL 32174  
386-868-5337 Tel

Deland  
120 S. Woodland Blvd. Suite 214  
Deland, FL 32720  
386-738-5553 Tel

E-mail: [michael3@palmcoastlaw.com](mailto:michael3@palmcoastlaw.com)  
Website: [LegalTeamForLife.com](http://LegalTeamForLife.com)

## SUMMARY OF EVENTS

### November 2004:

### Jan/Feb 2012:

### Mid-2013:

### November 2013:

### February 2014:

### February 2014:

### January 2015:

### October 2015:

### May 10, 2016:

Flagler Cats becomes a 501(c)(3) organization.

Flagler Cats enters into a lease for space and rents equipment and begins hosting charitable bingo games in Bunnell. Flagler Cats operates instant bingo and sweepstakes.

Florida outlaws sweepstakes and gambling halls. Flagler Cats invites Chief Hoffmann to demonstrate the electronic instant bingo machines to see if they can operate only those. Flagler Cats removes all sweepstakes machines and replaces with electronic instant bingo and resumes operations.

Chief Hoffmann resigns and Randy Burke is appointed acting chief.

Acting chief Randy Burke orders Flagler Cats to cease electronic instant bingo operations.

Bunnell hires Tom Foster. Chief Foster visits the location with former chief Hoffmann and revokes Burke's shut-down order. Flagler Cats resumes operation after being closed only one day.

City Attorney Vose is tasked *"to determine whether the enterprise you operate at the above-referenced address complies with the requirements of Florida law, and specifically, whether it is consistent with the prohibitions of Chapter 849 (Gambling)".* (Exhibit "A").

City Attorney Vose requests *"a detailed written explanation of the operation Southern Quality Business Systems, LLC (landlord and equipment vendor to Flagler Cats) conducts,"* and after correspondence with SQBS's attorney, permits Flagler Cats to continue operations. (Exhibit "A").

Software vendor for electronic instant bingo goes out of business. New vendor identified, with new games. Chief Foster visits Flagler Cats' second location and receives a demonstration of the new electronic games. Chief Foster permits Flagler Cats to continue operations.

Chief Foster delivers a letter to the people at the bingo hall directing operations to end, asserting that the Machines that have been in use since 2012 are slot machines, and illegal lottery, and that the location is an Illegal gambling house. Through communications with the City Attorney, Flagler Cats and SQBS learn that Chief Foster intends to confiscate the machines if they are not immediately removed from the City. (Exhibit "B").

January 28, 2015

Linda A. Irwin, Manager  
Southern Quality Business Systems, LLC  
25 Ocean Dune Circle  
Palm Coast, Florida 32137

Re: Operation at 2323 North State St., Units 4 & 5, in the City of Bunnell

Dear Ms. Irwin:

I am the City Attorney for the City of Bunnell. I have been asked to review documentation you have previously provided to the City of Bunnell in an attempt to determine whether the enterprise you operate at the above-referenced address complies with the requirements of Florida law, and specifically, whether it is consistent with the prohibitions of Chapter 849 (Gambling), Florida Statutes, as recently amended by Ch. 2013-2, Laws of Florida. Because of the age of the materials available to me, most of which date from prior to the Florida Legislature's recent revisions to Florida gambling laws, I have chosen not to render a final opinion until I had the opportunity to request additional information from you concerning the nature of your operation.

Accordingly, please accept this correspondence as a request that you provide me with a detailed written explanation of the operation Southern Quality Business Systems, LLC conducts at the above-referenced address, as well as a specific explanation as to how it is legal under Chapter 849, Florida Statutes, as recently amended. If you have retained an attorney to advise you concerning compliance with Florida gambling laws, I highly recommend that the explanation of your operation and its legality be prepared by that attorney and provided to me on his or her letterhead.

If you have any questions, please do not hesitate to contact me.

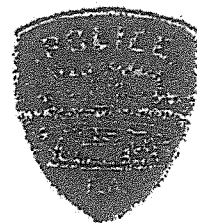
Sincerely,

Wade C. Vose  
Bunnell City Attorney



## BUNNELL POLICE DEPARTMENT

*"Professional Law Enforcement"*



May 10, 2016

Shamrock Bingo and Internet  
2323 N. State Street  
Bunnell, FL 32110

**To Owner/Manager at Shamrock Bingo and Internet:**

The Florida Illegal Gaming Task Force is comprised of multiple law enforcement agencies including Florida Sheriffs, the Florida Department of Law Enforcement and the Office of Statewide Prosecution. This task force has conducted undercover operations at gaming establishments known as "internet cafes" or "sweepstakes cafes" throughout Florida.

As a result of the task force's investigation and findings, it has been discovered that your business is conducting business in violation of numerous Florida Statutes involving criminal gambling/gaming violations. These include, but may not be limited to, multiple violations of Florida Statute 849.23 relating to Possession of Slot Machines, Florida Statute 849.09 relating to Illegal Lottery, and Florida Statute 849.01 relating to Keeping a Gambling House.

You are hereby ordered to cease and desist these operations immediately. No grace period shall apply. This notice and opportunity to rectify these criminal violations is being afforded you before enforcement action is taken by law enforcement. Please govern yourself accordingly.

Regards,

Tom Foster  
Chief of Police  
Bunnell Police Department

**The City of Bunnell is an Equal Opportunity Service Employer**

201 W. Moody Blvd - Bldg 2 Bunnell, Florida 32110  
Phone: (386) 437-7508 / Fax: (386) 437-7448



## City of Bunnell, Florida

### Agenda Item No. C.3.

Document Date: 5/4/2017 Amount: \$11,735  
Department: Public Works and Parks/Rec Account #: 401.0535.535.6200 \$5,580  
001.0572.572.4610 \$6,155  
Subject: Request approval for roof replacement and repair for the Wastewater Treatment Plant (WWTP), Edward Johnson Park (EJP) Pavilion, and Versie Lee Mitchell (VLM) Community Center  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

| Description        | Type  |
|--------------------|-------|
| EJP AND VLM QUOTES | Quote |
| WWTP QUOTES        | Quote |

#### Summary/Highlights:

The EJP Pavilion, VLM Community Center, the WWTP garage, and the WWTP lab/office roofs are in need of replacement or repair due to the effects of Hurricane Matthew.

#### Background:

Multiple roofers have met with staff, but very few quotes have been returned. Of the quotes received, Armstrong Roofing is the lowest at \$5,770 for EJP, \$385 for VLM, \$2,940 for the WWTP lab/office, and \$2,640 for the WWTP garage roof repair.

#### Staff Recommendation:

Approve using Armstrong Roofing to repair the WWTP garage and lab/office, Edward Johnson Park Pavilion, and Versie Lee Mitchell Community Center roofs damaged by Hurricane Matthew.

#### City Attorney Review:

#### Finance Department Review/Recommendation:

# Proposal

Page No. of Pages

State Certified  
Fully Insured  
State Certificates  
#CCC025500  
#CBC052198

**ARMSTRONG ROOFING, INC.**  
**CALL**  
**325-2023**

Terry L. Turner - Owner  
455 East End Road  
P.O. Box 232  
San Mateo, FL 32187

For Quality Roofing Services

|  |               |  |                |
|--|---------------|--|----------------|
| PROPOSAL SUBMITTED TO<br>City of Bunnell |               | PHONE<br>386-235-3069                        | DATE<br>1/4/17 |
| STREET                                   |               | JOB NAME<br>Ed Johnson Soccer Field Pavilion |                |
| CITY, STATE and ZIP CODE                 |               | JOB LOCATION<br>401 E Court St. Bunnell, FL  |                |
| CONTACT<br>Mike Baldwin                  | DATE OF PLANS |  | DATE           |

**We Propose** hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ ).

Payment to be made as follows: Net 60

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications below involving extra costs will be additional including but not limited to replacement of rotten wood, and will become an extra charge over and above the estimate. All agreements contingent upon weather, strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurances.

Authorized Signature \_\_\_\_\_ Les Sims

Note: This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and estimates for:

Furnish the labor & materials necessary to remove the existing metal roof on the pavilion building. Will

replace rotten 2x4 purlins. Will install a new 26 gauge, mill finish galvalume metal roof in a gulf rib profile.

Silver color --> \$5,770.00

Painted --> \$6,460.00

This is an electronic version of this proposal. The terms and conditions are attached and become a part of this proposal.

**Armstrong Roofing, Inc. reserves the right to withdraw this proposal if built-up roof is mopped to deck. Rotten wood charged additionally unless specified above as included.**

**Acceptance of Proposal** - The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. By authorizing Armstrong Roofing, Inc. to proceed I hereby acknowledge that I have read the Terms and Conditions ~~to be performed~~ and understand and agree to all said Terms and Conditions and further recognize this proposal when signed to be a contract for work to be performed.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



# Proposal

Page No. of Pages

State Certified  
Fully Insured  
State Certificates  
#CCC025500  
#CBC052198

**ARMSTRONG ROOFING, INC.**  
**CALL**  
**325-2023**

Terry L. Turner - Owner  
455 East End Road  
P.O. Box 232  
San Mateo, FL 32187

For Quality Roofing Services

|  |               |  |                |
|--|---------------|--|----------------|
| PROPOSAL SUBMITTED TO<br>City of Bunnell |               | PHONE<br>386-235-3069                            | DATE<br>1/4/17 |
| STREET                                   |               | JOB NAME<br>Versie Lee Mitchell Community Center |                |
| CITY, STATE and ZIP CODE                 |               | JOB LOCATION                                     |                |
| CONTACT<br>Mike Baldwin                  | DATE OF PLANS |  | DATE           |

**We Propose** hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

Three hundred and eighty- five dollars and no cents dollars (\$ 385.00 ).

Payment to be made as follows: Net 60

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications below involving extra costs will be additional including but not limited to replacement of rotten wood, and will become an extra charge over and above the estimate. All agreements contingent upon weather, strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurances.

Authorized  
Signature Les Sims

Note: This proposal may be withdrawn by us if not accepted within 30 days.

We hereby submit specifications and estimates for:

Furnish the labor and materials necessary to replace the missing shingles on the community center

with new 25 yr, silver lining 3 tab shingles

\$385.00

This is an electronic version of this proposal. The terms and conditions are attached and become a part of this proposal.

Armstrong Roofing, Inc. reserves the right to withdraw this proposal if built-up roof is mopped to deck. Rotten wood charged additionally unless specified above as included.

**Acceptance of Proposal** - The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. By authorizing Armstrong Roofing, Inc. to proceed I hereby acknowledge that I have read the Terms and Conditions and understand and agree to all said Terms and Conditions and further recognize this proposal when signed to be a contract for work to be performed.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_



# **ADVANCED** **COMMERCIAL ROOFING**

**Roof Proposal For:**  
**City of Bunnell-Edward Johnson Building**  
**Perry Mitrano**  
**4/13/2017**  
**Project # 67512**  
**401 East Court Street**  
**Bunnell, FL 32110**

*Quality Above All*

**Toll Free**

**(800) 543-8881**

|                |                |                |
|----------------|----------------|----------------|
| Columbus, OH   | Louisville, KY | Waverly, FL    |
| (614) 654-1205 | (502) 361-8881 | (863) 438-8881 |
| Muncie, IN     | Detroit, MI    | Chicago, IL    |
| (765) 288-8881 | (734) 506-8850 | (847) 238-2029 |



**April 17, 2017**

**Perry Mitrano  
Director of Public Works  
City of Bunnell-Edward Johnson Building  
401 East Court Street  
Bunnell, FL 32110**

**Dear Mr. Mitrano:**

**Thank you for this opportunity to assist you in solving your roofing problems. Within this proposal you will see the causes of your roofing issues, along with several options to remedy them. I encourage you to explore each section to learn why Advanced Commercial Roofing has the best detail-oriented solution for your roof.**

**Advanced Commercial Roofing, founded in 1984, strives to provide quality customer service. In fact, repeat and referral customers are our number one source of new business. Advanced Commercial Roofing utilizes the Advantage Systems "cold-process" built up roofing system, resulting in a monolithic, seam-less roof.**

**Advanced Commercial Roofing is licensed, insured and bonded with satisfied customers all over the eastern United States. Whether you need re-roofing, repairs or roof maintenance, Advanced has a solution for your particular needs. I thank you once again for your interest in Advanced Commercial Roofing and look forward to serving your roofing needs.**

**Sincerely,  
Ron Scoles**





**Notice that the fasteners have begun to back out. This is due to the presence moisture, combined with thermal shock forcing the fasteners loose. We will replace missing fasteners and re-torque loose ones prior to the installation of the new roof system. Once the fasteners are encased in the new Flexbond Roofing System, moisture penetration is eliminated, along with the potential for popped fasteners.**



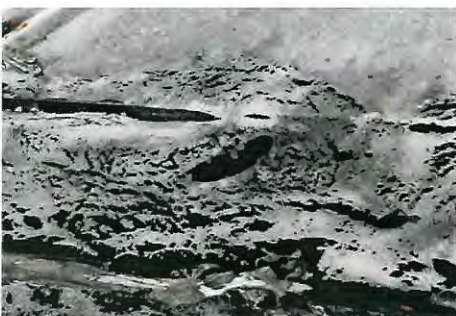
**The valleys are leaking at the seams in heavy or blowing rain. This will be sealed with the new Advantage Flexbond Roof.**



**This panel is torn and needs repaired or replaced with the new roof. This work is included with the roof.**



**The roof is rusting and leaking. Patching is of little use on a metal roof which is subject to maximum stress due to thermal shock (repeated expansion and contraction). The Advantage Systems' Flexbond Polyfiber membrane is extremely strong and flexible and will protect this roof from further rusting and leaking. Guaranteed!**



**This picture shows how the roof has been patched in an attempt to stop the leaks, a temporary solution at best. Experience tells us that these problems will recur, sooner rather than later. To avoid possible damage and costly repairs to the substrate. We suggest a more comprehensive solution, namely the Advantage Systems Flexbond Polyfiber Membrane roofing system.**



## **The Advantage Systems Seamless Roofing System**

### ***Metal Application***



**Flexbond Modified  
Asphalt Mastic is  
applied over the old  
metal roof**



**Flexbond Polyfiber is  
rolled into the  
Modified Asphalt  
Mastic**



**Flexbond Polyfiber is  
broomed in and  
takes on the form of  
the metal**

## ***Metal Application***



**Flexbond Polyfiber is  
brushed into the  
Modified Asphalt  
Mastic**



**The system  
maintains the  
corrugated look and  
becomes one piece or  
monolithic**



**A final layer of  
reflective coating is  
applied**





## **Roof Preparation**

**Advanced Roofing knows that the successful installation of a quality roofing system takes careful planning and execution. Our attention to detail begins early in the project, during the preparation stage. Proper preparation of the existing roof surface is crucial to the correct installation of any roofing system. Below you will see the steps Advanced Commercial Roofing will follow before installing your new roof system.**

- 1). Make repairs to existing roof surface where needed, i.e.: torn flashing, rust holes.**
- 2). Tighten or replace loose or missing fasteners.**
- 3). Remove disused penetrations and replace metal as needed (see note 3 in "Terms" section).**
- 4). Build up low spots to allow proper drainage of roof (see note 3 in "Terms" section).**
- 5). Sweep and clear and remaining debris from roof.**

### **Special Notes:**

**Our quotes include repairing or replacing the damaged panel on the east edge of the roof. There is some water staining and a rotten brace. Any purlin or rafter work would be done on a time and material basis with approval from the City of Bunnell prior to any additional work.**

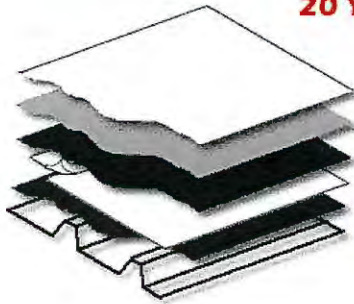
## Non-Prorated Warranty Options

Option 1

| Section: | Investment: | Lifecycle Cost<br>per Year: |
|----------|-------------|-----------------------------|
|----------|-------------|-----------------------------|

### Roof Care Supreme

**Warranty**  
**20 Year Material 5 Year Labor**



*Elastomeric White Coat*  
*Elastomeric Grey Coat*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Old Metal Roof Surface*

|             |          |       |
|-------------|----------|-------|
| Entire Roof | \$16,412 | \$820 |
|-------------|----------|-------|

### 191 Mil Application Rate

Option 2

|             |          |       |
|-------------|----------|-------|
| Entire Roof | \$13,894 | \$694 |
|-------------|----------|-------|

### Roof Care Elite

**Warranty**  
**20 Year Material 5 Year Labor**



*Sungard Aluminium Chips*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Old Metal Roof Surface*

### 146 Mil Application Rate

Option 3

|             |          |       |
|-------------|----------|-------|
| Entire Roof | \$11,574 | \$964 |
|-------------|----------|-------|

### Roof Care Premier

**Warranty**  
**12 Year Material 5 Year Labor**



*Solar Shield Aluminium Coating*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Old Metal Roof Surface*

### 155 Mil Application Rate





## Roof Asset Management Program

A new roof or a repaired roof should be maintained.  
Maintained roofs last up to twice as long  
We offer three options to meet your needs and budget

- The **Supreme Program** is for maintaining new roofs over extremely leak sensitive environments
- The **Premier Program** is for extensively repaired roofs and new roofs. This program meets NRCA recommendations
- The **Standard Program** is for repaired roofs and new roofs when budget restraints dictate the lowest cost option

| Supreme   | Premier   | Standard   |
|---|---|--|
| Entire Roof   | Entire Roof   | Entire Roof  |
| \$1,671   | \$896   | \$498  |
| <div>1. 4 annual inspections</div> <div>2. Written evaluation report</div> <div>3. Clean debris from roof, gutters, and drains</div> <div>4. 5 year budget report</div> <div>5. Caulk &amp; flashing repair</div> <div>6. Split &amp; seam repairs</div> <div>7. 4 free non-warranty leak responses (No trip charge)</div> <div>8. 48 hr. response for non-emergency repairs</div> <div>9. Same day(24 hr) response for emergency repairs (severe weather)</div> <div>10. Maintains the labor warranty to the extent of the material warranty</div> | <div>1. 2 annual inspections</div> <div>2. Written evaluation report</div> <div>3. Clean debris from roof, gutters, and drains</div> <div>4. Written budget for repairs</div> <div>5. Split &amp; seam repairs</div> <div>6. 2 free non-warranty leak responses (No trip charge)</div> <div>7. 48 hr. response for non-emergency repairs</div> <div>8. Priority scheduling for emergency repairs (severe weather)</div> <div>9. Maintains the labor warranty to the extent of the material warranty</div> | <div>1. Annual inspection</div> <div>2. Written evaluation report</div> <div>3. Clean debris from roof, gutters, and drains</div> <div>4. Written budget for repairs</div> <div>5. 48 hr. response for non-emergency repairs</div> <div>6. Priority scheduling over non R.A.M.P customers (severe weather)</div> |





## **References**

**Advanced Commercial roofing has been serving our customers for over two decades. Here is just a small sample of some of our satisfied customers:**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>CCX Corporation</b>           | <b>Budget Rent-A-Car</b>          |
| <b>United States Can Company</b> | <b>United Van Lines</b>           |
| <b>Continental Paper</b>         | <b>Wickes Lumber</b>              |
| <b>Savannah Foods</b>            | <b>Iroquois Product</b>           |
| <b>Baier Publishing</b>          | <b>Volunteer's of America</b>     |
| <b>Garage Doors of Indy</b>      | <b>United Building Centers</b>    |
| <b>Rexnord Corporation</b>       | <b>The Florida Day Movers</b>     |
| <b>Franklin Communications</b>   | <b>Handy Andy Stores</b>          |
| <b>Trinity Services, Inc.</b>    | <b>Mark's Heating and Air</b>     |
| <b>Grand Appliance Company</b>   | <b>Foley Cadillac Rolls Royce</b> |
| <b>Napleton Cadillac</b>         | <b>Patrick Cadillac</b>           |
| <b>Craftwood Lumber</b>          | <b>Key Plastics</b>               |
| <b>Victory Spud</b>              | <b>Midwest Warehouse</b>          |
| <b>Army Corp of Engineers</b>    | <b>Peerless Pump</b>              |

# ADVANCED COMMERCIAL ROOFING

## Terms

Thirty-five percent deposit due upon execution of contract. Balance is due upon completion of roof system. In the event a reflective coating is to be applied; ten to twenty percent of the contract will be held back by the customer until reflective coating is applied, and then balance is due upon completion.

1. Contractor provided General Liability and Workers Compensation Insurance on all employees
2. Contractor License Numbers: C151460S, 104-00046460, 0004692, CCC057584.
3. Removal and closure of disused penetrations and replacement of any deteriorated substrate to be billed separately at a rate of \$85.00 per man hour plus material. Customer to be consulted in advance.
4. Roofing debris to be placed in customer supplied dumpster.
5. Reflective coating, if selected, to be completed after all other items completed, a minimum cure time of ten to twenty weeks.
6. Prices include all applicable imputed taxes. No additional tax will be charged.
7. Warranty not in effect until balance paid in full; warranty is for leaking and is not a cosmetic warranty.
8. If Aluminum chip surface is selected customer acknowledges likelihood of excess chips being blown from the roof. Customer agrees that ACR is not responsible for aluminum chips after job completion.

Fill out form below, sign, and fax back to our corporate office at 765-288-9551.

City of Bunnell  
Company Name: Edward Johnson Building  
Contact Name: Perry Mitrano  
Contact Title: Director of Public Works  
Phone #: 386-586-5159

**Please select the options you prefer:**

800-543-8881  
www.acr1.com

| Project Number | 67512 | Roof Section:    |  |                  |  |                   |                        |
|----------------|-------|------------------|--|------------------|--|-------------------|------------------------|
| Check Choice   |       | Re-roof option 1 |  | Re-roof option 2 |  | Re-roof option 3  | Re-Roof Investment: \$ |
| Check Choice   |       | Supreme R.A.M.P. |  | Premier R.A.M.P. |  | Standard R.A.M.P. | Annual Budget: \$      |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Repeat and Referral Customers are Our  
Number One Source of New Business!**

# **ADVANCED** **COMMERCIAL ROOFING**

**Roof Proposal For:**  
**City of Bunnell Community Center**  
**Perry Mitrano**  
**4/13/2017**  
**Project # 67496**  
**405 East Drain Street**  
**Bunnell, FL 32110**

*Quality Above All*

**Toll Free**  
**(800) 543-8881**

|                |                |                |
|----------------|----------------|----------------|
| Columbus, OH   | Louisville, KY | Waverly, FL    |
| (614) 654-1205 | (502) 361-8881 | (863) 438-8881 |
| Muncie, IN     | Detroit, MI    | Chicago, IL    |
| (765) 288-8881 | (734) 506-8850 | (847) 238-2029 |





**April 13, 2017**

**Perry Mitrano  
Director of Public Works67496  
City of Bunnell Community Center  
405 East Drain Street  
Bunnell, FL 32110**

**Dear Mr. Mitrano:**

**Thank you for this opportunity to assist you in solving your roofing problems. Within this proposal you will see the causes of your roofing issues, along with several options to remedy them. I encourage you to explore each section to learn why Advanced Commercial Roofing has the best detail-oriented solution for your roof.**

**Advanced Commercial Roofing, founded in 1984, strives to provide quality customer service. In fact, repeat and referral customers are our number one source of new business. Advanced Commercial Roofing utilizes the Advantage Systems "cold-process" built up roofing system, resulting in a monolithic, seam-less roof.**

**Advanced Commercial Roofing is licensed, insured and bonded with satisfied customers all over the eastern United States. Whether you need re-roofing, repairs or roof maintenance, Advanced has a solution for your particular needs. I thank you once again for your interest in Advanced Commercial Roofing and look forward to serving your roofing needs.**

**Sincerely,  
Ron Scoles**



**This picture shows how the roof has been patched in an attempt to stop the leaks, a temporary solution at best. Experience tells us that these problems will recur, sooner rather than later. To avoid possible damage and costly repairs to the substrate. We suggest a more comprehensive solution, namely the Advantage Systems Flexbond Polyfiber Membrane roofing system.**



**There are damaged and missing shingles. The new Advantage Flexbond Roof will replace these.**



**The are missing ridge caps and damage to the ridge vent. We will install new ridge vents with the roof.**



## *Flat Application*



The first layer of Modified Asphalt acts as a leveling compound and totally adheres the new roof



**Monolithic-** No seams to fail

**ADVANCED**  
COMMERCIAL ROOFING

**Available with Several Reflective Surface Options**



## **Roof Preparation**

**Advanced Roofing knows that the successful installation of a quality roofing system takes careful planning and execution. Our attention to detail begins early in the project, during the preparation stage. Proper preparation of the existing roof surface is crucial to the correct installation of any roofing system. Below you will see the steps Advanced Commercial Roofing will follow before installing your new roof system.**

- 1). Remove disused penetrations. Replace any deteriorated substrate materials (see note 3 in "Terms" section).**
- 2). Sweep and clear any remaining debris from roof.**
- 3). Repair breaches in the existing roof membrane and associated flashings.**
- 4). Check roof deck for drainage and install additional roof drains as needed (see note 3 in "Terms" section).**

**Special Notes:**

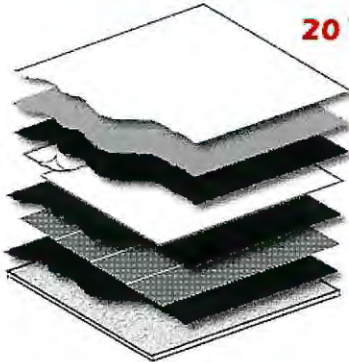
**We will install 1/2" fiberboard insulation and a base sheet on top of the shingled roof. We will then install a base sheet over the insulation prior to installing the new Advantage Flexbond System roof.**



## Non-Prorated Warranty Options

### Option 1

#### Roof Care Supreme



**Warranty**  
**20 Year Material 5 Year Labor**

*Elastomeric White Coat*  
*Elastomeric Grey Coat*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Base Sheet*  
*Modified Asphalt Mastic*  
*Insulation Board*

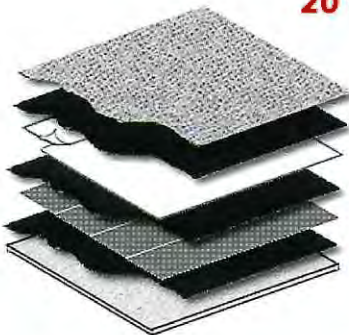
**274 Mil Application Rate**

| Section: | Investment: | Lifecycle Cost<br>per Year: |
|----------|-------------|-----------------------------|
|----------|-------------|-----------------------------|

|             |          |       |
|-------------|----------|-------|
| Entire Roof | \$13,794 | \$689 |
|-------------|----------|-------|

### Option 2

#### Roof Care Elite



**Warranty**  
**20 Year Material 5 Year Labor**

*Sungard Aluminium Chips*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Base Sheet*  
*Modified Asphalt Mastic*  
*Insulation Board*

**229 Mil Application Rate**

|             |          |       |
|-------------|----------|-------|
| Entire Roof | \$12,919 | \$645 |
|-------------|----------|-------|

### Option 3

#### Roof Care Premier



**Warranty**  
**12 Year Material 5 Year Labor**

*Solar Shield Aluminium Coating*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Base Sheet*  
*Modified Asphalt Mastic*  
*Insulation Board*

**238 Mil Application Rate**

|             |          |       |
|-------------|----------|-------|
| Entire Roof | \$11,888 | \$990 |
|-------------|----------|-------|





## Roof Asset Management Program

A new roof or a repaired roof should be maintained.  
Maintained roofs last up to twice as long  
We offer three options to meet your needs and budget

- The **Supreme Program** is for maintaining new roofs over extremely leak sensitive environments
- The **Premier Program** is for extensively repaired roofs and new roofs. This program meets NRCA recommendations
- The **Standard Program** is for repaired roofs and new roofs when budget restraints dictate the lowest cost option

| Supreme   | Premier  | Standard   |
|---|--|--|
| Entire Roof   | Entire Roof  | Entire Roof  |
| \$1,643   | \$876  | \$488  |
| <ol style="list-style-type: none"><li>1. 4 annual inspections</li><li>2. Written evaluation report</li><li>3. Clean debris from roof, gutters, and drains</li><li>4. 5 year budget report</li><li>5. Caulk &amp; flashing repair</li><li>6. Split &amp; seam repairs</li><li>7. 4 free non-warranty leak responses (No trip charge)</li><li>8. 48 hr. response for non-emergency repairs</li><li>9. Same day(24 hr) response for emergency repairs (severe weather)</li><li>10. Maintains the labor warranty to the extent of the material warranty</li></ol> | <ol style="list-style-type: none"><li>1. 2 annual inspections</li><li>2. Written evaluation report</li><li>3. Clean debris from roof, gutters, and drains</li><li>4. Written budget for repairs</li><li>5. Split &amp; seam repairs</li><li>6. 2 free non-warranty leak responses (No trip charge)</li><li>7. 48 hr. response for non-emergency repairs</li><li>8. Priority scheduling for emergency repairs (severe weather)</li><li>9. Maintains the labor warranty to the extent of the material warranty</li></ol> | <ol style="list-style-type: none"><li>1. Annual inspection</li><li>2. Written evaluation report</li><li>3. Clean debris from roof, gutters, and drains</li><li>4. Written budget for repairs</li><li>5. 48 hr. response for non-emergency repairs</li><li>6. Priority scheduling over non R.A.M.P customers (severe weather)</li></ol> |



## References

**Advanced Commercial roofing has been serving our customers for over two decades. Here is just a small sample of some of our satisfied customers:**

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>CCX Corporation</b>           | <b>Budget Rent-A-Car</b>          |
| <b>United States Can Company</b> | <b>United Van Lines</b>           |
| <b>Continental Paper</b>         | <b>Wickes Lumber</b>              |
| <b>Savannah Foods</b>            | <b>Iroquois Product</b>           |
| <b>Baier Publishing</b>          | <b>Volunteer's of America</b>     |
| <b>Garage Doors of Indy</b>      | <b>United Building Centers</b>    |
| <b>Rexnord Corporation</b>       | <b>The Florida Day Movers</b>     |
| <b>Franklin Communications</b>   | <b>Handy Andy Stores</b>          |
| <b>Trinity Services, Inc.</b>    | <b>Mark's Heating and Air</b>     |
| <b>Grand Appliance Company</b>   | <b>Foley Cadillac Rolls Royce</b> |
| <b>Napleton Cadillac</b>         | <b>Patrick Cadillac</b>           |
| <b>Craftwood Lumber</b>          | <b>Key Plastics</b>               |
| <b>Victory Spud</b>              | <b>Midwest Warehouse</b>          |
| <b>Army Corp of Engineers</b>    | <b>Peerless Pump</b>              |





## Terms

Thirty-five percent deposit due upon execution of contract. Balance is due upon completion of roof system. In the event a reflective coating is to be applied; ten to twenty percent of the contract will be held back by the customer until reflective coating is applied, and then balance is due upon completion.

1. Contractor provided General Liability and Workers Compensation Insurance on all employees
2. Contractor License Numbers: C151460S, 104-00046460, 0004692, CCC057584.
3. Removal and closure of disused penetrations and replacement of any deteriorated substrate to be billed separately at a rate of \$85.00 per man hour plus material. Customer to be consulted in advance.
4. Roofing debris to be placed in customer supplied dumpster.
5. Reflective coating, if selected, to be completed after all other items completed, a minimum cure time of ten to twenty weeks.
6. Prices include all applicable imputed taxes. No additional tax will be charged.
7. Warranty not in effect until balance paid in full; warranty is for leaking and is not a cosmetic warranty.
8. If Aluminum chip surface is selected customer acknowledges likelihood of excess chips being blown from the roof. Customer agrees that ACR is not responsible for aluminum chips after job completion.

Fill out form below, sign, and fax back to our corporate office at 765-288-9551.

Company Name: City of Bunnell Community Center

Contact Name: Perry Mitrano

Contact Title: Director of Public Works67496

Phone # 386-586-5159

**Please select the options you prefer:**

800-543-8881  
www.acr1.com

| Project Number | 67496 | Roof Section:    |  |                  |  |                   |                        |
|----------------|-------|------------------|--|------------------|--|-------------------|------------------------|
| Check Choice   |       | Re-roof option 1 |  | Re-roof option 2 |  | Re-roof option 3  | Re-Roof Investment: \$ |
| Check Choice   |       | Supreme R.A.M.P. |  | Premier R.A.M.P. |  | Standard R.A.M.P. | Annual Budget: \$      |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Repeat and Referral Customers are Our  
Number One Source of New Business!**

# Proposal

Page No.

of

Pages

State Certified  
Fully Insured  
State Certificates  
#CCC025500  
#CBC052198



Terry L. Turner - Owner  
455 East End Road  
P.O. Box 232  
San Mateo, FL 32187

For Quality Roofing Services

|  |               |  |                |
|--|---------------|--|----------------|
| PROPOSAL SUBMITTED TO<br>City of Bunnell |               | PHONE<br>386-235-3069                              | DATE<br>1/4/17 |
| STREET                                   |               | JOB NAME<br>Bunnell Wastewater Facility- Shed Roof |                |
| CITY, STATE and ZIP CODE                 |               | JOB LOCATION                                       |                |
| CONTACT<br>Mike Baldwin                  | DATE OF PLANS |  | DATE           |

We ~~Propose~~ hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_ ).

Payment to be made as follows: \_\_\_\_\_ Net 60 \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications below involving extra costs will be additional including but not limited to replacement of rotten wood, and will become an extra charge over and above the estimate. All agreements contingent upon weather, strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurances.

Authorized  
Signature \_\_\_\_\_ Les Sims

Note: This proposal may be  
withdrawn by us if not accepted within \_\_\_\_\_ 30 \_\_\_\_\_ days.

We hereby submit specifications and estimates for:

Furnish the labor and materials to repair the damaged fascia as necessary. Will install a new 26 gauge,

mill finish galvalume metal roof over the existing shingles on the shed building.

\$2,640.00

\* To remove all of the existing shingle prior to installation of the new & will install one (1) layer of titanium udl  
synthetic underlayment.

Add :\$1,140.00

This is an electronic version of this proposal. The terms and conditions are attached and become a part of this proposal.

Armstrong Roofing, Inc. reserves the right to withdraw this proposal if built-up roof is mopped to deck. Rotten wood charged additionally unless specified above as included.

**Acceptance of Proposal** - The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. By authorizing Armstrong Roofing, Inc. to proceed I hereby acknowledge that I have read the Terms and Conditions on the reverse side and understand and agree to all said Terms and Conditions and further recognize this proposal when signed to be a contract for work to be performed.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

## Terms and Conditions of Service

### READ CAREFULLY

1. Contractor's performance of the services is limited by, among other things, the pre-existing conditions and characteristics of the premises. CONTRACTOR EXPRESSLY DISCLAIMS ANY RESPONSIBILITY OR LIABILITY FOR ANY PRE-EXISTING OR HIDDEN CONDITION KNOWN OR UNKNOWN. Customer shall retain responsibility and shall be liable for all effects of and costs necessary to correct such situations. In the event that a party other than Contractor makes the corrections, Contractor shall be entitled to receive payment for the percentage of the work completed to date (to be determined by the contractor.) Contractor will collect payment for said work and will resume the project once the condition has been rectified.
2. CUSTOMER ACKNOWLEDGES AND AGREES THAT MOLD IS COMMONLY FOUND THROUGHOUT THE ENVIRONMENT AND AGREES TO HOLD HARMLESS AND INDEMNIFY CONTRACTOR FROM THE CLAIMS DUE TO OR ARISING FROM INDOOR AIR QUALITY, MOLD, FUNGUS, SPORES OR OTHER ORGANISMS WHETHER EXISTING OR A FUTURE CONDITION REGARDLESS OF WHETHER IT MAY BE ASSOCIATED WITH DEFECTS IN CONTRACTOR'S CONSTRUCTION OR SERVICES, INCLUDING BUT NOT LIMITED TO PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECTS OR ANY SPECIAL CONSEQUENTIAL, PUNITIVE OR OTHER DAMAGES.
3. Customer hereby authorizes Contractor to make all openings necessary to perform this Contract, and Contractors will close such opening in a workmanlike manner. Customer acknowledges that it is often not possible to exactly match existing colors, textures and the like. Customer understands and agrees that Contractor is not responsible for evaluating venting and circulation systems and that vents and soffits will be installed according to Customer's work order.
4. CUSTOMER UNDERSTANDS AND AGREES THAT CONTRACTOR WILL NOT BE RESPONSIBLE FOR ANY SPECIAL INDIRECT, PUNITIVE, SPECULATIVE, CONSEQUENTIAL DAMAGES, OR FOR ANY PENALTIES REGARDLESS OF THE LEGAL OR EQUITABLE THEORY ASSERTED INCLUDING ANY DAMAGE CAUSED BY SETTLEMENT, VIBRATION, DISTORTION, WATER INTRUSION, OR FAILURE OF THE FOUNDATION ON WHICH THE ROOF RESTS, OR DAMAGE CAUSED BY HAIL, HURRICANES, GALE WINDS, UNUSUAL WEATHER CONDITIONS OR ACTS OF GOD NOR FOR ANY DAMAGE OR DELAYS DUE TO STRIKES, FIRES, ACCIDENTS, BAD WEATHER, OR OTHER CAUSES BEYOND THE CONTRACTOR'S CONTROL; NOR FOR INHERENT DEFECTS IN THE PREMISES ON WHICH THE WORK IS TO BE DONE AND IN NO EVENT SHALL CONTRACTOR BE RESPONSIBLE FOR INTERIOR OR EXTERIOR DAMAGE TO THE BUILDING, ITS CONTENTS OR SURROUNDING PROPERTY.
5. The contract price is based on the assumption that contractor will have direct access to the eave of the roof for heavy trucks and equipment unless otherwise stated. If such access to the eave of the roof is over the existing driveway or lawn, the contractor will not be responsible for any damage that may occur as a result of the weight of equipment and vehicles even if protection is provided. (Protection of driveways, pavers, and lawn or other means of access may be achieved at an additional costs. Please notify contractor prior to commencement of the work if any additional protection is desired.) Although contractor may cover any brick pavers or stamped concrete driveway with wood planking during the course of work, customer understands and agrees that contractor will not be responsible for any damage that may occur as a result of the weight of its equipment or vehicles.
6. Section 489.126, Florida Statutes provides that a contractor who receives, as initial payment, money totaling more than 10 percent of the contract price for repair, restoration, improvement, or construction to residential real property must: (a) apply for permits necessary to do work within 30 days after the date payment is made, except where the work does not require a permit under the applicable codes and ordinances, and (b) Start the work within 90 days after the date all necessary permits for work, if any, are issued, unless the person who made the payment agreed, in writing, to a longer period to apply for the necessary permits or start the work or to longer periods for both. Customer hereby agrees that Customer and Contractor have discussed the time required to obtain permits for the work and the time required to actually start the work. Customer agrees that the Contractor may take longer for both periods, provided that reasonable efforts will be made by Contractor to perform its contractual obligations in a timely manner.
7. Customer agrees to fully cooperate with Contractor to secure any licenses, permits or any other authorization necessary to accomplish the work. Customer assumes full financial responsibility for payment of any such licenses, permits or authorizations. Customer hereby appoints Contractor as its agent to procure said license, permits or authorizations.
8. Contractor shall be entitled to a charge of 1½% per month on all balances left owed over 30 days. Should legal action be brought under the terms of this Contract or arise out of the performance of the Services or should the matter be turned over for collection, Contractor shall be entitled to the fullest extent permitted under the law to reasonable attorney's fees and costs of collection.
9. This Agreement contains the entire agreement of the parties. Customer agrees and acknowledges that no representations or warranties of any kind have been made by Contractor or its employees other than those expressed herein. All prior agreements respecting the subject matter thereof have been incorporated in the terms herein and are no longer of any force of effect. All modifications to this Agreement shall be in writing and signed by both parties.
10. The parties agree that in the event of any dispute, (including but not limited to litigation), arising under or from this contract, the prevailing party shall be entitled to collect all reasonable costs incurred, including reasonable attorney's fees, from the losing party.
11. Customer agrees that in the event that materials are out of state or unavailable at a local supply house, material of an equal quality can be substituted.
12. Every provision of this agreement is intended to be severable. If any terms or provision hereof is found by a Court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the balance of the Contract or the remaining terms and provisions hereof. This contract shall be governed and be construed in accordance with the laws of the State of Florida, and the parties hereto agree that the proper venue for adjudication in any manner resulting therefrom is in a Court of competent jurisdiction located in Putnam County, Florida.
13. FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND: PAYMENT MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION INDUSTRIES RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT. WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: Tel. (850) 921-6593 Address: Construction Industry Licensing Board, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.



# Proposal

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of

Pages

State Certified  
Fully Insured  
State Certificates  
#CCC025500  
#CBC052198



Terry L. Turner - Owner  
455 East End Road  
P.O. Box 232  
San Mateo, FL 32187

For Quality Roofing Services

|  |               |   |                |
|--|---------------|---|----------------|
| PROPOSAL SUBMITTED TO<br>City of Bunnell |               | PHONE<br>386-235-3069                             | DATE<br>1/4/17 |
| STREET                                   |               | JOB NAME<br>Bunnell Wastewater Treatment Facility |                |
| CITY, STATE and ZIP CODE                 |               | JOB LOCATION                                      |                |
| CONTACT<br>Mike Baldwin                  | DATE OF PLANS |   | DATE           |

We ~~Propose~~ hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

\_\_\_\_\_ dollars (\$ \_\_\_\_\_).

Payment to be made as follows: \_\_\_\_\_ Net 60

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from specifications below involving extra costs will be additional including but not limited to replacement of rotten wood, and will become an extra charge over and above the estimate. All agreements contingent upon weather, strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurances.

Authorized  
Signature \_\_\_\_\_ Les Sims

Note: This proposal may be  
withdrawn by us if not accepted within \_\_\_\_\_ 30 \_\_\_\_\_ days.

We hereby submit specifications and estimates for:

Furnish the labor and materials necessary to remove the existing shingles on the rear 1/2 of the office

building. Will install one (1) layer of 15 lb felt and new 25 yr, 3 tab shingles. Will install new aluminum soffit & fascia on approximately 25 LF of damaged area.

\$2,940.00

\* To install a new 26 gauge, mill finish galvalume metal roof on the entire building & repair the damaged soffit and fascia.

\$3,920.00

This is an electronic version of this proposal. The terms and conditions are attached and become a part of this proposal.

Armstrong Roofing, Inc. reserves the right to withdraw this proposal if built-up roof is mopped to deck. Rotten wood charged additionally unless specified above as included.

**Acceptance of Proposal** - The above price, specifications and conditions are hereby accepted. You are authorized to do the work as specified. By authorizing Armstrong Roofing, Inc. to proceed I hereby acknowledge that I have read the Terms and Conditions on the reverse side and understand and agree to all said Terms and Conditions and further recognize this proposal when signed to be a contract for work to be performed.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

## **Terms and Conditions of Service**

### **READ CAREFULLY**

1. Contractor's performance of the services is limited by, among other things, the pre-existing conditions and characteristics of the premises. CONTRACTOR EXPRESSLY DISCLAIMS ANY RESPONSIBILITY OR LIABILITY FOR ANY PRE-EXISTING OR HIDDEN CONDITION KNOWN OR UNKNOWN. Customer shall retain responsibility and shall be liable for all effects of and costs necessary to correct such situations. In the event that a party other than Contractor makes the corrections, Contractor shall be entitled to receive payment for the percentage of the work completed to date (to be determined by the contractor.) Contractor will collect payment for said work and will resume the project once the condition has been rectified.
2. CUSTOMER ACKNOWLEDGES AND AGREES THAT MOLD IS COMMONLY FOUND THROUGHOUT THE ENVIRONMENT AND AGREES TO HOLD HARMLESS AND INDEMNIFY CONTRACTOR FROM THE CLAIMS DUE TO OR ARISING FROM INDOOR AIR QUALITY, MOLD, FUNGUS, SPORES OR OTHER ORGANISMS WHETHER EXISTING OR A FUTURE CONDITION REGARDLESS OF WHETHER IT MAY BE ASSOCIATED WITH DEFECTS IN CONTRACTOR'S CONSTRUCTION OR SERVICES, INCLUDING BUT NOT LIMITED TO PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECTS OR ANY SPECIAL CONSEQUENTIAL, PUNITIVE OR OTHER DAMAGES.
3. Customer hereby authorizes Contractor to make all openings necessary to perform this Contract, and Contractors will close such opening in a workmanlike manner. Customer acknowledges that it is often not possible to exactly match existing colors, textures and the like. Customer understands and agrees that Contractor is not responsible for evaluating venting and circulation systems and that vents and soffits will be installed according to Customer's work order.
4. CUSTOMER UNDERSTANDS AND AGREES THAT CONTRACTOR WILL NOT BE RESPONSIBLE FOR ANY SPECIAL INDIRECT, PUNITIVE, SPECULATIVE, CONSEQUENTIAL DAMAGES, OR FOR ANY PENALTIES REGARDLESS OF THE LEGAL OR EQUITABLE THEORY ASSERTED INCLUDING ANY DAMAGE CAUSED BY SETTLEMENT, VIBRATION, DISTORTION, WATER INTRUSION, OR FAILURE OF THE FOUNDATION ON WHICH THE ROOF RESTS, OR DAMAGE CAUSED BY HAIL, HURRICANES, GALE WINDS, UNUSUAL WEATHER CONDITIONS OR ACTS OF GOD NOR FOR ANY DAMAGE OR DELAYS DUE TO STRIKES, FIRES, ACCIDENTS, BAD WEATHER, OR OTHER CAUSES BEYOND THE CONTRACTOR'S CONTROL; NOR FOR INHERENT DEFECTS IN THE PREMISES ON WHICH THE WORK IS TO BE DONE AND IN NO EVENT SHALL CONTRACTOR BE RESPONSIBLE FOR INTERIOR OR EXTERIOR DAMAGE TO THE BUILDING, ITS CONTENTS OR SURROUNDING PROPERTY.
5. The contract price is based on the assumption that contractor will have direct access to the eave of the roof for heavy trucks and equipment unless otherwise stated. If such access to the eave of the roof is over the existing driveway or lawn, the contractor will not be responsible for any damage that may occur as a result of the weight of equipment and vehicles even if protection is provided. (Protection of driveways, pavers, and lawn or other means of access may be achieved at an additional costs. Please notify contractor prior to commencement of the work if any additional protection is desired.) Although contractor may cover any brick pavers or stamped concrete driveway with wood planking during the course of work, customer understands and agrees that contractor will not be responsible for any damage that may occur as a result of the weight of its equipment or vehicles.
6. Section 489.126, Florida Statutes provides that a contractor who receives, as initial payment, money totaling more than 10 percent of the contract price for repair, restoration, improvement, or construction to residential real property must: (a) apply for permits necessary to do work within 30 days after the date payment is made, except where the work does not require a permit under the applicable codes and ordinances, and (b) Start the work within 90 days after the date all necessary permits for work, if any, are issued, unless the person who made the payment agreed, in writing, to a longer period to apply for the necessary permits or start the work or to longer periods for both. Customer hereby agrees that Customer and Contractor have discussed the time required to obtain permits for the work and the time required to actually start the work. Customer agrees that the Contractor may take longer for both periods, provided that reasonable efforts will be made by Contractor to perform its contractual obligations in a timely manner.
7. Customer agrees to fully cooperate with Contractor to secure any licenses, permits or any other authorization necessary to accomplish the work. Customer assumes full financial responsibility for payment of any such licenses, permits or authorizations. Customer hereby appoints Contractor as its agent to procure said license, permits or authorizations.
8. Contractor shall be entitled to a charge of 1½% per month on all balances left owed over 30 days. Should legal action be brought under the terms of this Contract or arise out of the performance of the Services or should the matter be turned over for collection, Contractor shall be entitled to the fullest extent permitted under the law to reasonable attorney's fees and costs of collection.
9. This Agreement contains the entire agreement of the parties. Customer agrees and acknowledges that no representations or warranties of any kind have been made by Contractor or its employees other than those expressed herein. All prior agreements respecting the subject matter thereof have been incorporated in the terms herein and are no longer of any force of effect. All modifications to this Agreement shall be in writing and signed by both parties.
10. The parties agree that in the event of any dispute, (including but not limited to litigation), arising under or from this contract, the prevailing party shall be entitled to collect all reasonable costs incurred, including reasonable attorney's fees, from the losing party.
11. Customer agrees that in the event that materials are out of state or unavailable at a local supply house, material of an equal quality can be substituted.
12. Every provision of this agreement is intended to be severable. If any terms or provision hereof is found by a Court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the balance of the Contract or the remaining terms and provisions hereof. This contract shall be governed and be construed in accordance with the laws of the State of Florida, and the parties hereto agree that the proper venue for adjudication in any manner resulting therefrom is in a Court of competent jurisdiction located in Putnam County, Florida.
13. FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND: PAYMENT MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION INDUSTRIES RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT. WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: Tel. (850) 921-6593 Address: Construction Industry Licensing Board, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.



**Roof Proposal For:**  
**City of Bunnell-Control Room-Maintenance**  
**Perry Mitrano**  
**4/14/2017**  
**Project # 67516**  
**200 Tolman Street**  
**Bunnell, FL 32110**

*Quality Above All*

**Toll Free**  
**(800) 543-8881**

|                |                |                |
|----------------|----------------|----------------|
| Columbus, OH   | Louisville, KY | Waverly, FL    |
| (614) 654-1205 | (502) 361-8881 | (863) 438-8881 |
| Muncie, IN     | Detroit, MI    | Chicago, IL    |
| (765) 288-8881 | (734) 506-8850 | (847) 238-2029 |





**April 14, 2017**

**Perry Mitrano  
Director of Public Works  
City of Bunnell-Control Room-Maintenance  
200 Tolman Street  
Bunnell, FL 32110**

**Dear Mr. Mitrano:**

**Thank you for this opportunity to assist you in solving your roofing problems. Within this proposal you will see the causes of your roofing issues, along with several options to remedy them. I encourage you to explore each section to learn why Advanced Commercial Roofing has the best detail-oriented solution for your roof.**

**Advanced Commercial Roofing, founded in 1984, strives to provide quality customer service. In fact, repeat and referral customers are our number one source of new business. Advanced Commercial Roofing utilizes the Advantage Systems "cold-process" built up roofing system, resulting in a monolithic, seam-less roof.**

**Advanced Commercial Roofing is licensed, insured and bonded with satisfied customers all over the eastern United States. Whether you need re-roofing, repairs or roof maintenance, Advanced has a solution for your particular needs. I thank you once again for your interest in Advanced Commercial Roofing and look forward to serving your roofing needs.**

**Sincerely,  
Ron Scoles**



**There are many damaged and missing shingles. The new monolithic roof will eliminate all seams and laps.**



**The turbine vents are damaged and will be replaced with the new roof.**



**The truss end and fascia are damaged. This work would be done on a time and material basis.**



**Exposed nail heads will cause leaks to the roof system. The monolithic Advantage Flexbond roof will seal all fasteners, laps and seams.**

## *Flat Application*



The first layer of Modified Asphalt acts as a leveling compound and totally adheres the new roof



**Monolithic-** No seams to fail

**ADVANCED**  
COMMERCIAL ROOFING

**Available with Several Reflective Surface Options**



## **Roof Preparation**

**Advanced Roofing knows that the successful installation of a quality roofing system takes careful planning and execution. Our attention to detail begins early in the project, during the preparation stage. Proper preparation of the existing roof surface is crucial to the correct installation of any roofing system. Below you will see the steps Advanced Commercial Roofing will follow before installing your new roof system.**

- 1). Remove disused penetrations. Replace any deteriorated substrate materials (see note 3 in "Terms" section).**
- 2). Sweep and clear any remaining debris from roof.**
- 3). Repair breaches in the existing roof membrane and associated flashings.**
- 4). Check roof deck for drainage and install additional roof drains as needed (see note 3 in "Terms" section).**

**Special Notes:**

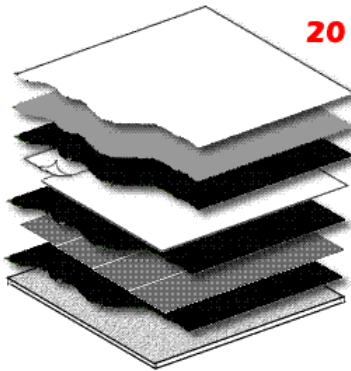
**We will install 1/2" fiberboard insulation and a base sheet on top of the shingled roof. We will then install a base sheet over the insulation prior to installing the new Advantage Flexbond System roof. Any truss, soffit, or fascia work would be done on a time and material basis.**



## Non-Prorated Warranty Options

### Option 1

#### Roof Care Supreme



**Warranty**  
**20 Year Material 5 Year Labor**

*Elastomeric White Coat*  
*Elastomeric Grey Coat*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Base Sheet*  
*Modified Asphalt Mastic*  
*Insulation Board*

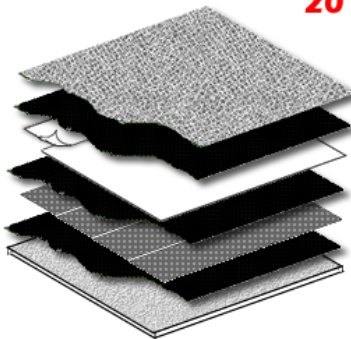
**Section: Investment: Lifecycle Cost**  
**per Year:**

|                     |                 |              |
|---------------------|-----------------|--------------|
| <b>Control Room</b> | <b>\$18,359</b> | <b>\$917</b> |
| <b>Maintenance</b>  | <b>\$10,295</b> | <b>\$514</b> |

**274 Mil Application Rate**

### Option 2

#### Roof Care Elite



**Warranty**  
**20 Year Material 5 Year Labor**

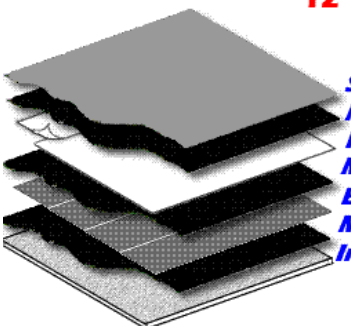
*Sungard Aluminium Chips*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Base Sheet*  
*Modified Asphalt Mastic*  
*Insulation Board*

|                     |                 |              |
|---------------------|-----------------|--------------|
| <b>Control Room</b> | <b>\$16,500</b> | <b>\$825</b> |
| <b>Maintenance</b>  | <b>\$9,912</b>  | <b>\$495</b> |

**229 Mil Application Rate**

### Option 3

#### Roof Care Premier



**Warranty**  
**12 Year Material 5 Year Labor**

*Solar Shield Aluminium Coating*  
*Modified Asphalt Mastic*  
*Flexbond Polyfiber Membrane*  
*Modified Asphalt Mastic*  
*Base Sheet*  
*Modified Asphalt Mastic*  
*Insulation Board*

|                     |                 |                |
|---------------------|-----------------|----------------|
| <b>Control Room</b> | <b>\$15,280</b> | <b>\$1,273</b> |
| <b>Maintenance</b>  | <b>\$8,975</b>  | <b>\$747</b>   |

**238 Mil Application Rate**



## Roof Asset Management Program

A new roof or a repaired roof should be maintained.  
Maintained roofs last up to twice as long  
We offer three options to meet your needs and budget

- The **Supreme Program** is for maintaining new roofs over extremely leak sensitive environments
- The **Premier Program** is for extensively repaired roofs and new roofs. This program meets NRCA recommendations
- The **Standard Program** is for repaired roofs and new roofs when budget restraints dictate the lowest cost option

| Supreme   |         | Premier  |       | Standard   |       |
|---|---------|--|-------|--|-------|
| Both Together   | \$1,636 | Both Together  | \$884 | Both Together  | \$492 |
| <ol style="list-style-type: none"><li>1. 4 annual inspections</li><li>2. Written evaluation report</li><li>3. Clean debris from roof, gutters, and drains</li><li>4. 5 year budget report</li><li>5. Caulk &amp; flashing repair</li><li>6. Split &amp; seam repairs</li><li>7. 4 free non-warranty leak responses (No trip charge)</li><li>8. 48 hr. response for non-emergency repairs</li><li>9. Same day(24 hr) response for emergency repairs (severe weather)</li><li>10. Maintains the labor warranty to the extent of the material warranty</li></ol> |         | <ol style="list-style-type: none"><li>1. 2 annual inspections</li><li>2. Written evaluation report</li><li>3. Clean debris from roof, gutters, and drains</li><li>4. Written budget for repairs</li><li>5. Split &amp; seam repairs</li><li>6. 2 free non-warranty leak responses (No trip charge)</li><li>7. 48 hr. response for non-emergency repairs</li><li>8. Priority scheduling for emergency repairs (severe weather)</li><li>9. Maintains the labor warranty to the extent of the material warranty</li></ol> |       | <ol style="list-style-type: none"><li>1. Annual inspection</li><li>2. Written evaluation report</li><li>3. Clean debris from roof, gutters, and drains</li><li>4. Written budget for repairs</li><li>5. 48 hr. response for non-emergency repairs</li><li>6. Priority scheduling over non R.A.M.P customers (severe weather)</li></ol> |       |



## References

**Advanced Commercial roofing has been serving our customers for over two decades. Here is just a small sample of some of our satisfied customers:**

**CCX Corporation**

**Budget Rent-A-Car**

**United States Can Company**

**United Van Lines**

**Continental Paper**

**Wickes Lumber**

**Savannah Foods**

**Iroquois Product**

**Baier Publishing**

**Volunteer's of America**

**Garage Doors of Indy**

**United Building Centers**

**Rexnord Corporation**

**The Florida Day Movers**

**Franklin Communications**

**Handy Andy Stores**

**Trinity Services, Inc.**

**Mark's Heating and Air**

**Grand Appliance Company**

**Foley Cadillac Rolls Royce**

**Napleton Cadillac**

**Patrick Cadillac**

**Craftwood Lumber**

**Key Plastics**

**Victory Spud**

**Midwest Warehouse**

**Army Corp of Engineers**

**Peerless Pump**



## Terms

Thirty-five percent deposit due upon execution of contract. Balance is due upon completion of roof system. In the event a reflective coating is to be applied; ten to twenty percent of the contract will be held back by the customer until reflective coating is applied, and then balance is due upon completion.

1. Contractor provided General Liability and Workers Compensation Insurance on all employees
2. Contractor License Numbers: C151460S, 104-00046460, 0004692, CCC057584.
3. Removal and closure of disused penetrations and replacement of any deteriorated substrate to be billed separately at a rate of \$85.00 per man hour plus material. Customer to be consulted in advance.
4. Roofing debris to be placed in customer supplied dumpster.
5. Reflective coating, if selected, to be completed after all other items completed, a minimum cure time of ten to twenty weeks.
6. Prices include all applicable imputed taxes. No additional tax will be charged.
7. Warranty not in effect until balance paid in full; warranty is for leaking and is not a cosmetic warranty.
8. If Aluminum chip surface is selected customer acknowledges likelihood of excess chips being blown from the roof. Customer agrees that ACR is not responsible for aluminum chips after job completion.

Fill out form below, sign, and fax back to our corporate office at 765-288-9551.

City of Bunnell  
 Company Name: Control Room-Maintenance  
 Contact Name: Perry Mitrano  
 Contact Title: Director of Public Works  
 Phone #: 386-437-7511

**Please select the options you prefer:**

800-543-8881  
 www.acr1.com

| Project Number | 67516 | Roof Section:    |  |                  |  |                   |                        |
|----------------|-------|------------------|--|------------------|--|-------------------|------------------------|
| Check Choice   |       | Re-roof option 1 |  | Re-roof option 2 |  | Re-roof option 3  | Re-Roof Investment: \$ |
| Check Choice   |       | Supreme R.A.M.P. |  | Premier R.A.M.P. |  | Standard R.A.M.P. | Annual Budget: \$      |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Repeat and Referral Customers are Our  
 Number One Source of New Business!**





## City of Bunnell, Florida

### Agenda Item No. C.4.

Document Date: 5/4/2017 Amount: \$25,000  
Department: Public Works and Parks/Rec Account #: Multiple  
Subject: Request approval to increase the annual vendor purchase amount for Ring Power Corporation.  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

| Description        | Type     |
|--------------------|----------|
| Sole Source Letter | Contract |
| St Johns Agreement | Contract |
| COB Agreement      | Contract |

#### Summary/Highlights:

The City is currently piggy backing off of St Johns County's agreement for generator maintenance and service with Ring Power Corporation. Ring Power is also the City's sole source provider of Caterpillar sales and service coverage.

#### Background:

On November 14, 2016, the Commission approved a blanket purchase order for \$19,000 for generator maintenance and service. In order to maintain vehicles and equipment for all departments, the annual vendor purchase threshold would need to be increased from \$19,000 to \$25,000.

#### Staff Recommendation:

Approve the increase of the annual vendor purchase amount from \$19,000 to \$25,000 for Ring Power Corporation.

#### City Attorney Review:

#### Finance Department Review/Recommendation:

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



**Caterpillar Inc.**

100 NE Adams Street  
Peoria, IL 61629-1245

January 2, 2016

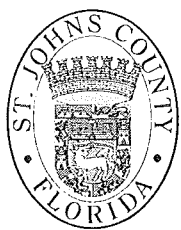
Attn: Ring Power Client

I have been asked to address who has Caterpillar Sales and Service coverage responsibilities for the North and Central part of Florida. The Caterpillar authorized dealer for this area is Ring Power Systems. Ring Power is the only agent authorized by Caterpillar to provide service for all your Caterpillar/Olympian Electric Power products needs.

Regards,

A handwritten signature in dark ink, appearing to read "Lyle Kesler". The signature is fluid and cursive, with the first name "Lyle" being more prominent and the last name "Kesler" following in a similar style.

Lyle Kesler  
Southeast Region  
EP Product Support Manager  
Electric Power North America



## St. Johns County Board of County Commissioners

Purchasing Division

October 11, 2016

Mr. Glen Howard, Assistant Vice President  
Ring Power Corporation  
500 World Commerce Parkway  
St. Augustine, FL 32092

Re: Contract Renewal 3 of 4 for RFP No. 13-49; Countywide Generator Maintenance & Services  
Master Contract No. 13-MCC-RIN-04918

Dear Mr. Howard:

Please find enclosed a fully executed copy of Contract Renewal 3 of 4 for the above referenced project.

If you have any questions, please feel free to call me at 904-209-0166 or e-mail me at [dklages@sjcfl.us](mailto:dklages@sjcfl.us).

Sincerely,

A handwritten signature in black ink, appearing to read "DKL", is written over a horizontal line.

David R. Klages  
Contract Coordinator

cc: Master File



# St. Johns County Board of County Commissioners

Purchasing Division

September 19, 2016

## CONTRACT AMENDMENT #13

Mr. Glen Howard, Asst. VP  
Ring Power Corporation  
500 World Commerce Parkway  
St. Augustine, FL 32092

RE: RFP No. 13-49; Countywide Generator Maintenance & Services  
Master Contract No. 13-MCC-RIN-04918

Contract Amendment #13 is hereby issued to amend the above referenced Contract Agreement as follows:

1. Contract **Renewal Option 3 of 4** is hereby being exercised by St. Johns County.
2. The contract time is hereby extended from December 1, 2016 for a period of one (1) year and shall expire at 11:59pm Eastern Standard Time (EST) on November 30, 2017.

All work shall be performed at the prices stated in the Contract Agreement dated December 2, 2013, and any executed contract amendments to pricing issued thereafter. No increases to the contract prices are granted by this amendment.

With the exception of the amendments stated above, all work performed shall be in accordance with the terms, conditions and specifications of RFP No. 13-49. All the terms and conditions of the original Contract Agreement, and all amendments issued thereafter, shall remain in full force and effect.

Please sign below to indicate your acceptance of the amendments shown above. This Contract Amendment shall have full force and effect as a contract document.

x Jaime T. Locklear  
Signature of County Representative

10 Oct 16  
Date

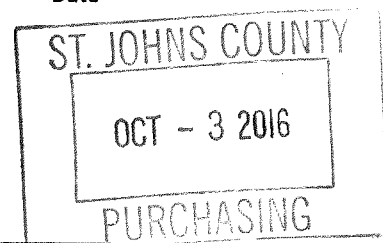
Jaime T. Locklear, Ctr Admin Mgr  
Printed Name & Title County Representative

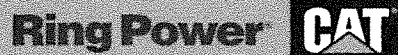
x [Signature]  
Signature of Contractor Representative

9/29/16  
Date

Glen D. Howard  
AVP Product Support Sales Manager  
Printed Name & Title

End of Amendment #13





9/16/16

Ring Power Corporation  
6202 North US Hwy 301/441  
Ocala, FL 34475

To whom it may concern,

Please accept this letter as formal notice to agree to renew your generator maintenance contract under contract number 13-MCC-RIN-04918 dated 02/12/2013, current terms and conditions remain. Please confirm you have received this notice of renewal.

Officer Authorization

Date: 9/19/16

AJP Product Support Sales Manager

November 15, 2016

The Honorable Catherine D. Robinson Mayor,  
City of Bunnell  
Post Office Box 756  
Bunnell, Florida 32110

RE: Piggy-Back Contract for Caterpillar Sales and Service

Dear Mayor Robinson:

Ring Power Systems is pleased to hear that the City of Bunnell (the City) wishes to utilize our Caterpillar sales and service coverage for Citywide generator maintenance and service. As is common practice and in compliance with Florida laws, I understand the City has requested to "piggy-back" on another municipal contract that Ring Power Systems holds for like services.

Ring Power Systems is proposing to utilize our contract with St. Johns County. I have included a copy of the original award notice along with the pricing for the contract.

If the City finds this contract to be a suitable purchasing mechanism, please sign below indicating your acceptance and return a copy to Ring Power Systems. Ring Power Systems is very grateful to be able to serve the people of the City of Bunnell and we appreciate the work you send us.

Respectfully,

Ernie Vollenweider  
Generator PSSR



Accepted by The Honorable Mayor Catherine Robinson on behalf of the City of Bunnell.



Mayor Catherine Robinson

11/28/2016  
Date Signed



## City of Bunnell, Florida

### Agenda Item No. C.5.

Document Date: 5/10/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Request to re-appoint Jerry Jones as a regular member of the Planning, Zoning and Appeals Board for another three year term.  
Agenda Section: Consent Agenda:

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

This is a request to reappoint Jerry Jones as a regular member of the Planning, Zoning and Appeals Board.

#### **Background:**

Jerry Jones was appointed to serve a three year term on the Planning, Zoning and Appeals Board in May 2014. His term expires in June 2017.

From the Bunnell Land Development Code:

#### ***Sec. 2-82. Members.***

*The board shall consist of five regular members and one alternate member appointed by the city commission for three-year terms. Members must either own property in the city or be residents of the city. Upon the absence of a regular board member for a regular or special meeting, the alternate member shall be a voting member of the board. Any vacancy on the board shall be filled within 30 days, and any member thereof may be removed for cause, including for failure to attend three consecutive regular or special meetings.*

Mr. Jones continues to meet the requirements to serve as a Board member. Staff has confirmed Mr. Jones wishes to continue to serve on the Planning, Zoning and Appeals Board for another three year term.

#### **Staff Recommendation:**

Reappoint Jerry Jones as a regular member of the Planning, Zoning and Appeals Board for another three year term.

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

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



## City of Bunnell, Florida

### Agenda Item No. C.6.

Document Date: 5/10/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Request to appoint Shannon Strickland as the alternate member of the Planning, Zoning and Appeals Board for a three year term.  
Agenda Section: Consent Agenda:

#### Summary/Highlights:

This is a request to appoint Shannon Strickland as the alternate member of the Planning, Zoning and Appeals Board.

#### Background:

Shannon Strickland has served on the Planning, Zoning and Appeals Board for many years. His current appointment as a regular member of the Planning, Zoning and Appeals Board expires in June 2017.

From the Bunnell Land Development Code:

#### ***Sec. 2-82. Members.***

*The board shall consist of five regular members and one alternate member appointed by the city commission for three-year terms. Members must either own property in the city or be residents of the city. Upon the absence of a regular board member for a regular or special meeting, the alternate member shall be a voting member of the board. Any vacancy on the board shall be filled within 30 days, and any member thereof may be removed for cause, including for failure to attend three consecutive regular or special meetings.*

Mr. Strickland has requested he be appointed as the alternate member of the Planning, Zoning and Appeals Board rather than continuing to serve as a regular Board member. Mr. Strickland continues to meet the requirements to serve as a Board member.

#### Staff Recommendation:

Appoint Shannon Strickland to as the alternate member of the Planning, Zoning and Appeals Board for a three year term.

#### City Attorney Review:

#### Finance Department Review/Recommendation:





## City of Bunnell, Florida

### Agenda Item No. C.7.

Document Date: 5/10/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Request to appoint Howard Kane as a regular member of the Planning, Zoning and Appeals Board for a three year term.  
Agenda Section: Consent Agenda:

#### Summary/Highlights:

This is a request to appoint Howard Kane as a regular member of the Planning, Zoning and Appeals Board. He would be appointed to serve in the seat to be vacated by Shannon Strickland in June 2017.

#### Background:

Howard Kane was appointed to serve as the alternate member of the Planning, Zoning and Appeals Board in June 2016.

Shannon Strickland's appointment as a regular Board member expires in June 2017. Mr. Kane would be appointed to fill this seat and serve a three year term as a regular member of the Planning, Zoning and Appeals Board.

From the Bunnell Land Development Code:

#### ***Sec. 2-82. Members.***

*The board shall consist of five regular members and one alternate member appointed by the city commission for three-year terms. Members must either own property in the city or be residents of the city. Upon the absence of a regular board member for a regular or special meeting, the alternate member shall be a voting member of the board. Any vacancy on the board shall be filled within 30 days, and any member thereof may be removed for cause, including for failure to attend three consecutive regular or special meetings.*

Mr. Kane continues to meet the requirements to serve as a Board member. Staff has confirmed Mr. Kane is willing to serve as a regular member of the Board.

#### Staff Recommendation:

Appoint Howard Kane as a regular member of the Planning, Zoning and Appeals Board for a three year term.

#### City Attorney Review:

**Finance Department Review/Recommendation:**



## City of Bunnell, Florida

### Agenda Item No. C.8.

Document Date: 5/11/2017 Amount: \$14,958  
Department: Utilities Account #: 401.0535.535.6400  
Subject: Request approval to purchase two (2) lift station pumps and a control panel for the County Jail lift station.  
Agenda Section: Consent Agenda:

#### ATTACHMENTS:

| Description | Type  |
|-------------|-------|
| Quotes      | Quote |

#### Summary/Highlights:

The Utility Department is requesting approval to purchase two (2) lift station pumps and a control panel for the County Jail lift station (maintained by the City) from Tom Evans Environmental, Inc. at a total cost of \$14,958.00.

#### Background:

With the increase in capacity at the County Jail, there is a need to upgrade and increase the pumping capacity of the sewer lift station at the jail. Just as the case with the rest of the City of Bunnell, a collection system will depreciate through the years. Over time lift station pumps become worn down and will not produce as they are intended. The pump's run-time doubles and this causes a greater cost in electricity as well as the fear that one pump could go down at any time. Both pumps are over ten (10) years old. Changing the designed lift station pumps from 5HP to a 7.5HP will increase the capacity of this lift station.

An even greater need is the control panel that runs the lift station. Currently, the control panel is obsolete and parts cannot be replaced as they are no longer produced. The switches, controls, and breakers are not common and parts are hardly available (ex: mercury level switches). By replacing the control panel at this location, it will be up to date and give us the ability to service it.

During Hurricane Matthew, the jail lift station lost power and was disabled. Once emergency power was provided, the control panel transformer was damaged and no parts were readily available. Thankfully, Flagler County had loaned a transformer they had on-hand. This transformer (\$5000.00 replacement value) could provide the power range to get the station powered again. The control panel also had a pneumatic pump fail and with some ingenuity, the maintenance crew used a small air pump to get the station running again.

These are the immediate concerns for the jail lift station. By being proactive with the equipment and hardware, it prepares the City to be in better standing for the future and less dependent on other others.

Recently, the City purchased 2 pumps from Tom Evans Environmental, Inc. They have been installed in the South Anderson lift station and the Western Hills lift station. Both pumps are of equivalent size and power to

the other pumps they share the station with. So far, observations have shown that the performance of the Grundfos Submersible pumps far outperform the Barns Pumps found in the City. Parts are readily available, very friendly to routine serviceability, carry a 5-year warranty (vs. 2 year with Barns), have phenomenal customer service, and maintenance repair techs are available locally for fast response. The Utility Department is finding the Grundfos line of pumps to be everything the City of Bunnell needs for efficiency, serviceability, and dependability.

**Staff Recommendation:**

Approve the purchase of two lift station pumps and a control panel for the County Jail lift station from Tom Evans Environmental, Inc. at a total cost of \$14,958.00.

**City Attorney Review:**

**Finance Department Review/Recommendation:**

This purchase will be funded from Sewer Impact fees from the jail addition, because the lift station capacity will be increase. Recommend approval.



# **Tom Evans Environmental, Inc.**

November 3, 2016

To: City of Bunnell  
Attn: Mike Baldwin

Subject: Bunnell LS 13

We are pleased to offer the following equipment for your consideration and purchase for the subject project, per the Standard Terms & Conditions of Sale for Tom Evans Environmental, Inc. which are attached and are a part of this "Offer to Sell":

- (2) 4" **Grundfos** SL1.30.A40.75.4.61R.C submersible wastewater pumps, 7.5hp, 3-230/460v, each with a 49' power cable. Pump discharge flange has a 4" ANSI pattern for mounting of slide bracket provided by others.
- (1) Duplex pump control panel to City of Bunnell standards, 7.5hp, 3/460v. Generator receptacle & emergency breaker are not included.
- (4) Liquid level sensing floats, each with 40' of cable.

**Total Cost: \$14,958.00, plus applicable taxes, freight included, FOB factory.**

PLEASE NOTE:

- 1. We do not include sales tax, pressure gauges, wire, cable, conduit, installation, hook-up, field testing, disconnect switches, junction boxes, or any other ancillary items which are not specifically stated in this scope of supply.
- 2. Under no circumstances will Tom Evans Environmental, Inc. or its suppliers be liable for any incidental, consequential, liquidated, special or late delivery damages whatsoever.
- 3. Payment terms are 100% net 30 days from delivery with any unpaid balance 30 days past due being subject to interest at 1-1/2% per month being added to the unpaid balance, with approved credit. Our price is based upon no retainage unless outlined otherwise. Our pricing is valid for your purchase commitment within 30 days from the date of Offer.
- 4. Pricing is based upon Tom Evans Environmental, Inc.'s and the manufacturer's Standard Terms and Conditions for Sale. Copies of these documents are available for your review and reference. No other terms or conditions of sale will apply unless accepted in writing by an officer of the Company.
- 5. Please understand that the following milestones are estimates only, based upon market conditions existing at the time of this offering and are subject to revision.
  - a. Submittal Data Available: 2 to 3 weeks.
  - b. Shipment of Equipment: 6 to 8 weeks from approval and all release to manufacture.
- 6. Pricing is valid for 60 days from the date on this offer. Market pricing fluctuates due to manufacturer's material suppliers and accordingly, after the expiration date on this offer, we reserve the right to adjust pricing in response to market influences.

---

3605 Ventura Drive East • Lakeland, FL 33811 • 863-619-3789 (Voice) • 863-619-8098 (Fax)

159 Corrine Place • Key Largo, FL 33037 • 305-451-2031 (Voice) • 305-451-1498 (Fax)

[WWW.TOMEVANS.COM](http://WWW.TOMEVANS.COM)



Submittals are provided for your review and approval to insure that you, our customer can be sure that we have the correct perception of what is required for the project. They are forwarded to you for your agreement that the equipment and configuration offered is correct. Any order you provide us for equipment will be contingent upon your approval of provided shop drawings which, when approved, shall become the only specifications for the equipment manufactured for your project.

If you have any questions concerning this proposal, please contact me at 407.864.5400. We appreciate the opportunity to provide you with this pricing and hope to work with you.

Regards,

***Dale M. Jahn***

Dale M. Jahn  
Sales Engineer

**TOM EVANS ENVIRONMENTAL, INC.**



# **SOUTHEASTERN PUMP**

**Tampa + Pompano Beach + Jacksonville**

September 12, 2016

City of Bunnell  
Attention: Morris Long

Subject **Jail Lift Station Quote**

In reference to the submersible pumps, controls, and related components for the lift station for the above project, we are pleased to offer the following:

## Duplex Submersible Pump Lift Station

- 2ea. Barnes Submersible Vortex Pumps Model 4SEV7534L, Standard Construction, 7.5 HP, 460V/3/60, 1750 RPM, with 30 ft. cords, 4" Flanged Discharge.
- 1ea. Duplex DEP Control Panel 7.5 HP, 460 Volt, Three Phase, NEMA 3R 304 Stainless Steel Enclosure, with high water alarm (light, horn, silencer); circuit breakers (Main, Emergency, Motor, Control, GFI); alternating circuit, emergency generator receptacle; Relay Logic, U.L. 508A Listed.

**PRICE: \$15,874.00 plus tax & freight**

Allow 2-4 weeks delivery after approval.  
Price does not include sales tax.  
Prices are valid for 30 days from this date.  
F.O.B.: Factory.

Please contact us with any questions, or if we may receive your valued order.

Sincerely

*Hal Davis*

Approved and accepted for Purchase  
(Subject to engineer's Approval)

---

## **SOUTHEASTERN PUMP**

7029-12 Commonwealth Ave, Jacksonville, FL. 32220  
Phone (904) 425-6931 + Fax (904) 425-6934 + [www.sepump.com](http://www.sepump.com)



**Xylem Water Solutions USA Inc. /  
Flygt Products**

2412 Birds Eye Court Orange Park, FL 32003  
Phone: 239-825-8384 • Fax: 407-904-215-4079

To: City of Bunnell  
Attention: Mike Baldwin

Date: September 30, 2016

Subject: City of Bunnell Correctional Facility  
Quote Number: 2016-APO-1394

We are pleased to offer the following equipment:

- (2) Flygt NP3127.185/489 submersible waste water pumps, 7.5HP, 3/460V, each with 50' of motor cable. Pumps standard construction with hardened high chrome wet ends.
- (2) Labor to drill 8-bolt ANSI pattern in pump volutes to accept customer supplied adapters brackets.
- (1) Duplex 7.5HP/460V control panel, DEP four float control logic, nema 12/3R stainless steel enclosure.
- (1) Startup service by a representative of this company.

**Price: \$21,477.00**

**Exclusions:** WE DO NOT SUPPLY, PIPING, VALVES, GUIDE BARS, PRESSURE GAUGES, DISCONNECTS, JUNCTION BOXES, KELLUMS GRIPS, SURGE PROTECTION EQUIPMENT, SPARE PARTS, LABOR OR ANY OTHER ITEM NOT SPECIFICALLY LISTED ABOVE.

---

PLEASE MAKE PURCHASE ORDERS OUT TO: **XYLEM WATER SOLUTIONS USA, INC.**

**Validity:** THIS QUOTE IS VALID FOR NINETY (90) DAYS UNLESS LONGER TIME AGREED TO IN WRITING.

**Taxes:** State, local, and other applicable taxes are not included in this quotation.

**Freight Terms:** DAP; Jobsite - Full Freight Allowed (per Incoterms 2010)

**Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Payment Terms:** 100% NET 45 DAYS AFTER SHIPMENT DATE.  
(Note: Partial billing will be made on partial shipments)

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

**Schedule:** Please consult your local Flygt branch for submittals and fabrication lead-times.

**Back Charges:** Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of seller.

**Terms & Conditions:** *This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem-inc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made part of the agreement between the parties.*

We thank you for your interest in our equipment and look forward to being of service to you in the near future.



## City of Bunnell, Florida

### Agenda Item No. E.1.

Document Date: 5/9/2017 Amount: N/A  
Department: Community Development Account #: N/A  
Subject: Ordinance 2017-11: Amending the Capital Improvements Element of the Comprehensive Plan. - Second Reading  
Agenda Section: Ordinances: (Legislative):

#### ATTACHMENTS:

| Description                    | Type      |
|--------------------------------|-----------|
| Proposed Ordinance             | Ordinance |
| Goals, Objectives and Policies | Exhibit   |
| Capital Improvements Schedule  | Exhibit   |

#### Summary/Highlights:

This is a request to amend the City's Capital Improvement Element of the Comprehensive Plan.

This item was heard at the May 8, 2017 City Commission meeting. At this meeting the Commission voted to approved the proposed ordinance. This item was advertised in the News Tribune on May 10, 2017.

#### Background:

This is the annual update of Capital Improvement Element of the Bunnell Comprehensive Plan.

From Florida Statute:

***163.3177 Required and optional elements of comprehensive plan; studies and surveys.***

*(3)(b) The capital improvements element must be reviewed by the local government on an annual basis. Modifications to update the 5-year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local comprehensive plan.*

Per Policy 1.1.3 of the Capital Improvements Element, the schedule only includes construction projects in excess of \$10,000.00 and any study which is expected to result in the determination of capital construction needs.

The proposed ordinance updates the 5-year schedule for improvements, facility analysis and capital construction expenditures for the City 2016-2021.

The Planning, Zoning and Appeals Board reviewed this ordinance at its April 18, 2017 meeting and recommended approval.

#### Staff Recommendation:

Adopt Ordinance 2017-11 Amending the Capital Improvements Element of the Comprehensive Plan. - Second Reading.

**City Attorney Review:**

Reviewed and approved.

**Finance Department Review/Recommendation:**

Recommend approval.



## **ORDINANCE 2017-11**

### **AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE CAPITAL IMPROVEMENTS ELEMENT OF THE COMPREHENSIVE PLAN PURSUANT TO CHAPTER 163.3177 F.S.; PROVIDING FOR FINDINGS OF CONSISTENCY; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The City of Bunnell is authorized to amend the Capital Improvements Element of the City of Bunnell Comprehensive Plan in the manner set forth herein; and

**WHEREAS**, the City provided legal notice in accordance with Chapter 166.041(3)(c) F.S. and the City of Bunnell Land Development Code; and

**WHEREAS**, The Planning, Zoning and Appeals Board recommended approval of the amendment at the April 18, 2017 meeting; 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:**

#### **Section 1: FINDINGS.**

Pursuant to 163.3177(3)(b) F.S. the capital improvements element must be reviewed by the local government on an annual basis. Modifications to update the 5-year capital improvement schedule may be accomplished by ordinance and may not be deemed to be amendments to the local comprehensive plan.

#### **Section 2: CITY OF BUNNELL COMPREHENSIVE PLAN AMENDMENT.**

The Capital Improvements Element of the City of Bunnell Comprehensive Plan shall be amended as indicated in Appendix A.

#### **Section 3: CONFLICTING PROVISIONS.**

All conflicting Ordinances and Resolutions, or parts thereof in conflict with this Ordinance, are hereby superseded by this Ordinance to the extent of such conflicts.

#### **Section 4: SEVERABILITY AND APPLICABILITY.**

If any portion of this Ordinance is for any reason held or declared to be unconstitutional, inoperative, or void, such holding shall not affect the remaining portions of this Ordinance. If this Ordinance or any provisions thereof shall be held to be inapplicable to any person, property,

or circumstance, such holding shall not affect its applicability to any other person, property, or circumstance.

**Section 5: EFFECTIVE DATE**

That this Ordinance shall become effective upon its final adoption.

First Reading: Approved on this 8<sup>th</sup> day of May 2017.

Second Reading: Adopted on this 22<sup>nd</sup> day of May 2017.

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

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

Approved for form and content by:

\_\_\_\_\_  
Wade Vose, City Attorney

Seal:

Attest:

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

## **Appendix A**

# **Capital Improvements Element Goals, Objectives & Policies**

# **Capital Improvements Element**

## **Goals, Objectives, and Policies**

163.3177(3)(a)

### **Overall Goal**

The City of Bunnell shall ensure capital facilities are provided to all residents and service areas of the City in a manner which protects the health, safety, and welfare of the public through use of existing facilities and the timely and efficient provision of new and expanded facilities.

### **CIE Objective 1.1 Capital Facility Planning**

To use the Capital Improvements Element as a planning tool to correct existing deficiencies, replace obsolete or worn out facilities, and to accommodate desired future growth.

### **Monitoring and Evaluation of Objective 1.1.**

Whether Bunnell updates its Capital Improvement Element and the corresponding Schedule of Capital Improvements (SCI) on an annual basis.

#### **CIE Policy 1.1.1:**

As part of the City's annual budget cycle, the Bunnell Community Development Department shall prepare an inventory of concurrency related facilities for the purposes of establishing a five-year SCI.

#### **CIE Policy 1.1.2:**

The Schedule of Capital Improvements (SCI) shall be a five year schedule of capital improvements needed to ensure that Bunnell maintains its adopted level of service standards for all concurrency related facilities.

#### **CIE Policy 1.1.3:**

All construction projects in excess of \$10,000 and any study which is expected to result in the determination of capital construction needs shall be included in the Schedule of Capital Improvements.

#### **CIE Policy 1.1.4:**

Bunnell may schedule and fund the capital improvements listed in the SCI in the City's Capital Improvement Program and update the Capital Improvement Element annually, by December 1, to ensure that the capital improvements scheduled will maintain or exceed adopted LOS standards over at least the five year planning horizon.

**CIE Policy 1.1.5:**

After the adoption of the Capital Improvement Program (CIP), Bunnell shall make any changes necessary to update the Capital Improvements Element (CIE).

**CIE Policy 1.1.6:**

Bunnell shall annually adopt a capital budget that includes the projects listed in the first year of the Capital Improvement Program and Schedule of Capital Improvements.

**CIE Policy 1.1.7:**

Bunnell shall make the necessary amendments to the CIE, CIP, and SCI if the date of construction for a project that is relied upon to satisfy adopted LOS standards is changed.

**CIE Policy 1.1.8:**

Bunnell shall include externally funded projects in its CIE if the projects are relied upon to satisfy adopted LOS standards.

**CIE Policy 1.1.9:**

To the extent that it helps facilitate capital facility planning, the City's budgeting office shall continue the practice of distributing and collecting department project request forms.

**CIE Policy 1.1.10:**

Capital improvements shall be evaluated and prioritized according to the following guidelines:

1. Does the capital improvement eliminate possible hazards or protect the health, safety, and welfare of the public or provide the necessary infrastructure as part of a legal requirement or prior commitment?
2. Will the improvement eliminate or correct existing deficiencies, help achieve full use of existing facility, increase capacity of existing facilities to meet future demand, or reduce the necessity for or cost of future improvements?
3. Will or can funds be available for the project? Can operating and maintenance costs associated with the improvement be provided from the annual operating budget?
4. Does the project contribute to or further the achievement of goals, objectives, and policies contained in the elements of this Plan?
5. Will the project provide services to developed areas lacking services, or be a logical extension or expansion of facilities or services within designated service areas?
6. Will the project provide the necessary supporting infrastructure for existing and proposed school facilities in coordination with the Flagler County School Board and the Interlocal Agreement for Public School Facility Planning?

**CIE Policy 1.1.11:**

The City of Bunnell hereby adopts by reference the following documents and plans:

1. City of Bunnell Schedule of Capital Improvements as included herein.
2. Saint Johns Water Management District's 2005 Water Supply Plan, adopted by the Saint Johns Water Management District on February 7, 2006 and amended on ~~October 10, 2006~~ May 12, 2009.
3. Flagler County School District 2016-2020 Work Plan, adopted by the Flagler County School Board in October, 2015.



**CIE Policy 1.1.12:**

Flagler Central Commerce Parkway shall not be funded from ad valorem taxes, fees, assessments, or other local tax payer funds.

**CIE Objective 1.2 Coordination with Land Uses**

To better coordinate land use decisions with available and committed funding sources as identified in capital facility budgets and plans.

**Monitoring and Evaluation of Objective 1.2.**

Whether the policies adopted under this objective were successfully implemented by the City of Bunnell.

**CIE Policy 1.2.1:**

Bunnell shall maintain an up-to-date Concurrency Management System (CMS) and implementing provisions in its land development regulations in order to evaluate whether sufficient capacity exists to serve new development and redevelopment.

**CIE Policy 1.2.2:**

Bunnell shall only issue development orders in accordance with the City's Concurrency Management System in order to ensure that the development will not cause the adopted level of service standard of facilities to not be met.

**CIE Policy 1.2.3:**

The City shall ensure through its concurrency management system established in the Land Development Regulations that any increase in the demand on the infrastructure generated by the proposed development or redevelopment would not reduce the level of service of such facilities below the adopted standards, or that any infrastructure improvements needed to maintain the adopted level of service will be in place in accordance with the following:

For sewer, solid waste, drainage, and potable water facilities, the facilities must be in place no later than the issuance of the certificate of occupancy.

For parks and recreation facilities, the facilities must be in place no later than one year after the issuance of the certificate of occupancy; however, prior to issuance of the certificate of occupancy either a.) the acreage for such facilities shall be dedicated or acquired; or b.) equivalent funds shall be committed for such purpose.

For all transportation facilities, the facilities needed to serve the new development shall be in place or under actual construction within three years after the local government approves a building permit or its functional equivalent that results in traffic generation.

**CIE Policy 1.2.4:**

The City shall ensure that adequate water supplies and facilities are available and in place prior to issuing a certificate of occupancy or its functional equivalent.

**CIE Policy 1.2.5:**

Bunnell shall coordinate proposed land use changes and development with projected fiscal resources and planned capital improvements.

**CIE Policy 1.2.6:**

The City shall aggressively seek all grant opportunities to fund Capital Improvement Program projects tied to desired land use patterns.

**CIE Policy 1.2.7:**

Bunnell shall coordinate planning for city improvements with the plans of state agencies, the Saint Johns River Water Management District (SJRWMD), Flagler County and adjacent municipalities when applicable.

**CIE Policy 1.2.8:**

Bunnell shall construct public facility improvements in a manner that supports efficient, compact, and desirable land development patterns.

**CIE Objective 1.3 Level of Service Standards**

To ensure that all concurrency related facilities are being maintained at the adopted level of service standard.

**Monitoring and Evaluation of Objective 1.3.**

Whether all concurrency related facilities are being maintained at the adopted level of service standard.

**CIE Policy 1.3.1:**

Bunnell shall periodically evaluate its adopted level of service standards to determine if the standards are consistent with the desires of the community and make revisions to the standards as necessary.

**CIE Policy 1.3.2:**

The City adopts the following minimum peak-hour level of service standards for its roadway network:

- Rural Principal Arterial - LOS standard C
- Rural Minor Arterial - LOS standard D
- Rural Minor Collector (Local & County) – LOS standard C
- Emerging SIS Facilities – LOS standard C.

**CIE Policy 1.3.3:**

The City's central potable water system shall be capable of distributing 120 gallons per capita per day for those connected to the system (Adopted by Ordinance 2013-09).

**CIE Policy 1.3.4:**

The City's central sanitary sewer system shall be capable of treating 102.3 gallons per capita per day for those connected to the system (Adopted by Ordinance 2013-09).

**CIE Policy 1.3.5:**

The City's solid waste system shall be capable of collecting and disposing 9.3 pounds per capita per day.

**CIE Policy 1.3.6:**

The City's parks and recreation system shall provide at least 3.0 acres of park land per 1,000 residents.

**CIE Policy 1.3.7:**

The City's stormwater management system shall adequately operate under the conditions of a storm with a 24 hour, 25 year frequency.

**CIE Policy 1.3.8:**

The City of Bunnell shall utilize the following LOS standards in coordination with the School District to implement School concurrency:

1. Elementary: one hundred percent (100%) of permanent Florida Inventory of School Houses (FISH) capacity with State Requirements for Educational Facilities (SREF) utilization factor;
2. Middle: one hundred percent (100%) of permanent FISH capacity with SREF utilization factor;
3. K-8: one hundred percent (100%) of permanent FISH capacity with SREF utilization factor;
4. High: one hundred percent (100%) of permanent FISH capacity with SREF utilization factor; and
5. Special Purpose: one hundred percent (100%) of permanent FISH capacity with SREF utilization factor.

**CIE Policy 1.3.9:**

The City, in coordination with the School District, shall allow relocatables to be utilized to maintain the LOS standards on a temporary basis when construction to increase capacity is planned and in process. The temporary capacity provided by relocatables shall not exceed twenty (20%) of the permanent FISH capacity and shall be used for a period not to exceed five (5) years. Relocatables may also be used to accommodate capacity utilized for any specific education/development programs as required by law and/or adopted by the School Board.

**CIE Objective 1.4 Proportionate Fair Share Payments and Impact Fees**

To maintain a fair system where developers/land owners will bear a proportionate cost of facility improvements necessitated by proposed development in order to adequately maintain adopted level of service standards.

### **Monitoring and Evaluation of Objective 1.4.**

1. Whether the City of Bunnell maintains a proportionate fair share system in its Land Development Code which allows developers to proceed under certain conditions, notwithstanding the failure of concurrency, by contributing their proportionate fair-share of the cost of the facility.
2. Whether the City continues to maintain impact fees which are adequate to pay for its existing capital facilities.

#### **CIE Policy 1.4.1:**

Bunnell shall use capital facility cost estimates and/or city-adopted or state approved development impact methodologies to determine and assess proportionate fair share payments and dedications.

#### **CIE Policy 1.4.2:**

Bunnell shall periodically evaluate its impact fees to determine if collections are adequate to pay for its existing capital facilities.

#### **CIE Policy 1.4.3:**

Bunnell shall continue to support the Flagler County Recreation Impact Fee by verifying that the required fee has been paid prior to the issuance of a development order by the City.

### **CIE Objective 1.5 Financial Controls**

To exercise sound fiscal management practices to ensure the long term health of the community and to ensure the necessary capital facility improvements are provided for existing and future development.

### **Monitoring and Evaluation of Objective 1.5.**

Whether the City has adopted a financially feasible five-year Capital Improvements Program (Adopted by Ordinance 2013-09).

#### **CIE Policy 1.5.1:**

The City shall issue municipal bonds or borrow funds for municipal purposes only to the extent authorized by and subject to the limitations provided for in Florida Statutes and Municipal Home Rule Law.

#### **CIE Policy 1.5.2:**

The Financial Services Director shall review all proposed capital improvement projects and make a recommendation to the City Manager concerning the City's ability to finance such proposals. The recommendation shall include a review of the following:

1. Ability to use an existing revenue stream.
2. Ability to use impact fees or proportionate share payments.
3. Assessment of whether bonding is appropriate and the likelihood of getting a bond approved by voters of the City.
4. Availability of grant funds.

**CIE Policy 1.5.3:**

The term for repayment of any debt supporting public capital facility improvements shall not exceed the expected and useful life of the facility.

**CIE Policy 1.5.4:**

Before funding any public capital facility improvement, the City shall assess the impact of maintenance and operations costs anticipated to be generated by that facility.

**CIE Policy 1.5.5:**

Bunnell shall maximize its use of grant funds as a supplement to local revenue sources.

**CIE Policy 1.5.6:**

Prior to funding any public capital improvements, the City shall evaluate what opportunities the improvement may create (e.g., the need for sewer or water main extensions shall be considered when roadway improvements are planned in order to minimize the cost and disruption caused by the construction).

**CIE Policy 1.5.7:**

The City shall replace or renew capital facilities as necessary to protect the public's health, safety, and welfare, and to ensure that the adopted level of service standards are maintained.

**CIE Objective 1.6 Public Expenditures in Designated Flood Prone Areas**

To discourage public capital facility improvements in the designated flood prone areas.

**Monitoring and Evaluation of Objective 1.6**

Whether the policies adopted under this objective were successfully implemented by the City of Bunnell.

**CIE Policy 1.6.1:**

Bunnell shall fund and construct public capital facility improvements in the designated flood prone areas only to the extent that it supports existing development patterns and will not encourage additional or more intensive development.

**CIE Policy 1.6.2:**

The designated flood prone areas shall mean those areas inundated by water during a 100 year flood as depicted on the City's flood prone area map.

**CIE Policy 1.6.3:**

Public expenditures in the designated flood prone area shall be limited to the following:

1. Maintenance of existing facilities.
2. Improvements designed to improve the efficiency of existing facilities.
3. Replacement of obsolete or worn out facilities.
4. Limited Recreational Facilities.



5. Water quality and supply improvement facilities.
6. New construction and/or expansion of arterial and collector streets.

**CIE Policy 1.6.4:**

Construction of all public capital facilities must conform to the floodplain regulations adopted by the City of Bunnell.

**Schedule of Capital Improvements, FY2016-2021**

|   | <b>Policy/ Plan<br/>Implementation</b>              | <b>FY16/17</b>                                       | <b>FY17/18</b>                                     | <b>FY18/19</b>   | <b>FY19/20</b>   | <b>FY20/21</b>   | <b>Proposed<br/>funding in:</b> |
|---|---|--|--|------------------|------------------|------------------|---------------------------------|
| Water System CIP                            | Infrastructure<br>Element Policy 4.1.4              | \$327,250  | \$353,250  | \$80,000         | \$106,000        | \$106,000        | Enterprise<br>Fund              |
| Water Treatment<br>Plant R&R                | Infrastructure<br>Element Policy 4.1.4              | \$33,000   | \$15,000   | \$43,000         | \$30,000         | \$30,000         | Enterprise<br>Fund              |
| Sewer System CIP                            | Infrastructure<br>Element Policy 1.1.8              | \$638,520  | \$430,650  | \$113,500        | \$87,500         | \$87,500         | Enterprise<br>Fund              |
| Wastewater<br>Treatment Plant R&R           | Infrastructure<br>Element Policy 1.1.8              | \$50,000   | \$50,000   | \$125,000        | \$105,000        | \$170,000        | Enterprise<br>Fund              |
| <u>Reclaim Water Line<br/>Extension</u>     | <u>Infrastructure<br/>Element Policy<br/>1.2.10</u> | <u>\$247,500</u>                                     | <u>\$247,500</u>                                   | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>       | <u>REDI Grant</u>               |
| Sewer Collection<br>System R&R              | Infrastructure<br>Element Policy 1.1.8              | \$61,000   | \$61,000   | \$72,000         | \$49,000         | \$62,000         | Enterprise<br>Fund              |
| Stormwater Master<br>Plan                   | Infrastructure<br>Element Policy 3.1.1              | \$0  | \$0  | \$0              | \$0              | \$0              | General Fund                    |
| Stormwater Culverts<br>Repair & Replacement | Infrastructure<br>Element Policy 3.1.3              | \$0  | \$0  | \$0              | \$0              | \$0              | General Fund                    |
| <b>Subtotal (this page)</b>                 |   | <b><del>\$1,109,770</del><br/><u>\$1,357,270</u></b> | <b><del>\$909,900</del><br/><u>\$2,006,300</u></b> | <b>\$433,500</b> | <b>\$377,500</b> | <b>\$455,500</b> |                                 |

City of Bunnell  
Capital Improvements Element  
Goals, Objectives and Policies Adopted by Ordinance 2011-22 unless Otherwise Indicated

|  | Policy/ Plan Implementation              | FY16/17                                      | FY17/18                                     | FY18/19                                  | FY19/20                                  | FY20/21                                  | Proposed funding in:      |
|--|--|--|---|--|--|--|---------------------------|
| Stormwater Ditch & Swale Rework                  | Infrastructure Element Policy 3.1.3      | \$0  | \$0   | \$0                                      | \$0                                      | \$0                                      | General Fund              |
| Sewer Collection System R&R                      | Infrastructure Element Policy 1.1.8      | <del>\$613,651</del><br><u>\$200,000</u>     | <del>\$0</del><br><u>\$500,000</u>          | \$0                                      | \$0                                      | \$0                                      | CDBG Grant                |
| <del>Solid Waste No Improvements Scheduled</del> | N/A                                      | \$0  | \$0   | \$0                                      | \$0                                      | \$0                                      | <del>Not Applicable</del> |
| Sidewalk Repair & Replacement                    | Traffic Circulation Element Policy 1.7.8 | \$0  | \$0   | \$0                                      | \$0                                      | \$0                                      | General Fund              |
| Street Paving/Resurfacing                        | Traffic Circulation Element Policy 1.1.1 | <del>\$586,174</del><br><u>\$105,000</u>     | \$502,386                                   | <del>\$688,603</del><br><u>\$105,000</u> | <del>\$674,552</del><br><u>\$105,000</u> | <del>\$674,552</del><br><u>\$105,000</u> | General Fund              |
| Flagler Central Commerce Parkway                 | Future Land Use Element Policy 10.3      | \$1,941,866                                  | <del>\$1,941,866</del><br><u>\$0</u>        | \$0                                      | \$0                                      | \$0                                      | General Fund <sup>1</sup> |
| <b>Subtotal (this page)</b>                      |  | <del>\$3,141,691</del><br><u>\$2,246,866</u> | <del>\$2,44,252</del><br><u>\$1,002,386</u> | <del>\$688,603</del><br><u>\$105,000</u> | <del>\$674,522</del><br><u>\$105,000</u> | <del>\$674,552</del><br><u>\$105,000</u> |                           |

<sup>1</sup> Per Capital Improvements Element Policy 1.1.12, Flagler Central Commerce Parkway shall not be funded from ad valorem taxes, fees, assessments, or other local tax payer funds. Only pass through funds from Federal Earmark SAFETEA-LU #F172 will be spent by the City on this project.

City of Bunnell  
Capital Improvements Element  
Goals, Objectives and Policies Adopted by Ordinance 2011-22 unless Otherwise Indicated

|   | Policy/ Plan<br>Implementation                     | FY16/17                | FY17/18                 | FY18/19           | FY19/20           | FY20/21           | Proposed<br>funding in:                |
|---|--|------------------------|-------------------------|-------------------|-------------------|-------------------|--|
| <b>Parks and Recreation</b>                       |  |                        |                         |                   |                   |                   |  |
| Heritage Trail Pocket<br>Park (Phase I)           | Recreation & Open<br>Space Element<br>Policy 1.1.2 | \$29,000               | \$0                     | \$0               | \$0               | \$0               | FRDAP Grant                            |
| Booe Street Park<br>(Phase I)                     | Recreation & Open<br>Space Element<br>Policy 1.1.2 | \$50,000               | \$0                     | \$0               | \$0               | \$0               | FRDAP Grant                            |
| Eddie Johnson Park<br>Upgrade                     | Recreation & Open<br>Space Element<br>Policy 1.1.2 | \$0                    | \$50,000                | \$0               | \$0               | \$0               | General Fund                           |
| <b>City Facilities/Buildings</b>                  |  |                        |                         |                   |                   |                   |  |
| <u>Bunnell<br/>Administration<br/>Complex</u>     | N/A  | <u>\$0</u>             | <u>\$50,000</u>         | <u>\$0</u>        | <u>\$0</u>        | <u>\$0</u>        | <u>Hazard<br/>Mitigation<br/>Grant</u> |
| <b>Public Schools</b>                             |  |                        |                         |                   |                   |                   |  |
| <i>No Capacity<br/>Improvements<br/>Scheduled</i> | N/A  | \$0                    | \$0                     | \$0               | \$0               | \$0               | General Fund                           |
| <b><u>Subtotal (this page)</u></b>                |  | <b><u>\$79,000</u></b> | <b><u>\$100,000</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> | <b><u>\$0</u></b> |  |

City of Bunnell  
Capital Improvements Element

Goals, Objectives and Policies Adopted by Ordinance 2011-22 unless Otherwise Indicated

|                    | Policy/ Plan<br>Implementation | FY16/17                                      | FY17/18                                      | FY18/19                                    | FY19/20                                    | FY20/21                                    | Proposed<br>funding in: |
|--------------------|--------------------------------|--|--|--|--|--|-------------------------|
| <u>Grand Total</u> |                                | <del>\$4,330,461</del><br><u>\$3,683,136</u> | <del>\$3,404,152</del><br><u>\$3,108,686</u> | <del>\$1,122,103</del><br><u>\$538,500</u> | <del>\$1,052,052</del><br><u>\$482,500</u> | <del>\$1,130,052</del><br><u>\$560,500</u> |                         |



## City of Bunnell, Florida

### Agenda Item No. E.2.

Document Date: 5/11/2017 Amount: N/A  
Department: Fire Account #: N/A  
Subject: Ordinance 2017-12: Amending Code of Ordinance Chapter 34 Firefighter's Pension Plan. - Second Reading  
Agenda Section: Ordinances: (Legislative):

#### ATTACHMENTS:

| Description       | Type      |
|-------------------|-----------|
| Ordinance 2017-12 | Ordinance |
| Actuary Statement | Exhibit   |

#### Summary/Highlights:

Allow the part time Fire Chief's position to opt out of the Firefighter's pension plan.

This item was heard at the May 8, 2017 City Commission meeting. At this meeting the Commission voted to approved the proposed ordinance. This item was advertised in the News Tribune on May XX, 2017.

#### Background:

Currently the Firefighter's pension plan requires that all volunteers and the part-time Fire Chief become members of the plan. The new Fire Chief does not wish to join the plan as he already receives retirement from another Government agency. This ordinance changes the Firefighter's pension plan such that the part time Chief position is allowed to opt out of the plan. The ordinance's effective date is retroactive to March 1, 2017, the start date of the City's new Fire Chief.

#### Staff Recommendation:

Adopt Ordinance 2017-12 Amending Code of Ordinance Chapter 34 Firefighter's Pension Plan. - Second Reading

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

Attached is a statement from the pension plan's actuary that indicates there is no monetary impact to the plan from this change.



**ORDINANCE NO: 2017-12**

**AN ORDINANCE OF THE CITY OF BUNNELL, AMENDING CHAPTER 34, FIRE PREVENTION AND PROTECTION, ARTICLE II, VOLUNTEER FIRE DEPARTMENT, DIVISION 2, RETIREMENT SYSTEM, OF THE CODE OF ORDINANCES OF THE CITY OF BUNNELL; AMENDING SECTION 34-72, MEMBERSHIP; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1:** That Chapter 34, Fire Prevention and Protection, Article II, Volunteer Fire Department, Division 2, Retirement System, of the Code of Ordinances of the City of Bunnell, is hereby amended by amending Section 34-72, Membership, subsection (a), *Conditions of Eligibility*, to read as follows:

\* \* \*  
\* \*

(a) *Conditions of Eligibility.* All firefighters as of the effective date, and all future new firefighters, shall become members of this system as a condition of employment. Notwithstanding the previous sentence, a new employee who is hired as fire chief may, upon employment as fire chief, notify the board and the city, in writing, of his election to not be a member of the system. Current employees of the city who are selected to become fire chief are not eligible for the opt-out provided for herein. In the event of any such election, the fire chief shall be barred from future membership in the system. Thereafter, contributions to the plan in accordance with Section 34-75 shall not be required, he shall not be eligible to be elected as a member trustee on the board or vote for a member trustee, and he shall not be eligible for any other benefits from the plan.

\* \* \*  
\* \*

**SECTION 2:** All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

**SECTION 3:** If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under this application shall not be affected thereby.

**SECTION 4:** That this Ordinance shall become effective retroactively to March 1, 2017. PASSED ON FIRST READING, this 8<sup>th</sup> day of May, 2017.

PASSED AND ADOPTED ON SECOND READING, this \_\_\_\_ day of \_\_\_\_ 2017.

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

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

Approved for form and content by:

\_\_\_\_\_ Date \_\_\_\_\_  
Wade Vose, City Attorney

Attest:

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

April 26, 2017

VIA EMAIL

Ms. Stella Gurnee  
Bunnell Firefighters' Retirement System  
1800 Old Moody Boulevard  
Bunnell, FL 32110

Re: City of Bunnell Firefighters' Retirement System

Dear Stella:

In response to Scott Christiansen's email dated April 4, 2017, we have reviewed the proposed Ordinance (identified on page 2 as dm\bun\fire\04-04-17.ord) amending the Plan to allow future fire chiefs to Opt-out of the system. We have determined that this change will have no immediate impact on the Plan's funding requirements.

Because the changes do not result in a change in the valuation results, it is our opinion that a formal Actuarial Impact Statement is not required in support of its adoption. However, since the Division of Retirement must be aware of the current provisions of all public pension programs, it is recommended that you send a copy of this letter and a copy of the fully executed Ordinance to each of the following offices:

Mr. Keith Brinkman  
Bureau of Local Retirement Systems  
Division of Retirement  
P. O. Box 9000  
Tallahassee, FL 32315-9000

Ms. Sarah Carr  
Municipal Police and Fire  
Pension Trust Funds  
Division of Retirement  
P.O. Box 3010  
Tallahassee, FL 32315-3010

If you have any questions, please let me know.

Sincerely,



Patrick T. Donlan, EA, ASA, MAAA  
PTD/tb



## City of Bunnell, Florida

### Agenda Item No. F.1.

Document Date: 5/10/2017 Amount: \$753,543  
Department: Finance Account #: Various  
Subject: Resolution 2017-10: Budget Amendment  
Agenda Section: Resolutions: (Legislative):

#### ATTACHMENTS:

| Description        | Type       |
|--------------------|------------|
| Exhibit A          | Exhibit    |
| Resolution 2017-10 | Cover Memo |

#### Summary/Highlights:

Amend the General fund, Water Sewer fund, and Solid Waste fun budgets for additional anticipated revenues.

#### Background:

The City of Bunnell City Commission has approved the acceptance of the St. John's Water Management District (SJWMD) grant for a reclaim water line extension. Also the City of Bunnell has approved the acceptance of Federal and State Debris removal public assistance grant for Hurricane Matthew. In addition the City staff a conducted a review of General Fund revenues and unanticipated revenue collections. This resolution identifies all of these revenue sources and their corresponding expenses.

#### Staff Recommendation:

Recommend approval of Budget Resolution 2017-10.

#### City Attorney Review:

#### Finance Department Review/Recommendation:

Recommend approval of Budget Resolution 2017-10.

## COMPOSITE EXHIBIT A

Resolution Number: 2017-10

FY2017                                  General Fund 001  
PREPARED:                              5/10/2017  
FINANCE:                                Stella L. Gurnee

|                    |
|--------------------|
| APPROVED<br>BUDGET |
|--------------------|

REVENUES:

|                          |       |
|--------------------------|-------|
| Recording Fees           | 264   |
| School Impact Admin Fees | 1,942 |
| Surplus Property         | 3,500 |
| Donation                 | 4,425 |
| Rental                   | 6,143 |
| Insurance Proceeds       | 8,690 |
| Building Permit Fees     | 7,698 |

|                        |               |
|------------------------|---------------|
| <b>TOTAL REVENUES:</b> | <b>32,662</b> |
|------------------------|---------------|

EXPENDITURES:

|                       |       |
|-----------------------|-------|
| Finance               | 6,143 |
| Police Services       | 7,925 |
| Public Works          | 8,690 |
| Community Development | 9,904 |

|                           |               |
|---------------------------|---------------|
| <b>TOTAL EXPENDITURES</b> | <b>32,662</b> |
|---------------------------|---------------|

COMPOSITE EXHIBIT A

Resolution Number: 2017-10

FY2017  
PREPARED: Water Sewer Operating  
FINANCE: 5/10/2017  
Stella L. Gurnee

|                    |
|--------------------|
| APPROVED<br>BUDGET |
|--------------------|

REVENUES:

|                        |                       |
|------------------------|-----------------------|
| Sewer Impact Fees      | 79,000                |
| State Grant            | <u>495,000</u>        |
| <b>TOTAL REVENUES:</b> | <b><u>574,000</u></b> |

EXPENDITURES:

|                            |                       |
|----------------------------|-----------------------|
| Engineering                | 79,000                |
| Sewer Capital Expenditures | <u>495,000</u>        |
| <b>TOTAL EXPENDITURES</b>  | <b><u>574,000</u></b> |



COMPOSITE EXHIBIT A

Resolution Number: 2017-10

FY2017  
PREPARED: Solid Waste Fund  
FINANCE: 5/10/2017  
Stella L. Gurnee

|                    |
|--------------------|
| APPROVED<br>BUDGET |
|--------------------|

REVENUES:

|                        |                              |
|------------------------|------------------------------|
| Federal Grant          | 144,962                      |
| State Grant            | <u>1,919</u>                 |
| <b>TOTAL REVENUES:</b> | <b><u><u>146,881</u></u></b> |

EXPENDITURES:

|                           |                              |
|---------------------------|------------------------------|
| Contract Services         | <u>146,881</u>               |
| <b>TOTAL EXPENDITURES</b> | <b><u><u>146,881</u></u></b> |

## RESOLUTION 2017-10

**A RESOLUTION OF THE CITY OF BUNNELL, FLORIDA AMENDING THE FISCAL YEAR 2016-2017 GENERAL FUND ANNUAL OPERATING BUDGET, RECOGNIZING REVENUES IN THE ESTIMATED AMOUNT OF \$753,543; SETTING FORTH EXPENDITURES IN AN EQUIVALENT AMOUNT; AMENDING RESOLUTION 2016-18, RESOLUTION 2017-04, RESOLUTION 2017-05 AND RESOLUTION 2017-09 AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bunnell City Commission adopted Resolution 2016-18 approving the Annual Operating Budget for Fiscal Year 2016-2017 and Resolution 2017-04, 2017-05, and 2017-09 amending the Annual Operating budget; and

**WHEREAS**, the City of Bunnell City Commission has approved the acceptance of the St. John's Water Management District (SJWMD); and the City of Bunnell has approved the acceptance of Federal and State Debris removal public assistance grant for Hurricane Matthew; and the City staff a conducted a review of General Fund revenues; and

**WHEREAS** the City of Bunnell City Commission desires to adjust the General fund, Water and Sewer fund, and Solid Waste fund operating budgets.

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

**SECTION 1. BUDGET AMENDMENT.** The City Commission of the City of Bunnell amends the Fiscal Year 2016-2017 General Fund Operating Budget by revising as specified in Exhibit A attached hereto, which reflects revenues and corresponding expenditures for the designated events.

**SECTION 2. EFFECTIVE DATE.** The Budget item adopted in the preceding section shall govern the expenditures relating to operations and projects for the City during the current fiscal year effective October 1, 2016 through September 30, 2017.

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

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

**PASSED and ADOPTED** at the meeting of the City Commission of the City of Bunnell, on the 22th day of May 2017.

**CITY OF BUNNELL, FLORIDA**

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

**ATTEST:**

**Approved as to Form:**

\_\_\_\_\_  
Sandi Bolser, City Clerk

\_\_\_\_\_  
Wade Vose, City Attorney

**Seal:**

Attachments: Exhibit A



## City of Bunnell, Florida

### Agenda Item No. F.2.

Document Date: 5/11/2017 Amount: \$18,537.53  
Department: Public Works and Parks/Rec Account #: 001-3449000  
Subject: Resolution 2017-11: Approve and execute the FDOT Lighting, Maintenance & Compensation Agreement  
Agenda Section: Resolutions: (Legislative):

#### ATTACHMENTS:

| Description   | Type       |
|---|------------|
| FDOT Lighting Contract AM-263                                 | Contract   |
| Resolution 2017-11 State Highway Maintenance and Compensation | Resolution |

#### Summary/Highlights:

Executing the state highway Lighting, Maintenance and Compensation Agreement (FY 17/18).

#### Background:

This is the annual Highway Lighting and Maintenance and Compensation Agreement (Contract AM-263) This contract requires a signed work order, notarized signature of the Compensation Agreement Certification and resolution, (Copy attached).

This contract assists the City with the expenses of maintenance of highway lighting on State roads.

#### Staff Recommendation:

Approve and execute all related documents of the State Highway Lighting, Maintenance, and Compensation Agreement Work Order (FY17/18) Contract Number AM-263.

#### City Attorney Review:

Reviewed and approved.

#### Finance Department Review/Recommendation:

This contract provides revenue to the General fund for State Highway lighting. Recommend approval.



*Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

1650 North Kepler Road  
DeLand, FL 32724

**Rachel Cone**  
SECRETARY

May 3, 2017

Mary Ann Atwood  
City of Bunnell  
P.O. Box 756  
Bunnell, Florida 32110

Re: **State Highway Lighting, Maintenance, and Compensation Agreement Work Order (FY 17/18)**  
**Financial Project ID: 413615-5-78-02**  
**Contract Number: AM-263**  
**FEID No.: VF-596000285-006**  
**Work Order for Fiscal Year 17/18**  
**Resolution No.: 2016-08**

Dear Ms. Atwood:

You are hereby authorized to perform maintenance of the State Highway Lighting Systems within your jurisdiction in accordance with the terms and conditions of the State Highway Lighting, Maintenance, and Compensation Agreement.

The total compensation for Fiscal Year 17/18 paid under this **Work Order is \$18,537.53**. This amount reflects a 3% increase per unit cost from the previous year. The compensation period for this work order will begin from **July 1, 2017, and expire June 30, 2018**.

**Please execute and/or return the following documents directly to this office in the enclosed self-addressed envelope. In order to guarantee availability of funds, these documents must be returned to this office no later than June 7, 2017.**

- **Sign this original work order confirming receipt and agreement of the compensation terms listed above and return.**
- **Sign and have notarized, the enclosed State Highway Lighting, Maintenance, and Compensation Agreement Certification and return.**
- **If the Resolution referenced above is no longer current, return a copy of your current Resolution.**

State Highway Lighting, Maintenance and Compensation Agreement Work Order (FY 17/18)

Contract Number: **AM-263**

Page Two:

**If you wish to receive payment for the Fiscal Year 16/17 Work Order, please submit an invoice to this office anytime after May 19, 2017. Invoices for Fiscal Year 16/17 must be received no later than December 27, 2017.** Per the State Highway Lighting, Maintenance, and Compensation Agreement paragraph 2.c. which states: "Invoices may be submitted anytime after May 19<sup>th</sup> of the fiscal year in which the services were provided, but no later than 180 days after the end of the fiscal year. Payment shall be made in one lump sum as provided in paragraph 4 hereof."

A sample invoice is attached for your information. Please verify that all information contained on the sample invoice is included on your invoice.

If you have any questions, please contact: Jerry K Harville at (386) 740-3425.

Attachments: State Highway Lighting, Maintenance, and Compensation Agreement Certification  
Sample Invoice

#### **MAINTAINING AGENCY**

#### **FLORIDA DEPARTMENT OF TRANSPORTATION**



Ron Meade P.E.,  
Deland Operations Engineer

Concurrence By: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# STATE HIGHWAY LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT CERTIFICATION

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

\_\_\_\_\_, hereby certify that the State Highway Lighting  
(Local Maintaining Agency)

Facilities for Financial Project ID: \_\_\_\_\_, Contract No.: \_\_\_\_\_

In \_\_\_\_\_ County (Counties)

were performed to keep all Facilities fully operating, properly functioning, with a minimum of 90% of the lights burning for any lighting type (ex. high mast, standard, underdeck, sign) on the roadway system at all times for their normal expected useful life in accordance with the original design thereof, whether necessitated by normal wear and tear, accidental or intention damage, or acts of nature.

All maintenance was performed in accordance with Agreement terms and according to the Manual of Uniform Traffic Control Devices; all other applicable local, state or federal laws, rules, resolutions or ordinances and FDOT procedures.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

State of Florida

County of \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary Public, State of \_\_\_\_\_ at large.

My Commission expires \_\_\_\_\_

SAMPLE

Invoice No.

1

INVOICE

Customer

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State FL ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Fiscal Year \_\_\_\_\_

County \_\_\_\_\_

F.I.D.# \_\_\_\_\_

| Qty | Description  |          | TOTAL  |
|-----|--|----------|--------|
| 1   | LUMP SUM   |          | \$0.00 |
|     | State Highway Lighting, Maintenance, and Compensation Agreement Certification must accompany this invoice. |          |        |
|     |  | SubTotal | \$0.00 |
|     |  |          |        |
|     |  | TOTAL    | \$0.00 |

Contract #

F.I.D. #

CONTRACT #

① NEED INVOICE

\* DATE OF SERVICE - 7-1-16 thru 6-30-17

Highway Lighting , Maintenance, and Compensation Agreement

To: Richard.Grooms@dot.state.fl.us

**FLORIDA DEPARTMENT OF TRANSPORTATION  
FUNDS APPROVAL**

**AM263**

**5/2/2017**

**CONTRACT INFORMATION**

|  |  |
|--|--|
| <b>Contract:</b>                         | AM263                                  |
| <b>Contract Type:</b>                    | AK - PROJ PARTICIPATION (PROJ PART)    |
| <b>Method of Procurement:</b>            | G - GOVERNMENTAL AGENCY (287.057,F.S.) |
| <b>Vendor Name:</b>                      | CITY OF BUNNELL UTILITY DEPT           |
| <b>Vendor ID:</b>                        | F596000285006                          |
| <b>Beginning Date of This Agreement:</b> | 10/17/2002                             |
| <b>Ending Date of This Agreement:</b>    | 06/30/2018                             |
| <b>Contract Total/Budgetary Ceiling:</b> | ct = \$204,771.00                      |
| <b>Description:</b>                      | 41361557202;41361557202;               |

**FUNDS APPROVAL INFORMATION**

**FUNDS APPROVED/REVIEWED FOR ROBIN M. NAITOVE, CPA, COMPTROLLER ON 5/2/2017**

|                                |              |
|--------------------------------|--------------|
| <b>Action:</b>                 | Supplemental |
| <b>Reviewed or Approved:</b>   | *REVIEWED    |
| <b>Organization Code:</b>      | 55054030511  |
| <b>Expansion Option:</b>       | A1           |
| <b>Object Code:</b>            | 242059       |
| <b>Amount:</b>                 | \$18,537.53  |
| <b>Financial Project:</b>      | 41361557802  |
| <b>Work Activity (FCT):</b>    | 787          |
| <b>CFDA:</b>                   |              |
| <b>Fiscal Year:</b>            | 2018         |
| <b>Budget Entity:</b>          | 55150200     |
| <b>Category/Category Year:</b> | 088712/18    |
| <b>Amendment ID:</b>           | S016         |
| <b>Sequence:</b>               | 00           |
| <b>User Assigned ID:</b>       | 18           |
| <b>Enc Line (6s)/Status:</b>   | /04          |

**Total Amount: \$18,537.53**

**\*Reviewed Funds Approval and encumbrance processing is contingent upon Annual Legislative appropriation.**

## **RESOLUTION 2017-11**

**A RESOLUTION OF THE CITY OF BUNNELL, FLORIDA, EXECUTING THE STATE HIGHWAY LIGHTING, MAINTENANCE & COMPENSATION AGREEMENT (Contract No. AM-263) BETWEEN THE CITY OF BUNNELL AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO HEREBY AUTHORIZE THE CITY TO PERFORM MAINTENANCE OF THE STATE HIGHWAY LIGHTING SYSTEMS WITHIN OUR JURISDICTION.**

**Whereas**, the City Commission of the City of Bunnell, Florida approved for City Staff to pursue Contract #AM-263 between the City of Bunnell and FDOT to perform maintenance of the State Highway Lighting Systems; and,

**Whereas**, the City Commission of the City of Bunnell, Florida, has authorized the Mayor to execute said Agreement with FDOT.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA HEREBY AGREES TO EXECUTE CONTRACT NO. AM-263.**

**PASSED AND ADOPTED by the City of Bunnell, Florida this 22nd day of May 2017.**

CITY OF BUNNELL, FLORIDA

---

Catherine D. Robinson, Mayor

Approved as to Form & Content:

---

Wade Vose, City Attorney

Attest:

---

Sandra Bolser, City Clerk

**Seal:**



## City of Bunnell, Florida

### ATTACHMENTS:

Description

City Manager's Monthly Report

Type

Cover Memo



# City Manager's Monthly Report



Dan Davis  
City Manager

May 2017

## Community Development Department

### Community Development Updates:

- April 5<sup>th</sup> Grand Opening of the Dacom Homes Village Maisonettes.



Dacom Grand Opening

- Prepared and submitted the compliance report for 601 Deen Road to the Circuit Court.
- Completed interviews for the Community Development Coordinator.
- Issued the building permits for the houses approved for the RCMP grant- total of 7 residential repair permits.
- Issued and released 5 single family residential building permits for the DR Horton Grand Reserve build-out.
- Worked on preparing and issuing 8 more single family residential building permits for the DR Horton Grand Reserve build-out.
- Attended the Stor-It Self Storage 3700 E. Moody Blvd. Grand Opening & Ribbon cutting. This 1.5 million dollar+ project received it's Certificate of Occupancy in March 2017.





## PZA Report

### The following items were on the April 18, 2017 PZA Agenda:

- Variance Request to reduce the rear & side setbacks from 10 feet to 1 foot at 303 N. Anderson St.: The applicant requested permission to reduce 2 setbacks to allow for the installation of a 12' x 24' foot shed. This item was advertised in the News Tribune and notification letters were sent to all property owners within 300 feet of the property. This request was approved by the Board.
- Special Exception Request to allow a church to operate on property on E. Woodland St. in the R-1, Single Family Residential zoning district: The applicant requested permission to build and operate a church on vacant property with a R-1, Single Family Residential zoning designation. The residents of Colony Park filed a petition opposing the request at the start of the meeting. A few residents also spoke during public comments to voice their opposition to the request and project. The Board discussed several issues which may impact the development of this property. The Board voted to continue this matter to their next scheduled meeting to allow the applicant to provide additional information about the property and surrounding area.
- Ordinance 2017-XX: Amending the Capital Improvements Element of the Comprehensive Plan. The proposed ordinance was the required annual update of the City's Capital Improvements Element. The Board voted to recommend approval of the ordinance. This issue may have already appeared on a Commission agenda.

### Code Amendment Update:

- Code Amendment Update:
- The second City Commission Workshop was held April 10, 2017. This concluded the workshops to discuss amendments to Bunnell codes for the time being. If needed, additional workshops will be scheduled.
- First Reading for the amendment to the code section dealing with the consumption of alcohol in public places was heard and approved at the April 24, 2017 City Commission meeting. Second Reading to scheduled for the May 8<sup>th</sup> meeting.
- Staff is working with the City Attorney to determine the amendments needed in Chapter 26-Environment. Plans are to address amendments in one ordinance.
- Staff will continue to research other jurisdictions and incorporate Commissioner recommendations into the identified codes.

## Police Department



- Moved into the “new” Police facility, south end of City Hall.
- Bunnell Police Department was represented and the Proclamation Reading for National Crime Victims Week.



- Competed in the Cowboy Fast Draw with Sheriff Rick Staly, FCSO and Lt. Randy Doyle, Flagler Beach PD in Fund raiser event. \$240.00 was raised for Bunnell Boy Scout Troop 400.
- Chief provided Breakfast for the Communications Center personnel for National Tele-Communications week.

## Fire Department

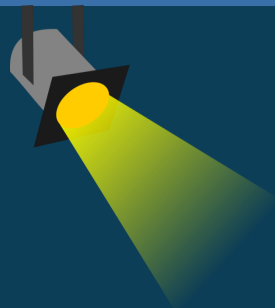
- Continuing to inventory and assess all equipment and fleet.
- Removed old Woods 63 Truck from service.
- Completed the Insurance Service Office (ISO) rating assessment. ISO is an organization that tracks property and casualty insurance risk, evaluates and rates a community's ability to handle fires. The results will not be available until September.
- Completed half of the hose testing as mandated by the ISO.
- Repainted the red trim on the fire station .

### City Clerk:

- Published the May 2017 Quarterly City Newsletter .
- Responded to the 2017 FLC CityStats Survey and the 2017 Census of Governments Survey of Public Employment and Payroll.

### Human Resources:

- Hosted a successful Health Fair.
- Completed all open enrollment changes.
- Big Red Bus Blood Drive—12 Donors.
- Processed 1 new hire.



Please welcome the  
City's new Police Officer  
Michelle Wichman.

### Information Technology

- Coordinated with Finance and vendors to determine replacement costs for the damages to equipment due to the water damages in Bldg 1.
- Assisted with the review of fee codes and calculations.
- Assisted with the issuance of Building Permits for DR Horton in Grand Reserve.
- Coordinated with Tyler Technologies to create a test database in Version 9 and linked it to the Version 10 database for training and testing purposes.
- Flagler County has indicated they want our users off of their system so we purchased and installed new Virtual Private Network (VPN) software for the Police Department and Fire Department.
- Coordinated with all departments and the Mayor, on the creation of the "State of the City" PowerPoint presentation.
- Updated the City Organizational Chart.
- Worked with Public Works to establish costs to re-deploy an existing video recorder to deter vandalism at EJ Park; and a new security camera system for the J. B. King Park.
- Moved servers, and reestablished network connections for the Police Department's new offices in Bldg. 1
- Assisted HR in developing multiple Excel spreadsheets for the City's Pay Plan for an upcoming Commission agenda.
- Reviewed Incode training PowerPoints from prior years with Finance and scheduled Budget Input classes for next month.

## Public Works

### Public Works Projects:

- Completed the PD build-out.
- Roof repairs continue on Building 1
- Staffing hours have been changed to cover the parks on the weekends to curtail vandalism and ensure the facilities are cleaned and ready between weekend rentals.
- Staff assisted the Epic Church with repainting the Versie Lee Mitchell Community Center.
- Pine straw is being tested for weed control in the center medians.
- Repairs to the center medians sprinkler systems are in progress.

### Solid Waste:

Solid Waste is using a full-time temporary employee during Mike McGrath's FMLA.

Garbage pickup will begin later in the morning, but will be maintained on the regularly scheduled days.

### Utility News:

Submitted application to SJRWMD for Cost Share Funding for improvements to the WWTP.

Submitted an action plan to DEP for addressing the Consent Order and Administrative Order for Nutrients and Conductance.

Welcomed 2 new employees to Utilities:

- Dustin Vost (Lead Op WWTP)
- Nick Dewind (Tech Trainee)

Staff continuing to achieve educational goals.

Renewed Sludge Hauling contract with Ormond Septic for transferring Bio solids from WWTP.

Completed carport/barn style storage building at WWTP.

Utility Manager attended a management training seminar in Orlando.

Assisted Fire Chief in completing ISO assessment.

Ready for the construction inspection for the final closeout on the water treatment plant.

Installed 50 new Smart Read water meters.

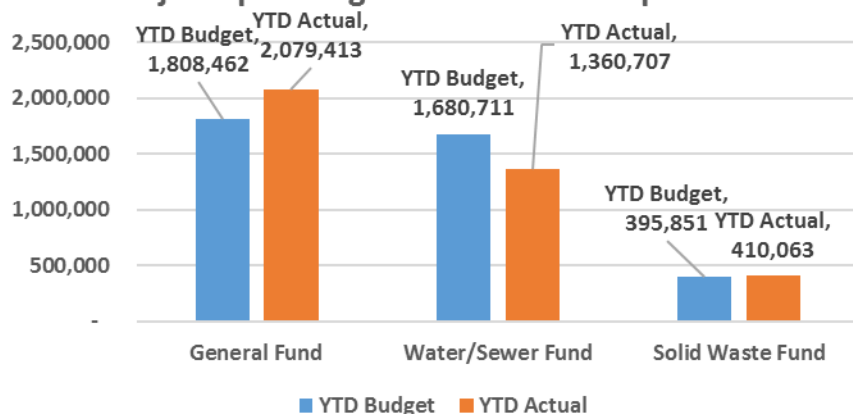
Prepared concrete pad for the new generator at WTP.

# Finance Focus

## BUDGET PERFORMANCE FISCAL YEAR 2017



### Major Operating Funds Revenue April 2017



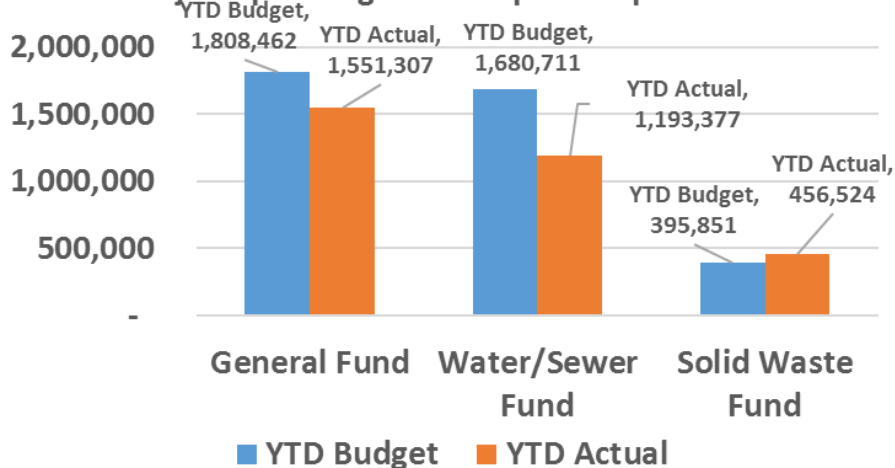
The end of April 2017 completes 58% of the fiscal year. Revenues in the General Fund are above anticipated levels for this point in the year. It should be noted that 75% of ad valorem tax revenue is collected in the first quarter of the fiscal year. The Water Sewer Fund revenue operating revenue is below YTD anticipated levels because of delays in a grant funded project which delayed the receipt of grant revenue. The Solid Waste Fund operating revenue are slightly above anticipated levels due to timing of School Board bill issuance.

General Fund salary and benefit costs are higher than expected due to labor expenses associated with Hurricane Matthew. The higher than expected costs are offset by lower than expected capital expenditures for projects such as the Commerce Parkway. These expenditure are lower due to project delay.

Water and Sewer Fund project costs are lower than expected due to timing of the project activities. Also the expected purchase of small equipment has not yet occurred.

Solid Waste Fund salary and benefit and contract services are higher than expected due to expenses associated with Hurricane Matthew. The other Solid Waste Fund operating expenditures are at expected levels.

### Major Operating Funds Expense April 2017



The City anticipates FEMA and State reimbursement for 87.5% of Hurricane Matthew Solid Waste expenditures. The City's required match for hurricane expenditures is 12.5% or about \$25,000. In an effort to preserve City reserves, we have asked City Departments to closely review their annual budget.

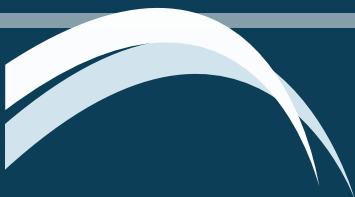
## Fiscal Year 2016

The close of fiscal year 2016 and audit preparation is in progress. This process will not be finalized until May or June. We anticipated increases to unrestricted reserves in both the General Fund and Water and Sewer Fund. The Solid Waste fund preliminarily shows a slight increase for fiscal year 2016. However, we expected the unrestricted fund balance to still reflect a negative position in this fund.



## We are making Progress

- Finance continues to work with the State and FEMA on the requests for assistance, for the City's Hurricane related costs. Actual cost reimbursements may not occur for several months.
- Finance staff have been providing information to the auditors, for the audit of fiscal year ending September 30, 2016. Significant improvements have been made on the areas noted by the auditors in the fiscal year 2015.
- Finance is working with the City's insurance adjustor regarding the claim for the flooding that occur in City Hall due to the damaged fire sprinkler head.
- Finance staff and Utilities staff met with two vendors regarding automated meter reading system. We are also scheduled to meet with our current vendor in May.
- Finance has been working with Human Resources in reviewing and updating the current pay plan .
- Finance staff is working with Utilities staff to develop a Debris Management plan for submission to FEMA. This plan will document actions that would be taken regarding debris in the case of an emergency.
- Finance assistance with responding to the Florida League of Cities survey. The results will be posted on the following web page: <http://citystats.flcities.com/> .
- Finance staff attended several webinars provided by Tyler, the City's financial software vendor on Utility billing processes.
- Finance staff worked on the annual bad debt and lien review of utility accounts during the month of April. Results will be provided at a future Commission meeting.





## Grants Status



**Local Mitigation Strategy (LMS) grant program:** The City plans to submit a project for hardening City Hall to this grant program. The Finance Director along with other City staff met with a mitigation contractor to collect information for the Engineer to develop plans for this project.

**St. John's Water Management (SJWMD) Reclaim Water Main Extension:** The top three firms selected by the RFQ Committee, for the Engineering Design Services was approved by the Commission at their 4/10/2017 Commission meeting. Negotiations with the top firm was started.

**Community Development Block Grant (CDBG) Southside Sewer Rehab:** Staff will attend upcoming training for grant. Contract is in review with Department of Economic Opportunity legal.

**Florida Recreation Development Assistance Program (FRDAP).**

Booe St. Park: Agreement received from Florida Dept. of Environmental Protection (FDEP). Boundary survey completed.

Heritage Trail Park: City has received notice of Commencement.

**Florida Department of Transportation (FDOT) Commerce Parkway:** Extension was granted until June 3rd. Final Design has been completed.

**USDA Ion Exchange Project:** USDA has approved final pay application to Contractor. The Contractor remediated roof issues. USDA approved use of remaining funds for a generator, enclosure, and other upgrades.

**Florida Department of Environmental Protection (FDEP) Ion Project:** See status above under USDA Ion Exchange project.

**Volunteer Fire Assistance Grant Florida Forest Service:** A matching grant of \$10,000 was awarded. The new Fire Chief is reviewing the requested items anticipating that some items will change due to expiration of some equipment.

**Residential Construction Mitigation Program (RCMP):** The grant provides funds to improve low income housing to decrease the likelihood of damage during a disaster. Construction began on 9 homes awarded the Residential Construction Mitigation Program (RCMP) grants. Finance staff coordinated the purchasing activity with the selected vendor. Finance submitted a proposal for additional funding from this program in the next cycle. The City was selected and will be awarded \$194,000 in the next cycle for this program. The County will no longer administer this program for the City. City staff will be administering the program and will receive administrative reimbursement.