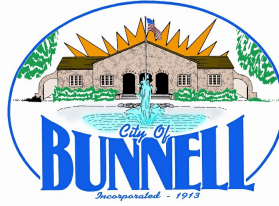


**CATHERINE D. ROBINSON
MAYOR**

**JOHN ROGERS
VICE-MAYOR**

**DR. ALVIN B. JACKSON, JR.
CITY MANAGER**



Crossroads of Flagler County

COMMISSIONERS:

ROBERT BARNES

TINA-MARIE SCHULTZ

TONYA GORDON

BUNNELL CITY COMMISSION MEETING

Monday, September 13, 2021

Join Zoom Meeting <http://bunnellcity.us/meeting>

7:00 PM

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

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

A.1. To Join the Zoom Meeting

Roll Call

Invocation for our Military Troops and National Leaders

B. Introductions, Commendations, Proclamations, and Presentations: None

C. Consent Agenda:

C.1. Approval of Warrant

a. September 13, 2021 Warrant

C.2. Approval of Minutes

a. August 23, 2021 City Commission Workshop Minutes- Enterprise Funds FY 2021/2022 Budget

b. August 23, 2021 City Commission Meeting Minutes

D. Public Comments:

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

E. Ordinances: (Legislative):

E.1. Ordinance 2021-19: Amending the Bunnell Code of Ordinance Section 2-126 - CDBG Purchasing Policy – Second Reading

F. Resolutions: (Legislative):

F.1. Resolution 2021-12 Drinking Water Utility Asset Management and Fiscal

Sustainability Plan

F.2. Public Hearing to consider the FY 2021/2022 Tentative Millage Rate

F.3. Public Hearing to consider the FY 2021/2022 Tentative Budget

G. Old Business: None

H. New Business:

H.1. Approval of Memorandum of Understanding Concerning the Storage of Historical Documents.

I. Reports:

- **City Clerk**
- **City Attorney**
- **City Manager**
- **Mayor and City Commissioners**

J. Call for Adjournment.

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

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

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on September 7, 2021



City of Bunnell, Florida

Agenda Item No. A.1.

Document Date: 8/10/2021 Amount:
Department: City Clerk Account #:
Subject: To Join the Zoom Meeting
Agenda Section: Call Meeting to Order and Pledge Allegiance to the Flag

Summary/Highlights:

The City is committed to providing opportunities for all citizens to participate in their local government. Therefore, the City is continuing to offer Zoom as a means to participate in City public meetings.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 x 5 at least 2 business days prior to the meeting date.

Background:

Join Zoom Meeting <http://bunnellcity.us/meeting>
Meeting ID: 944 464 2817

Or from the Zoom Mobile App
<https://us02web.zoom.us/j/9444642817>

Or dial by phone for AUDIO ONLY:
+1 253 215 8782 US
+1 301 715 8592 US
Meeting ID: 944 464 2817

Prior to the start of the meeting please make sure you have silenced/muted **all** cell phones or noise-making devices, such as tvs, radios other media devices, faucets, etc., as they can be heard through the meeting audio.

Those in the audience/public have the opportunity to speak during "D. Public Comments," for items not on the agenda, or when the Mayor opens each agenda item to Public Comments.

To participate during Public Comments, those participating virtually, shall:

1. Click the "Raise Hand" button on the bottom of the Zoom Meeting Screen and wait to be recognized by the Mayor.

2. If participating by telephone (AUDIO) only, unmute your line by pressing *6, request to speak by saying "Madame Mayor" then wait to be recognized by the Mayor to continue.

Each person recognized to speak by the Mayor shall speak clearly and state their name and their address into the record before proceeding with their comments.

Public Comments are limited to 4 minutes. When 4 minutes is over "TIME" will be announced.

Written comments regarding items that appear on the agenda can be submitted to the City Clerk's office either by dropping written comments into the payment box located at the Administration Complex, by mail at PO Box 756, Bunnell, FL 32110, by fax at 386-437-8253 or by e-mail at info@bunnellcity.us by **12:00 PM (noon) Friday, September 10, 2021**. Comments will be read into the record or provided to all Commissioners prior to the start of the meeting.

Draft Minutes of this meeting will be available subsequent to the meeting.

The public is advised to check the City website for up-to-date information on any changes to the manner in which the meeting will be held and the location.

Staff Recommendation:

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:



City of Bunnell, Florida

ATTACHMENTS:

Description
Warrant 09-13-2021

Type
Warrant



City of Bunnell, FL

Expense Approval Register

Packet: APPKT07358 - 09.13.21 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Advance Stores Company, Incorporated					
	08/16/2021	Advance Stores Company, In	Fuel Filter	001-0541-541.4640	9.09
	08/23/2021	Advance Stores Company, In	Fuel & Water Seperator/Filte	402-0534-534.4620	201.53
	08/25/2021	Advance Stores Company, In	Spark Plug	401-0533-533.4640	2.69
	09/02/2021	Advance Stores Company, In	Filter Kit	402-0534-534.4620	53.54
Vendor Advance Stores Company, Incorporated Total:					266.85
Vendor: Advanced Environmental Laboratories, Inc.					
	08/31/2021	Advanced Environmental Lab	Water Testing August 2021	404-0535-535.3400	737.40
Vendor Advanced Environmental Laboratories, Inc. Total:					737.40
Vendor: Alliant Engineering Inc					
	08/16/2021	Alliant Engineering Inc	Misc Engineering Services Jul	001-0519-519.3100	135.00
	08/17/2021	Alliant Engineering Inc	Engineering Plan Review July	001-0524-524.3400	1,080.00
	08/17/2021	Alliant Engineering Inc	Grand Reserve Form Board R	001-0524-524.3400	200.00
Vendor Alliant Engineering Inc Total:					1,415.00
Vendor: American Family Life Assurance Company of Columbus					
	08/15/2021	American Family Life Assuran	AFLAC August 2021	001-2185000	791.06
Vendor American Family Life Assurance Company of Columbus Total:					791.06
Vendor: Blue Cross Blue Shield of Florida					
	08/18/2021	Blue Cross Blue Shield of Flor	Dental September 2021	001-2184000	1,536.60
	08/18/2021	Blue Cross Blue Shield of Flor	Dental September 2021	001-2184500	81.17
Vendor Blue Cross Blue Shield of Florida Total:					1,617.77
Vendor: Boulevard Tire Center					
	08/11/2021	Boulevard Tire Center	Tube Repair	001-0541-541.4620	32.95
	08/17/2021	Boulevard Tire Center	Flat Repair	404-0535-535.4620	25.00
Vendor Boulevard Tire Center Total:					57.95
Vendor: Bridgitte Gunnells					
	08/17/2021	Bridgitte Gunnells	Reimbursement for Notary F	001-0512-512.5400	131.90
Vendor Bridgitte Gunnells Total:					131.90
Vendor: Bunnell Auto Supply, Inc.					
	08/12/2021	Bunnell Auto Supply, Inc.	Hydraulic Fluid	001-0541-541.4640	226.47
	08/12/2021	Bunnell Auto Supply, Inc.	Hydraulic Fluid	001-0541-541.4640	-75.49
	08/23/2021	Bunnell Auto Supply, Inc.	Reflector	402-0534-534.4620	5.17
	08/27/2021	Bunnell Auto Supply, Inc.	(2) Belts/Fuel Cleaner	401-0533-533.4640	99.46
	08/31/2021	Bunnell Auto Supply, Inc.	Headlights	401-0533-533.4640	19.34
	08/31/2021	Bunnell Auto Supply, Inc.	Hydraulic Fluid	001-0541-541.4640	226.47
Vendor Bunnell Auto Supply, Inc. Total:					501.42
Vendor: Central Hydraulics, Inc.					
	08/17/2021	Central Hydraulics, Inc.	Cylinder Repair	001-0541-541.4640	174.50
	09/01/2021	Central Hydraulics, Inc.	Cylinder Repair	402-0534-534.4620	416.35
Vendor Central Hydraulics, Inc. Total:					590.85
Vendor: Charles J. Cino					
	08/14/2021	Charles J. Cino	August 2021 Legal Services -	001-0524-524.3102	375.00
Vendor Charles J. Cino Total:					375.00
Vendor: Charter Communications Holdings LLC					
	08/11/2021	Charter Communications Hol	604 E Moodly Blvd Ste 6 8/1	001-0519-519.4100	79.98
	08/27/2021	Charter Communications Hol	200 Tolman St 8/26/21-9/25	404-0535-535.4100	109.26
	08/30/2021	Charter Communications Hol	100 Utility Dr 8/28/21-9/27/	401-0533-533.4100	114.26
Vendor Charter Communications Holdings LLC Total:					303.50

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: City Electric Supply Company					
	08/11/2021	City Electric Supply Company	MDO Contact 2 Pole 30 A 20	402-0534-534.4640	19.79
Vendor City Electric Supply Company Total:					19.79
Vendor: City of Bunnell - WS O&M					
	08/31/2021	City of Bunnell - WS O&M	01-0040-01 AUG 2021	001-0572-572.4300	354.69
	08/31/2021	City of Bunnell - WS O&M	01-5270-01 AUG 2021	401-0533-533.4300	169.45
	08/31/2021	City of Bunnell - WS O&M	02-2060-09 AUG 2021	001-0519-519.4300	36.30
	08/31/2021	City of Bunnell - WS O&M	02-2080-08 AUG 2021	001-0519-519.4300	183.29
	08/31/2021	City of Bunnell - WS O&M	02-2503-00 AUG 2021	404-0535-535.4300	73.72
	08/31/2021	City of Bunnell - WS O&M	02-3191-00 AUG 2021	001-0541-541.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-0161-00 AUG 2021	404-0535-535.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-0320-01 AUG 2021	001-0572-572.4300	327.50
	08/31/2021	City of Bunnell - WS O&M	03-0370-01 AUG 2021	001-0572-572.4300	382.10
	08/31/2021	City of Bunnell - WS O&M	03-0545-00 AUG 2021	404-0535-535.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-1541-00 AUG 2021	404-0535-535.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-4991-00 AUG 2021	001-0541-541.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-5151-00 AUG 2021	001-0541-541.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-5191-00 AUG 2021	001-0572-572.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	03-5240-01 AUG 2021	404-0535-535.4300	506.92
	08/31/2021	City of Bunnell - WS O&M	03-5260-01 AUG 2021	001-0541-541.4300	784.44
	08/31/2021	City of Bunnell - WS O&M	04-0170-02 AUG 2021	404-0535-535.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	04-1140-01 AUG 2021	001-0572-572.4300	248.32
	08/31/2021	City of Bunnell - WS O&M	04-2181-00 AUG 2021	404-0535-535.4300	73.88
	08/31/2021	City of Bunnell - WS O&M	04-2460-03 AUG 2021	001-0519-519.4300	611.47
	08/31/2021	City of Bunnell - WS O&M	04-3031-00 AUG 2021	001-0541-541.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	04-3032-00 AUG 2021	404-0535-535.4300	49.65
	08/31/2021	City of Bunnell - WS O&M	04-3360-01 AUG 2021	404-0535-535.4300	73.47
	08/31/2021	City of Bunnell - WS O&M	06-0327-01 AUG 2021	404-0535-535.4300	48.98
Vendor City of Bunnell - WS O&M Total:					4,585.41
Vendor: DACOM Home Accents LLC					
	08/13/2021	DACOM Home Accents LLC	604 E Moody Unit 4 Build Ou	001-0519-519.4610	12,639.00
Vendor DACOM Home Accents LLC Total:					12,639.00
Vendor: Dana Safety Supply, Inc.					
	08/12/2021	Dana Safety Supply, Inc.	Kohaut Baton/Leather Thong	001-0521-521.5220	350.10
	08/20/2021	Dana Safety Supply, Inc.	Avon Riot Agent Canister	001-0521-521.5200	1,000.93
	08/20/2021	Dana Safety Supply, Inc.	Avon Con Code L Vision Corr	001-0521-521.5264	159.90
	08/20/2021	Dana Safety Supply, Inc.	Avon AVO7260132	001-0521-521.5264	434.72
	08/20/2021	Dana Safety Supply, Inc.	Avon C50 Mask with Twin Po	001-0521-521.5264	4,010.02
Vendor Dana Safety Supply, Inc. Total:					5,955.67
Vendor: DG Hardware, Inc.					
	08/17/2021	DG Hardware, Inc.	Blower Fan	404-0535-535.4640	62.99
	08/18/2021	DG Hardware, Inc.	(2) Brooms	001-0549-549.5200	35.33
	08/23/2021	DG Hardware, Inc.	Paint & Paint Supplies	001-0572-572.4610	364.28
	08/23/2021	DG Hardware, Inc.	Hose/Flat File/Torpedo Level	401-0533-533.5265	59.99
	08/26/2021	DG Hardware, Inc.	Spray Paint/Wrap/Tape	001-0521-521.4620	46.91
	08/27/2021	DG Hardware, Inc.	Dropcloth/Foam Roller/Toggl	001-0572-572.4610	66.07
	08/31/2021	DG Hardware, Inc.	Paint Supplies	401-0533-533.6300	96.08
	08/31/2021	DG Hardware, Inc.	Paint & Paint Brush	001-0572-572.4610	38.71
	08/31/2021	DG Hardware, Inc.	PVC Pipe/Couplings/90s	401-0533-533.5205	9.87
	09/01/2021	DG Hardware, Inc.	Asphal	404-0535-535.5200	183.49
Vendor DG Hardware, Inc. Total:					963.72
Vendor: DMS - Bureau of Financial Management Services					
	07/15/2021	DMS - Bureau of Financial M	Local June 2021	001-0513-513.4100	46.54
	07/15/2021	DMS - Bureau of Financial M	Local June 2021	001-0521-521.4100	23.27
	07/15/2021	DMS - Bureau of Financial M	Local June 2021	001-0541-541.4100	23.27
	07/15/2021	DMS - Bureau of Financial M	Local June 2021	401-0533-533.4100	66.27
	07/15/2021	DMS - Bureau of Financial M	Local June 2021	402-0534-534.4100	23.26
	07/15/2021	DMS - Bureau of Financial M	Local June 2021	404-0535-535.4100	58.18
	07/15/2021	DMS - Bureau of Financial M	Long Distance June 2021	001-0521-521.4100	0.02

Expense Approval Register

Packet: APPKT07358 - 09.13.21 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	07/15/2021	DMS - Bureau of Financial M	Long Distance June 2021	401-0533-533.4100	0.38
	08/16/2021	DMS - Bureau of Financial M	Local July 2021	001-0513-513.4100	176.84
	08/16/2021	DMS - Bureau of Financial M	Local July 2021	001-0521-521.4100	23.49
	08/16/2021	DMS - Bureau of Financial M	Local July 2021	001-0541-541.4100	23.49
	08/16/2021	DMS - Bureau of Financial M	Local July 2021	401-0533-533.4100	58.61
	08/16/2021	DMS - Bureau of Financial M	Local July 2021	402-0534-534.4100	23.48
	08/16/2021	DMS - Bureau of Financial M	Local July 2021	404-0535-535.4100	58.73
	08/16/2021	DMS - Bureau of Financial M	Long Distance July 2021	001-0521-521.4100	0.13
	08/16/2021	DMS - Bureau of Financial M	Long Distance July 2021	401-0533-533.4100	0.28
		Vendor DMS - Bureau of Financial Management Services Total:			606.24
Vendor: Doug Lenz Auto Electric, Inc.					
	09/01/2021	Doug Lenz Auto Electric, Inc.	Starter Unit #938	401-0533-533.4620	127.50
	09/01/2021	Doug Lenz Auto Electric, Inc.	Starter Unit #938	404-0535-535.4620	127.50
		Vendor Doug Lenz Auto Electric, Inc. Total:			255.00
Vendor: Environmental Land Services of Flagler County, Inc					
	08/27/2021	Environmental Land Services	Solid Waste Dumping 8/21/2	402-0534-534.3400	3,170.91
		Vendor Environmental Land Services of Flagler County, Inc Total:			3,170.91
Vendor: Eugene Williams					
	08/30/2021	Eugene Williams	VLCC Deposit Refund	001-2201000	125.00
		Vendor Eugene Williams Total:			125.00
Vendor: Federal Eastern International LLC					
	08/14/2021	Federal Eastern International	Carriers/Omega Plus Plate 8x	001-0521-521.5220	1,797.26
		Vendor Federal Eastern International LLC Total:			1,797.26
Vendor: Ferguson US Holdings, Inc					
	08/30/2021	Ferguson US Holdings, Inc	Misc Fittings	401-0533-533.5205	664.30
	08/30/2021	Ferguson US Holdings, Inc	Misc Fittings	404-0535-535.5200	664.31
	08/09/2021	Ferguson US Holdings, Inc	Swr Pipe/PVC Coup	404-0535-535.5200	502.46
		Vendor Ferguson US Holdings, Inc Total:			1,831.07
Vendor: Florida Health Care Plans, Inc.					
	08/24/2021	Florida Health Care Plans, In	FHCP September 2021 - New	001-2184000	2,201.82
	08/24/2021	Florida Health Care Plans, In	FHCP September 2021 - T66	001-2184000	32,249.32
	08/24/2021	Florida Health Care Plans, In	FHCP September 2021 - Retir	001-2184500	1,986.33
	08/24/2021	Florida Health Care Plans, In	FHCP September 2021 - T-23	001-2184000	3,323.72
		Vendor Florida Health Care Plans, Inc.	Total:		39,761.19
Vendor: Gannett Media Corp					
	08/16/2021	Gannett Media Corp	Chemical Monitoring Public	401-0533-533.4800	429.88
		Vendor Gannett Media Corp Total:			429.88
Vendor: GT Distributors					
	08/13/2021	GT Distributors	Duty Belt/Nylon Liner Belt	001-0521-521.5200	73.64
		Vendor GT Distributors Total:			73.64
Vendor: Hawkins Inc					
	08/11/2021	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	600.00
	08/13/2021	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	180.00
	08/20/2021	Hawkins Inc	WTP Chemicals	401-0533-533.5205	600.00
	08/20/2021	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	480.00
	08/26/2021	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	840.00
	08/27/2021	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	144.00
	08/06/2021	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	1,365.00
	08/06/2021	Hawkins Inc	WTP Chemicals	401-0533-533.5205	531.48
		Vendor Hawkins Inc Total:			4,740.48
Vendor: Hayes Pipe Supply Inc					
	08/25/2021	Hayes Pipe Supply Inc	Distribution Inventory Parts	401-0533-533.5205	742.00
		Vendor Hayes Pipe Supply Inc Total:			742.00
Vendor: HD Supply Facilities Maintenance Ltd					
	06/28/2021	HD Supply Facilities Mainten	Macromatic Voltage Monitor	404-0535-535.4640	558.40
	07/19/2021	HD Supply Facilities Mainten	High Vis Jacket	404-0535-535.5200	101.87
	07/20/2021	HD Supply Facilities Mainten	Butyl Gloves	404-0535-535.5200	137.85

Expense Approval Register

Packet: APPKT07358 - 09.13.21 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	07/27/2021	HD Supply Facilities Mainten	Thermal Pants	404-0535-535.5200	81.95
	07/29/2021	HD Supply Facilities Mainten	High Vis Jackets/Class E Bib	404-0535-535.5200	288.80
	08/16/2021	HD Supply Facilities Mainten	Littlefuse Digi-Set Timer Rela	404-0535-535.4640	129.95
	08/27/2021	HD Supply Facilities Mainten	Pumps & Nozzels	401-0533-533.5264	437.75
	08/31/2021	HD Supply Facilities Mainten	O-Ring Kit	401-0533-533.5205	57.38
			Vendor HD Supply Facilities Maintenance Ltd Total:		1,793.95
Vendor: Heritage Landscape Supply Group, Inc.					
	08/09/2021	Heritage Landscape Supply G	Herbicide	001-0541-541.5200	288.57
			Vendor Heritage Landscape Supply Group, Inc. Total:		288.57
Vendor: Imelda Edmeade					
	08/17/2021	Imelda Edmeade	JB King Park Deposit Refund	001-2200000	50.00
			Vendor Imelda Edmeade Total:		50.00
Vendor: Ixom Watercare Inc					
	08/23/2021	Ixom Watercare Inc	Almatec Pulsation Dampner	401-0533-533.4640	616.68
			Vendor Ixom Watercare Inc Total:		616.68
Vendor: Kerri A Uebel					
	08/19/2021	Kerri A Uebel	Blade Sharpening	001-0541-541.4640	45.00
	08/25/2021	Kerri A Uebel	(24) Mower Blades	001-0572-572.4640	301.68
			Vendor Kerri A Uebel Total:		346.68
Vendor: Lowe's Companies, Inc					
	06/30/2021	Lowe's Companies, Inc	Fire Extinguisher	402-0534-534.5200	70.29
	08/31/2021	Lowe's Companies, Inc	(32) 50-Lbs Permanent Asph	001-0541-541.5300	423.04
			Vendor Lowe's Companies, Inc Total:		493.33
Vendor: Lynch Oil Company					
	08/17/2021	Lynch Oil Company	Tank 2	001-0541-541.5215	233.66
	08/17/2021	Lynch Oil Company	Tank 2	401-0533-533.5210	-13.02
	09/02/2021	Lynch Oil Company	Tank 2	001-0541-541.5215	172.84
	09/02/2021	Lynch Oil Company	Tank 2	001-0549-549.5210	73.90
			Vendor Lynch Oil Company Total:		467.38
Vendor: Maudlin International Trucks					
	09/02/2021	Maudlin International Trucks	Transynd Transmission Fluid	402-0534-534.4620	286.24
			Vendor Maudlin International Trucks Total:		286.24
Vendor: Michael Leo Dove					
	08/26/2021	Michael Leo Dove	Building Inspections 8/4/21-	001-0524-524.3401	2,025.00
			Vendor Michael Leo Dove Total:		2,025.00
Vendor: Nextran					
	04/22/2021	Nextran	Auto Slack Adjuster/39MT St	402-0534-534.4620	111.44
	04/23/2021	Nextran	Auto Slack Adjuster	402-0534-534.4620	73.74
			Vendor Nextran Total:		185.18
Vendor: Nicholson A/C & Heating, Inc.					
	09/01/2021	Nicholson A/C & Heating, Inc	Ice Machine Lease Septembe	001-0541-541.4400	130.00
			Vendor Nicholson A/C & Heating, Inc. Total:		130.00
Vendor: ODYSSEY MANUFACTURING COMPANY					
	08/04/2021	ODYSSEY MANUFACTURING	Bulk Salt	401-0533-533.5205	3,827.36
			Vendor ODYSSEY MANUFACTURING COMPANY Total:		3,827.36
Vendor: Office Depot Inc					
	07/07/2021	Office Depot Inc	Bankers Box/Binder/File Fold	001-0521-521.5100	33.90
	07/08/2021	Office Depot Inc	Bankers Box	001-0521-521.5100	35.57
	07/08/2021	Office Depot Inc	(3) 2' Binders	001-0521-521.5100	9.27
	07/08/2021	Office Depot Inc	Writing Pad	001-0521-521.5100	18.19
			Vendor Office Depot Inc Total:		96.93
Vendor: OneSource Parts LLC					
	04/13/2021	OneSource Parts LLC	Air Valve/Din Connector	402-0534-534.4620	234.67
	06/16/2021	OneSource Parts LLC	Filter Kit	402-0534-534.4620	666.75
	06/22/2021	OneSource Parts LLC	Sensor Proximity Flat	402-0534-534.4620	215.21
	06/23/2021	OneSource Parts LLC	Harness - Y Adapter	402-0534-534.4620	88.53

Expense Approval Register

Packet: APPKT07358 - 09.13.21 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	06/03/2021	OneSource Parts LLC	Super Coil	402-0534-534.4620	138.71
				Vendor OneSource Parts LLC Total:	1,343.87
Vendor: O'Reilly Automotive Inc					
	08/16/2021	O'Reilly Automotive Inc	Training Class	001-0549-549.5500	39.99
	08/16/2021	O'Reilly Automotive Inc	Training Class	001-0549-549.5500	39.99
				Vendor O'Reilly Automotive Inc Total:	79.98
Vendor: Pace Analytical Services, LLC					
	08/20/2021	Pace Analytical Services, LLC	Water Testing 6/23, 7/25, 7/	401-0533-533.3401	2,248.26
				Vendor Pace Analytical Services, LLC Total:	2,248.26
Vendor: Patrick's Uniforms of Florida Inc					
	08/11/2021	Patrick's Uniforms of Florida	3 Pants/1 LS Shirt/2 SS Shirts	001-0521-521.5220	327.66
	08/31/2021	Patrick's Uniforms of Florida	1 Pair of Pants	001-0521-521.5220	56.99
				Vendor Patrick's Uniforms of Florida Inc Total:	384.65
Vendor: Randstad North America, Inc					
	08/22/2021	Randstad North America, Inc	Temp Services Community D	001-0524-524.3400	579.80
				Vendor Randstad North America, Inc Total:	579.80
Vendor: Rayco Funding & Development, Inc					
	08/16/2021	Rayco Funding & Developme	Dewatering Box Maintenanc	404-0535-535.3400	1,500.00
	08/31/2021	Rayco Funding & Developme	Dewatering Box Maintenanc	404-0535-535.3400	1,500.00
				Vendor Rayco Funding & Development, Inc Total:	3,000.00
Vendor: Robert C Little					
	08/16/2021	Robert C Little	Lake Lucille Electrical Fix	001-0572-572.4600	4,325.00
				Vendor Robert C Little Total:	4,325.00
Vendor: Sheila Gilyard					
	08/17/2021	Sheila Gilyard	VLMCC Deposit Refund	001-2201000	125.00
				Vendor Sheila Gilyard Total:	125.00
Vendor: SHI International Corp					
	08/23/2021	SHI International Corp	Aruba 6100 1Y Extended Ser	001-0519-519.5264	116.41
				Vendor SHI International Corp Total:	116.41
Vendor: Shylo K. Sullivan					
	08/19/2021	Shylo K. Sullivan	Underground Utility Line Loc	404-0535-535.3400	1,000.00
				Vendor Shylo K. Sullivan Total:	1,000.00
Vendor: SMARTSAFETY SOFTWARE, INC					
	08/23/2021	SMARTSAFETY SOFTWARE, I	(2) ScenePD Licensse - TLS	001-0521-521.3400	798.00
				Vendor SMARTSAFETY SOFTWARE, INC Total:	798.00
Vendor: Staples Inc					
	07/01/2021	Staples Inc	DX14827-06 Overage Chrg 4/	001-0513-513.3400	183.64
	08/13/2021	Staples Inc	PC3076-PC-01 Overage Rate	001-0513-513.4400	24.19
	08/13/2021	Staples Inc	PC3076-PC-01 Base Rate 8/1	001-0513-513.4400	61.36
	08/18/2021	Staples Inc	DX42108-01 Overage Chrg 7/	001-0512-512.3400	159.07
	08/18/2021	Staples Inc	DX42108-01 Overage Chrg 7/	001-0513-513.3400	50.36
	08/18/2021	Staples Inc	DX42108-01 Overage Chrg 7/	001-0521-521.3400	85.56
	08/18/2021	Staples Inc	DX42108-01 Overage Chrg 7/	001-0524-524.3400	64.96
				Vendor Staples Inc Total:	629.14
Vendor: Staples, Inc					
	08/12/2021	Staples, Inc	Note Pads/Pens	001-0511-511.5100	47.17
	08/12/2021	Staples, Inc	Laminate Film/Bright Paper/	001-0512-512.5100	95.92
	08/19/2021	Staples, Inc	File Org/Printer Ink/Pen/Mo	001-0513-513.5100	31.64
	08/19/2021	Staples, Inc	File Org/Printer Ink/Pen/Mo	001-0519-519.5200	94.48
	08/19/2021	Staples, Inc	File Org/Printer Ink/Pen/Mo	401-0533-533.5102	233.44
	08/19/2021	Staples, Inc	File Org/Printer Ink/Pen/Mo	402-0534-534.5100	233.44
	08/19/2021	Staples, Inc	File Org/Printer Ink/Pen/Mo	404-0535-535.5100	233.44
	08/19/2021	Staples, Inc	Post It Notes	001-0513-513.5100	14.22
	08/24/2021	Staples, Inc	Monitor Stand	001-0519-519.5200	37.89
				Vendor Staples, Inc Total:	1,021.64

Expense Approval Register

Packet: APPKT07358 - 09.13.21 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Sun Country Termite & Pest Control					
	08/19/2021	Sun Country Termite & Pest	300 Tolman St 8/19/21	001-0541-541.3400	40.00
	08/02/2021	Sun Country Termite & Pest	JB King Park 8/2/21	001-0572-572.3400	40.00
	08/02/2021	Sun Country Termite & Pest	EJ Park 8/2/21	001-0572-572.3400	75.00
	08/02/2021	Sun Country Termite & Pest	Carver Football Field 8/2/21	001-0572-572.3400	75.00
	08/02/2021	Sun Country Termite & Pest	Heritage Park 8/2/21	001-0572-572.3400	25.00
	08/02/2021	Sun Country Termite & Pest	Jackson Park 8/2/21	001-0572-572.3400	30.00
	08/27/2021	Sun Country Termite & Pest	100 Utility Dr 8/27/21	401-0533-533.3401	30.00
	08/27/2021	Sun Country Termite & Pest	200 Tolman St 8/27/21	404-0535-535.3400	30.00
	08/27/2021	Sun Country Termite & Pest	VLMCC 8/27/21	001-0572-572.3400	30.00
			Vendor Sun Country Termite & Pest Control Total:		375.00
Vendor: Sunshine State One Call of Florida, Inc					
	09/06/2021	Sunshine State One Call of Fl	Monthly Billing Assesment A	401-0533-533.3401	42.27
	09/06/2021	Sunshine State One Call of Fl	Monthly Billing Assesment A	404-0535-535.3400	42.27
			Vendor Sunshine State One Call of Florida, Inc Total:		84.54
Vendor: Sunstate Meter & Supply Inc					
	06/14/2021	Sunstate Meter & Supply Inc	Meter Box Freight	401-0533-533.5264	48.77
	06/14/2021	Sunstate Meter & Supply Inc	Meter Box Freight	404-0535-535.5264	48.77
	06/21/2021	Sunstate Meter & Supply Inc	Meters ED2B31RWG3 5/8X3	401-0533-533.5264	2,436.77
	06/21/2021	Sunstate Meter & Supply Inc	Meters ED2B31RWG3 5/8X3	404-0535-535.5264	2,436.77
			Vendor Sunstate Meter & Supply Inc Total:		4,971.08
Vendor: The Gaboton Group, LLC					
	08/31/2021	The Gaboton Group, LLC	Retainer - September	001-0511-511.3100	2,000.00
			Vendor The Gaboton Group, LLC Total:		2,000.00
Vendor: U Name It					
	08/24/2021	U Name It	Desk Nameplate	001-0512-512.5100	10.00
	08/24/2021	U Name It	Commissioner's New Namep	001-0511-511.4700	20.00
			Vendor U Name It Total:		30.00
Vendor: UniFirst Corporation					
	08/11/2021	UniFirst Corporation	Uniform Rental	404-0535-535.5220	16.99
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0541-541.5220	27.58
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0549-549.5220	6.04
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0572-572.5200	16.10
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0572-572.5220	22.20
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	401-0533-533.5220	12.83
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	402-0534-534.5220	17.07
	08/11/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	404-0535-535.5220	15.60
	08/18/2021	UniFirst Corporation	Uniform Rental	404-0535-535.5220	16.99
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0541-541.5220	27.58
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0549-549.5220	6.04
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0572-572.5200	16.10
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	001-0572-572.5220	22.20
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	401-0533-533.5220	12.83
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	402-0534-534.5220	17.07
	08/18/2021	UniFirst Corporation	Uniform Rental/Mops & Mat	404-0535-535.5220	15.60
	08/25/2021	UniFirst Corporation	Uniform Rental	404-0535-535.5220	16.99
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0541-541.5220	27.58
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0549-549.5220	6.04
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0572-572.5200	16.10
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	001-0572-572.5220	22.20
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	401-0533-533.5220	12.83
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	402-0534-534.5220	17.07
	08/25/2021	UniFirst Corporation	Uniform Rentals/Mops & Ma	404-0535-535.5220	15.60
	09/01/2021	UniFirst Corporation	Uniform/Gloves	404-0535-535.5200	20.00
	09/01/2021	UniFirst Corporation	Uniform/Gloves	404-0535-535.5220	16.99
			Vendor UniFirst Corporation Total:		440.22

Expense Approval Register

Packet: APPKT07358 - 09.13.21 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: USA Services of Florida Inc					
	08/28/2021	USA Services of Florida Inc	Street Sweeping August 202	001-0541-541.3400	700.00
Vendor USA Services of Florida Inc Total:					700.00
Vendor: Ver-E-Safe Solutions, LLC					
	08/24/2021	Ver-E-Safe Solutions, LLC	Safety Glasses/Hand Sanitize	001-0541-541.5200	325.55
	08/25/2021	Ver-E-Safe Solutions, LLC	Latex Gloves	401-0533-533.5205	379.05
Vendor Ver-E-Safe Solutions, LLC Total:					704.60
Vendor: Verizon Wireless					
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0512-512.4100	23.37
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0512-512.4100	80.96
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0513-513.4100	23.37
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0513-513.4100	105.90
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0513-513.5264	99.99
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0516-516.4100	40.48
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0521-521.4100	565.94
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0524-524.4100	80.96
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0541-541.4100	78.39
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0549-549.4100	464.97
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0549-549.4100	109.38
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	001-0572-572.4100	117.84
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	401-0533-533.4100	256.72
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	402-0534-534.4100	193.58
	08/13/2021	Verizon Wireless	Cell & Data Serv/Tablet/Case	404-0535-535.4100	267.22
Vendor Verizon Wireless Total:					2,509.07
Vendor: Vision Service Plan					
	08/18/2021	Vision Service Plan	VSP - September 2021	001-2184000	892.52
Vendor Vision Service Plan Total:					892.52
Vendor: Vose Law Firm, LLP					
	08/31/2021	Vose Law Firm, LLP	August Legal Fees	001-0514-514.3102	7,000.00
	08/31/2021	Vose Law Firm, LLP	August Legal Fees	001-0524-524.3102	500.00
Vendor Vose Law Firm, LLP Total:					7,500.00
Vendor: Wells Fargo Financial Leasing, Inc					
	08/17/2021	Wells Fargo Financial Leasing	450-7740208-004 8/12/21-9	001-0512-512.4400	110.99
	08/17/2021	Wells Fargo Financial Leasing	450-7740208-004 8/12/21-9	001-0513-513.4400	110.99
	08/17/2021	Wells Fargo Financial Leasing	450-7740208-004 8/12/21-9	001-0521-521.4400	110.99
	08/17/2021	Wells Fargo Financial Leasing	450-7740208-004 8/12/21-9	001-0524-524.4400	111.00
Vendor Wells Fargo Financial Leasing, Inc Total:					443.97
Vendor: Zev Cohen & Associates, Inc.					
	08/11/2021	Zev Cohen & Associates, Inc.	Services Rendered through J	001-0524-524.3400	6,969.17
Vendor Zev Cohen & Associates, Inc. Total:					6,969.17
Grand Total:					138,364.18

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	101,903.71
401 - WATER	14,431.76
402 - SOLID WASTE	6,277.84
404 - SEWER	15,750.87
Grand Total:	138,364.18

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.3100	Professional Services Ex	2,000.00
001-0511-511.4700	Printing / Binding Expen	20.00
001-0511-511.5100	Office Supplies Expenses	47.17
001-0512-512.3400	Other Contracted Servic	159.07
001-0512-512.4100	Communications Expens	104.33
001-0512-512.4400	Rentals/Leases	110.99
001-0512-512.5100	Office Supplies Expenses	105.92
001-0512-512.5400	Memberships, Publicatio	131.90
001-0513-513.3400	Other Contract Services	234.00
001-0513-513.4100	Communications Expens	352.65
001-0513-513.4400	Rental / Lease Expense	196.54
001-0513-513.5100	Office Supplies Expense	45.86
001-0513-513.5264	Small Equipment Purcha	99.99
001-0514-514.3102	Legal Services	7,000.00
001-0516-516.4100	Communications Expens	40.48
001-0519-519.3100	Professional Services	135.00
001-0519-519.4100	Communications Expens	79.98
001-0519-519.4300	Utilities	831.06
001-0519-519.4610	Repairs & Maint. - Buildi	12,639.00
001-0519-519.5200	Operating Supplies	132.37
001-0519-519.5264	Small Equipment	116.41
001-0521-521.3400	Other Contract Services	883.56
001-0521-521.4100	Communications Expens	612.85
001-0521-521.4400	Rental / Lease Expense	110.99
001-0521-521.4620	Repair / Maint - Vehicles	46.91
001-0521-521.5100	Office Supplies Expenses	96.93
001-0521-521.5200	Operating Supplies	1,074.57
001-0521-521.5220	Uniforms Exp	2,532.01
001-0521-521.5264	Small Equipment Purcha	4,604.64
001-0524-524.3102	Legal Services	875.00
001-0524-524.3400	Other Contract Services	8,893.93
001-0524-524.3401	Bldg / Fire Inspection Ex	2,025.00
001-0524-524.4100	Communications Expens	80.96
001-0524-524.4400	Rental / Lease Expense	111.00
001-0541-541.3400	Other Contract Services	740.00
001-0541-541.4100	Communications Expens	125.15
001-0541-541.4300	Utility - Public Services	1,078.32
001-0541-541.4400	Rental / Lease Expense	130.00
001-0541-541.4620	Repair / Maint - Vehicles	32.95
001-0541-541.4640	Equipment Repair & Mai	606.04
001-0541-541.5200	Operating Supplies	614.12
001-0541-541.5215	Fuel - Off Road Diesel	406.50
001-0541-541.5220	Uniforms Exp	82.74
001-0541-541.5300	Road Repair Local Optio	423.04
001-0549-549.4100	Communications	574.35
001-0549-549.5200	Operating Supplies	35.33
001-0549-549.5210	Fuel	73.90
001-0549-549.5220	Uniforms	18.12
001-0549-549.5500	Training	79.98
001-0572-572.3400	Other Contract Services	275.00
001-0572-572.4100	Communications Expens	117.84

Account Summary

Account Number	Account Name	Expense Amount
001-0572-572.4300	Utility - Public Services	1,386.08
001-0572-572.4600	Repair / Maint - Service	4,325.00
001-0572-572.4610	Repair / Maint - Bldgs	469.06
001-0572-572.4640	Repair/Maint - Equipme	301.68
001-0572-572.5200	Operating Supplies	48.30
001-0572-572.5220	Uniforms Exp	66.60
001-2184000	Med/Health Employee Li	40,203.98
001-2184500	Retiree Medical	2,067.50
001-2185000	125 Plans Employee Pay	791.06
001-2200000	Deposits Paybl - Park Re	50.00
001-2201000	Deposits Paybl - CtyHall/	250.00
401-0533-533.3401	Other Contract Services	2,320.53
401-0533-533.4100	Communications Expens	496.52
401-0533-533.4300	Utility - Public Services	169.45
401-0533-533.4620	Repair / Maint - Vehicles	127.50
401-0533-533.4640	Repair / Maint - Equipm	738.17
401-0533-533.4800	Advertising / Promo Exp	429.88
401-0533-533.5102	Office Supplies - Water	233.44
401-0533-533.5205	Operating Supplies Exp -	6,811.44
401-0533-533.5210	Fuel	-13.02
401-0533-533.5220	Uniforms Exp	38.49
401-0533-533.5264	Small Equipment Purcha	2,923.29
401-0533-533.5265	Tools	59.99
401-0533-533.6300	Improvements - Other T	96.08
402-0534-534.3400	Other Contract Services	3,170.91
402-0534-534.4100	Communications - Solid	240.32
402-0534-534.4620	Repair/Maint Vehicles -	2,491.88
402-0534-534.4640	Repair & Maint - Equipm	19.79
402-0534-534.5100	Office Supplies Expenses	233.44
402-0534-534.5200	Operating Supplies	70.29
402-0534-534.5220	Uniforms - Solid Waste	51.21
404-0535-535.3400	Other Contractual Servic	4,809.67
404-0535-535.4100	Communications	493.39
404-0535-535.4300	Utilities	1,120.50
404-0535-535.4620	Repairs & Maint. - Vehicl	152.50
404-0535-535.4640	Repairs & Maint. - Equip	751.34
404-0535-535.5100	Office Supplies	233.44
404-0535-535.5200	Operating Supplies	5,589.73
404-0535-535.5220	Uniforms	114.76
404-0535-535.5264	Small Equipment	2,485.54
	Grand Total:	138,364.18

Project Account Summary

Project Account Key	Expense Amount
None	138,268.10
Dual-Media Filtration Improvements	96.08
	Grand Total: 138,364.18



City of Bunnell, Florida

ATTACHMENTS:

Description
Proposed Minutes

Type
Minutes

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

TONYA GORDON

BOB BARNES

TINA-MARIE SCHULTZ

BUNNELL CITY COMMISSION WORKSHOP MINUTES

Monday, August 23, 2021

Join Zoom Meeting <http://bunnellcity.us/meeting>

6:00 PM

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

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

Mayor Robinson called the meeting to order at 6:00 PM.

B. Roll Call

Roll Call (Present): Mayor Catherine D. Robinson; Vice Mayor John Rogers; Commissioner Tina-Marie Schultz; Commissioner Bob Barnes; City Manager Alvin Jackson; Finance Director Shanea Stankiewicz; Infrastructure Director Dustin Vost; IT Director Donnie Wines; Deputy Clerk Bridgitte Gunnells.

Excused: Commissioner Gordon

It was determined there was a quorum physically present at the meeting.

C. Presentation

C.1. Presentation of FY 21/22 Enterprise Funds Tentative Budget and Discussion

City Manager Alvin Jackson opened the discussion on the proposed FY 2021/2022 Enterprise Fund budget.

Finance Director Shanea Stankiewicz presented the proposed Enterprise Funds budget. She provided an overview of the City's different Enterprise fund accounts, the framework for the budget, general fund revenues and expenditures. She stated all the capital projects are budgeted from the Master Utility Plan that was adopted last year and are on schedule for the upcoming fiscal year.

Mayor Robinson asked how the 7 million for the wastewater treatment plant would be paid. Finance Director Stankiewicz explained after invoices were paid, the City would file for reimbursements with SRF. SRF will cover the invoices once verified. When construction is completed, the repayments will begin.

Vice Mayor Rogers stated he appreciated the staff and City Manager putting the items on paper for the Commission. He stated when Dr. Jackson was hired, he encouraged the City Commission to adopt a Master Utility Plan and this has benefited the City with grants and funding requests.

Commissioner Barnes asked about the 12% increase in utility fees. Finance Director Stankiewicz explained they are still looking at the models and it could be only 4%. Infrastructure Director Vost stated he has grant applications still being considered. Finance Director Stankiewicz further stated

at an upcoming meeting an agreement will be presented from the American Recovery Act with funds of \$1.4 million. This money is eligible to be used for water & sewer projects.

Vice Mayor Rogers asked where the sledge was picked up and where it was taken. Infrastructure Director Vost stated it was picked up at the Wastewater Treatment Plant and dropped at the Rainbow Ranch in DuPont at \$1500.00 a load. He stated the charges were a fair price. Vice Mayor asked staff to call ELS about the trash and recycle materials to see if we can begin using them.

Finance Director Stankiewicz reported the City plans to apply for a USDA grant. If this grant is rewarded the funds would be applied to the purchase of a new solid waste truck. Vice Mayor Rogers asked what funds are available in the solid waste reserves. Staff responded the reserves are at \$579,000.00.

In closing, Mayor Robinson announced there will be two public meeting on the budget in September.

Public Comment: None

D. Call for Adjournment.

Motion: Adjourn

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Barnes

Vote: Motion carried unanimously

Meeting adjourned at 6:24 PM

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk

Date

Date

*****The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule*****



City of Bunnell, Florida

ATTACHMENTS:

Description
Proposed Minutes

Type
Minutes

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

TONYA GORDON

BOB BARNES

TINA-MARIE SCHULTZ

BUNNELL CITY COMMISSION MINUTES

Monday, August 23, 2021

Join Zoom Meeting <http://bunnellcity.us/meeting>

7:00 PM

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

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

Mayor Robinson called the meeting to order at 7:00 PM and led the Pledge to the Flag.

It was determined there was a quorum physically present at the meeting.

Roll Call (Present): Mayor Catherine D. Robinson; Vice Mayor John Rogers; Commissioner Tina-Marie Schultz; Commissioner Bob Barnes; City Attorney John Cary; City Manager Alvin Jackson; IT Director Donnie Wines; Deputy Clerk Bridgitte Gunnells

Excused: Commissioner Tonya Gordon was

Invocation for our Military Troops and National Leaders

Vice Mayor Rogers led the Invocation.

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Proclamation: National Recovery Month

Mayor Robinson read the proclamation into record.

B.2. Presentation: COVID Update and Information by the Flagler County Health Department.

This item was moved until a representative from the Health Department could connect to the zoom meeting.

C. Consent Agenda:

C.1. Approval of Warrant

a. August 23, 2021 Warrant

C.2. Approval of Minutes

a. August 2, 2021 City Commission Workshop Minutes- FY21/22 Tentative General Fund Budget

b. August 9, 2021 Executive Strategy Session Meeting Minutes

c. August 9, 2021 City Commission Meeting Minutes

C.3. Request for Letter of Congratulations for the African American Cultural Society Inc.

C.4. Request to Approve Revised Contract # 36913 with St Johns River Water Management District (SJRWMD) FY2022 Rural Economic Development Initiative (REDI) Communities Cost-Share Grant

Motion: Approve the Consent Agenda.

Motion By: Commissioner Schultz

Second By: Commissioner Barnes

Board Discussion: None

Public Discussion: None

Roll Call Vote:

Commissioner Barnes - Yea

Commissioner Schultz - Yea

Vice Mayor Rogers - Yea

Mayor Robinson - Yea

Vote: Motion carried unanimously

D. Public Comments:

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

None

B.2. Presentation: COVID Update and Information by the Flagler County Health Department.

Gretchen Smith with the Flagler County Health Department gave a presentation on COVID and provided an update for Flagler County. She provided information on the new Delta variant of the COVID virus. She also provided numbers on the County's daily cases, hospitalizations, and the numbers/percentages of vaccinated and unvaccinated people.

E. Ordinances: (Legislative):

E.1. Ordinance 2021-21 Requesting to change the Comprehensive Plan for the Future Land Use Designation of Approximately 10 Acres, owned by the Church of God Elected, bearing Parcel ID: 15-12-30-0650-000D0-0230 from City of Bunnell Single Family - Low Density to City of Bunnell Commercial Medium. - Second Reading

City Attorney John Cary read the short title into record.

Motion: Adopt Ordinance 2021-21 Requesting to change the Comprehensive Plan for the Future Land Use Designation of Approximately 10 Acres, owned by the Church of God Elected, bearing Parcel ID: 15-12-30-0650-000D0-0230 from City of Bunnell Single Family - Low Density to City of Bunnell Commercial Medium. – Second Reading.

Motion By: Vice Mayor Rogers

Second By: Commissioner Barnes

Board Discussion: None

Public Discussion: Pastor Marc Laureore thanked the Commission. He stated the Church will be able to offer more services.

Roll Call Vote:

Commissioner Barnes – Yea

Commissioner Schultz – Yea

Vice Mayor Rogers - Yea

Mayor Robinson - Yea

Vote: Motion carried unanimously

E.2. Ordinance 2021-22 Requesting to Change the Zoning Designation of Approximately 10 Acres, owned by Church of God Elected Bearing Parcel ID: 15-12-30-0650-000D0-0230 from Undesignated to City of Bunnell B-1, Business District. - Second Reading

City Attorney John Cary read the short title into record.

Motion: Adopt Ordinance 2021-22 Requesting to Change the Zoning Designation of Approximately 10 Acres, owned by Church of God Elected Bearing Parcel ID: 15-12-30-0650-000D0-0230 from Undesignated to City of Bunnell B-1, Business District. - Second Reading

Motion By: Commissioner Barnes

Second By: Vice Mayor Rogers

Board Discussion: None

Public Discussion: None

Roll Call Vote:

Commissioner Barnes - Yea

Commissioner Schultz - Yea

Vice Mayor Rogers - Yea

Mayor Robinson – Yea

Vote: Motion carried unanimously

E.3. Ordinance 2021-19 Amending the Bunnell Code of Ordinance Section 2-126 - CDBG Purchasing Policy. – First Reading

City Attorney John Cary read the short title into record.

Motion: Approve Ordinance 2021-19 Amending the Bunnell Code of Ordinance Section 2 126 - CDBG Purchasing Policy. – First Reading

Motion By: Vice Mayor Rogers

Second By: Commissioner Barnes

Board Discussion: None

Public Discussion: None

Roll Call Vote:

Commissioner Barnes - Yea

Commissioner Schultz - Yea

Vice Mayor Rogers - Yea

Mayor Robinson - Yea

Vote: Motion carried unanimously

F. Resolutions: None

G. Old Business: None

H. New Business:

H.1. Interlocal Agreement for Use of the Government Services Building Chambers for Public Meetings and Ground Space for the City Police Department Under Emergency Conditions.

City Manager Jackson presented the item to the Commission. He reported this agreement includes use of the County Chambers for City board meeting, conference area and use of land for the temporary Police Department space.

Motion By: Vice Mayor Rogers

Second By: Commissioner Schultz

Board Discussion: None

Public Discussion: None

Roll Call Vote:

Commissioner Barnes – Yea

Commissioner Schultz – Yea

Vice Mayor Rogers - Yea

Mayor Robinson - Yea
Vote: Motion carried unanimously

H.2. Fiber Optic Internet Access at Water Plant

IT Director Donnie Wines presented the item to the board. He explained we must relocate the servers and will need to upgrade the water plant internet access. City Attorney Cary stated there were a few minor changes to the agreement, but the Commission can approve the agreement as amended so the City can move forward with this project.

Motion: Approve the proposed Agreement for Fiber Optic Internet Access at Water Plant as amended.

Motion By: Commissioner Barnes

Second By: Commissioner Schultz

Board Discussion: Mayor Robinson asked what the timeline to complete this move/project would be. IT Director Wines stated 30 to 90 days to run the fiber plus one day on his end to get the servers up and running.

Public Discussion: None

Roll Call Vote:

Commissioner Barnes – Yea

Commissioner Schultz – Yea

Vice Mayor Rogers - Yea

Mayor Robinson - Yea

Vote: Motion carried unanimously

H.3. Discussion on City Manager Annual Evaluation for period of October 2020 to September 2021.

City Manager Jackson presented the item to the Commission. He discussed the two different forms included in the staff report. The City Manager asked the City's own form utilized for directors, managers and supervisors be used for his evaluation.

Through consensus the Commission decided to use the City of Bunnell evaluation form for this year's City Manager evaluation. Commissioners will turn in their completed evaluations to Human Resources by September 8, 2021.

I. Reports:

- **City Clerk-** Reminded everyone about the Ethics Training at 10 AM on Wednesday, August 25th. Lunch will be provided.
- **City Attorney-** Encouraged the PZA and Code Enforcement Board members to attend the Ethics Training as this is very informative to members of these boards.
- **City Manager –** Stated RFP bid responses for sale of the Administration Complex at 201 West Moody Blvd. will be due to the Finance Director on September 13, 2021 at 2:00 PM. Those interested in the property can set up appointments during the week of August 30th. He also reported an emergency purchase order needed for the Wastewater Treatment Plant in the amount of \$11,550.00.
- **Mayor and City Commissioners**
 - **Commissioner Barnes –** None
 - **Commissioner Schultz -** Commented on the communication skills of the staff and how quickly the Commission is alerted to necessary items.
 - **Vice Mayor Rogers –** Asked members of the audience if they had any public comments. He noticed they came into the meeting late. There were no new comments.
 - **Mayor Robinson –** Stated she had no report but wanted to say that the anniversary of 9/11 is coming up and she considers this a hallowed day. She hopes everyone will think of all the heroes and people who lost their lives on that day.

J. Call for Adjournment.

Motion: Adjourn

Motion by: Vice Mayor Rogers

Seconded by: Commissioner Barnes

Vote: Motion carried unanimously

Meeting adjourned at 7:51 PM

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk

Date

Date

*****The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule*****



City of Bunnell, Florida

Agenda Item No. E.1.

Document Date: 8/24/2021 Amount:
Department: Infrastructure Account #:
Subject: Ordinance 2021-19: Amending the Bunnell Code of Ordinance Section 2-126
- CDBG Purchasing Policy – Second Reading
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
Ordinance 2021-19	Ordinance
Exhibit A - CDBG Procurement Policy	Exhibit

Summary/Highlights:

Amending Section 2-126 Code of Ordinances – Second Reading.

This item was heard at the August 23, 2021 City Commission Meeting. At this meeting, the City Commission voted to approve the proposed Ordinance. It was advertised in the September 1, 2021 edition of the News Tribune.

Background:

In July 2012 the City Commission amended section 2 of the Code of Ordinance to adopt a CDBG Purchasing Policy. This policy provided for procedures necessary for expending CDBG grant funds. The State of Florida Department of Economic Opportunity staff, which administer the CDBG program for the state, recently conducted a site visit related to the City's CDBG project application.

After the site visit, they noted the following discrepancy:

“Review of the CDBG Procurement Policy submitted by the City indicates that it does not comply with program requirements. The City must adopt a program compliant CDBG Procurement Policy and submit it to DEO for review and acceptance.”

The revised Policy is attached as Exhibit A.

The first reading was held at the August 23, 2021, Commission Meeting. This is the second reading for final approval of Ordinance 2021-19.

Staff Recommendation:

Adopt Ordinance 2021-19 amending the Bunnell Code of Ordinance Section 2-126 - CDBG Purchasing Policy – Second Reading.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

ORDINANCE 2021-19

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING SECTIONS 2-126 OF THE BUNNELL CODE OF ORDINANCES; AMENDING THE FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT PURCHASING POLICY; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the acceptance of a Federal Community Development Block Grant (CDBG) requires the City of Bunnell to have a policy for procuring property and services with funds received under said grant; and

WHEREAS, the Federal Government issues and periodically updates Codes of Federal Regulations that the City must adhere to when expending CDBG funds; and

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

Section 1.

Amending section 2-126 of the Code of Ordinances by amending the City's CDBG Purchasing Policy.

The City Commission of the City of Bunnell hereby adopts the Federal Community Development Block Grant (CDBG) Purchasing Policy, as attached hereto and incorporated herein by reference as Exhibit "A."

Section 2.

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

Section 3. Codification.

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

Section 4. Conflicts

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

Section 5. Severability.

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

Section 6.

This Ordinance shall take effect immediately upon final adoption by the City Commission.

Approved on First Reading, the 23rd day of August 2021.

Adopted on Second Reading, the ____ day of _____, 2021.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Vose Law Firm, City Attorney

Seal:

Attest:

Kristen Bates, CMC, City Clerk

CITY OF BUNNELL
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PURCHASING POLICY
INCLUDING THE
MINORITY BUSINESS ENTERPRISE POLICY

Section 1 PURPOSE

This policy is adopted to assure that commodities and services for the Community Development Block Grant Programs are obtained efficiently and effectively in free and open competition and through the use of sound procurement practices. All City staff and other persons (subgrantees or contractors) with designated responsibility for the administration of CDBG award contracts are responsible for ensuring compliance with all applicable federal and state laws and regulations. These include but are not limited to: OMB Circular A-102, attachment O; 24 CFR "Housing and Urban Development Regulations"; 24 CFR §58 Environmental Review Procedures, 24 CFR §570 CDBG Regulations; 2 CFR-Part 200.317-.326; s. 255.0525 and 287.055 "Uniform Administrative Requirements"; Chapter 73C-23 Florida Administrative Code and 40 CFR §§1500-1508 "National Environmental Policy Act Regulations."

Section 2 APPLICATION OF POLICY

This policy shall apply to contracts or agreements for the procurement of all materials, supplies, services, construction and equipment for any Community Development Block Grant Program solicited or entered into after the effective date of this policy.

Section 3 PURCHASING DIRECTOR

The City Manager or his/her designee shall serve as the central purchasing officer (the "Purchasing Officer") of the City of Bunnell for all contracts or agreements described in Section 2.

Section 4 PURCHASING AND CONTRACT AWARD PROCEDURES

Section 4.01 PURCHASING CATEGORIES; THRESHOLD AMOUNTS

Except as to Sole Source Purchases (Section 4.06) and Cooperative Purchasing (Section 4.07), all purchases and contract awards are to be made subject to the provisions of the appropriate Section according to the following threshold amounts:

- A. Small Purchases (Section 4.02) \$1.00 to \$999.00
- B. Purchasing Quotes (Section 4.03) \$1,000.00 to \$14,999.00
- C. Competitive Sealed Bids/Proposals (Section 4.04 & 4.05) \$15,000.00 and above

Section 4.02 SMALL PURCHASES

The purchase of commodities, equipment and services which cost less than the threshold authorized in Section 4 does not require solicitation of quotes or bids. Small purchases shall be authorized by the Purchasing Officer or his/her designees.

Section 4.03 PURCHASING QUOTES

The purchase of goods and services which cost within the range authorized for purchasing quotes in Section 4 shall require competitive quotations from three or more vendors. For

purchases of \$1,000 to \$4,999 three verbal quotes are required. For purchases of \$5,000 to \$14,999 three written quotes are required. The quotations shall be obtained by the City department delegated with overseeing the project. Quotations of \$1,000 to \$9,999 shall be reviewed and awarded by the Purchasing Officer. Quotations of \$10,000 to \$14,999 shall be reviewed and awarded by the City Commission.

Section 4.04 COMPETITIVE SEALED BIDDING

1. Conditions for Use. All contracts for purchases of a single item, services or aggregate in excess of the established base amount for Competitive Sealed Bids/Proposals in Section 4, where price, not qualifications, is the basis for contract award, shall be awarded by competitive sealed bidding.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The City of Bunnell shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the City, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the City. Any and all bids or offers may be rejected when it is in the City's interest to do so. In all procurement the City shall avoid practices that are restrictive of competition. These include but are not limited to:

- (a) Placing unreasonable requirements on firms in order for them to qualify to do business,
- (b) Requiring unnecessary experience and excessive bonding,
- (c) Noncompetitive pricing practices between firms or between affiliated companies,
- (d) Noncompetitive awards to consultants that are on retainer contracts,
- (e) Organizational conflicts of interest,
- (f) Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
- (g) Any arbitrary action in the procurement process.

2. Invitation to Bid. An invitation to bid shall be issued and shall include specifications, all contractual terms and conditions, and the place, date, and time for opening or submittal. No later than five working days prior to the date for receipts of bids, a vendor shall make a written request to the City for interpretations or corrections of any ambiguity, inconsistency or error which the vendor may discover. All interpretations or corrections will be issued as addenda. The City will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result

of any discussions with any City employee prior to the opening of proposals. Only those communications which are in writing from the City may be considered as a duly authorized expression on the behalf of the Commission. Also, only communications from firms or individuals which are in writing and signed will be recognized by the Commission as duly authorized expressions on behalf of proposers.

- (1) Alternate(s). Alternate bids will not be considered unless authorized by and defined in the Special Conditions of the bid specifications.
- (2) Approved Equivalents. The City reserves the right to determine acceptance of item(s) as an approved equivalent. Bids which do not comply with stated requirements for equivalents in the bid conditions are subject to rejection. The procedure for acceptance of equivalents shall be included in the general conditions of the bid.

3. Public Notice. Under Section 255.0525(2), F.S. and Rule 73-23.00521(2)(a), F.A.C., a notice for Request for Proposals must be advertised for proposals that are projected to cost more than \$200,000.00 shall be published in at least one daily newspaper of general circulation in The City of Bunnell as well as a nearby federal Office of Management and Budget (OMB) designated metropolitan statistical area (MSA) at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. An invitation to bid for construction projects that are projected to cost more than \$500,000.00 shall be publicly advertised at least once in a newspaper of general circulation in The City of Bunnell at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. Additionally, Notice shall be sent to those vendors and contractors on the City's MBE/WBE solicitation list. Alternatively, the City may substitute the above notice with any solicitation procedure which generates at least three responsible and responsive bids or proposals which can be considered. However, if three responsible and responsive bids or proposals are not received, the procurement will be invalid.

Bid Opening. Bids shall be opened publicly. The Purchasing Officer or his/her designee shall open bids in the presence of one or more witnesses at the time and place designated in the Invitation to Bid. The amount of each bid, and other such relevant information as may be deemed appropriate by the Purchasing Officer together with the name of each bidder, and all witnesses shall be recorded. The record (Bid Report) and each bid shall be open to public inspection.

4. Bid Acceptance and Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the Invitation to Bid, which may include, but not be limited to criteria to determine acceptability such as; inspection, testing, quality, recycled or degradable material content, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measured, such as discounts, transportation costs, and total or life cycle costs. No criteria may be used in bid evaluation that are not set forth in the Invitation to Bid, in regulations, or in this policy.
5. Bid Agenda Item. After evaluation, the Purchasing Officer will prepare a

recommendation and shall place the item on the agenda of the City Commission.

6. Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bids mistakes, shall be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the Invitation to Bid prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake, of non-judgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in the bid price or other provisions of bids prejudicial to the interest of the City or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw his bid if:
 - (1) the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
 - (2) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the Purchasing Officer.
7. Multi-Step Sealed Bidding. When it is considered impractical to initially prepare a purchase description to support an award based on price, an Invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.
8. Multi-Step Sealed Bidding. When it is considered impractical to initially prepare a purchase description to support an award based on price, an Invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.
9. Award. The contract shall be awarded with reasonable promptness to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid.
 - (1) Notice of Intended Award. The contract shall be awarded by written notice. Every procurement of contractual services shall be evidenced by a written agreement. Notice of intended award, including rejection of some or all of bids received, may be given by posting the bid tabulations where the bids were opened, by telephone, by first class mail, or by certified United States mail, return receipt requested, whichever is specified in bid solicitation. A vendor may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a vendor provided, self-addressed envelope for their records.

- (2) Notice of Right to Protest. All notices of decision or intended decisions shall contain the statement: "Failure to file a protest within the time prescribed in Section 4.08 of the CDBG Purchasing Policy of the City of Bunnell shall constitute a waiver of Proceedings under that section of this policy".

10. Cancellation of Invitations for Bids. An Invitation for bids or other solicitation may be canceled, or any or all bids may be rejected in whole or in part when it is in the best interests of the City, as determined by the Commission provided such action does not violate CDBG program requirements. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items.

11. Disqualification of Vendors. For any specific bid, vendors may be disqualified by the Finance Director or City Clerk for the following reasons:
 - (1) ~~Failure to respond to bid invitation three consecutive times within the last eighteen (18) — month period.~~ Failure to be a responsive bidder according to the bidding procedures and provisions will result in disqualification of a bid.
 - (2) Failure to update the information on file including address, project or service, or business description.
 - (3) Failure to perform according to contract provisions.
 - (4) Conviction in a court of law of any criminal offense in connection with the conduct of business.
 - (5) Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
 - (6) Clear and convincing evidence that the vendor has attempted to give a City employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the City's purchasing activity.
 - (7) Failure to execute a Public Entity Crimes Statement as required by Florida Statutes Chapter 287.133 (3) (a).
 - (8) Other reasons deemed appropriate by the City.

Section 4.05 COMPETITIVE SEALED PROPOSALS

All contracts for purchases of a single item or services or aggregate in excess of the established base amount for Competitive Sealed Bids/Proposals in Section 4, where qualifications, not price, is the basis for contract award, shall be awarded by competitive sealed proposals. All contracts for the procurement of professional architectural, engineering, landscape architectural, and land surveying services will be awarded according to the provisions of Section 4.051. All other contracts required to be awarded by competitive sealed proposals will be awarded according to the provisions of Section 4.052.

Section 4.051 PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL, AND LAND SURVEYING SERVICES

1. Public Announcement. It is the policy of the City to publicly announce all requirements for professional architectural, engineering, landscape architectural, and land surveying services and to negotiate such contracts on the basis of demonstrated competence and

qualifications at fair and reasonable prices. In the procurement of such services, the City may require firms to submit a statement of qualifications, performance data and other related information for the performance of professional services.

(1) Scope of Project Requirements. Prior to submission of the request for proposals for professional services as an agenda item for approval by the Commission, the Purchasing Officer shall submit to the City written project requirements indicating the nature and scope of the professional services needed, including but not limited to the following:

- (a) the general purpose of the services or study;
- (b) the objectives of the study or services;
- (c) estimated period of time needed for the services or the study;
- (d) the estimated cost of the service or study;
- (e) whether the proposed study or service would or would not duplicate any prior or existing study or services;
- (f) list of current contracts or prior services or studies which are related to the proposed study or service;
- (g) the described qualifications, listed in order of importance, of the person or firm applicable to the scope and nature of the services requested.

(2) Distribution of Project Requirements. The Purchasing Officer shall distribute the written project requirements as approved by the City Commission to all persons on the mailing list who have indicated an interest in being considered for the performance of such professional services and to any additional persons as the Purchasing Officer or using agency deems desirable. The written project requirements shall include a statement of the relative importance of each of the requirements. The project requirements shall be accompanied by an Invitation to such persons to submit an indication of interest in performing the required services, and by notification of the date and time when such indications of interest are due. This date shall not be less than ~~fourteen~~ twelve calendar days from the date of public notice when the Purchasing Officer shall publish in at least one daily newspaper of wide general circulation in the ~~region~~ County where the project is located and in a nearby federal Office of Management and Budget (OMB) designated metropolitan statistical area (MSA). Alternatively, the City may substitute the above notice with any solicitation procedure which generates at least three responsible and responsive bids or proposals which can be considered. However, if three responsible and responsive bids or proposals are not received, the procurement will be invalid.

(3) Modification Prohibition. After the publicized submission time and date, indications of interest shall not be modified or allowed to be modified in any manner except for correction of clerical errors or other similar minor irregularities as may be allowed by the Selection Committee (defined in Section ~~4.051-2(3)~~ 4.051B) prior to making its selection of those best qualified to be formally interviewed.

(4) Reuse of Existing Plans. There shall be no public notice requirements or utilization of the selection process as provided in this section for projects in which the City is able to

reuse existing plans from a prior project. However, public notice of any plans which are intended to be reused at some future time shall contain a statement which provides that the plans are subject to reuse.

2. Selection Committee Membership and Evaluation. Depending on the expected complexity and expense of the professional services to be contracted, the City may determine whether a three member or five-member selection committee will best serve the needs of the Commission.

- (1) Three Member Committee Composition. Membership of a three-member selection committee shall be appointed by the City Commission.

- (2) Five Member Committee Composition. Membership of a five-member selection committee shall be appointed by the City Commission.

- (3) Selection Committee Evaluation. Only written responses of statements of qualifications, performance data, and other data received in the purchasing office by the publicized submission time and date shall be evaluated. Only those respondents who are determined to be best qualified based upon the evaluation of written responses and selected for Formal interview may submit additional data. From among those persons evidencing, by timely submission of written responses, an interest in performing the services the Selection Committee shall:

- (a) prepare an alphabetical list of those persons determined by the Selection Committee to be qualified, interested and available; and

- (b) designate no less than three persons on the alphabetical list considered by the Selection Committee to be best qualified to perform the work required.

- (4) Shortlisting. The best qualified respondents shall be based upon the Selection Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed. The Selection Committee shall determine qualifications, interest and availability by reviewing the written responses that express an interest in performing the services, and by conducting formal interviews of no less than three selected respondents that are determined to be best qualified based upon the evaluation of written responses. The determination may be based upon, but not limited to, the following considerations:

- (a) competence, including technical educational and training, experience in the kind of project to be undertaken, availability of adequate personnel, equipment and facilities, the extent of repeat business of the persons, and where applicable, the relationship of construction costs estimates by the person to actual cost on previous projects;

- (b) current work load;

- (c) financial responsibilities;

- (d) ability to observe and advise whether plans and specifications are being

- compiled with, where applicable;
- (e) record of professional accomplishments;
- (f) proximity to the project involved, if applicable;
- (g) record of performance; and
- (h) ability to design an approach and work plan to meet the project requirements, where applicable.

(5) Interview and Commission Approval. After conducting the formal interviews, the Selection Committee shall list those respondents interviewed in order of preference based upon the considerations listed in subsection (4) above. The respondents so listed shall be considered to be the most qualified and shall be listed in order of preference starting at the top of the list. The list of best qualified persons shall be forwarded to the Commission for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

3. Negotiation Staff. Contract negotiations shall be conducted by the Purchasing Officer unless the Commission directs that negotiations be conducted by a Negotiation Committee.

Negotiation. The Purchasing Officer or the Negotiation Committee shall negotiate a contract with the firm considered to be the most qualified to provide the services at compensation and upon terms which the Purchasing Officer or the Negotiation Committee determines to be fair and reasonable to the City. In making this decision, the Purchasing Officer or the Negotiation Committee shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered. As a part of the negotiation, the Purchasing Officer or the Negotiation Committee shall conduct a cost analysis, including evaluation of profit, based on a cost breakout by the firm of its proposed price. Should the Purchasing Officer or the Negotiations Committee be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, negotiations with that firm will be formally terminated. The Purchasing Officer or the Negotiation Committee shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Purchasing Officer or the Negotiation Committee shall formally terminate negotiations, and then shall undertake negotiations with the third most qualified firm. Should the Purchasing Officer or the Negotiation Committee be unable to negotiate a satisfactory contract with any of the selected firms, the Selection Committee shall select additional firms in order of their competence and qualifications, and the Purchasing Officer or Negotiation Committee shall continue negotiations in accordance with this section until an agreement is reached or until a determination has been made not to contract for services.

4. Cost and price analysis. Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

Section 4.052 OTHER COMPETITIVE SEALED PROPOSALS (non-287.055 services)

1. Conditions for Use. All contracts required by Section 4.05 to be awarded by competitive sealed proposals that are not for the procurement of professional architectural, engineering, landscape architectural, and land surveying services, will be awarded according to the provisions of this section.
2. Consultant's Competitive Negotiation Act. Professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered land surveying, as defined under the Consultant's Competitive Negotiation Act (Section 287.055, Florida Statutes), shall be secured under the provisions of Section 4.051.
3. Commission Approval. Proposals anticipated to exceed the threshold established in Section 4 for Competitive Sealed Proposals shall be approved by the City of Bunnell prior to solicitation.
4. Public Notice. ~~Public Notice shall be by publication in a newspaper of general circulation at least twelve (12) working days prior to proposal opening. Notice of the Request for Proposals shall give date, time, and place set forth for the submittal of proposals and opening.~~ Adequate public notice of the Request for Proposal shall be given in the same manner as provided in subsection 4.04-3 of this policy for competitive sealed bidding. Notice shall also be sent to those vendors and contractors on the City's MBE/WBE solicitation list.
5. Evaluation Factors. The Request for Proposals shall state the relative importance of criteria outlined in the scope of services, fee proposal, and other evaluation.
6. Proposal Cancellation or Postponement. The Purchasing Officer may, prior to a proposal opening, elect to cancel or postpone the date and/or time for proposal opening or submission.
7. Revisions and Discussions with Responsible Offerors. As provided in the Request for Proposals, and under regulations promulgated by the City Commission of the City of Bunnell, discussions may be conducted with responsible offerors who submit proposals determined to be qualified of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submission and prior to award for the purpose of obtaining the best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors. The Purchasing Officer shall prepare a written summary of the proposals and make written recommendation of award to the City Commission. As a part of the recommendation, the Purchasing Officer shall conduct a cost analysis, including evaluation of profit, based on a cost breakout by the firm of its proposed price.

Award. Award shall be made by the City Commission to the lowest responsive and responsible offer or whose proposal is determined in writing to be the most advantageous

to the City Commission of Bunnell, taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation criteria that is not included in the Request for Proposal.

Section 4.06 SOLE SOURCE PURCHASES

Sole Source Certification. The procurement for all professional services and any contract resulting from a non-competitive procurement process must meet the requirements of 2 CFR Part 200 and Section 287.055 of the Florida Statutes. The City's Purchasing Officer must conduct a cost or price analysis of all proposed prices on sole source purchases, analysis shall include a review of profit as a separate element. Sole source purchases must be approved by DEO in writing.

1. Additional Purchases from Certified Sole Source. The Purchasing Officer may be authorized, after initial sole source certification and DEO approval, to make additional purchases from a sole source vendor for not less than one year or until such time a contrary evidence is presented regarding sole source eligibility, whichever period is less.

Section 4.07 COOPERATIVE PURCHASING

1. State Contracts. The Purchasing Officer is authorized to purchase goods or services for any dollar amount from authorized vendors listed on the respective state contracts of the Department of ~~Management~~ General Services, subject otherwise to the requirements of this policy.
2. Other Governmental Units. The Purchasing Officer shall have the authority to join other units of government in cooperative purchasing ventures when the best interest of the City would be served thereby, and the same is in accordance with this policy and with the City and State Law.

Section 4.08 BID PROTEST

1. Right to Protest. Any actual prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of contract may protest to the City Commission. Protestors shall seek resolution of their complaints initially with the Purchasing Officer and secondly with the City Clerk prior to protesting to the City Commission.
2. Filing a Protest. Any persons who are affected adversely by the decision or intended decision of the City shall file with the Purchasing Officer a notice of protest in writing within 72 hours after the posting of bid tabulation or after receipt of the notice of intended decision; and file a formal written protest within 10 calendar days after he/she filed the notice of protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this Section. A written protest is filed with the City when it is delivered to and received in the office of the Purchasing Officer.
 1. The notice of protest shall contain at a minimum: the name of the bidder; the bidders address and phone number; the name of the bidder's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest.

2. The formal written protest shall; identify the protestant and the solicitation involved; include a plain, clear, statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, or other legal authorities which the protestant deems applicable to such grounds; and specifically request the relief to which the protestant deems himself entitled by application of such authorities to such grounds.
3. The protestant shall mail a copy of the notice of protest and the formal written protest to any person with whom he/she is in dispute.
3. Settlement and Resolution. The Purchasing Officer shall; within 14 days of the formal written protest, attempt to resolve the protest prior to any proceedings arising from the position. Provided, however, if such settlement will have the effect of determining a substantial interest of another party or business, such settlement must be reached in the course of the proceedings provided herein.
4. Protest Proceedings. If the protest cannot be resolved by mutual agreement, the Purchasing Officer shall conduct or designate another to conduct a protest proceeding pursuant to the following procedures:
 - (1) Protest Proceeding Procedures.
 - (a) The presiding officer shall give reasonable notice to all substantially affected persons or businesses. Otherwise petitions to intervene will be considered on their merits as received.
 - (b) At or prior to the protest proceeding, the protestant may submit any written or physical materials, objects, statements, or affidavits, and arguments which he/she deems relevant to the issues raised.
 - (c) In the proceeding, the protestant, or his/her representative or counsel, may also make an oral presentation of his evidence and arguments. However, neither direct nor cross examination of witnesses shall be permitted, although the presiding officer may make whatever inquiries he/she deems pertinent to a determination of the protest.
 - (d) The judicial rules of evidence shall not apply and the presiding officer shall base his/her decision on such information given in the course of the proceeding upon which reasonable prudent persons rely in the conduct of their affairs.
 - (e) Within seven (7) working days of the conclusion of the proceeding, the presiding officer shall render a decision which sets forth the terms and conditions of any settlement reached. Such decision of the presiding officer shall be conclusive as to the recommendation to the City Commission.
 - (f) Any party may arrange for the proceedings to be stenographically recorded and shall bear the expense of such recording.
 - (2) Intervenor. The participation of intervenors shall be governed by the terms of the order issued in response to a petition to intervene.
 - (3) Time Limits. The time limits in which protests must be filed as provided herein may be altered by specific provisions in invitation for bids or request for proposal.

- (4) Entitlement to Costs. In no case will the protesting bidder or offeror be entitled to any costs incurred with the solicitation, including bid preparation costs and attorney's fees.
5. Stay of Procurement During Protests. In the event of a timely protest under Subsection A of this Section, the Purchasing Officer shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or unless the City Commission makes a determination that the award of a contract without delay is necessary to protect the substantial interest of the City.

Section 4.09 CONTRACT CLAIMS

1. Authority of the Purchasing Officer to Settle Bid Protests and Contract Claims. The Purchasing Officer is authorized to settle any protest regarding the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, prior to an appeal to the City Commission or the commencement of an action in a court of competent jurisdiction but may not settle any such protest or claim for consideration of \$1,000.00 or greater in value without prior approval of the City Commission.
2. Decision of the Purchasing Officer. All claims by a contractor against the City relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Officer for a decision. The contractor may request a conference with the Purchasing Officer on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.
3. Notice to the Contractor of the Purchasing Officer's Decision. The decision of the Purchasing Officer shall be promptly issued in writing and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached and shall inform the contractor of his appeal rights under section 4.09.
4. Finality of the Purchasing Officer Decision; Contractor's Right to Appeal. The Purchasing Officer's decision shall be final and conclusive unless, within 10 calendar days from the date of receipt of the decision, the contractor files a notice of appeal with the City Commission.
5. Failure to Render Timely Decision. If the Purchasing Officer does not issue a written decision regarding any contract controversy within fourteen calendar days after receipt of a written request for a final decision, or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been issued.

Section 4.10 REMEDIES FOR SOLICITATION OR AWARDS IN VIOLATION OF LAW

1. Prior to Bid Opening or Closing Date for Receipt of Proposals. If prior to the bid opening or the closing date for receipt of proposals, the Purchasing Officer after consultation with the City Attorney, determines that solicitation is in violation of federal, state, or local law or ordinance, then the solicitation shall be canceled or revised to comply with applicable

law.

2. Prior to Award. If after bid opening or the closing date for receipt of proposals, but prior to the award contract, the Purchasing Officer after consultation with the City Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law or ordinance, then the solicitation or proposed award shall be canceled.
3. After Award. If, after award, the Purchasing Officer after consultation with the City Attorney, determine that a solicitation or award of a contract was in violation of applicable law or ordinance, then;
 - (1) if the person awarded the contract has not acted fraudulently or in bad faith:
 - (a) the contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the City; or
 - (b) the contract may be terminated, and the person awarded the contract shall be compensated for actual costs reasonably incurred under the contract plus a reasonable profit, but excluding attorney's fees, prior to termination; or
 - (2) if the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interest of the City.

Section 5 CONTRACT ADMINISTRATION

A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. The City shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

Section 5.1 CONTRACT PROVISION

1. Standard Contract Clauses and Their Modification. The City after consultation with the City Attorney, may establish standard contract clauses for use in City contracts. However, the Purchasing Officer may, upon consultation with the City Attorney, vary any such standard contract clauses for any particular contract.
2. Contract Clauses. All City contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Officer after consultation with the City Attorney, may propose provisions appropriate for supply, service, or construction contracts, addressing among others the following subjects:
 - (1) the unilateral right of the City to order, in writing, changes in the work within the scope of the contract;
 - (2) the unilateral right of the City to order in writing temporary stopping of the work or

- delaying performance that does not alter the scope of the contract;
- (3) variations occurring between estimated quantities or work in contract and actual quantities;
 - (4) defective pricing;
 - (5) time of performance and liquidated damages;
 - (6) specified excuses for delay or nonperformance;
 - (7) termination of the contract for default;
 - (8) termination of the contract in whole or in part for the convenience of the City;
 - (9) suspension of work on a construction project ordered by the City;
 - (10) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract
 - (a) when the contract is negotiated;
 - (b) when the contractor provides the site or design; or
 - (c) when the parties have otherwise agreed with respect to the risk of differing site conditions;
 - (11) value engineering proposals;
 - (12) remedies;
 - (13) access to records/retention records;
 - (14) environmental compliance; and
 - (15) prohibition against contingency fees;
 - (16) insurance to be provided by contractor covering employee property damage, liability and other claims, with requirements of certificates of insurance and cancellation clauses;
 - (17) bonding requirements as set by the City Commission;
 - (18) causes of and authorization for suspension of contract for improper contractor activity.
 - (19) All contracts, including small purchases, awarded by the City and their contractors where the source of the funds, directly or indirectly, is the federal government, shall contain the following procurement provisions as applicable.
 - (i). Equal Employment Opportunity - All contracts, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
 - (ii). Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) - All contracts in excess of \$2000 for construction or repair, when funded in whole or part by monies derived from the Federal government (either directly or indirectly) shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public

work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

(iii). Davis-Bacon Act as amended (40 U.S.C. 276a to a-7) - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

(iv). Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) - All contracts in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5).

(v). Rights to Inventions Made Under a Contract or Agreement - Contracts or agreements for the performance of experimental, developmental, or research work, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(vi). Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended - Contracts and subgrants of amounts in excess of \$100,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(vii). Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contracts for an amount above \$100,000, when funded in whole or part by monies derived from the Federal government (either directly or indirectly), shall include a certification by the contracting parties that they have not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of

Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. and to further require disclosure of any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

- (20) Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

Section 5.2 PRICE ADJUSTMENTS

1. Method of Price Adjustment. Adjustments in price during the term of a contract shall be computed in one or more of the following ways upon approval by the City:

- (1) by agreement on a fixed price adjustment before adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- (2) by unit prices specified in the contract or subsequently agreed upon;
- (3) by costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon by the City;
- (4) in such other manner as the contracting parties may mutually agree; or
- (5) in the absence of agreement by the parties, by a unilateral determination by the City of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the City, subject to the provisions of this Section.

2. Costs or Pricing Data Required. A contractor shall be required to submit cost or pricing data if any adjustment in contract price is subject to the provisions of this Section.

Section 5.3 CHANGE ORDERS/CONTRACT AMENDMENTS

Change orders and contract amendments, which provide for the alteration of the provisions of a contract may be approved by an appropriate person based upon the dollar value of the change or amendment. The purchasing categories thresholds designated in Section 4.01 shall govern the appropriate level of approval.

Section 5.4 ASSIGNMENTS OF CONTRACTS

No agreement made pursuant to any section of this policy shall be assigned or sublet as a whole or in part without the written consent of the City nor shall the contractor assign any monies due or to become due to the contractor hereunder without the previous written consent of the City.

Section 5.5 RIGHT TO INSPECT PLANT

The City may, as its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performances of any contract awarded, or to be awarded, by the City. The right expressed herein shall be included in all contracts or subcontracts

that involve the performance of any work or service involving the City.

Section 6 RIGHTS OF THE CITY COMMISSION

Nothing in this policy shall be deemed to abrogate, annul, or limit the right of the City Commission when acting in the best interest of the City. The City Commission reserves the right to reject all bids received in response to a request, to determine in its sole discretion the responsiveness and responsibility of any bidder, to approve and authorize or to enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Policy in any instance when desirable for public good as long as such action does not violate state or federal law and/or program requirements. All allocated CDBG funds must meet the requirements 2 CFR Part 200 and Sections 255.0525 and 287.055 of the Florida Statutes.

Section 7 CITY PROCUREMENT RECORDS

1. Contract File. Procurement records and files for purchases in excess of the small purchase threshold as fixed at 41 U.S.C. 403(11) shall include the following at a minimum:
 - (a) Basis for contractor selection,
 - (b) Justification for lack of competition when competitive bids or offers are obtained,
 - (c) Basis for award cost or price.All determinations and other written records pertaining to the solicitation, award, or performance of a contract shall be maintained for the City in a contract file.

2. Retention of Procurement Records. All procurement records shall be retained and disposed of by the City in accordance with records retention guidelines and schedules established by the State of Florida and Federal Guidelines. For CDBG related activities that retention period is six years.

Section 8 SPECIFICATIONS

Section 8.1 MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted to promote overall economy and encourage competition in satisfying the City needs and shall not be unduly restrictive. The policy applies to all specifications including, but not limited to, those prepared for the City by architects, engineers, designers, and draftsmen.

Section 8.2 USE OF BRAND NAME OR EQUIVALENT SPECIFICATIONS

1. Use. Brand name or equivalent specifications may be used when the City determines that:
 - (1) no other design, performance, or qualified product list is available;
 - (2) time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - (3) the nature of the product or the nature of the City requirements makes use of a brand name equivalent specifications suitable for the procurement; or
 - (4) use of brand name or equivalent specification is in the City's best interest.

2. Designation of Several Brand Names. Brand names or equivalent specifications shall

seek to designate three, or as many different brands as are practicable, as “or equivalent” references and shall further state the substantially equivalent products to those designated may be considered for award.

3. Required Characteristics. The brand name or equivalent specifications shall include a description of the particular design, functional, or performance characteristics required.
4. Nonrestrictive Use of Brand Name or Equivalent Specifications. Where a brand name or equivalent specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.
5. Determination of Equivalents. Any prospective bidder may apply, in writing, for a pre-bid determination of equivalence by the Purchasing Director. If sufficient information is provided by the prospective bidder, the Purchasing Director may determine, in writing and prior to the bid opening time, that the proposed product would be equivalent to the brand name used in the solicitation.
6. Specifications of Equivalents Required for Bid Submittal. Vendors proposing equivalent products must include in their bid submittal the manufacturer’s specifications for those products. Brand names and model numbers are used for identification and reference purposes only.

Section 8.3 BRAND NAME SPECIFICATIONS

1. Use of Brand Name Specifications. Since the use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Director makes a determination that only the identified brand name item will satisfy the City needs.
2. Competition. The Purchasing Director shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 4.06, Sole Source Purchases.

Section 9 ETHICS IN PUBLIC CONTRACTING

Section 9.1 CRIMINAL PENALTIES

To the extent that violations of the ethical standards of conduct set forth in this section constitute violations of the State Criminal Code they shall be punishable as provided therein. Such penalties shall in addition to civil sanctions set forth in this part.

Section 9.2 EMPLOYEE CONFLICT OF INTEREST

1. Participation. It shall be unethical for any City employee, officer, or agent to participate directly or indirectly in a procurement or administration of a contract. A conflict of interest

would arise when:

- (1) the City employee, officer or agent;
- (2) any member of his immediate family;
- (3) his or her partner; or
- (4) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The officer's employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, or parties to sub-agreements.

Section 9.3 CONTEMPORANEOUS EMPLOYMENT PROHIBITED

It shall be unethical for any City employee who is participating directly or indirectly in the procurement process to become or to be, while such a City employee, the employee of any person contracting with the City of Bunnell.

Section 9.4 USE OF CONFIDENTIAL INFORMATION

It shall be unethical for any employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of other persons.

Section 9.5 GRATUITIES AND KICKBACKS

1. Gratuities. It shall be unethical for any person to offer, give, or agree to give any City employee, officer, or agent to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with the decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard rendering of advise, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal theretofore.
2. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or behalf a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
3. Contract Clause. The prohibition against gratuities and kickbacks prescribed in this section shall conspicuously set forth in every contract and solicitation, therefore.

Section 9.6 SANCTIONS

1. Employee Sanctions. Upon violation of the ethical standards by an employee, officer or agent of the City, or other appropriate authority may:
 - (1) impose one or more appropriate disciplinary actions as defined in the City Personnel Rules and regulations, up to and including termination of employment; and;
 - (2) may request investigations and prosecution

2. Non-employee Sanctions. The Commission may impose any one or more of the following sanctions on a non-employee for violation of the ethical standards:
 - (1) written warnings;
 - (2) termination of contracts; or
 - (3) debarment or suspension as provided in Section 5.1.

Section 9.7 RECOVERY OF VALUE TRANSFERRED OR RECEIVED IN BREACH OF ETHICAL STANDARDS

1. General Provisions. The value of anything being transferred or received in breach of the ethical standards of this policy by a City employee or non-employee may be recovered from both the City employee and non-employee.
2. Recovery of Kickbacks by the City of Bunnell. Upon a showing that a subcontractor made a kickback to prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such a kickback. Recovery from one offending party shall not preclude recovery from other offending parties.

Section 10 FEDERAL POLICY NOTICE

Section 10.1 PATENTS

If a contract involving research and development, experimental, or demonstration work is being funded in whole or in part by assistance from a federal agency, then the contract shall include the following provisions:

1. Notice to Contractor. The contract shall give notice to the contractor of the applicable grantor agency requirements and regulations concerning reporting of, and rights to, any discovery or inventions arising out of the contract.
2. Notice by Contractor. The contract shall require the contractor to include a similar provision in all subcontracts involving research and development, experimental, or demonstration work.

Section 10.2 NOTICE OF FEDERAL PUBLIC POLICY REQUIREMENTS

1. Applicability. If the contract is being funded in whole or in part by assistance from any federal agency, the contract is subject to one or more federal public policy requirements such as:
 - (1) ~~equal employment opportunity;~~
 - (2) ~~affirmative action;~~
 - (3) ~~fair labor standards;~~
 - (4) ~~energy conservation;~~
 - (5) ~~environmental protection; or~~
 - (6) ~~other similar socio-economic programs.~~

- (1) equal employment opportunity;
- (2) Copeland "anti-kickback" Act;
- (3) Davis Bacon Act;
- (4) Contract Work Hours and Safety Act;
- (5) Americans with Disabilities Act; and
- (6) Other requirements set forth in any contract.

2. Notice. The Purchasing Director shall include in the contract all appropriate provisions giving the contractor notice of these requirements. Where applicable, the Purchasing Director shall include in the contract provisions the requirement that the contractor give similar notice to all of its subcontractors.

Section 11 PAYMENT TO VENDORS

All payment to vendors shall also in accordance with the amended "Prompt Payment Act", Chapter 89-297, Florida Statutes.

Section 12 MINORITY BUSINESS ENTERPRISE PARTICIPATION PROGRAM

1. Purpose and Scope. The purpose of the Minority Business Enterprise Program is to enhance the participation of qualified minority and women-owned businesses in providing goods and services and construction contracts required by the City Commission. This program describes procedures to accomplish this purpose and to monitor and evaluate progress. All Department and Divisions under the jurisdiction of the City Commission are responsible for implementing this program.
2. Positive efforts shall be made by the Corporation to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. The Corporation shall take all of the following steps to further this goal.
- (i) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
 - (ii) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
 - (iii) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
 - (iv) Encourage, when practical, contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises when a contract is too large for one of these firms to handle individually.
 - (v) Use the services and assistance, as appropriate and practical, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms, and women's business enterprises.

3. Policy Statement.

(1) It is the policy goal of the City that two percent (2%) of the Commission approved procurement as contained with both operating and capital improvement budgets (exclusive of in-house services and construction) shall be identified and let through the competitive bid process to minority and women businesses and persons. The program is based on an in-depth evaluation of all actual as well as projected procurement (Capital Improvement Projects, equipment, commodities and services) and on the marketplace. Procurement identified to establish a base for this program are not limited to those items only. This evaluation is the main factor in building a realistic program with attainable targets.

(2) All departments and divisions under the jurisdiction of the City Commission are responsible for implementing this program and for making every reasonable effort to utilize MBEs and WBE's when opportunities are available. The Purchasing Officer will take the lead role in this process by taking active steps to encourage minority or women owned businesses.

(3) Regarding the implementation of this policy, it is the Commission's intent to foster economic development in the City's area by establishing its MBE goals based on availability of minority and women-owned businesses located within the City. This is no way intended to limit or restrict competition. Rather, availability of area companies will be used to guide MBE goals. Such geographical preferences may be adjusted, amended or repealed by the City Commission, with or without a public hearing, as deemed necessary.

4. Definition. Minority Business Enterprise (MBE) as used herein, means a business that is owned and controlled at least 51% by one or more minority persons (MBE) or by one or more women (WBE) and whose management and daily operations are controlled by one or more such persons.

5. Administrative Responsibilities. The Purchasing Officer is responsible for the coordination of the Minority Business Enterprise Program and registration.

(1) Capital Improvement Projects

(a) REVIEW

The Purchasing Officer and an appropriate department representative shall review each proposed project or bid to determine potential for utilization of MBE/WBEs and report their finds to the City Commission. This review is based on known availability of capable MBE/WBEs in the area in relation to the scope of the bid package and considers how a project might be broken down into sub-bids.

(b) PRE-BID ACTIVITY

(1) Language regarding the Minority Business Enterprise Program will be inserted into bid specifications to assure that prospective bidders are aware of a requirement to make good faith efforts to utilize MBE/WBEs.

(2) Registered MBE/WBEs, the Minority Contractors Association and

other organizations for minority and women owned businesses will be notified in writing regarding pre-bid conferences where information on project scope and specifications will be presented, along with other types of technical assistance.

(3) Upon request available plans and specification will be provided to MBE/WBE associations along with any special instructions on how to pursue bids.

(4) Majority (prime) contractors on a bid list will be sent a letter outlining the Minority Business Enterprise Program procedures, the supportive documentation required for submittal with their bid, and a list of MBE/WBE contractors on the bid list.

(5) Prior to award the Prime Contractor must provide documentation on attempts to solicit participation from MBE/WBE firms.

(6) The Prime Contractor attempts to utilize MBE/WBE firms during the project must be documented as part of the Prime's contract award responsibilities under this program. Documentation to include but not limited to requests for bids, bids received and justification for not utilizing MBE/WBE firms when bid amounts received are comparable.

Failure to keep these commitments will be deemed noncompliance with the contract and may result in a breach of contract.

(2) Contractor Responsibilities

(a) Contractors must indicate all MBE/WBEs, contacted for quotes regarding a particular scope of work and submit a completed "Intent to Perform" sheet containing information and documentation obtained from each MBE/WBEs.

(b) A contractor who determines that a MBE/WBEs, names in the bid submittal, is unavailable or cannot perform, will request approval from the Purchasing Officer to name an acceptable alternate. Such requests will be approved when adequate documentation of cause for the change is presented by the contractor.

(c) A contractor's MBE/WBE plan will utilize MBE/WBEs to perform commercially useful functions in the work bid. A MBE/WBE is performing a commercially useful function when it is responsible for the management and performance of a distinct element of the total work.

(d) Contractors are required to make good faith efforts to obtain MBE/WBE participation when so stipulated by bid specifications and/or contracts. If these efforts are unsuccessful, the contractor will submit a non-availability or refusal to participate and will request waiver of MBE/WBE participation.

(e) The contractor who is the successful bidder will attend pre-construction conferences with appropriate City representatives to review the project scope and the MBE/WBE utilization plan.

(f) The contractor who is the successful bidder must request a change order for any modification to the MBE/WBE plan. Change orders require Commission approval and are contingent on contractor documentation of MBE/WBE involvement in the change requested and documentation of cause for these changes.

6. Joint Venture Responsibilities

Definition of Joint Venture - A business arrangement in which two or more parties agree to pool their resources for the purpose of accomplishing a specific task. All parties agree to share in the profit and losses of the enterprise.

(a) All joint ventures between minority and non-minority contractors must meet the "joint venture" definition included in the policy.

(b) The use by MBE/WBEs or prime contractors of "minority fronts" or other fraudulent practices which subvert the true meaning and spirit of the Minority Business Enterprise Program, will not be tolerated and may result in termination of participation.

(c) A joint venture consisting of minority and non-minority business enterprise will be credited with MBE/WBE participation on the basis of the percentages of the dollar amount of the work to be performed by the MBE/WBEs.

(d) Contracts subject to this policy shall contain provisions stating that liquidated damages may be assessed against the general contractor and/or the MBE/WBE specifications in the contract(s). Such liquidated damage provisions shall be in a form approved by the Commission.

7. Fulfilling MBE/WBE Participation Requirements

For the purpose of this policy, a general contractor may utilize the services of a MBE/WBE subcontractor, manufacturer, and/or supplier in estimating and satisfying the scope of work, provided that written contract/agreement is executed between the general contractor and the subcontractor, manufacturer, and/or the supplier.

8. Payment

(1) Payment will be expedited by the City Commission within thirty (30) days upon completion and acceptance of the project. Special consideration may be given to hardship cases upon notification by MBEs/WBEs.

(2) The City will provide work progress payments to all business at the completion and subsequent acceptance by Commission representatives within various stages of a particular project.

9. Waiver of Bid Bond Requirements.

The Commission may, at its discretion, waive any of the requirements of this Section

when it is determined to be in the best interest of the City.

10. Bid List.

A bid list for the purpose of bid solicitations shall be maintained by the City. The list shall consist of firms that apply.

- (1) The City may remove firms from the bid list for any of the following reasons:
 - (a) consistent failure to respond to bid invitations (three (3) consecutive instances) within the last eighteen-month period; or
 - (b) failure to update the information in file including address, product or service description or business description.

- (2) The Commission may remove firms from the bid list for the following reasons:
 - (a) failure to perform according to contract provisions;
 - (b) conviction in a court of law of any criminal offense in connection with the conduct of business.
 - (c) clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals or the awarding of contracts.
 - (d) clear and convincing evidence that a vendor has attempted to give a Commission employee, officer or agent a gratuity of any kind for the purpose of influencing recommendation or decision in connection with any part of the City Commission purchasing activity;
 - (e) violation of circumvention of the Minority Business Enterprise Program; or
 - (f) other reasons deemed appropriate by the City Commission

- (3) This policy is consistent with the City's Purchasing Policy. Wherever conflicts may exist, the provision in this Purchasing Policy will prevail.

11. Reporting.

The Purchasing Officer or appropriate person will report, at least annually, to the Commission on the Status of the Minority Business Enterprise Program. Records will be maintained reflecting participation of local minority and women owned businesses and shall be reported.

12. Severability Clause.

Each separate provision of this program is deemed independent of all other provisions herein so that if any provision or provisions be declared invalid, all other provisions hereof shall remain valid and full force and effect.

DULY PASSED AND ADOPTED by the City Commission of the City of Bunnell, Florida at a regular meeting on this _____ day of _____, 2021.

CITY OF BUNNELL

Catherine D. Robinson, Mayor

Approved as to Legal Form

Vose Law Firm, City Attorney

SEAL:

ATTEST:

Kristen Bates, City Clerk



City of Bunnell, Florida

Agenda Item No. F.1.

Document Date: 8/27/2021 Amount:
Department: Infrastructure Account #:
Subject: Resolution 2021-12 Drinking Water Utility Asset Management and Fiscal Sustainability Plan
Agenda Section: Resolutions: (Legislative):
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
Resolution 2021-12	Resolution
Drinking Water AMFS Plan	Exhibit
Drinking Water AMFS Plan- Update #1	Exhibit

Summary/Highlights:

A condition of obtaining future State Revolving Funds (SRF) requires the implementation of an Asset Management and Fiscal Sustainability Plan (AMFS Plan) for the City's Utility System improvements.

Background:

Florida Rural Water Association (FRWA) has completed an AFMS Plan for the City's drinking water utilities. This is a "living" document to be continuously revised and updated. Completion of the AFMS Plan took months longer than usual due to COVID-19 building closures and limited staff schedules. Because of this, an update of improvements accomplished since the plan was completed is attached.

Staff Recommendation:

Adoption of Resolution 2021-12 Drinking Water Utility Asset Management and Fiscal Sustainability Plan.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.

RESOLUTION 2021-12

A RESOLUTION OF THE CITY OF BUNNELL FLORIDA, APPROVING THE CITY OF BUNNELL DRINKING WATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements; and

WHEREAS, as a condition of obtaining funding from the Florida Department of Environmental Protection State Revolving Fund (SRF), the City is required to implement an Asset Management and Fiscal Sustainability Plan (AMFS Plan) for the City's Utility System Improvements; and

WHEREAS, the City Commission of the City of Bunnell has determined that approval of the attached Drinking Water (Exhibit "A") AMFS Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City; and

WHEREAS, it is understood that the plan may change in accordance with the requirements of the project, and it is the express intent of the City Commission to delegate the authority to approve minor changes to the City Manager without further review by the City Commission

NOW, THEREFORE, BE IT RESOLVED by the City of Bunnell City Commission the following:

Section 1. That the Drinking Water Utility AMFS Plan, attached hereto and incorporated by reference, is hereby approved.

Section 2. That the City Manager and Infrastructure Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Wastewater AMFS Plan in accordance with applicable Florida law and Commission direction in order to obtain funding from the SRF. That the City Manager has the express authority to approve minor changes to the plan without further review or approval by the City Commission.

Section 3. That in accordance with the AMFS Plan, the City will evaluate existing rates annually to determine the need for any adjustments necessary to rates in

accordance with the recommendations in the AMFS Plan or in proportion to the City's needs as determined by the Commission in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

DULY PASSED AND ADOPTED by the City Commission of the City of Bunnell, Florida, at a regular meeting on this 13th day of September 2021.

City of Bunnell, Florida

Catherine D. Robinson, Mayor

Approved as to Form:

Vose Law Firm, City Attorney

Attest:

Kristen Bates, City Clerk

Seal:

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813

(850) 668-2746

December 4, 2020

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EMAIL
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WEBSITE
www.frwa.net

Mayor Catherine Robinson
City of Bunnell
P.O. Box 756
Bunnell, Florida 32110

Dear Mayor Robinson:

The Florida Rural Water Association (FRWA) is pleased to submit the first draft of the Water Systems Asset Management and Fiscal Sustainability (AMFS) plan to the City of Bunnell. FRWA prepared this Plan in partnership with the FDEP Safe Drinking Water State Revolving Fund (SDWSRF) Program to identify your system's most urgent and critical needs.

A City's water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your water fixed capital assets (e.g. water treatment plant, distribution system, hydrants and valves), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and water utility reinvestment. FRWA will be available to support the City of Bunnell's AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the City of Bunnell utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the City's AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,

Ron Nalley
FRWA Utility Asset Management Team

Copy: Tim Banks, CWSRF State Revolving Fund
Gary Williams, Florida Rural Water Association, Executive Director

City of Bunnell
System Asset Management and Fiscal Sustainability Plan



Prepared for:

City of Bunnell
PWS # 2180134

Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program





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Executive Summary

1. AMP Defined

An **Asset Management Plan** (AMP) is the systematic process of maintaining critical assets at the lowest life cycle cost within a predetermined desired level of service.

Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. While the level of service is determined by the utility consisting of its staff, customers, board members and regulators. Asset management is implemented through an asset management program and includes a written asset management plan.

2. Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Improving responses to emergencies.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

FRWA is committed to providing the City of Bunnell with an AMFS plan that will make the process more efficient.

3. State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

The plan must include each of the following:

- (a) Identification of all assets within the project sponsor's system;
- (b) An evaluation of the current age, condition, and anticipated useful life of each asset;
- (c) The current value of the assets;
- (d) The cost to operate and maintain all assets;
- (e) A capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life;
- (f) An analysis of funding needs;
- (g) An analysis of population growth and drinking water use projections, as applicable, for the sponsor's planning area, and a model, if applicable, for impact fees; commercial, industrial and residential rate structures;
- (h) The establishment of an adequate funding rate structure;
- (i) A threshold rate set to ensure the proper operation of the utility; if the sponsor transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility; and,
- (j) A plan to preserve the assets; renewal, replacement, and repair of the assets, as necessary; and a risk-benefit analysis to determine the optimum renewal or replacement time.

Rulemaking Authority 403.8532 FS. Law Implemented 403.8532 FS. History—New 4-7-98, Amended 8-10-98, 7-17-17.

4. AMP Development Stakeholders

The development of this AMFS plan involved the collective efforts of the City Management and Staff, the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and the Florida Rural Water Association (FRWA). Resources included Engineers (technical and financial), Certified Operators (operation and maintenance), Rate Sufficiency Analysts and utility staff with first-hand experience with the system.

5. Critical Assets and Priority Action List

The Table located on the following page contains a listing of the City of Bunnell's Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Please see Section 4 for a detailed description of the asset improvements listed below.

CITY OF BUNNELL CRITICAL ASSETS LIST				
Asset Name	Installed	Design Life	Condition	Cost of Failure
Well 5	1970	50	Failed	Moderate
Well 3	1967	50	Poor	Moderate
Well 7	2008	50	Poor	Moderate
Well 8	2010	50	Poor	Moderate
Backwash Pump 1	Unknown	20	Failed	Moderate
Backwash Pump 2	Unknown	20	Failed	Moderate
Other Pump 2	2013	20	Failed	Moderate
Backwash Pump Motor 1	Unknown	20	Failed	Moderate
Backwash Pump Motor 2	Unknown	20	Failed	Moderate
Other Pump Motor 2	2013	20	Failed	Moderate
Hydrant – Woodland Ave./Anderson St.	1985	50	Failed	Moderate
Hydrant – Howe St./Anderson St.	1965	50	Failed	Moderate
Hydrant – Moody Blvd./N. Pine St.	1965	50	Failed	Moderate
Hydrant – 705 Hymon Circle	1965	50	Failed	Moderate
Hydrant – N. Railroad St./E. Lambert St.	1965	50	Failed	Moderate
Hydrant – 1600 State Street Plaza	2017	50	Failed	Moderate
Hydrant – 2601 E. Moody Blvd. Rt. 100	2011	50	Failed	Moderate
Hydrant – Wadsworth Way/Woodland Ave.	1985	50	Poor	Moderate
Hydrant – Anderson St./Magnolia St.	1965	50	Poor	Moderate
Hydrant – Howe St./Lemon St.	1967	50	Poor	Moderate
Hydrant – Howe St./Orange St.	1965	50	Poor	Moderate
Hydrant – Anderson St./Lambert St.	1965	50	Poor	Moderate
Hydrant – Anderson St. near Ballfield	1965	50	Poor	Moderate
Hydrant – 809 Hymon Circle	1965	50	Poor	Moderate
Hydrant – 2000 Block Moody Blvd. Rt. 100	1998	50	Poor	Moderate
Water Valves – 273 valves	Various	30	Poor	Moderate
Hydrant Valves – 139 valves	Various	30	Poor	Moderate

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action Plan was developed to help the City prioritize action items and establish target dates for timely completion.

Asset Management and Fiscal Sustainability Plan

CITY OF BUNNELL PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	Board and City Manager
2. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost *	Board, City Manager, Staff and Public
3. Purchase, Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).	90 Days after Adoption	Equipment	Equipment - \$2,500 Annual Cost - \$240 + local provider charge Training – No Cost *	Infrastructure Director or Designee
4. Develop Valve Exercising and Replacement Program	Within 6 Months after Adoption	Planning	No Cost *	Infrastructure Director and Staff
5. Develop Hydrant Flushing and Maintenance Program	Within 6 months after Adoption	Planning	No Cost *	Infrastructure Director and Staff
6. Develop Operation and Maintenance Program and Procedures	Within 6 months after Adoption	Planning	No Cost *	Infrastructure Director and Staff
7. Repair/Replace Water Plant Components in Failed or Poor Condition (HSP and BWP's)	Within 1 Year after Adoption	Capital	\$78,000	Water Treatment Plant Staff
8. Develop Change Out/Repair and Replacement Program for Critical Assets	Within 1 Year after Adoption	Administrative	No Cost *	Infrastructure Director or Designee
9. Conduct Energy Audit	Within 1 Year after Adoption	Planning	No Cost *	Infrastructure Director or Designee
10. Explore Financial Assistance Options	On-going beginning in FY 2020-2021	Administrative	No Cost	City Manager, Finance Director and Infrastructure Director
11. Document Water Line Condition and Develop Replacement Strategy	On-going beginning FY 2020-2021	Planning	No Cost	Infrastructure Director and Staff
12. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct CAPEX and OPEX Projects	On-going beginning FY 2020 - 2021	Capital	Professional Service Cost based on Project Scope	City Manager and Infrastructure Director

Asset Management and Fiscal Sustainability Plan

CITY OF BUNNELL PRIORITY ACTION LIST				
Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
13. Well 4 Replacement	FY 2020-2021	Capital	\$160,000	Infrastructure Director or Designee
14. Reverse Osmosis Skids or Other Pre-Treatment Option at Wells 7 and 8	FY 2021-2022 FY 2022-2023	Engineering Capital	\$60,000 \$110,000	Infrastructure Director or Designee
15. Locate, Identify and Repair/Replace Hydrants and Hydrant Valves in Failed or Poor Condition	Failed Condition – FY 2021 and 2022 Poor Condition – FY 2022 and 2023	Capital	Hydrants – Total Cost \$60,500 Failed - \$30,500 Poor - \$11,200	Infrastructure Director and Staff
16. Well 3 Replacement	FY 2021-2022	Capital	\$160,000	Infrastructure Director or Designee
17. Locate, Assess and Repair/Replace Valves in Failed or Poor Condition	Failed Condition- FY 2021 and 2022 Poor Condition – FY 2022 and 2023	Capital	\$18,000 per year	Infrastructure Director and Staff
18. Well 5 Replacement	FY 2022 - 2023	Capital	\$160,000	Infrastructure Director or Designee
19. Meter Replacement Program	On-going beginning FY 2022 - 2023	Capital	Meters – Total Cost - \$183,700 \$9,200 annually	Infrastructure Director or Designee
20. Update Water System Mapping	On-going	Administrative	No Cost	Infrastructure Director or Designee
21. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary *	Infrastructure Director or Designee
22. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed	Annually	Planning	No Cost *	City Manager, Finance Director and Infrastructure Director
23. Revise AMFS Plan	Annually	Administrative	No Cost *	City Manager and Infrastructure Director

* As a member of the Florida Rural Water Association, FRWA is able to assist the City of Bunnell with this Service.

6. Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Preliminary Action Plan are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample AMFS Resolution for the City of Bunnell.
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.
3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of Water utility funding programs can be found at the following link:
<http://www.frwa.net/funding.html>.
 - a. FDEP-State Revolving Fund (SRF)
 - b. Regional Water Management District
 - c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
 - d. USDA Rural Development Direct Loan/Grant (USDA RD)
 - e. FDEO Rural Infrastructure Fund Grant (RIF)
 - f. Local Funding Initiative Requests
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).
6. Continue to build your asset management program by:
 - a. Collecting critical field data and attributes on any new or remaining assets;
 - b. Improving on processes which provide cost savings and improved service;
 - c. Implementing a checklist of routine maintenance measures;
 - d. Benchmarking critical processes annually;
 - e. Develop policies that will support funding improvements;
 - f. Develop manuals, SOPs and guidelines for critical processes;
 - g. Identify responsible persons or groups to implement processes to protect critical assets;
 - h. Attend asset management training annually.

1. Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan for all funded assets to promote the utility system's long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

- A. Be adopted by Resolution or Ordinance;
- B. Have written procedures in place to implement the plan;
- C. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system;
2. An evaluation of the utility system assets' current:
 - a. Age
 - b. Condition
 - c. Anticipated useful life of each asset
3. Current value of utility system assets;
4. Operation and maintenance cost of all utility system assets;
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life;
6. An analysis of funding needs;
7. The establishment of an adequate funding rate structure;
8. An asset preservation plan:
 - a. Renewal
 - b. Replacement
 - c. Repair
 - d. A risk-benefit analysis to determine optimum renewal or replacement timing
9. An analysis of population growth and water treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures; and

10. A threshold rate set to ensure proper water system operation and maintenance; if the potential exists for the project sponsor to transfer any of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

- a. Asset maintenance, repair, or replacement cost
- b. Accurate and timely capital improvement project budgeting
- c. Forecasting near and long-term capital improvement needs
- d. Whether the system is equipped for projected growth
- e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the City of Bunnell in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist the City of Bunnell with conducting a basic inventory and condition assessment of its current assets. It is expected that the City will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder/tickler can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document.** It is recommended that the City conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.

2. Asset Management Plan

2.1 Components of Asset Management

Asset Management can be described as ‘a process for maintaining a desired level of customer service at the best appropriate cost’. Within that statement, ‘a desired level of service’ is simply what the utility wants their assets to provide. ‘Best appropriate cost’ is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility’s assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system’s future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility’s future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility’s assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility’s Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset’s Minimum Life Cycle Cost strategies?
5. What is the utility’s long term financial strategy?

2.2 Why is Asset Management So Important?

There are many benefits when an Asset Management Plan is adopted and adhered to. These include:

- Better operational decisions
- Improved emergency response
- Greater ability to plan and pay for future repairs and replacements
- Increased knowledge of asset locations
- Increased knowledge of which assets are critical to the utility and which are not
- More efficient operation
- Better communication with customers

- Rates based on sound operational information
- Increased acceptance of rates
- Capital improvement projects that meet the true needs of the system

2.3 Implementation

In developing this plan, FRWA has collected information on most of the water system assets. The information has been entered into Diamond Maps, a cloud based geographical information system (GIS). FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps will cost \$19 per month for a single license, or as many licenses as necessary at the rates listed in the following table.

The software is easy to use, as it is set up for small communities and for water/wastewater systems. Since the City of Bunnell has around 1,837 customers, the cost would be close to \$45/month for unlimited users.

Meter Count	Unlimited Use Subscription
250	\$15/month
500	\$20/month
1000	\$30/month
2000	\$45/month
3000	\$60/month
4000	\$75/month
5000	\$90/month
10,000	\$165/month

There is no obligation to continue this service if City of Bunnell desires to purchase alternative software. Diamond Maps can be explored at <http://diamondmaps.com>. If the City decides to use Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the City's account.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders, and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

FRWA staff has entered a preliminary model into RevPlan to help the utility get started. The assets collected along with financial information provided by the system were entered to create the model. Each year (or as projects come about) the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in the financial section of the plan.

2.4 Level of Service (LOS)

As a provider of water services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. There are four key elements regarding LOS:

1. Provide safe and reliable water service while meeting regulatory requirements;
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning;
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement; and,
4. Ensure long-term system resilience and sustainability.

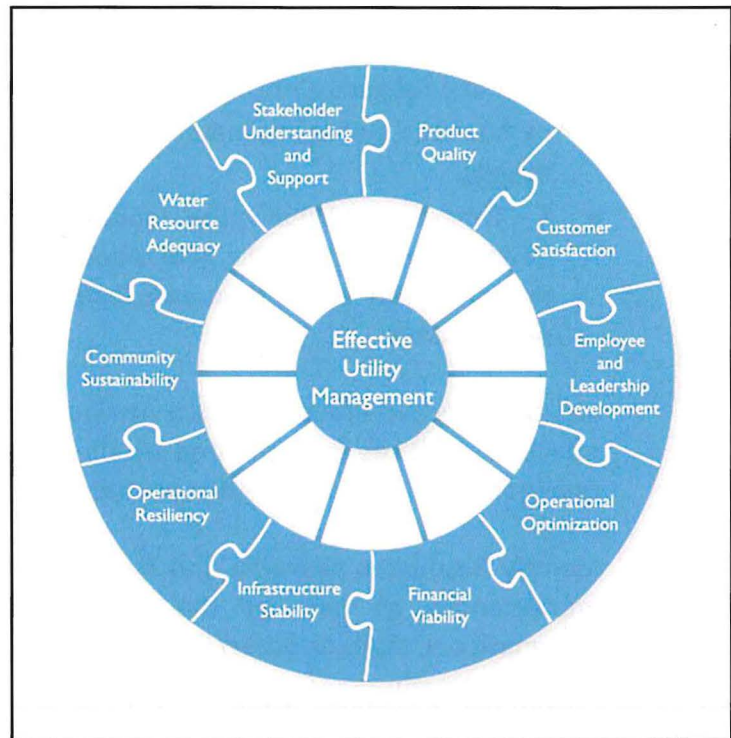
Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

In 2008, a unique coalition representing the “Collaborating Organizations,” which include the U.S. Environmental Protection Agency and a growing number of major water sector associations, supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the “problem of the day.”

The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for water sector utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance.

Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization’s strategic objectives and the needs of the community it serves.

The Attributes are not presented in a particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.



To begin, the utility will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility’s vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others). Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. Set Near- and Long-term Goals: Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be “SMART.”

- **S – Specific:** What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.
 - **M – Measurable:** Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved
 - **A – Assignable and Attainable:** Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero water outages is great, but unrealistic. A better choice might be to set a goal that states no outage will exceed six hours.
 - **R – Realistic:** Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.
 - **T – Time-Based:** What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.
2. **Identify Effective Practices:** Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.
 3. **Identify Resources Available and Resources Needed:** For each practice/activity to be implemented as part of the improvement plan, identify resources (financial, informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.
 4. **Identify Challenges:** For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.
 5. **Assign Roles and Responsibilities:** For each improvement action, identify roles and responsibilities for bringing the implementation to completion.
 6. **Define a Timeline:** Establish start date, milestones, and a completion target for each activity/improvement action.
 7. **Establish Measures:** Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at www.WaterEUM.org.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included as Level of Service goals. The LOS items for the City of Bunnell must be specific to the system and ideally, conveyed to the utility’s customers via a ‘Level of Service Agreement’. This document demonstrates the utility’s accountability in meeting the customer’s needs and its commitment to do so.

Bunnell Drinking Water (DW) Level of Service Goals			
Attribute and Service Area	Goal	Performance Targets	Timeframe/ Reporting
Service Delivery - Health, Safety and Security	Reduce "down time" for water outages and reduce the number and duration of Boil Water Notices	Provide water distribution employees with training necessary to be proactive in water system maintenance and to rapidly and efficiently make emergency water system repairs.	Bi-annual report to Board
Infrastructure Stability - Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance weekly schedule for equipment and water system components (including valve exercising) and complete all preventative maintenance tasks as scheduled.	Weekly report to Director/Monthly report to Board
Infrastructure Stability - Asset Preservation and Condition	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to Director/Monthly report to Board
Infrastructure Stability - Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Annual report to Director/Annual Report to Board
Financial Viability - Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Director/Annual report to Board
Financial Viability - Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to Director/ Board
Financial Viability - Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Bi Annual report to Director/Annual report to Board
Infrastructure Stability - Conservation, Compliance, Enhancement	Improve reliability of water distribution through the distribution system	Annual evaluation of the water distribution system, including piping, valves, and fire hydrants. Develop a long range plan for replacements and improvements with timelines and funding options.	Annual report to Director/Bi-Annual report to Board

2.5 Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

3. System Description

3.1 Overview

The City of Bunnell is located in Flagler County, Florida. The Town of Bunnell was officially incorporated as a town in 1911, but its history as a community starts back in the 1880s. As with many other communities in Florida, Bunnell owes its start, in part, to the railroad industry. Alvah Bunnell established a cypress shingle mill and promised to supply the fledgling rail business with wood for its wood burning locomotives. Bunnell Stop was the name identified on the earliest rail route. By 1900, Isaac I. Moody and others had developed a flourishing turpentine business in the Bunnell area. Isaac I. Moody, J.R. Sloan, and James Frank "Major" Lambert formed the Bunnell Development Company in 1909. With that came the formation of Bunnell's roots. The Town of Bunnell was platted, lots and property sold quickly, and new residents began to move in. The first permanent house was built by the Bunnell Development Company for James Frank "Major" Lambert in 1909. The first church (First United Methodist Church) was constructed in 1909 and the Bunnell State Bank opened in 1910. Records from the Bunnell Home Builder, an early periodical for the town, reported that the farms around Bunnell were small but successful in raising sugar cane, corn, sweet potatoes, cucumbers, and hay. Some refer to this farming lifestyle as the Florida Cracker Culture, which is exemplified by Florida's early agricultural roots. Many Floridians refer to the Cracker Culture with pride and gratitude for a livelihood that was based on family, farm, and community. These are all at the root of this unique community.

According to the 2018 American Community Survey, there were 2,675 people residing in approximately 1,259 households in the City. The average household size was 2.43 and the average family size was 3.45. The median income in the City was \$23,059. The City of Bunnell is experiencing growth and an increased demand on the utility system. It is now estimated that the current population is just over 3,500.

The Drinking Water system currently is comprised of 1,837 metered connections to the City’s water supply. The water is supplied from five wells located at the water plant at 1605 East Moody Boulevard in Bunnell FL, 32110. The system’s designed plant capacity is 999,000 GPD. The total storage capacity is 791,600 gallons with the use of two ground storage tanks, one elevated tank, one clearwell tank and an aerator/gst tank.

Water Treatment is achieved by the use of the following processes: Aeration, Filtration, Chloramination, Corrosion Control, and MIEX. In 2015, the Bunnell water treatment facility featured the first-ever municipal application of the Orica MICo (MIEX® Co-removal) ion exchange process, and was designed, permitted and constructed to remove both organics and hardness with cationic and anionic resins in a common reactor vessel. The Ion Exchange Water Treatment Plant was named by the Florida Chapter of APWA as the 2016 Project of the Year in the environmental projects under \$5 million category.

3.2 Form of Government

The City Council is composed of a Mayor and four Council members who are elected. The City Council is the legislative body of the City with the power to adopt ordinances, resolutions and regulations. The Mayor is elected by the voters of the City at large and holds office for a term of three years. The Mayor is recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of serving civil process.

The City Manager serves at the pleasure of the City Council as the administrative head of the City government with the power to manage City affairs, including the power of appointment and removal of officers and employees of the City.

3.2.1 City Government and Management

City of Bunnell	
Catherine Robinson	Mayor
John R. Rogers	Vice Mayor
Bob Barnes	City Commissioner
Tina Marie Schultz	City Commissioner
Tonya Gordon	City Commissioner
Dr. Alvin B. Jackson Jr.	City Manager

3.2.2 City Water and Wastewater Staff

The success of the City of Bunnell Utilities Department results from the partnerships among its divisions and the diverse skills and unselfish contributions of their respective staffs. The Utilities Department has three divisions: Water Treatment Plant, Wastewater Treatment Plant, Collections and Distribution. The City of Bunnell Utilities are staffed by 11 fulltime employees and managed by the Infrastructure Director. FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Department
Dustin Vost	Infrastructure Director
Mary Anne Atwood	Project Manager
Morris Long	Wastewater Collections
Randy Strickland	Wastewater Treatment Plant
Manny Portela	Water Distribution
Jason Palmer	Water Treatment Plant

3.3 System Components

The City's water is supplied from five wells located at the Water Treatment Plant (WTP). The Treatment Plant has a design capacity of .999 MGD but an average daily demand of .257 MGD and a maximum daily demand of .473 MGD (2017 sanitary survey). Storage components for water equal .792 MGD. These include the following:

Name	Capacity	Material
Ground Storage Tank 1	350,000 Gallons	Concrete
Ground Storage Tank 2	350,000 Gallons	Concrete
Elevated Tank	75,000 Gallons	Steel
Aerator/GST Tank	11,600 Gallons	Steel
Clearwell Tank	5,000 Gallons	Concrete

According to the most recent sanitary survey, the ground storage tanks and aerator tank are not considered finished water tanks and therefore not required to be inspected every five years. Despite this, the City has each of the tanks inspected regularly. The elevated storage tank was inspected and rehabilitation began on July 13, 2020.

The distribution system was installed in the mid 1960’s and is comprised of primarily Cast Iron Pipe, Galvanized Pipe and Polyvinyl Chloride (PVC) Pipe. The piping sizes range from two inches to ten inches used in the transmission of the finished water.

Disinfection and the treatment process is achieved through Aeration, Filtration, Chloramination, Corrosion Control, and MIEX.

According to the last sanitary survey (July, 2020) and the last consumer confidence report, water quality and plant equipment were both satisfactory and met all standards.

3.4 Number of Connections and Average Use

The City has 1,837 metered connections which include:

Category	# of Meters	Average Monthly Use
Residential – Inside City	1,262	3,843,000 Gallons
Residential – Outside City	4	15,800 Gallons
Commercial – Inside City	505	2,277,000 Gallons
Commercial – Outside City	3	30,000 Gallons
Schools	6	108,000 Gallons
Government	57	800,000 Gallons

4. Current Asset Conditions

4.1 Assets Critical to Sustained Performance

The City's water utility is composed of *critical infrastructure*. The utility provides essential services for the community. Proper provision of these services protect the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the City is responsible for meeting these requirements.

Every water and wastewater system is made up of assets. Some you can see, while some you cannot. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, and buildings. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with more frequent and costly repairs. Failed or failing equipment can cause inadequate treatment, customer complaints, damage to private property, negative environmental impacts, permit violations, and regulatory fines.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility.

Factors that contribute to asset failure are numerous and include age, environment (e.g. weather, corrosive environments), excessive use and improper or inadequate maintenance.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources.

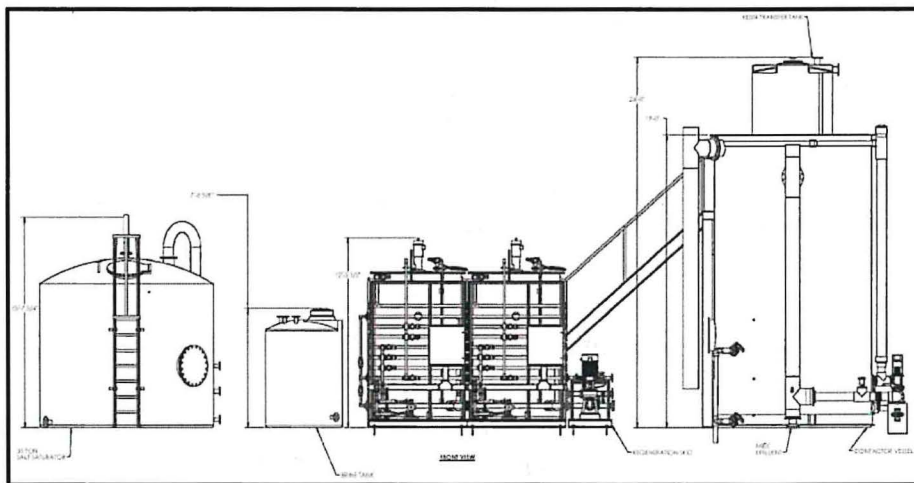
Implementing a Computerized Maintenance Management System (CMMS) will ensure the City's assets last longer, perform better, and provide more reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders should be created and scheduled to ensure that work is assigned and completed. Tracking and recording maintenance tasks encourages accountability of staff assigned to maintain the equipment. Diamond Maps can

do this for you and is included with an active account. FRWA staff can assist the City in creating these schedules as well as provide training in Diamond Maps.

4.2 Current Needs

4.2.1 Water Production Facilities

The water treatment plant is in overall good to average condition with no major deficiencies noted on the last inspection. Previous tank inspections also concluded that there were no major issues with the current tanks associated with the water treatment facility.



During the assessment of the plant assets the items that were found to be in poor or failed condition were those that were no longer in service, were abandoned or dealt directly with the wells:

Asset Name	Condition	Reported Issue
Well 5	Failed	Water Quality
Well 3	Poor	Loss of Flow
Well 7	Poor	Water Quality
Well 8	Poor	Water Quality
Backwash 1 Motor and Pump	Failed	No Longer in Service
Backwash 2 Motor and Pump	Failed	No Longer in Service
Other Pump 2 and Motor	Failed	Permanently Offline

Water quality had long been a major issue for the City of Bunnell. In 2015, Bunnell constructed a state of the art water treatment facility featuring the first-ever municipal application of the Orica MICO (MIEX® Co-removal) ion exchange process, which was designed, permitted and constructed to remove both organics and hardness with cationic and anionic resins in a common reactor vessel. The process brought the city into compliance with state regulations regarding total trihalomethane (TTHM) maximum contaminant levels (MCL), produced softer

water that prolongs appliance and plumbing fixture life, addressed customer water-quality concerns, maximized the amount of source water for potable use, and is projected to meet the finished water demands of the city through 2030. The Ion Exchange Water Treatment Plant was named by the Florida Chapter of APWA as the 2016 Project of the Year in the environmental projects under \$5 million category.

The assets at the water treatment plant are generally in good to average condition. One high service pump is currently out of service and needs to be repaired. Backwash pumps 1 and 2 are both out of service, leaving the plant with no redundancy. There are also no head loss gauges on the filters, so the plant currently backwashes their filters every 48 hours. Therefore, if backwash pump 3 has an issue, the plant will be unable to backwash their filters. A potential loss of backwash pump 3 would require repairs within a short time frame with the possibility of delays in getting parts or having the labor to make the repairs. At least one pump needs to be repaired to prevent such problems. Otherwise, regular maintenance and upkeep of the remaining equipment at the plant will ensure a long life before the need for replacement. The sanitary survey completed in July 2020 seemed to confirm this assessment and the other few deficiencies noted in the sanitary survey have already been corrected.

The well components, likewise, seem to be in average condition and the pumps and motors appear to be maintained regularly. System personnel confirm, however, that there are several issues with various wells that need to be addressed. Wells 7 and 8 have very poor water quality due to high total dissolved solids (TDS) and high conductivity. The City of Bunnell has already made plans to resolve this issue through the addition of reverse osmosis (R/O) skids at both of these wells. Well 5 is currently out of service and needs to be rebuilt. When it is rebuilt, it does need a well vent installed. Well 3 also needs rehabilitation due to loss of flow. It was also noted in the sanitary survey that it is less than 12" above grade, so the City will want to correct this when the well is rehabbed. Well 4 is due for rehabilitation this year as well. When work is done to these wells, it is recommended that the City have the wells inspected via camera to determine if there are any additional problems within the well such as holes or rust in the well casing. Capacity of the wells is currently sufficient for the needs of the utility, however the area is experiencing growth and the City will want to closely monitor demand and permitted capacity. If withdrawal begins to reach permitted capacity, the City may want to look at adding additional wells.

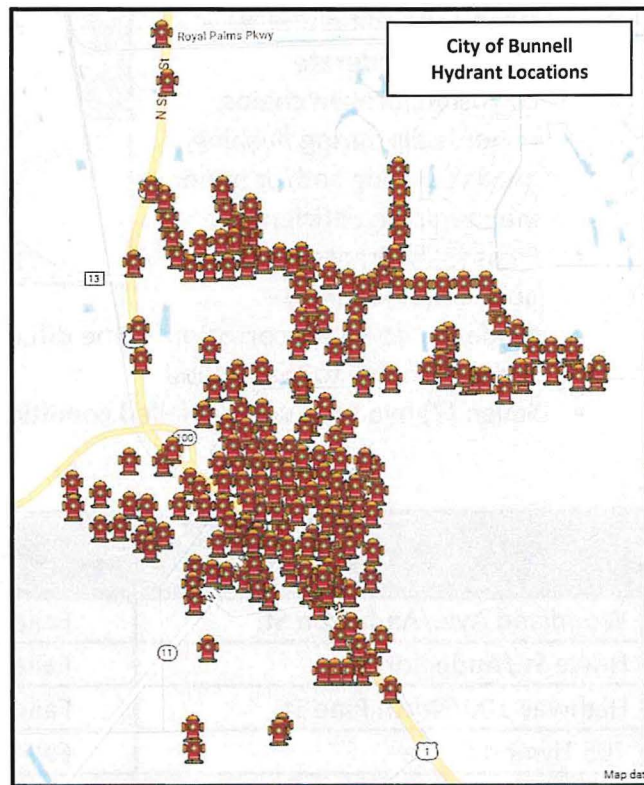
The storage tanks are all regularly inspected and appear in good physical condition. Although FDEP does not require a 5 year inspection for the two ground storage tanks, the system still has them inspected and no issues have been noted. The elevated tank and aerator tank were inspected in July 2020 and while no significant problems were reported, two deficiencies were noted: 1) biogrowth on the aerator and 2) inspections not completed within 5 years. Of those, the one to note is the biogrowth in the aerator. Although it has been corrected at this time, biogrowth has a tendency to reoccur and can result in water quality issues in the system such as THMs and HAA5s. Establishing a contract with a storage tank cleaning company will ensure that tanks are inspected within the correct time frame.

- **Estimated cost to replace/repair the High Service Pump: \$ 34,000**
- **Estimated cost to repair/replace Backwash Pumps 1 and 2: \$44,000**
- **Estimated cost for addition of Reverse Osmosis skids at Wells 7 and 8: \$170,000**
- **Estimated cost for repairs at wells 3, 4, and 5: \$480,000**

4.2.2 Hydrants and Hydrant Valves

FRWA assessed all of the known 216 fire hydrants. Most all the hydrants assessed were in good working order and did not require any need for repairs. Routine maintenance items like painting, replacing nozzle gaskets, repairing chains, and lubricating operating nuts and threads were the only deficiencies that were noticed.

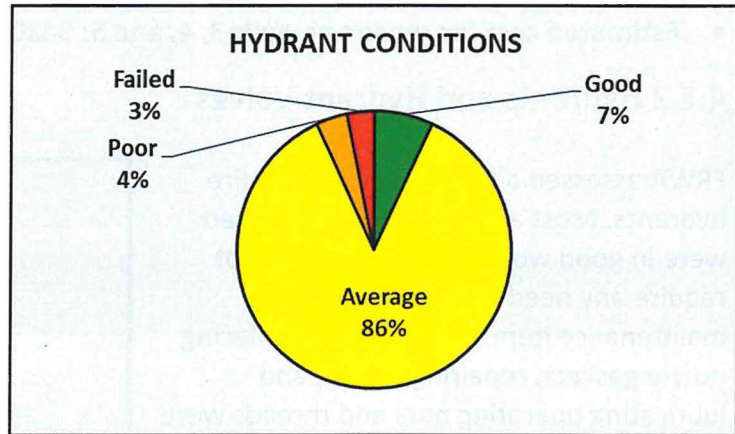
A majority of the fire hydrants were installed since 1985 and have an expected life cycle of 50 years or more with proper routine maintenance and exercising. The fire hydrants serve as a critical tool for firefighting and flushing water from dead-end lines. The hydrants should be inspected and exercised at least annually. The flow should be measured and recorded for each hydrant. Records of the flows and dates assessed and exercised can then be updated into Diamond Maps to create a historic data base and a good record of work that has been or needs to be done. The work order feature in Diamond Maps may be utilized for the task of creating a hydrant maintenance and exercising program.



It was also noted that approximately 60 of these hydrants, mostly found in the older residential neighborhoods, were installed prior to 1980 and have no hydrant valve. As these will be nearing the end of their useful life over the next ten years, the City should begin an annual hydrant replacement program of the most critical hydrants along with the installation of hydrant valves.

During the course of the assessment, FRWA assessed 216 hydrants. Of these:

- Fifteen (15) hydrants were in good condition (7%).
- One Hundred Eighty Eight (186) hydrants were in average condition (86%) – Minor to moderate corrosion, broken chains, minor leaks during flushing, needs painting and/or minor maintenance deficiencies.
- Eight (8) hydrants were in poor condition (4%) – Moderate to heavy corrosion, some difficulty turning, leaking before flushing, damaged, and/or too low to the ground.
- Seven (7) hydrants were in failed condition (3%) – All outlets or operating nut seized.



Location	Condition	Reported Issue
Woodland Ave./Anderson St.	Failed	Unable to Operate - Seized
Howe St./Anderson St.	Failed	Unable to Open Nozzles
Highway 100/North Pine St.	Failed	Unable to Operate - Seized
705 Hymon Circle	Failed	Bagged – Not in Use
Railroad St./Lambert St.	Failed	Unable to Operate - Seized
1600 State Street Plaza	Failed	Unable to Operate
2601 East Moody Blvd. Rt. 100	Failed	Unable to Operate - Seized
Wadsworth Way/Woodland Ave.	Poor	Leaning Greater than 35 Degrees
Anderson St./Magnolia St.	Poor	Does not Meet Clearance Requirement
Howe St./Lemon St.	Poor	Does not Meet Clearance Requirement
Howe St./Orange St.	Poor	Does not Meet Clearance Requirement
Anderson St./Lambert St.	Poor	Does not Meet Clearance Requirement
Anderson St. near Ballfield	Poor	Side Hose Connections Seized
809 Hymon Circle	Poor	Does not Meet Clearance Requirement
2000 Block East Moody Blvd. Rt. 100	Poor	Unable to Operate – Wasp Nest

Poor condition hydrants need to be serviced, repaired or replaced within two years. Failed hydrants should be replaced immediately for fire prevention capabilities as well as system flushing. A minimum of \$3,500 should be budgeted for each hydrant and an additional \$1,200

for hydrants without valves. This amount at a minimum should be budgeted for hydrant replacements until all hydrants have been repaired or replaced that are in a failed or poor condition. Poor condition hydrants need to be evaluated and repaired as needed. In some instances, the repair may be as simple as adding grease, while other repairs may include rebuilding or raising the hydrant. A minimum of \$500 should be placed aside for repair of each hydrant rated as poor.

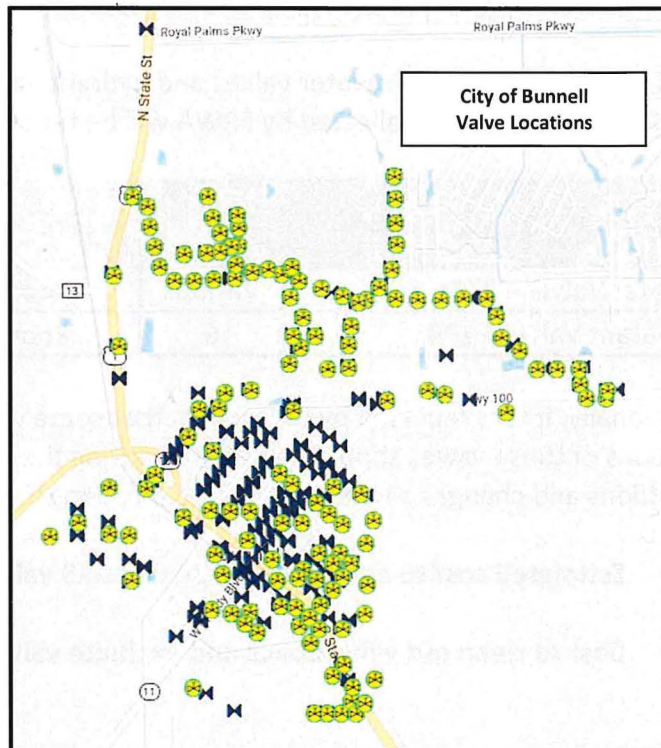
For future assessments of the hydrants, a flow test should be performed annually and a report should be presented to the City with the findings. Typically, this is done by the local or county fire departments. Having the hydrants flow tested is a crucial piece of information needed for fire protection. Simply flowing the hydrant is not the same a flow test. A special meter must be used to accurately measure the flow and gallons per minute (gpm) for each hydrant.

It is recommended that the City replace the failed hydrants in the first year, repair the poor condition hydrants in year two and begin an annual hydrant replacement program.

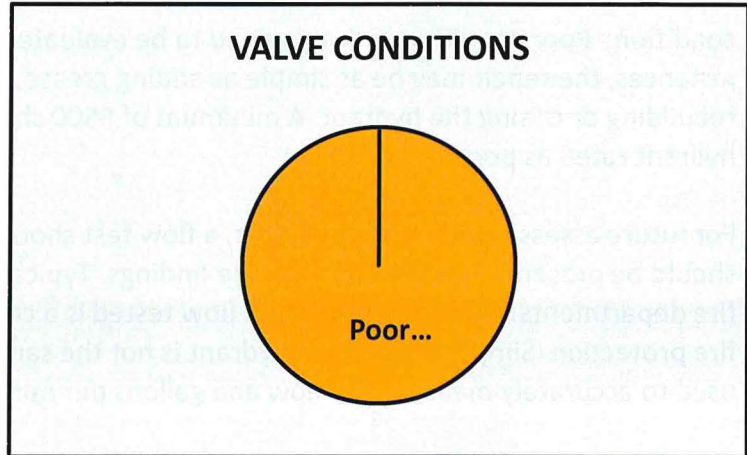
- **Estimated total cost to replace/repair hydrants throughout system and begin an annual replacement program: \$60,500**
 - **Estimated cost to replace 7 failed condition hydrants: \$24,500.**
 - **Estimated cost to install hydrant valves for failed condition hydrants: \$6,000.**
 - **Estimated cost to repair 6 poor condition hydrants: \$4,000.**
 - **Estimated cost to install hydrant valves for poor condition hydrants: \$7,200.**
 - **Estimated cost to replace annually 4 hydrants and install 4 valves: \$18,800**

4.2.3 Water Valves

Water Valves and Hydrant Valves were collected by FRWA. At the request of the City of Bunnell, FRWA did not assess the valves due to the concern that “the valves are old and tend to break...and are only to be turned in an emergency.” Prior to the City’s request, approximately 25 valves were assessed. Of those valves exercised, most were in average condition. A full exercising of the valves will allow the system to determine which are able to be turned without worry. This will allow the utility to repair mains more quickly and without disrupting service to its customers.



Based on the request from the system, the remaining valves are all rated in poor condition. FDEP requires a valve exercising program be administered where all valves are turned at least once a year. Doing this will not only extend the life span of the valves but will help ensure that they are operational in the time of need. As the City begins exercising, repairing and replacing valves, the ratings can be updated in Diamond Maps. Notating in



Diamond Maps valves that are not operational and those that require repairs or replacement is useful information when they are used during emergencies and flushing programs.

Water valves used for the isolation of water are a crucial asset when dealing with water line breaks and to help direct flushing of clean water to a certain point or side of the system. These valves have a life span of 30 years or more and can continue to remain operational after that with proper exercising. During exercising, valves can be assessed or evaluated by closing off valves and checking flows at hydrants and other flush points. Some valves are required to be turned up and down multiple times if not exercised, to properly operate. While exercising valves, it is good practice to have a flush point open if possible (hydrant or other flushing device fitting) to help wash out the buildup and deposits that form inside the seat of the valve.

Until an assessment of the water valves and hydrant valves is completed, the 273 water valves and 139 hydrant valves collected by FRWA will be reported in poor condition.

Location	Size	Condition	Reported Issue
Water Valves - 273	Various	Poor	Unable to Assess
Hydrant Valves - 139	6	Poor	Unable to Assess

Additionally, it was reported by the system that some valves may be completely buried. The GIS locations of these valves should be updated during the implementation phase to reflect current conditions and changes should be made to locations if they are found to be inaccurate.

- **Estimated cost to annually replace up to 15 valves throughout system: \$18,000**
- **Cost to clean out valve boxes and evaluate valves: Free if done by system**

4.2.4 Water Meters

The City currently has and maintains 1,837 water meters throughout the City for residential and commercial use. Radio read meters were installed in 2018-2019, however it is unclear to FRWA if the actual meters were replaced at the same time. The guidelines for meter replacement varies from different manufactures but industry standards are set at replacement being done every 20 years or 1,000,000 gallons. Older meters slow down over time and lead to higher numbers of unaccounted for water and lost revenue. If the meters were not replaced at the same time the radio read components were installed, it is recommended that the City begin putting funds aside to replace approximately five percent (5%) of the meters annually.

- **Estimated cost to replace all meters throughout the system (approximately 1,837 customers @ \$100 per meter): \$183,700**
- **Estimated cost to replace a proportionate number of meters annually (approximately 92 meters @ \$100 per meter): \$9,200**

The numbers above are an illustration from a system that has went through a meter replacement project recently and incorporated newer technology that lets the system obtain meter readings remotely. The actual cost will vary by the vendor and technology that is chosen to best fit the City's needs.

Water meters should be considered a critical component of the City's revenue stream. Inaccurate meters can cost a City thousands of dollars over time. Therefore, making sure that meters are working properly, and replacing old and broken meters annually, is an industry standard and best management practice. Regular testing of large commercial/industrial meters (two inches and above) or meters installed at high use locations is also recommended. Meters testing below AWWA standards should be repaired or replaced ensuring accuracy and preventing lost revenue.

4.2.5 Distribution System

The water distribution system was initially installed in the mid 1960's and is in average condition. It is comprised of primarily Cast Iron Pipe, Galvanized Pipe and Polyvinyl Chloride (PVC) Pipe ranging from two inches (2") to ten inches (10"). At the request of the City of Bunnell, FRWA did not assess the valves due to the concern that "the valves are old and tend to break...and are only to be turned in an emergency." Based on this, the valves are all rated in poor condition. It is vital that the City begin to exercise and assess these valves to determine which valves require replacement.

Although there have been numerous repairs, replacements and additions to the distribution system since it was installed, large portions of the system seem to be original. As these lines begin to approach the end of their useful lives, many will begin to deteriorate making full repairs difficult. The combination of main breaks and system leaks have caused the City to experience

higher than expected water loss. As with most systems, water loss can be a significant portion of the water produced by a utility. The most commonly accepted maximum water loss is fifteen percent (15%) of water produced, with accepted ranges from seven and a half percent (7.5%) to twenty five percent (25%). While an assessment of the distribution piping was not conducted during this phase, the City should keep close records of the work conducted on the mains. This should include pictures of the interior of pipes, coupons when new taps are installed, and work orders of all service and main repairs. By compiling this data over the next few years, the City will be able to determine which areas of the distribution system need further evaluation and which may need replacement. This documentation can be compiled through the use of the work order component of Diamond Maps. The replacement of failing lines and older meters will help improve the City's water loss.

Regular maintenance, collecting coupons and documenting water main breaks and water quality complaints is a good way to monitor the existing conditions of the piping, as it is often difficult to adequately assess. This documentation will provide the City a good starting point on developing a replacement strategy for some of the older or problematic water mains. Issues like lead service line connections or lead poured joints are a common occurrence with older water mains and should be removed from service, as well as any asbestos pipe which also contain health risks.

Other than the immediate recommendation for a valve replacement program found in Section 4.2.3, the City should continue with its regular operational maintenance program, and the upgrades/replacement of specific lines identified in the Capital Improvement Plan.

5. Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency/reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history. All assets have a certain risk associated with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. This maintenance strategy should be revisited annually.

Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities.
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies.

5.1 Staff Training

Utility maintenance is quite unique. It can involve one or a combination of water system repairs, customer service issues, troubleshooting and repair, pump and motor repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that the City initiate or enhance their training program for its employees. In addition to technical training, safety training is also necessary. Treatment Plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, and confined space entry are just a few of the topics that could benefit the City and its staff.

FRWA personnel can provide some of the training needed by City of Bunnell staff members. Training services that we offer to members are listed on our website <http://www.frwa.net/> under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

5.2 Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level.
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.
3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements.
4. Performing the base level of preventative maintenance as defined in equipment owner's manuals.

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased two to three times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate

funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

Table 5.A is a sample O&M Program for this system and is based on best management practices, manufacturers’ recommended service intervals, staff experience, and other sources. *This schedule is only an example.* The true schedule must be created by City of Bunnell staff, based on their historical knowledge and information gleaned from the O&M Manuals and other sources.

Table 5.A: Sample O&M Program

Task Name	Frequency	Task Name	Frequency
Visually Inspect Plant Site for Damage or Tampering	Per Visit	Respond to any complaints	As they occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they occur
Calibrate all meters and necessary equipment	Per Visit	Inspect CL2 system and alarms	Every six months
Check plant as per DEP requirements	Per Visit	Perform P/M on pumps and motors	Manufacturer recommendation
Complete all log work	Per Visit	Perform P/M on plant and safety equip.	Manufacturer recommendation
Collect all samples	As required by Permit	Inspect storage tank	Annually
Perform general housekeeping on grounds and building.	Weekly	Calibrate meter and backflows	Annually
Exercise Generator	Monthly	Exercise hydrants and valves	Annually
Confirm submittal of monthly reports	Monthly	Update FSAMP	Annually

Diamond Maps can be used to schedule maintenance tasks. Recurring items (e.g. annual flow meter calibrations) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature. Table 5.B is a sample of work orders that are specific to the City of Bunnell.

Table 5.B: Sample Work Orders – Diamond Maps

WO#	Status	Description	Type	Date Started	Date Completed	Date Planned	Recurring
W1001	Planned	Repair/rehabilitate well 3	Basic Work Order			8/31/2020	
W1002	Planned	Repair/rehabilitate well 4	Basic Work Order			8/31/2020	
W1003	Planned	Rebuilt well 5	Basic Work Order			8/31/2020	
RECUR1005	Planned	Inspect aerator for biogrowth and clean accordingly	Basic Work Order				Monthly 15
W1006	Planned	Repair/replace backwash pump 1	Basic Work Order			8/31/2020	
W1007	Planned	repair/replace backwash pump 2	Basic Work Order			8/31/2020	
W1008	Planned	Repair/replace HSP 2	Basic Work Order			8/31/2020	
RECUR1010	Planned	Yearly influent flow meter calibration	Basic Work Order				Yearly 6/1
RECUR1011	Planned	Yearly effluent flow meter calibration	Basic Work Order				Yearly 6/1
RECUR1012	Planned	Run generator on load	Basic Work Order				Monthly 15
W1013	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1014	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1015	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1016	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1017	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1018	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1019	Planned	Replace failed hydrant	Basic Work Order			8/31/2020	
W1020	Planned	Straighten hydrant and repair as needed	Basic Work Order			8/31/2020	
W1021	Planned	Raise hydrant above 18" industry standard	Basic Work Order			8/31/2020	
W1022	Planned	Raise hydrant above 18" industry standard	Basic Work Order			8/31/2020	
W1023	Planned	Raise hydrant above 18" industry standard	Basic Work Order			8/31/2020	
W1024	Planned	Raise hydrant above 18" industry standard	Basic Work Order			8/31/2020	
W1025	Planned	Repair side outlets or replace hydrant as needed	Basic Work Order			8/31/2020	
W1026	Planned	Raise hydrant above 18" industry standard	Basic Work Order			8/31/2020	
W1027	Planned	Clear wasp nest and exercise hydrant to assess	Basic Work Order			8/31/2020	
W1028	Planned	Replace failed valve	Basic Work Order			8/31/2020	
W1029	Planned	Locate valve under sod and uncover. Exercise and evaluate	Basic Work Order			8/31/2020	
W1030	Planned	Reset box due to erosion	Basic Work Order			8/31/2020	
W1031	Planned	Remove asphalt from lid and exercise/evaluate valve	Basic Work Order			8/31/2020	
W1032	Planned	Reset valve box	Basic Work Order			8/31/2020	
W1033	Planned	Lid stuck, free lid and exercise/evaluate valve	Basic Work Order			8/31/2020	
W1034	Planned	Uncover valve in flower bed, exercise and evaluate	Basic Work Order			8/31/2020	

Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently and prolong the life of critical equipment.

5.3 Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as a main break at the treatment plant causing a water disruption. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules and increase proactive maintenance schedules.

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can "see" loose or corroded connections that would be invisible to the naked eye. This allows the utility to "predict" and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this FSAMP plan or any DEP-approved AMP, the FRWA Utility Asset Management (UAM) team intends to upload the City of Bunnell's asset data definition file into "Diamond Maps", described in [Section 2.3](#), and will populate the field data. The appropriate City personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

6. Capital Improvement Plan

A Capital Improvement Plan is a multi-year financial planning tool that looks into the future to forecast the City's asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (e.g. distribution main repair or hydrant replacement).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account. Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes.

In March of 2020, the City adopted a Master Utility Plan. The primary objective of the Master Plan is to identify and prioritize the necessary capital improvement projects to serve the City's needs over the next twenty years. These projects are designed to meet the existing population demands and satisfy future growth requirements. The plan also lists possible funding resources and financing options for the projects.

It is recommended that the City of Bunnell continue the good work in planning and identifying projects found in the Master Utility Plan and provide a mechanism to incorporate potential assets from this Plan into the process of developing and approving a Capital Improvement Plan as part of their annual budget process.

7. Financial

7.1 Budget/Financial Sufficiency

In Bunnell, the annual operating revenue in 2019 was \$1,340,355 with annual operating expenses (without depreciation) of approximately \$1,295,767. Thus, Bunnell's operating ratio was 1.03. This is a drop from 1.17 in 2017 and 1.09 in 2018. The natural benchmark for operating ratio is 1.0, or break-even, but often a higher number is desired. It is suggested that a system establish an operating ratio of 1.2 with depreciation and 1.5 without depreciation to have enough funds to cover daily expenses, debt service, capital replacement costs, emergencies, and unexpected revenue shortfalls. If this trend continues, the City will not be bringing in enough annual revenue to set aside for future capital needs once it pays all of its bills.

City of Bunnell Water System	
Total Replacement Cost of Water System	\$ 9,809,367
Percent of Assets Needing Replacement	8.06 %
Cost of Replacing All Assets Needing Replacement	\$ 791,052
Annual Replacement Cost of System	\$ 354,525

Please note that the \$9.8 million dollar replacement cost of the water system documented above, along with the annual replacement cost of the system is low. These figures do not include certain assets such as water lines, large equipment, and property improvements along with other operational items normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the City.

Based on the findings of the Asset Management Plan, it is important for the City of Bunnell to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering operational expenditures and that its usage charges are sufficient to fund a capital improvement program.

Reserves

An important funding line item for a water utility is reserves, which should be funded annually as a percentage of the operating budget. More specifically, a reserve of 7.5% of annual operating expenses should be set aside for major capital improvements and 5% of annual operating expenses for contingencies and emergencies. Based on those percentages, the annual reserves funding amount for Bunnell is approximately \$162,000. FRWA is pleased to note that the City has set aside more than this amount in the most recently adopted annual budget.

7.2 Rates

A ‘rule of thumb’ FRWA subscribes to regarding rates is that base charges pay for operational expenses and usage charges fund the Capital Improvement Plan, Renewal & Replacement, Preventive Maintenance, Operation, Maintenance, and Reserves. Usage fluctuates and does not always provide a reliable funding source for operations. A recent rate study completed by FRWA concluded that base rates and the usage charge need to be increased on both residential and commercial customers.

The current residential, commercial, schools and government rate structure is as follows:

Water Base Rates	
Residential	\$ 21.82
Commercial	\$ 39.36
Schools	\$ 37.94
Government	\$ 65.60

Water Usage Rates (per thousand gallons)	
Residential	\$ 7.30
Commercial	\$ 7.30
Schools	\$ 7.30
Government	\$ 7.30

In June of 2020, the City of Bunnell accepted and approved a Water and Sewer Revenue Sufficiency Analysis prepared by Stantec Financial Services. The results of the study by Stantec and the preliminary models completed by FRWA show similar results.

The assets collected along with financial information provided by the system were entered into RevPlan to create a preliminary financial sufficiency model for the City. Each year (or as projects come about) the system is encouraged to update Revplan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in Appendix D.

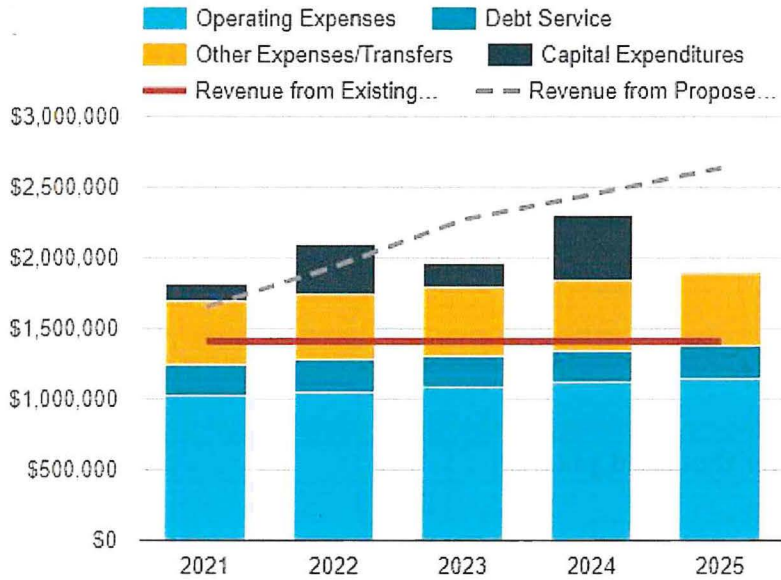
The use of RevPlan can allow the system to input current financial data and see a projection up to twenty years out for financial planning. The City, along with assistance from FRWA, have the ability to modify the rate structure to determine different rate scenarios that support current and upcoming debt and expenses.

Based on the financial information, water production reports and billing information, FRWA developed **two** rate scenarios. Scenario 1 shows the rate adjustments needed based on the

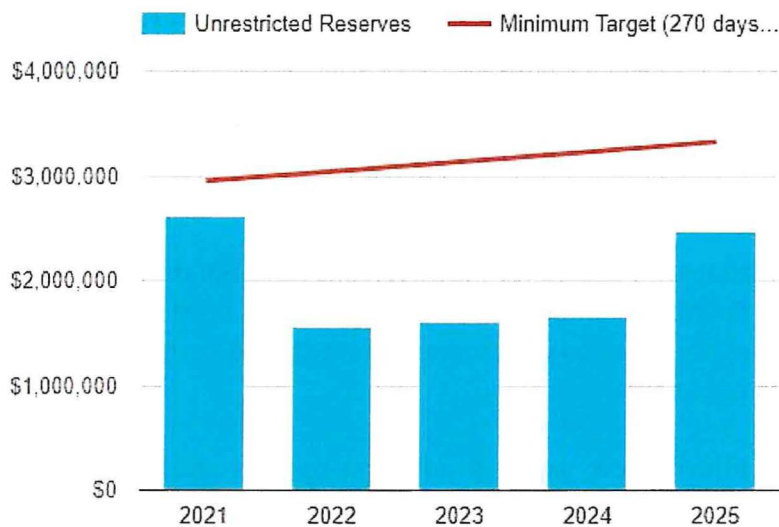
future growth projections provided by the City and used in the Stantec study. Scenario 2 shows the rate adjustments without those future growth projections.

Scenario 1:

Drinking Water Revenue Requirements



Unrestricted Fund Balance



Scenario 1 recognizes that the existing rate schedule will not support the current and future needs of the system. Rates are increased approximately 12% each year for the next three years and then 3% as detailed in City Resolution 2020-13.

Once established, the rate increases will satisfy:

- The annual replacement costs for the system and a portion of the future capital improvement costs;
- The existing operational expenses;
- The new operating expenses (assets in failed or poor condition) detailed in Section 4 of this plan;
- The future debt needed to adequately replace and sustain the assets of the system;
- The annual reserve requirements; and,
- The need to preserve the existing amount of funds in retained earnings.

Scenario 2:

Scenario 2 accomplishes the same objectives as Scenario 1, but with an important difference. Growth in a utility system is often uncertain, especially in light of the recent events of 2020. With this in mind, FRWA would like to caution the City on relying too heavily on the growth projections found in the model to fund the critical capital improvements of the 2020 Water and Sewer Master Plan. The City should review the model projections at least annually to determine if additional rate increases are needed.

Based on little or no growth in the system, Scenario 2 rates would need to be increased by approximately 18% over the next two years in order to accomplish the same results as found in Scenario 1.

Rate Recommendation:

Based on the preliminary financial sufficiency model developed by RevPlan and a review of the Water and Sewer Revenue Sufficiency Analysis prepared by Stantec Financial Services, FRWA recommends the City continue with the current rate adjustments adopted in City Resolution 2020-13 and presented as Scenario 1 in this Asset Management Plan.

Existing Rate vs. Proposed Rate Sufficiency

Existing Rate vs. Proposed Rate Sufficiency					
	2021	2022	2023	2024	2025
Existing Rate Sufficiency					
Revenues from Existing Rates	\$1,334,100	\$1,334,100	\$1,334,100	\$1,334,100	\$1,334,100
Revenue Surplus/(Deficiency)	(\$402,200)	(\$689,300)	(\$553,200)	(\$900,100)	(\$475,200)
Proposed Rate Sufficiency					
Revenue from Proposed Rates	\$1,579,500	\$1,865,500	\$2,198,100	\$2,376,200	\$2,562,900
Increase in Revenue	\$245,400	\$531,400	\$864,000	\$1,042,100	\$1,228,700
Cumulative %	18.39%	39.83%	64.76%	78.11%	92.10%
Current Year %	12%	12%	12%	3%	3%

Typical Monthly Bill – Proposed Residential Rate

Typical Monthly Bill With Proposed Residential Rate At 5,000 Gallons					
	2021	2022	2023	2024	2025
Base Charge	\$ 24.44	\$ 27.37	\$ 30.66	\$ 31.58	\$32.52
Usage Charge	\$40.88	\$ 45.79	\$ 51.28	\$ 52.82	\$ 54.40
Combined Bill	\$65.32	\$73.16	\$81.94	\$84.39	\$86.93

Proposed Rate Schedule

Proposed Rate Schedule					
	2021	2022	2023	2024	2025
Base Charge					
Residential – Inside	\$ 24.44	\$ 27.37	\$ 30.66	\$ 31.58	\$ 32.52
Residential – Outside	\$ 54.99	\$ 61.59	\$ 68.98	\$ 71.05	\$ 73.18
Commercial – Inside	\$ 44.08	\$ 49.37	\$ 55.30	\$ 56.96	\$ 58.67
Commercial – Outside	\$ 99.19	\$ 111.09	\$ 124.42	\$ 128.15	\$ 132.00
Schools – Inside	\$ 42.49	\$ 47.59	\$ 53.30	\$ 54.90	\$ 56.55
Schools – Outside	\$ 95.61	\$ 107.09	\$ 119.94	\$ 123.54	\$ 127.24
Government – Inside	\$ 73.47	\$ 82.29	\$ 92.16	\$ 94.93	\$ 97.78
Government – Outside	\$ 165.31	\$ 185.15	\$ 207.37	\$ 213.59	\$ 220.00
Usage Charge					
Per 1,000 Gallons					
All Water Classes	\$ 8.18	\$ 9.16	\$ 10.26	\$ 10.56	\$ 10.88

In accordance with Resolution 2020-13, effective October 1, 2023 and each October 1st thereafter, rates shall be increased by 3% annually to account for inflation.

8. Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's *"Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities"* provides details to support utilities in energy management and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

8.1 Energy Conservation and Cost Savings

The City should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the City should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above 10 energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual water treatment plant (WTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for municipalities. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading

conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

8.2 Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
<p style="text-align: center;">Lighting</p>	<ul style="list-style-type: none"> • Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s • Comprehensive control for large buildings
<p style="text-align: center;">Heating, Ventilation, Air Conditioning (HVAC)</p>	<ul style="list-style-type: none"> • Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

8.3 Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider’s rate schedules. An audit of an individual treatment plant is an attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A water system energy audit approach checklist, similar to the one on the following page, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them. The FRWA offers Energy Assessments to our members and SRF recipients that are

participating in the FSAMP program. Please contact your local Circuit Rider or FRWA team member Mark Hallett at Mark.Hallett@frwa.net to participate.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
<ul style="list-style-type: none"> • Pump style • Number of pump stages • Pump and motor speed(s) • Pump rated head (name plate) • Motor rated power and voltage (name plate) • Full load amps • Rated and actual pump discharge • Operation schedules 	<ul style="list-style-type: none"> • Pump manufacturer’s pump curves • Actual pump curve • Power factor • Load profile • Analysis of variable frequency drives (vfd’s) if present • Pipe sizes • Water level (source) • Motor current • Pump suction pressure • Discharge pressure 	<ul style="list-style-type: none"> • Maintenance records • Consistently throttled values • Excessive noise or vibrations • Evidence of wear or cavitation on pump, impellers or pump bearings. • Out-of-alignment conditions • Significant flow rate/pressure variations • Active by-pass piping • Restrictions in pipes or pumps • Restrictive/leaking pump shaft packing

9. Conclusions

Our conclusions are based on our observations during the data collection procedure, discussions with City of Bunnell staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention are detailed in Section 4 and include:

Water Treatment Plant and Distribution System: Replace or repair the failed high service pump and the two backwash pumps. Explore pretreatment options for Wells 7 and 8. Replace the systems oldest and most shallow wells and non-functioning well – Wells 3, 4, and 5. Document water line condition and develop a replacement strategy for some of the older or problematic water mains.

Hydrants and Hydrant Valves: Develop a hydrant flushing and maintenance program and record any deficiencies inside Diamond Maps. Replace the failed hydrants in the first year and

repair/replace the poor condition hydrants in year two. Begin an annual hydrant replacement program.

Water Valves: Implement an annual valve exercising program. Replace or repair poor and failed condition valves. Clean out valve boxes and exercise if possible. Evaluate remaining valves throughout system for accurate representation.

Water Meters: Due to the age of the meters, implement a meter replacement program.

An Asset Management Planning (AMP) and Computerized Maintenance Management System (CMMS) program must be implemented to maintain assets efficiently and effectively.

Staff training on maintenance, safety, and use of the AMP/CMMS tool must be completed.

Rates must be monitored to ensure adequate funding for operations and system improvements.

An audit of Energy Saving initiatives is recommended. Even small changes in energy use can result in large savings.

The Asset Management Plan must be adopted by Resolution or Ordinance. This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

9.1 Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a Computerized Maintenance Management System (CMMS) program.** The information provided in this FSAMP plan will give the utility a good starting point to begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.
3. **Develop specific Level of Service items.** Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a draft LOS list in Section 2.4.

4. **Develop specific Change Out/Repair/Replacement Programs.** The City budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.
5. **Modify the existing rate structure.** The City should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the system among all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an ‘all now’ approach to lessen the resulting customer impact. The City should follow the rate study recommendations proposed by Stantec and review annually the growth assumptions made by the study.
6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. For a table of common funding sources, see Section 9.2.
7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:
 - Changes to your asset management team;
 - Updates to the asset inventory;
 - Updates to asset condition and criticality ranking charts;
 - Updates to asset condition and criticality assessment procedures
 - Updates to operation and maintenance activities;
 - Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

“What changes have occurred since our last FSAMP plan update?”

9.2 Funding Sources for Water and Wastewater Systems

On the following page is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants or a combination of both.

Asset Management and Fiscal Sustainability Plan

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Shanin Speas-Frost shanin.speasfrost@dep.state.fl.us 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Tim Banks Timothy.Banks@dep.state.fl.us 850-245-2969
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppld=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management City - Cooperative Funding Initiative (CFI)	https://www.nfwwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nfwwater.com 850-539-5999

9.3 Closing

This Asset Management and Fiscal Sustainability plan is presented to the City of Bunnell for consideration and final adoption. Its creation would not be possible without the cooperation of the City staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist the City of Bunnell with any future projects to ensure your Asset Management Plan is a success.

APPENDIX A: Sample Resolution

RESOLUTION NO. 2020-_____

A RESOLUTION OF THE CITY OF BUNNELL, FLORIDA, APPROVING THE CITY OF BUNNELL UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Bunnell Utility System Improvements, listed under Project Number 2020-_____, as eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement an AMFS Plan for the City’s Utility System Improvements; and

WHEREAS, the City Council of the City of Bunnell has determined that approval of the attached AMFS Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BUNNELL CITY COUNCIL the following:

Section 1. That the Utility Asset Management & Fiscal Sustainability Plan (“AMFS Plan”), attached hereto and incorporated by reference, is hereby approved.

Section 2. That the City Manager and Infrastructure Director are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the AMFS Plan in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. That the City will implement rate increases in accordance with Resolution 2020-13 adopted on July 13, 2020.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of _____, 2020.

City of Bunnell, Florida

Catherine Robinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Kristin Bates, City Clerk

Wade Vose, City Attorney

APPENDIX B: System Request not to Assess Valves

Ron Nalley

From: Mary Anne Atwood <matwood@bunnellcity.us>
Sent: Thursday, April 9, 2020 10:44 AM
To: Ron Nalley
Cc: Dustin Vost
Subject: Valve Turning

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ron,

Please mark and locate valves only. Any valves turned yesterday, please go back and check that they are not leaking. The Infrastructure Director is aware that the report will not be complete without the turning of valves. As there was no valve exercising program in place with previous administrations, the valves are old and tend to break. They are only to be turned in an emergency as to keep damage to a minimum, especially during staggered crew shifts due to COVID-19.

Thank you,

Mary Anne Atwood
Project Manager
Infrastructure Department
City of Bunnell
Address: 201 W Moody Blvd | Bunnell, FL 32110
Cell: 386.986.6702 | Office: 386.437.7515
Email: matwood@bunnellcity.us



Appendix C: Master Asset List

Appendix D: RevPlan Scenarios

City of Bunnell
Drinking Water System Asset Management
and
Fiscal Sustainability Plan
September 13, 2021 Update



Critical Assets List:

- Well 7 Rehabilitation completed in FY20 for \$26,975

Priority Action List:

- 13. Well 4 Replacement – completed in FY21 for \$55,420.

Fiscal Strategy and AMP Process Recommendations:

- Evaluation and adoption of a utility rate structure to ensure rate sufficiency has been completed.
- In 2019, we began using GIS compatible iWorQ Software System for Asset Management Planning and Computerized Maintenance Management.

4.2.1. Asset Name and Condition

- Well 7 Rehabilitation completed in FY20 for \$26,975
- Backwash Motor and Pumps 1 & 2 – Old plant, not in use at new plant.

4.2.2. Hydrants and Hydrant Valves:

- All failed hydrants are in working condition
- 705 Hymon installed new hydrant



City of Bunnell, Florida

Agenda Item No. F.2.

Document Date: 8/31/2021 Amount:
Department: Finance Account #:
Subject: Public Hearing to consider the FY 2021/2022 Tentative Millage Rate
Agenda Section: Resolutions: (Legislative):
Goal/Priority: Financial Stability/Sustainability

ATTACHMENTS:

Description	Type
Res 2021-13	Resolution

Summary/Highlights:

As required by State Statute, this is the first Public Hearing to consider the tentative millage rate for FY 2021/2022. The millage rate being proposed is 7.4300 mills.

Background:

The Truth In Millage (TRIM) law requires that the following be announced at the public hearing:

"The Tentative Millage Rate of 7.4300 is 23.26% greater than the computed rolled-back rate of 6.0281. The Rolled-Back Rate is the millage rate that will generate the same amount of ad valorem revenues as the prior year, less the value of new construction.

The increase is being proposed for several reasons but the highlights are; 1) The City can have a structurally balanced General Fund, meaning that recurring revenues are sufficient to meet recurring expenditures 2) The City has approved a contract to purchase land on Commerce Parkway as a site for a new City Hall and Police Department Headquarters 3) To address other repairs and improvements needed to other City facilities

The TRIM law also requires that the date, time, and place for the Final Public Hearing for the Final Annual Operating Budget for FY 2021/2022 be announced. That date is September 27, 2021 at 7:00 PM."

Public comment on the proposed millage rate and tentative budget is also specifically required by statute.

Staff Recommendation:

Make the public announcement and adopt Resolution 2021-13 Setting the Tentative Millage Rate for Fiscal Year 2021-2022; adopting a millage rate of 7.4300 and setting the Final Public Hearing.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

Adopt Resolution 2021-13 Setting the Tentative Millage Rate for Fiscal Year 2021-2022; adopting a millage rate of 7.4300 and setting the Final Public Hearing.

City Manager Review/Recommendation:

Approved.

RESOLUTION 2021-13

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA ADOPTING A TENTATIVE MILLAGE RATE FOR THE LEVY OF AD VALOREM TAXES FOR FISCAL YEAR 2021-2022 ON ALL TAXABLE PROPERTY LOCATED WITHIN THE CITY OF BUNNELL, FLORIDA; SETTING A FINAL BUDGET HEARING DATE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Flagler County Property Appraiser has certified the quantity of taxable property within the City of Bunnell for Fiscal Year 2021-2022; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Bunnell has been certified by the Flagler County Property Appraiser as of January 1, 2021; and

WHEREAS, the City Manager has delivered the Recommended Annual Operating Budget for FY 2021-2022 in accordance with Article IV, Section 4.04 of the City Charter; and

WHEREAS, a public hearing on the proposed millage rate has been conducted by the City Commission of the City of Bunnell at 7:00 PM on September 13, 2021 and a public hearing for the final millage rate will be conducted at 7:00 PM on September 27, 2021; and

WHEREAS, the public was and will be provided an opportunity for comment at both public hearings.

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

Section 1:

The above "WHEREAS" clauses are incorporated by reference.

Section 2:

That the City Commission hereby adopts and imposes a tentative millage rate of 7.4300 for ad valorem taxation within the City of Bunnell, Florida for the 2021-2022 fiscal year. This tentative ad valorem tax shall be levied upon the 2021 Tax Assessment Roll for ad valorem tax on all taxable property located within the City of Bunnell and is to be used for the City's fiscal year beginning October 1, 2021 and ending September 30, 2022.

Section 3:

The ad valorem millage rate of 7.4300 to be levied upon all taxable property located within the City of Bunnell is 23.26% greater than the computed rolled-back rate of 6.0281.

Section 4:

The Final Budget Hearing is hereby set for September 27, 2021 at 7:00 PM.

Section 5:

This resolution shall become effective immediately upon its adoption.

DULY ADOPTED by the City Commission of the City of Bunnell, Florida, on the 13th day of September 2021.

CITY OF BUNNELL, FLORIDA

Catherine D. Robinson, Mayor

ATTEST:

Kristen Bates, CMC, City Clerk

Seal:

Approved as to Form:

Vose Law Firm, City Attorney



City of Bunnell, Florida

Agenda Item No. F.3.

Document Date: 8/31/2021 Amount:
Department: Finance Account #:
Subject: Public Hearing to consider the FY 2021/2022 Tentative Budget
Agenda Section: Resolutions: (Legislative):
Goal/Priority: Financial Stability/Sustainability

ATTACHMENTS:

Description	Type
Res 2021-14	Resolution
Exhibit A	Resolution

Summary/Highlights:

As required by State Statute, this is the first Public Hearing to consider Resolution 2021-14 adopting the tentative operating budget for FY 2021/2022.

Background:

The Truth In Millage (TRIM) law requires that the following be announced at the public hearing:

"The Tentative Millage Rate of 7.4300 is 23.26% greater than the computed rolled-back rate of 6.0281. The Rolled-Back Rate is the millage rate that will generate the same amount of ad valorem revenues as the prior year, less the value of new construction.

The increase is being proposed for several reasons but the highlights are; 1) The City can have a structurally balanced General Fund, meaning that recurring revenues are sufficient to meet recurring expenditures 2) The City has approved a contract to purchase land on Commerce Parkway as a site for a new City Hall and Police Department Headquarters 3) To address other repairs and improvements needed to other City facilities

The TRIM law also requires that the date, time, and place for the Final Public Hearing for the Final Annual Operating Budget for FY 2021/2022 be announced. That date is September 27, 2021 at 7:00 PM."

Public comment on the proposed millage rate and tentative budget is also specifically required by statute.

Staff Recommendation:

Adopt Resolution 2021-14 Setting the Tentative Operating Budget for Fiscal Year 2021-2022.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

Adopt Resolution 2021-14 Setting the Tentative Operating Budget for Fiscal Year 2021-2022.

City Manager Review/Recommendation:

Approved.

RESOLUTION 2021-14

A RESOLUTION OF THE CITY OF BUNNELL, FLAGLER COUNTY, FLORIDA; ADOPTING A TENTATIVE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bunnell, Florida, has submitted to the City Commission of the City of Bunnell the Recommended Annual Operating Budget for FY 2021-2022 in accordance with State law; and

WHEREAS, the Recommended Annual Operating Budget for FY 2021-2022 totals \$29,678,521 (Twenty-Nine Million Six Hundred Seventy-Eight Thousand Five Hundred Twenty-One Dollars and 00/100), of which \$20,431,670 (Twenty Million Four Hundred Thirty-One Thousand Six Hundred Seventy Dollars and 00/100) is budgeted for expenditures and \$9,246,851 (Nine Million Two Hundred Forty-Six Thousand Eight Hundred Fifty-One Dollars and 00/100) is budgeted reserves; and

WHEREAS, a public hearing on the proposed budget has been conducted by the City Commission of the City of Bunnell at 7:00 PM on September 13, 2021 and a public hearing for the final budget will be conducted at 7:00 PM on September 27, 2021; and

WHEREAS, the public was and will be provided an opportunity for comment at both public hearings.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF BUNNELL AS FOLLOWS:

Section 1:

The above "WHEREAS" clauses are incorporated by reference.

Section 2:

The City Commission hereby adopts the Tentative Annual Operating Budget attached to and by reference made a part hereof as Exhibit A for the City of Bunnell, Florida for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

Section 3:

The budget tentatively adopted in the preceding section shall govern the expenditures of the City during the ensuing fiscal year effective October 1, 2021 through September 30, 2022.

Section 4:

This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED by the City Commission of the City of Bunnell, Florida, on the 13th day of September 2021.

CITY OF BUNNELL, FLORIDA

Catherine D. Robinson, Mayor

ATTEST:

Kristen Bates, CMC, City Clerk

Seal:

APPROVED AS TO FORM AND LEGALITY:

Vose Law Firm, City Attorney

FY2022 General Fund 001
 PREPARED: 9/2/2021
 FINANCE: Shanea Stankiewicz

	APPROVED BUDGET
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REVENUES:

AD VALOREM TAXES (7.43 MILLS + DELINQUENT)	1,844,108
LOCAL OPTION TAXES	219,015
UTILITY SERVICE TAXES	453,431
COMMUNICATION SERVICES TAX	145,585
LOCAL BUSINESS TAXES	105,000
PERMITS & FEES	405,600
FRANCHISE FEES	260,000
FEDERAL GRANTS	700,000
STATE SHARED REVENUES	241,519
CHARGES FOR SERVICES	706,732
FINES	24,800
OTHER	45,002
INTERFUND TRANSFERS IN	216,271
TOTAL REVENUES:	\$ 5,367,063
CASH FORWARD:	\$ 2,169,369
TOTAL REVENUES PLUS CASH FORWARD:	\$ 7,536,432

EXPENDITURES:

LEGISLATIVE	210,952
EXECUTIVE	353,030
FINANCIAL & ADMINISTRATIVE	495,960
LEGAL	84,468
IT	117,393
MUNICIPAL COMPLEX	383,852
POLICE	1,504,678
COMMUNITY DEVELOPMENT	436,968
PUBLIC WORKS	1,474,452
FLEET MAINTENANCE	75,001
HEALTH SERVICES	24,624
PARKS & RECREATION	510,654
INTERFUND TRANSFERS OUT	64,400
TOTAL EXPENDITURES:	\$ 5,736,432
RESERVES:	\$ 1,800,000
TOTAL EXPENDITURES PLUS RESERVES:	\$ 7,536,432

FY2022

CRA Fund 101

PREPARED:

9/2/2021

FINANCE:

Shanea Stankiewicz

	APPROVED BUDGET
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REVENUES:

TOTAL REVENUES:	\$ -
CASH FORWARD:	\$ 3,639
	<u> </u>
TOTAL REVENUES PLUS CASH FORWARD:	<u> </u>
	<u> </u>

EXPENDITURES:

TOTAL EXPENDITURES:	\$ -
RESERVES:	\$ 3,639
	<u> </u>
TOTAL EXPENDITURES PLUS RESERVES:	<u> </u>
	<u> </u>

FY2022 General Debt Service Fund 201
PREPARED: 9/2/2021
FINANCE: Shanea Stankiewicz

	APPROVED BUDGET
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REVENUES: _____

INTERFUND TRANSFERS IN	64,400
TOTAL REVENUES:	\$ 64,400
CASH FORWARD:	\$ -
TOTAL REVENUES PLUS CASH FORWARD:	64,400

EXPENDITURES: _____

DEBT SERVICE	64,400
TOTAL EXPENDITURES:	\$ 64,400
RESERVES:	\$ -
TOTAL EXPENDITURES PLUS RESERVES:	64,400

FY2022 Impact Fee Fund 303
 PREPARED: 9/2/2021
 FINANCE: Shanea Stankiewicz

APPROVED BUDGET

REVENUES:

IMPACT FEES	269,800
TOTAL REVENUES:	<u>\$ 269,800</u>
CASH FORWARD:	<u>\$ 227,000</u>
TOTAL REVENUES PLUS CASH FORWARD:	<u><u>\$ 496,800</u></u>

EXPENDITURES:

LAW ENFORCEMENT	84,800
PUBLIC WORKS/TRANSPORTATION	332,000
PARKS & RECREATION	80,000
TOTAL EXPENDITURES:	<u>\$ 496,800</u>
RESERVES:	<u>\$ -</u>
TOTAL EXPENDITURES PLUS RESERVES:	<u><u>\$ 496,800</u></u>

FY2022 Water Fund 401
 PREPARED: 9/2/2021
 FINANCE: Shanea Stankiewicz

	APPROVED BUDGET
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REVENUES:

WATER IMPACT FEES	247,750
CHARGES FOR SERVICES	1,785,683
PROPRIETARY NON-OPERATING SOURCES	<u>5,500</u>
TOTAL REVENUES:	\$ 2,038,933
CASH FORWARD:	<u>\$ 3,464,876</u>
TOTAL REVENUES PLUS CASH FORWARD:	<u><u>\$ 5,503,809</u></u>

EXPENDITURES:

WATER DEPARTMENT	2,083,888
INTERFUND TRANSFERS OUT	<u>73,735</u>
TOTAL EXPENDITURES:	\$ 2,157,623
RESERVES:	<u>\$ 3,346,186</u>
TOTAL EXPENDITURES PLUS RESERVES:	<u><u>\$ 5,503,809</u></u>

FY2022 Solid Waste Fund 402
 PREPARED: 9/2/2021
 FINANCE: Shanea Stankiewicz

	APPROVED BUDGET
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REVENUES:

PERMITS AND FEES		51,100
CHARGES FOR SERVICES		940,000
INTEREST & MISC. INCOME		1,000
TOTAL REVENUES:		\$ 992,100
CASH FORWARD:		\$ 649,500
TOTAL REVENUES PLUS CASH FORWARD:		\$ 1,641,600

EXPENDITURES:

SOLID WASTE		856,918
INTERFUND TRANSFERS OUT		45,200
TOTAL EXPENDITURES:		\$ 902,118
RESERVES:		\$ 739,482
TOTAL EXPENDITURES PLUS RESERVES:		\$ 1,641,600

FY2022 Sewer Fund 404
 PREPARED: 9/2/2021
 FINANCE: Shanea Stankiewicz

	APPROVED BUDGET
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REVENUES:

IMPACT FEES	354,750
CHARGES FOR SERVICES	1,971,010
PROPRIETARY NON-OPERATING SOURCES	<u>8,433,384</u>
TOTAL REVENUES:	\$ 10,759,144
CASH FORWARD:	<u>\$ 3,672,697</u>
TOTAL REVENUES PLUS CASH FORWARD:	<u><u>\$ 14,431,841</u></u>

EXPENDITURES:

SEWER DEPARTMENT	10,976,961
INTERFUND TRANSFERS OUT	<u>97,336</u>
TOTAL EXPENDITURES:	\$ 11,074,297
RESERVES:	<u>\$ 3,357,544</u>
TOTAL EXPENDITURES PLUS RESERVES:	<u><u>\$ 14,431,841</u></u>



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 8/22/2021 Amount: N/A
Department: City Clerk Account #: N/A
Subject: Approval of Memorandum of Understanding Concerning the Storage of Historical Documents.
Agenda Section: New Business:

ATTACHMENTS:

Description	Type
Proposed Agreement	Exhibit

Summary/Highlights:

This is a request is to allow the Historical Society of Bunnell to obtain and house non-permanent records or records that have met their retention but may hold historical significance from the City.

Background:

The Clerk's Office has been organizing and separating the City's permanent records and records eligible for destruction.

Staff found non-permanent, fragile, historical records which may be useful to the Historical Society of Bunnell for research purposes, but they no longer need to be retained by the City.

The Historical Society is interested in obtaining records from the City which may have historical information or relevance.

Staff Recommendation:

Approval of the Memorandum of Understanding Concerning the Storage of Historical Documents.

City Attorney Review:

Approved as to form and legality.

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.

MEMORANDUM OF UNDERSTANDING CONCERNING THE STORAGE OF HISTORICAL DOCUMENTS

The City Commissioners for the City of Bunnell (hereinafter “City”) and Flagler County Historical Society, Inc. (hereinafter “Historical Society”), hereby enter into this Memorandum of Understanding and agree as follows:

1. As a part of its mission to serve Flagler County by promoting historical and cultural research and education for the benefit of the community, the Flagler County Historical Society agrees to store and keep for the public benefit the historic documents referred to in Exhibit “A”, attached.
2. The parties agree that if the City provides additional documents in the future, the Historical Society reserves the right to refuse the documents, but if the Historical Society agrees to accept the documents, the documents will be accepted subject to this Memorandum of Understanding and without the need to amend or renew this Memorandum.
3. This Memorandum of Understanding may be modified at any time by negotiation and agreement between the parties.
4. Should the Historical Society become unwilling or unable to store and keep the documents for the benefit of the public, the Historical Society agrees to provide a notice of such decision to the City Manager of the City of Bunnell, and may dispose of the documents no earlier than 30 days after providing such notice to the City Manager, in the event that the City refuses to retrieve the documents.

5. The City may retrieve any and all documents at any time by providing the Historical Society reasonable notice. The parties agree to mutually agree on a date and time for the transfer of said documents.

6. This Memorandum of Understanding may be modified at any time by negotiation and agreement between the parties.

7. This Memorandum of Understanding will be valid as of the date of execution and will continue in effect for as long as the Historical Society continues to maintain the historical documents referenced herein.

For the City of Bunnell,


Catherine Robinson, Mayor
City of Bunnell

Date

Attest:

Kristen Bates, City Clerk

For the Flagler County Historical Society, Inc.



Dr. Ed Siarkowicz, President
Flagler County Historical Society

02.11.2021

Date