



City Council Chambers
9101 Bonita Beach Road
Bonita Springs, Florida 34135

CITY COUNCIL MEETING AGENDA

May 18, 2022
9:00 a.m.

If you plan to address the City Council, please complete a “Public Comment Card” located on the table outside of Chambers. Completed comment cards should be submitted to the City Clerk who sits to the left of the podium prior to the start of the meeting.

To submit your public comment in writing, please email your name, address, and comments to CITYMEETINGS@CITYOFBONITASPRINGS.ORG. **Any written public comment must be received by 4:00 p.m. on May 17, 2022.**

The City of Bonita Springs will not discriminate against individuals on the basis of race, color, national origin, sex, age, disability, religion, income, or marital status. To request an ADA-qualified reasonable modification at no charge to the requestor, please contact Lisa Roberson by calling (239) 949-6262 at least 48 hours prior to the meeting.

If a person decides to appeal a decision made by the Council on any matter at this meeting, such person must have a verbatim record of the proceeding to include the testimony and evidence upon which such appeal is to be based.

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Mayor’s Welcome
7. Public Comment on Agenda Items
8. Proclamations and Presentations:
 - A. Presentation of Proclamation to Sheriff Carmine Marceno and members of the Lee County Sheriff’s Office Community Policing Unit to recognize the week of May 11-17, 2022, as National Police Week in the City of Bonita Springs. (Council Member Purdon)

- B. Presentation on Emergency Preparedness, introduction of partner agencies, and annual distribution of the City's adopted Emergency Operations Plan (EOP). (Green Sheet No. 22-05-079)

9. Consent Agenda:

- A. Adopt resolution approving the recommendation from the Art in Public Places Board for tenancy of Artist Cottage #2 and authorize City Manager to execute a lease for the use of Artist Cottage #2 for a term of one year. (Green Sheet No. 22-05-075)
- B. Authorize Resolution to approve the Selection Committee's recommendation to engage McMahon Associates, Incorporated for the City's West Terry Street South Sidewalk Design Project RFQ 22-04. (Green Sheet No. 22-05-077)
- C. Recommendation to continue an Urban County Cooperation Agreement and authorize the Mayor to execute a Joint Resolution with Lee County for U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) entitlement funds for FY 2023, 2024 and 2025 (Green Sheet No. 22-05-078)
- D. Approve resolution accepting Howard Lowe's resignation from the Historic Preservation Board. (Green Sheet No. 22-05-082)

10. Mayor and Council Member Items:

- A. Discussion of proposed lighting and landscaping enhancements for the Banyan tree across from Riverside Park. (Corrie; Green Sheet No. 22-05-081)
- B. Adopt a resolution changing the composition of the Veterans Advisory Committee. (Quaremba; Green Sheet No. 22-05-074)

11. City Attorney's Items:

12. City Manager's Items:

- A. Appoint a City Council Member as the voting delegate to represent the City of Bonita Springs at the Florida League of Cities Conference scheduled for August 11-13, 2022 at the Diplomat Beach Resort in Hollywood, Florida. (Green Sheet No. 22-05-080)
- B. Presentation and review of the March Financial Report and Proposed 2022-2023 Budget Meeting Dates. (Green Sheet No. 22-05-076)

13. Mayor and Council Member Reports

14. Approval of the Minutes:

A. May 4th City Council Workshop Minutes

B. May 4th City Council Meeting Minutes

15. Public Comment

16. Adjournment

REQUESTED MOTION: Presentation on Emergency Preparedness, introduction of partner agencies, and annual distribution of the City's adopted Emergency Operations Plan (EOP).

REQUESTOR: Tony Backhurst, Director of Neighborhood Services

AGENDA: Presentations

STRATEGIC PRIORITY: #6 Strengthen City Finances

BACKGROUND:

Homeland Security Presidential Directive-5 (HSPD5) tasked the federal government with establishing a single, comprehensive approach to domestic incident management, which is now known as the National Incident Management System (NIMS), under which all levels of government across the nation have the capability to work efficiently and effectively together. After the impact of Hurricane Katrina in 2005, the adoption of NIMS became a condition precedent for the receipt of federal preparedness funds, including grants, contracts, and other activities.

An important component of NIMS is a scalable organizational structure known as the Incident Command Structure (ICS). Locally, utilizing this structure clarifies the chain of command and provides an orderly and systematic planning process in any circumstance. Nationally, the standardization of this structure fosters cooperation between diverse agencies, such as ourselves, Lee County, the State of Florida, and FEMA.

The City's Emergency Operations Plan (EOP) is intentionally designed to align with the guidelines promulgated by FEMA and implements the ICS structure during activation, as well as other NIMS principles.

With the commencement of hurricane season, staff would like to provide a brief presentation on what to expect during an emergency response and to introduce some of our partner agencies that are involved in the preparedness and response to emergency situations.

STAFF RECOMMENDATION: Receive presentation and accept annual distribution of the City's adopted Emergency Operations Plan.

ATTACHMENTS:

1. Emergency Operations Plan (EOP)

REVIEWERS:

City Manager:	Arleen Hunter
City Attorney:	Derek Rooney
City Clerk:	Debra Filipek
Department Director:	Tony Backhurst

Council Action: Approved ___ Denied ___ Deferred ___ Other _____

CITY OF BONITA SPRINGS

RESOLUTION NO. 20-13

A RESOLUTION OF THE CITY OF BONITA SPRINGS, FLORIDA, ADOPTING THE CITY'S EMERGENCY OPERATIONS PLAN AND DECLARING NIMS AS THE SYSTEM OF CHOICE FOR EMERGENCY MANAGEMENT; PROVIDING FOR CONFLICTS OF LAW, SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to F.S. §252.38, safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the State, and municipalities are authorized and encouraged to create municipal emergency management programs; and

WHEREAS, the City of Bonita Springs City Council has determined that it is necessary to establish an Emergency Operations Plan (EOP) in order to reduce the effects of a major emergency or natural disaster and to protect the health, safety, and welfare of the residents of the City; and

WHEREAS, the EOP provides a flexible framework for the prompt and effective provision of emergency response procedures and unifies City departments and community partners in a common effort to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose a risk to the City; and

WHEREAS, this EOP is consistent with and subject to the Lee County Comprehensive Emergency Management Plan in accordance with F.S. §252.38.

WHEREAS, established by FEMA, the National Incident Management System (NIMS) is a comprehensive standardized approach to incident management, and applies to all incidents, regardless of cause, size, location, or complexity; and

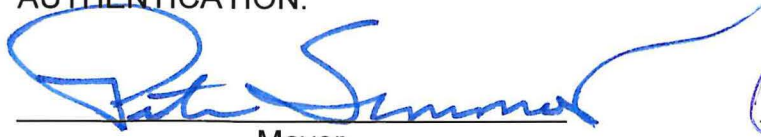
WHEREAS, adoption of the EOP by resolution is a requirement under NIMS

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bonita Springs, Lee County, Florida, that:

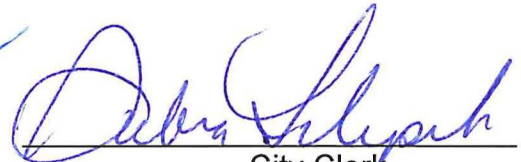
1. This resolution shall promulgate the City of Bonita Springs Emergency Operations Plan and constitutes adoption of the plan and the adoption of NIMS.
2. This Resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the City Council of the City of Bonita Springs, Lee County, Florida, this 4th day of March, 2020.

AUTHENTICATION:



Mayor



City Clerk

APPROVED AS TO FORM: 

City Attorney's Office

Vote:	Carr	Aye	Quaremba	Aye
	Forbes	Aye	Simmons	Aye
	Gibson	Aye		

Date filed with City Clerk: 3/11/2020



CITY OF BONITA SPRINGS EMERGENCY OPERATIONS PLAN

Adoption date: **MARCH 4, 2020**

Executive Summary

The City of Bonita Springs Emergency Operations Plan (EOP) has been compiled as a guide for the City's preparation for and response to an emergency or disaster. This EOP utilizes a methodology that parallels the National Response Framework, as well as the State and County Emergency Plans, and is designed to provide a framework for the City of Bonita Springs to effectively prepare for and respond to the effects of an emergency or disaster in the most efficient and safe manner possible. Upon a declaration of State of Emergency by the County or State, the procedures and protocols set forth here are intended to complement the lead agency coordinating incident management.

While severe weather such as a tropical storm or a hurricane can cause the most wide-spread damage and potential for loss of life and damage to property, smaller events with less warning, such as hazardous material spills, tornadoes, or fires, need to be considered as well so that the City and its staff can be as well-prepared as possible.

The first part of this EOP is the basic plan, and provides an explanation of the purpose, scope, and methodology used for the planning, direction and control, organizational structure, standard operating procedures, etc.

Departmental plans are developed separately from the adopted EOP and are designed to be updated and enhanced by the respective Department Directors and their subject matter experts. Checklists of equipment, responsibilities, and other summaries are included therein and intended to be a resource available to City employees. Details and procedures contained in these departmental plans are often of critical importance to the safety of City employees and the efficiency of the overall plan because of the local knowledge and information that they contain. As such, special attention must be paid to their maintenance, accuracy, completeness, and security.

This plan is designed to provide a basis for City leaders and staff to manage a program that allows for a coordinated and logical approach to community preparedness. In order for this plan to be effective, it must be read and understood by those who will be tasked with implementing it when needed. All City employees shall receive a copy of this plan upon initial hire, and updated copies shall be distributed upon completion of each annual review cycle.

This is this official Emergency Operations Plan of the City of Bonita Springs and shall supersede all previous plans upon its adoption.



Arleen M. Hunter
City Manager

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- Appendix A: City of Bonita Springs Boundary Map
- Appendix B: Lee County Evacuation Zone Map
- Appendix C: City of Bonita Springs Organizational Chart
- Appendix D: The Incident Action Planning Process
- Appendix E: Disaster Accounting Forms

I. INTRODUCTION

Purpose

The purpose of the Emergency Operations Plan (EOP) is to provide the City of Bonita Springs with structured guidance regarding the necessary measures in all phases of emergency management in accordance with the guidelines set forth by the Federal Emergency Management Agency (FEMA). The plan is a flexible framework that is designed to provide:

- A systemic and thorough protocol to follow while preparing for, responding to, and mitigating the effects of emergencies such as tropical storms, hurricanes, tornadoes, hazardous materials incidents, terrorism, and other major and minor events impacting the City of Bonita Springs;
- Established protocols for each operational phase of emergency operations in order for staff to transition between phases in an orderly manner and with the ability to manage the potential impact of a tropical storm or hurricane;
- The integration of necessary actions into an Incident Command System (ICS);
- Organized coordination with Lee County and the State of Florida's government responses before, during, and after the emergency incident;
- Recovery and mitigation programs that contribute to disaster resiliency and accelerated recovery so that our community can return to normalcy as soon as possible;
- Prearranged contractual services that augment existing resources with assistance and equipment for pre- and post-recovery activities in accordance with State and Federal regulations.

City Departments are expected to develop and update detailed plans and procedures for the implementation of the guidance contained in this EOP. All plans and procedures should be formed in consideration of the Lee County Comprehensive Emergency Management Plan, the State of Florida Comprehensive Emergency Management Plan, Chapter 252 of the Florida Statutes, Rule 9G-6 of the Florida Administrative Code, and the Federal Robert T. Stafford Act.

Scope

This EOP has been developed to provide guidance and direction to the City Administration, elected officials, and City staff to prepare for, respond to, recover from, and mitigate the effects of natural and manmade disasters and emergency situations. This plan operates on the premise that, upon declaration of a State of Emergency by either the County or the State, the City shall operate as a support agency to the overall emergency management efforts of the Lee County Emergency Operations Center (EOC). The EOC shall serve as the initial venue from which to coordinate emergency response decisions and directions. Once these activities are focused on a specific function – for example, debris removal – long term recovery will be managed directly by the

pertinent City department. Mitigation measures are addressed through Lee County's Local Mitigation Strategy meetings and through rebuilding initiatives associated with damaged facilities. The City maintains and will continue to maintain an active role in the County's ongoing mitigation strategy efforts.

Methodology

This EOP was developed by updating and elaborating existing City protocols and by collaborating with each City Department to outline and document internal procedures. The procedures and guidelines described herein are intentionally designed to be flexible in order to remain applicable and adaptable in virtually any emergency context. These guidelines can be implemented by the City independently or in conjunction with County, State, and Federal procedures.

II. SITUATION OVERVIEW

Geographic Information

The City of Bonita Springs is comprised of approximately 41 square miles – 35.3 square miles of land with 5.7 square miles of water - located in the southwest portion of Lee County along the southwest coast of Florida. It is bordered by the Village of Estero to the north, unincorporated Lee County to the east, unincorporated Collier County to the south, and the Gulf of Mexico to the west.

Bonita Springs is located at a latitude of 26°20'59"N and a longitude of 81°47'27"W. The elevations range from sea level to approximately 15 feet National Geodetic Vertical Datum (NGVD). The Imperial River flows east to west through the southern third of the City and empties into Estero Bay. The City is traversed by U.S. 41, which runs north and south through the western area of the City, and by I-75, which runs north and south through the eastern portion of the City. The City's main lateral arterial road is Bonita Beach Road, which runs along the southern portion of the City from Barefoot Beach to the City's eastern boundary.

According to the 2010 U.S. Census Bureau, the City of Bonita Springs has an estimated population of 43,914 people.

Hazard and Threat Analysis

Tropical weather is one of the most likely disaster incidents to affect the City of Bonita Springs. In fact, since 1857, there has been either a tropical storm or hurricane pass within 60 nautical miles of the City every two years, on average. Past storms that have impacted Lee County and the City of Bonita Springs include: major hurricanes in 1910 and 1926; Hurricane Donna in 1960; Tropical Storm Bob in 1985; Hurricane Andrew in 1992; Tropical Storm Gabrielle in 2001; Hurricane Wilma in 2005; and Hurricane Irma in 2017. There have also been several unnamed storms that caused severe flooding events that impacted traffic patterns and disrupted local businesses.

The City of Bonita Springs is particularly vulnerable to hurricane storm surge with most home and businesses elevated only 9 to 11 feet above sea level. Due to this vulnerability, Bonita Springs is normally included in a mandatory evacuation zone even for Category 1 hurricanes. A Category 1 hurricane can produce a storm surge that would inundate large portions of the City, causing coastal erosion and major flooding in both residential and commercial areas.

Tropical storms and hurricanes are also often accompanied by significant rainfall in a relatively short period of time. While there may be areas unaffected by storm surge, it is possible that those areas could receive damaging flooding from heavy rains. Additionally, hurricanes often cause other natural hazards like tornadoes and microbursts that can cause significant damage to any part of the community.

The high winds that accompany such storms and tornadoes are also a great concern due to their ability to damage homes, businesses, and infrastructure as well as leaving behind large amounts of debris. Older buildings and manufactured homes are particularly susceptible to high winds. Such structures require particular attention and precautions. High winds can also disrupt commercial electric and utility services, which is of special concern to the elderly and persons who are dependent on electricity for their well-being. During the aftermath of a storm, hazardous amounts of debris create additional problems by isolating areas from emergency services and preventing the restoration of the power system and other public services.

In addition to the aforementioned tropical weather-related incidents, the City of Bonita Springs is also susceptible to the following hazards:

- Agricultural freeze
- Airplane/airport Accident
- Civil Unrest
- Coastal Erosion
- Drought or Water Shortages
- Exotic Pests
- Gas Pipeline Rupture
- Hailstorms
- Hazardous Material incidents
- Highway Accidents
- Mass Casualty Incidents
- Mass Migration
- Oil Spill
- Pandemic Illness
- Power Failure
- Radiological (transport)
- Sinkhole/Subsidence
- Terrorism (bio and non-bio)
- Urban Fire
- Wild Fire
- Wind Storm

City staff and local citizens must also consider the following additional threats caused by any disaster of significance:

- Dislodged fuel tanks
- Disruption or destruction of water and sewer systems
- Limited food supplies
- Loss of electricity and downed live wires
- Lack of sanitary facilities and potable water
- Damaged or blocked bridges and roads
- Waterway debris, including sunken and disabled boats
- Inaccessibility to emergency services (EMS, Fire, Police, Hospitals)

Capabilities Assessment

The City maintains a government-lite philosophy, which means that many essential functions are outsourced. As such, the City maintains Mutual Aid Agreements and Memorandums of Understanding with various entities for assistance during emergencies. The City relies upon Lee County EMS, Lee County Sheriff's Department, and the Bonita Springs Fire Control & Rescue District for emergency response services in accordance with executed interlocal agreements.

Additionally, Lee County maintains a state-of-the-art EOC approximately 20 miles north of the City of Bonita Springs located at 2675 Ortiz Avenue, Fort Myers, Florida 33905, which provides augmentation and support to the City's resources, as well as linkage to State and Federal agencies and their resources. The Bonita Springs Fire Station #4 located at 27701 Bonita Grande Drive, Bonita Springs, Florida 34135 is designated as the primary South Geographic Disaster Response Division of Lee County's EOC operations. The Village of Estero's Fire Station #43 located at 21500 Three Oaks Parkway, Estero, Florida 33928 is designated as the secondary South Geographic Disaster Response Division.

III. CONCEPT OF OPERATIONS

This EOP is based on the National Incident Management System (NIMS) principle that the City bears the initial responsibility for its disaster preparedness, response, recovery, and mitigation. As a corollary to this principle, each level within the City's government will accomplish the functions for which it is responsible, requesting relief from other City departments or other agencies or government entities only after resources at that level are inadequate to respond to the emergency. Requests for County support and assistance can be requested at any time, but will be initiated independently by the County only after a State of Local Emergency has been declared by the City or the County in accordance with its Codes and Laws.

The City of Bonita Springs can declare a State of Emergency in accordance with the provisions set forth in Section 14-42 of the City's Code of Ordinances. Likewise, Lee County can declare a Local State of emergency, which would include the City of Bonita Springs, in accordance with Section 13 ½ - 35 of the Lee County Code of Ordinances.

A comprehensive approach is needed for standardizing and synchronizing the planning and operations for an efficient and effective organizational approach to managing a local emergency or disaster. While some situations are more demanding than others, this plan is designed to be scalable, flexible, and compatible with existing plans and procedures at both of the local levels (City and County) as well as with existing State and Federal protocols.

Activation Levels

- **LEVEL 3 ACTIVATION: MONITORING**

This is the City's normal operational posture; i.e. monitoring local, state, and world events while responding to the community's routine needs. Plans, procedures, training and supplies inventory should be reviewed and updated as needed, and remain ready for activation upon detection of a threat.

- **LEVEL 2 ACTIVATION: POTENTIAL EMERGENCY OR THREAT OF STORM IMPACT**

Partial Activation – Initial preparedness and response actions undertaken; equipment and personnel ready to deploy; Emergency Operations Center partially activated.

- **LEVEL 1 ACTIVATION: LIKELY THREAT OR IMMINENT STORM IMPACT**

Full activation – Emergency situation is occurring, Tropical Storm or Hurricane Watch/Warning has been issued, or State of Emergency (Local, County, or State) has been declared. The City’s ICS is staffed and emergency management plans are being implemented under the direction of the Incident Commander. All Departments are at full readiness, and personnel and equipment are ready to deploy.

- **DEACTIVATION:** The Incident Commander will make the decision regarding deactivation jointly with City leadership and key personnel. It is recommended to deactivate in phases and to release personnel as they are no longer needed. The decision of when to release personnel and other resources should be made only after discussion with on-scene commanders. The deactivation of resources shall be included in the daily Situation Report and communicated to the EOC.

Organization, Direction, and Control

The level of response to any minor, major, or catastrophic disaster will correlate directly to the size and scope of the incident. Minor incidents are typically handled directly by first responders, requiring no activation of the City’s Incident Command Structure (ICS).

Expanding incidents may necessitate partial or full activation of the City’s Incident Command Structure. This plan will be implemented as the situation warrants in accordance with operational priorities indicated by the Incident Commander to include:

1. Life, safety, and health;
2. Property protection;
3. Environmental protection;
4. Restoration of essential utilities;
5. Restoration of essential program functions; and
6. Coordination among appropriate stakeholders.

Upon declaration of an emergency, the City’s organizational structure (see Appendix C) shall take the form of its predetermined Incident Command Structure, which is depicted on page 13. The ICS may be activated as either a “Command” entity or as a “Support” entity. The ICS shall serve as a single Command element for the local emergency operations, subject to resource needs. In the event that the incident requires multiagency coordination, the ICS shall be activated as a “Support” entity.

The ICS will be activated at the direction of the City Manager, or her designee, after consultation with the Mayor, Councilmembers, City Attorney and appropriate staff members. In a sudden emergency event such as a tornado, terrorist attack, or major aircraft incident, the City Manager may direct the ICS to activate immediately and coordinate the notification of senior officials as the situation dictates. The Incident Commander shall be responsible for the organization and staffing of the ICS for the duration of the disaster/emergency and for managing overall incident response efforts.

When the ICS is activated, or when otherwise directed, the following staff members and all necessary partners and liaisons shall be immediately contacted to report to City Hall, or other designated location, for an initial incident briefing:

- City Manager
- Assistant City Manager
- LCSO Liaison
- Fire Chief
- City Attorney
- Staff Attorney
- Communications Director
- Parks & Recreation Director
- Public Works Senior Project Manager
- Finance Director
- Neighborhood Services Manager
- Code Enforcement Supervisor
- Director of Administrative Services
- Director of Community Development
- City Clerk

The City Manager's Office is the lead department for ensuring that the City government is poised to manage an emergency situation within the City limits, and the Neighborhood Services Manager shall be the central point of contact for development and maintenance of the EOP.

IV. PREPAREDNESS ACTIVITIES

Training & Exercise

Certain National Incident Management System (NIMS) training is required under Homeland Security Presidential Directive 5 (HSPD-5) as a condition to receive federal funding, contracts, grants, and reimbursement of disaster recovery costs. FEMA's National Integration Center maintains the *NIMS Training Program* and establishes the minimum training standards for credentialing personnel and equipment. Under the *NIMS Training Program*, the City's essential personnel must complete training based on their ICS roles, as well as in consideration of the Incident Complexity (Type 1, 2, 3, 4, or 5) that the region will likely face.

To become and remain eligible to receive disaster-related Federal funds, each department tasked within this plan shall be trained (and maintain such training) to fulfill the requirements of the National Incident Management System (NIMS) commensurate with the role assigned to each. The training courses required hereunder are intentionally aligned with those required by Lee County.

The City Clerk's Office shall maintain a roster of trained personnel, including the type of training and date received, for all essential personnel. Department directors are responsible for ensuring that employees are properly trained in their emergency job duties, which includes certain baseline National Incident Management System (NIMS) and Incident Command System (ICS) courses promulgated by FEMA's Emergency Management Institute.

Directors shall classify each employee in accordance with the following tiered training schedule and ensure all training requirements have been completed prior to May 1st of each year:

Tier 1. All essential employees:

- IS-100 Introduction to Incident Command System (ICS)
- IS-700 NIMS: An Introduction

Tier 2. Section leaders and field operations:

- IS-100 Introduction to Incident Command System (ICS)
- IS-700 NIMS: An Introduction
- IS-200 ICS for Single Resources and Initial Action Incidents

Tier 3. Senior management and executive decision makers:

- IS-100 Introduction to Incident Command System (ICS)
- IS-700 NIMS: An Introduction
- IS-200 Basic Incident Command System for Single Resources
- IS-706 NIMS Intrastate Mutual Aid
- IS-800 National Response Framework

Those appointed to Command Staff positions shall complete additional courses pertaining to their respective positions.

Prior to June 1 each year, the Command Staff shall hold an exercise that simulates activation, as well as the other different components that are involved in emergency management and response. The City of Bonita Springs shall also participate in the County/State hurricane exercise held in the spring of each year. To the extent possible, the City's independent ICS exercise should be coordinated in conjunction with this multi-jurisdiction exercise. Additional opportunities may be periodically coordinated with the Emergency Management branch of the Lee County Public Safety Department for joint exercise and training as appropriate.

Prior to June 1 each year, City departments shall review the EOP with their staff, along with any internal Standard Operating Procedures pertinent to the department's role in emergency management, and conduct a tabletop exercise or drill. These department exercises should review reporting instructions, update contact information, and confirm the employee's ability to provide requisite response and recovery functions.

Public Awareness & Education

Public education is the process of making the public aware of risks to which they are exposed during an emergency or a natural disaster, as well as educating the public as to how they can prepare for and reduce the effects of exposure to such hazards. Prior to an incident, the City should conduct activities to educate the public about local hazards, prevention, family preparedness, and response-level activities. Examples of public education outreach activities include, but are not limited to, the following activities:

- Conducting or broadcasting hurricane and natural disaster preparedness workshops;
- Providing tools and resources to develop a personal emergency preparedness plan for families or businesses;
- Provide information on how to build a disaster supply kit;
- Dissemination of promotional materials such as the Lee County All-Hazards Guide;
- Transmit informative emergency preparedness information on the City's website and through various social media outlets;
- Spread awareness for at-risk populations such as children, senior citizens, persons with special needs, and those with limited English language skills.

The City encourages residents to register with Lee County Emergency Management's mass notification system, AlertLee, in order to receive rapid emergency notifications via phone, text, email, and social media methods. Residents and visitors may sign up online by visiting www.alertlee.com.

Lee County Public Safety is a FEMA Integrated Public Alert Warning System (IPAWS) Alerting Authority. The County utilizes the IPAWS to alert and warn Lee County residents and visitors about serious emergencies through various means, including the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), and the National Oceanic and Atmospheric Administration (NOAA) Weather Radio. Please refer to FEMA's IPAWS website for more information.

During emergencies and natural disasters, it is imperative that residents stay informed. The City can best maintain public safety by providing critical information to the public in a timely manner. The Communications Department shall develop and maintain an internal Crisis Communication Plan to be implemented in the event of an emergency. The City shall coordinate and disseminate unified emergency messaging from the City, Lee County Emergency Operations Center, Bonita Springs Fire Control and Rescue District and Lee County Sheriff's Office in a timely manner. Members of the public are instructed to monitor the media and the various government outlets for information and instructions.

V. RESPONSE AND RECOVERY PROCESSES

Overview

The emergency/disaster recovery process consists of three overlapping phases consisting of a wide range of activities:

1. Immediate Emergency Phase

The Immediate Emergency Phase begins when a State of Emergency has been declared, if practical, or otherwise immediately after the danger has passed through the area (i.e. hurricane winds decrease to less than 40 miles per hour). During this phase, emergency management efforts focus on the missing, stranded, injured, and homeless. The primary activities are search and rescue and preventing further injury or damage. During this phase, normal social and economic activities are disrupted or discontinued. Emergency Management officials begin to survey the affected areas to determine needed recovery resources, mitigation of further damage, and restoration of critical services.

2. Short Range Restoration Phase

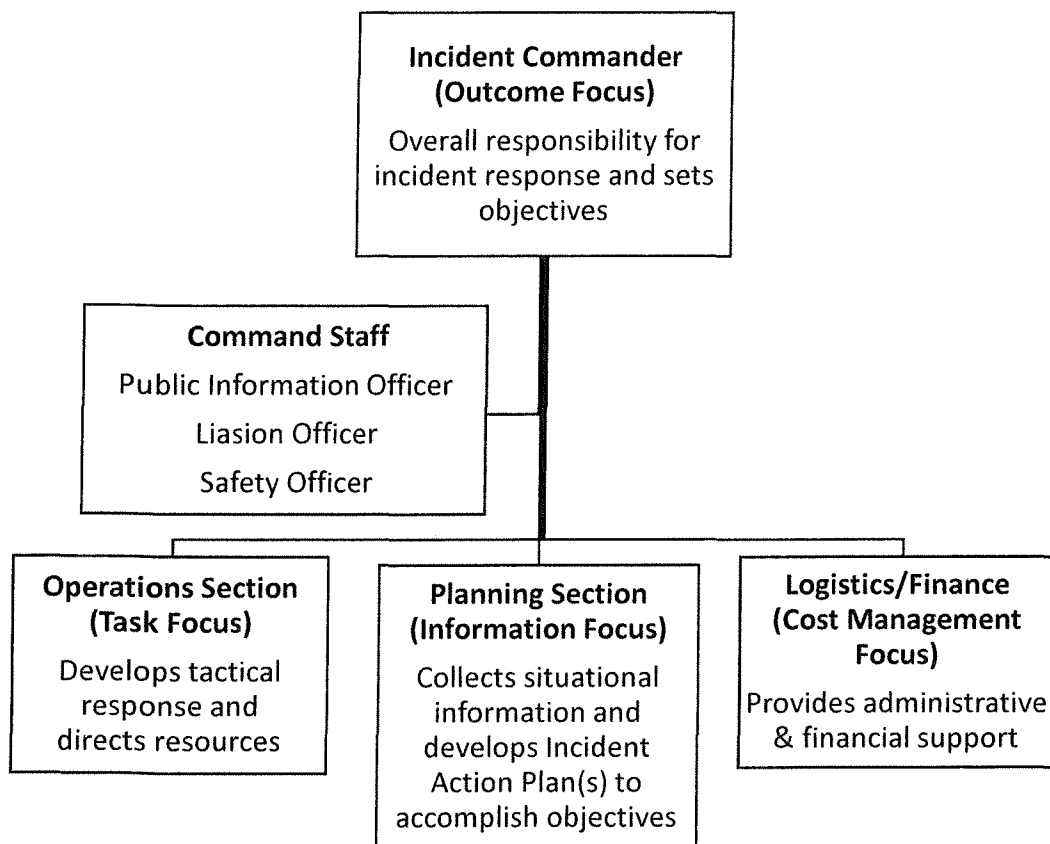
The Short Range Restoration Phase begins as soon as possible after the event and continues several days depending upon the extent of damage. Emergency management efforts focus on restoring the City to relatively normal activities. Restoration of all public utilities and public facilities will be undertaken at a high priority. More detailed surveys and damage assessment will continue, with County, State, and Federal disaster relief resources allocated and provided as necessitated to victims needing assistance emergency food, shelter, temporary housing, and other public assistance.

3. Long Range Reconstruction Phase

The Long Range Reconstruction Phase can extend from several days to several months or even years after a major disaster event until all physical property and social and economic processes return to an acceptable pre-incident level. The visible activities include demolition of partially destroyed structures, continued debris removal, as well as major reconstruction and mitigation projects.

Incident Command Structure

During activation, the City's organizational structure shall shift to its Incident Command Structure in order to maximize efficiency throughout the recovery efforts. The City's Incident Command Structure shall be formed in accordance with the NIMS Incident Command Structure, as may be amended from time to time, in order to facilitate access to the greater resources available at the county and state levels. The Incident Command Structure is adaptable and may be fully or partially implemented dependent upon the scope and size of the emergency and other situational requirements.



When the Incident Command Structure is activated, the department-specific roles of employees during normal City operations are suspended until the Incident Command Structure is deactivated. The designated Incident Commander shall expand the ICS as needed and shall appoint section leaders with each expansion. All other City employees shall report to their predesignated locations for assignment from their supervisor.

Pursuant to the NIMS Chain of Command principle, employees are instructed to report only to their immediate supervisor in order to maintain accurate information and controlled resource requests. Employees are cautioned that communicating needs/requests to any other supervisor could jeopardize the availability of resources or entitlement thereto.

Upon initial activation, each supervisor shall immediately assess their available personnel and provide this information to their respective Section Manager. This information shall be consolidated by the Safety Officer and then provided to the Incident Commander and the Planning Chief as soon as possible.

Planning & Operations

Incident objectives for each operational period shall be outlined in an Incident Action Plan (IAP), which shall serve as a roadmap for all response efforts. The purpose of the IAP is to document the current situation status, incident objectives, strategies to accomplish those objectives, resources required to accomplish those objectives, organizational elements, and other pertinent information. Detailed instructions for preparing an IAP is included in Appendix D.

The Planning Chief shall work closely with the Operations Chief, the Incident Commander, and other Command and General Staff members in the preparation of each IAP. After the IAP is approved by the Incident Commander, the Planning Manager shall then disseminate copies of the IAP to all Section Chiefs for implementation. The Operations Chief shall fully inform supervisors/team leaders of their tasks and provide any necessary instructions. Employees are expected to know the appropriate method of communication and the supervisor to whom they shall communicate their needs throughout the shift. Each team shall be briefed by their team leader at the start of their shift with the goals and objectives of the applicable IAP:

- What tasks do we need to accomplish? (Assessments, clearing access ways, etc.)
- Who is responsible for doing it?
- What resources are required to do the task?
- Are there any unmet needs?
- How will the unmet needs be communicated?

A team debriefing shall occur at the conclusion of each shift. All activities and pertinent resources information shall be documented by the supervisor in accordance with Section VI of this Plan, and provided to the Operations Chief. The Operations Chief shall then collate all of the information received and provide the collated information to the Planning Chief and the Incident Commander for evaluation.

The Incident Command shall ensure that a daily Situational Report (Sit/Rep) utilizing the most current information is provided to the EOC. Each Sit/Rep shall highlight resource requirements, unmet needs, written requests, and other relative information.

This information cycle facilitates the ongoing assessment of the situation and allows for requisite equipment and supplies to be provided. This cycle ensures that the recovery phase progresses as efficiently as possible and should fulfill unmet needs within the City.

Communications & Coordination

During the incident briefing that takes place upon any level of activation, the Incident Commander and the Public Information Officer shall consider all available information regarding the emergency in order to determine who shall be the appropriate representative to speak on behalf of the City. The City's designated spokesperson shall issue official statements and answer media questions throughout the emergency and on-going response efforts. In order to preserve public safety and strengthen rumor control, the appointed spokesperson shall only share the coordinated and unified messages that are pre-approved by the Public Information Officer.

The Public Information Officer shall obtain the identity of other entities' spokespersons (e.g. Lee County Sheriff's Office, Bonita Springs Fire Control & Rescue District, Lee County, etc.) as early as possible so that all statements and contacts with the media can be coordinated between entities as part of a joint information system. Contact information for each representative will be shared with the City's Crisis Communication Team.

Informing the public and additional audiences during an incident is an ongoing cycle that involves four steps:

Step 1: Gather Information. Official information pertaining to the emergency circumstances and response efforts shall be collected from the ICS Command and General Staff, partner agencies, media outlets, elected officials, and other resources such as the National Weather Service.

Step 2: Verify Information. Irrespective of the source, the accuracy of all information shall be verified by consulting with the Lee County EOC, Lee County Sheriff's Office, Bonita Springs Fire Control and Rescue District, qualified technical specialists, and other PIO's in the affected jurisdictions.

Step 3: Internal Coordination of Information. Coordination includes, but is not limited to:

- coordinating between ICS Command and General Staff;
- coordinating between EOC participants; and
- obtaining approval from appropriate authorities before information is disseminated.

Initial information messaging should include actions that the public and local businesses should take, the impact of the incident, and responsive actions currently being undertaken by the City and partner agencies.

Step 4: External Dissemination of Information. Information should be disseminated to disaster victims, the general public, affected jurisdictions, partner agencies, community leaders, private sector entities, the media, nongovernmental organizations (NGOs) (e.g., American Red Cross), volunteer groups (e.g., Community Emergency Response Team – CERT, Voluntary Organizations Active in Disasters – VOAD), and any other affected groups.

Dissemination may be done through multiple media outlets or alternatives, including: mass emails, press releases, radio and television broadcastings, website postings, social media posts (e.g. Facebook, Twitter, Nextdoor, etc.), press conferences, public service announcements, AlertLee notifications, staff briefings, and community meetings.

The Public Information Officer shall continuously monitor the media to verify that the public and elected officials are getting accurate and complete information through the media in a timely manner. Inaccuracies and rumors that affect health and safety shall be addressed immediately with the media and correct information distributed through the media or other means.

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

Financial Management

During an emergency, the Finance/Admin Section Chief is responsible for complying with all fiscal policies and regulations, coordinating funding, approving all incident expenses, and briefing the Incident Commander on all incident related issues/expenses. In major or catastrophic disaster, a separate project code (budget item) may be established to manage disaster related costs. These costs include labor, materials, equipment, supplies, and contracts. Fund numbers, department numbers, and object codes normally used for related costs remain the same.

Mutual Aid agreements within the jurisdiction shall be maintained in an accessible format at all times.

Resource Procurement and Documentation

Persons directing and supervising emergency work must document personnel, equipment, and supplies expended daily. Every reasonable effort should be made to foster competition for work. Persons responsible for procurement and supply ordering should solicit quotes by phone or other means from more than one vendor, if possible. Written documentation of these efforts shall be provided to the Finance/Administration Section.

Complete and accurate documentation and the proper maintenance thereof is essential in order to qualify for State and Federal Disaster Assistance and to receive reimbursement for eligible expenses. In order to apply for and receive Federal Disaster Recovery Assistance, the City must document all labor and materials/supplies and contractual costs by damage category and by site.

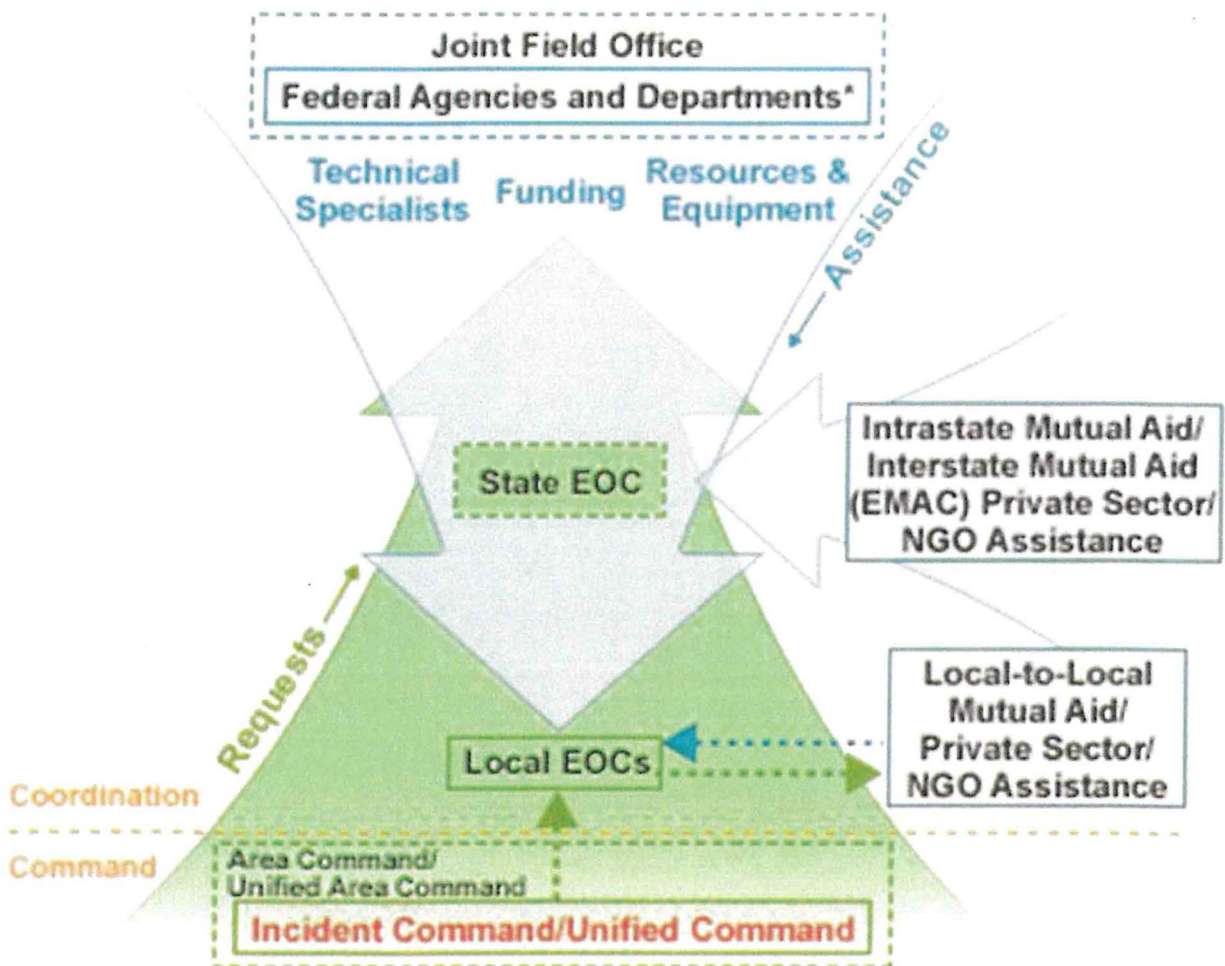
After demobilization, the Finance/Admin Section Chief shall submit a summary of all financial costs of the incident to the City Manager.

Resource Request Process

When planning for an emergency, it is important to have a thorough understanding of available resources for use when needed. It is the responsibility of the City departments to manage resources under their own authority. Additional resources beyond the City's capabilities will come from a variety of partner agencies through interlocal agreements, mutual aid agreements, and coordination through the EOC.

The Logistics Chief shall coordinate with the EOC to fulfill resource gaps and other unmet needs following a disaster. All procedures shall remain consistent with sound purchasing and cost-accounting practices, but with consideration of the need to expedite the purchasing process during emergency response operations. All staff involved with resources ordering should maintain accurate documentation in a manner consistent with local, state, and federal requirements for disaster-related reimbursement.

If notice is given prior to a disaster, the County may be able to mobilize or pre-stage resources as appropriate for the disaster. Resources mobilized prior to an impending disaster would depend on the event and its expected impacts.



Resource requests must include the following details in a written request:

1. Overall priority of the mission for which the resource/aid is being requested.
2. Type of equipment or personnel required.
3. Location(s) and duration of the mission.
4. Transportation coordination details (access ways, means of communication, etc.)
5. Arrival instructions (reporting location, check-in instructions, point of contact)

The requesting party shall route the request, with the above information included, through their Section Chief to the Logistics Section to document that sufficient resources are not available locally and mutual aid is required to complete the mission. The Logistics/Finance staff must determine the costs associated with filling the mutual aid request. The Logistics Section Chief shall ensure that the request is provided to the Planning Chief to be included in the daily Sit/Rep.

Points of Distribution

Points of Distribution (PODs) are locations where members of the public are able to receive life sustaining commodities, such as food and water, following a disaster. These operations are a joint City and County effort. As such, the City shall provide the County with a list of potential sites to be used in the aftermath of a local emergency or natural disaster. Post-disaster adjustments to POD locations can be made as the post-disaster situation dictates.

POD selections are made based on distribution, activation, and resource needs. Site selection for POD locations and types include, but are not limited to, the following considerations:

- Hazardous conditions
- Needs analysis
- Population density
- Current methods of commodity distribution
- Ingress and egress concerns
- Traffic flow
- Delivery options
- Site geography
- Proximity to local businesses and grocery stores

POD activation will be determined by the existing weather conditions, actual public need, types of resources needed, infrastructure capabilities, and availability of resources through other means within the City. The City shall coordinate with the County and other partner agencies to determine where POD activation is most warranted. Pursuant to the County's Emergency Management Plan, the City will be responsible for providing logistical support and staffing for the PODs within our boundaries. The City may also need to provide staff to augment the Florida National Guard, security, and local logistical supplies requested by the State. Resources are allocated to each POD based upon type and quantity of resources to be distributed as well as POD material and equipment required at each site.

Fuel Supply

Fuel shortages can often occur during disasters leading to significant challenges within the community. Fuel shortages could occur due to high evacuation traffic, emergency preparedness and response activities, and the inability of fuel supplies to reach our geographic region.

For daily operations, governmental agencies should maintain fuel levels to endure possible power outages caused by manmade or weather-related incidents. Best practices indicate that, outside of hurricane season, a 24-hour supply of fuel should be available. During hurricane season, at least a 48-hour supply of fuel should be available. During activation due to a pending hurricane, fuel tanks shall be filled if the facility is not in the forecasted surge zone.

During response and recovery operations, it is imperative that accurate information regarding fuel supply is documented in each team's debriefing reports and transmitted to the County in the City's daily Sit/Reps.

VII. PLAN DEVELOPMENT & MAINTENANCE

After Action Reports

After every incident requiring activation, the City Manager shall conduct a meeting, or a series of meetings, to evaluate and critique the effectiveness of this EOP. The findings of these meetings shall be compiled into an After Action Report, which shall thoroughly address, at a minimum, the following items:

1. Functionality and effectiveness of the warning system;
2. Practicality in the application of this EOP;
3. Effectiveness of communications equipment;
4. Coordination with the County;
5. Efficiency of mutual aid agreements.

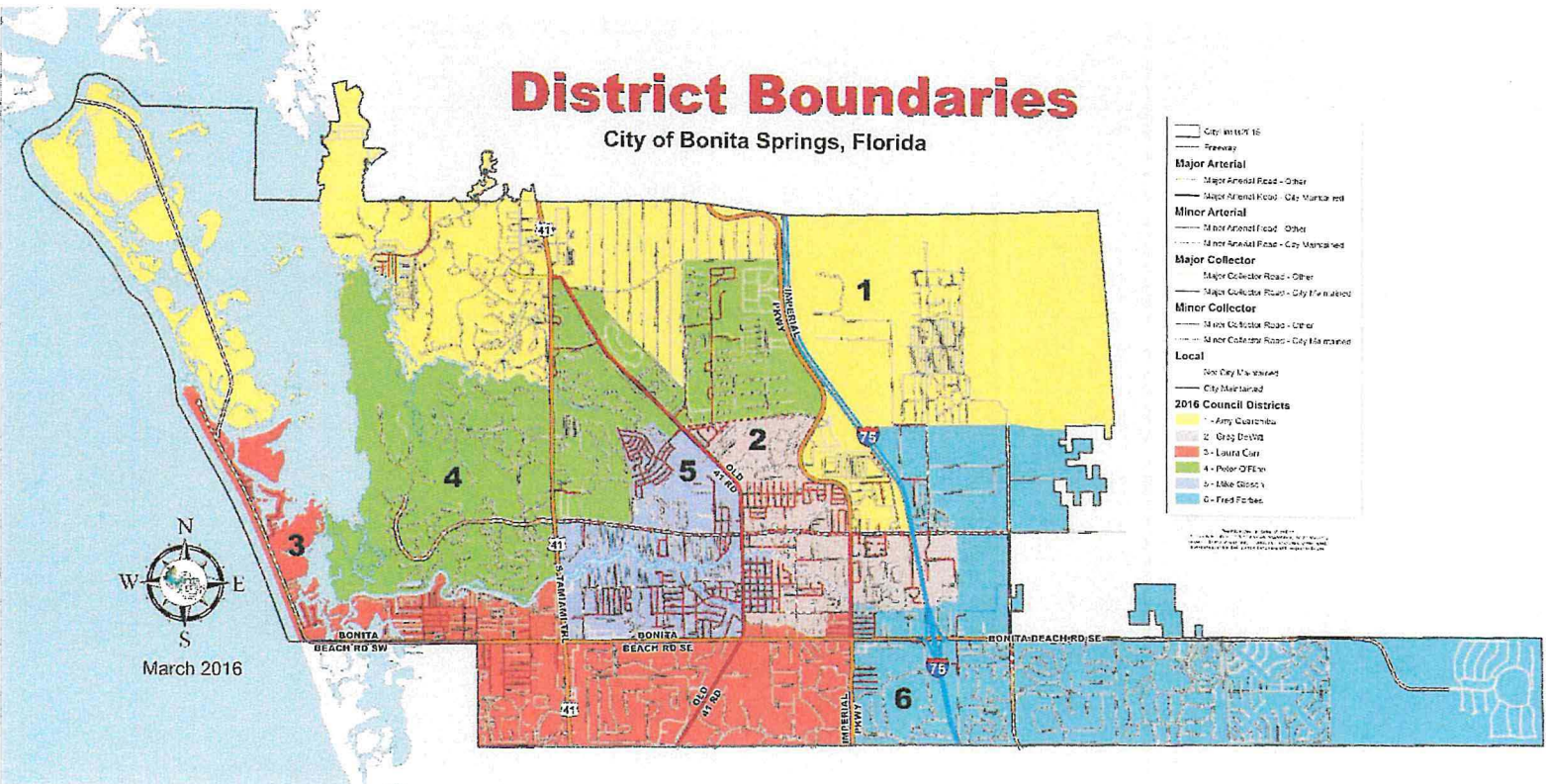
Annual Review Cycle

Annually, prior to March 15, all members of City leadership, including department directors and members of senior management, shall review the EOP, as well as internal Standard Operating Procedures, for currency, accuracy, and feasibility. This review shall include without limitation:

- Basic EOP guidelines
- Departmental Annexes
- EOP Appendices
- Memoranda of Understanding (MOU)
- Memoranda of Agreement (MOA)
- Mutual Aid Agreements (MAA)
- Standard Operating Procedures (SOP)
- Vendor Contracts
- Lee County's CEMP
- Applicable Laws, Statutes, and Ordinances
- Any other applicable documents and agreements

Upon completion of this review, any questions, comments, or revisions shall be provided in writing to the Neighborhood Services Manager for review and action. Once consolidated and correlated, a written summary will be forwarded to the City Manager for final approval and incorporation.

APPENDIX A City of Bonita Springs Boundary Map



APPENDIX B Lee County Evacuation Zone Map

2019 Evacuation Zones and Public Shelters

EMERGENCY PUBLIC SHELTERS

Bonita Springs

1. Bonita Springs YMCA – 27200 Kent Rd

Cape Coral

2. Island Coast High School – 2125 DeNavarro Pkwy

Estero

3. Estero Recreation Center – 9200 Corkscrew Palm Blvd
4. Hertz Arena – 11000 Everblades Pkwy

Fort Myers

5. Dunbar High School – 3800 Edison Ave
6. South Fort Myers High School – 14030 Plantation Blvd
7. Treeline Elementary School – 10900 Treeline Ave

Lehigh Acres

8. East Lee County High School – 715 Thomas-Shenwin Ave
9. Harris Marsh Elementary School – 2800 Unice Ave N
10. Harris Marsh Middle School – 1820 Unice Ave N
11. Mirror Lakes Elementary School – 525 Charwood Ave
12. Tortuga Preserve Elementary School – 1711 Gannery Rd
13. Varsity Lakes Middle School – 801 Gannery Rd
14. Veterans Park Recreation Center – 49 Homestead Rd

North Fort Myers

15. North Fort Myers Academy of the Arts – 1836 Arts Way
16. North Fort Myers Recreation Center – 2000 N Recreation Park Way

San Carlos

17. Allico Arena – 12181 FGCU Lake Pkwy

Tice

18. Manatee Elementary School – 5301 Tice St
19. Oak Hammock Middle School – 5321 Tice St

****Be Advised:** NOT all shelters will be open for every event. The opening of shelters is dependent upon the nature of each specific event.

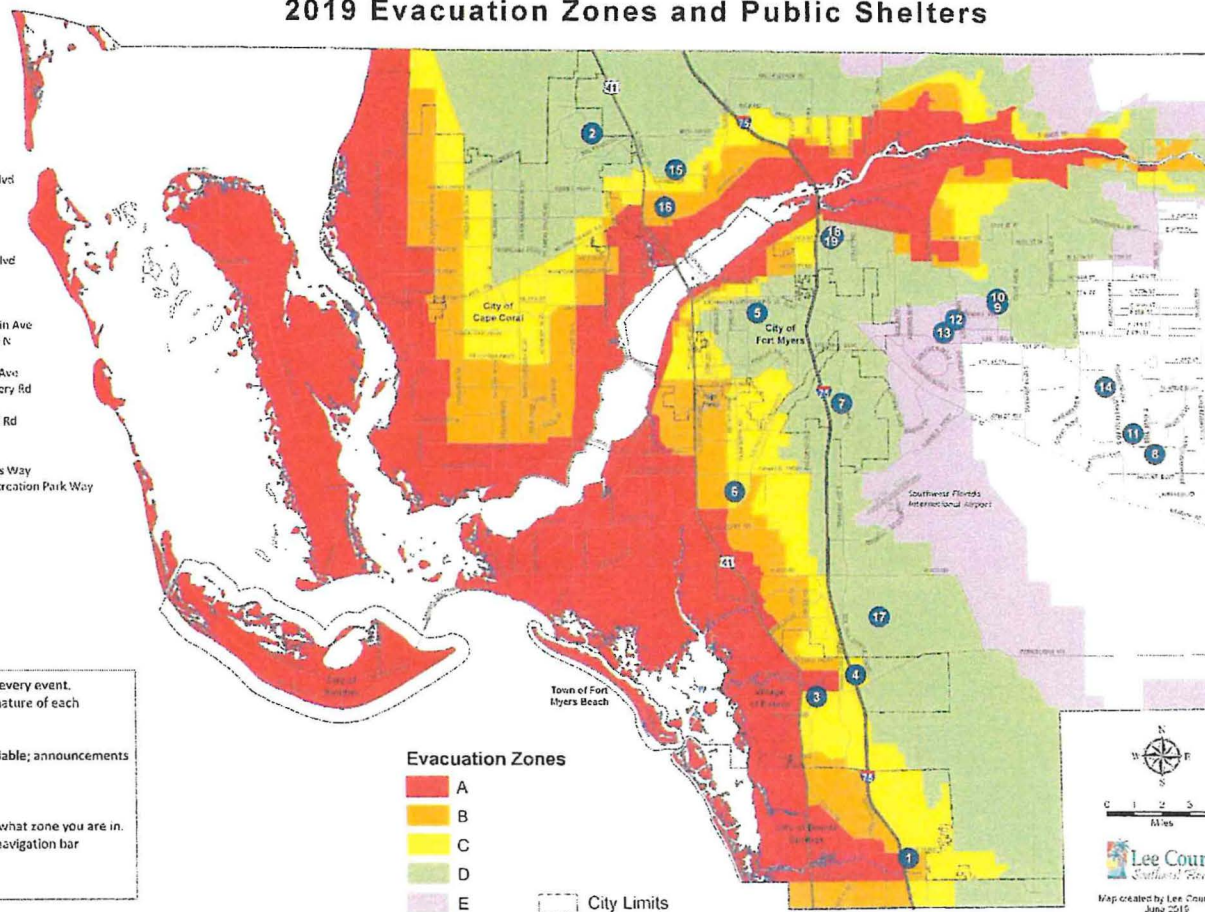
Please Note: Pet-friendly sheltering will be available; announcements will be made at the time.

Know Your Evacuation Zone:

Visit our website www.leeoc.com to find out what zone you are in.

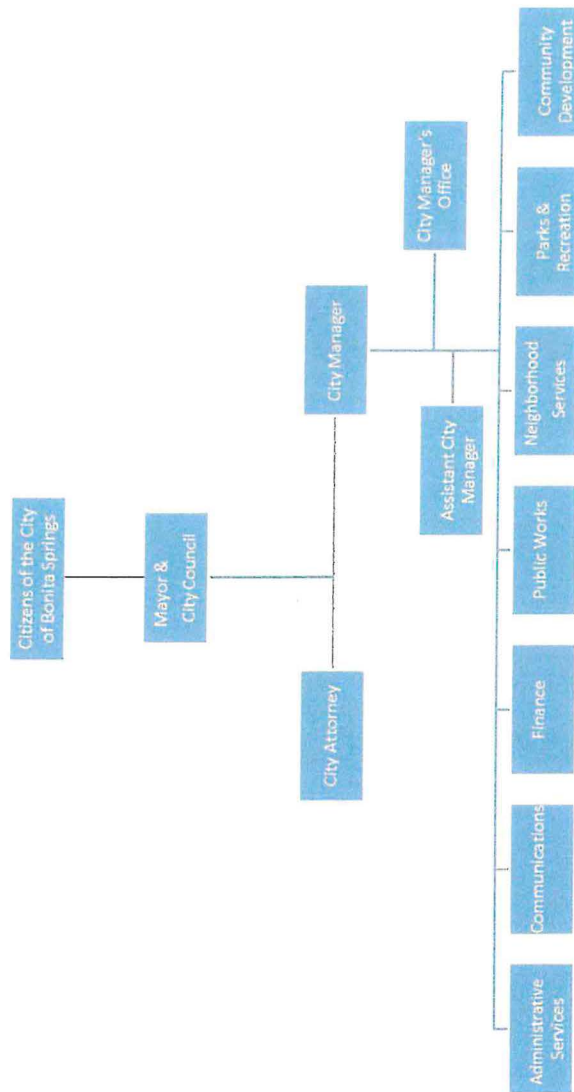
1. Click on "Know My Evacuation Zone" in the navigation bar
2. Click the Find My Evacuation Zone link
3. Enter your address in the search bar

Source: Lee County Emergency Management



APPENDIX C

City of Bonita Springs Organizational Chart



APPENDIX D

The Incident Action Planning Process

The Incident Action Plan (IAP) is the vehicle by which senior leadership of an incident can communicate their expectations and provide clear guidance to those managing an incident. The incident action planning process requires collaboration and participation among all incident management leaders and staff members across the whole community. This guide is intended to serve as a reference for incident personnel, and compliance herewith ensures coordinated incident response among all levels of government, NGOs, and the private sector.

A well-conceived complete IAP facilitates successful incident operations by identifying incident objectives and providing essential information regarding incident organization, resource allocation, work assignments, safety, and weather. The incident action planning process is built on the following phases.

Phase I: Understand the Situation

While many important things are accomplished during this initial period, efforts focus on gaining an understanding of the situation and establishing initial incident priorities. Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts. Comprehensive situational awareness is essential to developing and implementing an effective IAP.

An Initial Incident Briefing must be coordinated as soon as possible to prepare for successful incident management. At this meeting, Command and General Staff should be presented with the following situational information:

- Boundaries and scope of the incident
- Number of displaced survivors
- Sheltering information
- Critical infrastructure damage assessment, locations, and types
- Status of communications and other utilities
- Incident facilities, types, and location
- Resources on hand, en route, and on order
- Life-saving operations
- Pertinent deliberate plans
- Maps of incident area
- Preliminary damage assessment
- Geospatial information systems (GIS) products and satellite imagery
- Emergency contact information for partner agencies, EOC, and other incident facilities

This briefing should result in Command & General Staff having the requisite situational information to make informed decisions, including information regarding constraints and limitations.

Phase II: Establish Incident Objectives

Incident objectives drive the incident organization as it conducts response, recovery, and mitigation activities. Incident priorities established by leadership during Phase I are reviewed and modified as required during each operational period, which helps to clarify the order of importance of incident objectives. While incident objectives are based on requirements, priorities guide the allocation of resources to objectives.

Incident objectives, per NIMS, are “statements of guidance and direction necessary for the selection of appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed.”

Incident objectives are based on several factors: incident priorities and other direction from a higher authority, the situation, and members’ professional judgment and experience. Incident objectives should be clear, measurable, achievable, and flexible. Incident objectives set guidance and strategic direction, but do not specify tactics. They include sufficient detail to ensure understanding, but are not be so prescriptive as to preclude innovation.

The following guidelines have been established ensure that incident objectives are handled consistently:

- Incident objectives are displayed on the Incident Objectives (ICS Form 202). They are numbered sequentially from the beginning of the incident to its conclusion and are not renumbered for each operational period.
- Once achieved, incident objectives are not included on the Incident Objectives (ICS Form 202) for subsequent IAPs.
- Incident objectives can be modified and maintain the same tracking number as long as the intent of the objective does not change.
- If an objective is modified, it is assigned a new sub-letter under the same objective number, and the old objective is retired. For example, if objective 2 is modified, it becomes 2a, and objective 2 is retired. If this objective is modified again, it becomes 2b, and 2a is retired.
- Incident objectives are prioritized as operational period requirements dictate. Incident objectives are listed on the Incident Objectives (ICS 202) in order of priority, regardless of their tracking number. The first listed objective is therefore the highest priority. The last listed objective is the lowest priority.

Phase III: Develop the Plan

The Operations Section develops strategies to meet incident objectives and tactics to accomplish the strategies. Operations Section staff match the work required to execute the tactics to resources in order to create work assignments which are documented on the Operational Planning Worksheets (ICS Form 215). As work assignments are developed, the Safety Officer, Logistics Section Chief, and others review the work assignments and provide input.

Strategies describe what actions and resources are required to achieve specific objectives. Strategies may be developed during all phases of an operation and by all elements involved in the operation and are not restricted to specific, short or long-term operational periods. Tactics specify who, what, where, and when for implementing strategies to achieve incident objectives. Tactics describe the deployment and direction of resources, based on the strategy to accomplish the incident objectives. A strategy describes how things work; tactics describe what must be done.

Determining Tactics

Once the kind, type, and qualification of available resources are known and any constraints or limitations are identified, the tactical plan can be developed. The following activities are used to develop the tactical plan:

1. Determine what has to be done to implement a strategy and what method(s) are likely to achieve success.
2. Develop a list of required resources (personnel, teams, equipment, supplies, and facilities).
3. Provide a list of resources available.
4. Compare the resources required with resources available and discuss the findings with the Operations Section Chief prior to the Operations Tactics Meeting.
5. Draft the tactical plan based on this analysis.

Assigning Resources and Tasks

Once the tactical plan is drafted, assign resources to operations and write specific work assignments for each assigned resource. This information should be clear and concise and include the following:

- Task to be accomplished
- Reporting time and location
- Level of effort required to accomplish the task
- Any special equipment required
- Logistical support needs
- Any contact information
- Any constraints or limitations

Identify the Reporting Location

The reporting location is the physical location where the assigned resource reports at the beginning of the operational period. The reporting location should not be presumed. Sometimes a specific time for arrival may also be necessary as part of the work location. This could be a direction to not arrive before or after a certain time or a time-frame in which the work assignment needs to be initiated. This information should be included with the reporting location when relevant.

Determine Logistical Support Needs to Complete the Assignment

Work assignments often require specific logistical support—requirements that the functional branches and groups are responsible for identifying. The Logistics Section receives these requirements and acts to meet them.

The Operations Tactics Meeting

The purpose of this meeting is to review and finalize the draft Operational Planning Worksheet (ICS Form 215). This worksheet aids Operations personnel in capturing their tactics and in identifying resource assignments prior to the operations tactics meeting. During the operations tactics meeting, the Operations Section Chief leads participants in reviewing the work assignment drafts to determine whether they are complete and whether they support the incident objectives and strategies. Participants also identify gaps and duplication in work assignments, resolve any conflicts or coordination issues, and identify logistical issues shortfalls, excesses, safety issues, and the accuracy of the incident map.

Phase IV: Prepare and Disseminate the Plan

Phase IV begins when the Planning Section receives the approved Operational Planning Worksheets (ICS Form 215) after the operations tactics meeting. The Planning Section is responsible for completing the appropriate IAP forms and assembling the IAP during the time between the operations tactics meeting and the planning meeting. Other sections also contribute key information and supporting documents.

IAP Components and Sequence of Assembly				
Order	ICS Form	Title	Required	Prepared By
1	200	Cover Sheet	Always	Planning
2	202	Incident Objectives	Always	Planning
3	205	Incident Radio Communications Plan	As needed	Logistics
4	205A	Telephone Communications Plan	Always	Logistics
5	207	Incident Organization Chart	Always	Planning
6		Incident Map	Always	Operations
7	204	Assignment List	Always	Planning
8	206	Medical Plan	Always	Safety Officer
10	230	Meeting Schedule	Always	Planning
11	213	General Message	Optional	Message Originator
12		Other Components As Needed	Optional	Planning

Planning Section Responsibilities

- **IAP Cover Sheet (ICS Form 200).** The IAP cover sheet provides specific information about the IAP and must be consistent with and reflect FEMA standards. Logos may be used on cover sheets, but must be produced in black and white. IAP cover sheets must contain the following information:
 - Title
 - Plan number (the first IAP is 01; subsequent IAPs are numbered sequentially)
 - Incident name that identifies the nature of the disaster
 - Declaration numbers for Stafford Act incidents, local emergencies, or any other organization declaration.
 - Operational period (date and time)
 - Signature blocks
- **Incident Objectives (ICS Form 202).** The first page after the cover sheet is the Incident Objectives. In addition to the objectives, this page also provides weather and safety information. Safety messages are prepared by the Safety Officer. Important considerations include the following:
 - Include only incident objective in Block 5.
 - Number objectives sequentially from the beginning of the incident. ***Do not renumber objectives for each operational period.***
 - List the incident objectives in order of priority regardless of their tracking number.
 - Cross out or remove incident objectives that have been achieved.
 - Do not include items of guidance labeled “goals” or “priorities.”
 - Focus the weather message on weather predicted for the operational period that may affect operations.
 - Focus the safety message on information that is relevant and actionable for field personnel.
- **Incident Telephone Communications Plans (ICS Form 205a).** These are radio communications plans and a telephone contact list of key staff and staff agencies prepared and maintained by the Planning Section. The information on this plan must be consistent with the Incident Organization Chart (ICS Form 207).
- **Assignments Lists (ICS Form 204).** The Planning Section prepares the Assignments Lists using data provided in the Operational Planning Worksheets (ICS Form 215). It is the heart of the IAP and must be organized in a way that enables staff to clearly understand their work assignments. Sequence the assignments according to (1) the Operations Section organizational chart, (2) geographically, or (3) functionally. Specify exactly which resource is responsible for each work assignment, and ensure that names, contact numbers, and resource identifiers are correct.

- **Incident Map.** The incident map is an essential IAP component that identifies key incident facilities and operational boundaries. The Planning staff provides information and coordinates with the GIS Coordinator to produce the map. The Operations Section Chief is responsible for ensuring that map content is current and appropriate.
- **Meeting Schedule (ICS Form 230).** This schedule describes the important incident meetings that will take place during the operational period and indicates where and when they will be held. Incident Action Planning meetings and briefings will always be included to ensure that no other meeting conflicts with the planning meetings.
- **Incident Organization Chart (ICS Form 207).** The Incident Organization Chart is important to inform staff not only how staff is organized, but also what positions are filled and who is assigned to key positions. Show deputy positions in the same box as the primary position. Deputies do not have separate organizations under them. Ensure that position titles and names on the organization chart are consistent with the position titles and names on the Incident Telephone Communications Plan.

Safety Officer Responsibilities

- **General Safety Message on ICS Form 202.** The general safety message is included on the Incident Objectives page (ICS Form 202) for each IAP, and should focus on relevant information that is actionable to field personnel for operations during the operational period. The message may be changed for each operational period based on conditions.
- **Medical Plan (ICS Form 206).** The medical plan is key to the welfare of incident personnel and is included in all IAPs. The medical plan provides important information on medical emergency procedures and the locations and phone numbers of medical aid facilities, emergency medical transportation, and hospitals in the incident area. Important considerations when preparing the Medical Plan are as follows:
 - List urgent care and hospital emergency rooms as well as established incident aid stations and incident camps in Block 5, "Incident Medical Aid Stations."
 - Indicate the emergency phone number in Block 6, "Transportation." If an ambulance is assigned to the incident, include the location and phone number in Block 6.
 - List in Block 7, "Hospitals," list all hospitals located throughout the incident area.
 - Include sufficient information in Block 8, "Emergency Medical Procedures," to enable incident employees to know what to do and whom to notify in the event of a medical emergency.
- **Safety Analysis (ICS Form 215a).** The Safety Officer reviews the Operational Planning Worksheets (ICS Form 215) and develops the Safety Analysis in coordination with Operations Section staff as they develop the worksheets. The Safety Analysis contains the results of a systematic analysis of risks associated with each work assignment. This analysis assists the Operations Section personnel in altering tactics, if necessary, to promote the safety of field personnel.

Logistics Section Responsibilities

- **Incident Radio Communications Plan (ICS Form 205).** The Communications staff within the Logistics Section are responsible for preparing the Incident Radio Communications Plan during incidents where radios are a significant part of operations communications to provide specific incident radio frequency assignments for the operational period. The Plan should identify all assigned radio frequencies, trunked radio systems, and talk group assignments for the operation elements identified on the Incident Organization Chart (ICS Form 207) and the Incident Organization Assignment List (ICS Form 203).
- **Traffic Plan.** The traffic plan is included in the IAP, when required, but does not have an ICS Form number. A traffic plan will be prepared when incident personnel must be informed of special traffic requirements, including required routes of travel, missing directional signage on incident transportation routes, and special driving conditions.

The Planning Meeting

The Planning Meeting is facilitated by the Planning Section Chief for the purpose of finalizing and approving the IAP for the next operational period. The meeting provides the opportunity for the Command & General Staff, as well as other incident management personnel, agency officials, and partner agencies and organizations to discuss and resolve any outstanding issues before assembling the IAP. After the review has been completed and updates have been made, Command and General Staff affirm their commitment to support the plan.

After the planning meeting, the Planning Section Chief is responsible for making changes to the IAP that were agreed upon during the planning meeting and ensuring that the final IAP is signed by the appropriate Chiefs and Officers. Once all signatures are gathered, the IAP is ready to be printed and distributed.

Phase V: Execute, Evaluate, and Revise the Plan

Phase V begins with the operations briefing and continues as the IAP is executed and evaluated in preparation for it to be revised during the next operational period. Once the IAP has been distributed and the operations briefing has been held, the IAP is executed.

Changes are often required to reassign resources or modify work assignments during the operational period. These changes must be communicated to the Operations Section Chief, who in turn communicates the changes to the Planning Section.

As the work assignments are performed, field personnel and supervisors assess the progress and the effectiveness of the work. Individuals, crews, and task forces inform their supervisors of the status of assignments, and the Operations Section personnel keep the Planning Section apprised of all developments and status reports.

Final Quality Assurance Checklist

The checklist below is intended to serve as a tool that the Planning Section Chief uses before granting final approval to the IAP.

- ☐ Do the tasks listed on the Assignment Lists (ICS Form 204) support the Incident Objectives (ICS Form 202)?
- ☐ Does the incident map reflect the operation elements identified on the Incident Organization Chart (ICS Form 207) or the Assignment Lists (ICS Form 204)?
- ☐ Does the Incident Telephone Communications Plan (ICS Form 205A) provide information on the operation elements identified on the Incident Organization Chart (ICS Form 207) or the Assignment List (ICS Form 204)?
- ☐ Are all assigned radio frequencies, trunked radio systems and talk group assignments identified on the Incident Radio Communications Plan (ICS Form 205) and does the information reflect the operation elements identified on the Incident Organization Chart (ICS Form 207) or the Assignment Lists (ICS Form 204)?
- ☐ Does the information on the Medical Plan (ICS Form 206) identify the closest medical facility to each operation element identified on the incident map, the Incident Organization Chart (ICS Form 207) or the Assignment List (ICS Form 204)? Does it identify what should be done if someone is injured or becomes seriously ill?
- ☐ Does the IAP use common ICS terminology throughout the whole document?
- ☐ Does the Meeting Schedule (ICS Form 230) contain at a minimum, the following:
 - Appropriate incident action planning meetings
 - Strategy meetings
 - Team meetings
 - Public meetings

REQUESTED MOTION: Adopt resolution approving the recommendation from the Art in Public Places Board for tenancy of Artist Cottage #2 and authorize City Manager to execute a lease for the use of Artist Cottage #2 for a term of one year.

REQUESTOR: Nicole Perino, Parks and Recreation Director

AGENDA: Consent

STRATEGIC PRIORITY: Economic Development

BACKGROUND:

On February 28, 2022, the current use agreement for Artist Cottage #4 was set to expire. The current tenant had exhausted all renewals based on their current agreement, which provided for an initial term of one year and three options for renewal.

On December 1, 2021, in accordance with the recommendation from the Art in Public Places Board, Council granted an extension to Diane Hein and Jennifer Sanders, the current Cottage #2 tenants, in order to allow them to remain in the Cottage until the end of season after which would require a RFP for Letters of Interest. The current tenants had the ability to submit a Letter of Interest for the new RFP.

In March 2022, a request for proposals was advertised for Artist Cottage #2 for interested parties to submit a Letter of Interest. The City received One (1) Letter of Interest, which was submitted by the current tenants. The proposal was reviewed by the Art in Public Places Board on April 19, 2022.

The current tenant of Artist Cottage #2, Diane Hein and Jennifer Sanders are being recommended by the board to rent the cottage for a one-year lease agreement. The Use Agreement provides terms for renewal of three (3) one (1) year options of lease renewal. The agreement will further provide for hours of operation during special events, security, utilities, cancellation of lease, renewal option and insurance requirements. The agreement requires the artist to rent the premises for the sum of \$300.00 per month from October to May and \$200.00 per month from June to September, for the full term of the agreement.

STAFF RECOMMENDATION: Approve resolution and authorize City Manager to execute lease agreement.

ATTACHMENTS:

1. Resolution
2. Proposal

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director: Nicole Perino

Council Action: Approved ___ Denied ___ Deferred ___ Other _____

CITY OF BONITA SPRINGS, FLORIDA
RESOLUTION 22 –

A RESOLUTION OF THE CITY OF BONITA SPRINGS, FLORIDA; APPROVING THE RECOMMENDATION OF DIANE HEIN AND JENNIFER SANDERS BY THE ART IN PUBLIC PLACES BOARD FOR LOI 22-06 FOR ARTIST COTTAGE # 2; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on April 11, 2022, the City received one (1) Letter of Interest for Artist Cottage #2

- Diane Hein and Jennifer Sanders

WHEREAS, on April 19, 2022, the Art in Public Places Board reviewed the Letter of Interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONITA SPRINGS, FLORIDA:

1. The recommendation of the proposal by the Art in Public Places board is approved.
2. Staff is authorized to enter into negotiations for an agreement with the recommended selection.
3. This Resolution shall become effective immediately upon adoption by the Bonita Springs City Council.

DULY PASSED AND ENACTED by the City Council of the City of Bonita Springs, Lee County, Florida, this 18th day of May 2022

AUTHENTICATION:

Mayor

City Clerk

APPROVED AS TO FORM: _____
City Attorney

Vote:

Purdon _____
Forbes _____
Gibson _____
Corrie _____

Quaremba _____
Steinmeyer _____
Carr _____

Date filed with City Clerk: _____

**RFP-22-06 LETTER OF INTEREST: RIVERSIDE PARK
COTTAGE USE AGREEMENT.**

Presented for your consideration
by:
Diane Hein & Jennifer Sanders

March 26, 2022

Debbie Filipek, City Clerk
City of Bonita Springs
9101 Bonita Beach Road
Bonita Springs Florida 34135

RE: RFP-22-06 Letter of Interest: Riverside Park Cottage Use Agreement

Dear Ms. Filipek:

We are submitting this letter to express our interest in renewing our contract for Cottage 2, located in Riverside Park.

We hand make Pine Needle Baskets.

We are 2 retired women, full-time residence of Florida, dedicated to keeping the ancient art of Pine Needle Coiled Basketry alive.

We have displayed our art in Cottage 2 for the past 4 years, and before that, at Bonita Springs Arbor Day Celebrations, Gulf Coast Flower Meetings and Shows, Bonita Springs Public Library, South County Regional Library, Collier County Fair, The Mound House, Bonita Bay Annual Holiday Bazaar, Sanibel Garden Club, and Brookdale Senior Living Bazaars.

Our art is all individually hand made and no 2 baskets are made alike. We harvest our own pine needles off the ground from Bonita Springs and Estero. We then wash and boil them to rid them of bugs and sap. After they are dried, we coil them into baskets which take anywhere from 7 to 10 days. Coil basketry has originated with all indigenous people for thousands of years. We hand make pine needle baskets, wreaths, earrings and ornaments, using pine needles, dried grasses, palm fronds, blossoms, and other natural plant and tree materials. Other materials used are threads, beads, wood, stones, shells, and gourds.

We use no kiln. We use no chemicals or mechanical components that are hazardous, flammable, or dangerous to the public. We are not associated with any outside Vendors.

We are committed and financially able to pay the monthly fee of the cottage. We are able to take immediate possession of the cottage.

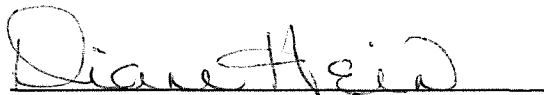
Attached are copies of our Lee County Business Tax Receipts.

Being full-time Florida residents, our norm has been to be open 5 days a week and events. We have also been open throughout the summer months, and would continue to do so. In the past 4 years, while at the cottage, we are constantly creating, demonstrating, answering questions about and how-to regarding our art. Our inventory is always changing as no 2 baskets are made alike. We enjoy sharing our knowledge of the art and meeting new people.

We feel our pine needle art and back-to-nature ambiance has been a unique and welcome addition to the artists village.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,



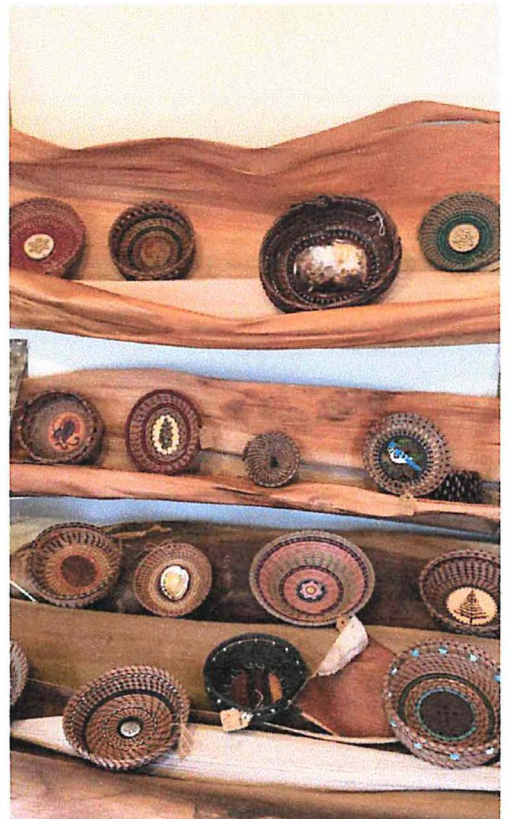
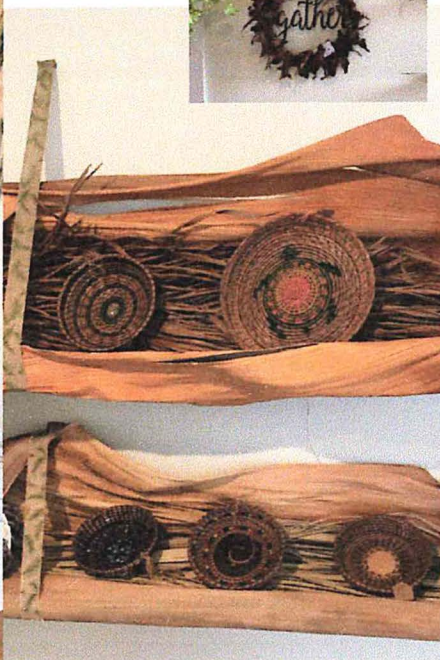
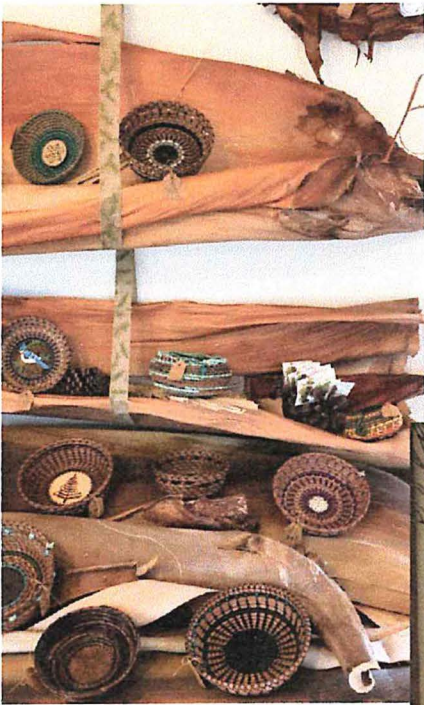
Diane Hein
21512 Langholm Run
Estero, FL 33298
515-278-4992



Jennifer Sanders
3960 Leeward Passage Ct., #201
Bonita Springs, FL 34134

Enclosures

Diane Hein & Jennifer Sanders



2021 - 2022
LEE COUNTY LOCAL BUSINESS TAX RECEIPT

Account Number: 1802838

Account Expires: September 30, 2022

Location:

27300 OLD US 41 RD RIVERSIDE PARK
BONITA SPRINGS FL 34135

DIANE MARIE HEIN
HEIN DIANE MARIE
21512 LANGHOLM RUN
ESTERO FL 33928

May engage in the business of:

ARTIST

THIS LOCAL BUSINESS TAX RECEIPT IS NON REGULATORY

Payment Information:

EXEMPT UNDER SECTION 205.162(1) - AGE. NO BUSINESS TAX REQUIRED.

2021 - 2022
LEE COUNTY LOCAL BUSINESS TAX RECEIPT

Account Number: 1053014

Account Expires: September 30, 2022

Receipt Number: 1802839

Location:

2700 OLD US 41 RD RIVERSIDE PARK 2
BONITA SPRINGS, FL 34135

JENNIFER RAE SANDERS
SANDERS JENNIFER RAE
2700 OLD US 41 RD RIVERSIDE PARK 2
BONITA SPRINGS, FL 34135

May engage in the business of:

ARTIST

THIS LOCAL BUSINESS TAX RECEIPT IS NON REGULATORY

Payment Information:

PAID INT-00-00080283

03/28/2022

\$ 0.00

**CITY OF BONITA SPRINGS
AGENDA ITEM SUMMARY**

Green Sheet No. 22-05-077
May 18, 2022

REQUESTED MOTION: Authorize Resolution to approve the Selection Committee's recommendation to engage McMahon Associates, Incorporated for the City's West Terry Street South Sidewalk Design Project RFQ 22-04.

REQUESTOR: Matt Feeney, Assistant City Manager

AGENDA: Consent

STRATEGIC PRIORITY: #5 Community Aesthetics

BACKGROUND:

April 28, 2022 – City staff received six (6) sealed Requests for Qualifications for West Terry Street South Sidewalk Design Project RFQ 22-04. They are as follows:

Agnoli Barber & Brundage, Inc.
George F. Young. Inc.
Hole Montes
McMahon Associates, Inc.
NATIVEtec
RK&K

May 10, 2022 – The Selection Committee met to evaluate the submittals. After review, the committee recommended McMahon Associates, Inc.

STAFF RECOMMENDATION: Approve City staff to negotiate with McMahon Associates, Inc. for the West Terry Street South Sidewalk Design Project RFQ 22-04

ATTACHMENTS:

1. Resolution

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director: Matt Feeney

Council Action: Approved ___ Denied ___ Deferred ___ Other _____

CITY OF BONITA SPRINGS, FLORIDA

RESOLUTION NO. 22 –

A RESOLUTION OF THE CITY OF BONITA SPRINGS, FLORIDA APPROVING THE SELECTION COMMITTEE'S RECOMMENDATION TO ENGAGE MC MAHON ASSOCIATES, INCORPORATED FOR THE CITY'S WEST TERRY STREET SOUTH SIDEWALK DESIGN PROJECT RFQ 22-04 AND AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS WITH MC MAHON ASSOCIATES, INCORPORATED.

WHEREAS, the City advertised for West Terry Street South Sidewalk Design Project and received six (6) qualifications and experience submittals, from the following:

Agnoli Barber & Brundage, Inc.
George F. Young. Inc.
Hole Montes
McMahon Associates, Inc.
NATIVEtec
RK&K

WHEREAS, the Selection Committee met and selected McMahon Associates, Incorporated:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bonita Springs, Lee County, Florida:

Section 1. To approve the Selection Committee's recommendation to engage McMahon Associates, Inc. for the City's West Terry Street South Sidewalk Design Project

Section 2. Effective date.

This resolution shall take effect immediately upon adoption.

DULY PASSED AND ENACTED by the City Council of the City of Bonita Springs, Lee County, Florida, this 18th day of May 2022.

AUTHENTICATION:

Mayor

City Clerk/Treasurer

APPROVED AS TO FORM: _____
City Attorney

Vote:

Carr _____	Purdon _____
Corie _____	Quaremba _____
Forbes _____	Steinmeyer _____
Gibson _____	

Date filed with City Clerk: _____

REQUESTED MOTION: Recommendation to continue an Urban County Cooperation Agreement and authorize the Mayor to execute a Joint Resolution with Lee County for U.S. Housing and Urban Development (HUD) Community Development Block Grant (CDBG) entitlement funds for FY 2023, 2024 and 2025

REQUESTOR: Elly Soto McKuen, Senior Project Manager

AGENDA: Consent

STRATEGIC PRIORITY: 3) Strengthen City Finances, 5) Community Aesthetics, 7) Government Transparency and 8) Economic Development

BACKGROUND: HUD recognizes Lee County as an Urban County in the CDBG program. As such, the County is designated as the Lead Agency to implement yearly entitlement funds. Bonita Springs has partnered with Lee County through an Urban County Cooperation Agreement since 2004. The agreement runs on a three-year cycle with the current agreement effective from FY2020 to FY 2022. The agreement is automatically renewed unless the City formally notices Lee County and HUD of our termination.

The City received a letter on May 5, 2022 from Lee County Human and Veterans Services outlining specific considerations and responsibilities for urban counties and the participating cities. The letter requires the City to respond to the County by May 20, 2022 whether we want to continue the existing agreement or receive funding directly from HUD. Currently, Lee County has full responsibility for execution of the CDBG requirements, following the Consolidated Plan and ensuring compliance with all applicable laws and regulations. To accomplish this, the County retains a small administrative fee for managing the program.

Should the Council decide to continue with the Urban County Cooperation Agreement, the County will send a Joint Resolution implementing the agreement for FY2023-2025 in July 2022 for the Mayor's signature.

STAFF RECOMMENDATION: Continue the Urban County Cooperation Agreement and authorize the Mayor to execute the Lee County Joint Resolution for HUD CDBG entitlement funds for FY 2023, 2024 and 2025.

ATTACHMENTS:

1. Lee County Notification Letter
2. FY2020-2022 Joint Resolution
3. Draft Letter to Lee County and HUD continuing FY2023-2025 Urban County Cooperation Agreement

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director: Matt Feeney

Council Action: Approved ___ Denied ___ Deferred ___ Other _____



Board of County Commissioners

May 5, 2022

Kevin Ruane
District One

Cecil L. Pendergrass
District Two

Ray Sandelli
District Three

Brian Hamman
District Four

Frank Mann
District Five

Roger Desjarlais
County Manager

Richard Wm. Wesch
County Attorney

Donna Marie Collins
County Hearing
Examiner

Arlene Hunter, City Manager
City of Bonita Springs
9101 Bonita Beach Road
Bonita Springs, FL 34135

SUBJECT: Urban County Cooperation Agreement HUD Fiscal Years 2023-2025

Ms. Hunter,

The Department of Housing and Urban Development (HUD) requires that counties with Urban County Cooperation Agreements with automatic renewals notify participating units of government that they will be automatically renewed unless the unit of government notifies the Lee County Human and Veteran Services and HUD in writing before **May 20, 2022**, that it intends to terminate the Cooperation Agreement at the end of the recurrent qualification period.

This is our notification to the City of Bonita Springs under this requirement. (A copy of the notice provided by HUD has been sent via email.) If the City chooses to remain in the Urban County, the City may not apply for grants under the Small Cities or State CDBG Programs during the period in which it participates. While participating, the City may not form a HOME Investment Partnership Program (HOME) Consortium with any other governments. The City may participate in the Urban County HOME and Emergency Solutions Grant (ESG) Programs, and is not precluded from applying for State HOME or State ESG funds.

If the City meets "metropolitan city" status, it can select to defer such status and remain part of the county or accept such status and become a joint recipient with the Urban County. The City of Bonita Springs must notify the County and the HUD Field office in writing by **July 1, 2022**, if it elects to defer its status or to accept its status and join with the Urban County in a joint agreement.

If the City chooses to continue participating in the Urban County Cooperation Agreement with Lee County, the Agreement is for a minimum period of three years, and obligates the City to Civil Rights, Fair Housing and all other applicable regulations. Under this agreement, Lee County has full responsibility for execution of the CDBG program, following its Consolidated Plan, and meeting the requirements of all applicable laws.

If you intend to terminate, notify this office and the Department of Housing and Urban Development, by mail, attention to the Office of Community Planning and Development, Brickell Plaza Federal Building, 909 SE First Avenue, Suite 500, Miami, FL 33131-3028, before **May 20, 2022**. If you do not terminate by this deadline, we will be in touch with you to complete the requalification process.

If you have any questions regarding this matter, please contact Clare Molloy, Grants Compliance Analyst, at 239-533-7905 or by email at CMolloy@leegov.com.

Sincerely,

Roger Mercado, Director
Lee County Human and Veteran Services

cc: Roger Desjarlais, County Manager
Marc Mora, Assistant County Manager
Andrea Fraser, Deputy County Attorney
Rae Isley, Fiscal Manager, Human and Veteran Services
Jeannie Sutton, Deputy Director, Human and Veteran Services

John E. Manning
District One

July 22, 2019

Cecil L. Pendergrass
District Two

Larry Kiker
District Three

Brian Hamman
District Four

Frank Mann
District Five

Roger Desjarlais
County Manager

Richard Wesch
County Attorney

Donna Marie Collins
County Hearing
Examiner

Carl Schwing, City Manager
City of Bonita Springs
9101 Bonita Beach Road
Bonita Springs, FL 34135

**SUBJECT: Community Development Block Grant (CDBG)
Urban County Cooperation Agreement HUD Fiscal Years 2020-2022**

Mr. Schwing,

Enclosed is the fully executed Urban County Cooperation Agreement for HUD Fiscal Years 2020-2022.

Lee County Human and Veteran Services will notify the City by January 1, 2020, the anticipated amount of the City's allocation and the general administrative operating fee for the fiscal year starting October 1, 2020.

If you have any questions regarding this matter, please contact Jeannie Sutton, Acting Operations Manager, at 239-533-7958 or by email at jsutton@leegov.com.

Sincerely,



Roger Mercado, Director
Lee County Human and Veteran Services

LEE COUNTY RESOLUTION NO. 19-06-14

A JOINT RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS AND THE CITY OF BONITA SPRINGS PERTAINING TO THE MUNICIPALITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME), AND EMERGENCY SOLUTIONS GRANT (ESG) PROGRAMS, FEDERAL FISCAL YEARS 2020, 2021, AND 2022; PROVIDING FOR CERTAIN COMMITMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Housing and Community Development Act of 1974, as amended, makes provisions whereby counties may enter into cooperation agreements with certain units of government to carry out activities which will be funded from annual CDBG entitlement grant; and

WHEREAS, the cooperation of the City of Bonita Springs and County is essential for the successful planning and implementation of the CDBG, HOME and ESG Programs under an "Urban County" designation by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, this Resolution covers the period necessary to carry out activities which will be funded from appropriations for the federal fiscal years 2020, 2021, and 2022 for which Lee County is to qualify and from any program income generated from the expenditure of such funds, including such additional time as may be required for the expenditure of any such funds granted to the City of Bonita Springs; and

WHEREAS, the City of Bonita Springs, Florida and the Lee County Board of County Commissioners agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, the City of Bonita Springs agrees to use its powers in the carrying out of the essential activities in accordance with the Urban County's Program; and

WHEREAS, the Lee County Board of County Commissioners and the City of Bonita Springs agree to take all necessary actions to comply with the certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and other applicable laws; and

WHEREAS, The City of Bonita Springs has adopted and is enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and (2) a policy enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and

WHEREAS, pursuant to 24 CFR 570.501(b), the City of Bonita Springs is subject to the same requirements applicable to subrecipients, including the requirement for a written agreement set forth in 24 CFR 570.503; and

WHEREAS, the City of Bonita Springs has opted to be included in the Urban County Program for three years and agrees to abide by the Urban County Cooperative Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Council of City of Bonita Springs Lee County, Florida and the Lee County Board of County Commissioners agree to participate in the CDBG, HOME and ESG Programs for Federal Fiscal Years 2020, 2021, and 2022.

- a.* The County agrees to allocate to the City of Bonita Springs the annual entitlement allocation for the City as determined by the Secretary of HUD for fiscal years 2020, 2021, and 2022.
- b.* The County shall authorize the City of Bonita Springs to use the aforementioned CDBG Funds to implement its CDBG program activities provided such activities are in accordance with the Lee County Consolidated Plan and HUD regulations. In conformance with the Lee County Consolidated Plan, the City of Bonita Springs will propose projects for inclusion in each year's Annual Plan which conform to 24 CFR 570 Subpart C and specifically, which conform to the following eligible activity types: Acquisition of Real Property (24 CFR 570.201(a)); Public Facilities and Improvements (24 CFR 570.201(c)); Clearance and Demolition (24 CFR 570.201(d)); Public Services (24 CFR 570.201(e) (The amount of CDBG funds used for Public Service activities cannot exceed 15% of the municipality's annual entitlement unless agreed to by the County)); Construction of Housing (under limited circumstances as defined in regulations) (24 CFR 570.201(m)); Direct Homeownership Assistance (24 CFR 570.201(n)); Rehabilitation - Single Unit Residential (24 CFR 570.202); Rehabilitation - Multi Unit Residential (24 CFR 570.202); Acquisition - for Rehabilitation (24 CFR 570.202); Rehabilitation Administration (24 CFR 570.202); and Code Enforcement (24 CFR 570.202(c). Projects identified for other eligible activity types must be agreed to by the County. Allocations of \$20,000 or less must be allocated entirely to one activity, unless agreed to by the County.
- c.* The County has final responsibility for selecting CDBG, HOME and ESG program activities and annually filing the Final Statements with HUD. The County agrees to

provide staff and technical assistance to the City of Bonita Springs for reasonable activities in the planning, implementation, administration, and reporting of CDBG projects. The County will charge the municipality a general administrative operating fee, not to exceed 20% of the City's total entitlement. The general administrative operating fee will be based on the actual program administration rate of the County's previous fiscal year.

- d.* The County will notify the City of Bonita Springs by January 1 of each year, the estimated amount of the City's allocation and the general administrative operating fee for the upcoming October 1 fiscal year.
- e.* By May 1 of each year, the City of Bonita Springs shall send a list of proposed activities to the County for an eligibility determination.
- f.* By August 1 of each year, the City of Bonita Springs will officially notify the County in writing of how the funds will be allocated, in accordance item *b*.
- g.* The City of Bonita Springs agrees to expend funds from the yearly entitlement allocation within 18 months of the first day of October of each entitlement program year. If the City fails to expend funds within the 18 month time frame, the County has the right to expend these funds in accordance with HUD timeliness guidelines.
- h.* CDBG funds will be utilized through one of the following mechanisms:
 - 1. A program or activity administered directly by the municipality.
 - 2. A program or activity administered by a not for profit organization with IRS 501(c)3 status.The municipality must enter into a formal written agreement with the sub recipient, which includes all regulatory requirements found in 24 CFR 570.

3. A Memorandum of Understanding (MOU) to purchase services provided by Lee County such as housing rehabilitation. The municipality will enter into an MOU with the appropriate County department.

The County will enter into a contract with the City of Bonita Springs for programs or activities directly administered by the municipality or provided by a subrecipient. The municipality and all subrecipients are subject to all CDBG regulatory and programmatic requirements. The City of Bonita Springs will provide all County and HUD-required documentation and designate a staff person responsible for meeting all HUD reporting and performance requirements.

- i. The City of Bonita Springs is responsible to meet all required timeframes as identified by the County in order for the County to report to HUD as required. Failure to provide required reporting documents to meet all required timeframes as designated by the County may result in the County assessing a fine. The County will be responsible for the overall administration including, but not limited to the HUD Consolidated Plan, performance reports, and management of the CDBG program in accordance with the applicable HUD regulations. Any disputes between the City of Bonita Springs and County regarding any other issues not required to meet the conformance of the HUD program may be resolved by the Board of County Commissioners and the Council of the City of Bonita Springs. In the event that the dispute cannot be resolved between the Board of County Commissioners and the Council of the City of Bonita Springs, Chapter 164, Florida Statutes regarding dispute resolution shall be applicable.

- j.* The City of Bonita Springs agrees to abide by all HUD regulations in regard to real property acquired or improved in whole or in part using the CDBG funds and to notify the County in writing prior to disposition of or transfer of real property. Any program income generated from the disposition or transfer of property shall be paid to the County.
- k.* The City of Bonita Springs will hold the County harmless for any expenditures that are made by the City of Bonita Springs or any subrecipient agency. The City of Bonita Springs will reimburse the County for any HUD entitlement funds that are expended by the City of Bonita Springs or any subrecipient agency that do not conform to HUD or County guidelines along with any fines, penalties, or legal costs incurred as a result of such action. As required by Consolidated and Further Continuing Appropriations Act, 2016, Public Law 114-113, the City of Bonita Springs may not sell, trade or otherwise transfer all or any portion of funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credit or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.

Section 2. The Mayor and /or Chairman is hereby authorized to sign this Joint Resolution and the City Clerk to attest to same.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption.

IN WITNESS WHEREOF, the County and the City have executed this agreement as of the date first written above.

City of Bonita Springs

BY: 

Signature of Authorized Officer

PETER SIMMONS

Printed Name

MAYOR

Title

APRIL 19, 2019

Date

ATTEST: CITY CLERK

BY: 

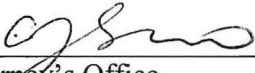
CITY CLERK

Title

4/22/19

Date

APPROVED AS TO FORM

BY: 

City Attorney's Office

Carly Sansaverio

Printed Name

Staff Attorney

Title

4/18/19

Date

COUNTY: | LEE COUNTY

BY: 

Signature of Authorized Officer

Brian Hamman

Printed Name

Vice Chair

Title - Board of County Commissioners

6/18/2019

Date

LINDA DOGGETT

ATTEST: CLERK OF CIRCUIT COURT

BY: 

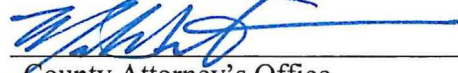
DEPUTY CLERK

Title

6-26-19

Date

APPROVED AS TO FORM FOR THE
RELiance OF LEE COUNTY ONLY:

BY: 

County Attorney's Office

Mark Trank

Printed Name

Asst. County Attorney

Title

6/24/19

Date





9101 Bonita Beach Road
Bonita Springs, FL 34135
Tel: (239) 949-6262
Fax: (239) 949-6239
www.cityofbonitasprings.org

Peter Simmons
Mayor

Amy Quaremba
Council Member
District One

Greg DeWitt
Council Member
District Two

Laura Carr
Council Member
District Three

Peter R. O'Flinn
Council Member
District Four

Michael Gibson
Council Member
District Five

Fred Forbes, AIA
Council Member
District Six

Arleen M. Hunter
City Manager
(239) 949-6267

Derek P. Rooney
City Attorney
(239) 949-6254

City Clerk
(239) 949-6248

Public Works
(239) 949-6246

Neighborhood Services
(239) 949-6257

Parks & Recreation
(239) 992-2556

Community Development
(239) 444-6150

April 23, 2019

Ann Chavis, CPD Director
US Housing and Urban Development
Office of Community Planning and Development
Brickell Plaza Federal Building
909 SE First Avenue, Suite 500
Miami, FL 33131-3028

RE: Metropolitan City/Urban County Joint Recipients

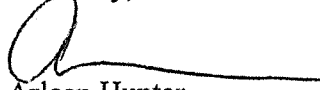
Dear Ms. Chavis:

As a HUD designated "Metropolitan City" the City of Bonita Springs would like to defer such status, and remain part of the Lee Urban County. The City of Bonita Springs will continue as a partner with Lee County Human and Veteran Services by participating in the Urban County Cooperation Agreement for FY 2020-2022.

The City's participation will still allow entitlement funds to flow to the City with the County providing program administrative oversight to our organization.

Should you have any questions or require additional information, please do not hesitate to contact my staff, Elly Soto McKuen, Senior Project Manager at (239) 949-6246 or through email at Elly.McKuen@Cityofbonitasprings.org.

Sincerely,



Arleen Hunter
City Manager

Cc: Roger Desjarlais, Lee County Manager
Glen Salyer, Assistant County Manager
Amanda Swindle, Assistant County Attorney
Barbara Hollis, Fiscal Manager, Human and Veteran Services
Deanna Gilkerson, Program Manager, Human and Veteran Services
Jeannie Sutton, Grant Analyst, Human and Veteran Services
Matt Feeney, Assistant City Manager
Debbie Filipek, City Clerk
Anne Wright, Finance Director
Brenda Reetz, Compliance Administrator
Derek Rooney, City Attorney
Carly Sanseverino, Staff Attorney

BSC-19-07-140



May 18, 2022

9101 Bonita Beach Road
Bonita Springs, FL 34135
Tel: (239) 949-6262
Fax: (239) 949-6239
www.cityofbonitasprings.org

Rick Steinmeyer
Mayor

Amy Quaremba
Council Member
District One

Jesse Purdon
Council Member
District Two

Laura Carr
Council Member
District Three

Chris Corrie
Council Member
District Four

Michael Gibson
Council Member
District Five

Fred Forbes, AIA
Council Member
District Six

Arleen M. Hunter
City Manager
(239) 949-6267

Derek P. Rooney
City Attorney
(239) 949-6254

City Clerk
(239) 949-6248

Public Works
(239) 949-6246

Neighborhood Services
(239) 949-6257

Parks & Recreation
(239) 992-2556

Community Development
(239) 444-6150

Mr. Roger Mercado, Director
Lee County Human and Veteran Services
P.O. Box 398
Fort Myers, FL 33902-0398

RE: FY2023-2025 Urban County Cooperation Agreement Participation

Dear Mr. Mercado:

The City of Bonita Springs is in receipt of your letter dated May 5, 2022 in which you inquired whether the City would continue participation in the Urban County Cooperation Agreement.

During the May 18, 2022 City Council meeting, the Council approved continuing as a partner with Lee County Human and Veteran Services by participating in the Urban County Cooperation Agreement for FY2023-2025. Once developed by the County, the City stands ready to execute the Lee County Joint Resolution finalizing the agreement for the next three (3) fiscal years.

Should you have any questions or require additional information, please do not hesitate to contact Elly Soto McKuen, Senior Project Manager at (239) 949-6262 or through email at Elly.McKuen@cityofbonitasprings.org.

Sincerely,

Rick Steinmeyer
Mayor

Cc: Roger Desjarlais, Lee County Manager
Marc Mora, Assistant County Manager
Andrea Fraser, Deputy County Attorney
Rae Isley, Fiscal Manager, Human and Veteran Services
Clare Molloy, Grants Compliance Analyst, Human and Veteran Services
Jeannie Sutton, Deputy Director, Human and Veteran Services
Arleen Hunter, City Manager
Matt Feeney, Assistant City Manager
Debbie Filipek, City Clerk
Lisa Roberson, Finance Director
Brenda Reetz, Compliance Administrator
Derek Rooney, City Attorney
Carly Sanseverino, Staff Attorney



9101 Bonita Beach Road
Bonita Springs, FL 34135
Tel: (239) 949-6262
Fax: (239) 949-6239
www.cityofbonitasprings.org

Rick Steinmeyer
Mayor

Amy Quaremba
Council Member
District One

Jesse Purdon
Council Member
District Two

Laura Carr
Council Member
District Three

Chris Corrie
Council Member
District Four

Michael Gibson
Council Member
District Five

Fred Forbes, AIA
Council Member
District Six

Arleen M. Hunter
City Manager
(239) 949-6267

Derek P. Rooney
City Attorney
(239) 949-6254

City Clerk
(239) 949-6248

Public Works
(239) 949-6246

Neighborhood Services
(239) 949-6257

Parks & Recreation
(239) 992-2556

Community Development
(239) 444-6150

May 18, 2022

Luis M. Rolle, Field Office Director
US Housing and Urban Development
Office of Community Planning and Development
Brickell Plaza Federal Building
909 SE First Avenue, Suite 500
Miami, FL 33131-3028

RE: Metropolitan City/Urban County Joint Recipients – FY 2023-2025 Urban County Cooperation Agreement

Dear Mr. Rolle:

As a HUD designated “Metropolitan City” the City of Bonita Springs would like to continue as a partner with Lee County Human and Veteran Services with our continued participation in the Urban County Cooperation Agreement for FY 2023-2025.

The City’s participation will still allow entitlement funds to flow to the City with the County providing program administrative oversight to our organization.

Should you have any questions or require additional information, please do not hesitate to contact City staff, Elly Soto McKuen, Senior Project Manager at (239) 949-6262 or through email at Elly.McKuen@Cityofbonitasprings.org.

Sincerely,

Rick Steinmeyer
Mayor

Cc: Roger Desjarlais, Lee County Manager
Marc Mora, Assistant County Manager
Andrea Fraser, Deputy County Attorney
Rae Isley, Fiscal Manager, Human and Veteran Services
Clare Molloy, Grants Compliance Analyst, Human and Veteran Services
Jeannie Sutton, Deputy Director, Human and Veteran Services
Arleen Hunter, City Manager
Matt Feeney, Assistant City Manager
Debbie Filipek, City Clerk
Lisa Roberson, Finance Director
Brenda Reetz, Compliance Administrator
Derek Rooney, City Attorney
Carly Sanseverino, Staff Attorney

**CITY OF BONITA SPRINGS
AGENDA ITEM SUMMARY**

Green Sheet No. 22-05-082
May 18, 2022

REQUESTED MOTION: Approve resolution accepting Howard Lowe's resignation from the Historic Preservation Board.

REQUESTOR: Carly Sanseverino, Staff Attorney

AGENDA: Consent

STRATEGIC PRIORITY: N/A

BACKGROUND:

Board Member Howard Lowe has notified staff of his intent to resign from the Historic Preservation Board at the end of this month.

Sec. 5-72 of the Land Development Code provides that the Historic Preservation Board shall be comprised of seven members.

In light of Mr. Lowe's resignation, there is one seat available on the board. Staff will advertise the vacancy.

STAFF RECOMMENDATION: Approve resolution accepting Mr. Lowe's resignation.

ATTACHMENTS:

1. Resolution
-

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director:

Council Action: Approved ___ Denied ___ Deferred ___ Other_____

CITY OF BONITA SPRINGS, FLORIDA
RESOLUTION 22-

A RESOLUTION ACCEPTING THE RESIGNATION OF ONE MEMBER OF THE
CITY OF BONITA SPRINGS HISTORIC PRESERVATION BOARD; AND
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bonita Springs, Florida adopted Ordinance No. 06-08 establishing the City of Bonita Springs Historic Preservation Board to be comprised of seven members; and

WHEREAS, Mr. Howard Lowe, who was appointed to the Historic Preservation Board by Resolution 21-111, has submitted notice of his resignation to take effect as of May 31, 2022.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bonita Springs, Lee County, Florida:

Section 1. The resignation of Mr. Howard Lowe from the Historic Preservation Board is hereby accepted.

Section 2. This resolution shall take effect May 31, 2022.

DULY PASSED AND ENACTED by the City Council of the City of Bonita Springs, Lee County, Florida, this 18th day of May, 2022.

AUTHENTICATION:

Mayor Rick Steinmeyer

City Clerk's Office

APPROVED AS TO FORM: _____
City Attorney's Office

Vote:

Carr _____
Corrie _____
Forbes _____
Gibson _____

Purdon _____
Quaremba _____
Steinmeyer _____

Date filed with City Clerk: _____

**CITY OF BONITA SPRINGS
AGENDA ITEM SUMMARY**

Green Sheet No. 22-05-081
May 18, 2022

REQUESTED MOTION: Discussion of proposed lighting and landscaping enhancements for the Banyan tree across from Riverside Park.

REQUESTOR: Council Member Chris Corrie, District 4

AGENDA: Council Member Items

STRATEGIC PRIORITY: N/A

BACKGROUND:

Derrick Botana, President of the Bonita Springs Historical Society, contacted me to request an opportunity to address Council regarding the Banyan tree across from Riverside Park. The Historical Society would like to install enhanced lighting and landscaping to accent the Banyan tree for an estimated project cost of approximately \$15,000, which would be fully funded by the Historical Society.

STAFF RECOMMENDATION: Council's pleasure.

ATTACHMENTS: None

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director:

Council Action: Approved ___ Denied ___ Deferred ___ Other _____

REQUESTED MOTION: Adopt a resolution changing the composition of the Veterans Advisory Committee.

REQUESTOR: Council Member Amy Quaremba; Lora Taylor, Communications Director

AGENDA: Mayor and Council Member Items

STRATEGIC PRIORITY: N/A

BACKGROUND:

The current composition of the nine-member Veterans Advisory Committee must consist of the following: Member of the American Legion, Member of the Veterans of Foreign Wars, Member of the Purple Heart Association, Member of the American Legion Ladies Auxiliary, Member of the Veterans of Foreign Wars Ladies Auxiliary, Veteran Member at Large, Veteran Member at Large, Veteran Member at Large, Veteran Member at Large, and Veteran Member at Large.

On April 14th, 2022, the Veterans Advisory Committee voted to recommend to City Council that the composition of the Veterans Advisory Committee be changed to encourage wider participation on the board. The Committee recommends that the Member of the Purple Heart Association requirement is changed to a Member of the Sons of the American Legion. The number of Purple Heart recipients has declined, and the Committee believes that if a Purple Heart recipient is interested in joining, they could be considered as a Veteran Member at Large.

Additionally, the Committee recommended that the resolution be amended to include an exception to the required composition that allows for an at-large veteran member to fulfill a vacancy when there are no applications from the named agency.

STAFF RECOMMENDATION: Approve the resolution.

ATTACHMENTS:

1. Resolution

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director: Lora Taylor

Council Action: Approved ___ Denied ___ Deferred ___ Other _____

CITY OF BONITA SPRINGS, FLORIDA
RESOLUTION NO. 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONITA SPRINGS, FLORIDA, RELATING TO THE VETERANS ADVISORY COMMITTEE; REVISING THE COMPOSITION REQUIREMENTS OF THE VETERANS ADVISORY COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, there are many veterans and veteran-affiliated groups located in the City of Bonita Springs, including the American Legion, Veterans of Foreign Wars, the Purple Heart Association, the American Legion Ladies Auxiliary, and the Veterans of Foreign Wars Ladies Auxiliary; and

WHEREAS, Bonita Springs City Council adopted Resolution 07-123, creating a Veterans Advisory Committee to coordinate efforts for activities sponsored by the various veteran groups and the City of Bonita Springs; and

WHEREAS, the Committee was intended to also assist with other issues and activities relating to Bonita Springs veterans, including the Gold Star/Blue Star Mother Flag Display program, and interactions with the Lee County Veteran's Service Office and the Veterans Administration; and

WHEREAS, City Council adopted Resolution No. 09-74 amending Resolution 07-123 by expanding the number of appointed members to the board and repealing Resolution 08-19; and
NOW, THEREFORE, BE IT RESOLVED by the City of Bonita Springs Council that:

1. The City Council hereby amends portions of Resolution 09-74, with deletions depicted with ~~strike throughs~~ and underlined language as additions, as provided and further depicted in Exhibit A, attached hereto and incorporated herein by reference.
2. This Resolution shall take effect immediately upon adoption.

DULY PASSED AND EACTED by the City Council of the City of Bonita Springs, Florida this ____ day of May, 2022.

AUTHENTICATION:

Mayor Steinmeyer

City Clerk's Office

APPROVED AS TO FORM: _____
City Attorney's Office

Vote:

Carr	Purdon
Corrie	Quaremba
Forbes	Steinmeyer
Gibson	

Date Filed with the City Clerk: _____

EXHIBIT A

SECTION ONE: CREATION OF THE VETERANS ADVISORY COMMITTEE

The City of Bonita Springs thereby creates the City of Bonita Springs Veterans Advisory Committee (Veterans Advisory Committee).

SECTION TWO: OBJECTIVES OF THE VETERANS ADVISORY COMMITTEE

- A. The Veterans Advisory Committee will provide input to the City Council regarding issues affecting Veterans, their families and the public.
- B. The Veterans Advisory Committee will be responsible for certain programs and special events, to have coordinated efforts.

SECTION THREE: APPOINTMENT AND COMPOSITION

- A. The Veterans Advisory Committee will consist of nine appointed members of the City, each holding the following seats:
 - 1. Member of the American Foreign Legion
 - 2. Member of the Veterans of Foreign Wars
 - 3. ~~Member of Purple Heart Association~~ Member of the Sons of the American Legion
 - 4. Member of the American Legion Ladies Auxiliary
 - 5. Member of the Veterans of Foreign Wars Ladies Auxiliary
 - 6. Veterans Member at Large
 - 7. Veterans Member at Large
 - 8. Veterans Member at Large
 - 9. Veterans Member at Large
- B. Vacancies shall be filled within thirty days in the same manner as original appointments. The Veterans Advisory Committee will first go to the named agency to fill the required composition, but if there were no members that would like to apply to the position it can be opened to a Veteran Member at Large.
- C. Members of the Veterans Advisory Committee shall be removed and replaced by City Council if they fail to attend three (3) consecutive meetings unexcused.
- D. The City Manager will be responsible for providing staff and assistance for the Veterans Advisory Committee.

SECTION FOUR: DUTIES OF THE VETERANS ADVISORY COMMITTEE

- A. The Veterans Advisory Committee shall meet for the purpose of organization within thirty days after the appointments have been made. The Mayor shall appoint the Chair and the Veterans Advisory Committee shall elect a Vice-Chair from among its membership.

- B. Further meetings of the Veterans Advisory Committee shall be held on the call of the Chair. All meetings shall be open to the public. A majority of the members of the Veterans Advisory Committee shall constitute a quorum. The Veterans Advisory Committee may adopt such other rules for its operation and proceedings, as it deems desirable.
- C. The Committee will meet four times a year on dates set by its Chairperson before the major holidays of Memorial Day, July 4th, Armistice Day and one other date to be selected by the Committee.
- D. The Committee will evaluate, monitor and then advise the City Council about veteran's affairs as it relates to the veterans of Bonita Springs in dealings with the Veterans' Administration, the State and County Veterans Agents and the City of Bonita Springs.
- E. The Committee will assist the American Legion Auxiliary in the administration of the Gold Star/Blue Star Mother Flag Display Program in the City of Bonita Springs.
- F. The Veterans Advisory Committee will act as a resource agency for setting standards for the flying of our National Flag and other flags flown with it. This Committee will work with the business community and other local groups in setting flag standards for flying, maintaining and arranging programs for the proper destruction.
- G. Perform other veteran and flag duties as the City Council would require from time to time.
- H. Make a presentation to the City Council at least once a year to report the status of veterans' programs within the city.
- I. The Committee will work closely with city staff, especially the Mayor's Office and the Special Events Coordinator on all city projects relative to Memorial Day, July 4th, and Armistice Day.
- J. With the establishment by Resolution of a special account for Veteran Special Events, may seek to raise funds for these special events sponsored by the City of Bonita Springs.
- K. To assist in finding volunteers for commemorate internment sites on Veteran's holidays.

SECTION FIVE: TERM OF MEMBERS

The term of the Veterans Advisory Committee will be from the date of appointment until dissolution.

SECTION SIX: RULES OF PROCEDURE

- A. The Veterans Advisory Committee shall comply with all applicable requirements of the Florida Sunshine law and the Public Records law, and may adopt additional procedures of operation provided; there is no conflict with state or municipal law.
- B. The conduct of the meetings will be generally informal. If there is a question as to parliamentary procedures, the Chair, at his or her discretion, may use Robert's Rules of Order to address the issue.
- C. The Veterans Advisory Commission will serve without compensation, but may be reimbursed for necessary expenses pursuant to general law.

SECTION SEVEN: DUTIES OF THE CITY MANAGER

The duties of the City Manager, or his designee, shall serve as the staff liaison and give technical and policy advisories to the Veterans Advisory Commission.

REQUESTED MOTION: Appoint a City Council Member as the voting delegate to represent the City of Bonita Springs at the Florida League of Cities Conference scheduled for August 11-13, 2022 at the Diplomat Beach Resort in Hollywood, Florida.

REQUESTOR: Arleen M. Hunter, City Manager

AGENDA: City Manager's Items

STRATEGIC PRIORITY: N/A

BACKGROUND:

The Florida League of Cities 96th Annual Conference is scheduled for August 11-13, 2022, at the Diplomat Beach Resort in Hollywood, Florida. The League Bylaws require that each municipality designate one of their officials as the municipality's voting delegate. The appointed delegate is required to fill out the form supplied by the Florida League of Cities listing the designated voter and is required to be in attendance at the conference. Voting delegate forms must be received by the League no later than July 29, 2022.

Deputy Mayor Gibson and Council Member Purdon are the current Council liaisons to the Florida League of Cities. Council Member Forbes is the current liaison to the Southwest Florida League of Cities, with Council Member Laura Carr as the alternate.

STAFF RECOMMENDATION: Council's pleasure.

ATTACHMENTS:

1. Memorandum from the Florida League of Cities

REVIEWERS:

City Manager: Arleen Hunter
City Attorney: Derek Rooney
City Clerk: Debra Filipek
Department Director:

Council Action: Approved ___ Denied ___ Deferred ___ Other _____



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: May 11, 2022

Subject: 96th Annual Conference Voting Delegate Information

The Florida League of Cities' Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida on August 11-13, 2022. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are also available online at flcities.com.

If you have any questions on voting delegates, please email erussell@flcities.com. **Voting delegate forms must be received by the League no later than July 29, 2022.**

Attachments: Form Designating Voting Delegate



96th Annual Conference
Florida League of Cities, Inc.
August 11-13, 2022
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 29, 2022.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Fax: (850) 222-3806
Email: erussell@flcities.com

REQUESTED MOTION: Presentation and review of the March Financial Report and Proposed 2022-2023 Budget Meeting Dates

REQUESTOR: Lisa Griggs Roberson, CPA, Director of Financial and Administrative Services

AGENDA: City Manager's Items

STRATEGIC PRIORITY: #7 Government Transparency

BACKGROUND:

Staff will be providing a brief presentation on the attached fiscal year to date financial report for March 31, 2022. This report is for six months of operations in the 2021-2022 fiscal year. Additionally, staff will present a proposed schedule for the upcoming fiscal year's budget preparation.

STAFF RECOMMENDATION: Receive presentation and report.

ATTACHMENTS:

1. Presentation
2. Financial Report

REVIEWERS:

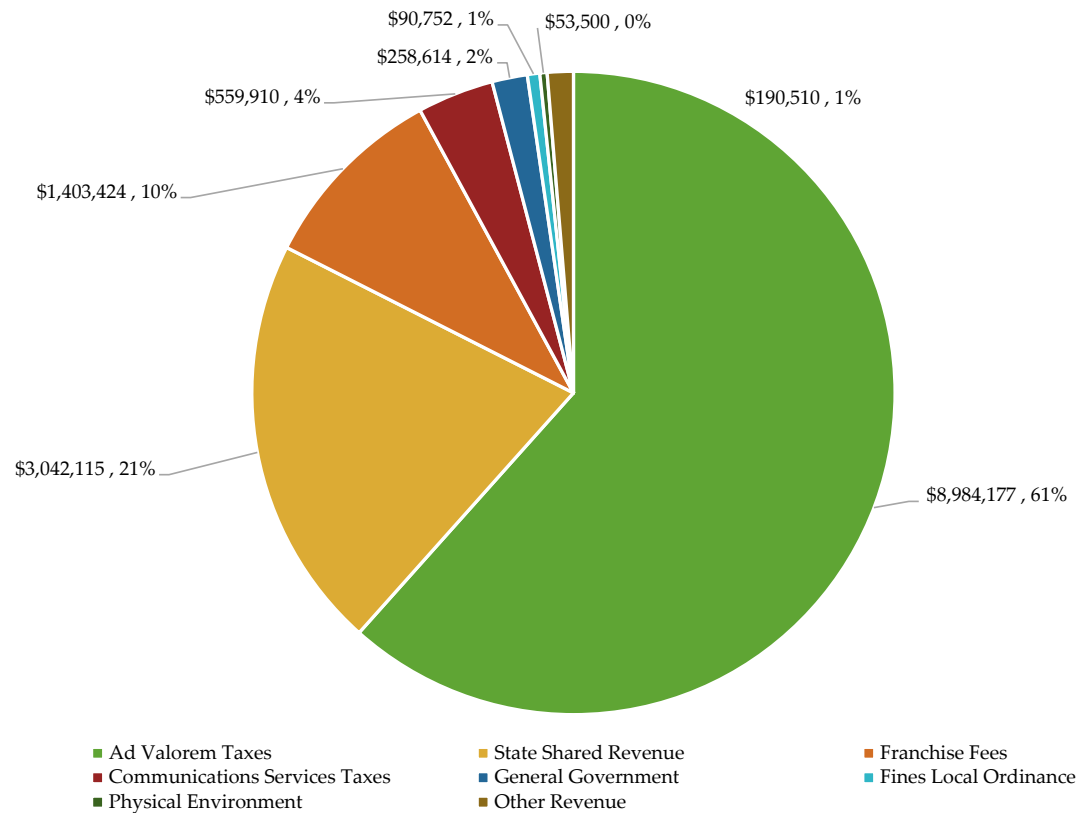
City Manager:	Arleen Hunter
City Attorney:	Derek Rooney
City Clerk:	Debra Filipek
Department Director:	Lisa Roberson

Council Action: Approved __ Denied __ Deferred __ Other _____

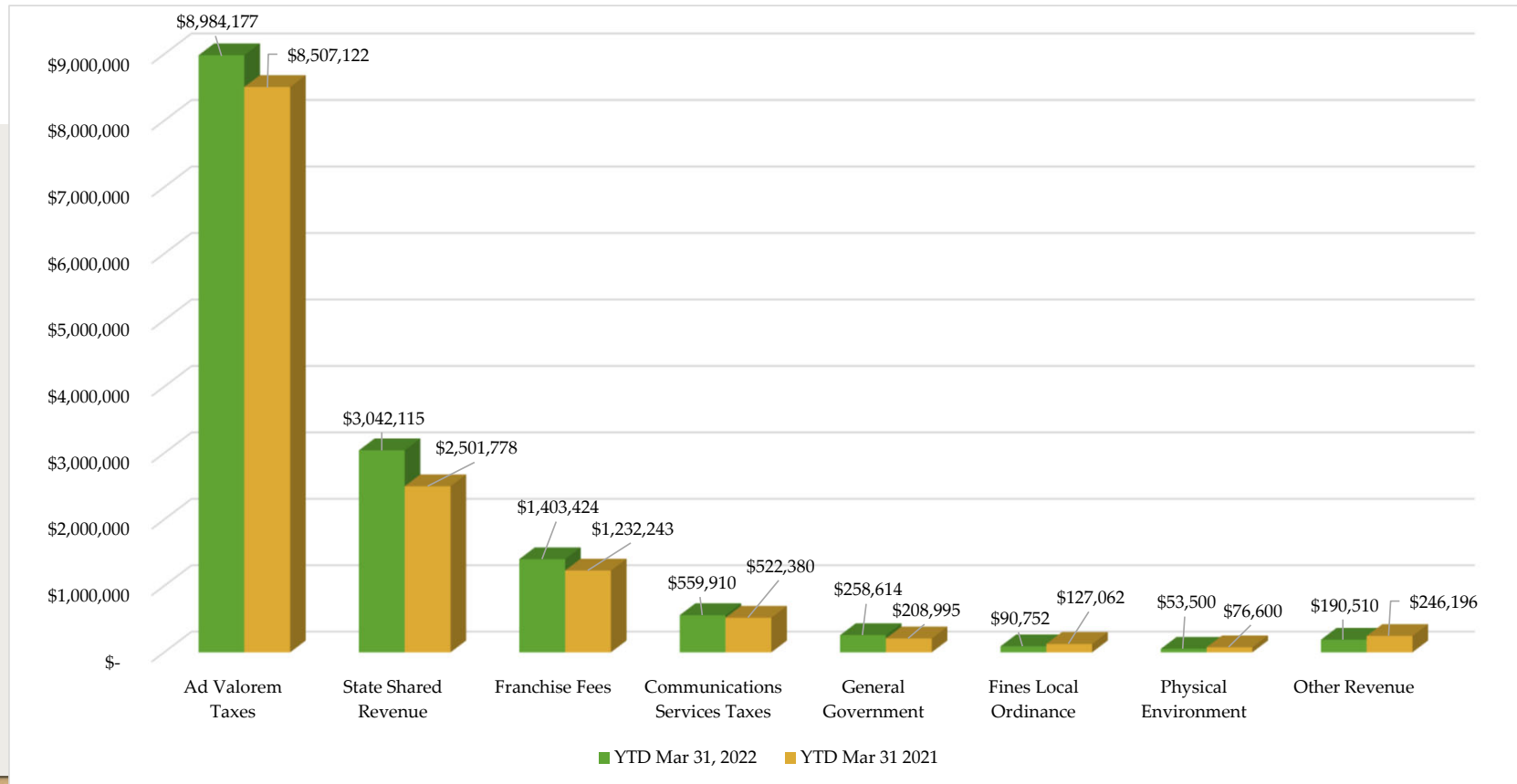
March Financial Report



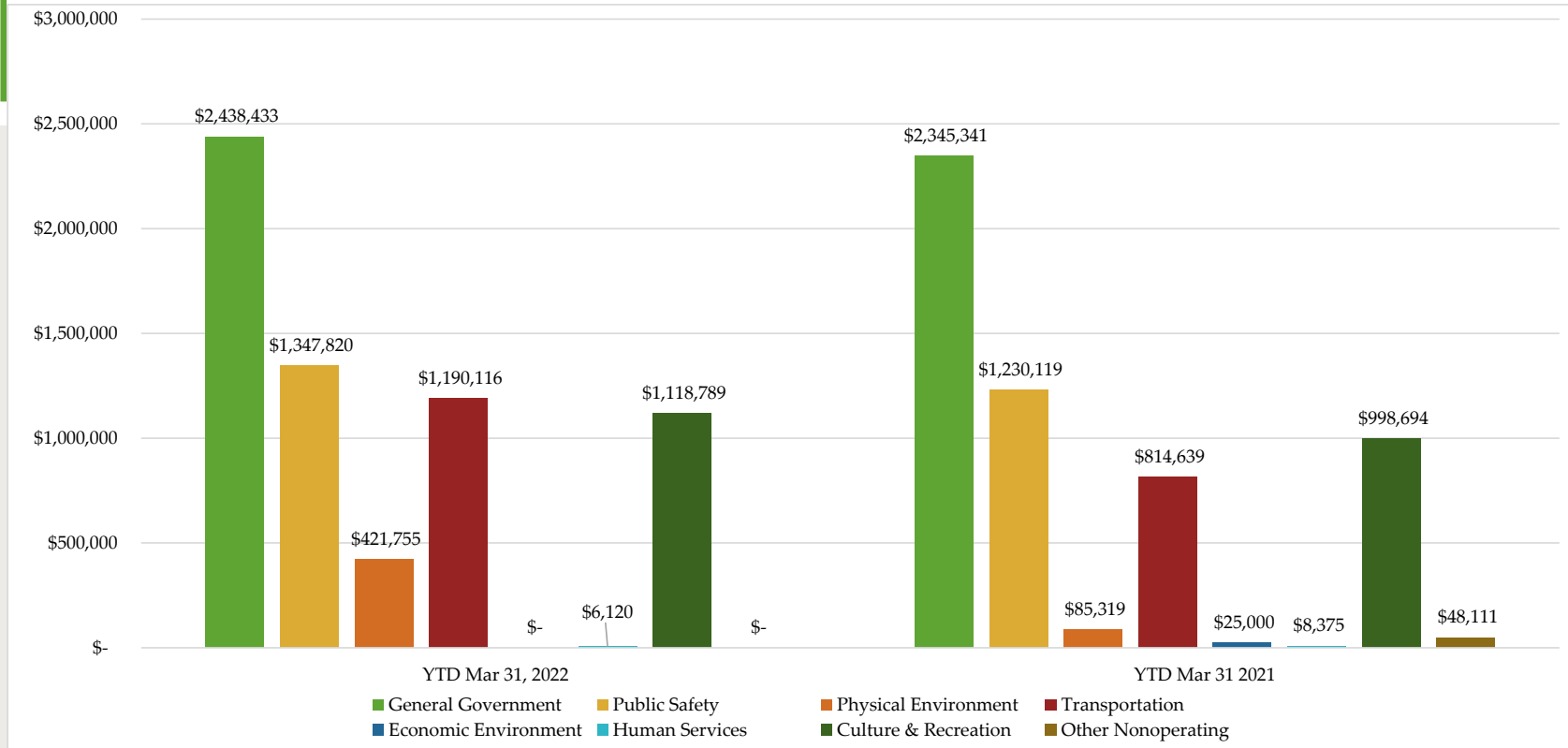
General Fund Revenue as of March 31, 2022



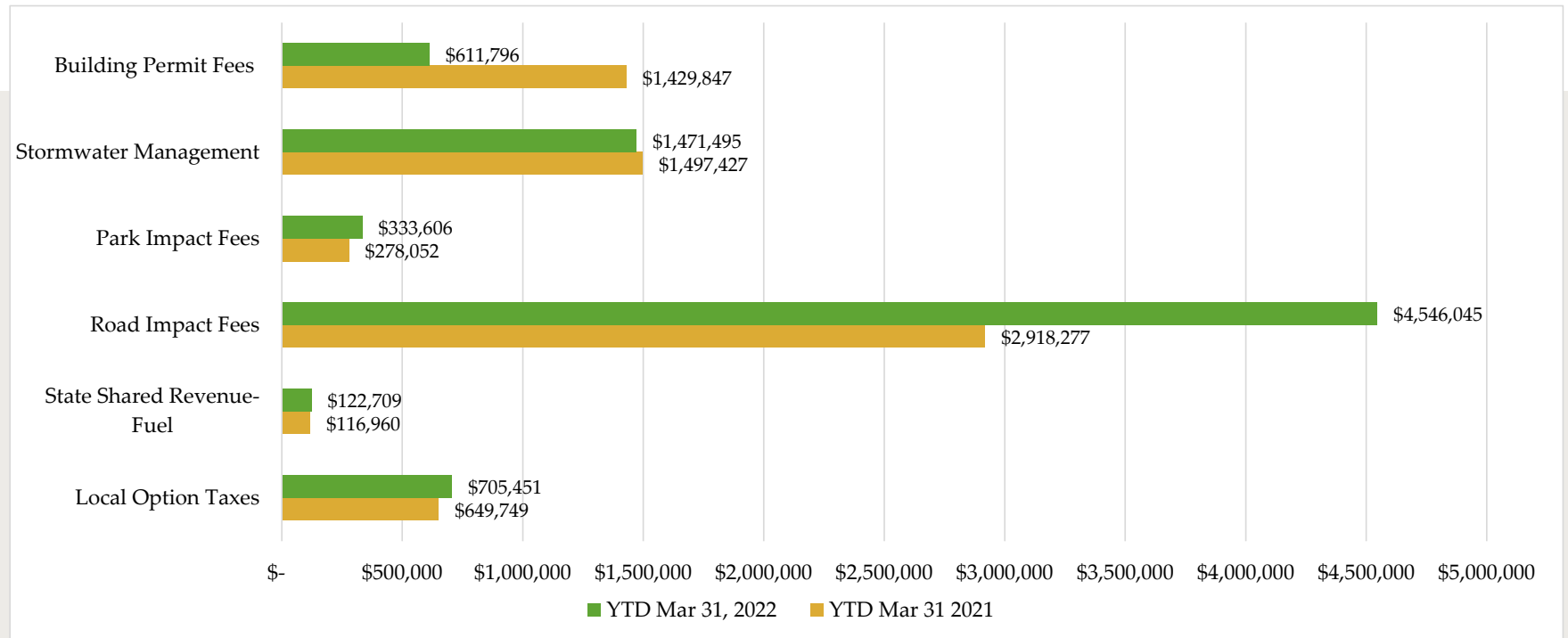
General Fund Revenue



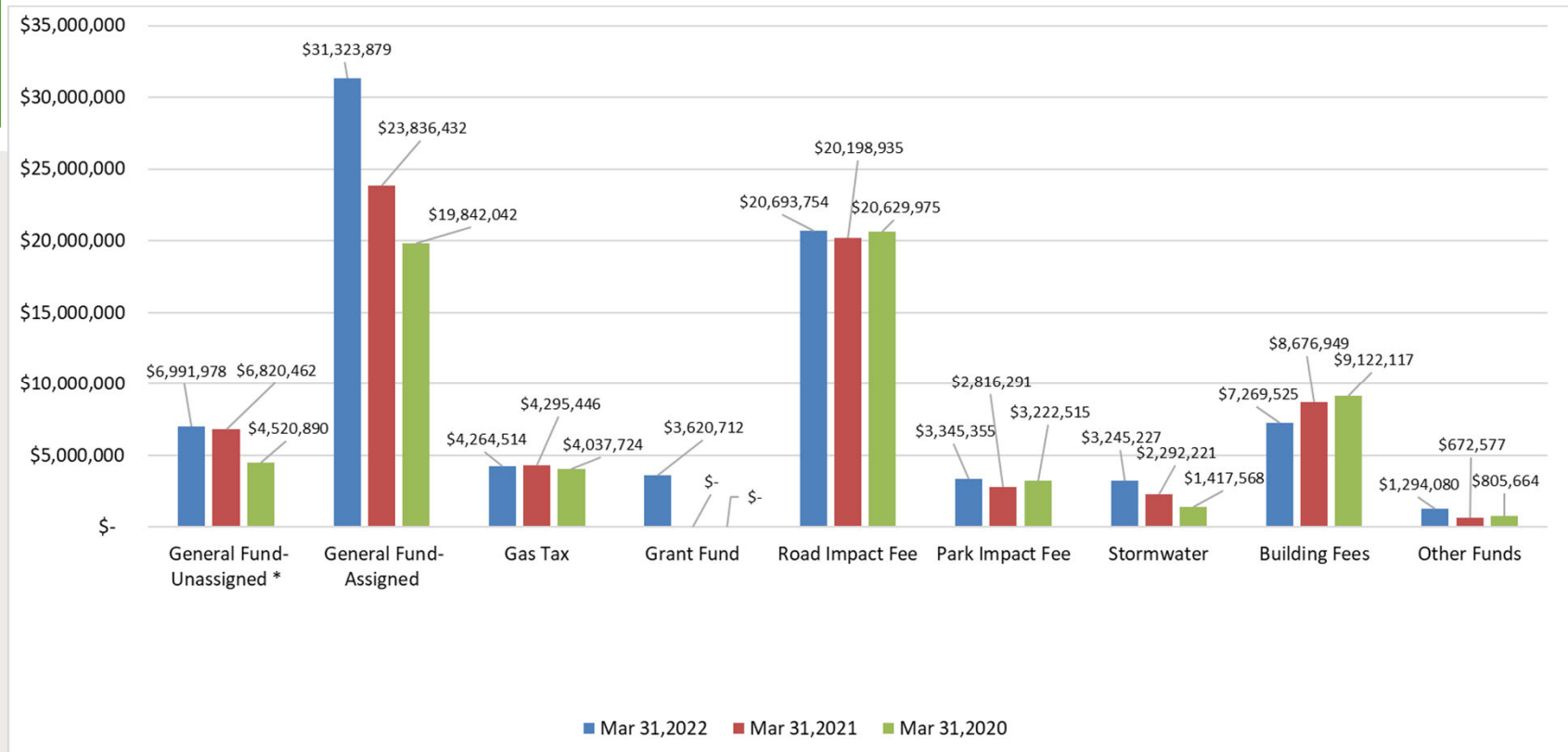
General Fund Expenditures



Restricted Revenue



Cash Balances



* General fund unassigned fund balance has been updated for year-to-date budget amendments.



Highlights

- ▶ Fiscal year to date, we have experienced the following increases over prior year:
 - ▶ Half-Cent Sales Tax 24%
 - ▶ State Shared Revenue: Sales Tax 10%, Gas Tax 5%
 - ▶ Electric Franchise Fees 14%
 - ▶ Local Option Gas Tax 9%
 - ▶ Communications Services Taxes 7%

Proposed Budget Meeting Dates

- Budget Workshop.....July 20th, Wednesday at 5:30 pm¹
- Proposed Millage Rate Vote...August 3rd, Wednesday at 5:30 pm
- Budget Update.....August 17th, Wednesday at 9:00 am
- Budget Hearing.....September 8th, Thursday at 5:01 pm²
- Budget Hearing.....September 21st, Wednesday at 5:01 pm

¹ Regular Council meeting time change from 9:00 am to 5:30 pm.

² First available hearing date as September 6th and 7th dates are not available.



Thank you.

City of Bonita Springs, Florida

Balance Sheet

as of March 31 2022

	Special Revenue Funds										Total Governmental Funds
	General Fund	Gas Tax	Grants	Impact Fee Funds		Stormwater Management	Building Fees	Downtown Area Revenue Sharing	Debt Service Funds	Capital Project Fund	
				Road	Park						
ASSETS											
Cash and cash equivalents	\$ 38,315,857	\$ 4,264,514	\$ 3,620,712	\$ 20,693,754	\$ 3,345,355	\$ 3,245,227	\$ 7,269,525	\$ 1,226,304	\$ 67,776	\$ -	\$ 82,049,024
Receivables (net)	400,829	-	-	-	-	-	-	-	-	-	400,829
Due from other govt			647,577								647,577
Due from other funds	304,914	-	-	-	-	-	-	-	-	-	304,914
Total assets	\$ 39,021,600	\$ 4,264,514	\$ 4,268,289	\$ 20,693,754	\$ 3,345,355	\$ 3,245,227	\$ 7,269,525	\$ 1,226,304	\$ 67,776	\$ -	\$ 83,402,344
LIABILITIES AND FUND BALANCES											
Liabilities:											
Accounts and contracts payable	\$ 265,823	\$ 26,306	\$ 89,310	\$ -	\$ -	\$ -	\$ 13,600	\$ -	\$ -	\$ -	\$ 395,039
Accrued liabilities	266,744	-	-	-	-	-	-	-	-	-	266,744
Due to other funds	-	-	304,914	-	-	-	-	-	-	-	304,914
Due to other governments	34,367	-	-	93,539	-	-	-	-	-	-	127,906
Unearned Revenue	-	-	3,620,712	-	-	-	-	-	-	-	3,620,712
Total liabilities	566,934	26,306	4,014,936	93,539	-	-	13,600	-	-	-	4,715,315
Total fund balances, beginning of the year	30,986,155	4,397,757	-	21,507,811	3,077,820	2,015,241	7,950,075	487,792	67,776	-	70,490,427
Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	7,468,511	(159,549)	253,353	(907,596)	267,535	1,229,986	(694,150)	738,512	-	-	8,196,602
Fund balances	38,454,666	4,238,208	253,353	20,600,215	3,345,355	3,245,227	7,255,925	1,226,304	67,776	-	78,687,029
Total liabilities and fund balances	\$ 39,021,600	\$ 4,264,514	\$ 4,268,289	\$ 20,693,754	\$ 3,345,355	\$ 3,245,227	\$ 7,269,525	\$ 1,226,304	\$ 67,776	\$ -	\$ 83,402,344



City of Bonita Springs, FL

General Fund Budget Report

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

RevAccountType;ExpFinStmntLineItem	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 00 - General Fund					
Revenue					
311 - Ad Valorem Taxes	9,268,000.00	9,268,000.00	-202,529.38	8,984,176.65	283,823.35
315 - Communications Services Taxes	1,273,000.00	1,273,000.00	114,520.42	559,909.76	713,090.24
316 - Local Business Taxes	30,000.00	30,000.00	1,519.04	6,959.43	23,040.57
323 - Franchise Fees	3,265,000.00	3,265,000.00	298,059.32	1,403,423.80	1,861,576.20
329 - Other Permits, Fees & Special Assessment	61,300.00	61,300.00	2,680.00	18,960.00	42,340.00
335 - State Shared Revenue	6,446,070.00	6,446,070.00	633,621.44	3,042,114.74	3,403,955.26
341 - General Government	473,900.00	473,900.00	66,865.56	258,614.11	215,285.89
343 - Physical Environment	112,200.00	112,200.00	13,600.00	53,500.00	58,700.00
347 - Culture/Recreation	77,600.00	77,600.00	5,699.43	50,733.73	26,866.27
349 - Other Charges for Services	107,100.00	107,100.00	3,088.35	27,667.11	79,432.89
351 - Judgements, Fines-Traffic	22,400.00	22,400.00	1,481.92	9,739.51	12,660.49
354 - Fines Local Ordinance	80,000.00	80,000.00	29,672.90	90,751.90	-10,751.90
361 - Interest & Other Earnings	90,000.00	90,000.00	4,478.29	22,259.67	67,740.33
362 - Rents & Royalties	20,000.00	20,000.00	3,130.00	18,123.50	1,876.50
366 - Contributions	4,000.00	4,000.00	0.00	629.87	3,370.13
369 - Other Misc Revenues	33,000.00	33,000.00	17,429.80	35,437.28	-2,437.28
Revenue Total:	21,363,570.00	21,363,570.00	993,317.09	14,583,001.06	6,780,568.94
Expense					
51 - General Government	6,523,375.00	6,523,375.00	470,989.59	2,438,433.05	4,084,941.95
52 - Public Safety	2,835,674.00	2,835,674.00	560,448.95	1,347,820.44	1,487,853.56
53 - Physical Environment	477,844.00	766,987.00	66,946.14	421,755.31	345,231.69
54 - Transportation	3,127,082.00	3,127,082.00	230,833.23	1,190,115.96	1,936,966.04
55 - Economic Environment	27,550.00	27,550.00	0.00	0.00	27,550.00
56 - Human Services	194,186.00	194,186.00	890.00	6,120.00	188,066.00
57 - Culture & Recreation	2,552,949.00	2,562,949.00	231,752.36	1,118,788.85	1,444,160.15
58 - Other Uses/Transfers Out	9,180,290.00	23,374,062.00	67,022.91	591,456.08	22,782,605.92
Expense Total:	24,918,950.00	39,411,865.00	1,628,883.18	7,114,489.69	32,297,375.31
Fund: 00 - General Fund Surplus (Deficit):	-3,555,380.00	-18,048,295.00	-635,566.09	7,468,511.37	-25,516,806.37
Total Surplus (Deficit):	-3,555,380.00	-18,048,295.00	-635,566.09	7,468,511.37	



City of Bonita Springs, FL

General Fund Expenditures by Department Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 00 - General Fund					
101 - City Council	461,187.00	461,187.00	39,226.61	209,265.46	251,921.54
102 - Boards & Committees	77,000.00	77,000.00	0.00	0.50	76,999.50
201 - City Manager	565,711.00	565,711.00	26,116.74	241,505.32	324,205.68
211 - Planning & Zoning	1,897,751.00	1,897,751.00	175,868.80	893,372.03	1,004,378.97
220 - Law Enforcement/Security	2,047,554.00	2,047,554.00	505,014.50	1,023,497.80	1,024,056.20
230 - Neighborhood Services	757,390.00	757,390.00	52,770.26	314,903.77	442,486.23
240 - Information Technologies	217,622.00	217,622.00	8,324.06	75,167.93	142,454.07
250 - Public Works	3,537,926.00	3,827,069.00	286,779.37	1,585,992.79	2,241,076.21
260 - Emergency Preparedness	30,730.00	30,730.00	2,664.19	9,418.87	21,311.13
270 - Non-Departmental Expenditures	840,189.00	840,189.00	26,777.68	99,948.96	740,240.04
301 - City Attorney	788,962.00	788,962.00	38,194.99	181,789.06	607,172.94
401 - Administrative Services	400,961.00	400,961.00	29,268.64	158,462.35	242,498.65
402 - City Hall	240,080.00	240,080.00	21,637.40	100,141.29	139,938.71
410 - Human Resources	68,400.00	68,400.00	4,799.57	16,915.20	51,484.80
430 - Communications	761,536.00	771,536.00	51,035.68	327,438.67	444,097.33
501 - Finance	766,917.00	766,917.00	80,280.72	297,415.77	469,501.23
601 - Parks & Recreation Administration	666,550.00	666,550.00	56,723.57	286,709.70	379,840.30
602 - Recreation Center	420,736.00	420,736.00	38,822.77	184,341.02	236,394.98
603 - Community Park & Ball Fields	194,326.00	194,326.00	21,826.26	80,721.08	113,604.92
604 - Community Pool	381,063.00	381,063.00	29,715.74	141,390.28	239,672.72
605 - Riverside Park	141,643.00	141,643.00	12,502.98	64,783.08	76,859.92
609 - Formerly Community Hall/Sheriff Substation	14,941.00	14,941.00	1,808.97	12,939.22	2,001.78
610 - Dog Park	65,650.00	65,650.00	6,834.60	25,496.75	40,153.25
611 - Beach Parks	9,698.00	9,698.00	15.83	98.65	9,599.35
613 - BS Soccer Complex	99,314.00	99,314.00	19,766.92	87,000.29	12,313.71
614 - Kentucky Street Park	4,250.00	4,250.00	23.39	1,573.39	2,676.61
615 - Liles Hotel	74,532.00	74,532.00	7,312.43	33,905.38	40,626.62
617 - Bonita Nature Place	24,130.00	24,130.00	3,684.58	11,172.99	12,957.01
618 - Windsor Road Preserve	8,125.00	8,125.00	24.34	1,986.04	6,138.96
620 - Marni Fields	92,166.00	92,166.00	10,334.62	38,089.60	54,076.40
621 - BS River Park	18,990.00	18,990.00	1,147.50	4,863.24	14,126.76
622 - Cullum's Bonita Trail	14,250.00	14,250.00	0.00	7,421.32	6,828.68
623 - Carpenter Lane Canoe & Kayak	1,180.00	1,180.00	42.92	128.60	1,051.40
624 - Leitner Creek Neighborhood Park	5,250.00	5,250.00	1,063.64	3,037.16	2,212.84
626 - Oak Creek Preserve	6,000.00	6,000.00	1,450.00	1,900.00	4,100.00
629 - Oak Creek Kayak Launch	10,450.00	10,450.00	0.00	0.00	10,450.00
631 - Former Library Building	20,000.00	20,000.00	0.00	0.00	20,000.00
883 - Veterans	5,500.00	5,500.00	0.00	210.48	5,289.52
885 - Donate a Bench	0.00	0.00	0.00	29.57	-29.57
Fund: 00 - General Fund Total:	15,738,660.00	16,037,803.00	1,561,860.27	6,523,033.61	9,514,769.39
Total Surplus (Deficit):	-15,738,660.00	-16,037,803.00	-1,561,860.27	-6,523,033.61	



City of Bonita Springs, FL

Special Revenue Funds Budget Report

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

RevAccountType;ExpFinStmntLineItem	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 10 - Gas Tax Fund					
Revenue					
312 - Local Option Taxes	1,652,850.00	1,652,850.00	142,536.30	705,451.48	947,398.52
335 - State Shared Revenue	370,000.00	370,000.00	24,541.87	122,709.35	247,290.65
361 - Interest & Other Earnings	11,000.00	11,000.00	510.00	2,995.00	8,005.00
Revenue Total:	2,033,850.00	2,033,850.00	167,588.17	831,155.83	1,202,694.17
Expense					
54 - Transportation	1,198,268.00	1,198,268.00	89,575.09	411,021.87	787,246.13
58 - Other Uses/Transfers Out	1,841,600.00	4,464,039.00	50,659.74	579,683.44	3,884,355.56
Expense Total:	3,039,868.00	5,662,307.00	140,234.83	990,705.31	4,671,601.69
Fund: 10 - Gas Tax Fund Surplus (Deficit):	-1,006,018.00	-3,628,457.00	27,353.34	-159,549.48	-3,468,907.52
Fund: 13 - Grant Fund					
Revenue					
331 - Federal Grants	300,000.00	5,277,447.00	0.00	629,628.25	4,647,818.75
332 - Other Financial Assistance-Federal Source	250,000.00	250,000.00	0.00	0.00	250,000.00
334 - State Grants	2,978,200.00	31,326,206.00	0.00	419,812.53	30,906,393.47
337 - Local Gvmt Grants	40,000.00	90,616.00	2,176.00	2,176.00	88,440.00
361 - Interest & Other Earnings	0.00	0.00	523.00	995.00	-995.00
381 - Transfers In	40,000.00	40,000.00	0.00	2,720.00	37,280.00
Revenue Total:	3,608,200.00	36,984,269.00	2,699.00	1,055,331.78	35,928,937.22
Expense					
52 - Public Safety	80,000.00	80,000.00	580.69	12,324.69	67,675.31
58 - Other Uses/Transfers Out	3,528,200.00	36,904,269.00	124,384.80	789,654.57	36,114,614.43
Expense Total:	3,608,200.00	36,984,269.00	124,965.49	801,979.26	36,182,289.74
Fund: 13 - Grant Fund Surplus (Deficit):	0.00	0.00	-122,266.49	253,352.52	-253,352.52
Fund: 14 - Road Impact Fee Fund					
Revenue					
324 - Impact Fees	3,502,000.00	3,502,000.00	639,010.88	4,546,044.80	-1,044,044.80
361 - Interest & Other Earnings	50,000.00	50,000.00	2,811.00	16,551.00	33,449.00
Revenue Total:	3,552,000.00	3,552,000.00	641,821.88	4,562,595.80	-1,010,595.80
Expense					
58 - Other Uses/Transfers Out	8,462,810.00	22,863,524.00	355,327.04	5,470,192.07	17,393,331.93
Expense Total:	8,462,810.00	22,863,524.00	355,327.04	5,470,192.07	17,393,331.93
Fund: 14 - Road Impact Fee Fund Surplus (Deficit):	-4,910,810.00	-19,311,524.00	286,494.84	-907,596.27	-18,403,927.73
Fund: 16 - Park Impact Fee Fund					
Revenue					
324 - Impact Fees	252,700.00	252,700.00	34,656.00	333,606.00	-80,906.00
361 - Interest & Other Earnings	10,000.00	10,000.00	394.00	2,313.00	7,687.00
Revenue Total:	262,700.00	262,700.00	35,050.00	335,919.00	-73,219.00
Expense					
58 - Other Uses/Transfers Out	1,250,000.00	3,031,420.00	20,410.20	68,383.98	2,963,036.02
Expense Total:	1,250,000.00	3,031,420.00	20,410.20	68,383.98	2,963,036.02
Fund: 16 - Park Impact Fee Fund Surplus (Deficit):	-987,300.00	-2,768,720.00	14,639.80	267,535.02	-3,036,255.02
Fund: 18 - Stormwater Management					
Revenue					
325 - Special Assessments - Charges for Public Services	1,008,100.00	1,008,100.00	24,066.24	1,471,494.88	-463,394.88
361 - Interest & Other Earnings	3,000.00	3,000.00	127.00	746.00	2,254.00
Revenue Total:	1,011,100.00	1,011,100.00	24,193.24	1,472,240.88	-461,140.88

Special Revenue Funds Budget Report

For Fiscal: 2021-2022 Period Ending: 03/31/2022

RevAccountType;ExpFinStmntLineItem	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Expense					
53 - Physical Environment	520,380.00	520,380.00	105,094.72	242,255.24	278,124.76
Expense Total:	520,380.00	520,380.00	105,094.72	242,255.24	278,124.76
Fund: 18 - Stormwater Management Surplus (Deficit):	490,720.00	490,720.00	-80,901.48	1,229,985.64	-739,265.64
Fund: 19 - Building Fees Fund					
Revenue					
322 - Building Permits	1,607,000.00	1,607,000.00	86,990.46	611,795.91	995,204.09
329 - Other Permits, Fees & Special Assessment	0.00	0.00	0.00	230,030.03	-230,030.03
361 - Interest & Other Earnings	30,000.00	30,000.00	1,047.00	6,455.00	23,545.00
Revenue Total:	1,637,000.00	1,637,000.00	88,037.46	848,280.94	788,719.06
Expense					
52 - Public Safety	3,034,220.00	3,034,220.00	296,885.32	1,457,005.35	1,577,214.65
58 - Other Uses/Transfers Out	0.00	955,373.00	13,600.00	85,426.00	869,947.00
Expense Total:	3,034,220.00	3,989,593.00	310,485.32	1,542,431.35	2,447,161.65
Fund: 19 - Building Fees Fund Surplus (Deficit):	-1,397,220.00	-2,352,593.00	-222,447.86	-694,150.41	-1,658,442.59
Fund: 23 - Downtown Area Revenue Sharing					
Revenue					
311 - Ad Valorem Taxes	542,000.00	542,000.00	341,183.00	341,183.00	200,817.00
337 - Local Gvmt Grants	1,362,600.00	1,362,600.00	0.00	1,370,475.00	-7,875.00
Revenue Total:	1,904,600.00	1,904,600.00	341,183.00	1,711,658.00	192,942.00
Expense					
58 - Other Uses/Transfers Out	1,073,570.00	1,073,570.00	0.00	973,146.00	100,424.00
Expense Total:	1,073,570.00	1,073,570.00	0.00	973,146.00	100,424.00
Fund: 23 - Downtown Area Revenue Sharing Surplus (Deficit):	831,030.00	831,030.00	341,183.00	738,512.00	92,518.00
Total Surplus (Deficit):	-6,979,598.00	-26,739,544.00	244,055.15	728,089.02	



City of Bonita Springs, FL

Debt Service Funds Budget Report

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

RevAccountType;ExpFinStmntLineItem	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 20 - 2011 Debt Fund					
Revenue					
381 - Transfers In	2,487,350.00	2,487,350.00	0.00	2,556,945.45	-69,595.45
Revenue Total:	2,487,350.00	2,487,350.00	0.00	2,556,945.45	-69,595.45
Expense					
51 - General Government	2,556,950.00	2,556,950.00	0.00	2,556,945.45	4.55
Expense Total:	2,556,950.00	2,556,950.00	0.00	2,556,945.45	4.55
Fund: 20 - 2011 Debt Fund Surplus (Deficit):	-69,600.00	-69,600.00	0.00	0.00	-69,600.00
Fund: 21 - 2014 Debt Fund					
Revenue					
381 - Transfers In	1,073,570.00	1,073,570.00	0.00	973,146.00	100,424.00
Revenue Total:	1,073,570.00	1,073,570.00	0.00	973,146.00	100,424.00
Expense					
51 - General Government	1,073,570.00	1,073,570.00	0.00	973,146.00	100,424.00
Expense Total:	1,073,570.00	1,073,570.00	0.00	973,146.00	100,424.00
Fund: 21 - 2014 Debt Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 22 - 2020 Debt Fund					
Revenue					
381 - Transfers In	125,000.00	125,000.00	0.00	62,996.99	62,003.01
Revenue Total:	125,000.00	125,000.00	0.00	62,996.99	62,003.01
Expense					
51 - General Government	125,000.00	125,000.00	0.00	62,996.99	62,003.01
Expense Total:	125,000.00	125,000.00	0.00	62,996.99	62,003.01
Fund: 22 - 2020 Debt Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Total Surplus (Deficit):	-69,600.00	-69,600.00	0.00	0.00	



City of Bonita Springs, FL

Capital Project Funds Budget Report

Group Summary

For Fiscal: 2021-2022 Period Ending: 03/31/2022

ExpFinStmntLineItem;RevAccountType	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 30 - Cap Projects Fund					
Revenue					
381 - Transfers In	20,410,550.00	86,786,240.00	625,829.49	4,893,727.00	81,892,513.00
Revenue Total:	20,410,550.00	86,786,240.00	625,829.49	4,893,727.00	81,892,513.00
Expense					
51 - General Government	1,640,000.00	3,767,034.00	114,772.15	134,481.24	3,632,552.76
53 - Physical Environment	6,246,980.00	46,907,867.00	131,088.80	800,483.60	46,107,383.40
54 - Transportation	10,484,500.00	32,025,196.00	373,198.54	3,918,846.66	28,106,349.34
57 - Culture & Recreation	2,039,070.00	4,086,143.00	6,770.00	39,915.50	4,046,227.50
Expense Total:	20,410,550.00	86,786,240.00	625,829.49	4,893,727.00	81,892,513.00
Fund: 30 - Cap Projects Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Fund: 31 - Other Capital Projects Fund					
Revenue					
381 - Transfers In	1,200,000.00	2,154,097.00	5,575.20	68,406.70	2,085,690.30
Revenue Total:	1,200,000.00	2,154,097.00	5,575.20	68,406.70	2,085,690.30
Expense					
55 - Economic Environment	0.00	173,285.00	0.00	37,991.00	135,294.00
57 - Culture & Recreation	1,200,000.00	1,980,812.00	5,575.20	30,415.70	1,950,396.30
Expense Total:	1,200,000.00	2,154,097.00	5,575.20	68,406.70	2,085,690.30
Fund: 31 - Other Capital Projects Fund Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00
Total Surplus (Deficit):	0.00	0.00	0.00	0.00	0.00



City Council Chambers
9101 Bonita Beach Road
Bonita Springs, Florida 34135

CITY COUNCIL WORKSHOP MINUTES

May 4, 2022
4:00 p.m.

1. Call to Order

Mayor Rick Steinmeyer called the meeting to order at 4:00 P.M.

2. Roll Call

Mayor Rick Steinmeyer and all Council Members were in attendance, with Council Member Chris Corrie arriving at 4:43 p.m.

3. Staff Presentation on Stormwater Management Capital Improvement Projects

Matt Feeney, Assistant City Manager, provided a Powerpoint presentation (copy in Clerk's file) to address Stormwater and Grant Funded projects, including the Spring Creek Golf Course Restoration project; the Logan Flow Way; the Home Buy-Out project; the Dean Quinn Infrastructure Improvements project; Phase II Bioreactor; Citrus Park; Pine Lake Preserve; and the Terry Street Improvements project.

In response to Council Member Amy Quaremba, Assistant City Manager explained that all of the projects shown address water quality. The Bioreactor is the only project that solely addresses water quality.

City Manager Hunter advised that staff will be utilizing the presented projects in preparation of the draft budget.

4. Discussion of Potential Legislative Funding Requests

City Manager Arleen Hunter addressed this item, noting that Representative Adam Botana has reached out to City Council and staff to request that the City start early in the process of planning for the City's appropriations requests. Staff has identified the following projects (in no order of priority) for Council's consideration and discussion:

- Bonita Beach Road Vision Implementation (\$10 million): Toole Design and DPZ studies to create an accessible, functional, and aesthetically pleasing corridor in accordance with the City's Comprehensive Plan

- Old 41 Bonita Beach Road Quadrant (\$4.3 million): Acquisition & construction of alternate grid network roadway to alleviate congestion at the Old 41 Bonita Beach Road Intersection
- Additional Soccer Fields (\$3.7 million): Construction of 3 youth soccer fields and 1 adult field, including bathroom infrastructure and parking facilities
- Children's Activity Pool & Family Restroom (\$2 million): Construction of a new zero entry children's activity pool and family restroom facility

5. City Council Discussion:

Council discussion was held. They also discussed the Sun Trail (Rails to Trails) program.

Council Member Purdon suggested considering electrical undergrounding for Bonita Beach Road west of US 41.

City Manager Hunter explained that Council will be asked for a decision regarding the legislative appropriation requests at a future Council meeting.

Council Member Quaremba is supportive of the Old 41 Quadrant and the additional soccer fields. She also suggested a larger project that is in design phase.

6. Public Comment:

Diane Bengé spoke of concerns regarding Windsor Road drainage.

7. Adjournment

There being no further items to discuss, the meeting adjourned at 5:06 P.M.

Respectfully submitted,

Debra Filipek, City Clerk

APPROVED:

CITY COUNCIL

Date: _____

AUTHENTICATED:

Mayor Rick Steinmeyer



City Council Chambers
9101 Bonita Beach Road
Bonita Springs, Florida 34135

CITY COUNCIL MEETING MINUTES

May 4, 2022
5:30 p.m.

1. Call to Order

Mayor Rick Steinmeyer called the meeting to order at 5:30 p.m.

2. Invocation

Pastor Jeff Chitwood, with other local members of the Faith community, furnished the invocation.

Mayor Steinmeyer next read aloud the Proclamation proclaiming May 5, 2022, as National Day of Prayer.

3. Pledge of Allegiance

Mayor Steinmeyer led in the Pledge of Allegiance.

4. Roll Call

Mayor Steinmeyer and all Council Members were in attendance.

5. Approval of Agenda

City Attorney Derek Rooney requested that Item 8A be continued, as the issue may have been resolved.

6. Mayor's Welcome

7. Public Comment on Agenda Items

Debra Giambo commented on Agenda Item 11 and urged Council to move forward with approval.

8. Zoning and Land Use Items:

- A. An application to appeal an act of administration for the Entrada local development order (Case #DOS19-59032-BOS). The Appellant is appealing the terms of the January 21, 2022 minor change approval letter to the local development order. (Green Sheet No. 22-05-068)

Item continued.

- B. (Second Reading and Public Hearing) A ZONING ORDINANCE OF THE CITY OF BONITA SPRINGS CONSIDERING A REQUEST TO REZONE APPROXIMATELY TWENTY (20) ACRES FROM RESIDENTIAL PLANNED DEVELOPMENT (RPD), TO RESIDENTIAL PLANNED DEVELOPMENT (RPD) FOR 200 DWELLING UNITS, AND TO REQUEST FOUR (4) DEVIATIONS; LOCATED AT 12585 EAST TERRY STREET, BONITA SPRINGS, FLORIDA, 34135; PROVIDING FOR AN EFFECTIVE DATE. (Green Sheet No. 22-05-072)

City Attorney Rooney read the title block into the record and placed all witnesses under oath.

Mike Fiigon, Community Development, provided a brief synopsis of the request.

Jeremy Frantz, representing Soltura, introduced the team and provided a PowerPoint presentation (copy in Clerk's file) relating to the request. Representatives of the Applicant addressed environmental aspects, stormwater enhancements planned, transportation, and their deviations with revised conditions.

Council discussion followed.

Tom Ross, staff's Transportation Engineer, addressed the revised Conditions via a PowerPoint presentation.

Council discussion was held.

Mayor Steinmeyer motioned to approve, with the Applicant's revised Conditions; Council Member Purdon seconded.

Public Comments:

Brad Cornell, with Audubon Florida and Audubon Western Everglades, addressed stormwater concerns.

The motion carried unanimously. **ADOPTED ZONING ORDINANCE NO. 22-03**

9. Proclamations and Presentations:

- A. Proclamation of National Day of Prayer (Mayor Steinmeyer)

Addressed above.

- B. Proclamation of May as Bicycle Safety Month (Deputy Mayor Gibson)

Council Member Mike Gibson next read aloud a Proclamation proclaiming May 2022 as Bicycle Safety Month in the City of Bonita Springs.

10. Consent Agenda:

Council Member Carr motioned approval of the Consent Agenda; Council Member Mike Gibson seconded; and the motion carried unanimously.

- A. Recertify an Administrative Code for the Title VI Nondiscrimination Program Implementation Plan as a requirement for the Florida Department of Transportation Local Agency Program (LAP) Certification (Green Sheet No. 22-05-067) **ADOPTED RESOLUTION NO. 22-36**
- B. Approve a request from the American Legion, Post 303, to donate the Veteran's Memorial Monument that was previously damaged during Hurricane Irma. (Green Sheet No. 22-05-070)
- C. Resolution of the City of Bonita Springs, Florida declaring miscellaneous information technology equipment as surplus and authorizing the City Manager to dispose of surplus property; and providing for an effective date. (Green Sheet No. 22-05-071) **ADOPTED RESOLUTION NO. 22-37**
- D. Approve temporary road closures of Old 41 and Special Event permit for Fourth of July "Star Spangled Bonita" and Parade on Monday, July 4, 2022 at Riverside Park. (Green Sheet No. 22-05-073)
- Opportunity for City Council comments on Consent Agenda

11. Mayor and Council Member Items:

- A. (ITEM CONTINUED FROM APRIL 20TH) Discussion of incorporation of raised crosswalks along W. Terry Street. (Gibson; Green Sheet No. 22-05-075)

Council Member Mike Gibson introduced the item, stating that the West Terry Street south sidewalk is included in the City's CIP. Council provided direction to staff to evaluate the incorporation of raised crosswalks as part of the project for the south side in the plan.

Mayor Steinmeyer asked that Staff also evaluate the flashing lights after installation for safety efficacy. Council Member Carr agreed and suggested asking emergency responders for input.

City Attorney Rooney recommended a motion to consider implementing raised crosswalks at the appropriate time of the south sidewalk project, with a requirement that the engineering team conduct a study to evaluate the efficacy of the rapidly reflecting flashing lights.

Council Member Quaremba motioned to approve as stated by the City Attorney; Council Member Purdon seconded; and the motion carried unanimously.

- B. Discussion on the status of the vacant building located at 27120 Old 41 Road. (Green Sheet No. 22-05-069)

Mayor Steinmeyer introduced this item for a discussion on the status of the vacant building located at 27120 Old 41 Road. Various conditions of the building were discussed, such as water damage, mold, and structural deficiency.

Council Member Corrie motioned to demolish the building; Council Member Carr seconded. The motion carried unanimously.

12. City Attorney's Items: No items.

13. City Manager's Items:

Assistant City Manager Matt Feeney next provided an update regarding Logan Boulevard stating that progress has been made on the Interlocal Agreement between the City and the South Florida Water Management District. The District has been working to develop an emergency plan to assist East Bonita communities under certain circumstances. The District presented the draft emergency plan to the Big Cypress Basin Board. At that meeting, concerns were raised about the City's pending 404 Permit application and the operation of pumps. At this time, it is Staff's recommendation to withdraw the 404 Permit application and request that the District operate the pumps under the emergency plan that is currently being developed.

Council Member Corrie motioned as stated by Assistant City Manager Feeney; Council Member Quaremba seconded; and the motion carried unanimously.

ADDITIONAL ITEM:

City Manager Hunter next reported that Lee County Department of Transportation is asking for reconfirmation from the City that the median closure on Bonita Beach Road by Hunter's Ridge is still necessary. Staff will be confirming this with Lee County Staff in writing for them to move forward. Council Member Forbes stated that Hunter's Ridge is in favor of the median closure.

14. Mayor and Council Member Reports

Council Member Forbes provided an update on the Purple Heart Highway project, which the MPO and Lee County voted to support. He would like to ask all the veteran organizations to adopt the placement of a plaque, inclusive of a list of Purple Heart recipients at the rest stops in Lee County.

Council Member Quaremba reported that she attended Lee County Sheriff Carmine Marceno's Community Festival in Fort Myers, which was a very positive experience. She also reported on the Downtown Alliance meeting she attended with Dr. Michael Martin, the retiring President of FGCU, and suggested honoring him in some way for all his interactions with the City. Lastly, she thanked City staff on Blue Zone committee questions.

Council Member Purdon provided an update on FGCU's artificial reef project.

Council Member Carr reported that she also attended Sheriff's Marceno's community event and that the local Rotary Club has donated over \$13,000 to help Ukraine.

Mayor Steinmeyer invited everyone to the groundbreaking event for the Rooftop project, which is scheduled for May 10 at 5:00 P.M.

15. Approval of the Minutes: April 20, 2022

Council Member Corrie motioned approval of the Minutes; Council Member Gibson seconded; and the motion carried unanimously.

16. Public Comment

Kyle Moran addressed the development of the Bamboo Village site.

17. Adjournment

There being no further items to discuss, the meeting adjourned at 7:29 P.M.

Respectfully submitted,

Debra Filipek, City Clerk

APPROVED:

CITY COUNCIL

Date: _____

AUTHENTICATED:

Mayor Rick Steinmeyer