

REGULAR MEETING OF THE FLAGLER BEACH CITY COMMISSION THURSDAY, APRIL 14, 2016  
AT 5:30 P.M. AND TO BE CONTINUED UNTIL ITEMS ARE COMPLETE. CITY COMMISSION  
CHAMBERS, 105 S. SECOND STREET, FLAGLER BEACH, FLORIDA 32136

AGENDA

1. Call the meeting to order.
2. Pledge of Allegiance followed by a moment of silence to honor our Veterans, Members of the Armed Forces and First Responders.
3. Proclamations and Awards.
  - A. Proclamation recognizing April 2016 as Volunteer Month in the City of Flagler Beach.
  - B. Proclamation declaring April 10 through 16, 2016 as National Public Safety Telecommunications Week in Flagler Beach.
  - C. Proclamation recognizing the Flagler Beach Women's Club 70<sup>th</sup> Anniversary.
  - D. Proclamation recognizing April as Sexual Assault Awareness Month.
4. Deletions and Changes to the Agenda.
5. Comments regarding items not on the agenda. Citizens are encouraged to speak. However, comments should be limited to three minutes.

CONSENT AGENDA

6. Approve the Minutes of the Regular and Special meetings of March 24, 2016.
7. Approve the renewal contract for Pier Insurance effective 05-17-2016 to 05-17-2017 and authorize the Mayor to sign any necessary documents – Staff assigned Liz Mathis.
8. Approve an Interlocal Agreement between Flagler County and the City of Flagler Beach for Water and Wastewater Service Area John Anderson Corridor and authorize the Mayor to sign – Staff assigned Larry Newsom.

GENERAL BUSINESS

9. Receive a presentation regarding the Flagler County Hurricane and Storm Damage Reduction Project – Craig Coffey, Flagler County Administrator.
10. Consider appointments to the Planning and Architectural Review Board for the vacant seat and the three seats of which the terms have expired – Staff assigned Penny Overstreet.
11. Consider appointments to the Personnel Advisory Review Board – Staff assigned Penny Overstreet.
12. Resolution 2016-16, amending Resolution 2015-24, which adopted the FY 2015/2016 Budget, to reflect a budget amendment to providing funding for various city activities, providing for conflict and an effective date – Staff assigned Kathleen Doyle.

13. Resolution 2016-17, amending Resolution 2011-42; which adopted a fee schedule for Building Permit and Inspections; creating a Growth Management Technology Fee, providing for conflict and an effective date – Staff assigned Kathleen Doyle.
14. Provide Staff direction regarding Montessori School Garden in Wickline Park – Staff assigned Larry Newsom.
15. Approve the amended Job Description for the Chief Building Official – Staff assigned Larry Newsom.
16. Resolution 2016-18, amending Resolution 2015-25 which adopted the 2015/2016 Fiscal Year Salary Schedule, providing for conflict and an effective date – Staff assigned Larry Newsom.
17. Discussion and direction to Staff regarding goals and re-organization for the Economic Development Task Force – Staff assigned Penny Overstreet.
18. Approve the application and requirements for the National Flight Academy Scholarship – Staff assigned Penny Overstreet.

#### COMMISSION COMMENTS

19. Commission comments, including reports from meetings attended.

#### PUBLIC HEARINGS

20. Ordinance 2016-01, an ordinance by the City Commission amending Ordinance 2015-03, Appendix "A" Land Development Regulations, Sections 4.07.03(d)(3) and 4.07.09; Section 5.00.10 amending Section 202 of the Florida Building Code, Building; Section 5.00.11 amending Section 202 and Section 1103.5 of the Florida Building Code, Existing Building; providing for applicability; repeal; severability; and an effective date – Second Reading – Staff Assigned Kay McNeely.

#### STAFF REPORTS

21. Staff Reports.
22. Adjournment.

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript, or you may buy a CD of the meeting for \$3.00 at the City Clerk's office. Copies of CDs are only made upon request. The City is not responsible for any mechanical failure of the recording equipment. In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at (386) 517-2000 ext 233 at least 72 hours prior to the meeting. The City Commission reserves the right to request that all written material be on file with the City Clerk when the agenda item is submitted.

**Proclamation  
Recognizing April 2016  
As  
Volunteer Month  
In the City of Flagler Beach**

3a

**WHEREAS**, April is Florida Volunteer Month, and National Service Recognition Day is April 5, 2016 and National Volunteer Week April 10-16, 2016 was established as the official time to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

**WHEREAS**, volunteers can connect with local community service experiences through hundreds of community service organizations including Flagler Volunteer Services and

**WHEREAS**, volunteers address the most pressing challenges facing our cities, counties and our nation, from educating students for the jobs of the 21<sup>st</sup> century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

**WHEREAS**, volunteering enhances the lives of volunteers, increases self-esteem and physical well-being, provides opportunities to learn new skills and abilities and offers the chance to meet new friends and associates; and

**WHEREAS**, nonprofits, charities, community and faith-based groups, schools, national service programs and volunteer centers such as Flagler Volunteer Services have joined with state and local governments to celebrate and praise volunteers who have given tirelessly and selflessly to the service of others; and

**WHEREAS**, volunteers are vital to our future as a caring and productive nation.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and City of Flagler Beach, Florida, do hereby recognize April 2016 as Volunteer Month in the City of Flagler Beach and encourage residents to recognize the positive impact of volunteer service in our city, to thank those who serve, and to find ways to give back to their communities.

Attest:

\_\_\_\_\_  
Mayor Linda Provencher

\_\_\_\_\_  
Penny Overstreet, City Clerk

## Proclamation

### National Public Safety Telecommunications Week

April 10-16, 2016

Whereas emergencies can occur at any time that require law enforcement, fire or emergency medical services; and

Whereas when an emergency occurs the prompt response of law enforcement officers, firefighters and emergency medical personnel is critical to the protection of life and preservation of property; and

Whereas the safety of our law enforcement officers, firefighters and emergency medical personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Flagler County Communications Center; and

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and

Whereas Public Safety Telecommunicators are the single vital link for our law enforcement officers, firefighters and emergency medical personnel by monitoring their activities by radio, providing them information and insuring their safety; and

Whereas Public Safety Telecommunicators of the Flagler County Communications Center have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

Whereas each Communications employee has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

Therefore Be It Resolved that the City Commission of Flagler Beach declares the week of April 10 through 16, 2016 to be National Public Safety Telecommunications Week in Flagler Beach, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Attest:

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Mayor Linda Provencher

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Penny Overstreet, City Clerk

30

**A PROCLAMATION OF THE  
FLAGLER BEACH CITY COMMISSION  
RECOGNIZING THE  
70<sup>th</sup> ANNIVERSARY OF THE FLAGLER WOMAN'S CLUB**

**WHEREAS**, The Flagler Woman's Club was founded in 1946 as a community service organization and continues to serve our community today; and

**WHEREAS**, the Flagler Beach Elementary School, which had been closed during World War II, was refurbished by the Flagler Beach Woman's Club to serve students in grades one through four so the students would not have to travel to Bunnell; and

**WHEREAS**, the Flagler Beach Library, a Thrift Shop and recycling programs were made possible through the efforts of The Flagler Woman's Club; and

**WHEREAS**, The Flagler Woman's Club was instrumental in the decision by the City of Flagler Beach to put lifeguards and lifeguard towers on the beach; and

**WHEREAS**, The Flagler Woman's Club has hosts numerous community events throughout the year including Community Art Shows, Meet the Candidate Night, and The Annual Christmas Tree Lighting in Veteran's Park; and

**WHEREAS**, The Flagler Woman's Club has strived to make Flagler a beautiful and safe place to live by coordinating beach and roadway clean-ups, and laying out and paying for the markers in the streets to indicate fire hydrant locations; and

**WHEREAS**, over the last 70 years, The Flagler Woman's Club has given back to the community by raising funds and donating over \$65,000 to charities that have assisted Flagler County residents, \$9,000 to local families experiencing financial difficulty, \$4,000 to Katrina victims who found their way to Flagler County, and more than \$150,000 to programs that include student scholarships, Hugh O'Brien Youth Ambassadors, Take Stock in Children, the Miss Flagler County Pageant, and the Flagler County School Stuff the Bus program.

**NOW, THEREFORE, THE FLAGLER BEACH CITY COMMISSION** does hereby recognize The Flagler Woman's Club's 70<sup>th</sup> Anniversary and congratulates them on their longevity and dedication to the citizens of Flagler County. .

Adopted this 14<sup>th</sup> day of April, 2016.

ATTEST:

\_\_\_\_\_  
Penny Overstreet, City Clerk

\_\_\_\_\_  
Linda Provencher  
Mayor

# 3d

**A PROCLAMATION OF THE  
FLAGLER BEACH CITY COMMISSIONERS  
DESIGNATING APRIL AS SEXUAL ASSAULT AWARENESS MONTH**

**WHEREAS**, Flagler Beach shares a critical concern for victims of sexual violence and a desire to support their needs for justice and healing; and

**WHEREAS**, in 2015 the Flagler County Sheriff Department had a total of 25 sexual assault arrests; and

**WHEREAS**, in 2015 the Family Life Center served the needs of victims during 45 crisis interventions, 404 supportive services, and 18 forensic exams, law enforcement interviews, or other proceedings; and

**WHEREAS**, current estimates suggest no more than 20 percent of sexual assaults will be reported to law enforcement and less than 3 percent will result in the conviction and incarceration of the perpetrator; and

**WHEREAS**, research documents that victims are far more likely to disclose their sexual assault to a friend or family member, and when these loved ones respond with doubt, shame, or blame, victims suffer additional negative effects on their physical and psychological well-being; and

**WHEREAS**, the "Start by Believing" public awareness campaign (a program of End Violence Against Women International) is designed to improve the responses of friends, family members, and community professionals, so they can help victims to access supportive resources and engage the criminal justice system;

**NOW, THEREFORE, THE FLAGLER BEACH CITY COMMISSIONER** does hereby proclaim April 2016 as **SEXUAL ASSAULT AWARENESS MONTH** in Flagler Beach and does hereby call upon all our citizens to support the "Start by Believing" public awareness campaign.

Adopted this 14<sup>th</sup> day of April, 2016

ATTEST:

\_\_\_\_\_  
Penny Overstreet  
City Clerk

\_\_\_\_\_  
Linda Provencher  
Mayor

#6

REGULAR MEETING OF THE FLAGLER BEACH CITY COMMISSION THURSDAY, MARCH 24, 2016  
AT 5:30 P.M. AND TO BE CONTINUED UNTIL ITEMS ARE COMPLETE. CITY COMMISSION  
CHAMBERS, 105 S. SECOND STREET, FLAGLER BEACH, FLORIDA 32136

MINUTES

PRESENT: Mayor Linda Provencher, Chair Jane Mealy, Vice-Chair Marshall D. Shupe, Commissioners Rick Belhumeur, Kim M. Carney and Joy McGrew, City Attorney D. Andrew Smith, III, City Manager Larry M. Newsom, and City Clerk Penny Overstreet.

1. CALL THE MEETING TO ORDER: Chair Mealy called the meeting to order at 5:32 p.m.
2. PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENCE TO HONOR OUR VETERANS, MEMBERS OF THE ARMED FORCES AND FIRST RESPONDERS: Mayor Provencher led the pledge to the flag.
3. PROCLAMATIONS AND AWARDS.
  - a) EMPLOYEE SERVICE AWARDS 2<sup>ND</sup> QUARTER: Mayor Provencher presented the certificates to the employees in attendance and thanked them for their service to the city.
4. DELETIONS AND CHANGES TO THE AGENDA: City Clerk Overstreet requested the addition of the Minutes of the Special Meeting of March 10, 2016 included in Item No. 6.
5. COMMENTS REGARDING ITEMS NOT ON THE AGENDA. CITIZENS ARE ENCOURAGED TO SPEAK. HOWEVER, COMMENTS SHOULD BE LIMITED TO THREE MINUTES: The following person provided comment: Paul Eik.

CONSENT AGENDA

6. APPROVE THE MINUTES OF THE REGULAR MEETING OF MARCH 10, 2016 AND THE WORKSHOP MEETING OF MARCH 07, 2016. THE COMMISSION REACHED A CONSENSUS TO INCLUDE THE SPECIAL MEETING MINUTES OF MARCH 10, 2016:
7. APPROVE A REQUEST FROM EAST FLAGLER MOSQUITO CONTROL DISTRICT AUTHORIZING LOW LEVEL FLIGHT FOR AERIAL APPLICATION:

Motion by Commissioner Shupe to approve the consent agenda as amended. Commissioner Belhumeur seconded the motion. Chair Mealy opened public comment. No comments offered and Chair Mealy closed public comment. The motion carried unanimously.

The agenda moved to Item #10.

GENERAL BUSINESS

8. CONSIDER A PROPOSAL TO DRILL A PRODUCTION WELL NEAR TEST WELL NO. 12, WHICH WAS RECENTLY COMPLETED AND TESTED FOR WATER QUALITY AND PUMPING RATES – SUBMITTED BY ROBERT SMITH, PUBLIC WORKS DIRECTOR: City Manager Newsom reviewed the request, advising based on the geology this will be a successful well. Staff advised of the potential need for two additional wells. This well will alleviate some of the issues, and the money was encumbered from last year's budget. Chair Mealy opened public comment. Eric Cooley spoke of what he learned at Citizens Academy, and felt this would be highly beneficial for the City. Chair Mealy closed public comment. Motion by Commissioner McGrew to approve the proposal to drill a production well by test well No. 12. Commissioner Carney seconded the motion. The motion carried unanimously.
9. PROVIDE DIRECTION TO STAFF REGARDING ESTABLISHING CRITERIA FOR THE SELECTION OF A FLAGLER BEACH STUDENT AND A DEADLINE – STAFF ASSIGNED LARRY NEWSOM: Discussion ensued regarding the criteria suggested by Commissioner Carney and Mealy. The discussion included suggested criteria not being applicable to a student not in high school, the first year of this scholarship being offered to students who are residents of Flagler Beach, the length of the essay, residency of a minimum of one year, having staff combined the suggestions and bring back to the Commission for final approval, the cut off date for submission, and how the application will be advertised. The Commission reached consensus to have staff draft the requirements based from the suggestions and bring it back on the next agenda for final decision by the Commission.
- The agenda moved to item No. 11.
10. RECEIVE A PRESENTATION FROM A1A SCENIC BYWAY REPRESENTATIVES REGARDING THE PROPOSED WAYFINDING SIGNAGE: St. Johns County Commissioner Bill McClure, representing the A1A Scenic Byway, Friends of A1A, reviewed the wayfinding sign proposal. Commissioner McClure reviewed a power point presentation showing the number and locations of the proposed signs, and the grant funding secured for the project. Commissioner McClure stated the groups overall goal is to reduce signage, noting many signs are scheduled to be removed after the wayfinding signs are installed. Commissioner McClure spoke of Ms. O'Hara's 2010 appearance before the City Commission, the Scenic A1A Committee not having a representative for Flagler Beach since 2013, and admittedly their failure to provide sufficient notice to Flagler Beach Officials and Staff. Commissioner McClure reported the sign bases will be installed, but would withhold installation of the signage within Flagler Beach until the Flagler Beach Officials and the project entities can discuss the project and determine what changes are possible to reach agreement. The Elected Officials felt it unacceptable the Scenic Highway Groups disdain of Flagler Beach's input on this project. The Officials expressed opinion that public participation meetings and notification of them, which are required to satisfy grants was not provided to Flagler Beach residents who are in the project area. Commissioner McClure responded many meetings were held each one attended by a representative from District 5 Florida Department of Transportation (FDOT). Mayor Provencher inquired why the recommendation the City Commission provided in December of 2010 to reduce the signage planned for Flagler Beach



from eight (8) to four (4), none placed in the Community Redevelopment Area, and none fronting residences; were not included in the plan. Ms. O'Hara responded the recommendations were forwarded to the consulting company, she then explained how the points of interest led to the determination of eight (8) signs. Commissioner Shupe and Mayor Provencher disclosed their separate meetings with Ms. O'Hara, St. Johns County Commissioner McClure and Mr. Newsom. Chair Mealy feels the reduction of signage sounds great, however, many of the regulatory signs that are currently up are needed, advising of no parking areas, regulations for pets, and to stay off the dunes. City Manager Newsom suggested a meeting with the stakeholders to receive public input and recommendations for placement with the municipal limits of Flagler Beach. Ed Seifert, Public Information Officer, FDOT District II advised they delivering the project, not managing it, adding there would be a minimal cost for change orders to project for someone. Chair Mealy opened public comments. The following people provided comments: Beverly Beach Mayor Steve Emmet, Ann Kissel, Leigh Ann Koch, Mary Louke, Dorothy Strickland, Brad Levy, Barbara Serek, Jim Dartle, Steve Fran, Joanne Ricardi, Eric Cooley, Danielle Anderson, and Jim Koch. Chair Mealy closed public comments. Commissioner McClure indicated he would draft summary of this meeting for distribution to the entities. Motion by Commissioner Shupe to cease all project construction in Flagler Beach until all appropriate meetings with stakeholders are held. Commissioner McGrew seconded the motion. Chair Mealy asked for and was offered no public comment. The motion carried unanimously. Motion by Commissioner Belhumeur to direct the City Manager to coordinate all meetings with the Friends of A1A, stakeholders, government officials and agencies who he deems appropriate. Commissioner Carney seconded the motion. The motion carried unanimously.

The meeting recessed at 8:08 p.m.

The meeting reconvened at 8:22 p.m.

The agenda moved to item No. 8.

### COMMISSION COMMENTS

11. COMMISSION COMMENTS, INCLUDING REPORTS FROM MEETINGS ATTENDED: The Elected Official provided reports of their attendance at meetings, events, and gatherings since the last regular meeting. Commissioner Carney thanked Captain Doughney for his suggestions for making the parade safer. Commissioner Shupe reported Governor Scot did not Veto the 200,000 approved for our stormwater project. Mayor Provencher reported the memorial for Mary Ann RuzECKI was scheduled for 1:00 p.m. April 23<sup>rd</sup> at the Women's Club. Mayor Provencher reported the Moody Boat Launch would be closed for repairs by the County. Commission inquired if they would be holding the Memorial Day ceremony again this year. Commissioner Mealy requested the Clerk's office send out information through the email blast about the Senior/Veterans Saturday Program.

### STAFF REPORTS

12. STAFF REPORTS: City Attorney Smith reported the County Clerk has issued the default in the Culver case, looking towards the end of May beginning of June for the Judge to award the foreclosure. City Manager Newsom reported a new union for the police will be formed

by April 30<sup>th</sup>, and noted Liz Mathis is scheduling the meetings and ensuring notices are posted and distributed. Mr. Newsom recommended Oak Place, an unimproved roadway, needs to have the canopy trimmed and possible road buildup is needed for our sanitation trucks to service residents. Mr. Newsom further recommended an ordinance regarding unopened right-of ways. Mr. Newsom reported the owners of the 2.94 acres within the golf course have approached him regarding the city moving the easement through our property for ingress and egress. The Commission suggested Mr. Newsom invite the property owner to approach the Commission with the request. Mr. Newsom reported the results of the Fourth of July meeting Staff held with the Officials.

ADJOURNMENT: Motion by Commissioner Belhumeur to adjourn the meeting at 10:04 p.m. Commissioner Carney seconded the motion. The motion carried unanimously.

Attest:

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Penny Overstreet, City Clerk

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Jane Mealy, Commission Chair

#6

SPECIAL MEETING OF THE FLAGLER BEACH CITY COMMISSION MARCH 24, 2016 AT 4:45 P.M.  
105 SOUTH SECOND STREET FLAGLER BEACH, FLORIDA 32136.

**MINUTES  
SINE DIE MEETING**

PRESENT: Mayor Linda Provencher, Chairman Marshall D. Shupe, Vice-Chair Jane Mealy, Commissioners Kim M. Carney and Joy McGrew, City Attorney D. Andrew Smith, III, City Manager Larry M. Newsom, and City Clerk Penny Overstreet.

ABSENT: Commissioner Stephen M. Settle.

1. CALL THE MEETING TO ORDER: Chairman Shupe called the meeting to order at 4:45 p.m.
2. PLEDGE OF ALLEGIANCE: Mayor Provencher led the pledge to the flag.
3. ANY REMAINING UNFINISHED BUSINESS: None.
4. RESOLUTION 2016-11, DETERMINING THE DATE AND TIME OF ADJOURNMENT SINE DIE OF THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA; PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE: Attorney Smith read the title of the resolution into the record. Chairman Shupe opened public comments. No comments were offered and Chairman Shupe closed public comments. Motion by Commissioner Carney to approve Resolution 2016-11. Commissioner McGrew seconded the motion. The motion carried unanimously after a roll call vote.
5. ADJOURNMENT: Motion by Commissioner Carney to adjourn the meeting at 4:48 p.m. Commissioner McGrew seconded the motion. The motion carried unanimously.

Attest:

\_\_\_\_\_  
Penny Overstreet, City Clerk

\_\_\_\_\_  
Marshall Shupe, Chairman

**MINUTES ORGANIZATIONAL MEETING**

PRESENT: Mayor Linda Provencher, Chairman Marshall D. Shupe, Vice-Chair Jane Mealy, Commissioners Richard D. Belhumeur, Kim M. Carney and Joy McGrew, City Attorney D. Andrew Smith, III, City Manager Larry M. Newsom, and City Clerk Penny Overstreet.

1. CALL THE MEETING TO ORDER: Chairman Shupe called the meeting to order at 4:48 p.m.
2. SWEARING IN OF THE COMMISSIONERS. Attorney Smith swore in Commissioners Belhumeur and Mealy.
3. NOMINATIONS:
  - a) NOMINATIONS FOR CHAIRMAN: Commissioner McGrew nominated Commissioner Shupe. Commissioner Mealy seconded the nomination. Commissioner Shupe inquired if there are any other nominations. Commissioner Carney nominated Commissioner Mealy. Commissioner Belhumeur seconded the nomination. No other nominations received. The nomination for Commissioner Shupe received to aye votes. The nomination of Commissioner Mealy carried three to two, with Commissioners Shupe and McGrew voting nay.
  - b) NOMINATIONS FOR VICE-CHAIRMAN: Commissioner Carney nominated Commissioner Belhumeur. Commissioner Belhumeur seconded the nomination. Commissioner Mealy nominated Commissioner Shupe, Commissioner McGrew seconded the nomination. The nomination for Commissioner Belhumeur received two votes. The nomination of Commissioner Shupe carried three to two, with Commissioners Belhumeur and Carney voting nay.
4. RESOLUTION 2016-12, APPOINTING CHAIRMAN OF THE CITY OF FLAGLER BEACH, FLORIDA CITY COMMISSION; PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE: Attorney Smith read the title of the resolution into the record. Chairman Mealy opened public comment. No comments offered, Chair Mealy closed public comment. Motion by Commissioner Belhumeur to approve Resolution 2016-12. Commissioner Carney seconded the motion. The motion carried unanimously, after a roll call vote.
5. RESOLUTION 2016-13, APPOINTING VICE-CHAIRMAN OF THE CITY OF FLAGLER BEACH, FLORIDA CITY COMMISSION, PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE: Attorney Smith read the title of the resolution into the record. Motion by Commissioner Carney to approve Resolution 2016-13. Commissioner McGrew seconded the motion. Chair Mealy opened public comment. No comments offered Chair Mealy closed public comment. The motion carried unanimously, after a roll call vote.
6. RESOLUTION 2016-14, DESIGNATING SIGNATORIES FOR THE BANK AND INVESTMENT ACCOUNTS AT THE STATE BOARD OF ADMINISTRATION, FLORIDA MUNICIPAL INVESTMENT TRUST AND SUNTRUST BANK; PROVIDING HOW SAID FUNDS MAY BE WITHDRAWN; PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE: Attorney Smith read the title of the resolution into the record. Motion by Commissioner Carney to approve Resolution 2016-14. Commissioner McGrew seconded the motion. Chair Mealy opened public comment. No comments offered, Chair Mealy closed public comment. The motion carried unanimously, after a roll call vote.

7. APPOINT ELECTED OFFICIALS TO VARIOUS BOARDS AND COMMITTEES TO SERVE AS CITY'S REPRESENTATIVE: The Officials reviewed the current assignments. The changes agreed upon were Commissioner Belhumeur to be the liaison for the Florida League of Cities and St. Johns River Water Management District.
  
8. RESOLUTION 2016-15, DECLARING THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, IS DULY ORGANIZED AND READY TO TRANSACT ANY BUSINESS THAT WOULD PROPERLY COME BEFORE IT; PROVIDING FOR CONFLICT AND AN EFFECTIVE DATE: Attorney Smith read the title of the resolution into the record. Motion by Commissioner McGrew to approve Resolution 2016-15. Commissioner Shupe seconded the motion. Chair Mealy opened public comment. No comments offered Chair Mealy closed public comment. The motion carried unanimously, after a roll call vote.
  
9. ADJOURNMENT: Motion by Commissioner McGrew to adjourn the meeting at 5:08 p.m. Commissioner Carney seconded the motion. The motion carried unanimously.

Attest:

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Penny Overstreet, City Clerk

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Marshall Shupe, Chairman

#17

**CITY OF FLAGLER BEACH  
FLAGLER BEACH MUNICIPAL PIER**

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**INSURANCE PROPOSAL**

*Effective: 05/17/2016 – 05/17/2017*

**Presented By:**

Steve Farmer  
Senior Vice President

Ara Dresner, AAI  
Account Manager

Danielle Lind  
Marketing Analyst



*This proposal contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, refer to the policy document. A specimen copy is available upon request. In the event of any differences between the policy and this summary, the policy will control.*

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*\*All coverages, forms and limits are presented strictly for the purpose of this proposal and do not constitute an insurance policy or contract.*



**CLIENT SERVICE TEAM**

PRODUCER	Steve Farmer
Email	sfarmer@bbdaytona.com
Phone	(386) 239-7233
ACCOUNT MANAGER	Ara Dresner
Email	adresner@bbdaytona.com
Phone	(386) 239-5757
CLAIMS ANALYST	Mitzi Sparks
Email	mspark@bbdaytona.com
Phone	(386) 239-7278
MAIN OFFICE PHONE	(386) 252-9601
TOLL FREE OFFICE PHONE	(800) 877-2769

**City of Flagler Beach – Flagler Beach Municipal Pier**

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**Landmark American Insurance Company  
Renewal Option**

**PROPOSED PROPERTY COVERAGE**

*Client ultimately chooses value insured*

**Description of Coverage:**

Building & Personal Property Coverage Form (Pier)  
Causes of Loss – Special Form Including Flood, Earthquake & Earthquake Sprinkler  
Leakage, in addition to standard policy exclusions

**Location of Premises:**

215 South A1A  
Flagler Beach, FL 32136

<b>Description of Property:</b>	<b>Limits of Coverage:</b>
Flagler Pier	\$ 1,273,500 <i>Part of \$1,698,000</i>
Guard Tower	\$ 97,500 <i>Part of \$130,000</i>
<b><i>Total Insured Value*</i></b>	<b>\$ 1,371,000</b> <i>Part of \$1,828,000</i>

*\*Total Insured Value represents 75% of \$1,828,000 Scheduled & Annual Aggregate applying separately to Flood & Earthquake*

<b>Deductibles:</b>	
Windstorm/Hail, Per Occurrence (10% of Total Property Values)	\$ 182,800
Flood, Per Occurrence (10% of Total Property Values)	\$ 182,800
Earthquake, Per Occurrence (10% of Total Property Values) <i>Including Sprinkler Leakage</i>	\$ 182,800
All Other Perils, Per Occurrence	\$ 10,000

**Coinsurance:**

N/A

**Valuation:**

Replacement Cost Coverage

**NOTE:**

Detached walls, fences, free-standing property improvements such as athletic equipment, windscreens, light poles, or signs are not covered unless specifically scheduled on the policy.

**City of Flagler Beach – Flagler Beach Municipal Pier**

**Landmark American Insurance Company  
Increased Limit Option**

**PROPOSED PROPERTY COVERAGE**

*Client ultimately chooses value insured*

**Description of Coverage:**

Building & Personal Property Coverage Form (Pier)  
Causes of Loss – Special Form Including Flood, Earthquake & Earthquake Sprinkler  
Leakage, in addition to standard policy exclusions

**Location of Premises:**

215 South A1A  
Flagler Beach, FL 32136

<b>Description of Property:</b>	<b>Limits of Coverage:</b>
Flagler Pier	\$ 2,817,000 <i>Part of \$3,756,000</i>
Guard Tower	\$ 97,500 <i>Part of \$130,000</i>
<b>Total Insured Value*</b>	<b>\$ 2,914,500</b> <i>Part of \$3,886,000</i>

*\* Total Insured Value represents 75% of \$3,886,000 Scheduled & Annual Aggregate applying separately to Flood & Earthquake*

<b>Deductibles:</b>	
Windstorm/Hail, Per Occurrence (10% of Total Property Values)	\$ 388,600
Flood, Per Occurrence (10% of Total Property Values)	\$ 388,600
Earthquake, Per Occurrence (10% of Total Property Values) <i>(Including Sprinkler Leakage)</i>	\$ 388,600
All Other Perils, Per Occurrence	\$ 10,000

**Coinsurance:**

N/A

**Valuation:**

Replacement Cost Coverage

**NOTE:**

Detached walls, fences, free-standing property improvements such as athletic equipment, windscreens, light poles, or signs are not covered unless specifically scheduled on the policy.

**Landmark American Insurance Company**

**PROPOSED PROPERTY COVERAGE (*Continued*)**

*Client ultimately chooses value insured*

**Forms & Endorsements Include (but are not limited to):**

Standard Policy Forms & Endorsements as issued by ISO or Carrier  
Terrorism (Optional – See Premium Page)

Deductible and Period of Restoration Endorsement

Florida Changes – Cancellation and Nonrenewal

Earthquake Endorsement

Flood Coverage Endorsement

Service of Suit

Common Policy Conditions

Building and Personal Property Coverage Form

Commercial Property Conditions

**Minimum Earned Premium is 80% of the Total Policy Premium Excluding  
TRIA if the Policy is in Force for Any Period of Time Between and Including  
the Dates of June 1<sup>st</sup> to November 30<sup>th</sup> of any year.**

**Minimum Earned Premium is 25% of the Total Policy Premium Excluding  
TRIA if the Policy is Not in Force for Any Period of Time Between and  
Including the Dates of June 1<sup>st</sup> to November 30<sup>th</sup> of any year.**

**Exclusions Include (but are not limited to):**

Standard Policy Exclusions as issued by ISO or Carrier

Exclusion of Pathogenic or Poisonous Biological or Chemical Material

**Subject To:**

Favorable Inspection

Signed Application by both the Agent & Insured

30 Days Notice of Cancellation, Except 10 Days for Non-Payment of Premium

**City of Flagler Beach – Flagler Beach Municipal Pier**

**SUMMARY OF PROPOSED PREMIUMS & RELATED INFORMATION**

Premiums as Proposed:	Annualized Expiring:	Renewal:
Property \$1,371,000 Part of \$1,828,000	\$ 112,756.00	\$ 109,680.00
Fees / Surcharges / Taxes	\$ 1,166.91	\$ 39.00
<b>Total Premium</b>	<b>\$ 113,922.91</b>	<b>\$ 109,719.00</b>

Options: Premiums include any applicable fees / surcharges / taxes	
Terrorism	\$ 8,445.00
Property - Increased Limit Options	
\$1,943,000 Part of \$3,886,000 (50%)	\$ 155,440.00
\$2,914,500 Part of \$3,886,000 (75%)	\$ 233,199.00
\$3,886,000 Part of \$3,886,000 (100%)	\$ 310,880.00

**PAYMENT PLAN**

Line of Coverage:	Carrier:	Billing:	Payment Option:
Property	Landmark	Agency Bill	Annual Premium Due in Full

*A premium finance agreement is available upon request.*

**BINDING SUBJECTIVITIES**

Line of Coverage:	Carrier:	Items Needed to Bind Coverage:
Property	Landmark	<ul style="list-style-type: none"> <li>• Signed Acord Application</li> <li>• Signed Non-Admitted Carrier Form</li> </ul>

*Please refer to the individual proposed coverage parts for terms and conditions that this proposal may be subject to. This proposal is based upon the exposures to loss made known to the Agency. Any changes in these exposures (i.e., new operations, new products, additional states of hire, etc.) need to be promptly reported to us in order that proper coverage(s) may be put into place.*

*Payment is due within 10 days of binding.*

*As a course of business, Brown & Brown of Florida, Inc. is required to pay premiums to insurers on a monthly basis. In return, we appreciate timely payments by our clients. Outstanding balances over 30 days may be subject to cancellation.*

**City of Flagler Beach – *Flagler Beach Municipal Pier***

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**A.M. BEST FINANCIAL RATING**

The insurance company providing coverage has the following A. M. Best\* Financial rating:

**\* Rating Guide:** A++ to C- = Highest to lowest rating  
XV to I = Largest to smallest rating

	<b>Line of Coverage:</b>	<b>Carrier:</b>	<b>Rating for Stability:</b>	<b>Rating for Assets / Surplus:</b>
**	Property	Landmark American Insurance Company	A+	XIII

**\*\* Denotes excess & surplus lines insurance company. See attached Statement acknowledging that Coverage has been placed with a Non-Admitted Carrier. Please review and return to Brown & Brown. Brown & Brown does not have direct binding authority with this excess and surplus lines market.**

**A.M. BEST FINANCIAL RATING (*Continued*)**

A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.

<b>Financial Strength Rating Guide</b>	
<i>Secure</i>	<i>Vulnerable</i>
<b>A++, A+ (Superior)</b>	<b>B, B- (Fair)</b>
<b>A, A- (Excellent)</b>	<b>C++, C+ (Marginal)</b>
<b>B++, B+ (Good)</b>	<b>C, C- (Weak)</b>
	<b>D (Poor)</b>
	<b>E (Under Regulatory Supervision)</b>
	<b>F (In Liquidation)</b>
	<b>S (Suspended)</b>

<b>Financial Size Category Guide</b>	
<i>Class Adj. PHS (\$ Millions)</i>	<i>Class Adj. PHS (\$ Millions)</i>
<b>I</b> Less than 1	<b>IX</b> 250 to 500
<b>II</b> 1 to 2	<b>X</b> 500 to 750
<b>III</b> 2 to 5	<b>XI</b> 750 to 1,000
<b>IV</b> 5 to 10	<b>XII</b> 1,000 to 1,250
<b>V</b> 10 to 25	<b>XIII</b> 1,250 to 1,500
<b>VI</b> 25 to 50	<b>XIV</b> 1,500 to 2,000
<b>VII</b> 50 to 100	<b>XV</b> 2,000 or greater
<b>VIII</b> 100 to 250	

**NON-ADMITTED CARRIER DISCLAIMER  
STATEMENT ACKNOWLEDGING THAT COVERAGE HAS  
BEEN PLACED WITH A NON-ADMITTED CARRIER**

Per Florida Statute, the insured is required to sign the following E&S disclosure:

The undersigned hereby agrees to place insurance coverage in the surplus lines market and understands that superior coverage may be available in the admitted market and at a lesser cost. Persons insured by surplus lines carriers are not protected by the Florida Insurance Guaranty Association with respect to any right of recovery for the obligation of an insolvent unlicensed insurer.

City of Flagler Beach

Named Insured

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Signature of Insured's Authorized Representative

Date

---

Landmark American Insurance Company

Name of Excess and Surplus Lines Carrier

---

Property

Type of Insurance

---

05/17/2016 – 05/17/2017

Effective Date of Coverage

---

Steve Farmer

A081083

Producing Agent Name

License Number

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<b>Property</b>	
Premium	\$ 109,680.00
Filing Fee	\$ 35.00
Inspection Fee	\$ -
Florida Surplus Lines Tax (5%)	Exempt
FSLSO Service Fee (0.15%)	Exempt
EMPA Fee	\$ 4.00
<b>Total Premium</b>	<b>\$ 109,719.00</b>



**APPENDIX**

## **RELATED INFORMATION**

**Compensation:** In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products & services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based on the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date the premiums are remitted to the insurance company or intermediary. In the event we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

**Wholesale Broker/Managing General Agent:** *MacDuff Underwriters, Inc.*

This intermediary is owned in whole or in part by Brown & Brown, Inc., the parent company of Brown & Brown of Florida, Inc.

Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to, underwriting; loss control; risk placement; coverage review; claims coordination with the insurance company and policy issuance. Compensation paid for these services may be up to 15% of the premium you pay for coverage, and any compensation paid for those services is derived from your premium payment. The fee, if any, for the Wholesale Insurance Broker’s/Managing General Agent’s services above is no fee.

**Questions and Information Requests:** Should you have any questions, or require additional information, please contact this office at 1-800-877-2769 or, if you prefer, submit your question or request online at: <http://www.bbinsurance.com/customerinquiry.shtml>.

## **SURETY BONDS**

Brown & Brown has the capability to handle surety bonds. Our experienced professionals are proficient in Construction and Commercial Bonds. Construction bonds typically include Bid, Performance, Payment, Maintenance and Warranty bonds. Commercial bonds cover obligations typically required by law, statute or regulation. The following are just a few of the industry types that we can service:

- Condominium Associations
- Developers
- General Contractors
- Financial Services Industry
- Hazardous Materials and Waste
- Healthcare
- Manufacturing
- Oil & Gas
- Property Managers
- Restaurants
- Retail Industry
- Service Contractors
- Subcontractors
- Wholesalers/Suppliers/Distributors

Types of Commercial Bonds commonly written by Brown & Brown include:

Agricultural Dealers Bond	Medicare/Medicaid Bonds	Release of Lien Bonds
Appeal Bonds	Miscellaneous Bonds	Replevin Bonds
Citrus Dealer Bonds	Mobile Home Dealer Bonds	Right-of-Way Bonds
Court Bonds	Mortgage Broker Bonds	Seller of Travel Bonds
Customs Bonds	Motor Vehicle Dealer Bonds	Supply Bonds
Employee Dishonesty Bonds	Notary Public Bonds	Tax Bonds
Fidelity Bonds	Patient Trust Bonds	Title Agents Bonds
Franchise Dealer Bonds	Professional Solicitors Bonds	Utility Deposit/Payment Bonds
Fuel Tax Bonds	Public Official Bonds	Warehouse Bonds
Garnishment Bonds	Reclamation Bonds	Workers' Compensation Bonds
License & Permit Bonds	Recreational Vehicle Dealer Bonds	Yacht Broker/Salesman Bonds

For more information or questions, please contact our Bond Manager,  
Tyler DeBord at (386) 239-5703 or [tdebord@bbdaytona.com](mailto:tdebord@bbdaytona.com)

## **EMPLOYEE BENEFITS**

Brown & Brown is an insurance intermediary for Employee Benefits insurance. We are experts in analyzing plan design information and claim experience in order to make sure our clients have the best employee benefits package for their employee's at the most competitive cost. We broker the following products:

- Medical Insurance – Fully Insured / Self Insured / Dividend Plans
- Consumer Driven Health Plans – H.S.A's / HRA's
- Dental Insurance
- Basic and Voluntary Life Insurance
- Short and Long Term Disability
- Vision Insurance
- Flex Spending Accounts
- Employee Assistance Plan
- COBRA Administration
- Voluntary Products
- Legal Plans

We also realize the service intensive nature of Employee Benefits packages. Therefore, we have experienced Account Executives and Account Managers to assist our clients with all aspects of employee benefit plans including:

- Guarantee Renewals 45-60 days in advance
- Billing, Claims, Eligibility issues
- Electronic Enrollment
- Open Enrollment Assistance
- Benefits at a Glance / Benefit Business Cards
- Compensation Statements
- HR/ Benefits Website
- Employee Surveys

For more information or questions, please contact our Employee Benefits Manager,  
Kim McBee at (386) 239-7227 or [kmcbee@bbdaytona.com](mailto:kmcbee@bbdaytona.com)



# FLAGLER BEACH CITY COMMISSION

City Manager's Report

Item No. 7

**Meeting Date: 04/16/2016**

**Issue:** Approve the renewal contract for Pier Insurance effective 05/17/2016 to 05/17/2017 and authorize the Mayor to sign.

**From:** Liz Mathis, Human Resources Officer

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**RECOMMENDATION:**

**Staff is awaiting the contract and expect to have the back up material to you early next week.**

**BACKGROUND:**

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**POLICY/REQUIREMENT FOR BOARD ACTION:**

**IMPLEMENTATION/COORDINATION:**

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**Attachments**

- Pier Policy



# FLAGLER BEACH CITY COMMISSION

## City Manager's Report

### Item No. 8

**Meeting Date: 04-14-2016**

**Issue:** Approve an Interlocal Agreement between Flagler County and the City of Flagler Beach for Water and Wastewater Service Area John Anderson Corridor and authorize the Mayor to sign.

**From:** Larry Newsom, City Manager

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This item is removed from the agenda. Staff plans to place the item on the April 28, 2016 agenda for consideration.



# FLAGLER BEACH CITY COMMISSION

City Manager's Report

Item No. 10

**Meeting Date:** 04/16/2016

**Issue:** Appointments to the Planning and Architectural Review Board

**From:** Penny Overstreet, City Clerk

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**RECOMMENDATION:** One (1) vacancy was left when Commissioner Belhumeur resigned. Three (3) terms expired in February. I have emailed the applicants requesting they attend the meeting to respond to any inquiries you may have in relation to experience and possible conflicts to the appointed position.

After the item closes, please complete the scoring sheet and return it to the Clerk for tabulation. Note the top table is to fill the term that was vacated and ends in May 2017. The bottom table is to fill three (3) terms that have expired; the three persons receiving the lowest scores will be appointed. Incomplete forms will be returned to you.

If additional applications are received after distribution of this packet they will be distributed to you with a revised scoring sheet.

**BUDGETARY IMPACT:** None.

**IMPLEMENTATION/COORDINATION:** The City Clerk will ensure the appointed members complete Oaths of Office and Financial Forms, and provide them an up to date copy of Appendix A Land Development Regulations

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## Attachments

- Public Notice advising of Vacancies
- Applications
- Scoring Sheet

**Planning & Architectural Review Board  
Ranking Sheet for Open Positions**

**Please rank each member 1-5, with 1 being the highest score. The applicant receiving the lowest scores will be selected. Incomplete scoring sheets will be returned to you.**

<b>Applicant</b>	<b>To fill vacant seat term ending May 2018. Seat 7</b>						
<i>Alphabetical Order</i>	Mayor	Belhumeur	Carney	McGrew	Mealy	Shupe	Totals
Eric Cooley							
Don Deal							
Michael Flank							
Jared Hutton							
Roseanne Stocker							

<b>Applicant</b>	<b>To fill expired term new term 02/26/2016 – 02/25/2019 Seat 1</b>						
<i>Alphabetical Order</i>	Mayor	Belhumeur	Carney	McGrew	Mealy	Shupe	Totals
Eric Cooley							
Don Deal							
Michael Flank							
Jared Hutton							
Roseanne Stocker							

<b>Applicant</b>	<b>To fill expired term new term 02/26/2016 – 02/25/2019 Seat 2</b>						
<i>Alphabetical Order</i>	Mayor	Belhumeur	Carney	McGrew	Mealy	Shupe	Totals
Eric Cooley							
Don Deal							
Michael Flank							
Jared Hutton							
Roseanne Stocker							

<b>Applicant</b>	<b>To fill expired term new term 02/26/2016 – 02/25/2019 Seat 3</b>						
<i>Alphabetical Order</i>	Mayor	Belhumeur	Carney	McGrew	Mealy	Shupe	Totals
Eric Cooley							
Don Deal							
Michael Flank							
Jared Hutton							
Roseanne Stocker							

**PLEASE MARK YOUR SELECTIONS AND RETURN TO CLERK AFTER APPLICANTS ARE INTERVIEWED.**



## PUBLIC NOTICE

THE CITY OF FLAGLER BEACH NEEDS VOLUNTEER RESIDENTS TO SERVE ON VARIOUS BOARDS AND COMMITTEES. APPLICATIONS MUST BE OBTAINED FROM CITY HALL, 105 SOUTH SECOND STREET, FLAGLER BEACH, FLORIDA 32136; ON THE CITY WEB SITE: [WWW.CITYOFFLAGLERBEACH.COM](http://WWW.CITYOFFLAGLERBEACH.COM) (CITY SERVICES/PERMITS FORMS/CITY CLERK FORMS) OR AT THE CITY LIBRARY.

### OPENINGS

#### Planning and Architectural Review Board

1 vacancy to complete term ending 05/09/17

3 seats have terms that have ended

new term 02-26-2016 – 02-25-2019

#### *Duties of the planning and architectural review board.*

*The planning and architectural review board of the city shall undertake any task assigned to it by the city commission and the rules assigned to it within this section which includes, but is not limited to, the following duties:*

*To establish, maintain and approve standards of architectural excellence for all residential dwellings of three (3) or more units, all commercial establishments, industrial buildings, and complexes, schools, churches, public buildings, amenities, parks, , and all elements related to the construction and aesthetics of the city.*

*To review all requests for building permits (excluding single- and two-family residences) and advocate for approval or deny such requests based upon aesthetic or other considerations such as quality of workmanship, nature of materials, harmony of external design with existing structures, change in topography, grade elevations and/or drainage, factors of public health, safety or welfare and the effect of such proposed change or work on the use, enjoyment, or value of any of the other neighboring properties.*

*To review any proposed changes initiated by itself, the building official, or the city commission in the textual provisions of this section and report its recommendations to the city commission.*

*To review requests and applications for planned unit developments as stipulated within the provisions of this section.*

*To advise the city commission on all matters related to land use planning and community development as directed by the city commission.*

*To review all requests for rezoning (amendments), hold required public hearings to receive citizen input and recommend approval or denial of such requests to the city commission. A public hearing constitutes published notice, both at city hall and in local newspapers, and the apprising of property owners within a radius of five hundred (500) feet of the property under consideration for rezoning by certified mail of the intent to rezone.*

*To review any request for a special exception under the provisions of this section and submit its recommendations to the city commission.*

*To render advice upon appeal in specific cases advocating such variance from the terms of this section as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship.*

#### River to Sea Transportation Planning Organization (TPO) Citizens' Advisory Council (CAC)

1 Vacancy

*The Citizens' Advisory Committee (CAC) is responsible for providing citizen input and provide recommendations to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Subcommittees, Task Forces and Working Groups shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.*

#### Personnel Review Board

1 Vacancy term expires 05-09-2017

2 terms expiring 05-09-2016

*The Personnel Review Board shall have the power to hear appeals in case any full-time city employee is suspended without pay for more than three working days. The board will reduce or remove and report in writing to the city manager its findings and recommendations.*

#### Investment Committee

1 Vacancy for an Attorney

1 Vacancy for an Investment Broker/Counselor

FOR ADDITIONAL INFORMATION CONTACT CITY CLERK,  
Penny Overstreet,  
(386)-517-2000 EXT 233

# Planning & Architectural Review Board

## Members

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### Seat One Term 02/26/13 - 02/25/16

Michael Flank

2006 North Daytona Avenue

Flagler Beach, Florida 32136

386-338-352

[mlfclf@aol.com](mailto:mlfclf@aol.com)

appointed to complete term 10/8/22/2015

### Seat Two Term 02/26/13 - 02/25/16

Don Deal

1580 Lambert Ave.

Flagler Beach, FL 32136

386-439-5367

[mdeal13797@aol.com](mailto:mdeal13797@aol.com)

### Seat 6 Term 05/10/14 - 05/09/17

Paul Eik

Flagler Beach, FL 32136

386-

[peik@CFL.RR.COM](mailto:peik@CFL.RR.COM)

APPOINTED TO COMPLETE TERM DECEMBER 2015

### Seat Seven Term 05/24/15 - 05/25/18

Vacant

Flagler Beach, FL 32136

@

### Seat Three Term 02/26/13- 02/25/16

Roseanne Stocker

1481 Lambert Ave.

Flagler Beach, FL 32136

386-439-0001 ext. 315

[rs@teetimesusa.com](mailto:rs@teetimesusa.com)

### Seat Four Term 05/10/14 - 05/09/17

Catherine Feind

P.O. Box 664

Flagler Beach, FL 32136

386-439-4863

[jonkat@aol.com](mailto:jonkat@aol.com)

### Seat Five Term 05/10/14 - 05/09/17

Joseph Pozzuoli

2204 S. Daytona Avenue

Flagler Beach, FL 32136

H: 386-569-6719

[joseph@jpaflorida.com](mailto:joseph@jpaflorida.com)

CITY OF FLAGLER BEACH  
ADVISORY BOARD AND COMMITTEE APPLICATION FORM  
(Please fill out form completely)

Name: Eric Cooley Date: 4/12/16

Physical address: 1617 N. Central Ave Flagler Beach FL

Mailing address: see above

Home phone: \_\_\_\_\_ Daytime phone: 614-554-6919

Fax: \_\_\_\_\_ E-Mail: eric@cooley.cc

Occupation: Store Owner

Number of years of City residence: 1.5 years Own: 1 Rent: .5

Are you registered to vote in Flagler County? Yes  No \_\_\_\_\_

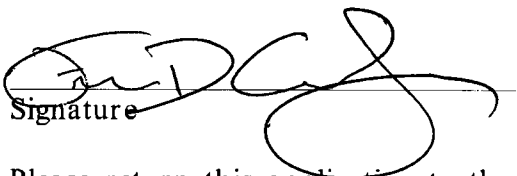
Identify the board(s) or committee(s) to which you request appointment:  
PAR Board

Please describe your professional and/or volunteer experience or background which best qualifies you for selection to the board(s) or committee(s): Current business owner. Very active in all community events. Previous project manager, previous service as Board member of multiple home owner associations. Member of REACT team.

How many City Commission/board meetings have you attended in the last 2 years? 50+

Have you ever served on a City advisory board or committee in the past? Yes  No \_\_\_\_\_

If yes, please describe: Police Pension Board

Signature 

Please return this application to the City Clerk, P.O. Box 70, 105 S. 2<sup>nd</sup> Street, Flagler Beach, Florida 32136

**CITY OF FLAGLER BEACH**  
**ADVISORY BOARD AND COMMITTEE APPLICATION FORM**  
(Please fill out form completely)

Name: DON DEAL Date: 3/29/16

Physical address: 1580 Lambert Ave., Flagler Beach, FL 32136

Mailing address: SAME

Home phone: 439-5367 Daytime phone: SAME

Fax: - E-Mail: MDEAL13797@AOL.com

Occupation: retired

Number of years of City residence: 43 yrs Own:  Rent:

Are you registered to vote in Flagler County? Yes  No

Identify the board(s) or committee(s) to which you request appointment:  
PARB

Please describe your professional and/or volunteer experience or background which best qualifies you for selection to the board(s) or committee(s): Prior business owner in Flagler County own Rental Properties in City, served 10 years on Flagler County Long Range Planning Board, Former Vice President of Ellis Bank + Branch manager in Flagler Beach, Former President of Oceanview Cards Founding Museum Board member

How many City Commission/board meetings have you attended in the last 2 years? See 6 Ast.

Have you ever served on a City advisory board or committee in the past?

Yes  No

If yes, please describe: current PARB member for approx. 20 years, served on Board of Adjustments prior for 3 to 5 years, served as chairman of the Charter Review Committee, came up with concept of special reception for parking in TIC 2012 which alleviated parking problem for Oceanview Bldg + Grill

  
Signature

Please return this application to the City Clerk, P.O. Box 70, 105 S. 2<sup>nd</sup> Street, Flagler Beach, Florida 32136

**CITY OF FLAGLER BEACH**  
**ADVISORY BOARD AND COMMITTEE APPLICATION FORM**  
(Please fill out form completely)

Name: MICHAEL FLANK Date: MARCH 28, 2016

Physical address: 2006 NORTH DAYTONA AVE, FLAGLER BEACH, FLA

Mailing address: SAME

Home phone: 386-338-3152 Daytime phone: 850-712-7409

Fax: \_\_\_\_\_ E-Mail: MLFCLF @ AOL.COM

Occupation: RETIRED

Number of years of City residence: 3 Own:  Rent: \_\_\_\_\_

Are you registered to vote in Flagler County? Yes  No \_\_\_\_\_

Identify the board(s) or committee(s) to which you request appointment:  
PAR BOARD

Please describe your professional and/or volunteer experience or background which best qualifies you for selection to the board(s) or committee(s):  
SERVED ON THE PAR BOARD SINCE NOVEMBER 2015, THE ALTERNATIVE USE COMMITTEE 2014-2015

How many City Commission/board meetings have you attended in the last 2 years? 8

Have you ever served on a City advisory board or committee in the past?

If yes, please describe: THE ALTERNATIVE USE COMMITTEE AND PAR BOARD  
Yes  No \_\_\_\_\_

  
Signature

Please return this application to the City Clerk, P.O. Box 70, 105 S. 2<sup>nd</sup> Street, Flagler Beach, Florida 32136

**Jeanelle Pagano**

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 29, 2016 1:35 PM  
**To:** Kate Settle  
**Subject:** Online Form Submittal: Advisory Board and Committee Application Form

**Advisory Board and Committee Application Form**

First Name JARED  
Last Name HUTTON  
Street Number 2542  
Street Name S CENTRAL  
Street Type AVE  
P.O. Box *Field not completed.*  
City FLAGLER BEACH  
State FL  
Zip 32136  
Phone Number 386-338-3202  
Cell Phone *Field not completed.*  
Email Address [jared41fl@gmail.com](mailto:jared41fl@gmail.com)  
Occupation RETIRED CA ATTORNEY  
Number of Years as a Resident 1 1/2  
Are you registered to vote in Flagler County Yes

Please describe your professional and/or volunteer experience which best qualifies you for your selection to the board(s) or committee(s).  
I practiced law in CA for 48 years, primarily focusing on real estate and construction. I served pro bono as a mediator, arbitrator and judge pro tem at various times for the Los Angeles Superior Court. I have a B.A. in economics from Stanford University as well as a J.D. from Stanford's School of Law. I have also held a CA real estate broker's license.

Please check all boxes of the Committees you would like to serve.

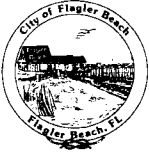
Boards and Committees      Planning and Architectural Review Board

Have you served on a  
City Board or Committee  
in the past?      No

Email not displaying correctly? [View it in your browser.](#)







# FLAGLER BEACH CITY COMMISSION

City Manager's Report

Item No. 11

**Meeting Date:** 04/16/2016

**Issue:** Appointments to the Personnel Advisory Review Board

**From:** Penny Overstreet, City Clerk

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**RECOMMENDATION:** Two (2) terms expire in May. One of those members, Mr. Campanozzi, has indicated his desire to travel and will not be seeking reappointment. Two (2) applications have been received. I have emailed the applicants requesting they attend the meeting to respond to any inquiries you may have in relation to experience and possible conflicts to the appointed position.

After the item closes, please complete the scoring sheet and return it to the Clerk for tabulation. Incomplete forms will be returned to you.

If additional applications are received after distribution of this packet they will be distributed to you with a revised scoring sheet.

**BUDGETARY IMPACT:** None.

**IMPLEMENTATION/COORDINATION:** The City Clerk will ensure the appointed members complete Oaths of Office and Financial Forms, and provide them an up to date copy of the resolution that adopted the personnel policy.

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## Attachments

- Public Notice advising of Vacancies
- Applications
- Scoring Sheet
- Current member list

**Personnel Advisory Review Board  
Ranking Sheet for Open Positions**

***Please rank each member 1-2, with 1 being the highest score. The applicant receiving the lowest scores will be selected. Incomplete scoring sheets will be returned to you.***

PLEASE MARK YOUR SELECTIONS AND RETURN TO CLERK AFTER APPLICANTS ARE INTERVIEWED.

<b>Applicant</b>	<b><i>New Terms 5/10/2016 – 05/09/2019.</i></b>						
<i>Alphabetical Order</i>	Mayor	Belhumeur	Carney	McGrew	Mealy	Shupe	Totals
Jackie Hutton							
Peter Sepe							

## PUBLIC NOTICE

THE CITY OF FLAGLER BEACH NEEDS VOLUNTEER RESIDENTS TO SERVE ON VARIOUS BOARDS AND COMMITTEES. APPLICATIONS MUST BE OBTAINED FROM CITY HALL, 105 SOUTH SECOND STREET, FLAGLER BEACH, FLORIDA 32136; ON THE CITY WEB SITE: [WWW.CITYOFFLAGLERBEACH.COM](http://WWW.CITYOFFLAGLERBEACH.COM) (CITY SERVICES/PERMITS FORMS/CITY CLERK FORMS) OR AT THE CITY LIBRARY.

### OPENINGS

#### Planning and Architectural Review Board

**1 vacancy to complete term ending 05/09/17**  
**3 seats have terms that have ended**  
**new term 02-26-2016 – 02-25-2019**

#### *Duties of the planning and architectural review board.*

*The planning and architectural review board of the city shall undertake any task assigned to it by the city commission and the rules assigned to it within this section which includes, but is not limited to, the following duties:*

*To establish, maintain and approve standards of architectural excellence for all residential dwellings of three (3) or more units, all commercial establishments, industrial buildings, and complexes, schools, churches, public buildings, amenities, parks, , and all elements related to the construction and aesthetics of the city.*

*To review all requests for building permits (excluding single- and two-family residences) and advocate for approval or deny such requests based upon aesthetic or other considerations such as quality of workmanship, nature of materials, harmony of external design with existing structures, change in topography, grade elevations and/or drainage, factors of public health, safety or welfare and the effect of such proposed change or work on the use, enjoyment, or value of any of the other neighboring properties.*

*To review any proposed changes initiated by itself, the building official, or the city commission in the textural provisions of this section and report its recommendations to the city commission.*

*To review requests and applications for planned unit developments as stipulated within the provisions of this section.*

*To advise the city commission on all matters related to land use planning and community development as directed by the city commission.*

*To review all requests for rezoning (amendments), hold required public hearings to receive citizen input and recommend approval or denial of such requests to the city commission. A public hearing constitutes published notice, both at city hall and in local newspapers, and the apprising of property owners within a radius of five hundred (500) feet of the property under consideration for rezoning by certified mail of the intent to rezone.*

*To review any request for a special exception under the provisions of this section and submit its recommendations to the city commission.*

*To render advice upon appeal in specific cases advocating such variance from the terms of this section as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship.*

#### **River to Sea Transportation Planning Organization (TPO) Citizens' Advisory Council (CAC)**

**1 Vacancy**

*The Citizens' Advisory Committee (CAC) is responsible for providing citizen input and provide recommendations to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Subcommittees, Task Forces and Working Groups shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.*

#### **Personnel Review Board**

**2 terms expiring 05-09-2016**

*The Personnel Review Board shall have the power to hear appeals in case any full-time city employee is suspended without pay for more than three working days. The board will reduce or remove and report in writing to the city manager its findings and recommendations.*

#### **Investment Committee**

**1 Vacancy for an Attorney**  
**1 Vacancy for an Investment Broker/Counselor**

FOR ADDITIONAL INFORMATION CONTACT CITY CLERK,  
Penny Overstreet,  
(386)-517-2000 EXT 233

## PERSONNEL ADVISORY REVIEW BOARD

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Eric Gagnon  
1955 Central Ave. N.  
Flagler Beach, FL 32136  
(386) 439-0934(H) (404) 593-4193(C)  
[eric@wesellrestaurants.com](mailto:eric@wesellrestaurants.com)

May 10, 2015      May 09, 2018  
appointed 07-09-2015

Ralph Campanozzi  
3580 S. Oceanshore Blvd. #503  
Flagler Beach, FL 32136  
(386) 439-5279

May 10, 2013 -      May 09, 2016

Peter Sepe  
235 Ocean Palm Drive  
Flagler Beach, FL 32136  
(386) 693-4141  
[235opfla@gmail.com](mailto:235opfla@gmail.com)

May 10, 2013 -      May 09, 2016

Patti Powell  
719 N. Central Avenue  
Flagler Beach, FL 32136  
386-517-0590  
[powell.patti@gmail.com](mailto:powell.patti@gmail.com)

May 10, 2015 -      May 9, 2018  
reappointed to term 06-11-2015

Allen Whetsell  
919 B North Oceanshore Blvd.  
Flagler Beach, FL 32136  
(386) 503-4004(H) (386)439-5400(W)  
[adwhetsell@aol.com](mailto:adwhetsell@aol.com)

May 10, 2015 -      May 09, 2018  
appointed 07-09-2015

This board meets on an as needed basis. Term of office is three years. A quorum is three members. Term of office of chairperson is one year and election is held at the first meeting of the year. Ordinance 94-1 and 2001-22 cover this board.

4-4-16  
called  
decided to  
not apply

4-4-16  
sent  
app.

**Jeanelle Pagano**

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**From:** noreply@civicplus.com  
**Sent:** Sunday, April 03, 2016 6:06 AM  
**To:** Kate Settle  
**Subject:** Online Form Submittal: Advisory Board and Committee Application Form

**Advisory Board and Committee Application Form**

First Name	Jackie
Last Name	Hutton
Street Number	2542
Street Name	S. Central Ave.
Street Type	<i>Field not completed.</i>
P.O. Box	<i>Field not completed.</i>
City	Flagler Beach
State	FL
Zip	32136
Phone Number	386-338-3202
Cell Phone	<i>Field not completed.</i>
Email Address	<a href="mailto:jackie44fl@gmail.com">jackie44fl@gmail.com</a>
Occupation	Retired
Number of Years as a Resident	1
Are you registered to vote in Flagler County	Yes
Please describe your professional and/or volunteer experience which best qualifies you for your selection to the board(s) or committee(s).	I graduated from Iowa State University with a BS in Education and from the University of Alaska with a masters in Education Administration. In my 30+ years in education I have taught in classrooms in Wyoming and Alaska, worked directly under the head of the University of Alaska Ketchikan Campus, served as Coordinator of Technical Preparation at Mohave Community College in Arizona and covered the entire Mohave County in

Arizona as School To Work Executive Director. I have also owned a successful small business and been Co-Director of the community organization Havasu For Youth in Lake Havasu City, Arizona. These positions have given me experience on both the employee and employer side of the working environment.

Please check all boxes of the Committees you would like to serve.

Boards and Committees      Personnel Advisory Committee

Have you served on a City Board or Committee in the past?      No

Email not displaying correctly? [View it in your browser.](#)

**CITY OF FLAGLER BEACH**  
**ADVISORY BOARD AND COMMITTEE APPLICATION FORM**  
(Please fill out form completely)

Name: Peter D. Sepe Date: 04/04/2016

Physical address: 235 Ocean Palm Dr

Mailing address: Flagler Beach FL 32136

Home phone: 386 693 4977 Daytime phone: 410 212 6430

Fax: \_\_\_\_\_ E-Mail: 235opfla@gmail.com

Occupation: Retired / Federal Government

Currently: Federal HR Consultant (Contract)  
Number of years of City residence: 6+ Own: X Rent: \_\_\_\_\_

Are you registered to vote in Flagler County? Yes X No \_\_\_\_\_

Identify the board(s) or committee(s) to which you request appointment:  
Personnel Advisory Review Board

Please describe your professional and/or volunteer experience or background which best qualifies you for selection to the board(s) or committee(s):  
See attached resume.

How many City Commission/board meetings have you attended in the last 2 years? 10+

Have you ever served on a City advisory board or committee in the past? Yes X No \_\_\_\_\_

If yes, please describe: Personnel Advisory Review Board - Current Term Expires in May 2016

Peter D. Sepe  
Signature

Please return this application to the City Clerk, P.O. Box 70, 105 S. 2<sup>nd</sup> Street, Flagler Beach, Florida 32136

**Peter D. Sepe**

Flagler Beach, FL

Mobile: 410.212.6430

**Summary of Experience and Qualifications**

Mr. Sepe is a Senior Human Resources (HR) Specialist. As an experienced advisor for Federal Human Resources, Peter has over 35 years of experience specializing in Federal Human Resources policy and operations. Mr. Sepe has extensive experience in leading/supporting the development and deployment of position/organizational management strategies – including providing the full range of position classification and position management principles, policies, concepts, practices, and techniques, implementing OPM and agency-specific HR policies and standards, supporting diverse and dispersed national HR programs, and implementing enabling HR Technologies. Mr. Sepe is uniquely prepared to provide quality human resources consultation and support for all managers, supervisors, and employees.

**Selected Federal Experience****Veterans Healthcare Administration (VHA) - Senior HR Specialist/Consultant  
March 2008 to May 2014**

As a key member of the contractor team, supported multiple operating divisions across the Department of Veterans Affairs (Veterans Healthcare Administration, national Employee Education System) to develop new position descriptions and classify accordingly; review, edit, finalize and classify existing position descriptions; conduct organizational reviews and desk audits as required; and provide position classification and position management consultation and training to supervisors and managers. In addition, drafted local human resources policies and procedures; conducted job analyses; developed crediting plans, category rating guides, and performance-based and behavioral interview questions; and developed competency and performance management and evaluation plans.

**United States Tax Court – Chief Human Capital Officer  
January 2004 to January 2008**

Lead, directed, and managed a comprehensive human resources management program. The office provided services and products for a wide variety of employee categories involving different systems with different statutory and regulatory authorities, i.e., general schedule, federal wage system, and senior level under Title 5, and Presidential Appointees (Judges of the Tax Court) under Title 26, the Internal Revenue Code. As the principal advisor to the Chief Judge, Judges, Clerk of the Court, and other senior managers and supervisors, provided technical advice, guidance and interpretation on all Court personnel policies and issues, HR laws, regulations, directives and procedures affecting all human resources activity within the Court. Developed, maintained and facilitated a fully integrated human resources program to include: recruitment, staffing, and placement; position classification and salary and wage administration; performance management; employee relations; compensation and employee benefits administration; training and staff development; management advisory services; human resources information systems; and EEO issues. Administered the Tax Court Judges Retirement and Survivor Annuity Plan (exclusive to the Tax Court), including formulation, planning and execution. Directed all human capital transactions and processing. Handled all employee grievances and provided appropriate counseling. Served as the Court



representative at meetings and conferences with other Human Resources Directors of other government agencies, and as the liaison between the Court and law schools.

**Comptroller of the Currency – Human Resources manager/Senior Human Resources Consultant**

**June 2002 to August 2004**

Served as the Senior Human Resources Specialist for the Headquarters Office of the Comptroller of the Currency (OCC). Managed a staff of 12 employees involved in all human resources management programs supporting a customer base in excess of 1,200 competitive and excepted service employees. Promoted a balanced employee-management relations program by utilizing mediation techniques to foster informal conflict resolution. Provided authoritative advice and guidance to managers and employees regarding U.S. Merit Systems Protection Board (MSPB) administrative procedures. Served as the primary contact person for the bureau's legal counsel in all MSPB or U.S. Equal Employment Opportunity Commission cases. Provided advice to all levels of management related to recruitment, merit promotion, position design and evaluation, staff reorganizations, performance management, employee relations, labor-management relations, work-life and wellness programs, and grievance procedures.

**United States Forest Service – Director of Human resources**

**May 1991 – June 2002**

Responsible for the full range of human resources management activities and programs for an organization of approximately 600 employees located in 27 different field locations in a 10-state area. As the senior local human resources authority and expert; implemented, developed, reviewed, and strengthened a variety of programs to include organizational design, structure, and development; human resources management reengineering; job classification; recruitment, placement, and staffing; employee relations and benefits; labor relations; safety, health, and wellness and work-life programs; payroll administration; human resources information systems; and equal employment opportunity compliance.

**Department of Veterans Affairs – Director of Human Resources**

**March 1983 – May 1991**

Responsible for the full range of human resources management activities and programs for the 652-bed Philadelphia VA Medical Center, a complex medical, surgical, teaching and research hospital with more than 1,500 employees. As the senior local human resources authority and expert, implemented, developed, reviewed, and strengthened a variety of programs to include organizational design, structure, and development; human resources management reengineering; job classification; recruitment, placement, and staffing; employee relations and benefits; labor relations; safety, health, and wellness and work-life programs; payroll administration; human resources information systems; and equal employment opportunity compliance. Served as the management spokesperson and representative in all matters dealing with labor relations activities for three separate units of recognition. In exercising responsibilities, supervised and managed a staff of 18 human resources management specialists and assistants, to include subordinate supervisors.

**EDUCATION**

B.A., Secondary Education and Political Science, Florida Atlantic University  
Member, City of Flagler Beach, Personnel Advisory Review Board





# FLAGLER BEACH CITY COMMISSION

## Agenda Item #12

**Meeting Date: 04-14-2016**

**Issue:** Resolution 2016-16, amending Resolution 2015-24, which adopted the FY 2015/16 budget, to reflect a budget amendment to provide funding for various city activities, providing for conflict and an effective date.

**From:** Kathleen Doyle, Finance Director

**Organization:** City Staff

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**RECOMMENDATION:** Approve Resolution 2016-16

**Recommendation Concerning:** Amendment of current year fiscal budget; Police Department and Computer Reserves.

**BACKGROUND:**

1. The Police Department uses a Key Fob entry for access to the Police Station. One of the items discussed during audit was the controls in place for access to the Network Room where the main server for the city computer network is stored. While the Network Room is locked during the day, it is only secured by a door lock. The same is true for the Armory and Evidence Rooms at the Police Station. Staff contacted the Certified Electronic Systems, the company who sold us the Key Fob Entry Access, to see if they could provide a solution. The system the city is considering would add key fob entry to each room, plus add a keypad for a numerical entry. The keypad would prohibit someone from gaining access with only a key fob. The security system will provide us with a three (3) prong system to gain access to critically sensitive areas. The new improvements will help protect the integrity and security of high liability areas of the Police Department. The cost of the system is for three rooms \$7,400 and CES would charge an annual fee of \$250 for monitoring. This project was not budgeted for 2015/16, but should be implemented.
2. The City budgeted \$15,000 to start a Computer Reserve for the technology needs of city staff. In 2012, the city replaced the majority of our computers with the implementation of the financial software. Since the majority of our hardware is now over four years old; \$15,000 was not enough to cover the aging computers. Staff recommends an additional \$10,000 for the current year. Any unused amount will be rolled into the 2016-17 budget year.

**BUDGETARY IMPACT:** A total of \$17,400 will be transferred from the Unassigned General Fund Balance. The ending balance on 9/30/2015 for Unassigned General Fund Balance was \$4.8 million.

**LEGAL CONSIDERATIONS/SIGN-OFF:** n/a

**PERSONNEL:** n/a

**POLICY/REQUIREMENT FOR BOARD ACTION:** n/a

**IMPLEMENTATION/COORDINATION:** The Computer Reserve is budgeted in the General Fund. If a request for new equipment is made by the Enterprise Funds, a transfer will be made to properly account for equipment by fund.

**Attachments:** Resolution 2016-16

RESOLUTION 2016-16

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING RESOLUTION 2015-24 WHICH ADOPTED THE FY 15/16 BUDGET, TO REFLECT A BUDGET AMENDMENT FOR VARIOUS CITY ACTIVITIES; PROVIDING FOR CONFLICT, PROVIDING AN EFFECTIVE DATE HEREOF.

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

1. SECTION 1. The FY 2015-2016 Approved Budget is amended as follows:

Increase	001.5214.304600	Repairs & Maintenance - Police	\$ 7,400
Increase	001.3800.389102	General Appropriated Fund Balance	\$ 7,400
Increase	001.5392.909307	Computer Hardware Reserve	\$ 10,000
Increase	001.3800.389102	General Appropriated Fund Balance	\$ 10,000

SECTION 2. All Resolutions or parts thereof in conflict herewith be and the same are hereby repealed.

SECTION 3. This Resolution shall become effective immediately upon passage as provided by law.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

ATTEST:

CITY OF FLAGLER BEACH, FLORIDA  
CITY COMMISSION

\_\_\_\_\_  
Penny Overstreet, City Clerk

\_\_\_\_\_  
Linda Provencher, Mayor



## FLAGLER BEACH CITY COMMISSION

### Agenda Item #13

**Meeting Date: 04-14-2016**

**Issue:** Resolution 2016-07, amending Resolution 2011-42, which adopted a fee schedule for Building Permit and Inspections; creating a Growth Management Technology Fee, providing for conflict and an effective date.

**From:** Kathleen Doyle, Finance Director

**Organization:** City Staff

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**RECOMMENDATION:** Approve Resolution 2016-17

**Recommendation Concerning:** Create a Growth Management Fee and reduce the Education Fee by the same amount. This will not create an increase to the permit cost; just better management of reserves.

**BACKGROUND:** In 2011, City Commission adopted the fee schedule for Building Permits and Inspections which included an Education Fee of \$5.00 plus .02% of the project valuation. The fee schedule did not include a Growth Management Technology Fee. The current balance of the restricted Education Fund is \$28,890

The proposed fee schedule would charge the following on a building permit:

- **Education Fee** ~ A base of \$2.50 plus .01% of the building valuation will be charged for education, travel and associated expenses for Growth Management staff.
- **Technology Fee** ~ \$2.50 plus .01% of the building valuation will be charged for acquiring, maintaining operating and updating technology related to customer service and records management.

**BUDGETARY IMPACT:** The creation of a "Restricted Technology Fee" will create a fund to acquire technology items needed by the Building Code Inspection Department to improve services. This will not increase the cost of a permit. Since the fund is restricted it will not close out at year end; and will be available for budgeting revenue sources (transfers in).

The "Restricted Education Fund" will continue to be available for training, but will not increase as rapidly as it has in the prior years. With a staff of three to four employees, the fund will provide ample amounts for training.

**LEGAL CONISERATIONS/SIGN OFF:** N/A

**PERSONNEL:** N/A

**POLICY/REQUIREMENT FOR BOARD ACTION:** N/A

**IMPLEMENTATION/COORDINATION:** Upon approval of the resolution, Building Department will coordinate with Finance to contact BS&A software to adjust billing items for permitting fees.

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**Attachments:** Resolution 2016-17

City of Flagler Beach

**JOB TITLE:** CHIEF BUILDING OFFICIAL / DIRECTOR BUILDING DEPARTMENT

**DEPARTMENT:** Planning and Building

**SUMMARY:** Professional, technical, administrative, and supervisory work in connection with plans review, inspection and permitting based on the enforcement of federal, state, and local laws and ordinances related to building construction code compliance. May be requested to supplement time as a facilities administrator based on amount of work generated through building inspections. Work is of considerable difficulty and responsibility managing the plans review, building inspections and permitting in the enforcement of the Florida Building Code and at times if qualified enforcing Environmental and Land Development Codes (Code Enforcement). Work is performed under direction of the City Manager or Administrator, however, all direction must ensure compliance with all federal, state, and local laws and ordinances. Ultimately responsible for making technical interpretations and procedural decision with respect to administrative projects and development of new process. Duties will involve preparing and managing a department budget. Must have the ability to communicate one on one or in a public forum with Citizens, Staff, and Administration, as well as various levels of Elected Officials.

**SPECIFIC DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

The following list of essential functions, as outlined herein, is intended to be representative of the task performed within this classification. The omission of duties and responsibilities below shall not preclude management from assigning duties temporarily or otherwise duties not listed herein if such duties are logical assignments to the position. If additional duties are requested, it will be responsibility of this position to identify if concerns exist based on physical, educational, certificates, registrations, or licenses.

- Direct, supervise, and evaluate staff in the performance of assigned job duties.
- Performs field inspections to enforce building, electrical, mechanical and air movement systems and/or plumbing, zoning and related codes.
- Coordinates and oversees administrative functions such as budget preparation, management control over established budget, goals and objectives, personnel and operations for Building and Code Enforcement Activity.
- Must have the ability to make revenue projections, establish a five (5) years needs and operation plan to ensure adequate staff and budget needs.
- Responsible for the development/maintenance of appropriate fee structures for permitting and inspections.
- Maintains and recommends improvements of records retention, provide reports and statistics in a timely manner to citizens, administration, and constitutional officers.
- Shall ensure all reports are submitted to meet compliance with applicable laws, polices, ordinances, resolutions, directives, and regulations.
- Shall investigate all complaints and concerns within a reasonable time frame and report accordingly.
- Will attend any meeting pertaining to duties required under this position scheduled or unscheduled. (You will determine the need to advise administration before or after such meeting)

Class: SAM-4

Exempt

Revised 04/13/16

- Initiates legal proceedings where code compliance cannot otherwise be obtained.
- Coordinates Contractor Licensing and Construction Appeals Board Meetings.
- Coordinates the building code activity and enforcement functions.
- Interprets the codes for administration and enforcement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the State of Florida principles, laws, rules, and regulations pertaining to all aspects of Building Code Administration and Enforcement.
- Ability to direct a continuous and comprehensive building code administration and enforcement program.
- Ability to direct and effectively personnel engaged in code administration and enforcement.
- Ability to analyze and present results of research in logical report form.
- Ability to represent the City and speak to public groups, governmental agencies, and civic organizations.
- Ability to communicate effectively, both verbally and in writing.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

**Mental Demands:** Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes.

Ability to perform shop math. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusion. Ability to identify and resolve problems.

**Environmental Demands:** Inside Work 30%, Outside Work 70%.

**Physical Demands:** Walking, Climbing, Crawling, minimal Lifting. Ability to speak and see.

**MINIMUM REQUIREMENTS**

Certified Building Code Administrator pursuant to Florida Statute 468 with 5 years of experience working for a local agency with 2 years in a supervisory position as a Building Official over building personnel managing staff and preparing a budget. (Additional Licenses, Certifications, or Registrations will be evaluated in salary evaluation)

Current

City of Flagler Beach

**JOB TITLE:** CHIEF BUILDING OFFICIAL / CODE ENFORCEMENT OFFICER

**DEPARTMENT:** Planning and Building

**SUMMARY:** Under general direction of the City Planner, performs a variety of routine and complex technical and administrative functions in administering and enforcing building and related codes, federal laws, state statutes, and City ordinances regulating public health, welfare, and safety; inspection and enforcement of codes and statues for new and modified commercial and residential structures and construction sites; responsible for assigning, supervising and coordinating the work of regular and/or temporary employees and volunteers involved in the identification of possible violations of City Ordinances; and performs other related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Makes final interpretation of building codes, statutes and regulations dealing with construction of structures; informs contractors regarding permit requirements; interprets architectural drawings as covered by law.
2. Performs field inspections to enforce building, electrical, mechanical and air movement systems and/or plumbing, zoning and related codes.
3. Issues certificates of occupancy
4. Acts as advisor to City regarding questions of building and other allied codes, statutes and ordinances.
5. Coordinates with legal counsel on court cases involving enforcement of city building codes.
6. Interprets policies and advises developers, contractors, builders and the general public on City and departmental policies and procedures necessary for compliance with adopted codes.
7. Enforces regulations which require the inspection of businesses to secure business tax receipts and rental permits.
8. Responsible for the development/maintenance of appropriate fee structures for permitting and inspections.
9. Provides technical assistance and training to employees and/or volunteers involved with code enforcement.
10. Direct, coordinate and assign areas of possible code violations to employees and/or volunteers.
11. Periodically patrols or inspects an assigned area to monitor for violations of local codes.
12. Responds to complaints of potential code violations relating to signs, building occupancy, nuisances, hazardous sidewalks, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
13. Conducts field investigations of potential violations; gathers evidence; questions or interviews complainants, witnesses and suspected violators; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.
14. Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance. Provides guidance to persons who request information or assistance in code enforcement related matters.
15. Coordinates efforts with the police, planning, building and related departments, the prosecuting attorney, Code Enforcement Board Attorney or Special Magistrate, and other



- staff or agencies, as needed. Works with police and prosecutors to obtain written or tape-recorded statements, depositions, or admissions, as needed.
16. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case report for Code Enforcement Board or Special Magistrate and court action; testifies in court. Assists in obtaining, preparing or presenting exhibits or other evidence to the Code Enforcement Board or Special Magistrate and court as required.
  17. Verifies each business for current business tax receipt
  18. Performs research for City Planner and City Manager
  19. As required provides support to various review boards
  20. Performs other related duties as required and assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern practices and methods employed in building, mechanical, electrical, plumbing, energy, ADA accessibility and related codes.
- Knowledge of Local modern principles, practices and techniques of inspection and plan review activities, civil engineering and architecture.
- Knowledge of city, state and federal laws and regulations governing all phases and types of construction
- Knowledge of City Code of Ordinances.
- Knowledge of standard office practices.
- Knowledge of code enforcement principles, practices and methods as applicable to a municipal setting.
- Skill in problem solving.
- Skill in basic computer applications, writing reports and completing official documents.
- Skill in developing and implementing new policies, procedures, and programs.
- Skill in enforcing building codes and regulations in a tactful and impartial manner.
- Skill in application of appropriate public relations techniques.
- Skill in using common office machinery and equipment
- Ability to climb ladders and scaffolds to perform required inspections.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to obtain information through interviews and observations.
- Ability to express ideas clearly when providing oral and written reports and recommendations on administrative and technical issues.
- Ability to maintain records in an organized manner.
- Code enforcement experience or law enforcement experience.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

1. Work involves moderate work generally in an office setting.
2. Work also involves moderate work at construction sites in an outdoor setting with exposure to potentially hazardous situations.
3. There is frequent need to stand, walk, sit, talk or hear, use hands, climb, kneel, stoop, lift objects (up to 40 pounds) and perform other similar actions during the course of the workday.
4. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random, and/or reasonable suspicion drug testing.
5. This position will also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, have an acceptable driving record, and be insurable.

**MINIMUM QUALIFICATIONS:** Meets the experience and educational requirements of the State of Florida in the fields of construction or related field, building code inspection, and plan review.

**LICENSES, CERTIFICATIONS, REGISTRATIONS:**

Candidate is required to hold and maintain State of Florida, Department of Business and Professional Regulation Licenses of "Standard Plans Examiner", "Standard Inspector" and "Building Code Administrator". A valid Florida Driver's License is required.

#16

Chief Building Official Range Comparison

	Salary Range:	
Volusia County	<b>\$64,309</b>	<b>\$105,164</b>
Flagler County	<b>\$65,478</b>	<b>\$103,542</b>
Palm Coast	<b>\$63,448</b>	<b>\$94,052</b>
Daytona Beach Shores		<b>\$114,525</b>
Deland	<b>\$68,765</b>	<b>\$128,752</b>

Using 2007 Temple Group Study with ranges adjusted by 5%

Existing Flagler Beach	<b>\$40,366</b>	<b>\$60,549</b>
New Flagler Beach*	<b>\$68,147</b>	<b>\$102,221</b>

\*with change of classification code to SAM-4

RESOLUTION 2016-17

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, ADOPTING A FEE SCHEDULE FOR THE BUILDING PERMIT AND INSPECTIONS; CREATING A GROWTH MANAGEMENT TECHNOLOGY FEE; PROVIDING FOR CONFLICT, AND AN EFFECTIVE DATE.

WHEREAS, the City of Flagler Beach has determined it to be in the public's interest to recover cost associated with plan review and inspections associated with the Florida Building Code, and

WHEREAS, the City Commission finds there is a reasonable connection between the fees imposed by this resolution and the direct and indirect cost associated with the review and inspection of building permits per the requirements of the Florida Building Code.

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

SECTION 1. The City of Flagler Beach hereby adopts Building Permit and inspections Fees as outlined in Exhibit "A" attached here to.

SECTION 2. All Resolutions or parts thereof in conflict herewith be and the same are hereby repealed.

SECTION 3. This Resolution shall become effective immediately upon passage as provided by law.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

ATTEST:

CITY OF FLAGLER BEACH, FLORIDA  
CITY COMMISSION

\_\_\_\_\_  
Penny Overstreet, City Clerk

\_\_\_\_\_  
Linda Provencher, Mayor

## Resolution 2016-17

## City of Flagler Beach

## Building Permit and Inspection Fees

Effective April 14, 2016

Valuation of Improvements <sup>1</sup>	\$3.00 per \$1,000 value or portion thereof
<b>Type of Work</b>	
Addition	\$25.00 + Valuation
Aluminum	\$25.00 + Valuation
Boathouse	\$25.00 + Valuation
Building	\$25.00 + Valuation
Commercial Hardscape	\$25.00 + Valuation
Demolition	\$25.00 + Valuation
Dock	\$25.00 + Valuation
Fence	\$25.00 + Valuation
Hurricane Shutters	\$25.00 + Valuation
Insulation	\$25.00 + Valuation
Irrigation	\$25.00 + Valuation
LP Gas	\$25.00 + \$7.00 per outlet
Moving Structures	\$55.00 + Valuation
Roofing	\$75.00 + Valuation
Seawall	\$25.00 + Valuation
Sign	\$25.00 + Valuation
Solar	\$25.00 + Valuation
Other Types of Work	\$25.00 + Valuation
<b>Electrical</b>	
Low Voltage	\$25.00 + Valuation
Single Phase	\$25.00 + Valuation or \$0.50 per Amp, whichever is applicable
3-Phase (< 240 Volts)	\$25.00 + Valuation or \$0.75 per Amp, whichever is applicable
3-Phase (> 240 Volts)	\$25.00 + Valuation or \$1.00 per Amp, whichever is applicable
<b>Mechanical</b>	
<3 Tons	\$50.00
>3 Tons and < 10 Tons	\$50.00 + \$12.00 per Ton >3
> 10 Tons and <25 Tons	\$134.00 + \$10.00 per Ton > 10
> 25 Tons and < 50 Tons	\$284.00 + \$6.50 per Ton > 25
>50 Tons	\$446.50 + \$5.50 per Ton > 50
<b>Plumbing</b>	\$25.00 + \$7.00 per fixture, floor drain, or trap
<b>Mobile Home</b>	
Tie Down and Foundation	\$100.00
Plumbing and Sewer	\$25.00
Electrical Service Connection	\$25.00
Mechanical Service Connection	\$25.00 + Valuation
Used Mobile Home checklist	\$50.00 + Mileage per IRS
<b>Residential Pools/Spas</b>	
Pool/Spa	\$57.50
Minimum Electrical	\$28.75
Minimum Plumbing	\$28.75
Fence	\$25.00
Aluminum Enclosure	\$25.00
<b>Residential Above-Ground Pool</b>	
Pool	\$25.00
Minimum Electrical	\$28.75
Minimum Plumbing <sup>2</sup>	\$28.75
<b>Public/Commercial Pools/Spas</b>	
Pool/Spa	\$100.00
Minimum Electrical	\$50.00
Minimum Plumbing	\$50.00
Fence	\$25.00
Aluminum Enclosure	\$25.00

<sup>1</sup>Valuations shall be based on the Actual Value but not less than the most recent International Code Council (ICC) Building Valuation Data as published in the Building Safety Journal.

<sup>2</sup>No fee for self-contained units.

**Exhibit "A"**  
**Resolution 2016-17**  
**City of Flagler Beach**

Effective April 14, 2016

**Building Permit and Inspection Fees**

<b>Review of Revisions to Approved Plans</b>	25% of the Original Permit Fee or \$25.00, whichever is greater
<b>Stamp Extra Set of Plans</b>	\$25.00 per Set
<b>Extend Expired Permit</b>	\$25.00
<b>Archive Copies</b>	\$0.15 per one-sided legal size or smaller, \$0.20 per two-sided legal size or smaller, or actual cost of duplication of record
<b>Letter of Compliance (I.e. Department of Environmental Protection, Exam Verification, Letters of Good Standing)</b>	\$25.00 Each
<b>After Hours and Weekend Inspection</b>	\$60.00 per hour including travel time, 3 hour minimum
<b>Scanning</b>	Free up to five 8.5x11 pages, \$0.50 per page < 11x17, \$1.00 per 11x17 and larger page, truss packages \$25.00 or \$0.50 per page, whichever is less
<b>Prints of Scanned Large Format Documents</b>	\$7.00 per Page
<b>Expired Permit Close Out<sup>3</sup></b>	
Building or Addition	\$250.00 + any outstanding fees from original permit
In-Ground Pool	\$120.00 + any outstanding fees from original permit
Other Types of Work	\$40.00 + any outstanding fees from original permit
<b>Penalty for Work Without a Permit</b>	\$100.00 + 2 x Permit Fees
<b>Change of Use or Occupancy Inspection</b>	\$150.00
<b>Failure to Call for Inspection</b>	\$50.00
<b>Plan Review for Valuation &gt; \$2,500.00<sup>4</sup></b>	
First Review	10% of the Permit Fee
Second Review	15% of the Permit Fee
Third or More Reviews	40% of the Permit Fee
<b>Inspection</b>	
First Return	\$30.00
Second Return	\$60.00
Third or More Returns	\$120.00
<b>Transfer of Permit to Another Contractor</b>	\$100.00
<b>Change of Subcontractor</b>	\$25.00 Each
<b>Master Files</b>	\$50.00 per Year
<b>Education Fee</b>	\$2.50 + .01% of the Valuation
<b>Technology Fee</b>	\$2.50 + .01% of the Valuation
<b>Early Power</b>	
Residential	\$25.00
Commercial	\$50.00

No refund shall be granted on any permit fee less than \$100.00. For permit fees greater than \$100.00, 70% of the amount above \$100.00 may be refunded, provided construction has not commenced. A letter requesting refunds must be received by the Building Department within ninety (90) days of the date the permit was issued.

Approved housing projects funded by the Flagler County State Housing Initiative Program, (SHIP) for replacement/rehabilitation will receive a 25% reduction of all plan review fees.

<sup>3</sup> Reapplication is required.

<sup>4</sup> Non-Refundable

Exhibit A  
 Resolution  
 2016-18

Chief Building Official

Department Code	Job Classification	FY 15/16 Status	Code	Minimum	Mid point	Standard Max
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Current Range:

5242	Building Official/Code Officer	F/T - Exempt	PAT-5	\$40,366	\$50,458	\$60,549
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Proposed Range:

5242	Chief Building Official/ Director Building Department	F/T - Exempt	SAM-4	\$68,148	\$85,184	\$102,221
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