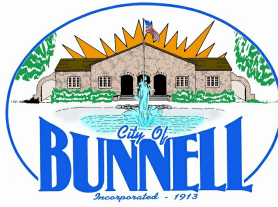


CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DAN DAVIS
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

BUNNELL CITY COMMISSION MEETING

Monday, July 24, 2017

7:00 PM

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

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

Roll Call

Invocation for our Military Troops and National Leaders

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Fiscal Year ending September 30, 2016 Annual audited Financial Report

C. Consent Agenda:

C.1. Approval of Warrant

a. 2017 07 24 Warrant

C.2. Approval of Minutes

a. 2017 07 10 City Commission Minutes

C.3. Request to approve piggyback contract from St. John's County with Alliant Engineering for continuing Engineering services

D. Public Comments:

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

E. Ordinances: (Legislative):

E.1. Ordinance 2017-18 Request to Voluntarily Contract (De-Annex) Approximately 1.68 Acres of Property. - Second Reading.

E.2. Ordinance 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium. - Second Reading.

E.3. Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district. - Second Reading.

E.4. Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186

Home Occupations. - Second Reading.

E.5. Ordinance 2017-22 Code of Ordinance Amendment Section 2-77 Schedule of Violations. - First Reading

F. Resolutions: (Legislative):

F.1. Resolution 2017-15 Rescinding Resolution 2003-07 and Establishing Revised Building Permit Fees.

G. Old Business:

H. New Business:

H.1. Establish Fiscal Year 2018 Proposed Millage

H.2. Set Public Hearing Dates for Fiscal Year 2018 Budget

I. Reports:

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

City Manager's Monthly Report
2017 Micro Surfacing Project

- **Mayor and City Commissioners**

J. Call for Adjournment.

This agenda is subject to change without notice. Please see posted copy at City Hall, and our website www.BunnellCity.us.

NOTICE: If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, 286.0105 Florida Statutes.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 263-8807.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on July 19, 2017



City of Bunnell, Florida

Agenda Item No. B.1.

Document Date: 7/13/2017 Amount: N/A
Department: Finance Account #: N/A
Subject: Fiscal Year ending September 30, 2016 Annual audited Financial Report
Agenda Section: Introductions, Commendations, Proclamations, and Presentations:
Goal/Priority: Financial Health

ATTACHMENTS:

Description	Type
Annual Financial Report	Report
Audit Presentation	Presentation

Summary/Highlights:

Government and State Accounting rules require the City to obtain an audit review of each fiscal year's Annual Financial Report.

Background:

After the close of each annual fiscal year the City obtains an audit of the Annual Financial Report. This review is of the Annual Financial Report ending September 30, 2016.

Staff Recommendation:

Accept review.

City Attorney Review:

Finance Department Review/Recommendation:

Accept Review.

**CITY OF BUNNELL, FLORIDA
FINANCIAL STATEMENTS
SEPTEMBER 30, 2016**

CITY COMMISSION

Catherine D. Robinson, Mayor

John R. Rogers, Vice Mayor

Bonita Robinson

Bill Baxley

Elbert Tucker

CITY MANAGER

Dan Davis

CITY CLERK

Sandi Bosler

FINANCE DIRECTOR

Stella Gurnee

Prepared by:
City of Bunnell Finance Department

**CITY OF BUNNELL, FLORIDA
TABLE OF CONTENTS
SEPTEMBER 30, 2016**

Financial Section

Independent Auditors' Report.....	1 - 2
Management's Discussion and Analysis.....	3 - 12
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position.....	13
Statement of Activities.....	14
Fund Financial Statements	
Balance Sheet—Governmental Funds	15
Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position.....	16
Statement of Revenues, Expenditures and Changes in Fund Balances—Governmental Funds.....	17
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	18
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General Fund	19
Statement of Revenues, Expenditures and Changes in Fund Balance Budget and Actual – Community Redevelopment Agency	20
Statement of Net Position – Proprietary Funds	21
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Funds	22
Statement of Cash Flows – Proprietary Funds	23
Statement of Fiduciary Net Position – Fiduciary Funds	24
Statement of Changes in Fiduciary Net Position – Fiduciary Funds	25
Notes to Financial Statements	26 - 54
Required Supplementary Information	
Schedule of Funding Progress – OPEB.....	55
Schedule of Employer Contributions – OPEB	56
Schedule of Changes in Net Pension Liability and Related Ratios.....	57
Schedule of Contributions.....	58
Schedule of Investment Returns.....	59
Schedule of Proportionate Share of Net Pension Liability – FRS/HIS	60
Schedule of Contributions – FRS/HIS	61

Single Audit and Other Reports

Schedule of Expenditures of Federal Awards.....	62
Notes to the Schedule of Expenditures of Federal Awards.....	63
Schedule of Findings and Questioned Costs.....	64
Independent Auditors' Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance In Accordance with Uniform Guidance.....	65 - 66
Independent Auditors' Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with <i>Government Auditing Standards</i>	67 - 68
Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the State of Florida Office of the Auditor General	69 - 71
Independent Accountants' Examination Report.....	72
Management's Response to Findings.....	73

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor, City Commission, and City Manager,
City of Bunnell, Florida:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bunnell, Florida, (the City), as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

- 1 -

121 Executive Circle
Daytona Beach, FL 32114-1180
Telephone: 386/257-4100
Fax: 386/252-0209
dab@jmco.com

5931 NW 1st Place
Gainesville, FL 32607-2063
Telephone: 352/378-1331
Fax: 352/372-3741
gnv@jmco.com

2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850/386-6184
Fax: 850/422-2074
tlh@jmco.com

Member of AGN International with offices in principal cities worldwide

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2016, and the respective changes in financial position and, where applicable, cash flows, thereof and the respective budgetary comparison for the General and Community Redevelopment Agency funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

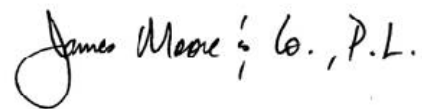
Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements as a whole. The accompanying schedule of expenditures of federal awards as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2017, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Daytona Beach, Florida
June 29, 2017

City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

As management of the City of Bunnell, we offer readers of the City of Bunnell's financial statements this narrative overview and analysis of the financial activities of the City of Bunnell for the fiscal year ended September 30, 2016.

Financial Highlights

- The assets of the City of Bunnell exceeded its liabilities at the close of the most recent fiscal year by \$17,126,704 (net position). Of this amount, \$2,442,298 may be used to meet the City's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the City of Bunnell's governmental funds reported combined ending fund balances of \$989,044, an increase of \$278,951. The unassigned General Fund balance available for spending at the City's discretion is \$901,371.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City of Bunnell's basic financial statements. The City of Bunnell's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements – The government-wide financial statements are designed to provide readers with a broad overview of the City of Bunnell's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes, licenses and permits, and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, public works, physical environment and community planning and development. The business-type activities of the City include water, sewer and solid waste services.

Fund Financial Statements – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Bunnell, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a City's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing

City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City of Bunnell maintains four major governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund, the capital projects fund, the CRA fund and the Debt Service fund.

The City of Bunnell adopts annual appropriated budgets for the general, capital projects, Debt Service and CRA fund. Budgetary comparison schedules have been provided for the general and CRA funds to demonstrate compliance with these budgets.

Proprietary Funds – The City of Bunnell maintains two proprietary funds. The enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City of Bunnell uses an enterprise fund to account for its water & sewer and solid waste activities.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information of the water, sewer and solid waste activities, all of which are considered to be major funds of the City of Bunnell.

Fiduciary Funds – Fiduciary funds are used to account for resources held for the benefit of parties outside the City (e.g., pension beneficiaries). Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information - In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City of Bunnell's schedule of contributions to the firefighters' retirement system.

Government-Wide Financial Analysis – As noted earlier, net position may serve over time as a useful indicator of a City's financial position. In the case of the City of Bunnell, assets exceed liabilities by \$17,126,704 at the close of the most recent fiscal year.

The largest portion of the City of Bunnell's net position \$13,358,325 (78%) reflects its investment in capital assets (e.g. land, buildings, infrastructure, equipment); less any related debt used to acquire those assets that is still outstanding. The City of Bunnell uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Bunnell's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

A portion of the City's net position, \$ 1,326,081 (7.74%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets, \$2,442,298 (14.26%) may be used to meet the government's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the City can report positive balances in all categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities, except in governmental activities' unrestricted net position. The deficit of \$715,957 is primarily due to the recording of a \$1,755,199 net pension liability.

City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

There was a increase of \$102,254 in deferred out flows related to pension in the business-type activities. Also, business-type activities long-term liabilities decreased by \$98,701 due to the payment of long term notes and bonds, and a decrease in other liabilities. Business-type activities capital assets, net of depreciation decreased \$210,074 due to the depreciation of capital assets.

CITY OF BUNNELL'S NET POSITION
September 30,

	Governmental Activities		Business Activities		Totals	
	2016	2015	2016	2015	2016	2015
Current and Other Assets	\$ 1,391,694	\$ 1,084,070	\$ 5,369,079	\$ 4,955,623	\$ 6,760,773	\$ 6,039,693
Capital Assets	4,437,732	4,311,498	15,929,899	16,153,311	20,367,631	20,464,809
Total Assets	<u>5,829,426</u>	<u>5,395,568</u>	<u>21,298,978</u>	<u>21,108,934</u>	<u>27,128,404</u>	<u>26,504,502</u>
Deferred Outflows	652,943	276,203	184,657	82,403	837,600	358,606
Total Deferred Outflows	<u>652,943</u>	<u>276,203</u>	<u>184,657</u>	<u>82,403</u>	<u>837,600</u>	<u>358,606</u>
Long-term Liabilities	2,649,210	2,150,890	6,831,959	6,964,300	9,481,169	9,115,190
Other Liabilities	402,650	373,977	489,405	1,079,665	892,055	1,453,642
Total Liabilities	<u>3,051,860</u>	<u>2,524,867</u>	<u>7,321,364</u>	<u>8,043,965</u>	<u>10,373,224</u>	<u>10,568,832</u>
Deferred Inflows	368,550	397,981	97,526	126,332	466,076	524,313
Total Deferred Outflows	<u>368,550</u>	<u>397,981</u>	<u>97,526</u>	<u>126,332</u>	<u>466,076</u>	<u>524,313</u>
Net Investment in						
Capital Assets	3,694,148	3,522,926	9,664,177	9,661,137	13,358,325	13,184,063
Restricted	83,768	77,566	1,242,313	1,341,100	1,326,081	1,418,666
Unrestricted	(715,957)	(851,569)	3,158,255	2,018,803	2,442,298	1,167,234
Total Net Position	<u>\$ 3,061,959</u>	<u>\$ 2,748,923</u>	<u>\$ 14,064,745</u>	<u>\$ 13,021,040</u>	<u>\$ 17,126,704</u>	<u>\$ 15,769,963</u>

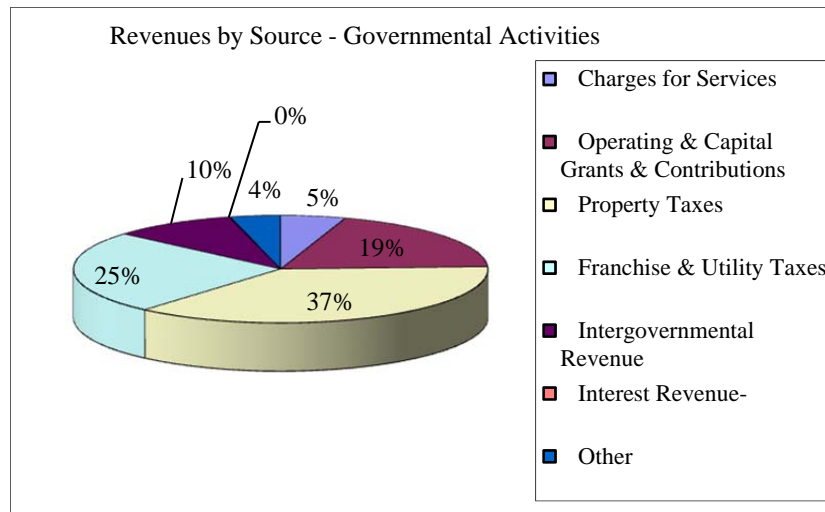
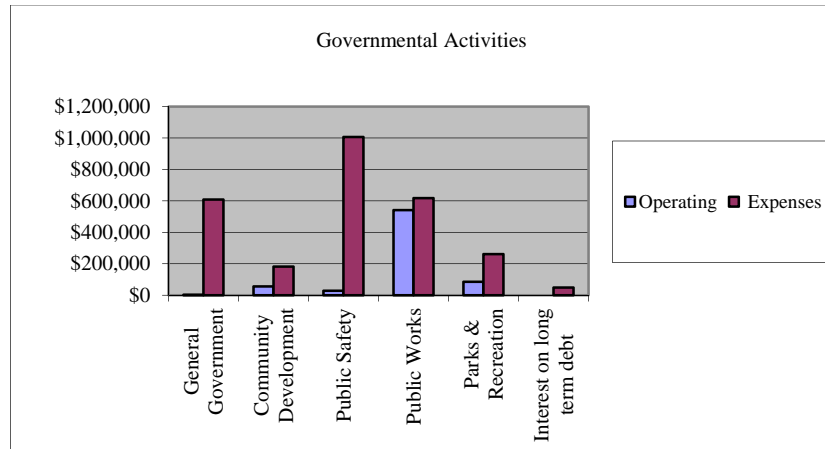
City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

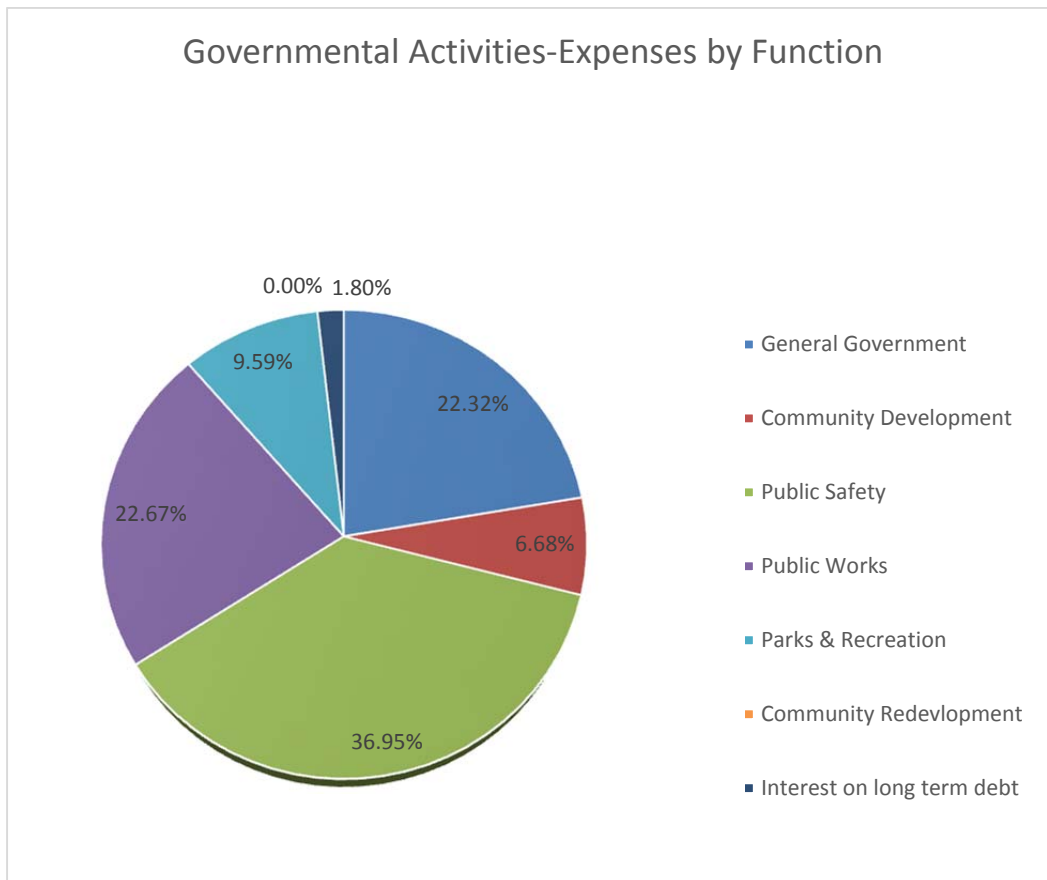
CITY OF BUNNELL'S CHANGE IN NET POSITION

	Governmental Activities		Business-type Activities		Totals	
	2016	2015	2016	2015	2016	2015
Revenues:						
Program Revenues:						
Charges for Services	\$ 148,260	\$ 248,216	\$ 3,333,148	\$ 3,248,040	\$ 3,481,408	\$ 3,496,256
Operating Grants & Contributions	80,472	100,109	-	7,954	80,472	108,063
Capital Grants & Contributions	482,476	548,128	915,123	1,492,671	1,397,599	2,040,799
General Revenues:						
Property Taxes	1,082,003	1,043,734			1,082,003	1,043,734
Franchise & Utility Taxes	731,756	708,532			731,756	705,532
Intergovernmental Revenue	373,398	364,355			343,398	364,355
Interest Revenue	1,653	3,999	14,298	6,378	15,951	10,377
Other	23,621	17,248	(363,258)	190,417	(339,637)	207,665
Total Revenues	<u>2,923,639</u>	<u>3,034,321</u>	<u>3,899,311</u>	<u>4,945,460</u>	<u>6,822,950</u>	<u>7,979,781</u>
Expenses:						
General Government	608,268	951,732			608,268	951,732
Community Development	181,970	234,344			181,970	234,344
Public Safety	1,006,732	1,065,455			1,006,732	1,065,455
Public Works	617,625	558,534			617,625	558,534
Parks & Recreation	261,225	257,859			261,225	257,859
Interest on Long Term debt	49,077	47,536			49,077	47,536
Water & Sewer	-	-	2,065,576	2,259,692	2,065,576	2,259,692
Solid Waste	-	-	674,736	680,286	674,736	680,286
Total Expenses	<u>2,724,897</u>	<u>3,115,460</u>	<u>2,741,312</u>	<u>2,939,978</u>	<u>5,466,209</u>	<u>6,055,438</u>
Increase (Decrease) in Net						
Position Before Transfers	198,742	(81,139)	1,157,999	2,005,482	1,356,741	1,924,343
Transfers	114,294	103,182	(114,294)	(103,182)	-	-
Increase (Decrease) in Net Position	313,036	22,043	1,043,705	1,902,300	1,356,741	1,924,343
Net Position Beginning	2,748,923	2,726,880	13,021,040	11,118,740	15,769,963	13,845,620
Net Position Ending	<u>\$ 3,061,959</u>	<u>\$ 2,748,923</u>	<u>\$ 14,064,745</u>	<u>\$ 13,021,040</u>	<u>\$ 17,126,704</u>	<u>\$ 15,769,963</u>

City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

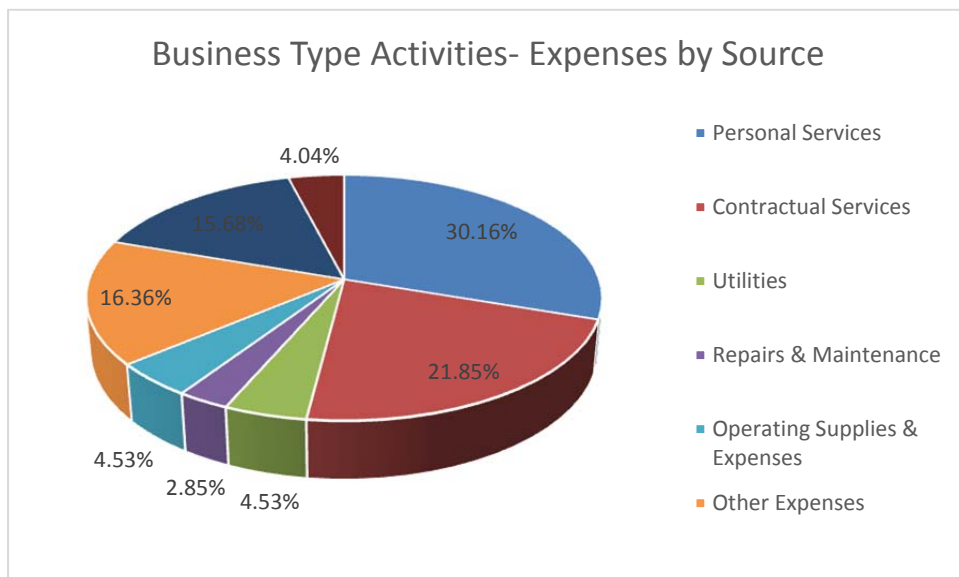
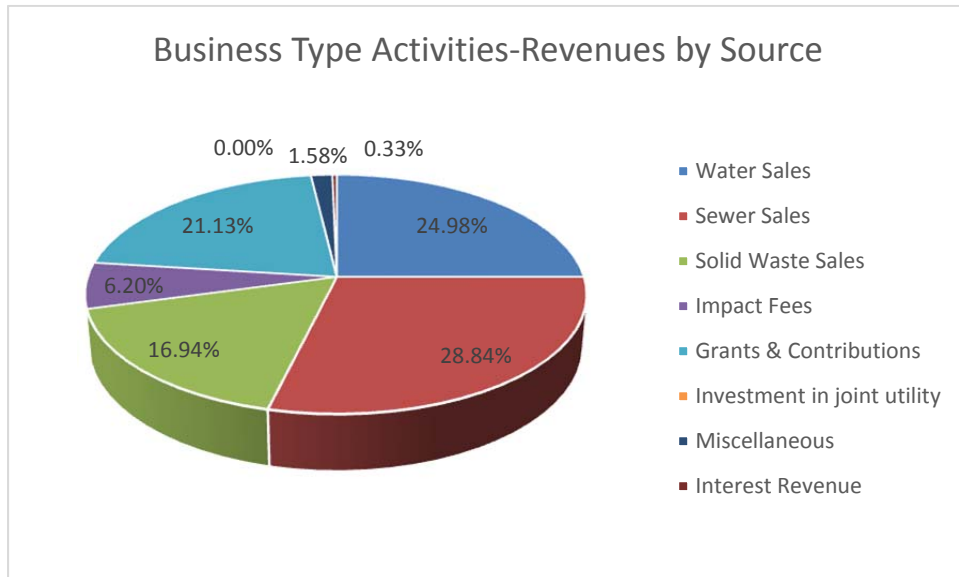
Governmental Activities – Governmental activities increased the City of Bunnell’s net position by \$313,036.





City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

- Business-type Activities – Business-type activities increased the City of Bunnell’s net position by \$1,043,705. The key element to this increase was the receipt of grant funds to construct the City’s new Water Plant.



City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

Financial Analysis of the City's Funds – As noted earlier, the City of Bunnell uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. During the fiscal year, the City adopted a Cash and Investment Equity Reserve policy. The policy sets the desired unrestricted net equity of 54 days or 14.8% of the annual budget for the major operating funds. On 9/30/2016 the City's General fund and Water and Sewer Fund unrestricted net equity reserves were greater than the level established in the policy, but the Solid Waste fund was not in compliance.

Governmental Funds – The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City of Bunnell's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a City's net resources available for spending at the end of the fiscal year. As of September 30, 2016, fund balances were \$989,044 an increase of \$278,951 in comparison with the prior year. Of this amount \$901,371 constitutes unassigned General Fund balance, which is available for spending at the City's discretion. \$79,160 is to be spent on capital projects and \$3,618 is for Community Redevelopment.

The General Fund unassigned fund balance increased by \$271,852 during the current fiscal year. Also, the General fund transferred \$67,596 to the Debt Service fund to pay the Debt service on the Municipal Complex. In addition, the Water Sewer fund paid charges for services of \$304,502 to the General fund. The Solid Waste fund was unable to contribute to the administrative charges for services in the General fund.

The capital project fund has a fund balance of \$79,160. Capital project fund revenues were transferred to the general fund for debt service on capital projects.

Proprietary Funds – The City of Bunnell's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

The unrestricted net position of the Water and Sewer fund at the end of the year amounted to \$3,233,272. The total increase in net position in this fund was \$977,101. The increase was primarily due to capital contributions and capital grants of \$915,123. At the end of the prior fiscal year the City returned operations of the Bunnell Flagler County Joint Utility to the County. This resulted in a non-operating expense of \$431,661.

Unrestricted net position in the Solid Waste Fund was a deficit of \$(75,017). Even though the Solid Waste fund showed an overall increase to net position of \$66,604 the unrestricted net position was a deficit.

General Fund Budgetary Highlights

The budget was amended to reflect capital expenditures funded from State grants that were not reflected in the original budget. In addition, at the end of the fiscal year the budget was realigned to reflect anticipated expenditures.

The comparison of the budget versus actual for the General Fund can be found on page 19. The positive variance shown in tax revenue is primarily due to collecting more than anticipated revenue in utility taxes. An increase in commercial activity and building resulted in a positive revenue budget variance in both occupational license and building permits. The \$42,174 positive variance in miscellaneous revenue was the result of unanticipated donations and sales of fixed assets.

City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

Administrative expenses were over budget by \$14,898 due to maintenance performed on the municipal complex and a correction of Accounts Payable. Community Development Expenses were less than anticipated primarily in other contract services. This resulted in a \$24,227 positive budget variance. The capital outlay budget showed a positive variance of \$50,162 primarily due to the timing of the Commerce Parkway project.

Capital Assets and Debt Administration

Capital Assets – The City of Bunnell’s investment in capital assets for its governmental and business type activities as of September 30, 2016, amounts to \$20,367,631 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements other than buildings, equipment, infrastructure and construction in progress. The total change in the City of Bunnell’s investment in capital assets for the current fiscal year was a \$126,234 increase in net capital assets for governmental activities and a \$223,412 decrease in net capital assets for business-type activities.

Major capital asset events during the current fiscal year included the following:

- Design of the Commerce Parkway for \$316,940.
- North US1 Median Irrigation \$42,140
- Municipal Complex Park \$59,004.
- Police Department roof \$19,672.
- Sewer vehicle of \$34,849.
- The Water Plant Improvement project is a multiple year project that increased assets by \$210,249

CITY OF BUNNELL'S CAPITAL ASSETS
(Net of Depreciation)

	Governmental Activities	Business- type Activities	Total
Land	\$ 205,002	\$ 26,991	\$ 231,993
Construction in Progress	766,020	–	766,020
Buildings and improvements	3,175,242	15,289,913	18,465,155
Equipment	291,468	612,995	904,463
Total	<u>\$ 4,437,733</u>	<u>\$ 15,929,899</u>	<u>\$ 20,367,632</u>

Additional information on the City of Bunnell’s capital assets can be found in Note 6 in the notes to the financial statements.

City of Bunnell, Florida
Management Discussion and Analysis
For the Year Ended September 30, 2016

Long-Term Debt – At the end of the 2016 fiscal year, the City of Bunnell had total debt outstanding of \$7,210,113.

CITY OF BUNNELL'S OUTSTANDING DEBT

Long and Short Term Obligations

	<u>Governmental Activities</u>	<u>Business- type Activities</u>	<u>Total</u>
Notes & Bonds Payable	\$ 743,584	\$ 6,265,722	\$ 7,009,306
Net OPEB	26,574	14,426	41,000
Compensated Absences	123,853	35,954	159,807
Total	\$ <u>894,011</u>	\$ <u>6,316,102</u>	\$ <u>7,210,113</u>

The City of Bunnell's total debt decreased by \$231,556 during the current fiscal year due to the principal payment of debt.

Additional information on the City's long-term debt can be found in Note 7 in the notes to the financial statements.

Economic Factors and Next Year's Budgets and Rates

- The City's taxable value of commercial and residential property increased by 8% for the 2016 fiscal year.
- The local economy has is showing signs of increasing activity as evidenced by the property value increase. The City expects this upward trend to continue over the next several years.
- The Millage rate of 7.45 was approved in Fiscal year 2017 which was an increase of 3.1% over the roll back rate.
- In fiscal year 2014, the City's financial condition was considered unfavorable. Significant budget cuts were enacted. During fiscal year 2016 a fund balance reserve policy was established. By the end of the current fiscal year the General fund and Water and Sewer fund unrestricted balances were in compliance with the new policy. However, the Solid Waste fund's finance condition is still considered to be unfavorable.
- The fiscal year 2017 budget was developed such that no additional decline in fund balance is planned. Also, the budget included an increase to Solid Waste fund balance.

Requests for Information

This financial report is designed to provide a general overview of the City of Bunnell's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City of Bunnell, City Manager, P.O. Box 756, Bunnell, Florida 32110-0756.

CITY OF BUNNELL, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2016

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 1,470,426	\$ 2,900,491	\$ 4,370,917
Investments	36,274	77,402	113,676
Receivables, net	96,995	426,113	523,108
Internal balances	(447,573)	447,573	-
Due from other governments	231,667	158,275	389,942
Inventories	3,746	72,444	76,190
Prepays	159	-	159
Restricted assets:			
Cash and cash equivalents	-	1,286,781	1,286,781
Capital assets:			
Land	205,002	26,991	231,993
Buildings and improvements	5,698,348	20,153,643	25,851,991
Equipment	3,661,636	2,132,617	5,794,253
Construction in progress	766,020	-	766,020
Accumulated depreciation	(5,893,274)	(6,383,352)	(12,276,626)
Total assets	<u>\$ 5,829,426</u>	<u>\$ 21,298,978</u>	<u>\$ 27,128,404</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions	<u>\$ 652,943</u>	<u>\$ 184,657</u>	<u>\$ 837,600</u>
LIABILITIES			
Accounts payable	\$ 50,818	\$ 44,834	\$ 95,652
Retainage payable	-	131,669	131,669
Accrued payroll and employee benefits	56,405	27,959	84,364
Customer deposits	1,708	240,475	242,183
Accrued rent	125,957	-	125,957
Unearned revenue	164,270	-	164,270
Due to other governments	3,492	-	3,492
Accrued interest payable	-	44,468	44,468
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	46,261	233,843	280,104
Compensated absences	30,963	8,989	39,952
Due in more than one year:			
Bonds and notes payable	697,323	6,031,879	6,729,202
Net OPEB obligation	26,574	14,426	41,000
Compensated absences	92,890	26,965	119,855
Net pension liability	1,755,199	515,857	2,271,056
Total liabilities	<u>\$ 3,051,860</u>	<u>\$ 7,321,364</u>	<u>\$ 10,373,224</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions	<u>\$ 368,550</u>	<u>\$ 97,526</u>	<u>\$ 466,076</u>
NET POSITION			
Net investment in capital assets	\$ 3,694,148	\$ 9,664,177	\$ 13,358,325
Restricted for:			
Capital improvements	79,160	849,598	928,758
Debt service	990	392,715	393,705
Community redevelopment	3,618	-	3,618
Unrestricted	(715,957)	3,158,255	2,442,298
Total net position	<u>\$ 3,061,959</u>	<u>\$ 14,064,745</u>	<u>\$ 17,126,704</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF BUNNELL, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	\$ 608,268	\$ 108	\$ 2,602	\$ -	\$ (605,558)	\$ -	\$ (605,558)
Community development	181,970	56,107	-	-	(125,863)	-	(125,863)
Public safety	1,006,732	17,488	1,000	9,726	(978,518)	-	(978,518)
Public works	617,625	-	76,870	462,316	(78,439)	-	(78,439)
Parks and recreation	261,225	74,557	-	10,434	(176,234)	-	(176,234)
Interest on long-term debt	49,077	-	-	-	(49,077)	-	(49,077)
Total governmental activities	<u>2,724,897</u>	<u>148,260</u>	<u>80,472</u>	<u>482,476</u>	<u>(2,013,689)</u>	<u>-</u>	<u>(2,013,689)</u>
Business-type activities:							
Water and sewer	2,065,576	2,599,378	-	915,123	-	1,448,925	1,448,925
Solid Waste	675,736	733,770	-	-	-	58,034	58,034
Total business-type activities	<u>2,741,312</u>	<u>3,333,148</u>	<u>-</u>	<u>915,123</u>	<u>-</u>	<u>1,506,959</u>	<u>1,506,959</u>
Total primary government	<u>\$ 5,466,209</u>	<u>\$ 3,481,408</u>	<u>\$ 80,472</u>	<u>\$ 1,397,599</u>	<u>(2,013,689)</u>	<u>1,506,959</u>	<u>(506,730)</u>
General revenues:							
Property taxes					1,082,003	-	1,082,003
Sales and use taxes					95,013	-	95,013
Franchise fees					252,194	-	252,194
Public service utility taxes					479,562	-	479,562
Fire insurance premium taxes					14,353	-	14,353
Other taxes					90,931	-	90,931
State revenue sharing					71,090	-	71,090
Other intergovernmental revenues					102,011	-	102,011
Investment earnings					1,653	14,298	15,951
Loss on investment in Bunnell Flagler County Utility Joint Venture					-	(431,661)	(431,661)
Miscellaneous revenues (expenses)					23,621	68,403	92,024
Transfers					114,294	(114,294)	-
Total general revenues and transfers					<u>2,326,725</u>	<u>(463,254)</u>	<u>1,863,471</u>
Change in net position					313,036	1,043,705	1,356,741
Net position - beginning					2,748,923	13,021,040	15,769,963
Net position - ending					<u>\$ 3,061,959</u>	<u>\$ 14,064,745</u>	<u>\$ 17,126,704</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF BUNNELL, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2016**

	General	Community Redevelopment Agency	Capital Projects	Debt Service	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 1,403,752	\$ 3,269	\$ 62,415	\$ 990	\$ 1,470,426
Investments	36,274	-	-	-	36,274
Receivables, net	96,995	-	-	-	96,995
Due from other governments	214,922	-	16,745	-	231,667
Due from other funds	5,728	349	-	-	6,077
Inventories	3,746	-	-	-	3,746
Prepaid items	159	-	-	-	159
Total assets	<u>\$ 1,761,576</u>	<u>\$ 3,618</u>	<u>\$ 79,160</u>	<u>\$ 990</u>	<u>\$ 1,845,344</u>
LIABILITIES					
Accounts payable	\$ 50,818	\$ -	\$ -	\$ -	\$ 50,818
Accrued payroll and employee benefits	56,405	-	-	-	56,405
Accrued rent	125,957	-	-	-	125,957
Due to other governments	3,492	-	-	-	3,492
Customer deposits	1,708	-	-	-	1,708
Unearned revenue	164,270	-	-	-	164,270
Due to other funds	349	-	-	-	349
Advances from other funds	453,301	-	-	-	453,301
Total liabilities	<u>\$ 856,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 856,300</u>
FUND BALANCES					
Nonspendable:					
Inventories	\$ 3,746	\$ -	\$ -	\$ -	\$ 3,746
Prepaid items	159	-	-	-	159
Restricted for:					
Community redevelopment	-	3,618	-	-	3,618
Capital improvements	-	-	79,160	-	79,160
Debt service	-	-	-	990	990
Unassigned	901,371	-	-	-	901,371
Total fund balances	<u>\$ 905,276</u>	<u>\$ 3,618</u>	<u>\$ 79,160</u>	<u>\$ 990</u>	<u>\$ 989,044</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2016

Fund balances - total governmental funds	\$	989,044
---	----	---------

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds

Total governmental capital assets	10,331,006		
Less: accumulated depreciation	(5,893,274)		4,437,732

On the governmental fund statements, a net pension liability is not recorded until an amount is due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the City's net pension liability of the defined benefit pension plans is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to pensions are also reported.

Net pension liability	(1,755,199)		
Deferred outflows related to pensions	652,943		
Deferred inflows related to pensions	(368,550)		(1,470,806)

Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities and other long-term liabilities consist of the following:

Bonds and notes payable	(743,584)		
Net OPEB obligation	(26,574)		
Compensated absences	(123,853)		(894,011)

Net position of governmental activities	\$	<u>3,061,959</u>
--	-----------	-------------------------

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	General	Community Redevelopment Agency	Capital Projects	Debt Service	Total Governmental Funds
Revenues					
Taxes	\$ 1,904,982	\$ -	\$ 98,339	\$ -	\$ 2,003,321
Licenses and permits	123,360	-	-	-	123,360
Intergovernmental	687,193	-	-	-	687,193
Charges for services	340,668	-	-	-	340,668
Fines and forfeitures	18,980	-	-	-	18,980
Investment gain (loss)	2,575	-	(911)	(11)	1,653
Miscellaneous	66,574	-	-	-	66,574
Total revenues	<u>3,144,332</u>	<u>-</u>	<u>97,428</u>	<u>(11)</u>	<u>3,241,749</u>
Expenditures					
Current:					
General government	812,794	-	-	-	812,794
Community development	167,875	-	-	-	167,875
Public safety	868,701	-	-	-	868,701
Public works	474,345	-	-	-	474,345
Parks and recreation	207,254	-	-	-	207,254
Capital outlay	472,290	-	-	-	472,290
Debt service					
Principal	-	-	-	44,988	44,988
Interest and fiscal charges	7,238	-	-	21,607	28,845
Total expenditures	<u>3,010,497</u>	<u>-</u>	<u>-</u>	<u>66,595</u>	<u>3,077,092</u>
Excess (deficiency) of revenues over expenditures	<u>133,835</u>	<u>-</u>	<u>97,428</u>	<u>(66,606)</u>	<u>164,657</u>
Other financing sources (uses)					
Transfers in	206,510	-	-	67,596	274,106
Transfers out	<u>(67,596)</u>	<u>-</u>	<u>(92,216)</u>	<u>-</u>	<u>(159,812)</u>
Total other financing sources (uses)	<u>138,914</u>	<u>-</u>	<u>(92,216)</u>	<u>67,596</u>	<u>114,294</u>
Net change in fund balances	<u>272,749</u>	<u>-</u>	<u>5,212</u>	<u>990</u>	<u>278,951</u>
Fund balances, beginning of year	632,527	3,618	73,948	-	710,093
Fund balances, end of year	<u>\$ 905,276</u>	<u>\$ 3,618</u>	<u>\$ 79,160</u>	<u>\$ 990</u>	<u>\$ 989,044</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2016

Net change in fund balances - total governmental funds	\$ 278,951
Differences in amounts reported for governmental activities in the statement of activities are:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.	
Capital outlay expenditures	472,290
Depreciation expense	(331,480)
In the statement of activities, only the gain/loss on sale/disposal of capital assets is reported. However, in governmental funds, the proceeds from the sale increases financial resources. Thus, the change in net position differs from the change in fund balance by the cost of the capital assets sold/disposed.	(14,576)
Governmental funds report contributions to defined benefit pension plans as expenditures. However, in the Statement of Activities, the amount contributed to defined benefit pension plans reduces future net pension liability. Also included in pension expense in the Statement of Activities are amounts required to be amortized.	
Change in net pension liability and deferred inflows/outflows related to pensions	(111,327)
Bond and loan proceeds are reported as financing sources in the governmental funds. However, the issuance of debt is reported as long-term debt payable in the statement of net position. Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment of debt principal reduces long-term liabilities in the statement of net position. These amounts are as follows:	
Principal repayment of of long-term debt	44,988
Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. In addition, interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. These adjustments are as follows:	
Change in net OPEB obligation	(7,778)
Change in compensated absences liability	(18,032)
Change in net position of governmental activities	\$ 313,036

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	Budgeted Amounts			Variance with Final Budget - Positive (Negative)
	Original	Final	Actual	
REVENUES				
Taxes	\$ 1,835,493	\$ 1,840,493	\$ 1,904,982	\$ 64,489
Licenses and permits	92,000	92,000	123,360	31,360
Intergovernmental	236,508	695,697	687,193	(8,504)
Charges for services	321,833	322,333	340,668	18,335
Fines and forfeitures	18,700	18,700	18,980	280
Interest revenues	500	500	2,575	2,075
Miscellaneous	20,100	24,400	66,574	42,174
Total revenues	2,525,134	2,994,123	3,144,332	150,209
Expenditures				
Current:				
General government:				
Legislative	153,962	159,260	152,223	7,037
Executive	108,290	123,290	119,889	3,401
Administration	437,465	441,707	456,605	(14,898)
Legal	84,204	84,204	84,077	127
Public safety:				
Fire	122,178	127,396	113,599	13,797
Police	712,562	766,562	755,102	11,460
Community development	207,102	192,102	167,875	24,227
Public works	478,967	483,469	474,345	9,124
Parks and recreation	209,270	208,265	207,254	1,011
Capital outlay	120,500	522,452	472,290	50,162
Debt service:				
Interest and fiscal charges	29,548	29,548	7,238	22,310
Total expenditures	2,664,048	3,138,255	3,010,497	127,758
Excess (deficiency) of revenues over expenditures	(138,914)	(144,132)	133,835	277,967
Other financing sources (uses)				
Transfers in	206,510	206,510	206,510	-
Transfers out	(67,596)	(67,596)	(67,596)	-
Total other financing sources (uses)	138,914	138,914	138,914	-
Net change in fund balances	-	(5,218)	272,749	277,967
Fund balances, beginning of year	632,527	632,527	632,527	-
Fund balances, end of year	\$ 632,527	\$ 627,309	\$ 905,276	\$ 277,967

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - COMMUNITY REDEVELOPMENT AGENCY
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	Budgeted Amounts			Variance with Final Budget - Positive (Negative)
	Original	Final	Actual	
REVENUES				
Taxes	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	-	-	-
Total revenues	-	-	-	-
Expenditures				
Current:				
Community redevelopment	-	-	-	-
Total expenditures	-	-	-	-
Excess (deficiency) of revenues over expenditures	-	-	-	-
Other financing sources (uses)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Net change in fund balances	-	-	-	-
Fund balances, beginning of year	3,618	3,618	3,618	-
Fund balances, end of year	<u>\$ 3,618</u>	<u>\$ 3,618</u>	<u>\$ 3,618</u>	<u>\$ -</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
SEPTEMBER 30, 2016

	Water and Sewer	Solid Waste	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 2,821,203	\$ 79,288	\$ 2,900,491
Investments	77,402	-	77,402
Restricted cash and cash equivalents	278,311	-	278,311
Accounts receivable, net	327,491	98,622	426,113
Due from other governments	158,275	-	158,275
Inventories	72,444	-	72,444
Due from other funds	100,000	-	100,000
Total current assets	<u>3,835,126</u>	<u>177,910</u>	<u>4,013,036</u>
Noncurrent assets:			
Restricted cash	1,008,470	-	1,008,470
Advances to other funds	453,301	-	453,301
Capital assets:			
Land	26,991	-	26,991
Buildings and improvements	20,153,643	-	20,153,643
Equipment	1,496,147	636,470	2,132,617
Accumulated depreciation	(5,897,885)	(485,467)	(6,383,352)
Total noncurrent assets	<u>17,240,667</u>	<u>151,003</u>	<u>17,391,670</u>
Total assets	<u>\$ 21,075,793</u>	<u>\$ 328,913</u>	<u>\$ 21,404,706</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions	<u>\$ 139,463</u>	<u>\$ 45,194</u>	<u>\$ 184,657</u>
LIABILITIES			
Current liabilities:			
Accounts payable	\$ 42,744	\$ 2,090	\$ 44,834
Retainage payable	131,669	-	131,669
Accrued payroll	21,133	6,826	27,959
Deposits	221,855	18,620	240,475
Due to other funds	3,664	102,064	105,728
Compensated absences	4,959	4,030	8,989
Payable from restricted assets:			
Current maturities on long-term debt	233,843	-	233,843
Accrued interest payable	44,468	-	44,468
Total current liabilities	<u>704,335</u>	<u>133,630</u>	<u>837,965</u>
Noncurrent liabilities:			
Notes payable	6,031,879	-	6,031,879
Net OPEB obligation	12,148	2,278	14,426
Net pension liability	389,603	126,254	515,857
Compensated absences	14,875	12,090	26,965
Total noncurrent liabilities	<u>6,448,505</u>	<u>140,622</u>	<u>6,589,127</u>
Total liabilities	<u>\$ 7,152,840</u>	<u>\$ 274,252</u>	<u>\$ 7,427,092</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions	<u>\$ 73,657</u>	<u>\$ 23,869</u>	<u>\$ 97,526</u>
NET POSITION			
Net investment in capital assets	\$ 9,513,174	\$ 151,003	\$ 9,664,177
Restricted for:			
Capital improvements	849,598	-	849,598
Debt service	392,715	-	392,715
Unrestricted	3,233,272	(75,017)	3,158,255
Total net position	<u>\$ 13,988,759</u>	<u>\$ 75,986</u>	<u>\$ 14,064,745</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	<u>Water and Sewer</u>	<u>Solid Waste</u>	<u>Total</u>
Operating revenues			
Charges for services	\$ 2,599,378	\$ 733,770	\$ 3,333,148
Operating expenses			
Personal services	691,472	249,317	940,789
Contractual services	456,985	224,749	681,734
Repairs and maintenance	42,479	46,389	88,868
Supplies	152,017	42,872	194,889
Utilities	140,017	1,281	141,298
Other expenses	58,772	19,937	78,709
Depreciation	398,346	90,793	489,139
Total operating expenses	1,940,088	675,338	2,615,426
Operating income (loss)	659,290	58,432	717,722
Nonoperating revenues (expenses)			
Interest earnings	14,217	81	14,298
Change in investment in Bunnell Flagler County Utility	(431,661)	-	(431,661)
Other income (expense)	59,914	8,489	68,403
Interest and amortization expense	(125,488)	(398)	(125,886)
Total nonoperating revenues (expenses)	(483,018)	8,172	(474,846)
Income (loss) before capital contributions and transfers	176,272	66,604	242,876
Capital grants	648,143	-	648,143
Capital contributions	266,980	-	266,980
Transfers out	(114,294)	-	(114,294)
Change in net position	977,101	66,604	1,043,705
Net position, beginning of year	13,011,658	9,382	13,021,040
Net position, end of year	<u>\$ 13,988,759</u>	<u>\$ 75,986</u>	<u>\$ 14,064,745</u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	Water and Sewer	Solid Waste	Total
Cash flows from operating activities			
Cash received from customers	\$ 2,652,400	\$ 730,561	\$ 3,382,961
Cash paid to employees	(738,514)	(239,224)	(977,738)
Cash paid to suppliers	(1,482,639)	(349,407)	(1,832,046)
Other receipts (payments)	59,914	8,489	68,403
Net cash provided by operating activities	<u>491,161</u>	<u>150,419</u>	<u>641,580</u>
Cash flows from noncapital financing activities			
Interfund transfers	(114,294)	-	(114,294)
Interfund loans	449,497	(174,601)	274,896
Net cash provided by (used in) noncapital financing activities	<u>335,203</u>	<u>(174,601)</u>	<u>160,602</u>
Cash flows from capital and related financing activities			
Impact fees and capital contributions	266,980	-	266,980
Acquisition and construction of capital assets	(265,727)	-	(265,727)
Proceeds from sale of capital assets	-	-	-
Capital grants	648,143	-	648,143
Principal payments of long-term debt	(228,024)	(42,108)	(270,132)
Proceeds from issuance of long-term debt	43,680	-	43,680
Interest paid	(132,430)	(398)	(132,828)
Net cash provided by (used in) capital and related financing activities	<u>332,622</u>	<u>(42,506)</u>	<u>290,116</u>
Cash flows from investing activities			
Interest received	14,217	81	14,298
Sales of investments	1,199,240	-	1,199,240
Net cash provided by investing activities	<u>1,213,457</u>	<u>81</u>	<u>1,213,538</u>
Net increase (decrease) in cash and cash equivalents	<u>2,372,443</u>	<u>(66,607)</u>	<u>2,305,836</u>
Cash and cash equivalents, beginning of year	1,735,541	145,895	1,881,436
Cash and cash equivalents, end of year	<u>\$ 4,107,984</u>	<u>\$ 79,288</u>	<u>\$ 4,187,272</u>
Reconciliation of operating income to net cash provided by operating activities:			
Operating income	\$ 659,290	\$ 58,432	\$ 717,722
Adjustments to reconcile net operating income to net cash provided by operating activities:			
Depreciation	398,346	90,793	489,139
Other income (expense)	59,914	8,489	68,403
Changes in assets and liabilities:			
Accounts receivable	121,657	(3,335)	118,322
Due from other governments	(63,600)	-	(63,600)
Inventories and prepaids	(72,444)	-	(72,444)
Accounts payable and accrued liabilities	(559,925)	(14,179)	(574,104)
Deposits	(5,035)	126	(4,909)
Compensated absences	2,866	6,986	9,852
Net pension liability	(53,463)	2,440	(51,023)
Net OPEB obligation	3,555	667	4,222
Net cash provided by operating activities	<u>\$ 491,161</u>	<u>\$ 150,419</u>	<u>\$ 641,580</u>
Cash and cash equivalents classified as:			
Unrestricted	\$ 2,821,203	\$ 79,288	\$ 2,900,491
Restricted	1,286,781	-	1,286,781
Total cash and cash equivalents	<u>\$ 4,107,984</u>	<u>\$ 79,288</u>	<u>\$ 4,187,272</u>
Non-cash investing, capital, and financing activities:			
Loss on disposition of Investment in Bunnell Flagler County Utility	\$ (431,661)	\$ -	\$ (431,661)

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2016

	Firefighters' Pension Trust Fund
ASSETS	
Cash and cash equivalents with trustee	\$ 5,606
Receivables	
State premium taxes	8,707
Total receivables	8,707
Investments, at fair value	
Mutual funds	552,222
Total investments	552,222
Total assets	566,535
NET POSITION	
Held in trust for pension benefits	\$ 566,535

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	Firefighters' Pension Trust Fund
Additions	
Contributions:	
Employer	\$ 4,706
State - insurance premium taxes	12,160
Total contributions	<u>16,866</u>
Investment earnings:	
Interest and dividends	11,450
Net appreciation (depreciation) in fair value of investments	44,136
Total investment earnings	<u>55,586</u>
Less: investment expense	<u>(4,722)</u>
Net investment income (loss)	50,864
Total additions	<u>67,730</u>
Deductions	
Benefit payments	13,229
Administrative expenses	19,061
Total deductions	<u>32,290</u>
Change in net position	<u>35,440</u>
Net position held in trust for pension benefits, beginning of year	531,095
Net position held in trust for pension benefits, end of year	<u><u>\$ 566,535</u></u>

The accompanying notes to financial statements are an integral part of this statement.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:**

The financial statements of the City of Bunnell, Florida (the City), have been prepared in accordance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles. The following is a summary of the City's significant accounting policies:

(a) **Reporting entity**—The City of Bunnell, Florida, as created by the Laws of Florida, Ch. 28955 (1953), adopted the City Charter by Ordinance No. 2002-01 on January 29, 2002. The Charter was approved by referendum by the voters and became effective on March 5, 2002. The City Charter vests all the legislative powers of the City with a city commission consisting of five members. The City Manager is appointed by the Commission and is the Chief Administrative Officer of the City.

The accompanying financial statements present the financial position, results of operations, and cash flows of the applicable funds governed by the City Commission of the City of Bunnell, Florida, the reporting entity of government for which the City Commission is considered to be financially accountable. In evaluating the City as a reporting entity, management has addressed all potential component units that may or may not fall within the City's oversight and control, and thus, be included in the City's financial statements.

(b) **Blended component units**—Blended component units, although legally separate entities, are in substance part of the City's operations, and as a result, considered to be financially accountable. The following component unit is reported in the City's Annual Financial Report. In June 2007, the City passed an ordinance creating a dependent special district, the Bunnell Community Redevelopment Agency (Agency). The purpose of the Agency is to provide rehabilitation, conservation, or redevelopment of such areas as are necessary in the interest of public health, safety, or welfare of the residents of the City. The Agency is blended into the City's primary government although retaining separate legal identity. Separate financial statements are not prepared for this component unit.

Based upon the application of the criteria set forth by GASB there are no discretely presented potential component units or related organizations of the City.

(c) **Government-wide and fund financial statements**—The basic financial statements include both government-wide (based on the City as a whole) and fund financial statements. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business type. In the government-wide statement of net position, both the governmental and business-type activities columns are presented on a consolidated basis and are reflected, on a full accrual, economic resource basis, which incorporates long term assets and receivables as well as long term debt and obligations.

The government-wide statement of activities reflects both the gross and net costs per functional category (public safety, public works, etc.), which are otherwise being supported by general government revenues (property, sales taxes, certain intergovernmental revenues, etc.). The statement of activities reduces gross expenses (including depreciation) by the related program revenues, operating and capital grants. The program revenues must be directly associated with the function or a business-type activity. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:** (Continued)

The net cost (by function or business-type activity) is normally covered by general revenue (property, sales or gas taxes, intergovernmental revenues, interest income, etc.). This government-wide focus is more on the sustainability of the City as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements emphasize the major funds in either the governmental or business-type categories. Non-major funds (by category) are summarized into a single column, if any.

The governmental funds' major fund statements in the fund financial statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to demonstrate legal compliance and demonstrate how the City's actual experience conforms to the budgeted fiscal plan. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statements' governmental column, a reconciliation is presented on the page following the Governmental Funds – Balance Sheet and the Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances, which briefly explains the adjustment necessary to transform the fund based financial statements into the governmental column of the government-wide presentation.

The City's fiduciary fund is presented in the fund financial statements by type (pension). Since, by definition, these assets are being held for the benefit of a third party (other local governments, private parties, pension participants, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

As a general rule the effect of interfund City activities has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments in lieu of taxes. Elimination of these charges would distort the direct costs and program revenue reported for the various functions concerned.

(d) **Measurement focus and basis of accounting**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using *the current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:** (Continued)

Taxes, intergovernmental revenue, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

(e) **Financial statement presentation**—The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The GASB Codification sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. Any non-major funds are combined in a column in the fund financial statements and detailed in the combining section. There are no non-major funds to report.

The City reports the following major governmental funds:

The **General Fund** accounts for several of the City's primary services (police, fire, public works, community development, parks and recreation, etc.) and is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

The **Community Redevelopment Agency Funds** accounts for the activities of the Bunnell Community Redevelopment Agency.

The **Capital Projects Fund** accounts for the financial resources to be used for equipment replacement or the acquisition or construction of major capital facilities and improvement projects (other than those financed by proprietary funds).

The **Debt Service Fund** accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds.

The City reports the following major proprietary funds:

The **Water and Sewer Fund** accounts for the activities of the City's water distribution system, sewage treatment plant, sewage pumping stations and collection systems.

The **Solid Waste Fund** accounts for the activities of the City's solid waste collection and disposal.

Additionally, the City reports the following fiduciary fund:

The **Pension Trust Fund** accounts for the activities of the firefighters' retirement system.

(f) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:** (Continued)

(g) **Budgets and budgetary accounting**—Annual budgets for all governmental and proprietary funds were adopted in compliance with Florida law. The basis on which the budgets are prepared is consistent with the basis of accounting utilized by the various fund types. The governmental funds' budgets are prepared on the modified accrual basis of accounting. The proprietary funds' budgets are prepared on a full accrual basis of accounting. The City uses the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

- i. Sixty days prior to October 1, the City Manager submits to the City Commission a proposed operating budget for the fiscal year commencing on October 1. The operating budget includes proposed expenditures and means of financing them.
- ii. Budget workshops are scheduled by the City Manager as needed.
- iii. The general summary of the budget and notice of public hearing is published in the local newspaper.
- iv. Public hearings are conducted to obtain taxpayer comments.
- v. Prior to October 1, the budgets are legally enacted through passage of a resolution.
- vi. The City Manager is authorized to transfer budgeted amounts between divisions and departments; however, any revisions that alter the total appropriations of any fund must be approved by the City Commission.
- vii. The level of classification detail at which expenditures may not legally exceed appropriations is the fund level.
- viii. Appropriations lapse at the close of the fiscal year to the extent they have not been expended. Appropriations for capital expenditures lapse five years henceforth.
- ix. Budget for the governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). The governmental funds have legally adopted annual budgets contained within a separate document.
- x. The City Commission, by resolution, may make supplemental appropriations in excess of those originally estimated for the year, up to the amount of available revenues.

(h) **Deposits and investments**—Cash consists of amounts held in demand deposits. Cash equivalents consist of short term investments having a maturity date of less than three months from the date acquired. Investments are reported at fair value.

(i) **Receivables and payables**—Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends. Utility operating sales are generally recognized on the basis of cycle billings rendered monthly. Unbilled accounts receivable are accrued by the City at year-end to recognize the sales revenues earned through the end of the fiscal year.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:** (Continued)

(j) **Capital assets**—Capital assets include property, plant, equipment and infrastructure assets. The terms general capital assets and general infrastructure assets relate only to the assets associated with governmental activities, whereas the terms capital assets and infrastructure assets relate to all such assets belonging to the City.

Capital assets are defined by the City as assets with an initial individual cost of \$1,000 or more and an estimated useful life of more than two years. Such assets are recorded at historical cost, if purchased or constructed. Contributed assets are recorded at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are only capitalized if they meet the dollar threshold above for capitalization. Maintenance and repairs of capital assets are charged to operating expenses. Donated assets are recorded at estimated fair market value at the date of donation.

Depreciation is reported for the primary government using the straight-line method calculated on a service-life basis to amortize the cost of the asset over their estimated economic useful lives, which are as follows:

<u>Assets</u>	<u>Years</u>
Buildings	10 – 50 years
Infrastructure (improvements other than buildings)	15 – 50 years
Equipment	3 – 25 years

(k) **Compensated absences**—City policy permits employees to accumulate a limited amount of earned, but unused personal, vacation, and sick leave. Employees may carry forward up to 400 hours from one fiscal year to the next and may receive payment of 40 hours each fiscal year. These benefits are payable in full to employees upon separation from service. All leave pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in accordance with the GASB Codification.

(l) **Long-term obligations**—In the government-wide financial statements and proprietary fund financial statements, long-term debt obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed when paid.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

(m) **Net position flow assumption**—Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the City's policy to consider restricted net position to have been used before unrestricted net position is applied.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:** (Continued)

(n) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

Nonspendable - The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash such as inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned.

Restricted - Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation (i.e. when the government assesses, levies, charges, or otherwise mandates payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation.

Committed - Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by ordinance of the City Commission are reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Assigned - Fund balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are reported as assigned fund balance, except for stabilization arrangements. Assignments can be made by the City Commission.

Unassigned - Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

For spendable resources, is the City’s policy to use its resources in the following order as needed to fund expenses: restricted, committed, assigned, unrestricted.

(o) **Reserve Policy**—The City Commission has approved a reserve policy, which addresses that the City’s optimal level of net equity reserve has been determined to be 17% of the respective operating budgets at the beginning of the fiscal year or a net equity reserve equal to at least 54 consecutive days. Net Equity Reserve is defined as a specific fund's equity in pooled cash less liabilities due and payable within the next 12 months.

(p) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has deferred outflows related to pensions in the proprietary funds and government-wide statement of net position and are discussed further in Note (9).

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(1) **Summary of Significant Accounting Policies:** (Continued)

In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The City has deferred inflows related to pensions in the proprietary funds and government-wide statement of net position and are discussed further in Note (9).

(q) **Implementation of new accounting standards**—At September 30, 2016 and for the year then ended, the City has implemented Governmental Accounting Standards Board (GASB) Statement No. 72, *Fair Value Measurement and Application*. See Note (4) for the effect of GASB 72 on investment disclosures.

(2) **Reconciliation of Government-Wide and Fund Financial Statement:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

(3) **Property Tax Calendar:**

Under Florida law, the assessment of all properties and collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. State laws regulating tax assessment are designed to ensure a consistent property valuation method statewide and permit municipalities to levy property taxes at a rate of up to 10 mills. The millage rate assessed by the City for the fiscal year ended September 30, 2016, was 7.4500 per \$1,000.

All property is assessed according to its fair market value on January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of State statutes.

The current year taxes for the fiscal year, beginning October 1, are billed in the month of November and are due no later than March 31. On April 1, all unpaid amounts become delinquent and are subject to interest and penalties.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(3) **Property Tax Calendar:** (Continued)

Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, 1% in the month of February, and without discount in March.

The City recognizes property tax revenues as received. Delinquent tax receivables are inconsequential to the financial statements and have not been recorded. Delinquent taxes on real property bear interest of 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 18% per year or any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. The City tax calendar is as follows:

Valuation Date:	January 1, 2015
Levy Date:	November 1, 2015
Due Date:	March 31, 2016
Lien Date:	June 1, 2016

(4) **Deposits and Investments:**

The City, for accounting and investment purposes, maintains a pooled interest bearing banking account and a pooled investment account for substantially all City funds. This gives the City the ability to invest large amounts of idle cash for short periods of time and to maximize earning potential. The cash and investments shown on the balance sheets and statements of net position represent the amount owned by each fund.

State statutes authorize the City to invest excess funds in time deposits, obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government, commercial paper, corporate bonds, repurchase agreements and/or the State Board of Administration (SBA) Local-Government Surplus Trust Fund Investment Pool or other investment vehicles authorized by local ordinance.

As of September 30, 2016, all City deposits were covered by private bank acquired insurance, Securities Investor Protection Corporation (SIPC) insurance, private broker/dealer acquired insurance, Federal Depository Insurance Corporation (FDIC) insurance, or the State of Florida collateral pool established under the Florida Security for Public Deposits Act (the Act). The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125% may be required if deemed necessary.

Obligations pledged to secure deposits must be delivered to the State Treasurer, or with the approval of the State Treasurer to a bank, savings association, or trust company provided a power of attorney is delivered to the Treasurer. Under the Act, the City of Bunnell is authorized to deposit funds only in Qualified Public Depositories.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(4) **Deposits and Investments:** (Continued)

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application* (generally based on quoted market prices). Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. The City is a member of Florida PRIME, the Local Government Surplus Funds Trust Fund Investment Pool (the Pool), that is administered by the State Board of Administration of Florida (SBA). This pool is a “2a-7 like” pool, which has the characteristics of a money market fund. Therefore, the fair value of investments held at the State Board of Administration Pool is the same as the fair value of the pooled shares. The Regulatory Oversight of the Local Government Surplus Funds Trust fund is governed by Ch. 19-7 of the Florida Administrative Code, which identifies the Rules for the State Board of Administration. These rules provide guidance and establish the general procedure for the administration of the Local Government Surplus Funds Trust Fund. The Local Government Surplus Trust Fund is not a registrant with the Securities and Exchange Commission (SEC); however, the Board has adopted operating procedure consistent with the requirements for a 2a-7 fund. The investment pool had a weighted average of 50 days to maturity and was rated AAAM by Standard & Poor’s as of September 30, 2016. The Pool’s investments are recorded at amortized cost.

As of September 30, 2016, the City’s governmental and business-type investment portfolio is composed of the following investments:

Investment Type	Credit Quality	Fair Value	Maturities (in Years)		
	Rating (S&P)		Less Than 1	1-5	Over 5
Cash and cash equivalents	NR	\$ 5,657,698	\$ 5,657,698	\$ -	\$ -
SBA funds	AAAM	113,676	113,676	-	-
Total Portfolio		<u>\$ 5,771,374</u>	<u>\$ 5,771,374</u>	<u>\$ -</u>	<u>\$ -</u>

Interest Rate Risk: The City’s investment policy limits interest rate risk by attempting to match investment maturities with known cash needs and anticipated cash flow requirements. The investment of current operating funds will have maturities of no longer than 3 years. Investments of bond reserves, construction funds, and other non-operating funds (“core funds”) shall have a term appropriate to the need for funds and in accordance with debt covenants, but should not exceed ten years. From time to time the above parameters may require modification in order to meet specific construction draw schedules or other predetermined operating or capital needs, or to satisfy debt obligations, but in no event shall exceed ten years.

Credit Risk: Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The City’s entire portfolio is invested in SBA funds, as described above.

Concentration of Credit Risk: The City has adopted no formal investment policy and follows the investment policies set forth in Florida Statutes, Chapter 218.

Custodial Credit Risk: All demand deposits are held with qualified public depositories, as defined above. In the case of investments, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As of September 30, 2016, the City’s investment of \$113,676 in SBA funds are backed by the full faith and credit of the State of Florida, or explicitly guaranteed by the State of Florida.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(4) Deposits and Investments: (Continued)

The Firefighters' Retirement Trust Fund has adopted an investment policy which authorizes the pension manager to invest in equities, fixed income investments, money market funds, and pooled funds.

The Firefighters' Retirement Trust Fund measures and records its investments, assets whose use is limited, and restricted assets using fair value measurement guidelines established by GASB Statement No. 72. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

The following chart shows the Firefighters' Pension fund cash and investment accounts by investment portfolios with effective duration presented in terms of years, and fair value hierarchy level:

	Fair Value	Maturities (in years) Less Than 1	Credit Rating Range (S&P)	Fair Value Hierarchy Level
Cash	\$ 5,606	\$ 5,606	NR	N/A
Mutual Funds – Fixed Income	189,594	189,594	NR	1
Mutual Funds – Equity	362,628	362,628	NR	1
Total Portfolio	<u>\$ 557,828</u>	<u>\$ 557,828</u>		

Interest Rate Risk: Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. Generally, the longer the time to maturity, the greater the exposure to interest rate risk. The established performance objectives of the Pension Plan require investment maturities to provide sufficient liquidity to pay obligations as they become due. At September 30, 2016, all investments were held in cash or other assets that could be liquidated at any time.

Credit Risk: Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Pension Plan utilizes portfolio diversification in order to limit investments to the highest rated securities as rated by nationally recognized rating agencies. All investments are rated within the investment policy guidelines at September 30, 2016.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The Firefighters' Pension trust fund policy does not allow more than five (5) percent of its assets in the common stock, capital stock, or convertible securities of any one issuing company, nor more than three (3) percent of its assets in fixed income bonds to be with a single corporation. At September 30, 2016, the investment portfolios met these limitations.

Custodial Credit Risk: Custodial credit risk is the risk that the City may not recover cash and investments held by another party in the event of financial failure. Custodial credit risk is limited since investments are held in independent custodial safekeeping accounts or mutual funds.

Foreign Currency Risk: Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. At September 30, 2016, the investment portfolios had no foreign investments.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(4) **Deposits and Investments:** (Continued)

A reconciliation of cash and investments as shown in the accompanying financial statements follows:

Fair Value/Carrying Value	
Governmental and Business-type Investment Portfolio	\$ 5,771,374
Pension Investment Portfolio	<u>557,828</u>
Total	<u><u>\$ 6,329,202</u></u>
 Government-Wide Statement of Net Position:	
Equity in pooled cash	\$ 4,370,917
Investments	36,274
Restricted equity in pooled cash	1,286,781
Restricted investments	77,402
Statement of Plan Net Position:	
Cash and cash equivalents with trustee	5,606
Investments	<u>552,222</u>
Total	<u><u>\$ 6,329,202</u></u>

(5) **Accounts Receivable:**

The City's receivables consist of the following at September 30, 2016:

	<u>Gross Receivable</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Receivable</u>
Governmental Activities:			
General Fund			
Accounts receivable	\$ 96,995	\$ -	\$ 96,995
Totals – Governmental Type Activities	<u>96,995</u>	<u>-</u>	<u>96,995</u>
Business-Type Activities			
Water and Sewer Fund			
Accounts receivable	458,627	(131,136)	327,491
Solid Waste Fund			
Accounts receivable	<u>146,697</u>	<u>(48,075)</u>	<u>98,622</u>
Totals – Business-Type Activities	<u>605,324</u>	<u>(179,211)</u>	<u>426,113</u>
Totals	<u><u>\$ 702,319</u></u>	<u><u>\$ (179,211)</u></u>	<u><u>\$ 523,108</u></u>

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(6) Capital Assets:

Capital asset activity for the fiscal year ended September 30, 2016, is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated –				
Land	\$ 205,002	\$ -	\$ -	\$ 205,002
Construction in progress	449,080	316,940	-	766,020
Total capital assets, not being depreciated	654,082	316,940	-	971,022
Capital assets, being depreciated –				
Buildings	5,583,532	114,816	-	5,698,348
Equipment	3,846,622	40,534	(225,520)	3,661,636
Total capital assets, being depreciated	9,430,154	155,350	(225,520)	9,359,984
Less: accumulated depreciation	(5,772,738)	(331,480)	210,944	(5,893,274)
Total capital assets, being depreciated, net	3,657,416	(176,130)	(14,576)	3,466,710
Governmental activities capital assets, net	<u>\$ 4,311,498</u>	<u>\$ 140,810</u>	<u>\$ (14,576)</u>	<u>\$ 4,437,732</u>
Business-type activities:				
Capital assets, not being depreciated –				
Land	\$ 26,991	\$ -	\$ -	\$ 26,991
Construction in progress	5,433,144	210,249	(5,643,393)	-
Total capital assets, not being depreciated	5,460,135	210,249	(5,643,393)	26,991
Capital assets, being depreciated –				
Buildings and improvements	14,497,608	5,656,035	-	20,153,643
Equipment	2,145,234	42,836	(55,453)	2,132,617
Total capital assets, being depreciated	16,642,842	5,698,871	(55,453)	22,286,260
Less: accumulated depreciation	(5,949,666)	(489,139)	55,453	(6,383,352)
Total capital assets, being depreciated, net	10,693,176	5,209,732	-	15,902,908
Business-type activities capital assets, net	<u>\$ 16,153,311</u>	<u>\$ 5,419,981</u>	<u>\$ (5,643,393)</u>	<u>\$ 15,929,899</u>

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General governmental	\$ 57,388
Community development	6,928
Public safety	94,422
Parks and recreation	49,754
Public works	122,988
Total depreciation expense - governmental activities	<u>\$ 331,480</u>
Business-type activities:	
Water and sewer	\$ 398,346
Solid waste	90,793
Total depreciation expense - business-type activities	<u>\$ 489,139</u>

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(7) Long-Term Debt:

A summary of the long-term liability transactions for the City for the fiscal year ended September 30, 2016, is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Governmental activities:					
Notes and bonds payable	\$ 788,572	\$ -	\$ (44,988)	\$ 743,584	\$ 46,261
Net OPEB obligation	18,796	7,778	-	26,574	-
Compensated absences	105,821	99,071	(81,039)	123,853	30,963
Governmental activities – Total long-term liabilities	<u>\$ 913,189</u>	<u>\$ 119,564</u>	<u>\$ (129,086)</u>	<u>\$ 894,011</u>	<u>\$ 77,224</u>
Business-type activities:					
Long-term debt:					
Notes and bonds payable	\$ 5,719,155	\$ -	\$ (210,852)	\$ 5,508,303	\$ 173,709
SRF Notes payable	773,019	43,680	(59,280)	757,419	60,134
Total long-term debt, net	<u>6,492,174</u>	<u>43,680</u>	<u>(270,132)</u>	<u>6,265,722</u>	<u>233,843</u>
Net OPEB obligation	10,204	4,222	-	14,426	-
Compensated absences	26,102	36,753	(26,901)	35,954	8,989
Business-type activities – Total long-term liabilities	<u>\$ 6,528,480</u>	<u>\$ 81,095</u>	<u>\$ (295,873)</u>	<u>\$ 6,316,102</u>	<u>\$ 242,832</u>

Annual debt service requirements to maturity for the City's revenue bonds and notes are as follows:

Year Ending September 30,	Governmental Activities		Business-Type Activities		Total
	Principal	Interest	Principal	Interest	
2017	\$ 45,940	\$ 15,372	\$ 233,913	\$ 133,194	\$ 367,107
2018	47,240	19,355	238,663	128,602	367,265
2019	48,576	18,019	244,438	122,721	367,159
2020	49,951	16,644	250,340	116,694	367,034
2021	51,364	15,231	283,878	110,517	394,395
2022-2026	279,461	53,514	1,481,199	454,189	1,935,388
2027-2031	232,418	12,975	1,130,025	300,129	1,430,154
2032-2036	-	-	434,502	218,223	652,725
2037-2041	-	-	472,428	175,504	651,932
2042-2046	-	-	498,336	128,086	626,422
2047-2051	-	-	525,000	79,219	604,219
2052-2055	-	-	469,000	26,813	495,813
Total	<u>\$ 743,584</u>	<u>\$ 151,111</u>	<u>\$ 6,265,722</u>	<u>\$ 1,993,892</u>	<u>\$ 8,259,614</u>

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(7) **Long-Term Debt:** (Continued)

Notes and bonds payable in the City's governmental activities at September 30, 2016, are comprised of the following obligations:

Non-Ad Valorem Revenue note payable, in the original amount of \$825,000, dated February 26, 2015, due in quarterly payments of \$16,649, including interest at 2.8% through February 26, 2030. Repayment of loan balance is secured by a pledge of Non-Ad Valorem revenues.	\$ 743,584
Total long-term debt, governmental activities	<u>\$ 743,584</u>

Notes and bonds payable in the City's business-type activities at September 30, 2016, are comprised of the following obligations:

State Revolving Fund note payable, dated July 1, 2005, due in semiannual payments of \$35,363, including interest at 2.6% through December 15, 2025. Repayment of loan balance is secured by a pledge of Water & Sewer Utility revenues.	\$ 577,506
Note payable to Florida Department of Transportation, in the original amount of \$529,694, unsecured and noninterest bearing. Flagler County made a \$264,647 payment in 2010, remaining payments will begin October 15, 2020 with ten annual payments of \$26,505.	265,047
State Revolving Fund note payable, dated November 19, 2012, due in semiannual payments of \$4,777 once the full amount has been drawn, including interest at 2.12% through June 15, 2035. Repayment of loan balance is secured by a pledge of Water & Sewer Utility revenues.	179,913
Water and Sewer System Refunding Revenue Note, Series 2015: Water and Sewer Revenue note payable, in the original amount of \$2,050,000, dated May 21, 2015, due in annual payments of \$168,017, including interest at 2.7% through April 30, 2030. Repayment of year-end loan balance is secured by a pledge of Water and Sewer Utility Revenues.	1,938,256
Water and Sewer Bonds, in the original amount of \$3,362,000, dated May 20, 2015; due serially to May 20, 2055 with interest at 1.875% payable annually. Repayment of year-end loan balance is secured by a pledge of Water and Sewer Utility Revenues.	3,305,000
Total long-term debt, business-type activities	<u>\$ 6,265,722</u>

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(8) Interfund Loans, Advances, Fees and Transfers:

The outstanding balances between funds are short-term loans to cover short-term cash flow needs and expected to be repaid in full over the course of the next fiscal year. Individual fund interfund receivables and payables for the primary government at September 30, 2016, are comprised of the following:

	<u>Due From Other Funds</u>	<u>Due to Other Funds</u>
Governmental Activities		
General Fund:		
Bunnell CRA Fund	\$ -	\$ 349
Water and Sewer Fund	3,664	-
Solid Waste Fund	2,064	-
Bunnell CRA Fund:		
General Fund	349	-
	<u>6,077</u>	<u>349</u>
Business-Type Activities		
Water and Sewer Fund:		
General Fund	-	3,664
Solid Waste Fund	100,000	-
Solid Waste Fund:		
General Fund	-	2,064
Water and Sewer Fund	-	100,000
	<u>100,000</u>	<u>105,728</u>
Total – All Funds	<u>\$ 106,077</u>	<u>\$ 106,077</u>

For the year ended September 30, 2016, an interfund advance, which is not scheduled to be collected in the subsequent year, consisted of the following:

	<u>Advance To</u>	<u>Advance From</u>
Governmental Activities		
General Fund:		
Water and Sewer Fund	\$ -	\$ 453,301
Business-Type Activities		
Water and Sewer Fund:		
General Fund	453,301	-
Totals – All Funds	<u>\$ 453,301</u>	<u>\$ 453,301</u>

For the year ended September 30, 2016, interfund transfers consisted of the following:

	<u>Transfer From</u>	<u>Transfer To</u>
Governmental Activities		
General Fund:		
Debt Service Fund	\$ -	\$ 67,596
Capital Projects Fund	92,216	-
Water and Sewer Fund	114,294	-
Debt Service Fund:		
General Fund	67,596	-
Capital Projects Fund:		
General Fund	-	92,216
	<u>274,106</u>	<u>159,812</u>
Business-Type Activities		
Water and Sewer Fund:		
General Fund	-	114,294
Totals – All Funds	<u>\$ 274,106</u>	<u>\$ 274,106</u>

The transfer from the General Fund to the Debt Service Fund represents funding of the debt service requirement as debt service principal and interest payments become due. The transfer from the Capital Projects Fund to the General Fund represents funding of capital expenditures. The transfer from the Water and Sewer Fund to the General Fund represents payments in lieu of taxes.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) Employees' Retirement Plans:

A. Florida Retirement System:

Plan Description and Administration

As of June 1, 2004, the City began participating in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the City's full-time employees. The System is a noncontributory retirement plan, administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Pension Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the City are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. For the fiscal year ended September 30, 2016, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

Benefits Provided and Employees Covered

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a 5% benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

Financial Statements

Financial statements and other supplementary information of the FRS are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site (www.myfloridacfo.com). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services
Division of Retirement, Research and Education Services
P.O. Box 9000
Tallahassee, FL 32315-9000

Contributions

The City participates in certain classes of FRS membership. Each class has descriptions and contribution rates in effect at September 30, 2016, as follows (contribution rates are in agreement with the actuarially determined rates):

FRS Membership Plan & Class	Employee Contribution Rate	Employer Contribution Rate	Total Contribution Rate
Regular Class	3.00%	7.52%	10.52%
Special Risk	3.00%	22.57%	25.57%
Senior Management	3.00%	21.77%	24.77%
Regular Class Not Eligible for FRS	0.00%	4.49%	4.49%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

Actual contributions made for City employees participating in FRS and HIS for the each of last three fiscal years ended September 30 were as follows:

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Payroll – Covered Employees	\$ 1,669,149	\$ 2,046,001	\$ 2,349,609
City Contributions – FRS	167,167	190,099	205,334
City Contributions – HIS	21,031	25,780	28,195
Employee Contributions	49,756	61,140	69,549

Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions

At September 30, 2016, the City reported a liability of \$2,226,753 for its proportionate share of the net pension liability, \$1,544,288 related to FRS and \$682,465 to HIS. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2016, the City's FRS proportion was 0.006115975% and the City's HIS proportion was 0.00585576%. For the year ended September 30, 2016, the City's recognized pension expense of \$183,543 from FRS and \$36,906 from HIS, for a grand total of \$220,449.

Deferred outflows/inflows related to pensions:

At September 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>FRS</u>		<u>HIS</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 118,243	\$ (14,378)	\$ -	\$ (1,554)
Changes of assumptions	93,425	-	107,096	-
Net different between projected and actual investment earnings	399,180	-	345	-
Change in City's proportionate share	-	(243,494)	35,623	(161,551)
Contributions subsequent to the measurement date	36,903	-	6,276	-
	<u>\$ 647,751</u>	<u>\$ (257,872)</u>	<u>\$ 149,340</u>	<u>\$ (163,105)</u>

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) Employees' Retirement Plans: (Continued)

The above amounts for deferred outflows of resources for contributions related to pensions resulting from City contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2016. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

2017	\$	29,396
2018		29,396
2019		184,955
2020		113,726
2021		(16,611)
Thereafter		(7,927)

Actuarial assumptions:

The Actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2014 for the period July 1, 2008, through June 30, 2013. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.60%. Payroll growth for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments is 7.60%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 2.85% was used to determine the total pension for the program. This rate decreased from the prior year rate, which was 3.80%. Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB tables.

Long-term expected rate of return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2016, the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Arithmetic Expected Rate of Return</u>
Cash	1.0%	3.0%
Fixed income	18.0%	4.7%
Global equity	53.0%	8.1%
Real estate	10.0%	6.4%
Private equity	6.0%	11.5%
Strategic investments	12.0%	6.1%
Total	<u>100.0%</u>	

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the proportionate shares of the FRS and HIS net pension liability of the City calculated using the current discount rates, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<u>Plan</u>	<u>Current Discount Rate</u>	<u>NPL with 1% Decrease</u>	<u>NPL at Current Discount Rate</u>	<u>NPL with 1% Increase</u>
FRS	7.60%	\$ 2,843,140	\$ 1,544,288	\$ 463,166
HIS	2.85%	782,942	682,465	599,074

B. City of Bunnell, Florida Firefighters' Retirement System:

Plan Description and Administration

The City maintains one single-employer defined benefit pension plan for eligible firefighters, the City of Bunnell Florida Firefighters' Retirement System Trust Fund (the Plan), which is administered by the Plan's Board of Trustees (the Board) and covers all eligible firefighters. The Board is comprised of 2 members of the City Commission, 2 members of the Department elected by the Membership, and a fifth member as elected by the other four members and appointed by the City Commission. No stand-alone financial report is issued for the Plan.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

Benefits Provided and Employees Covered

The Plan provides retirement, disability and death benefits to plan participants and beneficiaries. Cost of living adjustments are provided to retirees and beneficiaries at the discretion of the City Commission. Benefits vest after ten years of full-time employment. The Retirement Board has contracted with an actuary to provide an actuarial valuation of each plan as of October 1 of each year. Current membership in the Plan was composed of the following at October 1, 2015:

Retirees and beneficiaries currently receiving benefits	2
Active participants	<u>17</u>
Total current membership	<u><u>19</u></u>

Employees attaining the age of 52 and the completion of 10 years of credited service or attaining the age of 52 and the completion of 10 years of credited service and active employees becoming disabled are entitled to annual benefits of 3% of their average final compensation for each year of credited service. Normal retirement benefits are payable for life and cease upon death with a guaranteed benefit period of 120 months. In the line of duty disability benefits are equal to at least 42% of average final compensation. Non-service incurred disability benefits are only payable to participants with 10 or more years of credited service and are equal to minimum benefit of 25% of average final compensation.

Financial Statements

The financial statements of the Plan are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. The government's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All plan investments are reported at fair value. Separate financial statements have not been prepared for the Plan.

Contributions

The participant contribution rates for the Plan are established by and may be amended by the City Commission. The City's annual required contribution for the current year was determined as part of the October 1, 2015 actuarial valuations. The City is required under the Florida Protection of Public Employee Retirement Benefits Act to contribute a payment which represents annual normal cost plus amortization of the unfunded actuarial accrued liability over various periods as prescribed by law. The City's contributions (and if applicable, any liquidations of a net pension obligation) to the Plan are funded by the General Fund.

The State of Florida also makes contributions to the Firefighters' Retirement Plans in accordance with Chapter 175 of the Florida Statutes as amended by the State Legislature. This contribution by the State of Florida is first recognized as revenue in the General Fund before being transferred to the Pension Fund. The City's actual annual contribution for the plan is determined by subtracting estimated employee contributions and actual State of Florida contributions from the total annual required contribution as determined by the actuary.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

Contributions to the Plan for the year ended September 30, 2016, were as follows:

Employee contributions	\$ -
City contributions	4,706
State contributions	12,160
Total contributions	<u>\$ 16,866</u>

Investment Policy

See Note (4) for additional discussion of the investment policies for the Plan.

Net Pension Liability

Costs incurred by each of the plans for administration of the plans, which includes legal and actuarial fees, trustee fees and investment advisory fees, are borne by the respective retirement plans and are included in the actuarial analysis of the required funding amounts.

The components of the net pension liability of the Plan at September 30, 2016, were as follows:

Total pension liability	\$ 610,838
Plan fiduciary net position	(566,535)
Net pension liability	<u>\$ 44,303</u>
Plan fiduciary net position as percentage of total pension liability	92.75%

The total pension liability was determined by an actuarial valuation as of October 1, 2015, with a measurement date of September 30, 2016, using the following actuarial assumptions to all measurement periods.

Inflation	2.50%
Salary increases	0.00%
Discount rate	8.00%
Investment rate of return	8.00%

Mortality rates for the Plan were based on the RP-2000 Table (without projection) - Sex Distinct, with disabled lives set forward 5 years.

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

Best estimates of arithmetic real rates of return for each major class included in the Plan's target asset allocation as of September 30, 2016, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Arithmetic Expected Rate of Return</u>
Domestic Broad Cap Equity	60.0%	7.5%
International Equity	5.0%	8.5%
Broad Market Fixed Income	35.0%	2.5%
Total	<u>100.0%</u>	

Discount rate:

The discount rate used to measure the total pension liability for the Plan was 8.00%. The projection of cash flows used to determine the discount rate assumed that Plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in net pension liability:

Changes in the Plan's net pension liability were as follows:

	<u>Total Pension Liability (a)</u>	<u>Plan Fiduciary Net Position (b)</u>	<u>Net Pension Liability (a - b)</u>
Beginning balance	\$ 566,991	\$ 531,095	\$ 35,896
Changes for year:			
Service cost	2,163	-	2,163
Interest	45,003	-	45,003
Differences between expected and actual experience	-	-	-
Changes of assumptions	9,910	-	9,910
Contributions – employer	-	4,706	(4,706)
Contributions – state	-	12,160	(12,160)
Contributions – employee	-	-	-
Net investment income	-	50,864	(50,864)
Benefit payments, including refunds	(13,229)	(13,229)	-
Administrative expenses	-	(19,061)	19,061
Net changes	<u>43,847</u>	<u>35,440</u>	<u>8,407</u>
Ending balance	<u>\$ 610,838</u>	<u>\$ 566,535</u>	<u>\$ 44,303</u>

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the net pension liability (asset) of the City calculated using the discount rate of 8.00%, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1% lower (7.00%) or 1% higher (9.00%) than the current rate:

City's Net Pension Liability (Asset)	1% Decrease 7.00%	Current Discount Rate 8.00%	1% Increase 9.00%
Firefighters' Retirement System Trust Fund	95,951	44,303	(57,106)

Money-weighted rate of return:

For the year ended September 30, 2016, the annual money-weighted rate of return on Plan investments, net of pension plan investment expense was 10.01%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions

For the year ended September 30, 2016, the City recognized pension expense of \$29,227 in the Plan. At September 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 10,800	\$ -
Changes of assumptions	9,085	45,099
Net different between projected and actual investment earnings	20,624	-
	<u>\$ 40,509</u>	<u>\$ 45,099</u>

Amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

2017	\$ 4,871
2018	4,870
2019	4,870
2020	(4,403)
2021	(2,604)
Thereafter	(12,194)

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

Defined Contribution Plan:

The City Commission has adopted the International City Management Association Retirement Corporation (ICMA-RC) Money Purchase Plan and Trust effective July 1, 2015. The plan is available to the general employees who are not in one of the other City retirement plans. City contributions to the ICMARC Money Purchase Plan and Trust for general employees shall be in same percentages as the FRS. For the year ended September 30, 2016, actual employer contributions to this plan totaled \$34,179.

C. Other Post-Employment Benefits (OPEB):

The City of Bunnell, Florida Post-Employment Benefits Plan is a single-employer healthcare plan administered by the City. Pursuant to Section 112.0801, Florida Statutes, the City is required to permit participation in the Plan to retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. Eligible individuals include all regular employees of the City who retire from active service under one of the pension plans sponsored by the City. Under certain conditions, eligible individuals also include spouses and dependent children. The Plan does not issue a publicly available financial report.

The City's OPEB cost is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of the GASB Codification. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The following table shows the components of the City's annual OPEB activity for the year, the amount actually contributed to the plan, and changes in the City's net OPEB obligation to the plan based on the most recent actuarial valuation dated October 1, 2015:

	2016	2015	2014
Annual Required Contribution	\$ 15,000	\$ 15,000	\$ 14,000
Interest on Net OPEB Obligation	1,000	1,000	-
Adjustment to Annual Required Contribution	(3,000)	(1,000)	-
Annual OPEB Cost	13,000	15,000	14,000
City Contributions Made	(1,000)	-	-
Interest on City Contributions	-	-	-
Increase (Decrease) in Net OPEB Obligation	12,000	15,000	14,000
Net OPEB Obligation (beginning of year)	29,000	14,000	-
Net OPEB Obligation (end of year)	<u>\$ 41,000</u>	<u>\$ 29,000</u>	<u>\$ 14,000</u>

Three-year trend information is summarized as follows:

Plan Fiscal Year Ended September 30,	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation (Asset)
2016	\$ 13,000	8%	\$ 41,000
2015	15,000	0%	29,000
2014	14,000	0%	14,000

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(9) **Employees' Retirement Plans:** (Continued)

The funded status of the plan as of October 2014, the most recent valuation date, was as follows:

Actuarial accrued liability (AAL)	\$ 33,000
Actuarial value of plan assets	-
Unfunded actuarial accrued liability (UAAL)	<u>\$ 33,000</u>
Funded ratio (actuarial value of plan assets/AAL)	0.00%
Covered payroll (Active plan members)	Not provided
UAAL as a percentage of covered payroll	N/A

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost. Amounts determined regarding the funded status of the plan and the annual required contributions of the City are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The calculations are based on the type of benefits provided under the terms of the substantive plan at the time of each valuation and on the pattern of sharing of cost between the City and the plan member at that point. The actuarial method and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. Significant methods and assumptions were as follows:

Actuarial Valuation Date	October 1, 2014
Actuarial Cost Method	Projected unit credit
Amortization Method	Level dollar, open
Remaining Amortization Period	15 years
Actuarial Assumptions:	
Investment Rate of Return with Inflation	4.00%
Health Care Cost Trend Rate	8.0% for 2015, graded to 5.5% for 2020

It should be noted that the percent of Annual OPEB Cost contributed is based upon actuarial calculations regarding the City's and State's contribution. The City's contribution is dependent upon the estimated state contributions that are not known and received at the end of the fiscal year. The City has typically used the general fund to liquidate net OPEB obligations.

Additional trend information related to OPEB is presented in the required supplementary information, as listed in the table of contents. The information is presented to enable the reader to assess the progress made by the City retirement plans in accumulating sufficient assets to pay retirement benefits as they become due.

(10) **Joint Venture:**

The City entered into an interlocal agreement with Flagler County, Florida (the County) on February 6, 2013, to purchase and operate a potable water and sanitary wastewater utility system, (the Utility System) with the understanding that ownership and operation of the Utility System would be handled on a joint basis between the two parties. This joint venture, known as the Bunnell Flagler County Utility (the BFCU), purchased the assets of the existing water treatment plant on September 16, 2013 and received wastewater assets through a donation at the closing.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(10) **Joint Venture:** (Continued)

The City and County had equally shared legal responsibility for all aspects of the Utility, to include but not limited to: meeting all financial, regulatory, environmental and liability requirements; providing water sewer and reuse service within the designated service area; and operating all other aspects of the Utility System, regardless of whichever party is authorized to act.

The results of operations and cash flows are accounted for in total within the financial statement of the joint venture. The City's interest in equity is reported in the City's Water and Sewer Fund. Complete audited financial statements for the joint venture may be obtained from the County at:

Flagler County Clerk of Court and Comptroller
1769 East Moody Boulevard – Building #1,
Bunnell FL 32110

On October 1, 2015, the City and Flagler County, Florida amended and restated the Original Interlocal Agreement such that all rights and obligations concerning the operation, maintenance financing, expansion, and control of BFCU, including billing for services and the right to collect and retain the revenue were transferred and assigned by the City to the County.

As of and for the year ended September 30, 2016, the City's portion of activity and net position in the BFCU was as follows:

Investment in Joint Venture, September 30, 2015	\$ 431,661
Plus: City's share of net loss for year	(431,661)
City Investment in Joint Venture, September 30, 2016	<u>\$ -</u>

(11) **Risk Management:**

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in coverage from the prior year.

The City is engaged in routine litigation incidental to the conduct of its municipal affairs. In the opinion of the City's legal counsel, no legal proceedings are pending which would have a material adverse effect on the financial position or results of operations of the City.

(12) **Subsequent Events:**

In February 2017, the City refinanced its Water and Sewer System Refunding Revenue Note Series 2015 with Water and Sewer System Refunding Revenue Note Series 2017, consisting of one fully-registered Note bearing interest at a fixed rate of 2.39% and maturing on May 21, 3030 in the amount of \$1,937,333.

On February 28, 2017, the City refinanced its Non-Ad Valorem Refunding Note, Series 2015 with Non-Ad Valorem Refunding Note, Series 2017, consisting of one fully-registered Note bearing interest at a fixed rate of 2.39% and maturing on February 26, 2030, in the amount of \$732,008.

In October 2016, the City was affected by Hurricane Matthew. This hurricane was primarily a wind event, causing significant debris and power outages. City facilities received only minimal damage from the storm. Debris removal and cleanup costs are estimated at \$175,000. Expected reimbursements of approximately 85% are expected from FEMA, state, and insurance proceeds.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(13) **Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the City's financial statements:

- (a) GASB issued Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other than Pension Plans*, in June 2015, which establishes new accounting and financial reporting requirements for governments whose employees are provided with OPEB. GASB 73 is intended to improve the usefulness of information about postemployment benefits other than pensions included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. The requirements of GASB 74 are effective for fiscal years beginning after June 15, 2016.
- (b) GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in June 2015, which establishes standards for recognizing and measuring liabilities, deferred outflows or resources, deferred inflows of resources, and expense/expenditures. GASB 75 seeks to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. The provisions in GASB 75 are effective for fiscal years beginning after June 15, 2017.
- (c) GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*, in June 2015, which supersedes GASB Statement No. 55. GASB 76 reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. The provisions in GASB 76 are effective for periods beginning after June 15, 2015.
- (d) GASB issued Statement No. 77, *Tax Abatement Disclosures*, in August 2015. GASB 77 requires governments that enter into tax abatement agreements to disclose the following information about the agreements: (1) brief descriptive information, such as the tax being abated, the authority under which tax abatements are provided, eligibility criteria, the mechanism by which taxes are abated, provisions for recapturing abated taxes, and the types of commitments made by tax abatement recipients; (2) the gross dollar amount of taxes abated during the period; and (3) commitments made by a government, other than to abate taxes, as part of a tax abatement agreement. The provisions in GASB 77 are effective for periods beginning after December 15, 2015.
- (e) GASB issued Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*, in December 2015. GASB 78 addresses practice issues regarding the scope and applicability of GASB 68. The provisions in GASB 78 are effective for periods beginning after December 15, 2015.
- (f) GASB issued Statement No. 79, *Certain External Investment Pools*, in December 2015. GASB 79 addressing accounting and financial reporting for certain external investment pools and pool participants by establishing criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. The provisions in GASB 79 are effective for periods beginning after December 15, 2015.

CITY OF BUNNELL, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

(13) **Recent Accounting Pronouncements:** (Continued)

- (g) GASB issued Statement No. 80, *Blending Requirements for Certain Component Units* – an amendment of GASB Statement No. 14, in January 2016. GASB 80 clarifies the financial statement presentation requirements for certain component units and amends the blending requirements for the financial statement presentation of component units. The provisions in GASB 80 are effective for periods beginning after June 15, 2016.
- (h) GASB issued Statement No. 81, *Irrevocable Split-Interest Agreements*, in March 2016. GASB 81 provides recognition and measurement guidance for irrevocable split-interest agreements in which a government is a beneficiary of the agreement. The provisions in GASB 81 are effective for fiscal years beginning after December 15, 2016.
- (i) GASB issued Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73*, in March 2016, which addresses issues regarding: (1) the presentation of payroll-related measures in required supplementary information; (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes; and (3) the classification of payments made by employers to satisfy employee contribution requirements. The provisions in GASB 82 are effective for periods beginning after June 15, 2016.
- (j) GASB issued Statement No. 84, *Fiduciary Activities*, in January 2017. GASB 84 improved guidance regarding the identification and reporting of fiduciary activities. The provisions in GASB 84 are effective for periods beginning after December 15, 2018.

CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF FUNDING PROGRESS - OPEB
SEPTEMBER 30, 2016

Other Post Employment Benefit Plan

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL)--Entry Age (b)	Unfunded or (Assets in Excess of) AAL (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Unfunded or (Assets in Excess of) AAL as a Percentage of Covered Payroll ((b-a)/c)
10/1/2014	\$ -	\$ 33,000	\$ 33,000	0.00%	Not available	N/A

CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER CONTRIBUTIONS – OPEB
SEPTEMBER 30, 2016

Other Post-Employment Benefit Plan			
Year Ended September 30	Annual Required Contribution	City Contribution	Percentage Contribution
2016	\$ 15,000	\$ (1,000)	7.0%
2015	15,000	-	0.0%
2014	14,000	-	0.0%

CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS
FIREFIGHTERS' RETIREMENT SYSTEM TRUST FUND
SEPTEMBER 30, 2016

For the year ended September 30,	<u>2016</u>	<u>2015</u>	<u>2014</u>
Total Pension Liability			
Service cost	\$ 2,163	\$ 2,163	\$ 2,077
Interest	45,003	45,538	42,984
Differences between expected/actual experience	-	12,960	-
Changes of assumptions	9,910	(54,117)	-
Benefit payments, including refunds of employee contributions	(13,229)	(13,229)	(13,229)
Net change in total pension liability	43,847	(6,685)	31,832
Total pension liability – beginning	566,991	573,676	541,844
Total pension liability – ending (a)	<u>\$ 610,838</u>	<u>\$ 566,991</u>	<u>\$ 573,676</u>
Total Fiduciary Net Position			
Contributions – employee	\$ -	\$ 922	\$ 1,176
Contributions – state	12,160	20,587	3,964
Contributions – employer	4,706	-	10,006
Net investment income	50,864	(3,844)	32,838
Benefit payments, including refunds of employee contributions	(13,229)	(13,229)	(13,229)
Administrative expense	(19,061)	(1,409)	(997)
Net change in plan fiduciary net position	35,440	3,027	33,758
Plan fiduciary net position – beginning	531,095	528,068	494,310
Plan fiduciary net position – ending (b)	<u>\$ 566,535</u>	<u>\$ 531,095</u>	<u>\$ 528,068</u>
Net pension liability – ending (a) - (b)	<u>\$ 44,303</u>	<u>\$ 35,896</u>	<u>\$ 45,608</u>
Plan fiduciary net position as a percentage of the total pension liability	92.75%	93.67%	92.05%
Covered employee payroll	N/A	\$ 23,669	\$ 23,510
Net pension liability as a percentage of covered employee payroll	N/A	151.66%	193.99%

**CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
FIREFIGHTERS' RETIREMENT TRUST FUND
SEPTEMBER 30, 2016**

Fiscal Year	Actuarially Determined Contribution (ADC)	Contributions in Relation to ADC	Contribution Deficiency (Excess)	Covered Payroll	Contributions as Percentage of Employee Payroll
2016	\$ 8,159	\$ 16,866	\$ (8,707)	N/A	N/A
2015	7,555	20,587	(13,032)	23,669	86.98%
2014	13,970	13,970	-	23,510	59.42%

Notes to Schedule:

Valuation Date: 10/01/2014

Actuarially determined contribution rates are calculated as of October 1, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Funding Method: Aggregate Method (Level Dollar)
Amortization Method: Level Dollar
Remaining Amortization Period: 13 Years (as of 10/01/2014).
Asset Valuation Method: Each year, the prior actuarial value of assets is brought forward utilizing the historical geometric 4-year average market value returns, net of fees. It is possible that over time this technique will produce an insignificant bias above or below market value.
Inflation: 2.5% per year.
Salary Increases: 0% per year.
Interest Rate: 8.0% per year, compounded annually, net of investment-related expenses.
Payroll Growth: None.
Ongoing Membership: In future years, there will be 8 (previously 10) Firefighters each year who meet the call requirements and receive credited service.
Retirement Age: Age 52 and 10 years of service. Also, any member who has reached normal retirement is assumed to continue employment for one additional year.
Early Retirement: Commencing at eligibility for Early Retirement, members are assumed to retire with an immediate benefit at the rate of 5% per year.
Termination Rates: See table below.
Disability Rates: See table below. It is assumed that 75% of disablements and active member deaths are service-related.
Mortality: RP-2000 Table (without projection) – Sex Distinct. Disable lives are set forward 5 years. Based on a study of over 650 public safety funds, this table reflects a 10% margin for future mortality improvements.
Other Information: Termination and Disability Rate Table.

<u>Age</u>	<u>% Terminating During the Year</u>	<u>% Becoming Disabled During the Year</u>
20	6.00%	0.03%
30	5.00%	0.04%
40	2.60%	0.07%
50	0.80%	0.18%

**CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF INVESTMENT RETURNS
SEPTEMBER 30, 2016**

**Annual Money-Weighted Rate of Return, Net of
Investment Expense**

Year	Firefighters' Retirement System Trust Fund
2016	10.01%
2015	-0.73%
2014	6.66%

CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY – FRS/HIS
SEPTEMBER 30, 2016

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Florida Retirement System (FRS)			
Proportion of the net pension liability (NPL)	0.006115975%	0.007177553%	0.008108986%
Proportionate share of the NPL	\$ 1,544,288	\$ 927,077	\$ 494,767
Covered-employee payroll	1,669,149	2,046,001	2,349,609
Proportionate share of the NPL as percentage of covered-employee payroll	92.52%	45.31%	21.06%
Plan fiduciary net position as a percentage of the NPL	84.88%	92.00%	96.09%
Health Insurance Subsidy Program (HIS)			
Proportion of the net pension liability (NPL)	0.005855760%	0.006967227%	0.008068319%
Proportionate share of the NPL	\$ 682,465	\$ 710,548	\$ 754,408
Covered-employee payroll	1,669,149	2,046,001	2,349,609
Proportionate share of the NPL as percentage of covered-employee payroll	40.89%	34.73%	32.11 %
Plan fiduciary net position as a percentage of the NPL	0.97%	0.50%	0.99%

**Above data presented as of June 30 measurement date in the respective years.*

CITY OF BUNNELL, FLORIDA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS – FRS/HIS
SEPTEMBER 30, 2016

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Florida Retirement System (FRS)			
Contractually required contribution	\$ 167,167	\$ 190,099	\$ 205,334
Contributions in relation to contractually required contribution	<u>167,167</u>	<u>190,099</u>	<u>205,334</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 Covered employee payroll	 \$ 2,046,001	 \$ 2,046,001	 \$ 2,349,609
Contributions as percentage of covered-employee payroll	10.02%	9.29%	8.74%
 Health Insurance Subsidy Program (HIS)			
Contractually required contribution	\$ 21,031	\$ 25,780	\$ 28,195
Contributions in relation to contractually required contribution	<u>21,031</u>	<u>25,780</u>	<u>28,195</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 Covered employee payroll	 \$ 1,669,149	 \$ 2,046,001	 \$ 2,349,609
Contributions as percentage of covered-employee payroll	1.26%	1.26%	1.20%

**Above data presented as of June 30 measurement date in the respective years.*

CITY OF BUNNELL, FLORIDA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2016

Federal Agency / Pass-Through Entity / Federal Program	CFDA Number	Contract / Grant Number	Expenditures
FEDERAL AWARDS			
U.S. Department of Labor			
Passed-through CareerSource Flagler Volusia: WIA Adult Program	17.258	774-045	\$ 2,602
Total U.S. Department of Labor			<u>2,602</u>
U.S. Department of Environmental Protection			
Passed-through Florida Department of Environmental Protection Drinking Water State Revolving Funds	66.468	DW180540	112,505
Total U.S. Department of Labor			<u>112,505</u>
U.S. Department of Agriculture			
Direct:			
Water and Waste Disposal Systems for Rural Communities	10.760	7691000513-101	579,318
Total Water and Waste Disposal Systems for Rural Communities			<u>579,318</u>
Passed through Florida Cooperative Forestry Assistance: Volunteer Fire Assistance Grant	10.664	n/a	5,000
Total Volunteer Fire Assistance Grant			<u>5,000</u>
Total U.S. Department of Agriculture			<u>584,318</u>
U.S. Department of Justice			
Passed-through Florida Department of Law Enforcement: Edward Byrne Memorial Justice Assistance Grant Program	16.738	2016-JAGD-FLAG-1-H4-049	1,000
Total U.S. Department of Justice			<u>1,000</u>
U.S. Department of Transportation			
Passed-through Florida Department of Transportation: Highway Planning and Construction	20.205	427118-2-38-01	316,940
Total U.S. Department of Transportation			<u>316,940</u>
Total Expenditures of Federal Awards			<u>\$ 1,017,365</u>

The accompanying notes to the schedule of expenditures of federal awards and state financial assistance are an integral part of this statement.

CITY OF BUNNELL, FLORIDA, FLORIDA
NOTES TO THE SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2016

1. Basis of Presentation:

The accompanying Schedule of Expenditures of Federal Awards includes the federal awards activity of the City of Bunnell, Florida (the City), and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

2. Summary of Significant Accounting Policies:

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, or the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Pass-through entity identifying numbers are presented where available.

The City provided no federal awards to subrecipients during the year ended September 30, 2016.

3. De Minimis Indirect Cost Rate Election:

City of Bunnell, Florida did not elect to use the 10% de minimis indirect cost rate as covered in §200.414, *Indirect (F&A) costs*, of the Uniform Guidance.

**CITY OF BUNNELL, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

A. Summary of Auditors' Results:

Financial Statements:

- Type of audit report issued on the basic financial statements: Unmodified
- Internal control over financial reporting:
 - Are any material weaknesses identified? No
 - Are any significant deficiencies identified? None reported
- Is any noncompliance material to financial statements noted? No

Federal Programs:

- Internal control over major programs:
 - Any material weaknesses identified? No
 - Are any significant deficiencies identified? None reported
- Type of report issued on compliance for each major program: Unmodified
- Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? No
- Major program identification:

CFDA Number 10.760 – Water and Waste Disposal Systems for Rural Communities
- Dollar threshold used to distinguish between Type A and Type B programs: \$750,000.
- Auditee qualified as a low-risk auditee? No

B. Financial Statement Findings:

None.

C. Federal Programs Findings and Questioned Costs:

None.

D. Summary Schedule of Prior Audit Findings:

No summary schedule of prior audit findings is presented as there were no Federal program findings for the year ended September 30, 2015.

E. Corrective Action Plan:

No corrective action plan is presented as there were no findings for the year ended September 30, 2016.

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Honorable Mayor, City Commission, and City Manager,
City of Bunnell, Florida:

Report on Compliance for Each Major Federal Program

We have audited the City of Bunnell, Florida's (the City) compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget (OMB) Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended September 30, 2016. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its major federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2016.

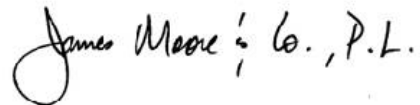
Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Daytona Beach, Florida
June 29, 2017

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS***

To the Honorable Mayor, City Commission, and City Manager,
City of Bunnell, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Bunnell, Florida, (the City) as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated June 29, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

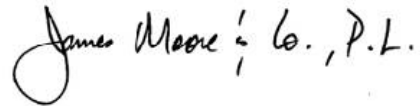
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Daytona Beach, Florida
June 29, 2017

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Commission, and City Manager,
City of Bunnell, Florida:

Report on the Financial Statements

We have audited the basic financial statements of City of Bunnell, Florida (the City), as of and for the fiscal year ended September 30, 2016, and have issued our report thereon dated June 29, 2017.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General.

Other Reports and Schedule

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountants' Examination Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 29, 2017, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. One finding and recommendation from the prior year's audit (2014-010) has been repeated for two or more years and has not yet been fully corrected. The following summarizes the status of prior year findings and recommendations:

2014-001 Recording of Solid Waste Fees and Utility Taxes: Corrective action taken.

2014-002 Journal Entry Controls: Corrective action taken.

2014-005 Pooled Cash Accounting – Corrective action taken.

- 69 -

121 Executive Circle
Daytona Beach, FL 32114-1180
Telephone: 386/257-4100
Fax: 386/252-0209
dab@jmco.com

5931 NW 1st Place
Gainesville, FL 32607-2063
Telephone: 352/378-1331
Fax: 352/372-3741
gnv@jmco.com

2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850/386-6184
Fax: 850/422-2074
tlh@jmco.com

2014-006 Payroll Segregation of Duties – Corrective action taken.

2014-008 Tracking of Consumable Inventory – Corrective action taken.

2014-009 Capital Asset Inventory – Corrective action taken.

2014-010 Fuel Tax Returns (Third-Year Repeat Comment) – Corrective action not taken.

2014-014 User Access Rights – Corrective action taken.

2014-015 Tracking of Electronic Funds Transfers – Corrective action taken.

2015-001 Human Resource Testing Exceptions (Repeat Comment) – Corrective action not taken.

2015-002 Solid Waste Administrative Fee - Corrective action taken.

2015-003 Public Service Utility Tax - Corrective action taken.

2015-004 Fund Balance Policy – Corrective action taken.

Official Title and Legal Authority

Section 10.554 (1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government of the reporting entity is disclosed in Note 1 of the basic financial statements.

Financial Condition

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Annual Financial Report

Section 10.554(1)(i)5.b. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and report the results of our determination as to whether the annual financial report for the City for the fiscal year ended September 30, 2016, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2016. In connection with our audit, we determined that these two reports were in agreement.

Other Matters

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we noted the following recommendations:

2014-010 Fuel Tax Returns – During our audit, we noted the City has historically not filed fuel tax returns with the state. Fuel tax returns can be filed to receive monies back for gas taxes paid on fuel which the City did not use on roads, but rather for heavy equipment, etc. As this results in no additional cost and could result in certain monies being refunded to the City on a regular basis, we

recommend the City institute a process to ensure fuel tax returns are prepared and submitted to the state on a regular basis.

2015-001 Human Resource Testing Exceptions – In our testing for the year ended September 30, 2015, we noted in our detail audit human resource testing out of the 40 employees tested, one employee had an incorrect resignation date recorded in the City's system, 4 employees did not have an approved personnel action forms (PAF) in their file related to the pay period tested, 3 employees were missing the proper approval on their PAFs, 1 manual time sheet had extra overtime hours recorded and was improperly approved by the department head, and 8 employees were paid outside of their assigned pay grades. Maintaining current and accurate personnel files is an important control for employee data, as well as for other compliance with employment laws and regulations. Employee files should contain all approved salary increases so the employee's current salary can be verified at any time. Also, appropriate approval signatures should be recorded on every PAF before changes are entered into the payroll system. Each employee's file should contain an appropriately authorized salary or hourly pay amount and employee authorization for any withholding or other deductions. We recommend the City periodically review the personnel files for completeness. Also, improper supervisory approval can allow errors in the time charged and since allocated among funds may pass undetected. We also recommend management obtain a better understanding of how hours are recorded and they perform a thorough review of employees' time before approving it.

2016-001 Cash Disbursement Testing Exception – We noted in our detailed cash disbursement testing, out of the 40 disbursements tested, 1 purchase order had been created and approved after the invoice was received and the service already performed. Per the Procurement policy, a purchase request must be issued prior to making a purchase. We recommend adhering to the procurement policy to prevent purchases being made by individuals without proper approval.

2016-002 Credit Memos and Utility Bill Adjustments – We noted in our detailed testing of Credit Memos and Utility Bill Adjustments, evidence of proper approval could not be located for 1 of the 10 adjustments selected for testing. Current procedures require that all credit memos and utility bill adjustments be approved to prevent unauthorized issuance. We recommend maintaining all backup and support showing proper review and approval.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

City of Bunnell, Florida's Response to Findings

The City's responses to the findings identified in our audit are described starting on page **Error! Bookmark not defined.** The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and State granting agencies, the City Commission, management, and others within the City and is not intended to be and should not be used by anyone other than these specified parties.



Daytona Beach, Florida
June 29, 2017

INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor, City Commission, and City Manager,
City of Bunnell, Florida

We have examined the City of Bunnell, Florida's (the City) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2016. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City of Bunnell, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2016.



Daytona Beach, Florida
June 29, 2017

- 72 -

121 Executive Circle
Daytona Beach, FL 32114-1180
Telephone: 386/257-4100
Fax: 386/252-0209
dab@jmco.com

5931 NW 1st Place
Gainesville, FL 32607-2063
Telephone: 352/378-1331
Fax: 352/372-3741
gnv@jmco.com

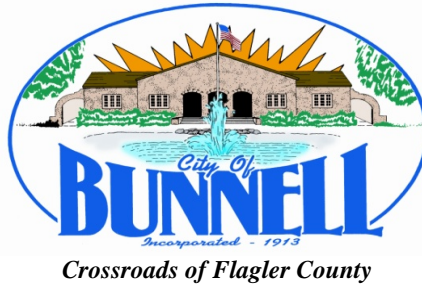
2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850/386-6184
Fax: 850/422-2074
tlh@jmco.com

Member of AGN International with offices in principal cities worldwide

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DAN DAVIS
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

June 27, 2017

Management's Response to the Auditor's Comments

2014-010 Fuel Tax Return

The City will begin filing fuel tax returns, starting September 2017.

2015-001 Human Resource Testing Exceptions

The City will complete a comprehensive review of all Human Resource records to insure proper documentation for all employee maintenance items are properly maintained in the personnel file. In addition, the City will review, update and obtain Commission approval for the position grade matrix. The employee Personnel Manual will be updated to include proper pay grade placement procedures and employee personnel file maintenance procedures.

2016-001 Cash Disbursement Testing Exception

The City will provide training on the City's Purchasing Policy to all staff responsible for purchase requests. In addition, Finance, will report to the City Manager when violations occur, so any additional appropriate action may be taken.

2016-002 Credit Memos and Utility Bill Adjustments

The City will establish a review procedure to insure backup is maintained on all utility adjustments.

A handwritten signature in black ink, appearing to read 'Dan Davis', is written over a light blue horizontal line.

Dan Davis
City Manager

- 73 -

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756• Bunnell, Florida 32110-0756• 386-437-7500• SUN COM 370-7500• Fax 386-437-7503
www.bunnellcity.us

Presentation To:

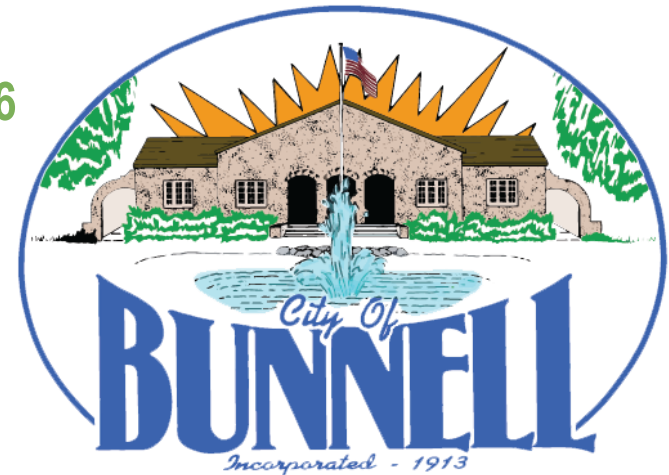
City of Bunnell, Florida



Annual Audit for the Year Ended September 30, 2016

Presented by: James Halleran, CPA

July 24, 2017



Providing Tax, Accounting & Controllershship, Consulting,
and Wealth Management Services Since 1964.

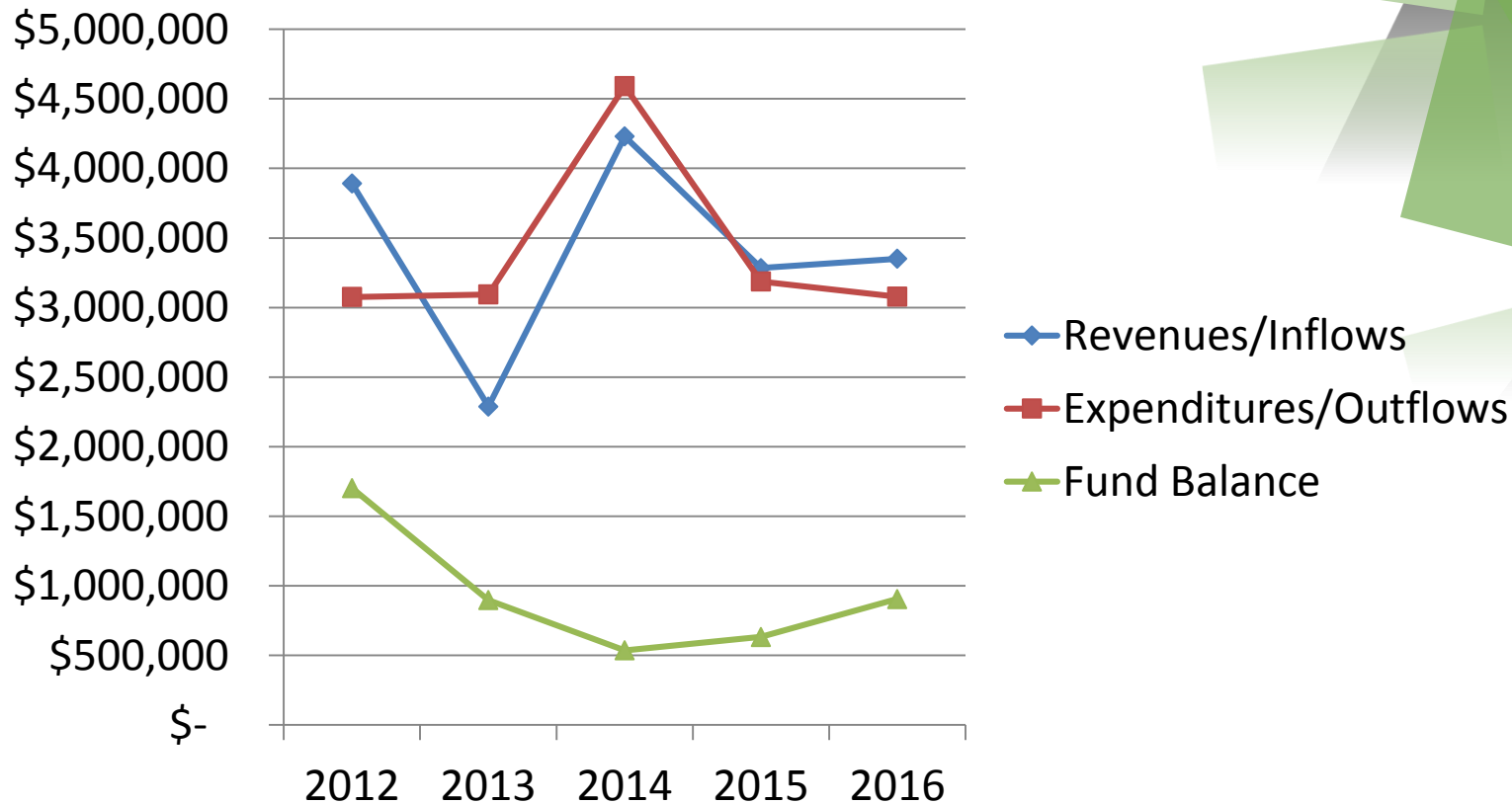
Auditors' Reports

- **Audit Report (pages 1-2)**
 - Unmodified opinion
- **Single Audit Report (pages 65-66)**
 - No findings
- **Internal Control and Compliance Report (pages 67-68)**
 - No findings
 - 2 prior year significant deficiencies were corrected
- **Chapter 10.550 Auditor General Report (pages 69-71)**
 - Overall Financial Condition Assessment is Inconclusive (average)
 - 4 recommendations for improvement (2 repeat and 2 new)
 - 11 prior year comments corrected
- **Independent Accountants' Examination Report (page 72)**
 - No noncompliance noted

Auditors' Comments

	2014	2015	2016
Material Weaknesses	0	0	0
Significant Deficiencies	3	2	0
Single Audit Compliance	0	0	0
Suggestions	12	11	4

General Fund – 5 Year Trend



*Transfer of \$1.05 million in 2012 from Bunnell Maintenance Service fund included in 2012 revenues above.

**Also, excludes \$825,000 in 2015 for proceeds and principal payments from refinancing of debt.

General Fund

- GFOA Recommendation:
 - **MINIMUM** of 2 Months (16.7%) of recurring expenditures and transfers out in assigned + unassigned fund balance.
- Total Assigned/Unassigned Fund Balance \$ 901,371
- 2016 Expenditures and Transfers Out (excluding capital outlay) \$ 2,605,803
- Assigned/Unassigned Fund Balance as a percentage of 2016 Expenditures and Transfers out 34.6%
- Assigned/Unassigned Fund Balance as a percentage of 2017 Budgeted Expenditures and Transfers out 30.7%

Reserve Policy

- Net Equity Reserves
 - A fund's equity in pooled cash less liabilities due and payable within the next 12 months
- Optimal level (of net equity reserves)
 - 17% of the operating budget, or
 - A net equity reserve equal to at least 54 days
 - Since 54 days is 14.8%, this is effectively the optimal level
- Applies to 3 funds at 9/30/2016
 - General Fund was 33%
 - Water and Sewer Fund was 86%
 - Solid Waste Fund was (8)%

Business-Type Funds

History of Unrestricted Net Position in Enterprise Funds:

<u>Fund</u>	<u>9/30/2012</u>	<u>9/30/2013</u>	<u>9/30/2014</u>	<u>9/30/2015</u>	<u>9/30/2016</u>
Water/Sewer	1,282,228	1,178,811	1,454,026	2,215,062	3,233,272
Solid Waste	83,067	(55,673)	(157,690)	(196,259)	(75,017)

History of Unrestricted Net Position as a % of Operating Expenses (plus Interest & Amortization):

<u>Fund</u>	<u>9/30/2012</u>	<u>9/30/2013</u>	<u>9/30/2014</u>	<u>9/30/2015</u>	<u>9/30/2016</u>
Water/Sewer	77%	58%	72%	98%	157%
Solid Waste	18%	(9)%	(22)%	(29)%	(11)%

Other Items

- **Note 7 – Long-term Debt**

- No current year refinancing, only standard pay-down of long-term debt.

- **Note 10 BFCU Joint Venture**

- \$431,661 net loss on investment in BFCU joint venture transferred to Flagler County on October 1, 2015

- **Note 12 – Subsequent Events**

- 2 refinancing of long-term debts to obtain better interest rates, improve working capital, and increase cash flow
- Hurricane Matthew

Pension Funds

- **Note 9 Employees' Retirement Plans –**
 - **\$2,271,056** of Unfunded net pension liabilities required to be shown as a liability on government-wide and proprietary statements of net position.
 - Volunteer Firefighter Pension - **\$44,303**
 - Florida Retirement System (City's proportionate share) - **\$1,544,288**
 - FRS Health Insurance Subsidy (City's proportionate share) - **\$682,465**
 - **Percent Funded**
 - Volunteer Firefighter Pension – **92.75%**
 - Florida Retirement System (City's proportionate share) – **84.90%**
 - FRS Health Insurance Subsidy (City's proportionate share) – **0.97%**

Questions?



Providing Tax, Accounting & Controllershship, Consulting,
and Wealth Management Services Since 1964.

 **James Moore**
Certified Public Accountants and Consultants



City of Bunnell, Florida

ATTACHMENTS:

Description

2017 07 24 Warrant

Type

Cover Memo



City of Bunnell, FL

Warrant

By Fund

Payable Dates - 07/24/2017

Post Dates - 07/24/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Fund: 001 - GENERAL FUND					
		Felicia Warren	Hall Security Deposit Refund	001-2201000	75.00
		Angela Cave	Hall Security Deposit Refund	001-2201000	150.00
		Angela Cave	Hall Security Deposit Refund	001-2201000	150.00
		KIM LACY	Hall Security Deposit Refund	001-2201000	125.00
					500.00
Department: 511 - Legislative					
		Traffic Supplies & Distribution	BRICK REMOVAL WARNING SI	001-0511-511.5200	120.00
		Traffic Supplies & Distribution	BRICK REMOVAL WARNING SI	001-0511-511.5200	25.00
		Traffic Supplies & Distribution	BRICK REMOVAL WARNING SI	001-0511-511.5200	42.00
		Bankcard Center	FLC Legislative Policy committ	001-0511-511.4000	118.12
		News Journal	Ordinance 2017-13 Annexing	001-0511-511.4800	169.10
		Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0511-511.4100	114.34
			Department 511 - Legislative Total:		588.56
Department: 512 - Executive					
		Verizon Wireless	Verizon Wireless - FY2016	001-0512-512.4100	-9.29
		Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0512-512.4100	80.04
			Department 512 - Executive Total:		70.75
Department: 513 - Administrative Services					
		Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0513-513.4100	334.69
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		Bankcard Center	FACC Summer Conference Ho	001-0513-513.4000	447.00
		Document Technologies	LRM4Y00834 Copier Overage	001-0513-513.4700	5.73
		State of Florida Department o	Phone Charges Instate & Out	001-0513-513.4100	0.25
		UniFirst Corporation	UNIFORMS	001-0513-513.5220	1.26
		Christopher Hughes	Fire Inspector - Fire Pay Repor	001-0513-513.3401	84.00
		Christopher Hughes	Fire Inspector - Fire Pay Repor	001-0513-513.3401	511.00
			Department 513 - Administrative Services Total:		1,385.19
Department: 516 - Finance					
		Staples Advantage	Calculator Ink & Staples	001-0516-516.5100	7.02
		James Moore & Co., P.L.	Annual Financial Audit FY201	001-0516-516.3200	230.77
		James Moore & Co., P.L.	Annual Financial Audit FY201	001-0516-516.3200	1,060.00
		Staples Advantage	FY2018 Supplies	001-0516-516.5100	2.56
		Staples Advantage	FY2018 Supplies	001-0516-516.5100	8.18
		Staples Advantage	FY2018 Supplies	001-0516-516.5100	14.13
		Staples Advantage	FY2018 Supplies	001-0516-516.5100	16.62
		Bankcard Center	Auditor/Commission Mtg Lun	001-0516-516.4900	6.42
		Bankcard Center	Auditor/Commission Mtg Lun	001-0516-516.4900	60.71
			Department 516 - Finance Total:		1,406.41
Department: 517 - Information Technology					
		CDW Government	CREDIT - Part returned	001-0517-517.5200	-394.00
		Verizon Wireless	Verizon Wireless - FY2016	001-0517-517.4100	-10.87
		Bankcard Center	Purchase Network Switch for	001-0517-517.5264	179.90
		Dell Marketing, L.P.	7 Port Sonic Wall TZ400	001-0517-517.6400	1,519.50
		Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0517-517.4100	36.38
		Bankcard Center	Distribution Amplifier for Cha	001-0517-517.5264	32.00
			Department 517 - Information Technology Total:		1,362.91
Department: 521 - Law Enforcement					
		Verizon Wireless	Verizon Wireless - FY2016	001-0521-521.4100	-10.87
		Bartow Ford Co	A-Pillar Trim Panel for Ford In	001-0521-521.4620	186.00
		Bartow Ford Co	A-Pillar Trim Panel for Ford In	001-0521-521.4620	27.50
		Bartow Ford Co	A-Pillar Trim Panel for Ford In	001-0521-521.4620	151.42

Warrant

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

(None)

Payment Date

Vendor Name

Description (Payable)

Account Number

Amount

Bartow Ford Co	A-Pillar Trim Panel for Ford In	001-0521-521.4620	115.34
Bartow Ford Co	C-1600 Console for Ford Inter	001-0521-521.4620	80.57
Bartow Ford Co	C-1600 Console for Ford Inter	001-0521-521.4620	31.52
Bartow Ford Co	C-1600 Console for Ford Inter	001-0521-521.4620	262.96
Bartow Ford Co	2 PD Vehicles	001-0521-521.6400	33,514.06
Boulevard Tire Center	Incorrect Amount on Org Invo	001-0521-521.4620	2.00
Bankcard Center	Cornerstone Tactical Training	001-0521-521.5220	400.00
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	504.63
Charter Communications Hol	Internet Service - Police Depa	001-0521-521.4100	199.64
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	282.65
Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0521-521.4100	259.85
Bankcard Center	400 Watt Inverters for #803,	001-0521-521.4620	119.94
State of Florida Department o	Phone Charges Instate & Out	001-0521-521.4100	0.14
O'reilly Automotive Inc	Wiperblades, fluid, Oil & Filter	001-0521-521.4620	63.53
Lynch Oil Company	Blanket PO for PD Fuel	001-0521-521.5210	690.80
Palm Coast Ford	Wind Shield Wiper Switch for	001-0521-521.4620	167.24
Florida Power & Light	01235-95431 - GF PD - 601 E	001-0521-521.4300	9.88
Florida Power & Light	19639-02331 - GF PD - 411 S	001-0521-521.4300	9.88
Florida Power & Light	29732-82177 - GF PD - 201 E	001-0521-521.4300	9.88
O'reilly Automotive Inc	Oil & Filter -PD#1401	001-0521-521.4620	60.73
Florida Power & Light	60520-97182 - GF PD - 205 S	001-0521-521.4300	9.88
Florida Power & Light	68117-21478 - GF PD - 400 S	001-0521-521.4300	9.88
Florida Power & Light	79034-46115 - GF PD - 410 S S	001-0521-521.4300	9.88
Florida Power & Light	93326-99348 - GF PD - 312 S S	001-0521-521.4300	9.88
Bankcard Center	Uniform Dry Cleaning May & J	001-0521-521.5220	162.00

Department 521 - Law Enforcement Total: 37,340.81

Department: 522 - Fire Control

Moore Medical Corp, LLC	CREDIT - Medical Supplies	001-0522-522.5200	-30.00
Bunnell Auto Supply, Inc.	Engine Oil Filters for W-62	001-0522-522.4620	23.48
John's Towing Service	Towing of 5 Ton Wood Truck	001-0522-522.4620	75.00
Charter Communications Hol	Internet Service - Fire Depart	001-0522-522.4100	198.51
Bunnell Auto Supply, Inc.	Galdhand, Connector & Adapt	001-0522-522.4620	20.74
Bunnell Auto Supply, Inc.	Adapter - FD#W62	001-0522-522.4620	4.49
CISS, Inc.	Background Check- Jacobs	001-0522-522.3400	55.00
State of Florida Department o	Phone Charges Instate & Out	001-0522-522.4100	0.03
Bunnell Auto Supply, Inc.	Connector, Cables, Lug & Bre	001-0522-522.4620	286.71
Medi-Quick Urgent Care	Physical/Drug Screen - Jacobs	001-0522-522.3400	170.00
Florida Power & Light	95189-09859 - GF FD - 1601 O	001-0522-522.4300	247.71

Department 522 - Fire Control Total: 1,051.67

Department: 524 - Community Development

State of Florida Department o	CORRECTION Quarterly Buildi	001-0524-524.4900	-72.55
ACME Trophies & Awards	Plaque 8x10 for Mick's Retire	001-0524-524.5200	42.00
Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0524-524.4100	164.74
Michael Leo Dove	Building Inspections	001-0524-524.3400	1,350.00
Document Technologies	LRM4Y00834 Copier Overage	001-0524-524.4700	5.72
Charles J. Cino	PZA & Code Board Attorney S	001-0524-524.3102	500.47
Charles J. Cino	PZA & Code Board Attorney S	001-0524-524.3102	375.00

Department 524 - Community Development Total: 2,365.38

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
Bunnell Auto Supply, Inc.	Bulb, No Natz & Working Han	001-0541-541.5200	26.54
Bunnell Auto Supply, Inc.	Clamp	001-0541-541.5200	19.19
River to Sea TPO	RIVER TO SEA TPO FY17.18 M	001-0541-541.5400	210.00
Bunnell Auto Supply, Inc.	Tape, Koil WD40 - PW	001-0541-541.4620	117.43
Bunnell Auto Supply, Inc.	Terminal, Hyd Hose & Fittings	001-0541-541.4640	115.15
Bunnell Auto Supply, Inc.	Adapters & Adapters - PW#60	001-0541-541.4640	6.56
Harris Culvert Co.	Culvert, Dimple Band	001-0541-541.5300	245.00
Bankcard Center	FLEET TRAINING	001-0541-541.5500	120.00

Warrant

(None)

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	Bunnell Auto Supply, Inc.	Oil Filters & Oil - PW	001-0541-541.4640	153.91
	City Electric Supply	BULB FOR BLDG 3	001-0541-541.5200	13.97
	Florida Irrigation Supply, Inc.	10GL HERBICIDE	001-0541-541.5200	174.95
	DG Hardware, Inc.	Light Bulbs	001-0541-541.4610	6.29
	DG Hardware, Inc.	Ballast	001-0541-541.4610	20.69
	DG Hardware, Inc.	3 Gal Sprayer	001-0541-541.5200	20.69
	Bunnell Auto Supply, Inc.	Fittings, Clamp & Connector -	001-0541-541.4620	87.48
	Bankcard Center	ELECTRONIC POINTS	001-0541-541.4620	35.00
	Bankcard Center	100 3x5 NYLON FLAGS	001-0541-541.5200	355.00
	Advanced Auto Parts	Relay - PW#935	001-0541-541.4620	16.54
	DG Hardware, Inc.	Clock & WD40	001-0541-541.5200	13.66
	DG Hardware, Inc.	Fastners & BAterries	001-0541-541.4640	5.74
	DG Hardware, Inc.	Fastners & BAterries	001-0541-541.4640	4.12
	DG Hardware, Inc.	Fastners & BAterries	001-0541-541.5200	7.19
	DG Hardware, Inc.	Key	001-0541-541.5200	15.69
	DG Hardware, Inc.	Fastners	001-0541-541.5200	1.57
	Charter Communications Hol	Internet Service - PW	001-0541-541.4100	198.51
	BuildersFirst	Supplies Dr Carter / Lemon St	001-0541-541.5300	-79.20
	Bankcard Center	OFFICE SUPPLIES	001-0541-541.5100	8.85
	Bankcard Center	OFFICE SUPPLIES	001-0541-541.5100	28.99
	Bankcard Center	OFFICE SUPPLIES	001-0541-541.5100	0.89
	Bankcard Center	OFFICE SUPPLIES	001-0541-541.5264	2.49
	Bankcard Center	OFFICE SUPPLIES	001-0541-541.5264	14.49
	Bunnell Auto Supply, Inc.	Breaker & Fuse - PW	001-0541-541.4640	19.73
	Charter Communications Hol	Hosted Voice 7/02 - 08/01	001-0541-541.4100	72.76
	UniFirst Corporation	UNIFORMS	001-0541-541.5220	45.19
	DG Hardware, Inc.	Cable Ties	001-0541-541.5200	10.58
	Advanced Auto Parts	Hand Cleaner, Clamp & Hose -	001-0541-541.4640	0.98
	Advanced Auto Parts	Hand Cleaner, Clamp & Hose -	001-0541-541.4640	7.15
	Advanced Auto Parts	Hand Cleaner, Clamp & Hose -	001-0541-541.4640	14.10
	Advanced Auto Parts	Hand Cleaner, Clamp & Hose -	001-0541-541.5200	22.43
	Nicholson A/C & Heating, Inc.	ICE MACHINE RENTAL	001-0541-541.4400	130.00
	Summerville Electric, Inc.	June 2017 Signal Billing	001-0541-541.3400	222.50
	UniFirst Corporation	UNIFORMS	001-0541-541.5220	46.09
	Lynch Oil Company	FUEL BLANKET PO	001-0541-541.5210	55.99
	DG Hardware, Inc.	Rakes	001-0541-541.5200	62.07
	Florida Power & Light	16455-03937 SPLIT - PW/WS	001-0541-541.4300	194.38
	DG Hardware, Inc.	Keys	001-0541-541.5200	13.45
	Florida Power & Light	25840-57588 2250 N Hwy US	001-0541-541.4300	10.88
	Florida Power & Light	37390-07957 - GF PW - Street	001-0541-541.4300	3,438.09
	Florida Power & Light	37400-05982 - GF PW - Traffic	001-0541-541.4300	173.43
	Florida Power & Light	56811-06810 - GF PW - 208 S	001-0541-541.4300	130.71
	Florida Power & Light	56821-04848 - GF PW - 202 S	001-0541-541.4300	26.46
	Florida Power & Light	56831-02874 - GF PW - 200 S	001-0541-541.4300	79.36
	Florida Power & Light	66311-06884 - GF PW - 200 S	001-0541-541.4300	43.12
	Florida Power & Light	67468-67586 2540 Hwy US1 I	001-0541-541.4300	10.88
	Florida Power & Light	73276-60176 - GF PW - 212 1/	001-0541-541.4300	10.88
	Environmental Land Services	Dumping Fees PUBLIC WORKS	001-0541-541.3400	68.64
Department 541 - Road and Street Facilities Total:				6,715.03

Department: 572 - Parks and Recreation

Bunnell Auto Supply, Inc.	Oil, Copper Coat, Pump, Teste	001-0572-572.4620	241.63
Classic Paper Plus, Inc	BULK OPERATING SUPPLIES F	001-0572-572.5200	431.00
K & M Mower and Small Engi	Spring Speed Feed Rep & Cap	001-0572-572.4640	12.27
K & M Mower and Small Engi	High Pressure Hose	001-0572-572.4640	100.37
Bankcard Center	OFFICE SUPPLIES	001-0572-572.5100	8.86
Bankcard Center	OFFICE SUPPLIES	001-0572-572.5100	0.89
Bankcard Center	OFFICE SUPPLIES	001-0572-572.5264	2.50
Bankcard Center	OFFICE SUPPLIES	001-0572-572.5264	14.50
DG Hardware, Inc.	Key Kwicksset	001-0572-572.5200	2.24
UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70

Warrant

(None)

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	DG Hardware, Inc.	Broom	001-0572-572.5200	14.99
	The Lake Doctors, Inc	MONTHLY MAINTENANCE - HI	001-0572-572.3400	90.00
	UniFirst Corporation	UNIFORMS	001-0572-572.5220	19.70
	Bankcard Center	WEEDEATER PURCHASE	001-0572-572.5264	305.96
	Lynch Oil Company	FUEL BLANKET PO	001-0572-572.5210	121.72
	DG Hardware, Inc.	Plug ins, Wet Jet Pads, Bleach,	001-0572-572.5200	102.81
	Florida Power & Light	14322-90094 - GF PW - 202 S	001-0572-572.4300	30.17
	DG Hardware, Inc.	Keys	001-0572-572.5200	7.49
	Florida Power & Light	24515-76322 300 Citrus St - P	001-0572-572.4300	63.09
	Florida Power & Light	28635-95142 - GF PR - 400 E	001-0572-572.4300	202.38
	Bunnell Auto Supply, Inc.	Steering Fluid - PR	001-0572-572.4620	6.41
	Florida Power & Light	66101-01831 - GF PR / PD - 20	001-0572-572.4300	369.53
		Department 572 - Parks and Recreation Total:		2,168.21
		Fund 001 - GENERAL FUND	Total:	54,954.92

Warrant

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

(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
		Instrument Specialties Inc	CALIBRATION FOR BACKFLOW	401-0533-533.4640	57.00
		DG Hardware, Inc.	WTP PUMP REPAIR	401-0533-533.4640	0.72
		DG Hardware, Inc.	WTP PUMP REPAIR	401-0533-533.4640	0.40
		DG Hardware, Inc.	WTP PUMP REPAIR	401-0533-533.4640	8.99
		Bunnell Auto Supply, Inc.	Shift Tube & Clamp - UT#931	401-0533-533.4620	85.97
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	21.15
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	26.70
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	92.58
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	49.95
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	23.96
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	122.90
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	13.25
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	50.15
		USA Blue Book	WTP LAB SUPPLIES	401-0533-533.5205	17.49
		DG Hardware, Inc.	Drill Bit & Saw Hole	401-0533-533.5205	14.38
		Ring Power Corporation	GENERATOR PURCHASE	401-0533-533.6400	80,000.00
		Hawkins Inc	WTP CHEMICALS BPO	401-0533-533.5205	1,398.25
		Bankcard Center	WORK ORDER PURCHASES	401-0533-533.5205	48.28
		Bankcard Center	WORK ORDER PURCHASES	401-0533-533.5205	105.00
		Instrument Specialties Inc	BATTERY PACK FOR WELL 9	401-0533-533.4640	128.00
		Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0533-533.5264	33.60
		Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0533-533.5264	456.00
		Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0533-533.5264	3,960.00
		Bankcard Center	OFFICE SUPPLIES	401-0533-533.5102	0.90
		DG Hardware, Inc.	Drill Bit & Saw Hole	401-0533-533.5205	14.92
		Staples Advantage	MISC OFFICE SUPPLIES	401-0533-533.5102	-0.99
		Staples Advantage	MISC OFFICE SUPPLIES	401-0533-533.5102	4.25
		Staples Advantage	MISC OFFICE SUPPLIES	401-0533-533.5102	0.99
		Charter Communications Hol	Hosted Voice 7/02 - 08/01	401-0533-533.4100	37.40
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		Tyler Technologies	Tyler Bill notifications & web	401-0533-533.4900	522.50
		Tyler Technologies	Tyler Bill notifications & web	401-0533-533.4900	40.60
		Document Technologies	LRM4Y00834 Copier Overage	401-0533-533.4700	17.17
		Pace Analytical Services, Inc.	BLANKET PO - WTP LAB TESTI	401-0533-533.3401	250.00
		State of Florida Department o	Phone Charges Instate & Out	401-0533-533.4100	0.01
		James Moore & Co., P.L.	Annual Financial Audit FY201	401-0533-533.3200	3,180.00
		James Moore & Co., P.L.	Annual Financial Audit FY201	401-0533-533.3200	202.67
		Staples Advantage	Keyboard/Mouse Combo	401-0533-533.5102	29.97
		Southeastern Surveying and	Elevation Certificates Water T	401-0533-533.3111	750.00
		UniFirst Corporation	UNIFORMS	401-0533-533.5220	31.64
		Lynch Oil Company	FUEL BLANKET PO	401-0533-533.5210	58.11
		DG Hardware, Inc.	Fire Ant Treatment	401-0533-533.5205	4.49
		Florida Power & Light	08857-07703 - WS - 1605 E M	401-0533-533.4300	2,711.00
		Florida Power & Light	16455-03937 SPLIT - PW/WS	401-0533-533.4300	97.19
		Florida Power & Light	23515-07823 - WS - 37 Briarw	401-0533-533.4300	11.59
		Florida Power & Light	39472-13538 801 Hyman Cir -	401-0533-533.4300	6.91
		Florida Power & Light	59268-64496 - WS - 1605 E M	401-0533-533.4300	90.47
		Wright National Flood Insuran	Annual Premium	401-0533-533.4500	14,812.00
Department 533 - Water Utility Services Total:					109,607.73
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
		Rossi's Heating & Air Conditio	A/C Maintenance WWTP	401-0535-535.3400	40.00
		Rossi's Heating & Air Conditio	A/C Maintenance WWTP	401-0535-535.3400	69.00
		Bunnell Auto Supply, Inc.	Cable Ties, Lamp, Socket, Scr	401-0535-535.4620	106.64
		Bunnell Auto Supply, Inc.	Switch- UT#938	401-0535-535.4620	19.69
		Bunnell Auto Supply, Inc.	Switch - UT#938	401-0535-535.4620	19.69

(None)

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	Bunnell Auto Supply, Inc.	Air Brake Chamber - UT#938	401-0535-535.4620	52.49
	Bunnell Auto Supply, Inc.	LED Kit, Lamps, Connector, Te	401-0535-535.4620	60.70
	Bunnell Auto Supply, Inc.	LED MC KIT - UT#938	401-0535-535.4620	22.98
	Instrument Specialties Inc	CALIBRATION FOR BACKFLOW	401-0535-535.4640	57.00
	DG Hardware, Inc.	Tape & Fastners	401-0535-535.4620	5.40
	DG Hardware, Inc.	Tape & Fastners	401-0535-535.4620	37.67
	Bunnell Auto Supply, Inc.	Switch & Lamp - UT#938	401-0535-535.4620	181.95
	Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	382.72
	Bunnell Auto Supply, Inc.	Hose & Fittings - UT#938	401-0535-535.4620	27.00
	DG Hardware, Inc.	Tape & Pine-sol	401-0535-535.4620	4.59
	DG Hardware, Inc.	Tape & Pine-sol	401-0535-535.4620	15.07
	Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	486.40
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5264	165.00
	Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	905.00
	DG Hardware, Inc.	Adapter & Valve Balls	401-0535-535.5200	8.96
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5264	199.99
	Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	360.96
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	30.24
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	10.26
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	27.12
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	5.30
	Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0535-535.5264	456.00
	Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0535-535.5264	3,960.00
	Sunstate Meter & Supply Inc	METERS AND METER PARTS	401-0535-535.5264	33.60
	Bankcard Center	OFFICE SUPPLIES	401-0535-535.5100	0.89
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	8.72
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	40.00
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	9.37
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	2.76
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	9.81
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	10.26
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	24.68
	Staples Advantage	MISC OFFICE SUPPLIES	401-0535-535.5100	4.24
	Staples Advantage	MISC OFFICE SUPPLIES	401-0535-535.5100	-1.00
	Staples Advantage	MISC OFFICE SUPPLIES	401-0535-535.5100	1.00
	Staples Advantage	MISC OFFICE SUPPLIES	401-0535-535.5200	9.43
	Staples Advantage	Calculator Ink & Staples	401-0535-535.5100	4.26
	Charter Communications Hol	Hosted Voice 7/02 - 08/01	401-0535-535.4100	37.40
	UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	5.86
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	9.79
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	15.99
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	46.50
	Bankcard Center	WORK ORDER PURCHASES	401-0535-535.5200	4.24
	Bankcard Center	Postage for CDBG	401-0535-535.6300	24.28
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	216.95
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	93.35
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	57.00
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	29.32
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	162.20
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	91.50
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	67.96
	USA Blue Book	WWTP OPERATING SUPPLIES	401-0535-535.5200	55.40
	Hawkins Inc	WWTP CHEMICALS	401-0535-535.5200	358.40
	Tyler Technologies	Tyler Bill notifications & web	401-0535-535.4900	522.50
	Tyler Technologies	Tyler Bill notifications & web	401-0535-535.4900	40.60
	Document Technologies	LRM4Y00834 Copier Overage	401-0535-535.4700	17.17
	State of Florida Department o	Phone Charges Instate & Out	401-0535-535.4100	0.01
	Advanced Enviromental Labor	BLANKET PO - WWTP LAB TES	401-0535-535.3400	1,103.90
	James Moore & Co., P.L.	Annual Financial Audit FY201	401-0535-535.3200	190.29

Warrant

(None)

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
	Bankcard Center	OFFICE SUPPLIES	401-0535-535.5264	20.33
	Staples Advantage	Keyboard/Mouse Combo	401-0535-535.5100	29.98
	UniFirst Corporation	UNIFORMS	401-0535-535.5220	27.26
	Lynch Oil Company	FUEL BLANKET PO	401-0535-535.5210	60.24
	Florida Power & Light	01408-42220 - WS - 237 Gran	401-0535-535.4300	34.10
	Florida Power & Light	05365-06116 - WS - 612 N Or	401-0535-535.4300	19.50
	Florida Power & Light	06115-08987 - WS - 501 Deen	401-0535-535.4300	34.20
	Florida Power & Light	09445-94365 - WS - 2904 E H	401-0535-535.4300	19.06
	Florida Power & Light	16455-03937 SPLIT - PW/WS	401-0535-535.4300	97.19
	Florida Power & Light	16525-04919 - WS - 305 S Tol	401-0535-535.4300	5,181.62
	Florida Power & Light	16885-09957 - WS - 103 Deen	401-0535-535.4300	33.70
	Florida Power & Light	26391-00821 - WS - 1004 S St	401-0535-535.4300	33.00
	Florida Power & Light	27076-01973 - WS - 321 S Bay	401-0535-535.4300	17.96
	Florida Power & Light	27516-03917 - WS - 1200 Linc	401-0535-535.4300	59.43
	Florida Power & Light	34080-03816 - WS - 410 N An	401-0535-535.4300	50.72
	Florida Power & Light	38244-16469 - WS - 301 S An	401-0535-535.4300	275.20
	Florida Power & Light	39472-13538 801 Hyman Cir -	401-0535-535.4300	6.91
	Florida Power & Light	76171-09884 - WS - 1200 E M	401-0535-535.4300	66.84
	Florida Power & Light	82864-01883 - WS - 2250 Old	401-0535-535.4300	87.62
	Florida Power & Light	95527-02467 - WS - 1300 S U	401-0535-535.4300	54.47
		Department 535 - Sewer / Wastewater Services Total:		17,058.74

Department: 536 - Engineering - Utilities

Charter Communications Hol	Hosted Voice 7/02 - 08/01	401-0536-536.4100	0.09
City of Flagler Beach	City Engineer & Mileage June	401-0536-536.3400	2,203.04
City of Flagler Beach	City Engineer & Mileage June	401-0536-536.4000	158.36
	Department 536 - Engineering - Utilities Total:		2,361.49
	Fund 401 - ENTERPRISE FUND	Total:	129,027.96

Warrant

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Fund: 402 - SOLID WASTE					
Department: 534 - Garbage / Solid Waste Control Services					
		Interstate Billing Service Inc	CREDIT	402-0534-534.4620	-30.95
		Rush Truck Centers of Florida	CREDIT - TAX REF Fan Blad an	402-0534-534.4620	-30.94
		Bunnell Auto Supply, Inc.	Thread Seal & Plug - SW#929	402-0534-534.4620	7.68
		Bunnell Auto Supply, Inc.	Cable Seal & Terminals - SW#	402-0534-534.4620	47.96
		Bunnell Auto Supply, Inc.	UJoint - SW#905	402-0534-534.4620	18.99
		DG Hardware, Inc.	Fastners	402-0534-534.4620	1.00
		DG Hardware, Inc.	Fastners	402-0534-534.4620	1.10
		DG Hardware, Inc.	Fastners	402-0534-534.4620	0.90
		SWANA - The Solid Waste Ass	Solid Waste Association Annu	402-0534-534.5400	212.00
		Bunnell Auto Supply, Inc.	Wiper Blades - SW#929	402-0534-534.4620	23.98
		Bunnell Auto Supply, Inc.	Oil, Filter, Absorbent, Trans Fl	402-0534-534.4620	252.02
		Bunnell Auto Supply, Inc.	Glvs, No Natz, Brakleen, Oil Se	402-0534-534.4620	181.07
		DG Hardware, Inc.	CURRATO CAN CHAIN LINK	402-0534-534.4620	4.59
		Bunnell Auto Supply, Inc.	Light, GOJO, No Natz & Coil CI	402-0534-534.4620	67.97
		Charter Communications Hol	Hosted Voice 7/02 - 08/01	402-0534-534.4100	55.61
		UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
		Express On Site Services, Inc	Emergency welding and repai	402-0534-534.4620	995.00
		Tyler Technologies	Tyler Bill notifications & web	402-0534-534.4900	261.25
		Tyler Technologies	Tyler Bill notifications & web	402-0534-534.4900	20.30
		Document Technologies	LRM4Y00834 Copier Overage	402-0534-534.4700	11.44
		Bunnell Auto Supply, Inc.	Coupler - SW	402-0534-534.4620	22.99
		James Moore & Co., P.L.	Annual Financial Audit FY201	402-0534-534.3200	136.27
		Environmental Land Services	Blanket PO for ELS	402-0534-534.3400	3,572.02
		Environmental Land Services	R/T-SAME OF 30 YARD	402-0534-534.3400	265.00
		Central Hydraulics, Inc.	Flush Face Cplr Body & Plug -	402-0534-534.4620	100.84
		UniFirst Corporation	UNIFORMS	402-0534-534.5220	18.47
		Lynch Oil Company	FUEL BLANKET PO	402-0534-534.5210	782.40
		O'reilly Automotive Inc	Battery & Oil - SW	402-0534-534.4620	141.40
		Environmental Land Services	Blanket PO for ELS	402-0534-534.3400	3,365.45
Department 534 - Garbage / Solid Waste Control Services Total:					10,524.28
Fund 402 - SOLID WASTE Total:					10,524.28

Warrant

Payable Dates: - 07/24/2017 Post Dates: - 07/24/2017

(None)	Payment Date	Vendor Name	Description (Payable)	Account Number	Amount
Fund: 502 - Municipal Complex Building Fund					
Department: 519 - Municipal Complex					
		Bankcard Center	ADT Alarm Monitoring	502-0519-519.3400	119.97
		Bankcard Center	ADT Alarm Monitoring	502-0519-519.3400	119.97
		Florida Power & Light	02735-15254 - GF 201 W Moo	502-0519-519.4300	45.24
		Florida Power & Light	08456-32520 - GF - 201 W Mo	502-0519-519.4300	285.38
		Florida Power & Light	47802-16398 - GF - 201 W Mo	502-0519-519.4300	1,217.45
		Florida Power & Light	50935-93118 - GF - 201 W Mo	502-0519-519.4300	27.41
		Florida Power & Light	51926-14112 GF - 104 Forsyth	502-0519-519.4300	120.47
		Florida Power & Light	56661-53118 - GF - 201 W Mo	502-0519-519.4300	101.23
		Department 519 - Municipal Complex Total:			2,037.12
		Fund 502 - Municipal Complex Building Fund Total:			2,037.12
		Grand Total:			196,544.28



Report Summary

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	54,954.92
401 - ENTERPRISE FUND	129,027.96
402 - SOLID WASTE	10,524.28
502 - Municipal Complex Building Fund	2,037.12
Grand Total:	196,544.28

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.4000	Travel / Per Diem	118.12
001-0511-511.4100	Communications Expens	114.34
001-0511-511.4800	Advertising / Promo Exp	169.10
001-0511-511.5200	Operating Supplies	187.00
001-0512-512.4100	Communications Expens	70.75
001-0513-513.3401	Fire Inspection Exp.	595.00
001-0513-513.4000	Travel / Per Diem	447.00
001-0513-513.4100	Communications Expens	334.94
001-0513-513.4700	Printing / Binding Expen	5.73
001-0513-513.5220	Uniforms Exp	2.52
001-0516-516.3200	Accounting & Auditing E	1,290.77
001-0516-516.4900	Other Current Charges	67.13
001-0516-516.5100	Office Supplies	48.51
001-0517-517.4100	Communications Expens	25.51
001-0517-517.5200	Operating Supplies	-394.00
001-0517-517.5264	Small Equipment	211.90
001-0517-517.6400	Capital Machinery/Equip	1,519.50
001-0521-521.4100	Communications Expens	448.76
001-0521-521.4300	Utility - Public Services	69.16
001-0521-521.4620	Repair / Maint - Vehicles	1,268.75
001-0521-521.5210	Fuel	1,478.08
001-0521-521.5220	Uniforms Exp	562.00
001-0521-521.6400	Machinery/Equipment E	33,514.06
001-0522-522.3400	Other Contract Services	225.00
001-0522-522.4100	Communications Expens	198.54
001-0522-522.4300	Utility - Public Services	247.71
001-0522-522.4620	Repair / Maint - Vehicles	410.42
001-0522-522.5200	Operating Supplies	-30.00
001-0524-524.3102	Legal Services	875.47
001-0524-524.3400	Other Contract Services	1,350.00
001-0524-524.4100	Communications Expens	164.74
001-0524-524.4700	Printing / Binding Expen	5.72
001-0524-524.4900	Other Current Chgs & O	-72.55
001-0524-524.5200	Operating Supplies	42.00
001-0541-541.3400	Other Contract Services	291.14
001-0541-541.4100	Communications Expens	271.27
001-0541-541.4300	Utility - Public Services	4,118.19
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	26.98
001-0541-541.4620	Repair / Maint - Vehicles	256.45
001-0541-541.4640	Equipment Repair & Mai	327.44
001-0541-541.5100	Office Supplies Expenses	38.73
001-0541-541.5200	Operating Supplies	673.98
001-0541-541.5210	Fuel	55.99
001-0541-541.5220	Uniforms Exp	91.28
001-0541-541.5264	Small Equipment Purcha	16.98
001-0541-541.5300	Road Repair Local Optio	165.80
001-0541-541.5400	Memberships, Publicati	210.00

Completed by:

 Approved by:


Account Summary

Account Number	Account Name	Expense Amount
001-0541-541.5500	Training	120.00
001-0572-572.3400	Other Contract Services	90.00
001-0572-572.4300	Utility - Public Services	665.17
001-0572-572.4620	Repair / Maint - Vehicles	248.04
001-0572-572.4640	Repair/Maint - Equipme	112.64
001-0572-572.5100	Office Supplies Expenses	9.75
001-0572-572.5200	Operating Supplies	558.53
001-0572-572.5210	Fuel	121.72
001-0572-572.5220	Uniforms Exp	39.40
001-0572-572.5264	Small Equipment Purcha	322.96
001-2201000	Deposits Paybl - CtyHall/	500.00
401-0533-533.3111	Professional Services Ex	750.00
401-0533-533.3200	Accounting & Auditing E	3,382.67
401-0533-533.3401	Other Contract Services	250.00
401-0533-533.4100	Communications Expens	24.99
401-0533-533.4300	Utility - Public Services	2,917.16
401-0533-533.4500	Insurance Expense	14,812.00
401-0533-533.4620	Repair / Maint - Vehicles	85.97
401-0533-533.4640	Repair / Maint - Equipm	195.11
401-0533-533.4700	Printing / Binding Expen	17.17
401-0533-533.4900	Other Current Chgs & O	563.10
401-0533-533.5102	Office Supplies - Water	35.12
401-0533-533.5205	Operating Supplies Exp -	2,003.45
401-0533-533.5210	Fuel	58.11
401-0533-533.5220	Uniforms Exp	63.28
401-0533-533.5264	Small Equipment Purcha	4,449.60
401-0533-533.6400	Machinery/Equipment E	80,000.00
401-0535-535.3200	Accounting & Auditing E	190.29
401-0535-535.3400	Other Contract Services	1,212.90
401-0535-535.4100	Communications Expens	33.11
401-0535-535.4300	Utility - Public Services	6,071.52
401-0535-535.4620	Repair / Maint - Vehicles	553.87
401-0535-535.4640	Repair / Maint - Equipm	57.00
401-0535-535.4700	Printing / Binding Expen	17.17
401-0535-535.4900	Other Current Chgs & O	563.10
401-0535-535.5100	Office Supplies Expenses	39.37
401-0535-535.5200	Operating Supplies	3,546.45
401-0535-535.5210	Fuel	60.24
401-0535-535.5220	Uniforms Exp	54.52
401-0535-535.5264	Small Equipment Purcha	4,834.92
401-0535-535.6300	Improvements - Other T	-175.72
401-0536-536.3400	Other Contract Services	2,203.04
401-0536-536.4000	Travel/Per Diem	158.36
401-0536-536.4100	Communications Expens	0.09
402-0534-534.3200	Accounting & Auditing -	136.27
402-0534-534.3400	Other Contract Services	7,202.47
402-0534-534.4100	Communications - Solid	55.61
402-0534-534.4620	Repair/Maint Vehicles -	1,805.60
402-0534-534.4700	Printing & Binding - Soli	11.44
402-0534-534.4900	Other Current Charges -	281.55
402-0534-534.5210	Fuel	782.40
402-0534-534.5220	Uniforms - Solid Waste	36.94
402-0534-534.5400	Memberships - Solid Wa	212.00
502-0519-519.3400	Other Contract Services	239.94
502-0519-519.4300	Utility Public Service	1,797.18
Grand Total:		196,544.28

Project Account Summary

Project Account Key	Expense Amount
None	196,520.00
cdbgexp	24.28
Grand Total:	<u>196,544.28</u>



City of Bunnell, Florida

ATTACHMENTS:

Description

2017 07 10 City Commission Meeting Minutes

Type

Minutes

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, July 10, 2017

7:00 PM

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

- A. **Call Meeting to Order and Pledge Allegiance to the Flag:** Mayor Robinson called the meeting to order at 7:00 p.m. and led the Pledge to the Flag.

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

Invocation for our Military Troops and National Leaders: Commissioner Elbert Tucker led the invocation.

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

B.1. Presentation: Fresh Start Program - Krystal Cherry, Daytona State University, provided an overview of the Fresh Start Program.

B.2. Presentation: Cost-Share Check from the St. Johns River Water Management District (SJRWMD): City Manager Davis stated the City was awarded a cost-share grant with SJRWMD. He turned the announcement over to Mike Baldwin, Utilities Manager, who explained the projects to be accomplished with the grant monies. Mr. Jim Troiano complimented City staff for how well the grant application was completed and how impressed he was that City staff attended their board meeting. Mr. Troiano presented a check for \$266,160.00 on behalf of SJRWMD for the Cost Share Grant.

- C. **Consent Agenda:**

C.1. Approval of Warrant

a. 2017 07 10 Warrant

C.2. Approval of Minutes:

a. 2017 06 26 City Commission Workshop Minutes

b. 2017 06 26 City Commission Meeting Minutes

C.3. Request to surplus assorted dumpsters.

C.4. Law Enforcement Mutual Aid Agreement

Motion: Approve Consent Agenda.

Motion by: Commissioner Tucker

Seconded by: Commissioner Baxley

Public Comment: 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. Daisy Henry commended the City of Bunnell Police Department for their response to her calls regarding the firecracker issue. She asked how long it will take for the road to be repaired by the gym. She also stated there is a sewer cleanout cap missing at the corner of Elm and Bay.

Courtney Ousley complained about issues with the officers during an event on the 4th of July. She advised she was treated rudely by Officer Sarah Casey. She also stated she had asked around and could not find one child who received a cupcake during the Police Chief's Cupcake Citation Program. She requested the Police Department do something to mend the relationship between the police and the community.

Andre Chaney, Espanola Masonic Lodge, requested a fee waiver to use the fields at the Carver Park. Each year the Lodge holds a health fair to assist kids going back to school. They want to try to attract more vendors for the event, but that would cause the event to expand into the sports fields. He further advised they would be happy if the City could donate items such as backpacks and school supplies.

City Manager Davis advised the City has received numerous positive comments about the Cupcake Citation Program and he knows there has been many cupcakes given out to children. In addition, the City does not have a police officer named Casey.

E. Ordinances: (Legislative):

E.1. Ordinance 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium. - First Reading. City Attorney Vose read the short title of the Ordinance into the record. Acting Community Development Director Kristen Bates reviewed the Ordinance.

Motion: Approve Ordinance 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium on first reading.

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Sowell

Public Comment: None

Board Discussion: None

Vote: Motion carried unanimously.

E.2. Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district. - First Reading. City Attorney Vose read the short title of the Ordinance into the record. Acting Community Development Director Kristen Bates reviewed the Ordinance.

Motion: Approve Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district on first reading.

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Baxley

Public Comment: None

Board Discussion: None

Vote: Motion carried unanimously.

E.3. Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations. - First Reading. City Attorney Vose read the short title of the Ordinance into the record. Acting Community Development Director Kristen Bates reviewed the Ordinance.

Motion: Approve Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations on first reading.

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Tucker

Public Comment: None

Board Discussion: Commissioner Tucker asked for clarification about the section regarding agricultural occupational licenses. Commissioner Sowell asked how this will impact businesses in the core of the City. He also asked for clarification on businesses that do alterations or laundry services. Ms. Bates answered the Commissioners' questions.

Vote: Motion carried unanimously.

F. Resolutions: (Legislative):

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

Motion: Adopt Resolution 2017-14 Amending Section 11 of Resolution 2014-21. City Attorney Vose read the short title of the Resolution into the record. Finance Director Stella Gurnee explained this Resolution is to update the cost to install smart meters.

Motion by: Commissioner Tucker

Seconded by: Commissioner Sowell

Public Comment: None

Board Discussion: None

Vote: Motion carried unanimously.

G. Old Business: None.

H. New Business:

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

Acting Community Development Director Kristen Bates explained the request for the exception and how the appeals process works. The City provided notice to all properties within 300 feet of the proposed transitional housing project. She advised there were written and telephone objections by some residents. Attorney Vose advised this is a quasi-judicial matter and the Board is required to make its decision based on what is presented by staff and the people in the audience. He advised the Board if they have had any ex-parte communications regarding this issue they are required to disclose it for the record. Commissioner Baxley stated he talked to a gentleman in the audience before the meeting. Vice Mayor Rogers advised Jerry Jones, a member of the PZA Board contacted him. Mayor Robinson, Commissioner Tucker and Commissioner Sowell advised they have had no communication on this issue. Attorney Vose advised the Board of their options according to the Code.

Ms. Loraine Vickery, Founder and Director of Samaritan Ministries, advised she does background checks, random drug tests and will install a security system. The home will not allow violence, drugs, noise or nuisances. She advised the purpose of the program is to assist women and children in transition. She is aware of concerns of traffic issues including school bus traffic. There are no buses that use Fig Street. Mayor Robinson asked about the concern addressed in one of the letters about sex offenders. Ms. Vickery advised they do not allow anyone with records of violence, sex offenses or theft to come into the program and the program does provide mandatory counseling. Commissioner Baxley stated he used to live near another home at 700 Lambert operated by Ms. Vickery and never saw any problems. He never saw any police activities at the home during the years they were there. Ms. Vickery advised there were no calls made to the Police for any criminal activities during that time. Commissioner Tucker asked if the purchase was recent. Ms. Vickery advised the property has not closed yet. He asked if she could not find a house in Palm Coast. Ms. Vickery explained the County services are here in Bunnell and they are all within walking distance.

She stated Bunnell is a better community. Vice Mayor Rogers asked about the size of the house and how many residents and staff will be in the house.

Mr. Jeff McKay advised he has been associated with Ms. Vickery for years and has very high regards for her and the work she does. He read a letter from the Vice President of the Community Chorus of Palm Coast supporting the program (attached).

Daisy Henry advised she has known Ms. Vickery for years. She has spent time in the home and has never seen any problems. She also asked why Bunnell was chosen.

Krystal Cherry stated she has been associated with Ms. Vickery for years. She offers home and hope for these women and does good work.

Motion: Affirm the PZA Board's recommendation to deny the request.

Motion by: Commissioner Sowell

Seconded by: Commissioner Tucker

Public Comment: None

Board Discussion: Vice Mayor Rogers asked Ms. Vickery if she would be able to meet the City, State and local codes as outlined in the Fire Inspector's report. Ms. Bates advised the Board can add restrictions and conditions to their motion. Ms. Vickery advised she is aware that the building must be brought to code. Commissioner Baxley advised the people who spoke in opposition at the PZA meeting should have come to this meeting. Commissioner Sowell advised he fully supports what the Samaritan Ministries wants to do, but he questions putting it in a residential area. When a person buys a home in a neighborhood they expect the fundamental characteristics to last forever. Commissioner Baxley advised he feels the City has set a precedent since the former home was approved by the City in the same neighborhood.

Vote: Motion failed: **Summary Vote – Yes:** Commissioner Sowell and Commissioner Tucker
No – Mayor Robinson, Commissioner Baxley, and Vice Mayor Rogers.

City Attorney Vose advised that the denial of the exemption does not automatically change over. Ms. Bates advised the types of conditions that could be placed on the request. City Manager Davis stated persons that have ever been charged with sexual offences are not allowed by law live within 1,000 feet of a school. He would like to see mandatory screening of all applicants. City Attorney Vose indicated there should also be a condition they provide Liability Insurance.

Motion: Approve the appeal with the following conditions: site plan approval, nationwide background screening, not exceed 8 residents, pass fire inspection, privacy fence in back yard, maintain \$1,000,000 liability insurance.

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Baxley

Public Comments: None

Board Comments: Commissioner Sowell asked if we can ask for a surety bond.

Vote: Motion carried: **Summary Vote Yes:** Mayor Robinson, Commissioner Baxley, and Vice Mayor Rogers. **No:** Commissioner Sowell and Commissioner Tucker.

I. Reports:

- **City Clerk** – Nothing to report.

- **City Attorney:** City Attorney Vose provided an update on the electronic instant bingo issue. The City has not received any response from the applicant's attorneys. There are no plans to request an opinion from the Attorney General's Office until we receive the written correspondence on their position, which they ensured the City would be receive by June 1st.

- **City Manager:** Mr. Davis reminded the Board of their meetings with the Auditors on Wednesday. He announced the upcoming ribbon cutting for the dedication ceremony for

the protection of the Old Brick Road. This event is scheduled for Thursday, July 13th at 8:00 a.m. The first budget workshop will be at 6:00 p.m. on July 24th. In addition, he briefed the Board about a meeting he and Fire Chief Bolser had with Flagler County Administrator Craig Coffey and Fire Chief Petito to discuss the logistics of the County providing Fire and Rescue services to the City.

• **Mayor and City Commissioners**

Commissioner Sowell: Nothing to report.

Commissioner Tucker: Nothing to report.

Commissioner Baxley advised he is going on vacation. He updated the Board on the City Banners. He has received pledges for the sponsorship of 18 banners so far.

Vice Mayor Rogers thanked the Fire Department for saving his house from a brush fire caused by a lightening strike. He also wanted to go on record to say he has heard nothing but positive comments from the community about the Police Chief's Cupcake Citation Program. He stated that in his opinion Chief Foster is the best Police Chief the City has ever had. He attended the 100th Year Anniversary event for the Flagler County Sheriff's Office, along with the City Manager and Chief Foster.

Mayor Robinson talked about her first fitness challenge. The next challenge is going to be at the Joanne B. King Park on July 29th at 8:00 a.m. She appreciates the good comments about the Police Department. She thought the Cupcake Citation Program was a great idea and hopes we can keep promoting the positive.

J. Call for Adjournment.

Motion: Adjourn the meeting at 8:41 p.m.

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Baxley

Vote: Motion carried unanimously.

Catherine D. Robinson, Mayor

Sandra Bolser, CMC, City Clerk

Date

Date



City of Bunnell, Florida

Agenda Item No. C.3.

Document Date: 7/12/2017 Amount: N/A
Department: Finance Account #: various
Subject: Request to approve piggyback contract from St. John's County with Alliant Engineering for continuing Engineering services
Agenda Section: Consent Agenda:
Goal/Priority: Financial Health, Infrastructure

ATTACHMENTS:

Description	Type
St. Johns County contract with Alliant	Contract
St. Johns County contract with Alliant-piggyback approval	Exhibit
Alliant piggyback agreement	Contract

Summary/Highlights:

February 17, 2017 the Commission approved a piggyback for continuing engineering services with QLH. This additional contract will provide more than one engineering firm that will be available for City projects.

Background:

The City requires specialized engineering services for various upcoming projects and permits. By piggyback the St. Johns County bid for engineering continuing services with Alliant Engineering, the City will then have two firms available to perform various projects. Alliant has provided engineering services for several previous City projects. Their performance has always been outstanding.

Staff Recommendation:

Approve piggyback of the existing engineering contract between St. Johns County and Alliant Engineering.

City Attorney Review:

Finance Department Review/Recommendation:

Recommend approval.



St. Johns County Board of County Commissioners

Purchasing Division

March 10, 2017

Alliant Engineering Inc
7406 Fullerton Street, Suite 110
Jacksonville, Florida 32256

RE: RFQ No: 17-17 – Professional Services
Master Contract No: 17-MCC-ALL-08045

Dear Mr. Wimpee:

Attached, please find a fully executed original copy of the Contract Agreement for Professional Services for your files.

All work under this contract will be authorized by Task Orders. No work shall be performed without an executed Task Order, issued by the SJC Purchasing Department. In the event the County requests a proposal from Alliant Engineering Inc regarding a specific project, any and all instructions for the proposal will be included in the request.

If you have any questions regarding this contract, you may contact me at the information below.

Thank you for doing business with St. Johns County.

Sincerely,
St. Johns County, FL
Purchasing Department

A handwritten signature in blue ink that reads "Jaime Locklear".

Jaime T. Locklear, CPPB, FCCM
Contract Administration Manager
(904) 209-0158 – Direct
(904) 209-0159 – Fax
jlocklear@sjcfl.us

CC: SJC Minutes & Records (Copy taken when attested)
SJC Purchasing RFQ 17-17 – Master Contract File



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF AWARD

February 22, 2017

Alliant Engineering, Inc
7406 Fullerton Street, Suite 110
Jacksonville, FL 32256

RE: RFQ No: 17-17 – Professional Services
Master Contract No: 17-MCC-ALL-08045

We are pleased to notify you that the St. Johns County Board of County Commissioners has approved negotiations and award for professional services as specified in the above referenced Request for Qualifications. The rates submitted by your firm have been approved, and are hereby accepted, and incorporated in the Contract Agreement.

Attached, via email, is an electronic copy of the Contract Agreement and an Acceptance of this Notice of Award. Please print, sign, date, seal (if applicable) and return all of the following **within ten (10) days of receipt** of this Notice:

1. Three (3) original signature copies of the Contract Agreement (***Date only the signature page of the agreement. Please DO NOT date the front page of the contract***)
2. One (1) original Acceptance of the Notice of Award (Please sign, date and return the Acceptance of Award acknowledgement (page 2 of this letter))
3. All applicable Certificates of Insurance as stated in Article 13 of the attached Contract Agreement.

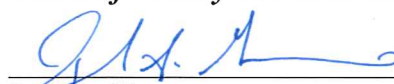
NOTE: *In accordance with the RFQ documents, failure to return the requested documents within the time shown above may deem your firm non-responsive.*

to the attention of: Mr. Joseph Giammanco, Purchasing Manager
SJC Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

Upon receipt of the above documents by this office, contract agreements will be executed and an original copy will be returned to your office.

Should you have any questions regarding this notice please don't hesitate to contact me at (904) 209-0152 or jgiammanco@sjcfl.us.

Sincerely,
St. Johns County
Board of County Commissioners



Joseph Giammanco
Purchasing Manager

Date: 2/22/17



CONTRACT AGREEMENT
RFQ NO: 17-17; PROFESSIONAL SERVICES
Master Contract #: 17-MCC-ALL-08045

This Contract Agreement (Agreement) is made as of this 9th day of March, 2017, between **St. Johns County**, ("County"), a political subdivision of the state of Florida, whose principal place of business is located at 500 San Sebastian View, St. Augustine, FL 32084, and **Alliant Engineering, Inc.** ("Consultant"), authorized to do business in the state of Florida, with mailing address: 7406 Fullerton Street, Suite 110, Jacksonville, FL 32256.

In consideration of the mutual promises contained herein, the County and the Consultant agree as follows:

ARTICLE 1 – DURATION AND RENEWAL

This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract term of five (5) calendar years, and may be renewed for up to one (1) five-year renewal period. This Agreement may be renewed, upon satisfactory performance by the Consultant, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to renew this Agreement. It is further expressly understood that the option of renewal is exercisable only by the County, and only upon the County's determination that the Consultant satisfactorily performed the Services specified in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term "Contract Documents" includes the following:

- This Agreement, including any amendment executed as provided in Article 29;
- St. Johns County Request for Qualifications No. 17-17 and all issued Addenda (Exhibit A);
- Consultant's Rate Sheet (Exhibit B);
- FEMA Public Assistance Program Required Contract Clauses (Exhibit C);
- Any task order, or any amendment of a task order, issued as provided in Article 4 of this Agreement; and
- Any Certificate of Insurance required pursuant to Article 12 of this Agreement.

Any document not identified above is not a Contract Document and does not form part of this Agreement. In interpreting the Contract and resolving any inconsistencies or ambiguities, the main body of this Agreement takes precedence over any of the Exhibits provided above.

ARTICLE 3 - SERVICES

The Consultant's responsibility under this Agreement is to provide all labor, materials, and equipment necessary to perform the Scope of Work set forth in Part III.A of St. Johns County Request for Qualifications No. 17-17.

Services provided by the Consultant shall be under the general direction of the St. Johns County Department requesting services, or the St. Johns County Purchasing Department, who shall act as the County's representative during the performance of services under this Agreement.

The Consultant shall provide and perform all services pursuant to this Agreement in accordance with generally accepted standards of professional practice and in accordance with applicable federal, state, and local laws and regulations.

The Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, reports, memoranda, other documents and other services, work, and materials performed, provided, or furnished by the Consultant. The Consultant shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in such data, studies, and other services, work, and materials resulting from the negligent acts, errors, omissions, or intentional misconduct of the Consultant.

Review, approval, or acceptance by the County of data, studies, reports, memoranda, and incidental professional services, work, and materials furnished by the Consultant under this Agreement shall not relieve the Consultant of responsibility for the adequacy, completeness, and accuracy of its services, work, and materials. Neither the County's review, approval, or acceptance of, nor payment for, any part of the Consultant's services, work, and materials shall be construed to operate as a waiver of any of the County's rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.

ARTICLE 4 – TASK ORDERS

The Consultant shall not perform any services under this Agreement until a task order for such services has been executed by the Consultant's authorized representative and the County Administrator, or his authorized designee, in accordance with County Purchasing Policy. All task orders under this Agreement shall be issued on a form provided by the County. The task order shall set forth a description and summary of the services to be performed, the total compensation for satisfactory completion of the work to be performed, and the estimated time for completion of the services. Any amendment to an executed task order shall be in writing and shall be executed by the County Administrator or his authorized designee.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

- A. Compensation for services under this Agreement is contingent upon the execution of a task order as provided in Article 4 prior to the provision of the services by the Consultant.
- B. Compensation for each Task Order shall be based on the method of payment as stated in each Task Order. The Consultant shall submit a cost proposal and scope for each project, in the format, as requested by the County. Compensation for all task orders issued under this Agreement shall either be on a lump sum basis or a not-to-exceed amount accompanied by a project estimate based on the hourly rates provided in Exhibit B. No modification, amendment, or alteration to Exhibit B shall be effective unless provided through an amendment to this Agreement as provided below in Article 29.
- C. It is expressly understood that Consultant is not entitled to the amount of compensation set forth in any given task order. Rather, Consultant's compensation is based upon Consultant's satisfactory completion and delivery of all work product and deliverables noted in each task order.
- D. The Consultant shall bill the County for services satisfactorily performed as provided in each task order. Payment by the County shall be made in compliance with the provisions of the Local Government Prompt Payment Act (Section 218.70, Florida Statutes, et seq.).
- E. Though there is no billing form or format pre-approved by either the County, or the Consultant, invoices submitted by the Consultant shall include a detailed written report of the services accomplished in connection with the Scope of Work. The County may return an invoice from the Consultant, and request additional documentation or information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- F. Unless otherwise notified, bills/invoices should be delivered to the County Department requesting the work, with a copy sent to:

St. Johns County Office of Management and Budget
500 San Sebastian View
St. Augustine, FL 32084

ARTICLE 6 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Consultant of such termination without cause.
- B. This Agreement may be terminated by the County with cause upon at least seven (7) calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 7 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the Consultant fail to perform (default) under the terms of this Agreement, then the County shall provide

written notice to the Consultant, which such notice shall include a timeframe of no fewer than seven (7) calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.

- B. It is expressly noted that, should the County issue more than one notice of default to the Consultant within any six consecutive months during the term of this Agreement, such action shall constitute cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Consultant shall be paid for services authorized and satisfactorily performed under this Agreement up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
1. Stop work on the date to the extent specified.
 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 8 – PERSONNEL

The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County.

All of the services required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such services.

Any changes or substitutions in the Consultant's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Consultant warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

The Consultant shall provide the designated Key Personnel to perform work under this Agreement, as follows:

Name:	Title:	Phone #:	Email:
CURT WIMPÉE	SE REGIONAL MANAGER	904.647.5383	CWIMPÉE@alliant-inc.com
ROBERT GREEN	VICE PRESIDENT	612.767.9303	BGREEN@alliant-inc.com
MJ WHALEN	FINANCIAL CONTROLLER	612.767.9312	MWHALEN@alliant-inc.com

The County shall provide the designated Key Personnel to perform work under this Agreement, as follows:

Name:	Title:	Phone #:	Email:
Joseph Giammanco	Purchasing Manager	904-209-0152	jgiammanco@sjcfl.us
Jesse Dunn	OMB Director	904-209-0568	jdunn@sjcfl.us
Wade Schroeder	OMB Assist Director	904-209-0570	wschroeder@sjcfl.us

ARTICLE 9 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the work described in the Contract Documents. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 10 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall execute a tax exemption certificate submitted by the Consultant. The Consultant shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Consultant that the Consultant shall not be authorized to use the County's Tax Exemption status in any manner.

The Consultant shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Consultant performance under this Agreement.

ARTICLE 11 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are subject to the availability of lawfully appropriated County funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 12 - INSURANCE

The Consultant shall not commence work under this Agreement until it has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the state of Florida. The Consultant shall furnish proof of insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Agreement.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Consultant shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the Consultant from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain during the life of the Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The Consultant shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as required by the law for all of its employees.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

ARTICLE 13 - INDEMNIFICATION

The Consultant shall indemnify and hold harmless the County and its officers and employees from claims, liabilities, damages, losses, and costs, including court costs, expert witness and professional consultation services, and attorneys' fees, arising out of the Consultant's errors, omissions, or negligence. The Consultant shall not be liable to, nor be required to indemnify the County for, any portions of damages arising out of any error, omission, or negligence of the County or its officers and employees.

ARTICLE 14 - SUCCESSORS AND ASSIGNS

The County and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Consultant shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Consultant.

ARTICLE 15 - REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 16 - CONFLICT OF INTEREST

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within 30 days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Consultant under the terms of this Agreement.

ARTICLE 17 - NO THIRD PARTY BENEFICIARIES

Both the County and the Consultant explicitly agree, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 18 - EXCUSABLE DELAYS

Neither party shall be held to be in non-compliance with this agreement, or suffer any enforcement or penalty relating to this agreement, where such non-compliance occurs as the result of a force majeure event. For the purposes of this section, a force majeure event is defined as an event beyond the control and without the fault or negligence of the

affected party which could not have been prevented through the exercise of reasonable diligence, including natural disaster (including hurricane, flood, or other acts of nature), strike, riot, war, terrorism or threat of terrorism, or other event that is reasonably beyond either party's ability to anticipate or control. When there is an event of force majeure, the affected party shall immediately notify the other party in writing giving the full particulars of the event of force majeure. The affected party must use reasonable efforts to mitigate the effect of the event of force majeure upon its performance under this agreement. Upon completion of the event of force majeure, the affected party shall resume its performance under this agreement as soon as reasonably practicable. If, due to an event of force majeure, the Consultant is unable to complete the scope of services within the term of this agreement, the term of this agreement may be extended for an amount of time not to exceed the length of the event of force majeure.

ARTICLE 19 - ARREARS

The Consultant shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 20 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

Before being eligible for final payment of any amounts due, the Consultant shall deliver to the County all documents and materials prepared by and for the County under this Agreement.

Consultant shall keep all information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, confidential. Such information shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 21 - INDEPENDENT CONSULTANT RELATIONSHIP

With respect to the Consultant's performance of all work services and activities under this Agreement, the Consultant shall be an independent consultant, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Consultant's sole direction, supervision, and control.

The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees or agents of the County. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this agreement.

ARTICLE 22 - CONTINGENT FEES

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 23 - ACCESS AND AUDITS

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in performing

the work for at least three years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five days written notice.

ARTICLE 24 - NONDISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 25 - ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Consultant agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Consultant.

ARTICLE 26 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 27 - AUTHORITY TO PRACTICE

The Consultant hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business and that it shall conduct its business activities in a reputable manner at all times.

ARTICLE 28 - SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 29 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue an amended task order as provided in Article 4. The Consultant shall not commence work on any such change until such amended task order has been issued and signed by each of the parties.

ARTICLE 30 - FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement shall be held in St. Johns County, Florida.

ARTICLE 31 - ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 32 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Mr. Joseph Giammanco, Purchasing Manager
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Consultant shall be mailed to:

Alliant Engineering, Inc.
Attn: Mr. Curt M. Wimpee, PE
7406 Fullerton Street, Suite 110
Jacksonville, Florida 32256

ARTICLE 33 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 34 -PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Consultant's performance under this Contract constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida's public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under this Agreement, Consultant shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and
 - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.
- C. If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible

with the County's information technology systems.

- D. Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: OCA, ATTN: Public Records Manager, 500 San Sebastian View, St. Augustine, FL 32084, PH: (904) 209-0805, EMAIL: publicrecords@sjcfl.us.

ARTICLE 35 – REVIEW OF RECORDS

As a condition of entering into the Agreement, and to ensure compliance, especially as it relates to any applicable law, rule, or regulation, the Consultant authorizes the County, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives to examine, review, inspect, and/or audit the books and records, in order to determine whether compliance has been achieved with respect to the terms, conditions, provisions, rights, and responsibilities noted in the Agreement. The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Consultant agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. It is specifically noted that Consultant is under no duty to provide access to documentation not related to the Agreement, and/or otherwise protected by County, State, or Federal law.

ARTICLE 36 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

ARTICLE 37 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Federal and State Taxes; (2) Insurance; (3) Indemnification; (4) Access and Audits; (5) Enforcement Costs; and (6) Access to Records.

ARTICLE 38 – INCORPORATION OF FEMA REQUIRED CONTRACT CLAUSES

The Consultant's performance under this Agreement shall be subject to the FEMA Required Contract Clauses attached as Exhibit C hereto, the contents of which are incorporated herein.

IN WITNESS WHEREOF, authorized representatives of the County, and Consultant have executed this Agreement on the day and year below noted.

RFQ NO: 17-17; PROFESSIONAL SERVICES

ST. JOHNS COUNTY, FL:

Joseph Giammarco
Printed Name of County Representative

[Signature]
Signature County Representative

Purchasing Manager
Title of County Representative

3/9/17
Date of Execution

ATTEST:

ST. JOHNS COUNTY, FL
CLERK OF COURT

[Signature]
Deputy Clerk

3/9/17
Date

LEGALLY SUFFICIENT:

[Signature]
Deputy County Attorney

3/10/17
Date of Execution

CONSULTANT:

Alliant Engineering, Inc.

Company Name

[Signature]
Signature of Consultant Representative

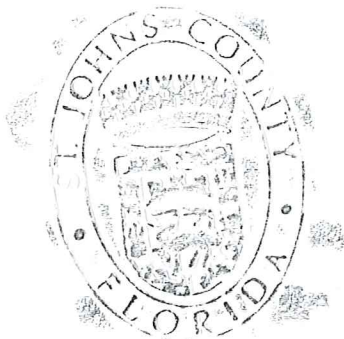
ROBERT J GREEN V.P.
Printed Name & Title

3/6/17
Date of Execution

ST JOHNS COUNTY

MAR - 7 '17

PURCHASING



RFQ NO: 17-17; PROFESSIONAL SERVICES
EXHIBIT "A"

Request for Proposals & Issued Addenda
(separate attachment)

RFQ NO: 17-17; PROFESSIONAL SERVICES
EXHIBIT "B"
Consultant's Rate Sheet

The rates provided herein shall be the basis for all compensation under this Agreement. The Consultant may request increases to these rates on an annual basis, in accordance with the most current Consumer Price Index (CPI) percentage. Requests for changes to the pricing must be submitted to the Purchasing Manager no later than sixty (60) days prior to the anniversary date of the Agreement for review. If approved, changes to the rates shall be authorized through a Contract Amendment, and signed by both parties.

Company Name:
Alliant Engineering, Inc

Rates for St. Johns County
RFQ 17-17 Professional Services
Master Contract #

Approval (initial date)

Purchasing Manager: SS

Buyer: _____

Employee (optional)	Classification	Base Rate*	Fringe and Overhead **	Profit**	Requested Billing Rate	County Approved Billing Rate
	President	\$85.00	\$106.00	\$19.10	\$210.00	\$210.10
	Vice President	\$75.00	\$93.15	\$16.82	\$185.00	\$184.97
	Principal	\$68.00	\$84.46	\$15.25	\$165.00	\$167.70
	Associate	\$60.00	\$74.52	\$13.45	\$150.00	\$147.97
	Senior Professional	\$55.00	\$68.31	\$12.33	\$135.00	\$135.64
	Professional Engineer	\$50.00	\$62.10	\$11.21	\$125.00	\$123.31
	Professional LS	\$42.00	\$52.16	\$9.42	\$105.00	\$103.58
	Professional LA	\$31.00	\$38.50	\$6.95	\$75.00	\$76.45
	Graduate Engineer	\$31.00	\$38.50	\$6.95	\$75.00	\$76.45
	Graduate LA	\$25.00	\$31.05	\$5.61	\$62.00	\$61.66
	Graduate LS	\$35.00	\$43.47	\$7.85	\$86.00	\$86.32
	Senior CAD Technician	\$31.00	\$38.50	\$6.95	\$76.00	\$76.45
	CAD Technician	\$25.00	\$31.05	\$5.61	\$62.00	\$61.66
	Admin	\$20.00	\$24.84	\$4.48	\$49.00	\$49.32
	Survey Crew Chief	\$31.00	\$38.50	\$6.95	\$76.00	\$76.45
	Survey Field Technician	\$26.00	\$32.29	\$5.83	\$65.00	\$64.12
*Base rate is actual hourly wage rate, exclusive of fringe, overhead and profit.						
**Maximum 150% for fringe and overhead; maximum profit 10%; or audited rates, which ever are less.						
Travel Expense Maximum	\$.445 per mile					
Subconsultants Markup	None Allowed					
FCCM	None Allowed					
CADD Charges	None Allowed					
Reimbursable Expenses Markup	None Allowed					

Approval of Rate Structure

Consultant: _____

Date: _____

SJC Purchasing Manager: SS

Date: 2/22/17

**RFQ NO: 17-17; PROFESSIONAL SERVICES
EXHIBIT "C"**

FEMA PUBLIC ASSISTANCE PROGRAM REQUIRED CONTRACT CLAUSES

1. Equal Employment Opportunity.

If this contract meets the definition of a "federally assisted construction contract" as provided in 41 C.F.R. § 60-1.3, the following shall apply to the contractor's performance under this contract:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

For the purposes of this section, "federally assisted construction contract" means any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a

grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

For the purposes of this section, "construction work" means the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

2. Contract Work Hours and Safety Standards Act.

- a. This section applies to all contracts in excess of \$100,000 that involve the employment of mechanics or laborers as provided in 40 U.S.C. § 3701.
- b. As provided in 40 U.S.C. § 3702, the contractor shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
- c. The requirements of 40 U.S.C. § 3704 shall apply to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- d. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- e. In the event of any violation of the clause set forth in paragraph (d) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (d) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (d) of this section.
- f. The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (e) of this section.
- g. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (c) through (f) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (c) through (f) of this section.

3. Compliance with Clean Air Act.

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

- b. The contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the state of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

4. Compliance with Federal Water Pollution Control Act.

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. (2) The contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the state of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

5. Debarment and Suspension.

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by the County. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the state of Florida and the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

6. Byrd Anti-Lobbying Amendment

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18: CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of

any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

7. Procurement of Recovered Materials.

- a. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—
 - i. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - ii. Meeting contract performance requirements; or
 - iii. At a reasonable price.

8. DHS Seal, Logo, and Flags.

The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

9. Compliance with Federal Law, Regulations, and Executive Orders.

This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

10. No Obligation by Federal Government.

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

11. Fraud and False or Fraudulent or Related Acts.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.



St. Johns County Board of County Commissioners

Purchasing Division

July 5, 2017

Ms. Stella Gurnee, Finance Director
City of Bunnell
P.O. Box 756
Bunnell, FL 32110

RE: Master Contract# 17-MCC-ALL-08045

Dear Ms. Whitener:

St. Johns County approves the City of Bunnell piggybacking the above referenced contract. However, please be aware that if any lawsuits or disputes were to arise with the City of St. Augustine, St. Johns County would not agree to be called as defense.

Please feel free to contact me at the number or email address shown below should you require any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Giammanco", is written over a horizontal line.

Joseph Giammanco
SJC Purchasing Manager
(904) 209-0152 – Direct
(904) 209-0153 – Fax
jgiammanco@sjcfl.us



July 12, 2017

The Honorable Mayor Catherine D. Robinson
City of Bunnell
201 W. Moody Blvd.
Bunnell, FL 32110

**RE: Continuing Engineering Consulting Services
Alliant Engineering, Inc.
Piggy-Back Contract Agreement**

Dear Mayor Robinson:

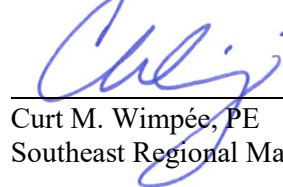
Alliant Engineering, Inc. greatly appreciates the opportunity to provide the City of Bunnell with continuing engineering services. As allowed under Florida law, the City has requested to "Piggy-Back" on our existing continuing services contract with St. Johns County (SJC) for similar services.

Attached please find our executed contract for services with SJC. If the City of Bunnell is agreeable to the terms and conditions of this contract, please sign in the area indicated below and return this letter to our office at your earliest convenience.

Thank you again for the opportunity to serve the City of Bunnell and should you have any questions, please call me anytime at 904-647-5383.

Sincerely,

Alliant Engineering, Inc.



Curt M. Wimpée, PE
Southeast Regional Manager

Accepted on _____

Mayor Catherine D. Robinson

CMW/sm

cc: Dan Davis, City Manager
Clark Wicklund/A-E, Inc.



City of Bunnell, Florida

Agenda Item No. E.1.

Document Date: 6/26/2017 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2017-18 Request to Voluntarily Contract (De-Annex) Approximately 1.68 Acres of Property. - Second Reading.
Agenda Section: Ordinances: (Legislative):

ATTACHMENTS:

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

Summary/Highlights:

Samuel and Ashley Vannoy have filed a petition to voluntarily contract or de-annex approximately 1.68 acres of property from the City of Bunnell.

The subject property was annexed into the City via Ordinance 2007-30 and as amended by Ordinance 2008-20. This property was part of the acreage annexed into the City by Samuel Tilton Jr. and Elissa C. Tilton.

This item was heard at the June 26, 2017 City Commission meeting. At this meeting, the City Commission voted to approve the proposed ordinance. In order to meet the required advertising requirements, this item was not heard at the City Commission meeting immediately following First Reading. This item was advertised in the News Tribune on July 12, 2017 and July 19, 2017.

Background:

The applicants, Samuel and Ashley Vannoy, are the owners of approximately 1.68 acres of property located east of County Road 205. The property they own located immediately to the west of this parcel is under the jurisdiction of Flagler County.

From Florida Statutes:

171.052 Criteria for contraction of municipal boundaries.

(1) Only those areas which do not meet the criteria for annexation in s. 171.043 may be proposed for exclusion by municipal governing bodies. If the area proposed to be excluded does not meet the criteria of s. 171.043, but such exclusion would result in a portion of the municipality becoming noncontiguous with the rest of the municipality, then such exclusion shall not be allowed.

(2) The ordinance shall make provision for apportionment of any prior existing debt and property.

171.043 Character of area to be annexed

A municipal governing body may propose to annex an area only if it meets the general standards of

subsection (1) and the requirements of either subsection (2) or subsection (3).

(1) The total area to be annexed must be contiguous to the municipality's boundaries at the time the annexation proceeding is begun and reasonably compact, and no part of the area shall be included within the boundary of another incorporated municipality.

(2) Part or all of the area to be annexed must be developed for urban purposes. An area developed for urban purposes is defined as any area which meets any one of the following standards:

(a) It has a total resident population equal to at least two persons for each acre of land included within its boundaries;

(b) It has a total resident population equal to at least one person for each acre of land included within its boundaries and is subdivided into lots and tracts so that at least 60 percent of the total number of lots and tracts are 1 acre or less in size; or

(c) It is so developed that at least 60 percent of the total number of lots and tracts in the area at the time of annexation are used for urban purposes, and it is subdivided into lots and tracts so that at least 60 percent of the total acreage, not counting the acreage used at the time of annexation for nonresidential urban purposes, consists of lots and tracts 5 acres or less in size.

(3) In addition to the area developed for urban purposes, a municipal governing body may include in the area to be annexed any area which does not meet the requirements of subsection (2) if such area either:

(a) Lies between the municipal boundary and an area developed for urban purposes, so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending services or water or sewer lines through such sparsely developed area; or

(b) Is adjacent, on at least 60 percent of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes as defined in subsection (2).

The subject property has a City of Bunnell land use designation of Agriculture and Silviculture. The zoning designation is Flagler County Agriculture.

The property is currently vacant.

The property is contiguous to the City on the north, east and southern property boundaries or on 75% of the property.

The contraction of this parcel will not result in a portion of the City becoming noncontiguous with the rest of the municipality.

Staff Recommendation:

Per the Commission.

City Attorney Review:

Reviewed and approved as to form.

Finance Department Review/Recommendation:

ORDINANCE 2017-18

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, FOR THE VOLUNTARY CONTRACTION (DEANNEXATION) OF THE CITY BOUNDARY BY DEANNEXING 1.68 ACRES MORE OR LESS OF REAL PROPERTY, GENERALLY LOCATED EAST OF COUNTY ROAD 205, MORE PARTICULARLY AND LEGALLY DESCRIBED ON EXHIBIT A, ATTACHED HERETO AND FULLY INCORPORATED HEREIN BY THIS REFERENCE; PROVIDING FOR THE AMENDMENT OF CITY BOUNDARIES TO CONTRACT THE SUBJECT PROPERTIES FROM THE CITY BOUNDARIES; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 171, *Florida Statutes*, provides the exclusive method of municipal annexation or contraction in order to ensure sound urban development and efficient provision of urban services; and

WHEREAS, Samuel and Ashley Vannoy, own a parcel identified by Flagler County Tax Parcel ID Number: 02-12-29-0000-01010-0090 totaling approximately 1.68 acres, such property described in Exhibit A and illustrated in Exhibit B, and incorporated herein by reference is contiguous to the corporate limits of the City of Bunnell; and

WHEREAS, the City of Bunnell annexed this property by Ordinance 2007-30 adopted on June 19, 2007 and as amended by Ordinance 2008-20 adopted on April 15, 2008; and

WHEREAS, the Owners have requested that the City deannex this parcel; and

WHEREAS, this parcel fails to meet the criteria of Chapter 171.043, F.S. Character of the area to be annexed; and

WHEREAS, this parcel has not been developed for urban purposes and is currently vacant property; and

WHEREAS, this parcel does not lie between the City and an area to be served by the City water or sewer service; and

WHEREAS, this parcel is adjacent on at least 60 percent of its external boundary to the municipal boundary; and

WHEREAS, the contraction of this parcel will not result in a portion of the City becoming noncontiguous with the rest of the municipality; and

WHEREAS, upon adoption of this Ordinance, the municipal boundary lines of the City of Bunnell shall be redefined to exclude the subject real property.

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

Section 1. Recitals.

The foregoing recitals are true and correct and are fully incorporated herein by this reference.

Section 2. Contraction of Subject Properties.

The Subject Property as illustrated in Exhibit “B” shall be, and is hereby deannexed from the City of Bunnell, Florida. This property is described in Exhibit A and illustrated in Exhibit B. The Subject Property shall be excluded from the existing boundaries of the City of Bunnell, Florida, from the effective date of this ordinance.

Section 3. City Boundaries Redefined.

(a) Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Flagler County (the County Manager), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b) The City Manager, or designees within City management staff, shall ensure that the property contracted/de-annexed by this Ordinance is removed from the *City of Bunnell Comprehensive Plan*, the Official Zoning Map of the City of Bunnell and the map of the City Limits of the City of Bunnell in an expeditious manner.

(c) The City Manager, or designees, are hereby authorized and directed to legally describe and map the revised City Limits of the City of Bunnell and to take any and all appropriate actions or propose actions to the City Commission as may be authorized in accordance with controlling law.

Section 4. Repeal of Prior Inconsistent Ordinances and Resolutions.

All ordinances and resolutions or parts of ordinances and resolutions in conflict herewith are hereby repealed to the extent of the conflict.

Section 5. Severability.

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

Section 6. Effective Date.

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 26th day of June 2017.

Second Reading: adopted on this 24th day of July 2017.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Wade Vose, City Attorney

Attest:

Sandra Bolser, City Clerk

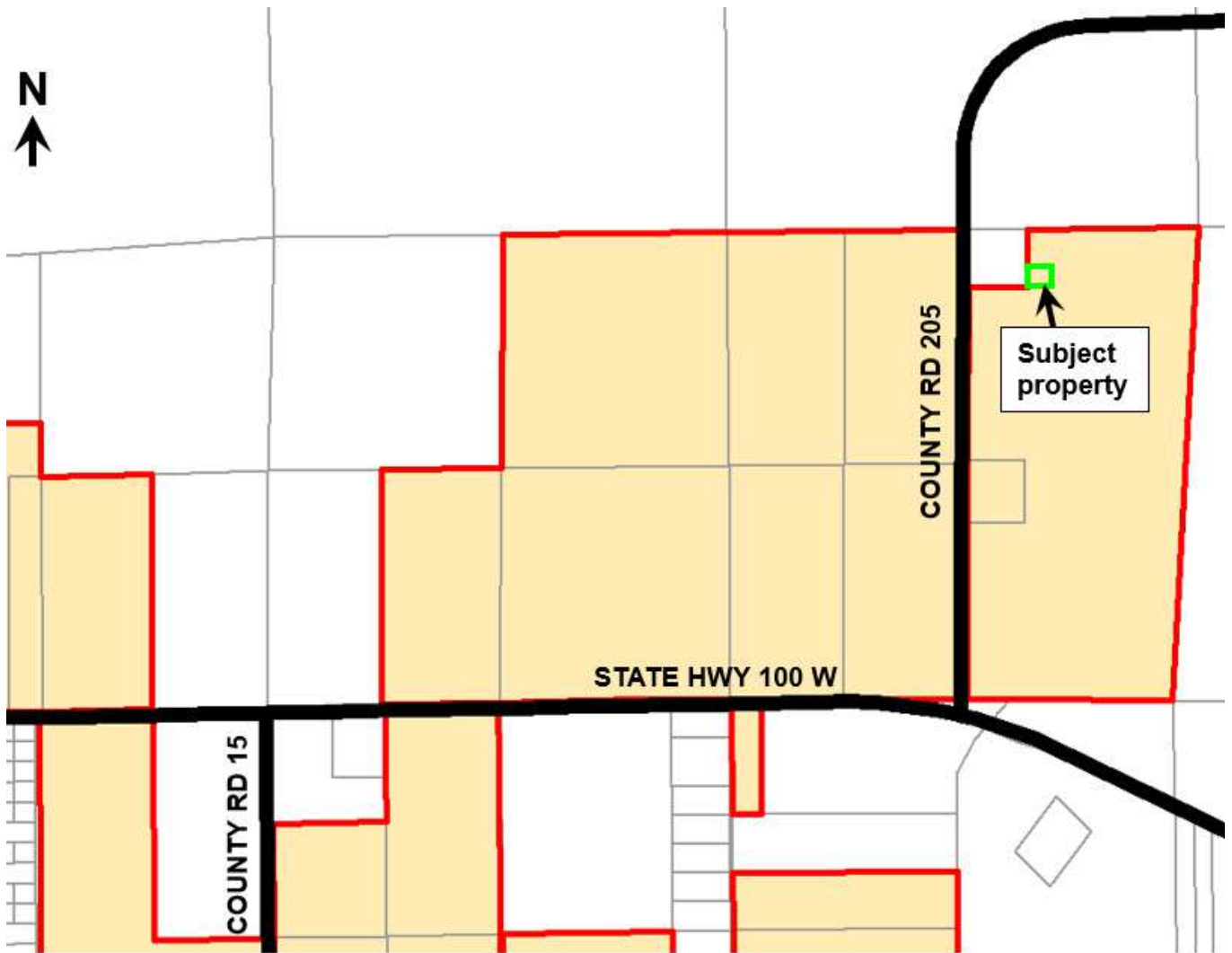
Seal:

EXHIBIT A

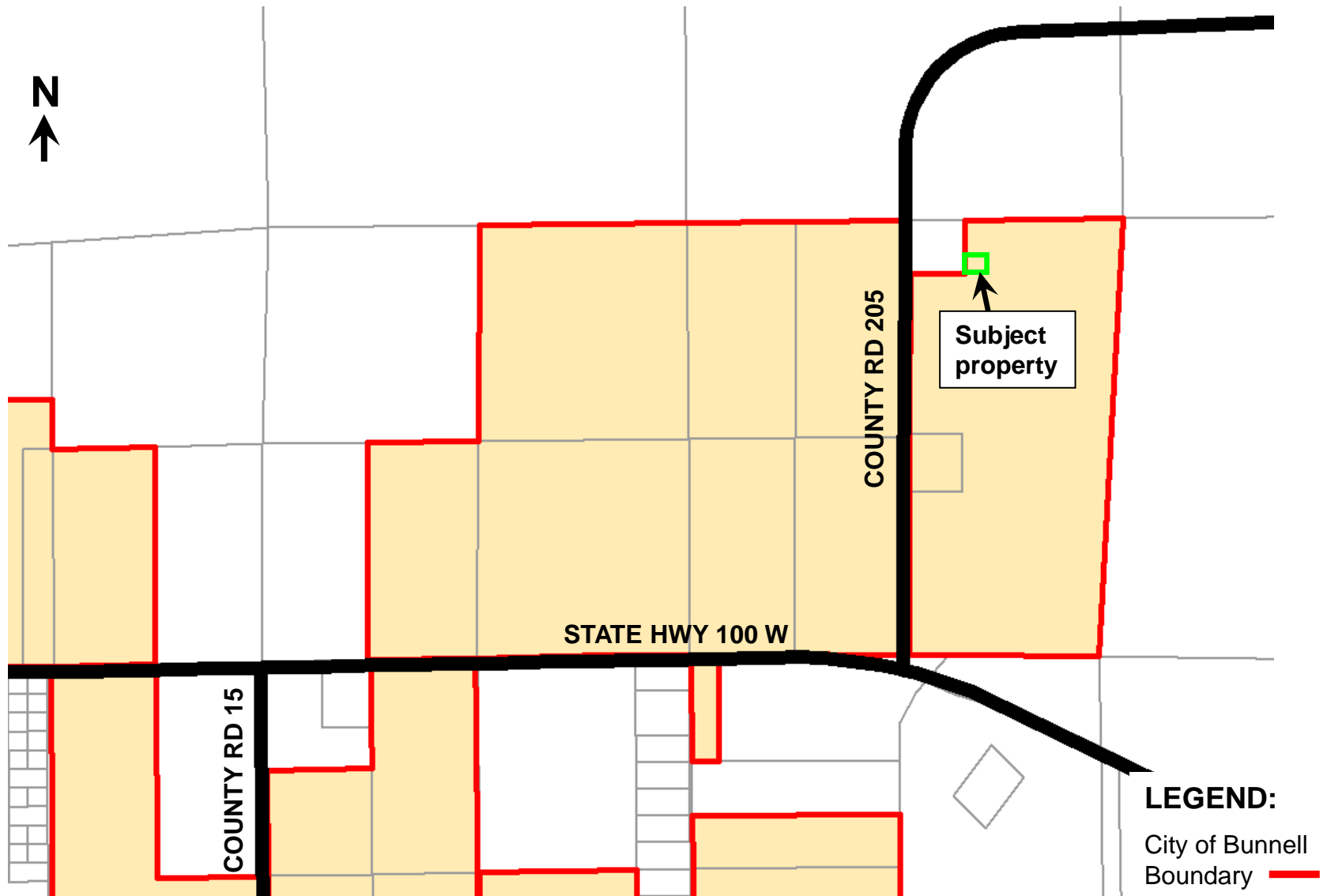
Parcel Number: 02-12-29-0000-01010-0090

Legal Description: 1.67 AC POR NW CRNR OF NE CRNRNE 81' TO E ROW CR
205 THENCE NE 990' SW 440' SW 330' TO POB THENCE SW 220' SW 660' TO E
ROW CR 205 NE ALONG ROW 220' NE 660' TO POB 2204/908

EXHIBIT B



Vannoy Voluntary Contraction Request- Location Map





City of Bunnell, Florida

Agenda Item No. E.2.

Document Date: 7/11/2017 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2017-19 Changing the Future Land Use designation of approximately .40 acres of property to Bunnell Commercial Medium. - Second Reading.
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Economic Development

ATTACHMENTS:

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

Summary/Highlights:

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

This item was heard at the July 10, 2017 City Commission meeting. At this meeting, the City Commission voted to approve the proposed ordinance. This item was advertised in the News Tribune on July 12, 2017.

Background:

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

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

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

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

The applicant can further explain this request to the Board.

Staff Recommendation:

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

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

ORDINANCE 2017-19

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

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

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

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

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

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

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

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

Section 1. Legislative findings and intent.

- (a) The City Commission of the City of Bunnell hereby adopts and incorporates into this Ordinance the City staff report and City Commission agenda memorandum relating to the application relating to the proposed amendment to the City of Bunnell *2030 Comprehensive Plan* pertaining to the subject property.
- (b) The City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.
- (c) This Ordinance is internally consistent with the goals, objectives and policies of the City of Bunnell *2030 Comprehensive Plan*.
- (d) The exhibits to this Ordinance are incorporated herein as if fully set forth herein verbatim.

Section 2. Amendment to Future Land Use Map.

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

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

ADDRESS: 2950 East Moody Boulevard

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

Section 3. Implementing Administrative Actions.

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

Section 4. Ratification of Prior Actions.

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

Section 5. Severability.

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

Section 6. Conflicts.

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

Section 7. Codification/Instructions to Code Codifier.

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

Section 8. Effective Date.

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

First Reading: approved on this 10th day of July 2017.

Second Reading: adopted on this 24th day July 2017.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

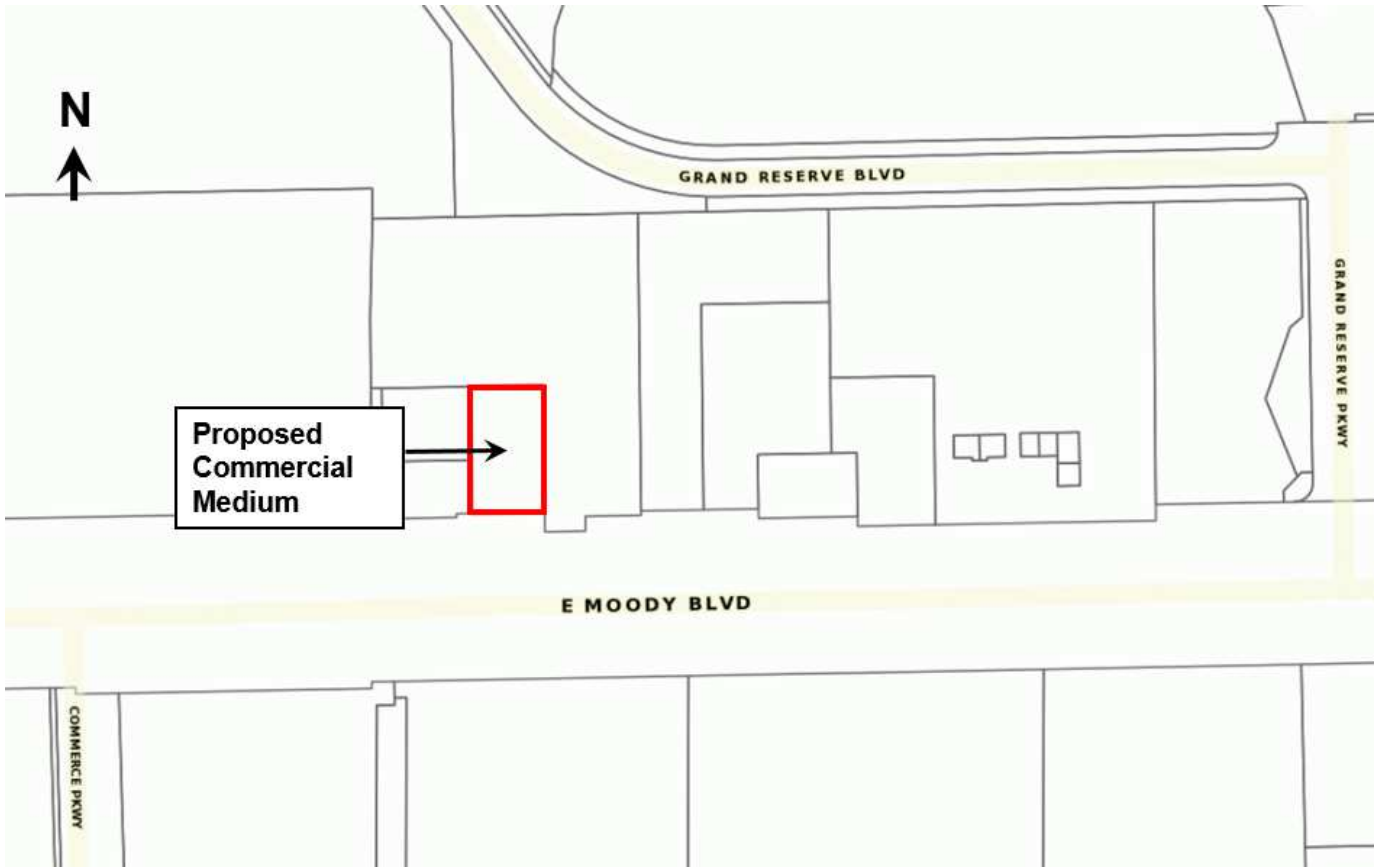
Wade Vose, City Attorney
Attest:

Seal:

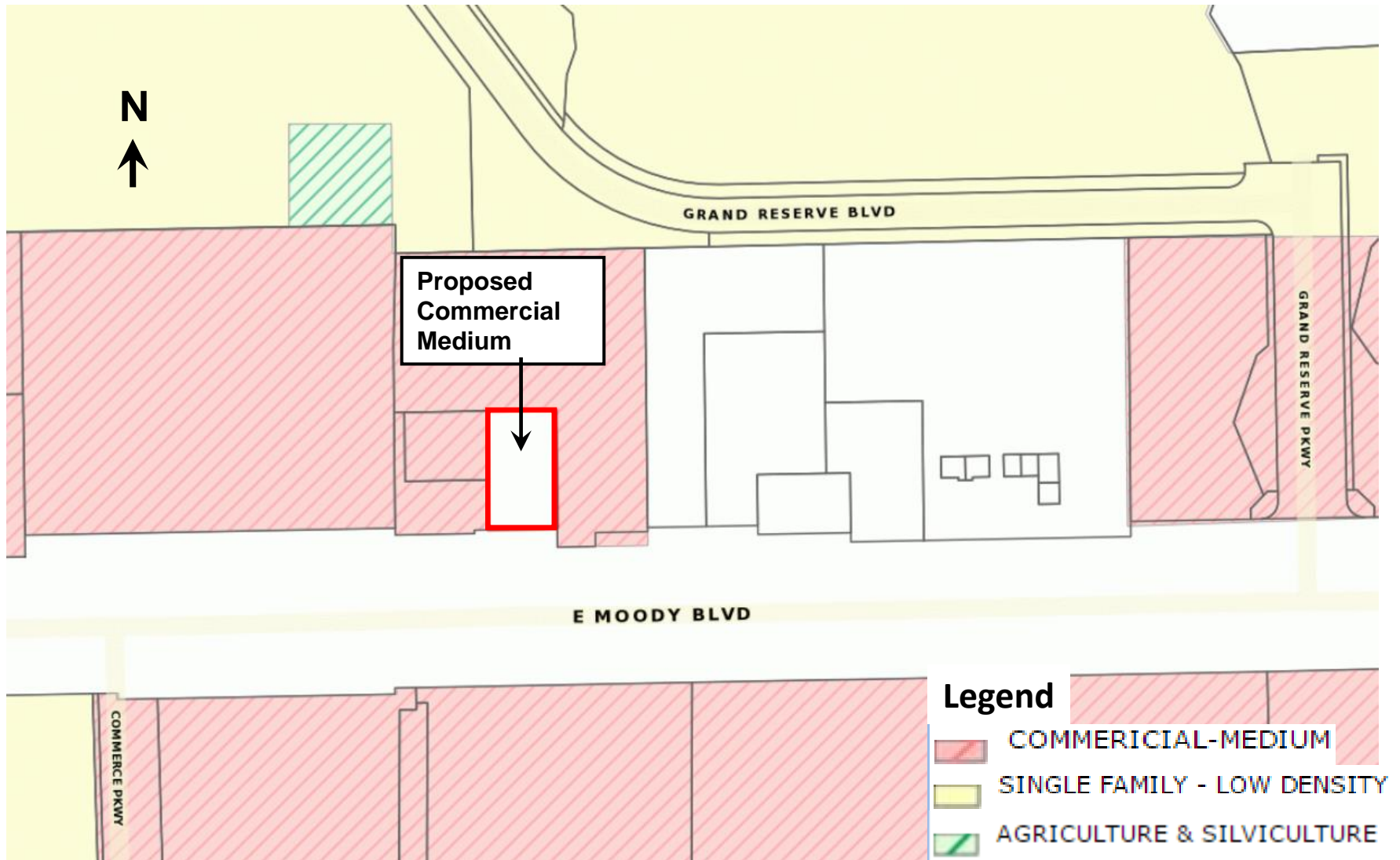
Sandra Bolser, City Clerk

EXHIBIT A

Location Map



Mathen FLUM Change Request- Location Map





City of Bunnell, Florida

Agenda Item No. E.3.

Document Date: 7/11/2017 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2017-20 Changing the Zoning designation of approximately .40 acres of property to B-1, Business district. - Second Reading.
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Economic Development

ATTACHMENTS:

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

Summary/Highlights:

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

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

This item was heard at the July 10, 2017 City Commission meeting. At this meeting, the City Commission voted to approve the proposed ordinance. This item was advertised in the News Tribune on July 12, 2017.

Background:

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

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

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

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

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

The applicant can further explain this request.

Staff Recommendation:

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

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

ORDINANCE 2017-20

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

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

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

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

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

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

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

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

Section 1. Legislative Findings and Intent.

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

Section 2. Rezoning of Real Property/Implementing Actions.

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

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

ADDRESS: 2950 East Moody Blvd.

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

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

Section 3. Incorporation of Maps.

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

Section 4. Conflicts.

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

Section 5. Severability.

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

Section 6. Non-codification.

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

Section 7. Effective Date

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

First Reading: on this 10th day of July 2017.

Second/Final Reading: adopted on this 24th day of July 2017.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Wade Vose, City Attorney

Attest:

Sandra Bolser, City Clerk

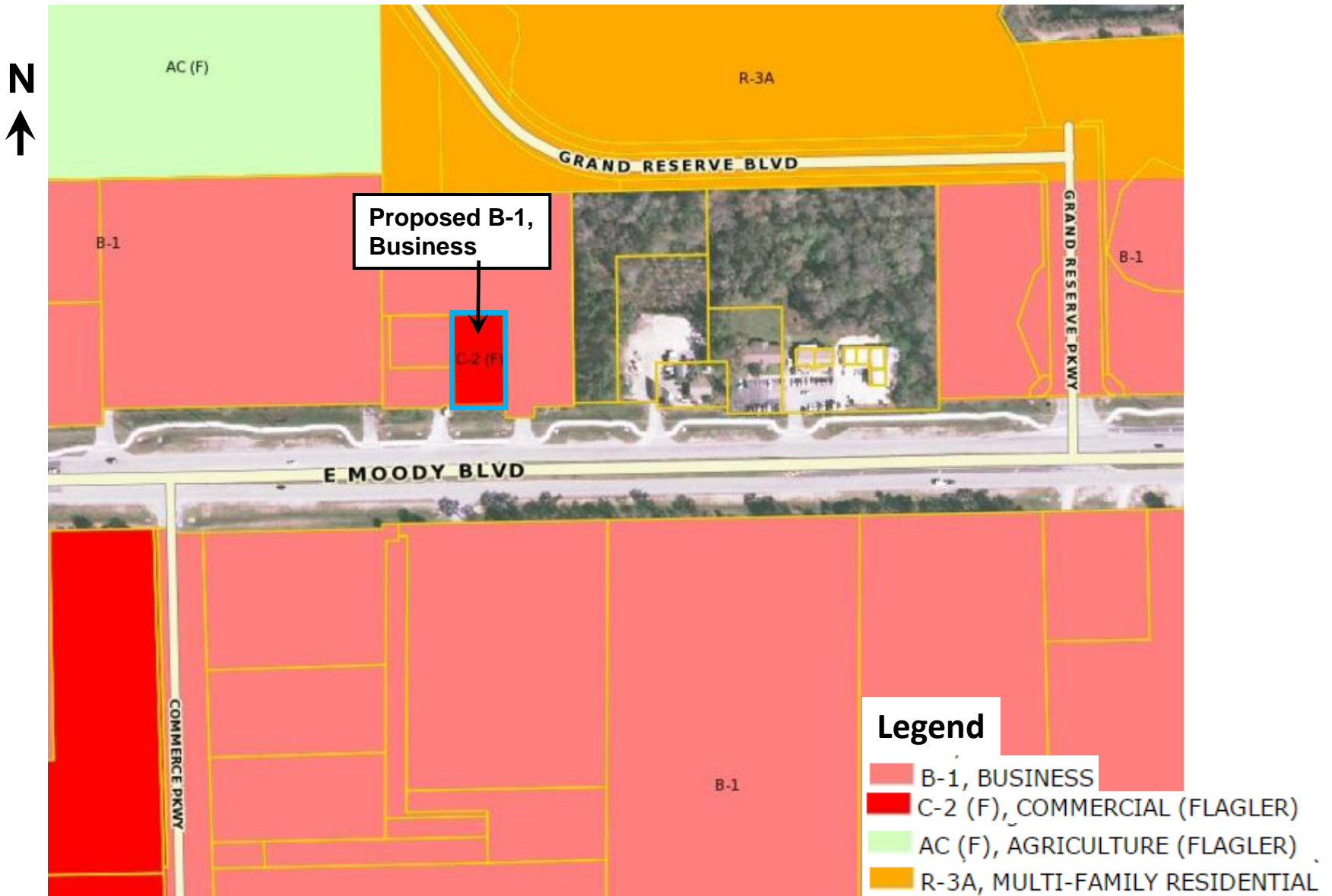
Seal:

Exhibit "A"

Location Map



Mathen Zoning Change Request- Adjacent Zoning Map





City of Bunnell, Florida

Agenda Item No. E.4.

Document Date: 7/11/2017 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations. - Second Reading.
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Economic Development

ATTACHMENTS:

Description	Type
Proposed Ordinance	Ordinance

Summary/Highlights:

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

This item was heard at the July 10, 2017 City Commission meeting. At this meeting, the City Commission voted to approve the proposed ordinance. This item was advertised in the News Tribune on June 28, 2017 and July 12, 2017.

Background:

The Land Development Code provides regulations for home occupations.

These regulations are in need of some revision and clarification.

The proposed ordinance:

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

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

Staff Recommendation:

Adopt Ordinance 2017-21 Amending the Bunnell Land Development Code Sec. 34-186 Home Occupations.
- Second Reading.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

ORDINANCE 2017-21

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

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

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

WHEREAS, said regulations are in need of revision; and

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

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

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

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

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

Section 1.

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

Sec. 34-186. - Home occupations.

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

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

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

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

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

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

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

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

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

Section 2. Implementing Administrative Actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions to include, but not be limited to, the adoption of administrative forms, policies, procedures, processes and rules.

Section 3. Codification.

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

Section 4. Conflicts.

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

Section 5. Severability.

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

Section 6. Effective Date.

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 10th day of July 2017.

Second Reading: adopted on this 24th day of July 2017.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Wade Vose, City Attorney

Attest:

Sandra Bolser, City Clerk

Seal:



City of Bunnell, Florida

Agenda Item No. E.5.

Document Date: 7/11/2017 Amount: N/A
Department: Community Development Account #: N/A
Subject: Ordinance 2017-22 Code of Ordinance Amendment Section 2-77 Schedule of Violations. - First Reading
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Public Safety

ATTACHMENTS:

Description	Type
Proposed Ordinance	Ordinance

Summary/Highlights:

This is a request to amend the Bunnell Code of Ordinance citation schedule.

Background:

In 2014, the City adopted the civil citation schedule to allow law enforcement and/or animal control officers to issue civil citations to certain violations of the City codes.

A civil citation is an alternative to the use of code enforcement. Civil citations allow the person violating the code to receive the fine or penalty as opposed to the property owner, which is who would be cited if a code enforcement case is started.

The proposed ordinance:

- Adds special event permits to the citation schedule and proposes a fee amount;
- Removes animal licensing from the citation schedule as this section of the code will be removed in the near future;
- Increases the fee amounts for cruelty to animals as discussed during the workshop on code amendments.

Staff Recommendation:

Approval of Ordinance 2017-22 Code of Ordinance Amendment Section 2-77 Schedule of Violations. - First Reading

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

ORDINANCE 2017-22

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE BUNNELL CODE OF ORDINANCES SECTION 2-77 REGARDING SCHEDULE OF VIOLATIONS; ADDING VIOLATIONS OF SECTION 2-198 COMPLIANCE, POSSESSION OF SPECIAL EVENTS PERMIT TO SCHEDULE OF VIOLATIONS; AMENDING PENALTY FEES; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, said regulations are in need of revision; and

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

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

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

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

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

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

Section 1.

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

Sec. 2-77. - Schedule of violations.

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

- (1) Section 2-198. Compliance; possession of special event permit;
- (2) Section 6-1. Consumption in public places;
- (3) Section 10-4. Cruelty (Animals);
- (4) Section 10-9. Permitting commission of nuisance (Animals);
- (5) Section 10-10. Duty to clean up animal feces;
- (6) Section 10-11. Running at large (Animals);
- (7) Section 10-13. Dogs prohibited in city parks;
- (8) ~~Section 10-211. Required (animal license);~~
- (9) Section 25-3. Landscaping irrigation schedules;
- (10) Section 26-56. Storing, parking or leaving dismantled or other such motor vehicle or boat prohibited and declared nuisance; exception;
- (11) Section 26-106. Keeping and storing discarded property prohibited; exceptions.
- (12) Section 26-199. Maximum permissible sound levels;
- (13) Section 26-200. Specific prohibitions;
- (14) Section 46-3. Obstruction of public ways;
- (15) Section 50-10. Preparation for picking-up of carts and containers regulations;
- (16) Section 50-16. Illegal dumping;
- (17) Section 58-47. Doing business without, or under a fraudulently obtained local business tax receipt;
- (18) Section 58-48. Suspension and revocation of local business tax receipt.
- (19) Section 62-37. Manner of parking;
- (20) Section 62-40. Stopping, standing or parking in specified places;
- (21) Section 62-41. Parking on private parking lots;
- (22) Section 62-43. Handicapped parking;
- (23) Section 62-44. Overnight parking; and
- (24) Section 70-1. Removal of certain plants, weeds, trash and litter; duty of owner; service of notice.

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

Section 2. Implementing Administrative Actions.

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

Section 3. Codification.

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

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

Section 4. Conflicts.

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

Section 5. Severability.

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

Section 6. Effective Date.

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 24th day of July 2017.

Second Reading: adopted on this _____ day of _____ 2017.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Wade Vose, City Attorney

Attest:

Sandra Bolser, City Clerk

Seal:

EXHIBIT A

Civil citation penalties shall be enforced as follows:

Sec. 2-198. Compliance; possession of special event permit:

First Offense: \$250.00

Second Offense: \$300.00

Third Offense: \$400.00

Fourth Offense: \$500.00

Sec. 6-1. Consumption in public places;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 10-4. Cruelty (Animals);

First Offense: ~~Warning~~ \$250.00

Second Offense: ~~\$50.00~~ \$300.00

Third Offense: ~~\$100.00~~ \$400.00

Fourth Offense: ~~\$200.00~~ \$500.00

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

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

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

First Offense: Warning

Second Offense: \$25.00

Third Offense: \$50.00

Fourth Offense: \$100.00

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

First Offense: Warning

Second Offense: \$25.00

Third Offense: \$50.00

Fourth Offense: \$100.00

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

First Offense: Warning

Second Offense: \$25.00

Third Offense: \$50.00

Fourth Offense: \$100.00

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

~~First Offense: Warning~~

~~Second Offense: \$25.00~~

~~Third Offense: \$50.00~~

~~Fourth Offense:~~

Sec. 25-3. Landscaping irrigation schedules;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

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

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

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

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 26-199. Maximum permissible sound levels;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 26-200. Specific prohibitions;

First Offense: Warning

Second Offense: \$50.00

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

Sec. 46-3. Obstruction of public ways;

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

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

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

Sec. 50-16. Illegal dumping;

In accordance with Resolution 2013-01 or as amended

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

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

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

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

Sec. 62-37. Manner of parking;

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

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

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

Fourth Offense: \$200.00

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

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

Sec. 62-43. Handicapped parking;

First Offense: \$50.00

Second Offense: \$100.00

Third Offense: \$150.00

Fourth Offense: \$250.00

Sec. 62-44. Overnight parking;

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00

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

First Offense: Warning

Second Offense: \$50.00

Third Offense: \$100.00

Fourth Offense: \$200.00



City of Bunnell, Florida

Agenda Item No. F.1.

Document Date: 7/5/2017 Amount: N/A
Department: Community Development Account #: N/A
Subject: Resolution 2017-15 Rescinding Resolution 2003-07 and Establishing Revised Building Permit Fees.
Agenda Section: Resolutions: (Legislative):
Goal/Priority: Financial Health

ATTACHMENTS:

Description	Type
Proposed Resolution	Resolution

Summary/Highlights:

This is a request to establish updated building permitting fees.

Background:

The City has not updated its building permitting fees since 2003. The City is 14 years behind the International Code Council (ICC) Building valuation data as published by the Building Safety Journal.

The proposed resolution increases the City building permit fees to a comparable amount charged by adjacent jurisdictions. In most cases, the proposed fees would still be a bit lower than adjacent jurisdictions.

The City Building Official has provided input on all proposed fees.

Staff Recommendation:

Adoption of Resolution 2017-15 Rescinding Resolution 2003-07 and Establishing Revised Building Permit Fees.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

RESOLUTION 2017-15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA, RESCINDING RESOLUTION 2003-07; ESTABLISHING BUILDING PERMIT FEES FOR ELECTRICAL, PLUMBING, BUILDING, DEMOLITION, MOVING STRUCTURES, FENCE, SIGNS, CLEARING, EXCAVATING, FILLING, HEATING AND AIR CONDITIONING, ALARM SYSTEMS, PLAN REVIEWS AND OTHER SPECIFICATIONS FOR CONSTRUCTION IN THE CITY OF BUNNELL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is essential to the efficient administration of the Building Department and the City of Bunnell for the City to update its building permitting and construction fees; and

WHEREAS, the Bunnell Land Development Code Section 6-36 states the City Commission has the authority to set the fees required to be collected for building permitting in the City; and

WHEREAS, the Bunnell City Commission has determined there is a need to increase the City's building permitting and construction fees.

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

SECTION 1.

Resolution 2003-07 is hereby rescinded.

SECTION 2. Building Permit and Inspection Fees

Building permit and inspection fees for residential and commercial structures in the City of Bunnell shall be computed in the following manner.

ITEM	CALC. VALUATION PER SQUARE FOOT
Living Area	\$68.00
Garage Area	\$48.00
Screen Porch	\$30.00
Open Porch	\$25.00
Carport	\$25.00
Second Story	\$48.00
Patio Slabs	\$10.00

OTHER PERMITTING FEES:

Fence	\$30.00
Sheds 150 ft ² or less	\$30.00
Sheds over 150 ft ²	\$48.00
Demolition	\$80.00
Moving a structure	Based on value of job
Signs	\$3.00 per square foot
Temporary Signs	\$25.00

PLANS REVIEW FEES

New single family residence (SFR & Duplex Dwellings)	\$100.00
Residential additions & renovations/remodels	\$50.00
New commercial/Industrial/ Each Multi-Family building	\$250.00
Commercial/Industrial/Each Multi- Family building additions & renovations	\$125.00

PERMIT RENEWAL FEE

No inspections performed	100%
After slab inspection	60%
After framing inspection	40%
Final Inspection only	20%

PENALTIES

When work is started prior to the issuance of required building permits, the Fees shall be doubled. The payment of the fees shall not relieve any person from obtaining the required permits and inspections required by Code.

REFUNDS

No refund shall be granted for any permit less than \$100.00.

For permit fees greater than \$100.00, where no work was performed, 50% of the fee may be returned, but at no time shall the amount returned be less than \$20.00. No refunds shall be made on projects once they are started.

VALUATION OF CONSTRUCTION

\$0 to \$1,000.00	\$30.00
\$1,001.00 to \$10,000.00	\$30.00 for the first thousand and \$6.00 for each additional thousand or portion thereof.

\$10,001.00 to \$100,000.00	\$84.00 for the first ten thousand and \$5.00 for each additional thousand or portion thereof.
\$100,001.00 to \$500,000.00	\$534.00 for the first hundred thousand and \$3.00 for each additional thousand or portion thereof.
\$500,001.00 to \$1,000,000.00	\$1,734.00 for the first five hundred thousand and \$1.00 for each additional thousand or portion thereof.
Over \$1,000,000.00	\$2,234.00 for the first million and \$.50 for each additional thousand or portion thereof.

COMMERCIAL AND INDUSTRIAL FEES

All commercial and industrial buildings shall be computed according to the actual costs of construction as estimated by the design professional or by the actual contract price for construction. Commercial valuations shall not be estimated for less than \$25.00 per square foot unless approved by the Building Official.

RE-INSPECTION FEES

If the Building Inspector or other designated City staff must return for a re-inspection of a site that has not passed the initial inspection, a fee of \$30.00 will be charged for the first re-inspection of the same type. If it is necessary for a second re-inspection of the same type, a fee of \$45.00 shall be charged. If third or any subsequent re-inspection of the same type is necessary, a fee of \$60.00 shall be charged.

All re-inspection fees must be paid prior to either a certificate of occupancy or certificate of completion being issued. At no time will a building permit be closed out until all re-inspection fees have been paid.

SECTION 3. Electrical permits.

MINIMUM FEE	\$30.00
SIZE OF SERVICE	FEES
100 AMPS	\$40.00
125 AMPS	\$50.00
150 AMPS	\$60.00
200 AMPS	\$80.00

250 AMPS	\$100.00
250 AMPS and above	Amp x \$.40

SECTION 4. Mechanical permits.

MINIMUM FEE	\$30.00
TONNAGE SIZE	FEES
1 Ton or \$1,000.00	\$30.00
2 Tons or \$2,000.00	\$40.00
3 Tons or \$3,000.00	\$50.00
4 Tons or \$4,000.00	\$60.00
5 Tons or \$5,000.00	\$70.00
Additional tonnage or thousand	\$5.00 each

SECTION 5. Plumbing permits.

MINIMUM FEE	\$30.00
FIXTURE COUNT	FEES
Each installed fixture	\$5.00

SECTION 5. Mobile Home permits.

INSTALLATION	FEES
Single Wide Units	\$100.00
Double Wide Units	\$200.00
Additional Units over 2	\$50.00 per unit
INSPECTIONS	FEES
Tie Down and pads	\$50.00
Plumbing	\$30.00
Electrical	\$30.00
Final Inspection	\$30.00

SECTION 5. Swimming pool permits.

TYPE	FEES
In ground pool	\$100.00
Above ground pool	\$50.00
Commercial pool	Based on the value of the improvement
Pool Enclosure	Based on the value of the improvement

SECTION 6. Development Technology.

A base fee of \$2.50 will be charged on all permits for acquiring, maintaining, operating and updating technology related to customer service and records management.

SECTION 7. Conflicts.

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

SECTION 8. Severability.

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

SECTION 9. Effective Date.

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

DULY ADOPTED by the City Commission of the City of Bunnell, Florida, on the ____ day of July 2017.

Catherine D. Robinson, Mayor

(Seal)

ATTEST:

Sandra Bolser, City Clerk

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

Wade C. Vose, City Attorney



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 7/17/2017 Amount: N/A
Department: Finance Account #:
Subject: Establish Fiscal Year 2018 Proposed Millage
Agenda Section: New Business:
Goal/Priority: Financial Health

Summary/Highlights:

Establish proposed millage rate for fiscal year ending September 30, 2018 budget.

Background:

Within 35 days of the tax certification on July 1, 2017, from the Property Appraiser, the City must establish a proposed millage rate for the upcoming fiscal year which ends September 30, 2018.

Staff Recommendation:

Motion to establish the proposed operating millage rate at 7.45 which is above the roll back rate of 7.2259 by 3.10%

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

Recommend Approval.



City of Bunnell, Florida

Agenda Item No. H.2.

Document Date: 7/17/2017 Amount: N/A
Department: Finance Account #: N/A
Subject: Set Public Hearing Dates for Fiscal Year 2018 Budget
Agenda Section: New Business:
Goal/Priority: Financial Health

Summary/Highlights:

Set Public Hearing Dates for Fiscal Year 2018 Budget.

Background:

Within 35 days of the tax certification from the Property Appraiser, the City must establish a public hearing dates for the upcoming fiscal year which ends September 30, 2018.

Staff Recommendation:

Motion to set Public hearing dates for the adoption of the tentative millage rate and tentative budget on Monday, September 11, 2017 and the final millage rate and final budget on Monday September 25, 2015 both at 6:30 pm in the City Council Chambers located at 201 West Moody Blvd., Bunnell, FL.

City Attorney Review:

Reviewed and approved.

Finance Department Review/Recommendation:

Recommend approval.



City of Bunnell, Florida

ATTACHMENTS:

Description

City Manager's Monthly Report

Type

Cover Memo

City Manager's Monthly Report



Dan Davis
City Manager

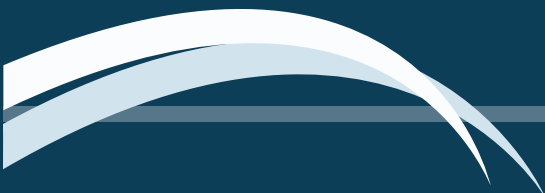
July 2017

Community Development Department

- Completed the Compliance Report on 601 Deen Road for submission to the Court
- June 27, 2017- City Manager attended an emergency hearing regarding the 601 Deen Road injunction. Ms. Camp was given a week to bring the property in front of the privacy fence into compliance with City codes. If not completed within a week, the City is to clean the property again
- Released 9 new single family residence permits to DR Horton. There are now a total of 26 building permits release for the Grand Reserve build out
- Attended the 2020 Census Local Update of Census Addresses informational meeting in Jacksonville
 - This is an important program which allows the City to provide accurate decennial census information. This information is then used by the Federal Government to distribute more than \$400 billion in funds for infrastructure, programs and services. As a result of the 2010 Census, Florida gained representation in the Federal Government
 - In February 2018, the City will receive information from the Census Bureau. We will then have only 120 days to verify and provide all address points in the City of Bunnell for every living quarter/residential use address point. This would include commercial properties that may be used for residential purposes at the time of the survey
- Community Rating System (CRS) Pilot Program- staff has been in regular contact with the State regarding required amendments to our Land Development Code Chapter 10 Floodplain Management. The State is recommending the City adopt the State model ordinance by the end of this calendar year

Code Amendment Update:

- Junk Vehicles- Gathered information from the Flagler County Tax Collector's office regarding documents needed to obtain certificates of destruction, towing from private vs. public property and towing and storage liens. The City will need to re-write these sections
- Met with the Flagler County Humane Society to discuss necessary changes to Code of Ordinance Chapter 10: Animals. Staff is working to amend the entire Chapter based upon Commissioner concerns brought up during the workshops and suggestions made by the Flagler County Humane Society to assist the animal control officers with enforcement of City ordinances.



PZA Report

The following items were on the June 13, 2017 PZA Agenda:

(These items may have already appeared on the City Commission Agenda).

- Special Exception Request to allow a transitional housing project at 210 N. Fig St. The applicant, Samaritan Ministries, requested permission to operate a transitional home/program for women and children at this location. There were several objections to this request from citizens. The Planning Board denied the applicant's request. The applicant then appealed the decision to the City Commission
- Special Exception Request to allow soil extraction/borrow pit to be located at 141 Opossum Ln. The applicant, Josh White Site Development & the new owner of this property, requested permission to have a borrow pit or do soil extraction at this location. The previous owner was granted permission to conduct this type of activity in 2015. Special exception permission does not transfer from one owner to the next
- Special Exception Request to allow a church to operate at 207 N. Chapel St. The applicant, St. Nicholas Russian Orthodox Church, requested permission to operate a church at this location. This location is currently operating as a daycare. The Planning Board approved this request
- Request for Site Plan Approval for expansion of 2270 S. State St. Land Management of Flagler LLC recently bought this property. They plan to modify and expand the site. The proposed site plan met the requirements of the Land Development Code. The Planning Board approved the proposed site plan
- Variance Request to exceed the maximum allowable impervious lot coverage by up to 10% at 601 S. State St. The owner, Jennifer and Mark Ferraz, requested permission to exceed the maximum allowable impervious lot coverage and to add another storage building to this site. The Planning Board voted to approve this request
- Ordinance 2017-XX Changing the Future Land Use Designation of approximately .40 acres of property to Bunnell Commercial Medium. Applicants, David & Thea Mathen, request the land use designation on property they recently annexed into the City be changed to a Bunnell designation from a Flagler County designation. The Planning Board approved this request
- Ordinance 2017-XX Changing the Zoning Designation of approximately .40 acres of property to B-1, Business district. Applicants, David & Thea Mathen, request the zoning designation on property they recently annexed into the City be changed to a Bunnell designation from a Flagler County designation. The Planning Board approved this request
- Ordinance 2017-XX Amending the Bunnell Land Development Code Section 34-186 Home Occupations- The City brought forth this request to amend the existing home occupation regulations. The proposed ordinance changed the number of home occupations allowed in a single dwelling and cleaned up other existing language. The Planning Board approved this proposed ordinance

Administrative Services

Information Technology

- Coordinated the installation of the NetMotion server for the Police Department and the Fire Department
- Verified the annual maintenance costs for various systems and equipment for the upcoming budget
- Assisted Community Development with issuing multiple permits for Grand Reserve
- Setup and assisted with issuing several LP and Natural gas permits for Grand Reserve
- Assisted with a fee code update ordinance and various forms in the Incode system
- Attended a product demonstration by Tyler Technologies on the new generation of their Community Development package
- Received and circulated the contract addendum for the web interface for the existing Community Development package
- Worked with multiple departments to develop a web form that will allow contractors to request utility connection inspections
- Worked with Utilities and Finance on the smart meter project, obtaining budgetary quotes for hardware beyond what the vendor is providing for the project
- Posted the 2016 Consumer Confidence Report (Water Quality Report) on the website and provided a link to access the report for Finance to publish on the utility bills for 3 months
- Circulated mobile data terminals (MDTs) for the Police Department and Fire Department; double checking the patch associated with the recent global ransomware attacks had been installed on these machines
- Attended a workshop provided by the Florida Department of Law Enforcement (FDLE) for Local Agency Security Officers (LASO). The workshop is to assist agencies to prepare for the 2018 Federal Bureau of Investigation (FBI) Criminal Justice Information Service (CJIS) audits
- Began the installation of projection equipment for the upgrade to the Coquina building to provide Wi-Fi access to the internet, and a way to connect to the projector for presentations
- Assisted the Police Department on the system setup for the Body Worn Cameras

City Clerk:

- Met with City Manager and Finance Director to review the departmental budget submission

Human Resources:

- Processed 1 Volunteer Firefighter
- Conducted 2 exit interviews
- Facilitated ICMA Retirement Plan meeting for staff
- Assisted with Mick Cuthbertson's retirement party
- Met with Florida Health Care Plans, toured the new Palm Coast facility in Town Center
- Assisted with the Administrative Department budget

Police Department

On June 2nd at First Friday in Flagler Beach, folks took a shot at dunking Sheriff Rick Staly, Chief Tom Foster, and Chief Matt Doughty. The winners were treated to Swillerbees Craft donuts and Coffee bar! All proceeds went to the Special Olympics Florida.

Dunkin' 4 Special Olympics
June 2nd First Friday 6-9pm

\$ 5.00 for 5 balls
1 Dunk ~ one FREE Donut
3 Dunks ~ 6 FREE Donuts

Swillerbee's is staying open late on June 2nd so you can get your fresh donuts.

**Three local Hero's have volunteered ..
Who are you going to DUNK?**



All proceeds go to
Special Olympics
Florida
Thank you for
supporting !



Officer James Flynn's thoroughness and good police work led to the arrest of a suspect from south Florida wanted on first degree murder charges.

We are extremely proud of Officer James Flynn for his high standard of performance, outstanding and dedicated service to the community. He continues to be an exemplary Police Officer and brings credit to himself and the City of Bunnell Police Department.



Police Department

The Bunnell Police Department advocates, “Building community relationships through integrity, trust and communication” and the ‘Cupcake Citation’ initiative will help build relationships in a positive setting.



Community Policing and Children: Summer time ‘Cupcake Citation’ program.

The Bunnell Police Department has teamed up with a local business owner, Theresa Tazwell, owner of Cupcake Café, to be on the look out all good kids in our neighborhoods. Our Officers will issue a Cupcake Citation good for one free cupcake to all kids observed doing the right thing. The “Recipe for a Citation” is detailed on the citation:

- Be Respectful
- Be Honest
- Be Responsible
- Be Grateful
- Be Kind

This program gets the Officers out of their vehicles and encourages the following:

- Promotes a positive one-on-one experience with a police officer
- The kids see officers as friends and mentors
- Help build bridges of trust, understanding and civic responsibility
- And is an investment in our community



Reminder and pass it on...

Welcome to the Police Chief's Corner located on the city's website under the departments section. The police department's newsletter is designed to provide information to the public on issues and topics that may be of interest to the community. The City of Bunnell Police Department is continually looking for ways to connect to the public and we hope this newsletter will serve that purpose. Future newsletters will include safety topics, staff highlights, and upcoming events. Thank You.



Engineering



Keep your eyes on this site for the upcoming City Engineer's Report.

Fire Department

- Worked with Public Works on identifying outdated equipment for surplus
- Met with City Manager and Finance Director to create annual budget
- Provided a PowerPoint presentation at the June 26th City Commission Workshop to address issues the department is facing in the upcoming budget and the need to create a long term plan for 5 and 10 years.

Public Works

Public Works Updates:

- Started preparing roads for paving
- Summer is in full swing, keeping the crews busy with mowing and median maintenance
- Swale work is going well
- Prepared for the upcoming auction

Solid Waste:

- Welcome back Mike McGrath!
- Working on budgets

Parks & Recreation:

- City parks are now being staffed 7-days a week and things are looking up! The restrooms are cleaner and there is less vandalism
- Staff has received several positive comments from the citizens on how nice the parks look

Fleet:

- Assisted the auctioneer in compiling information on trucks and equipment

Utilities Department

Staff Updates:

- Congratulations to Morris Long for passing his Water Distribution Exam and becoming licensed with the State of Florida
- Utility Manager, Mike Baldwin, attended a week long course and received his Wastewater Collections License from FWPCOA
- Held a farewell cookout for Maintenance Tech Manny Portela
- Posted full-time Maintenance Tech Trainee position

Projects:

- Accepted delivery of the new 300KW Emergency Power Generator at the WTP
- Staff working on the final stages of the WTP construction closeout documents
- New development in grand reserve has increased activity in Utilities Department
- Worked with Tomoka Construction on the repair of force main break at Atlantis
- Upgrade sample pumps at the WWTP and installed in weather resistant shed

Service:

Utility Crews Responded to:

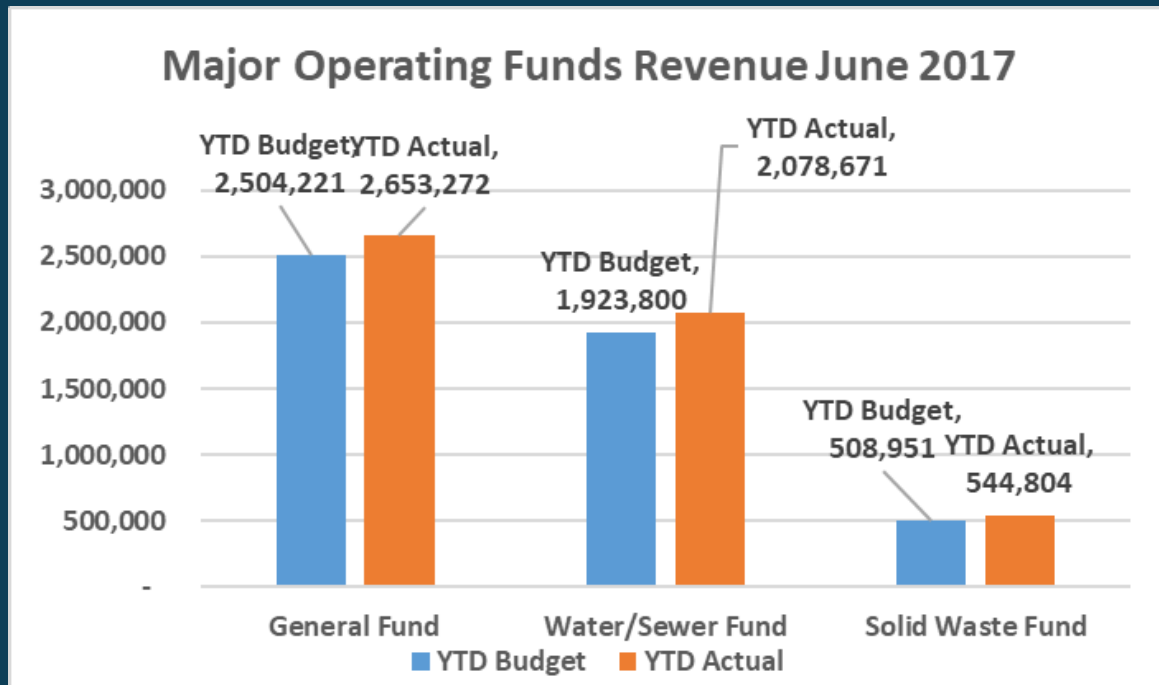
- Service Projects/Problems: 2
- New Sewer/Water Connections: 9
- Meter Calibrations: 2 (all verified accurate)
 - Installed 88 Smart Meters with antennas

Administration

- Submitted bi-weekly reports to SJRWMD for Reclaim Expansion Program
- Published the 2016 Water Quality Report online and noted it on Utility Bills - Link: <http://www.bunnellcity.us/docs/utilities/cob-2016ccr.pdf>
- Met with James Troiano of SJRWMD and toured the Reclaim Project and discussed future projects
- Created draft Resolution to change the meter installation rates
- Met with vendor for tower meter reading system
- Attended SJRWMD Governing Board Meeting Tuesday, June 13 and was proud to discover the City was awarded the Cost-Share Grant

Finance Focus

BUDGET PERFORMANCE FISCAL YEAR 2017

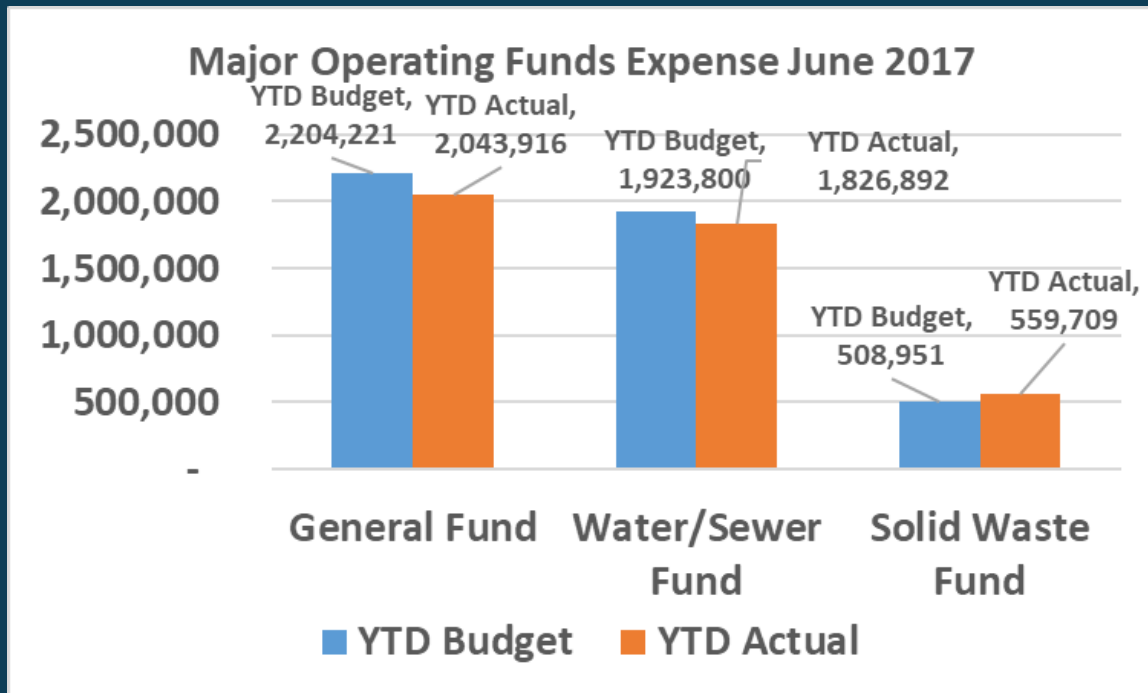


The end of June 2017 completes 75% of the fiscal year. Revenues in the General fund are above anticipated levels for this point in the year. It should be noted that 75% of ad valorem tax revenue is collected in the first quarter of the fiscal year. Also, building related fees are greater than anticipated due to increases in building activities.

The Water Sewer fund operating revenue is slightly above anticipated levels because of the collection of unbudgeted impact fees related to increased building activities. The Solid Waste fund operating revenues are slightly above anticipated levels due to timing of School Board bill issuance.

Finance Focus

BUDGET PERFORMANCE FISCAL YEAR 2017



General Fund salary and benefit costs are slightly lower than expected due to delays in construction expenses associated with paving and lower than expected capital expenditures for projects such as the Commerce Parkway. These expenditure delays are due to the delivery timing of the projects.

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 benefits 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.

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 monitor their annual budget.

Fiscal Year 2016

The audit of fiscal year 2016 is complete. Increases to unrestricted reserves were realized in both the General Fund and Water and Sewer Fund. The Solid Waste fund showed a slight increase for fiscal year 2016. However, we the unrestricted fund balance still reflected a negative position.



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. None of the surrounding local governments have received funding for Hurricane Matthew. We do not expect cost reimbursements until next calendar year
- The fiscal year 2016 audit is complete and reflected significant improvements in regards to the areas noted by the auditors in the fiscal year 2015
- The City's Insurance provider has changed insurance adjustors, therefore the reimbursement for the claim for the damage due to flooding that occur in City Hall due to the damaged fire sprinkler head has been delayed
- Staff and Utilities staff have identified budget funds to continue the smart meter conversion this fiscal year. The Commission recently approved additional expenditures for this project
- The budget planning process for fiscal year 2018 started full force in June. The Departments have met with Finance and the City Manager to develop the new recommendation. The budget plan will include a new pay plan designed to improve the City's process as recommended by the auditors
- Staff is working with Utilities staff in developing 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
- Staff members attended Government Finance Officer's Boot camp and intensive workshop that introduces basics of accounting and financial reporting for governments
- Staff has performed the annual bad debt and lien review of utility accounts. Results will be provided at a Commission meeting in August
- Finance started the annual insurance renewal process
- Staff developed a draft Travel Policy



Grants Status



- **Local Mitigation Strategy (LMS) grant program** - The City submitted a project for hardening City Hall
- **St. John's River Water Management District (SJWMD) Re-claim Water Main Extension** - The contract for the Engineering Design Services has been approved by the Commission. Contract awarded to Alliant Engineering
- **St. John's River Water Management District (SJRWMD) Wastewater Improvements**- Received \$266,000 to make improvements to the Waste Water Treatment Plant and build a Rapid Infiltration Basin. This grant will be critical to getting the consent order lifted
- **Community Development Block Grant (CDBG) Southside Sewer Rehab**- Awaiting contract execution by the Florida Department of Economic Opportunity
- **Florida Recreation Development Assistance Program (FRDAP)**
 - Booe St. Park-Agreement received from Florida Dept. of Environmental Protection (FDEP). City engineer and public works working on design and layout of the park
 - Heritage Trail Park- City has received notice of Commencement
- **Florida Department of Transportation (FDOT) Commerce Parkway**-Final disbursement request sent to FDOT for the design phase
- **Volunteer Fire Assistance Grant Florida Forest Service**-A matching grant of \$10,000 was awarded. Tires for the brush truck have been purchased. Remaining funds will be used for protective gear
- **Hurricane Loss Mitigation Program (HLMP) formerly called Residential Construction Mitigation Program (RCMP)** - Construction was completed on 9 homes. This will close the 2016 grant cycle
- **Community Oriented Policing Services (COPS)**-Finance assisted the Police Department in preparing paperwork for application to this grant program. If awarded the grant would reimburse the City for 75% of salary and benefits for 2 new Police Officers





City of Bunnell, Florida

ATTACHMENTS:

Description

2017 Macro-Surfacing Project

Type

Report

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DAN DAVIS
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

News Release

2017 MICRO-SURFACING PROJECT



The City of Bunnell has contracted with Asphalt Paving Systems, Inc. for the application of micro-surfacing to your roadway. The work may cause minor delays and inconveniences. During working hours, limited access to your road will be maintained. The limited access to roads being worked on will be coordinated by the workers onsite and people directing traffic. During non-working hours you will have full access to roads being re-surfaced.

RESURFACING IS SCHEDULED JULY 24TH – JULY 28TH, 2017

To ensure the work can be performed, the following is needed:

- PLEASE ENSURE NO VEHICLES, BOATS, TRAILERS, ETC. ARE LEFT IN THE ROADWAY FROM 7:00 AM TO 7:00 PM.
- ANY CONTRACTORS THAT NORMALLY PLACE DEBRIS IN THE ROADWAY FOR CITY TRASH PICK-UP (GARDENERS, ETC.) SHOULD BE DIRECTED NOT TO DO SO ON THE SCHEDULED DAY OF PAVING AND FOR SEVERAL DAYS AFTER (RAIN MAY CAUSE DELAYS IN THE SCHEDULE). THE DAY AFTER YOUR ROAD IS PAVED YOU CAN OPERATE NORMALLY.
- DURING THE PAVING PHASE, ALL IRRIGATION SYSTEMS NEED TO BE TURNED OFF FROM 2:00 AM TO 7:00 PM. THEY CAN BE SET BACK TO NORMAL OPERATIONS THE DAY AFTER THE PAVING IS COMPLETE.

If you have any immediate needs, please call the City of Bunnell Public Works office 386-437-7515.

The City of Bunnell is an Equal Opportunity Service Provider.

Post Office Box 756 · Bunnell, Florida 32110-0756 · 386-437-7500 · Fax 386-437-7503

www.bunnellcity.us

