…
The included documentation obtained through public communications and records requests establishes a sustained pattern of intentional policy violations by the City's most senior administrative official. These violations, individually and collectively, demonstrate willful departures from established Commission-enacted policy in the areas of hiring (Files 1 and 2), compensation and benefits administration (Files 3 and 4), employee labor protections (File 5), public procurement integrity (File 6), and post-conduct misrepresentation (File 7). The evidence includes direct documentation reflecting knowledge of governing policy, deliberate disregard of procedural requirements, and, in certain instances, express acknowledgment of deviation from established rules.

Within this municipality, Commission-adopted policy carries the force and effect of governing law. The conduct outlined in Files 1–7 therefore reflects not isolated administrative errors, but a documented pattern of ultra vires administrative action, unequal treatment in employment practices, deprivation of established employee entitlements, circumvention of competitive procurement safeguards, and materially false representations concerning official acts. Taken together, the record reflects systemic noncompliance with governing authority and raises substantial concerns regarding fiduciary duty, institutional integrity, and exposure to civil and statutory liability.

The violations outlined above constitute only a representative subset of documented instances of comparable conduct, including matters previously brought to the Commission's attention, and this summary is intentionally limited in scope for purposes of clarity and brevity.
…
From a without-cause standpoint, the most significant legal leverage categories are:

1. Official Misconduct (Florida Statute §838.022)
2. Abuse of Public Position (§112.313)
3. Procurement Fraud / Scheme to Defraud (§817.034)
4. Civil Rights Exposure (state and federal)

Those categories elevate the matter from policy violations to potential felony exposure.
…
Publicly documented employment history reflects a pattern of early termination or removal by multiple governing bodies across prior municipalities. In each instance—Dowagiac, Michigan (2007); Davison, Michigan (2010); Winsted, Connecticut (2014); and Fernandina Beach, Florida (2023)—the separation followed formal action by elected officials citing concerns including management fit, loss of confidence, transparency issues, misleading information, procedural concerns, or governance friction. While each jurisdiction acted independently and under its own circumstances, the recurrence of early executive separation by governing authorities is a matter of public record and relevant to evaluating patterns of administrative leadership and institutional alignment.
…

Documented Timeline of Events

June 23, 2025 – The Project Manager position was internally posted with a closing date of June 30, 2025.

June 23–26, 2025 – The position was simultaneously posted externally on the City website; according to screenshots provided by the City Clerk, it appeared only during these dates before being immediately removed, and there is no proof it was ever actually visible to the public.

June 24, 2025 – A private individual (not a City employee) submitted an external application with full résumé.

June 25, 2025 – HR acknowledged receipt of the external application and began planning for interviews.

June 25, 2025 – City Engineer Bill Freeman emailed that he knew the applicant from prior work, stated the individual could "easily fill that role," and asked HR, "How soon can we interview?"

June 26, 2025 – An interview was scheduled at 1 p.m. at the Wickline Center with Bill Freeman and HR. At 4:51pm the job posting was removed from website per screenshot, again no proof it was ever posted.

July 1, 2025 – HR issued a welcome letter confirming the external applicant had been selected for the position. This letter was signed by the City Manager.

Improper Hiring and Nepotism – Project Manager Position

The hiring process for the Project Manager position constitutes a clear **procedural impropriety** and an **abuse of discretion** by City officials. By failing to honor the mandatory five-day internal posting, allowing an external applicant to be considered in bad faith during the restricted period, and prematurely removing the job from public visibility, the City created conditions that strongly suggest **collusion, nepotism, favoritism, and a conflict of interest**. Although the interview and selection occurred during the internal-only window, the City withheld issuing the employment letter until July 1st, after the internal period had formally closed a move that appears to be a calculated act of **misrepresentation** designed to conceal violations rather than to remedy them.

Furthermore, the truncated and nontransparent external posting denied **equal opportunity** to other potential external applicants and obstructed the fair and competitive process required to secure the **best qualified candidate**. By effectively restricting access to one favored individual with preexisting ties to the City Engineer, the City's conduct raises serious questions of **constructive fraud, nepotism, disparate treatment, and denial of due process**. These actions were not only inconsistent with the City's own written policy but also **arbitrary and capricious**, depriving both internal and external candidates of fair consideration. This constitutes a profound breakdown of **transparency, accountability, and merit-based hiring**, warranting **independent investigation and remedial action** to restore public trust.

Job Title	Internal posting	External posting	Closing Date	Advertised
Administrative Assistant to City Engineer		12/30/2024 to 1/27/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Administrative Assistant to City Engineer	5/16/2025 to 5/23/2025	5/16/2025 to 6/9/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Building Inspector	N/A	4/24/2025 to still posted	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Building Maintenance/Groundskeeper	N/A	to 1/28/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Building Maintenance/Groundskeeper	N/A	2/14/2025 to 3/20/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
City Management Intern	N/A	3/12/2025to 4/01/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
CRA Director	10/18/2024 to 10/25/2024	10/18/2024 to 2/3/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Deputy City Clerk	4/30/2025 to 5/07/2025	N/A	Position open until filled	N/A
Facilities Maintenance Director	N/A	1/28/2025 to 2/24/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
IT Coordinator	N/A	10/21/2025 to 2/14/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Library Assistant	5/27/2025 to 6/03/2025	6/9/2025 to 6/25/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
P/T Utility Billing Clerk	N/A	4/23/2025 to 5/14/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Permit Technician	08/28/2024 to 9/4/2024	9/5/2024 to 10/14/2024	Position open until filled	City of Flagler Beach website, Bulletin Board
		2/25/2025 to 2/28/2025	Position open until filled	City of Flagler Beach website, Bulletin Board
Project Manager	6/23/2025 to 6/30/2025	6/23/2025 to 6/26-2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Sanitation Director	N/A	to 2/3/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Solid Waste Equipment Operator	N/A	12/27/2024 to 2/11/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Solid Waste Equipment Operator/Mechanic	N/A	4/24/2025 to still posted	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Streets and Stormwater Technician	N/A	2/25/2025 to still posted	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Utility Billing Clerk	7/18/2025 to 7/25/2025			
Wastewater Utility Mechanic	9/3/24 to 9/11/2024	04/04/2025 to still posted	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Wastewater Utility Mechanic Crew Leader	N/A	2/17/2025 to 3/5/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
Water Plant Operator	1/19/24 to 1/26/2024	1/2024 to 10/30/2024	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook
		1/8/2025 to 3/31/2025	Position open until filled	City of Flagler Beach website, Bulletin Board, Facebook

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Document Center ▸ Employment ▸ Modify Document

Display Name

Project Manager 06.23.2025

Replace File

Choose File No file chosen Convert To PDF

Current Document

Project Manager 06.23.2025.pdf (70 KB)

Date Uploaded: 6/23/2025 2:50:34 PM

By Colleen Kuhn

Folder: Home\Employment

Description (Optional)

You have 200 characters left

Document Details

Last Modified:
By Colleen Kuhn
On June 26, 2025

Created:
By Colleen Kuhn
On June 23, 2025

Document - PAR Board Member List 06262025 Link	6/30/2025 3:14:47 PM			
Document - PAR Board Member List 06262025 Link	6/30/2025 3:11:23 PM	Kuhn, Colleen	FID 238 DID 6443	Create
Document - PAR Board Member List 06262025 Link	6/30/2025 3:11:23 PM	Kuhn, Colleen	FID 238 DID 6443	Publish
Document - Personnel Advisory Review Board Link	6/30/2025 3:11:47 PM	Kuhn, Colleen	FID 238 DID 6444	Create
Document - Personnel Advisory Review Board Link	6/30/2025 3:11:47 PM	Kuhn, Colleen	FID 238 DID 6444	Publish
Document - Project Manager 06.23.2025 Link	6/26/2025 4:51:23 PM	Kuhn, Colleen	FID 28 DID 6423	Unpublish
Document - Project Manager 06.23.2025 Link	6/26/2025 4:51:23 PM	Kuhn, Colleen	FID 28 DID 6423	Archive
Document - Streets and Stormwater Technician Link	6/26/2025 4:51:44 PM	Kuhn, Colleen	FID 28 DID 6008	Unpublish
Document - Streets and Stormwater Technician Link	6/26/2025 4:51:44 PM	Kuhn, Colleen	FID 28 DID 6008	Archive
Document - Weekly Report 6.27.2025 Link	6/30/2025 6:45:28 AM	Kuhn, Colleen	FID 179 DID 6449	Publish
Document - Weekly Report 6.27.2025 Link				Create

Liz Mathis

From: Bill Freeman
Sent: Monday, June 23, 2025 4:15 PM
To: Liz Mathis
Subject: RE: Internal Ad for Project Manager

Liz,
Thanks for getting this advertised. I'm looking forward to getting the position filled ASAP.

Bill Freeman P.E.
City Engineer
800 S. Daytona
City of Flagler Beach
800 S. Daytona
Office: 386-517-2000 Ext 230
Cell: 386-276-1007
Bfreeman@cityofflaglerbeach.com

From: Liz Mathis <LMathis@CityofFlaglerBeach.com>
Sent: Monday, June 23, 2025 2:43 PM
To: Bill Freeman <BFreeman@cityofflaglerbeach.com>; Bryan Moisao <BMoisao@cityofflaglerbeach.com>; Casey Ryan <kcryan@cityofflaglerbeach.com>; Daniel Impson - CH <DImpson@cityofflaglerbeach.com>; Hollie Harlan <HHarlan@cityofflaglerbeach.com>; Jenifer Crews <JCrews@cityofflaglerbeach.com>; Jim Ramer <JRamer@CityofFlaglerBeach.com>; Johnny Lynn <JLynn@CityofFlaglerBeach.com>; Katherine Monroy <KMonroy@cityofflaglerbeach.com>; Liz Mathis <LMathis@CityofFlaglerBeach.com>; Luis Rodrigues <LRodrigues@cityofflaglerbeach.com>; Lupita McClenning <LMcClenning@cityofflaglerbeach.com>; Matthew Doughney <MDoughney@fbpd.org>; Melissa Parish <mparish@cityofflaglerbeach.com>; Penny Overstreet <POverstreet@CityofFlaglerBeach.com>; Rick McFadden <RMcFadden@CityofFlaglerBeach.com>; Scott Coster <SCoster@cityofflaglerbeach.com>; Stephen Cox <SCox@fbfire.org>; Tom Gillin <TGillin@CityofFlaglerBeach.com>
Subject: Internal Ad for Project Manager

Good Afternoon-
We have a new full-time position open: Project Manager.
Department Heads please share or post this internal notice within your departments to ensure all eligible employees are informed of the opportunity.
If you have any questions or need additional information, feel free to reach out.
Thank you,

Liz Mathis
Human Resources Manager
PO Box 70

Liz Mathis

From: Bill Freeman
Sent: Wednesday, June 25, 2025 9:09 AM
To: Liz Mathis
Subject: RE: Project Manager Applicant

Liz,
Todd worked for me at the National Guard as a project manager. He can easily fill the role. How soon can we interview?

Bill Freeman P.E.
City Engineer
800 S. Daytona
City of Flagler Beach
800 S. Daytona
Office: 386-517-2000 Ext 230
Cell: 386-276-1007
Bfreeman@cityofflaglerbeach.com

From: Liz Mathis <LMathis@CityofFlaglerBeach.com>
Sent: Wednesday, June 25, 2025 8:50 AM
To: Bill Freeman <BFreeman@cityofflaglerbeach.com>
Subject: Project Manager Applicant

Good morning Bill,
Please see attached the application and resume for Todd Anderson.
I will work on setting up an interview.
Thank you,

Liz Mathis
Human Resources Manager
PO Box 70
Flagler Beach, FL 32136
386-517-2000 Ext. 237
lmathis@cityofflaglerbeach.com

From: Bill Freeman
To: Liz Mathis
Subject: Accepted: Interview with Todd Anderson
Start: Thursday, June 26, 2025 1:00:00 PM
End: Thursday, June 26, 2025 2:00:00 PM
Location: Wickline Building

Liz Mathis

From: Liz Mathis
Sent: Tuesday, July 1, 2025 3:32 PM
To: Todd Anderson
Subject: Welcome to the Team
Attachments: T. Anderson Hire Letter.pdf

Dear Todd,
We are happy to welcome you to the team here at the City of Flagler Beach. We look forward to working with you.
Please find attached a copy of your hire letter for your records.
As discussed earlier, I will reach out to schedule a brief meeting to begin the initial paperwork and complete the necessary consents prior to your start date.
Once again, welcome to the team-
Best regards,

Liz Mathis
Human Resources Manager
PO Box 70
Flagler Beach, FL 32136
386-517-2000 Ext. 237
lmathis@cityofflaglerbeach.com

City of Flagler Beach

P.O. Box 70 • 105 South Second Street
Flagler Beach, Florida 32136
Phone (386) 517-2000

July 1, 2025

Michael Todd Anderson

Dear Mr. Anderson:

The City of Flagler Beach is pleased to extend you an offer of full-time employment in the position of Project Manager. Your annual salary will be $65,000.00 paid biweekly and your start date is July 28, 2025.

As the Project Manager, you will report to Bill Freeman. Working hours are from 8:00 AM to 5:00 PM with some limited work outside of regular hours.

Per City policy, your employment is contingent upon your agreement to submit to, and satisfactorily pass a pre-placement physical examination, and background investigation. Flagler Beach is a drug-free workplace. The physical exam is performed to ensure no pre-existing physical or mental conditions exist that would prevent you from performing the essential functions of the position. A background check will be conducted in accordance with State and Federal laws, thus assuring there are no past or present issues that would disqualify you from employment with the City. You will be on probationary status for at least six months.

On behalf of the staff of the City of Flagler Beach, I want to welcome you as the newest member of our team. We look forward to working together to make our City government the best that it can be.

Sincerely,

Dale L. Martin
City Manager

(a) No attempt is made by the city to set specific dress standards. The important factor is the overall public impression created. Employees assigned duties dealing with the public should be properly groomed and dressed in a businesslike manner.

(b) Determination of an employee's specific dress and appearance is a supervisory responsibility and will be treated as such. Personal appearance standards may be established in departmental rules.

(c) Those employees furnished uniforms and shoes will be required to wear them correctly.

(d) Off-duty employees shall not wear their uniform in a manner that does adversely reflect on the City or negatively impacts its ability to discharge its mission, causes embarrassment to the City, or causes the public and/or supervisors to question the employee's reliability, judgment, or trustworthiness.

SECTION II.12. Personal business.

Conducting personal business while on official duty is discouraged. If it is necessary for the employee to make telephone calls or meet with persons not employed by the city the discussion should be held during breaks or meal period. Exceptions will be allowed only in case of emergency.

ARTICLE III.

EMPLOYMENT POLICIES

SECTION III.1. Appointing authority.

The city manager has the authority of appointment and removal of subordinate positions. Such authority may be delegated by the City Commission to a department head.

SECTION III.2. Position control.

All positions in the city are established and maintained through a personnel budget each fiscal year. The establishment of new or additional positions shall be authorized by the city commission subject to adequate justification on need and availability of funds.

SECTION III.3. Application procedures.

(a) No vacant position. The human resources officer or designated employee will hold unsolicited job applications/resumes for ninety (90) days after receipt of such application/resume. An unsolicited application/resume is one that is received when no advertisement has been placed, or one that is received after a position that was advertised has been filled.

(b) Vacant/new positions. The department head shall request the human resources officer to prepare the job advertisement for positions that have been or are about to be vacated. The advertisement shall outline the qualifications for the position and include the equal employment opportunity designation (EEO). The human resource officer will submit the advertisement to the city manager or his or her designee for approval. Once approved, the advertisement shall be distributed to all city department heads. Each department head shall post this advertisement in a predetermined area within the department. Interested employees must submit an application as outlined in application procedures. The human resource officer will allow five (5) working days for this position to be open to existing employees. Once that time period has passed, all applications received from existing employees will then be considered. Should an existing employee be selected for this vacant/new position, no other advertising will be done. When all existing employees have had the opportunity to apply and be considered for vacant/new positions, an advertisement shall be posted where meeting notices are posted and on the City's web site. The City may further advertise on employment recruiting social media sites and/or in professional publications, and/or may use the services of an employment consultant in soliciting applicants for such vacant positions.

(c) All applications submitted shall be forwarded to the human resources officer or his or her designee, who shall separate the tracking form and maintain the appropriate statistical data to ensure compliance with the city's equal employment opportunity and affirmative action plan. Then the applications shall be forwarded to the city manager for consideration.

(d) The city manager in conjunction with appropriate department heads will select the best-qualified applicant. Employment with the city shall be based on merit, which includes consideration of qualifications such as ability, skill, experience, training and other merit factors. When applicants are equally qualified preference shall be given to hiring the minorities and females in furtherance of the city's affirmative action policy. As a part of the pre-employment procedures references provided by applicants or reference sources may be checked. The city reserves the right to conduct background checks on any applicant as allowed by applicable state and federal regulations. The city is a "drug free workplace", and reserves the right to conduct all related personnel inquires in accordance with related state regulations and the city's published program.

(e) After an applicant has been hired for a vacant position all applications shall be forwarded to the city clerk for retention in accordance with the State of Florida's public records laws. Under no circumstances shall an applicant who was not selected assume their application will be re-activated when the position becomes vacant again.

SECTION III.4. Processing of applications.

(a) The city manager or his or her designee will review and consider all solicited applications for employment filed with the Human Resource Officer. The city may have any individual application or applications reviewed by department heads and subordinates as appropriate. The city may approve or disapprove applicants for employment taking into consideration the requirements of the position to be filled, the applicant and his/her qualifications and the interests of the city.

(b) The city may reject an application which indicates that the applicant does not possess one (1) or more of the requirements as specified in the announcement.

(c) Applications may also be rejected for the following reasons:

(1) The applicant has been convicted of a felony, or of a first degree misdemeanor which directly relates to the position sought.

(2) The applicant has made false statements of any fact in the application.

NOTE: Whether or not an applicant will be rejected under items (1) and (2) above will depend on the specific facts, including the nature of the offense, relevance to employment, the passage of time since the incident occurred, evidence of rehabilitation or other mitigating factors.

(d) Before final processing, an applicant must:

(1) Pass a physical examination performed and evaluated by the city's designated physician as required by these policies.

(2) Present a valid social security card.

(3) Present proof of:

a. Education, if required by the position.

b. Date of birth.

c. Citizenship or resident alien status.

d. Separation from the armed forces, if appropriate.

(5) Be subject to a background investigation.

(6) Present a valid Florida driver's license and record from the State Motor Vehicle Department as required by the position. The driving record will be verified for insurability by the city's insurance carrier. An employee must maintain a driving record which allows them to remain covered by insurance. Failure to comply shall lead to dismissal.

(e) Any exception to this procedure must be approved by the city manager.

SECTION III.5. Physical examination.

This document suggests that Human Resources departed from established handbook procedures by determining employee qualifications and not posting certain positions internally. Based on this review, it appears these decisions may have limited equal opportunity for employees and could be considered discriminatory, warranting further evaluation for compliance with policy and fair employment practices.

Gmail

Flagler Beach Voice V <voiceforflaglerbeach@gmail.com>

RE: External - Re: External - Re: External - Clarification on Hiring Policy and Job Postings

Liz Mathis <LMathis@cityofflaglerbeach.com> Fri, Sep 12, 2025 at 9:05 AM
To: Flagler Beach Voice V <voiceforflaglerbeach@gmail.com>, Penny Overstreet <POverstreet@cityofflaglerbeach.com>
Cc: Katherine Monroy <KMonroy@cityofflaglerbeach.com>

Good morning,

I want to provide some clarification regarding our hiring process. Section III.3 of our personnel policy does state that all covered positions should be advertised internally for five days. However, in some recent cases, we opted to expedite the process by posting certain positions externally right away, due to specific circumstances. Internal candidates are always welcome to apply for open positions and are given full consideration, regardless of whether a position is posted internally, externally, or both.

We recognize the importance of transparency in our recruitment process, and are currently reviewing and updating this policy to better reflect the City's current needs.

List of positions requesting clarification:

Building Inspector: No one on staff met the minimum qualifications for the position.

City Management Intern: The internship was a temporary grant funded position through Florida City County Manager's Association NextGen Program and not a covered position as defined by Section I.2 of the City's personnel policy.

IT Coordinator: This position had been advertised internally in the past with no interest from staff and no one on staff met the minimum qualifications.

P/T Utility Billing Clerk: This was a part-time position and based on past postings we did not anticipate interest from current employees.

Solid Waste Equipment Operator: Only one staff member met the minimum qualifications and was not interested when advertised in the past.

Solid Waste Equipment Operator/Mechanic: No one on staff met the minimum qualifications for the position.

Streets and Stormwater Technician: This is an entry level position and based on its responsibilities and compensation, interest was not anticipated from current employees, as it would represent a step down in both classification and pay grade.

Wastewater Utility Mechanic Crew Lead: This was an oversight, we believed the position had been posted internally, but upon review, we were unable to locate a record of that posting. Also note the position was filled internally.

Please let me know if you have any additional questions.

Sincerely,

Liz Mathis

Human Resources Manager

PO Box 70

Flagler Beach, FL 32136

386-517-2000 Ext. 237

lmathis@cityofflaglerbeach.com

Florida has very broad Public Records Law. Virtually all written communications to or from State and Local Offices and employees are public records available to the public and media upon request.The City of Flagler Beach policy does not differentiate between personal and business emails. This means email messages including your email address and any attachments and information we receive online might be disclosed to any person or media making a public record request. E-mail sent to the City system will be considered public and will only be withheld form disclosure if deemed confidential or exempt pursuant to State Law. If you are a person whose identifying information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about Florida public records law refer to Chapter 119 Florida Statutes.

From: Flagler Beach Voice V <voiceforflaglerbeach@gmail.com>
Sent: Wednesday, September 3, 2025 1:45 PM
To: Penny Overstreet <POverstreet@CityofFlaglerBeach.com>
Subject: External - Clarification on Hiring Policy and Job Postings

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

Dear City Clerk,

After reviewing the documents provided, I have a few questions regarding the City's hiring and posting process. I am also requested additional documentation under Florida's public records law.

Positions Not Posted Internally per list provided
Facilities Director
Sanitation Director
Wastewater Utility Mechanic Crew Leader
Numerous other non-director or leadership positions that also do not show evidence of being internally posted

The Employee Handbook states that all available positions are to be posted internally for the first five days. I did not find any reference to exceptions or a separate policy that would permit bypassing this requirement.

Is there a specific reason why these positions were not posted internally?

Does the City maintain a separate policy or formal exceptions regarding job postings that differ from what is outlined in the handbook?

If such a policy exists, could you please provide documentation so I may review it?

Per an internal memo you sent there is a reference to a personal code Section 2-216 (b). Please provide a copy of that specific code.

Who would be the appropriate person or office to provide further clarification on this matter?

I appreciate your guidance and look forward to your response.

Respectfully,

--

Voice For Flagler Beach

This document reflects that all employees are entitled to receive a Cost of Living Adjustment (COLA) 2%, with additional performance-based raises determined through employee evaluations. In a Commission meeting, the City Manager stated that COLA and performance raises are combined; however, the written policy does not reflect this interpretation.

Upon review, it appears that numerous employees received only the COLA adjustment regardless of their evaluation results, raising concerns regarding the consistent and equitable application of the City's compensation policy and warranting further review.

Transfer. Action in which the employee moves from one budgeted position to another with no resulting title change, or if a title change does take place, there is no change in the pay range.

Uniformed Services. The Navy, Coast Guard, Marine Corps, Army, Air Force, Army National Guard, International Guard, The Commissioned Corps of the Public health Service and any other category designated by the President in time of service or emergency.

Wage adjustment pools: Separated categories of a total fund used for annual salary adjustments. Positions in the Salary Administration Plan may qualify for one (1) or more wage adjustment pools. There are three (3) wage adjustment pools:

(1) COLA pool - All positions receive.

(2) Salary range consideration (SRC) pool - After COLA positions where the salary is still below the midpoint.

(3) Performance Pay Pool - All positions where the salary is below the maximum range qualify.

Work day. Scheduled number of hours an employee is required to work per day.

Work period. Number of hours regularly scheduled to be worked during any seven (7) consecutive days.

ARTICLE II.

STANDARDS OF CONDUCT

SECTION II.1. General policy.

(a) The City of Flagler Beach has established a system of personnel management to assist in providing superior service to the community.

(b) The city advocates the concept that the quality of public service can reach maximum efficiency through a personnel management system based on merit principles.

(c) Employees are encouraged to develop skills and seek formal training that will enhance their personal development and add to the overall expertise of the organization.

(d) It is the policy of the city to demand compliance from employees with all personnel policies, state statutes and federal regulations in the performance of duties. An employee who violates any of these policies shall be subject to disciplinary action.

(e) The city retains all management rights including but not limited to the following:

(1) To determine the organization of the city.

(2) To determine the purpose of each of its department.

(3) To exercise control and discretion over the organization and efficiency of operations.

(4) To set standards for services to be offered to the public.

Full-time. Position that requires an employee to normally work more than twenty-nine (29) hours per week.

Immediate family. Includes spouse, children or parents (this definition is for purposes of sick leave).

Insubordination. The unwillingness on the part of an employee to submit to the authority vested in supervisors, department heads, and the city manager or the intentional circumvention by an employee of the authority vested in supervisors, department heads or city manager.

Job code: Each position in the city is equated to a job code and corresponding salary range and average salary.

Layoff. Reduction of the number of employees due to the lack of work, funds or other causes.

Leave. Approved type of absence from work as provided by these policies.

May. The word "may" shall be interpreted as permissive.

Midpoint: The midpoint as determined annually by the city commission based upon the current year's benchmark.

Overtime. Time worked in excess of the adopted standard work week as identified by Fair Labor Standards Act (FLSA) and the U.S. Department of Labor (DOL) regulations for those persons in a nonexempt classification. The standard work week for regular-full time employees is forty (40) hours for a seven-day period. For fire protection employees overtime is based on hours worked over 53 in one week.

Part-time. Position that requires the employee to normally work twenty-nine (29) or fewer hours per week. Part-time employees shall not be provided vacation leave, sick leave and holiday pay and shall not be eligible for health insurance, 401K, life insurance, cola and performance pay increase.

Pay range. Salary which is assigned to a classification title, expressed as a pay range number.

Performance evaluation. Annual employee performance review. A report relative to the job performance of employees made by the supervisor. This is used to qualify an employee for continued employment and access to a performance pay increase.

Performance pay increase. Increase established in the pay plan, by the city commission, which may be granted to an employee based on performance evaluation.

Position. Groups of duties and responsibilities assigned and budgeted requiring the full-time or part-time employment of one (1) person.

Position wage: The wage currently being paid (to an employee) in a position's salary range.

Probationary period. Period of time provided to allow the department head an opportunity to evaluate an employee's performance and to decide whether or not the employee is to be retained. The initial probationary period shall be six (6) months, but may

Exhibit A

NAME		24/25 HOURLY	24/25 ANNUAL	EVAL	MERIT	25/26 HOURLY	25/26 ANNUAL	COMMENTS
EVANS, J	Fire					14.00	43,500.00	Probationary (09/22/25)
MALACH, M	Fire					14.00	43,500.00	Probationary (09/22/25)
STRICKLAND, J	Fire	14.92	46,334.56	B	3%	15.37	47,724.60	
ADAMS, B	Fire	15.13	46,973.85	C	2%	15.43	47,913.33	Probationary (08/07/25)
BEAUCHAMP, D	Building					19.00	39,520.00	Probationary (10/06/25)
MILLER, M	Streets/Storm	16.50	34,320.00	C	*	19.00	39,520.00	Probationary (07/07/25); starting hourly wage to $19.00
MULLEN, K	Fire	16.57	51,462.23	C	2%	16.90	52,491.47	
BAKER, B	Facilities	17.00	35,360.00	C	*	19.00	39,520.00	Starting hourly wage to $19.00
COLLINS, B	Finance	17.00	35,360.00	C	*	19.00	39,520.00	Starting hourly wage to $19.00
STATON, K	Facilities	17.00	35,360.00	C	*	19.00	39,520.00	Starting hourly wage to $19.00
STEPHANY, M	Sanitation	17.01	35,380.80	B	*	19.00	39,520.00	Starting hourly wage to $19.00
LILAVOIS, R	Streets/Storm	17.03	35,422.40	B	*	19.00	39,520.00	Starting hourly wage to $19.00
PRINCE, J	Fire	17.07	52,998.36	B	3%	17.58	54,588.31	
HARGRAVES, J	Facilities	17.20	35,776.00	C	*	19.00	39,520.00	Starting hourly wage to $19.00
POEIRA, T	Fire	17.71	55,000.00	C	2%	18.07	56,100.00	Probationary (07/08/25)
CLOUSE, S	Library	18.00	37,440.00	C	*	19.00	39,520.00	Probationary (07/08/25); starting hourly wage to $19.00
MELGAR, G	Facilities	18.20	37,856.00	C	*	19.50	40,560.00	Starting hourly wage to $19.00
REYES PEREZ, R	Streets/Storm	18.52	38,521.60	B	*	19.50	40,560.00	Starting hourly wage to $19.00
ARMELLINO, J	Ocean Rescue	18.58	PT	A	5%	19.51	PT	
CARRE, C	Ocean Rescue	18.58	PT	C	*	19.00	PT	Probationary (08/02/25); starting hourly wage to $19.00
CARRE, K	Ocean Rescue	18.58	PT	C	*	19.00	PT	Starting hourly wage to $19.00
DOMINGUEZ, G	Facilities	18.67	38,833.60	C	*	19.50	40,560.00	Starting hourly wage to $19.00
EVANS, G	Fire	18.68	57,996.14	C	2%	19.05	59,156.06	
WILLIAMSON, T	Sanitation	18.90	39,312.00	B	3%	19.47	40,491.36	
MCREE, B	Finance	19.00	39,520.00		2%	19.38	40,310.40	Probationary (08/25/25)
REBOSTINI, E	VOCA	19.78	PT	B	3%	20.37	PT	
REXROAD, B	Facilities	19.84	41,267.20	C	*	21.20	44,096.00	Compression adjustment
THOMPSON, A	Water	20.00	41,600.00	C	2%	20.40	42,432.00	
DENVIR, S	Util. Maint.	20.40	42,432.00	C	2%	20.81	43,280.64	Probationary (08/18/25)
DINARDI, M	VOCA	20.41	PT	B	3%	21.02		

NAME		24/25 HOURLY	24/25 ANNUAL	EVAL	MERIT	25/26 HOURLY	25/26 ANNUAL	COMMENTS
MCBRIDE, K	Finance	20.64	42,931.20	B	*	22.58	46,966.40	Probationary (10/01/25); position reclassified
BANKS, R	Sanitation	20.88	43,430.40	A	5%	21.92	45,601.92	
FLEET, B	Water	21.00	43,680.00	B	3%	21.63	44,990.40	
ALLEN, A	Util. Maint.	21.00	43,680.00	C	2%	21.42	44,553.60	
MCGUIRE, T	Building	18.69	PT		*	23.00	PT	Wage adjustment due to specialized skill
HOLMAN, D	Sanitation	22.36	46,508.80	A	5%	23.48	48,834.24	
BUTTNER, E	Police	22.60	47,008.00	B	3%	23.28	48,418.24	
FICOCELLO, M	Planning	23.00	47,840.00	B	3%	23.69	49,275.20	
RAINEY, M	Fire	23.04	71,531.44	C	2%	23.47	72,877.61	
ALBRECHT, A	Water	23.50	48,880.00	B	3%	24.21	50,346.40	
SKRZYPINSKI, H	Water	23.50	48,880.00	C	2%	23.97	49,857.60	
BRAMER, B	Building	23.59	49,067.20	A	5%	24.77	51,520.56	
MCGEE, D	Sanitation	23.90	49,712.00	B	3%	24.62	51,203.36	
DEPASQUALE, M	Finance	24.19	50,315.20	C	2%	24.67	51,321.50	
PEREZ, J	Util. Maint.	24.82	51,625.60	B	3%	25.56	53,174.37	
ISAACS, J	Public Works	25.00	52,000.00	C	2%	25.50	53,040.00	Probationary (06/30/25)
MARTIN, S	Facilities	25.02	52,041.60	A	5%	26.27	54,643.68	
GIFFORD, J	Planning	25.30	52,624.00	B	3%	26.06	54,202.72	
LAW, R	Util. Maint.	25.50	53,040.00	B	3%	26.27	54,631.20	
HINEBAUGH, G	Planning	26.00	54,080.00	B	3%	26.78	55,702.40	
DEFRIESE-ROMERO, C	Police	26.50	57,876.00		*	27.83	60,780.72	Per Collective Bargaining Agreement
RAMIREZ, D	Police	27.08	56,326.40	B	3%	27.89	58,016.19	
ZIEHL, J	Police	27.10	56,368.00	B	3%	27.91	58,059.04	
BOWMAN, J	Wastewater	27.28	56,742.40	B	3%	28.10	58,444.67	
JONES, S	Wastewater	27.28	56,742.40	B	3%	28.10	58,444.67	
LUTTRELL, E	Police	27.53	59,732.40		*	28.36	58,980.27	Per Collective Bargaining Agreement
DURICK, M	Sanitation	27.68	57,574.40	B	3%	28.51	59,301.63	
DUNN, J	Building	28.32	58,905.60	C	2%	28.89	60,083.71	
SNYDER, M	Police	28.31	61,829.04		*	29.16	60,651.34	Per Collective Bargaining Agreement
MAHONEY, H	Finance	28.65	59,592.00	B	3%	29.51	61,379.76	

NAME		24/25 HOURLY	24/25 ANNUAL	EVAL	MERIT	25/26 HOURLY	25/26 ANNUAL	COMMENTS
PARISH, M	Library	28.75	59,800.00	B	3%	29.61	61,594.00	
SAUNDERS, J	Police	29.73	64,930.32		*	31.22	68,184.48	Per Collective Bargaining Agreement
SCHERR, E	Police	30.07	65,672.88		*	31.57	68,948.88	Per Collective Bargaining Agreement
LAUREANO, J	Building	30.81	64,084.80	A	5%	32.35	67,289.04	
KEARNEY, D	Police	30.97	64,417.60	B	3%	31.90	66,350.13	
ANDERSON, M	Public Works	31.25	65,000.00	C	2%	31.88	66,300.00	Probationary (07/28/25)
KUHN, C	City Clerk	31.75	66,040.00	C	2%	32.39	67,360.80	Probationary (06/20/25)
NOBRE, S	Police	32.26	70,455.84		*	33.87	73,972.08	Per Collective Bargaining Agreement
MONROY, K	Executive	32.57	67,745.00	B	3%	33.55	69,777.97	End date 10/15/25
OFLAHERTY, D	Executive					33.65	70,000.00	Start date 10/15/25
JONES, K	Police	33.17	72,443.28		*	34.83	76,068.72	Per Collective Bargaining Agreement
VINCI, R	Police	33.17	72,443.28		*	34.83	76,068.72	Per Collective Bargaining Agreement
ALMBERG, A	Water	33.22	69,097.60	A	5%	34.88	72,552.48	
NOBRE, C	Finance	34.20	71,136.00	B	*	36.33	75,566.40	Probationary (10/01/25); position reclassified
LUDECKER, B	Finance	34.23	71,198.40	B	3%	35.26	73,334.35	
HARTMAN, P	Water	35.07	72,945.60	C	2%	35.77	74,404.51	
GUERRERO, M	Police	35.66	77,881.44		*	37.44	81,768.96	Per Collective Bargaining Agreement
RODRIGUES, L	Sanitation	35.86	74,588.80	B	3%	36.94	76,826.46	
RICHARDS, L	Public Works	36.59	76,107.20	B	3%	37.69	78,390.42	
YELVINGTON, A	Police	37.35	81,572.40		*	39.22	85,656.48	Per Collective Bargaining Agreement
CREWS, J	Streets/Storm	38.25	79,560.00	B	3%	39.40	81,946.80	
BINGHAM, J	Police	38.74	84,608.16		*	40.68	88,845.12	Per Collective Bargaining Agreement
GILLIN, T	Ocean Rescue	40.30	83,824.00	B	3%	41.51	86,338.72	
HASHEM, E	Water	40.88	85,030.40	A	5%	42.92	89,281.92	
LYNN, J	Wastewater	40.89	85,051.20	B	3%	42.12	87,602.74	
BLANK, D	Police	42.04	91,815.36		*	44.14	96,401.76	Per Collective Bargaining Agreement
IMPSON, D	Info Technology	43.27	90,001.60	C	2%	44.14	91,801.63	Probationary (05/05/25)
SCHOENBROD, M	Police	43.27	90,001.60	C	2%	44.14	91,801.63	Probationary (07/28/25)
FIVEASH, J	Fire	46.15	95,992.00	C	2%	47.07	97,911.84	Probationary (06/23/25)
RYAN, K	CRA	48.08	100,006.40	B	3%	49.52	103,006.59	

NAME		24/25 HOURLY	24/25 ANNUAL	EVAL	MERIT	25/26 HOURLY	25/26 ANNUAL	COMMENTS
BLANCHETTE, L	Police	48.52	100,921.60	A	5%	50.95	105,967.68	
MATHIS, E	Hum. Resources	50.17	104,353.60	B	3%	51.68	107,484.21	
RAMER, J	Water	50.98	106,038.40	B	3%	52.51	109,219.55	
COX, S	Fire	52.03	108,222.40	B	3%	53.59	111,469.07	
OVERSTREET, P	City Clerk	52.96	110,156.80	A	5%	55.61	115,664.64	
ALLEN, R	Finance	53.65	111,592.00	A	5%	56.33	117,171.60	
MCCLENNING, L	Planning	55.29	115,003.20	B	3%	56.95	118,453.30	
DOUGHNEY, M	Police	56.75	118,040.00	B	3%	58.45	121,581.20	
MCFADDEN, R	Building	57.30	119,184.00	C	2%	58.45	121,567.68	
HARLAN, H	Finance	62.64	130,291.20	A	5%	65.77	136,805.76	
MARTIN, D	Executive	79.33	165,006.40		0%	79.33	165,006.40	
FREEMAN, W	Public Works	80.18	166,774.40	B	3%	82.59	171,777.63	

This document reflects that the City Manager stated probationary employees are not eligible to receive merit raises during their initial six-month period. However, the accompanying chart indicates that City Engineer Bill Freeman and Planning Director Lapita McClenning received raises during their probationary period, while four other probationary employees did not. This discrepancy warrants further review for consistency and equitable application of policy.

Hire Date

Bill Freeman 6/3/2024

Lupita McClenning 6/10/2024

Robert Lilavois 5/13/2024

Kimberly McBride 8/5/2024

Brenton Fleet 6/17/2024

Gary Hinebaugh 7/22/2024

Hello Mr Martin.

I hope you're doing well. I had a quick question regarding merit increases for probationary employees whose probation period spans the start of the fiscal year.

If a probationary employee becomes eligible for merit pay after completing their probation, is the increase retroactive to October 1, or does it begin from the date the probation ends?

Appreciate your clarification!

On Monday, September 22, 2025 at 10:53:22 AM CDT, Dale Martin <dmartin@cityofflaglerbeach.com> wrote:

Good morning:

My policy for salaries/wages is as follows:

Probationary employees

A probationary employee is any City employee who has started employment within the last six months or has been promoted to a new position within the last six months. A probationary employee is not eligible for additional compensation during the first three months of the probationary period. For probationary employees within the last three months of their probationary period, at the start of the fiscal year (Oct 1), those employees are eligible for a minimal increase (at that point, primarily based upon the official cost of living increase, which for this year was approximately two percent). At the conclusion of the probationary period, an evaluation is conducted to determine 1) should the employee be retained and 2) should additional merit pay be authorized if the probationary period spanned the start of a new fiscal year (when nearly all merit pay increases are implemented).

If an employee is a probationary employee due to a promotion, the employee does not receive additional merit pay beyond the increased salary/wages received due to the promotion. Similarly, an employee whose position is reclassified resulting in higher salary/wages but is not a promotion, does not also receive a merit pay increase. In other words, salary/wage increases are limited only to merit pay, promotion, or reclassification (only one of the three).

Non-probationary employees

Non-probationary employees are evaluated and awarded merit pay increases (determined by a scale based, in part, upon the cost of living increase) at the start of the fiscal year (October 1).

Most Police officer wages are governed by the negotiated and approved terms of a collective bargaining agreement which differ from the terms described above (including the terms and conditions of probationary status).

Mr. Dale L. Martin

City Manager

105 S. 2nd Street

Flagler Beach, FL 32136

O: (386) 517-2000 x222 M: (904) 557-5047

Employee Name	Hourly Rate	Salary (x2080)	COLA (3.2)	COLA Adjusted Hourly Wage	COLA Adjusted Salary	Merit Raise	MERIT Adjusted Hourly Wage	MERIT Adjusted Salary	
ALBRECHT, AUSTIN	21.19	44075.2	1.032	21.86808	45,485.61	0	-	-	
ALLEN, ANDREW T	19.58	40726.4	1.032	20.20656	42,029.64	1.01	20.41	42,449.94	
ALLEN, RHONDA J	51.47	107057.6	1.032	53.11704	110,483.44	1.03	54.71	113,797.95	
ALMBERG, AARON F	31.25	65000	1.032	32.25	67,080.00	0	-	-	
ARMELLINO, JOSEPH T	18	37440	1.032	18.576	38,638.08	0	-	-	
BANKS, RUSSELL	19.64	40851.2	1.032	20.26848	42,158.44	1.03	20.88	43,423.19	
BLANCHETTE, LANCE	45.65	94952	1.032	47.1108	97,990.46	1.03	48.52	100,930.18	
BOWMAN, JOHN D	26.43	54974.4	1.032	27.27576	56,733.58	0	-	-	
BRADFORD, SAMUEL F	16	33280	1.032	16.512	34,344.96	0	-	-	
BRAMER, BONNIE J.	22.63	47070.4	1.032	23.35416	48,576.65	1.01	23.59	49,062.42	
BUTTNER, ELLEN S	21.68	45094.4	1.032	22.37376	46,537.42	1.01	22.60	47,002.80	
CLEMENCE III, WILLIAM M	37.07	77105.6	1.032	38.25624	79,572.98	0	-	-	
COUGHLIN, JAMES	15.86	32988.8	1.032	16.36752	34,044.44				
COSTER, MICHAEL S	48.08	100006.4	1.032	49.61856	103,206.60	1.01	50.11	104,238.67	
COX, STEPHEN	44.11	91748.8	1.032	45.52152	94,684.76	1.01	45.98	95,631.61	*Not Corre
COZZONE, GAETANO R	32.63	67870.4			-		-	-	
CREWS, JENIFER K.	36.7	76336	1.032	37.8744	78,778.75	1.01	38.25	79,566.54	
DA SILVA, MARIA	32.17	66913.6			-		-	-	
DENVIR, STEPHEN	16.7	34736	1.032	17.2344	35,847.55	0	-	-	
DEPASQUALE, MICHELLE L	23.21	48276.8	1.032	23.95272	49,821.66	1.01	24.19	50,319.87	
DINARDI, MARY C	19.78	41142.4	1.032	20.41296	42,458.96	0	-	-	
DOMINGUEZ, GONZALO	17.91	37252.8	1.032	18.48312	38,444.89	1.01	18.67	38,829.34	
DOUGHNEY, MATTHEW P	54.45	113256	1.032	56.1924	116,880.19	1.01	56.75	118,048.99	
DUNN, JERRY G	27.44	57075.2	1.032	28.31808	58,901.61	0	-	-	
DURICK, MATTHEW A	26.04	54163.2	1.032	26.87328	55,896.42	1.03	27.68	57,573.32	
FICOCELLO, MICHELE C	20.82	43305.6	1.032	21.48624	44,691.38	1.03	22.13	46,032.12	
FLEET, BRENTON J	16.5	34320	1.032	17.028	35,418.24	0	-	-	
FORAND, MARJORIE	18.26	37980.8	1.032	18.84432	39,196.19	1.03	19.41	40,372.07	
FREEMAN, WILLIAM H	76.92	159993.6	1.032	79.38144	165,113.40	1.01	80.18	166,764.53	
GAUVEY, TROY A	27.87	57969.6	1.032	28.76184	59,824.63	1.03	29.62	61,619.37	

GIFFORD, JOHN A	24.52	51001.6	1.032	25.30464	52,633.65	0	-	-
GILLIN, THOMAS W	39.05	81224	1.032	40.2996	83,823.17	0	-	-
GOCKE, MICHAEL	16.41	34132.8	1.032	16.93512	35,225.05			
HARGRAVES, JESSICA L	16.5	34320	1.032	17.028	35,418.24	1.01	17.20	35,772.42
HARLAN, HOLLIE	60.1	125008	1.032	62.0232	129,008.26	1.01	62.64	130,298.34
HARTMAN, PAUL D	33.65	69992	1.032	34.7268	72,231.74	1.01	35.07	72,954.06
HASHEM, EHAB	38.46	79996.8	1.032	39.69072	82,556.70	1.03	40.88	85,033.40
HINEBAUGH, GARY	16.5	34320	1.032	17.028	35,418.24	0	-	-
HOLMAN, DAVID	21.04	43763.2	1.032	21.71328	45,163.62	1.03	22.36	46,518.53
HUNTER IV, JESSE L	19.58	40726.4	1.032	20.20656	42,029.64	0	-	-
JONES, STANLEY K	26.43	54974.4	1.032	27.27576	56,733.58	0	-	-
KEARNEY, DONNA	29.71	61796.8	1.032	30.66072	63,774.30	1.01	30.97	64,412.04
KENDRA, KRISTOPHER	15.86	32988.8	1.032	16.36752	34,044.44			
LAUREANO, JOHN	29.56	61484.8	1.032	30.50592	63,452.31	1.01	30.81	64,086.84
LAW, ROBERT A	22.42	46633.6	1.032	23.13744	48,125.88	1.03	23.83	49,569.65
LAWRENCE, DAVID R	15.86	32988.8	1.032	16.36752	34,044.44			
LILAVOIS, ROBERT	16.5	34320	1.032	17.028	35,418.24	0	-	-
LUDECKER, BRENDA S	32.2	66976	1.032	33.2304	69,119.23	1.03	34.23	71,192.81
LYNN, JOHNNY	39.23	81598.4	1.032	40.48536	84,209.55	1.01	40.89	85,051.64
MAHADEO, GERALD V.	30.16	62732.8	1.032	31.12512	64,740.25	1.01	31.44	65,387.65
MAHONEY, HOLLIE	26.95	56056	1.032	27.8124	57,849.79	1.03	28.65	59,585.29
MARTIN, DALE L	79.33	165006.4				0	-	-
MARTIN, SANTIAGO T	24	49920	1.032	24.768	51,517.44	1.01	25.02	52,032.61
MATHIS, ELIZABETH	48.13	100110.4	1.032	49.67016	103,313.93	1.01	50.17	104,347.07
MCBRIDE, KIMBERLY J	20	41600	1.032	20.64	42,931.20	0	-	-
MCCLENNING, LUPITA	43.27	90001.6	1.032	44.65464	92,881.65	1.01	45.10	93,810.47
MCFADDEN, RICHARD	55.52	115481.6	1.032	57.29664	119,177.01	0	-	-
MCGEE, DERRICK M	22.48	46758.4	1.032	23.19936	48,254.67	1.03	23.90	49,702.31
MCGUIRE, TIMOTHY P	17.93	37294.4	1.032	18.50376	38,487.82	1.01	18.69	38,872.70
MCKASY, JOANNA E	29	60320	1.032	29.928	62,250.24	0	-	-
MELGAR, GIOVANNI A	17.46	36316.8	1.032	18.01872	37,478.94	1.01	18.20	37,853.73
MONROY, KATHERINE	31.25	65000	1.032	32.25	67,080.00	1.01	32.57	67,750.80
NOBRE, CRYSTAL	32.17	66913.6	1.032	33.19944	69,054.84	1.03	34.20	71,126.48
NOVAK, IDA C	36.06	75004.8	1.032	37.21392	77,404.95	1.01	37.59	78,179.00

This is the portion where City Engineer Bill Freeman instructs the contractor to keep project bids under $35,000 in order to avoid bringing the matter before the Commission, stating that Commission involvement slows the process.

On Wed, Aug 13, 2025 at 2:15 PM Bill Freeman <BFreeman@cityofflaglerbeach.com> wrote:

Jill
For a project of that small magnitude, we can just use your standard contract and then invoice us on your template. We are ready to get this signed. I believe I asked you to add a 5% contingency. Have you provided that?As long as we keep it under $35k we can avoid going to the commission, which slows the process down.

Get Outlook for iOS

From: Jenifer Crews <JCrews@cityofflaglerbeach.com>
Sent: Friday, August 8, 2025 1:31 PM
To: 3 B's Custom Concrete, Inc. Snyder <3bsflagler@gmail.com>; Bill Freeman <BFreeman@cityofflaglerbeach.com>; Hollie Mahoney <HMahoney@CityofFlaglerBeach.com>
Subject: RE: External - vendor process

Can anyone provide this information please as I am not sure how this process works on this end of it thanks.

Jenifer Crews
City Of Flagler Beach
Public Works Supervisor
My Cell (386-285-7737)
Email jcrews@cityofflaglerbeach.com

From: 3 B's Custom Concrete, Inc. Snyder <3bsflagler@gmail.com>
Sent: Thursday, August 7, 2025 4:06 PM
To: Bill Freeman <BFreeman@cityofflaglerbeach.com>; Jenifer Crews <JCrews@cityofflaglerbeach.com>; Hollie Mahoney <HMahoney@CityofFlaglerBeach.com>
Subject: External - vendor process

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

Hello all,
Based on verbal conversations and the vendor packet that I signed, additional quotes are not needed. But the department supervisor has the option to get other quotes. I am double checking because another department was informed they must have an additional quote.
Once the proposal is approved by a department supervisor:
Do I submit my usual contract?
Or is there a City vendor contract that you will send me?
Or do I just submit a payment schedule invoice?
What is the vendor process?
Thank you, Jill

3B's Custom Concrete, Inc.

P O Box 2420, Flagler Beach, FL 32136

Owners: City of Flagler Beach
P O Box 70, Flagler Beach, FL 32136
Job address: Water tower 3100 S Oceanshore Blvd, Flagler Beach, FL 32136

3 B's Custom Concrete, Inc., (herein referred to as 3 B's) proposed to furnish all material, labor and permit for preparation and installation of sidewalk in ROW on S. Central Ave. side of property:
Install approximately 585 LF by 5 FT wide sidewalk - 103 LF @ 6" thick and the remainder @ 4" thick. Set up FDOT signage/cones, schedule utility locates, remove asphalt/grade with tractor, form, install expansion material at existing sidewalks, plate compact, pour Cemex concrete 3,000 PSI with fiber, imprint handicap bubble stamp in 2 locations, broom finish, expansion cuts under every 5 LF. paint bubble imprint caution yellow and re-sod (Bahia) as needed.
Not included: Surveys, asphalt replace/repair, damage to underground plumbing/utilities, culvert pipe, drains, and City of Flagler Beach retention requirements.

Permit, labor & material: $ 32,740.00
5% contingency: $ 1,637.00
Total Contract Price: $34,377.00

Deposit due with contract: $3,274.00
Draw due upon permit/start: $5,238.40
Draw due upon 1st half form/ready for inspection: $5,238.40
raw due upon 1st half pour: $5,238.40
Draw due upon 2nd half form/ready for inspection: $5,238.40
Draw due upon 2nd half pour: $5,238.40
Balance at completion: $3,274.00 less any unused contingency

Subject to terms and conditions as it appears on the back (page 2) of this contract. Any changes desired by the owner or contractor must be made in writing and submitted to 3B's for approval. Extras or changes may be more costly than if that work had been approved for the original contract. The terms and conditions set forth on the reverse side (page 2) hereof are incorporated herein by reference and are an integral part of this proposal and any resulting contract. Acknowledge page 3 Florida statues and recovery fund. Upon acceptance of this proposal, same shall become a binding contract on both parties. This proposal is in duplicate and each signed copy shall be deemed an original.

_____ Date: _____
Owner or Contractor

Bill Smyda Date: 8-20-25
Officer of 3 B's Custom Concrete, Inc.
RB29003920

This is the portion where City Engineer Bill Freeman instructs the contractor to keep project bids under $35,000 in order to avoid bringing the matter before the Commission, stating that Commission involvement slows the process.

On Wed, Aug 13, 2025 at 2:15 PM Bill Freeman <BFreeman@cityofflaglerbeach.com> wrote:

Jill
For a project of that small magnitude, we can just use your standard contract and then invoice us on your template. We are ready to get this signed. I believe I asked you to add a 5% contingency. Have you provided that?As long as we keep it under $35k we can avoid going to the commission, which slows the process down.

Get Outlook for iOS

From: Jenifer Crews <JCrews@cityofflaglerbeach.com>
Sent: Friday, August 8, 2025 1:31 PM
To: 3 B's Custom Concrete, Inc. Snyder <3bsflagler@gmail.com>; Bill Freeman <BFreeman@cityofflaglerbeach.com>; Hollie Mahoney <HMahoney@CityofFlaglerBeach.com>
Subject: RE: External - vendor process

Can anyone provide this information please as I am not sure how this process works on this end of it thanks.

Jenifer Crews
City Of Flagler Beach
Public Works Supervisor
My Cell (386-285-7737)
Email jcrews@cityofflaglerbeach.com

From: 3 B's Custom Concrete, Inc. Snyder <3bsflagler@gmail.com>
Sent: Thursday, August 7, 2025 4:06 PM
To: Bill Freeman <BFreeman@cityofflaglerbeach.com>; Jenifer Crews <JCrews@cityofflaglerbeach.com>; Hollie Mahoney <HMahoney@CityofFlaglerBeach.com>
Subject: External - vendor process

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

Hello all,
Based on verbal conversations and the vendor packet that I signed, additional quotes are not needed. But the department supervisor has the option to get other quotes. I am double checking because another department was informed they must have an additional quote.
Once the proposal is approved by a department supervisor:
Do I submit my usual contract?
Or is there a City vendor contract that you will send me?
Or do I just submit a payment schedule invoice?
What is the vendor process?
Thank you, Jill

3B's Custom Concrete, Inc.

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_____ Date: _____
Owner or Contractor

Bill Smyda Date: 8-20-25
Officer of 3 B's Custom Concrete, Inc.
RB29003920

This document contains the spreadsheet of invoices associated with the South 25th Street Lift Station project and the employment letter verifying that City Engineer Bill Freeman began employment on June 3, 2024.

City of Flagler Beach

P.O. Box 70 • 105 South 2nd Street
Flagler Beach, Florida 32126

Phone (386) 517-2000 • Fax (386) 517-2008

May 10, 2024

William Freeman
3210 Cross Creek Place
St. Augustine, Florida 32086

Dear Mr. Freeman:

The City of Flagler Beach is pleased to extend you an offer of full-time employment in the position of City Engineer. Your annual salary will be $160,000.00 paid biweekly and your start date is June 3, 2024.

Per City policy, your employment is contingent upon your agreement to submit to, and satisfactorily pass a pre-placement physical examination, and background investigation. Flagler Beach is a drug-free workplace. The physical exam is performed to ensure no pre-existing physical or mental conditions exist that would prevent you from performing the essential functions of the position. A background check will be conducted in accordance with State and Federal laws, thus assuring there are no past or present issues that would disqualify you from employment with the City. You will be on probationary status for at least six months.

On behalf of the staff of the City of Flagler Beach, I want to welcome you as the newest member of our team. We look forward to working together to make our City government the best that it can be.

Sincerely,

Dale L. Martin
City Manager

COMPANY	DESCRIPTION	DATE	AMOUNT
APS	CCTV, VAC TRUCK, LINING 26 LF	6/18/2025	$29,159.66
VORTEX	CCTV, VAC TRUCK	6/23/2025	$9,750.00
ENGINEERED SPRAY SOLUTIONS	CCTV INSPECTION	5/31/2025	$16,330.00
PSI	6" SEWAGE PUMP	9/26/2024	$18,180.00
PSI	6' SEWAGE PUMP, GUIDE RAILS, BRAKETS,PLATE, CABLES	3/24/2025	$24,472.00
ENVIRONMENTAL CONTROL SYSTEMS	INSTALL PUMPS, BRACKETS, PLATE, ANCHORS	2/26/2025	$29,735.00
FREEDOM ELEC	DIALIER AND PANEL WORK	4/17/2025	$1,200.00
ENVIRONMENTAL CONTROL SYSTEMS	CONTROL PANEL. PUMP TRUCK, INSTALL PUMPS	12/3/2024	$8,100.00
ENVIRONMENTAL CONTROL SYSTEMS	PUMP TRUCK/TECH, REPAIRS	7/30/2024	$4,125.00
UNITED RENTAL	BYPASS REPAIR	4/2/2025	$2,363.19
UNITED RENTAL	REPAIRS	11/26/2024	$6,484.59
UNITED RENTAL	REPAIRS	12/6/2024	$1,023.01
ENGINEERED SPRAY SOLUTIONS	SPRAY LINER		$66,051.00
UNITED RENTAL	BYPASS PUMP RENTAL 10 Months @ $3,006.31 a month		$30,063.10
EST FUEL COST	Estimated over 10 months @ $3.25 a gallon		$20,000.00
EST LABOR COST	Estimated 10 months		$10,000.00
TOTAL			$277,036.55