



THERE WILL BE A REGULAR MEETING OF THE MARINELAND TOWN COMMISSION ON
**THURSDAY, DEC 16, 2021 AT 6:00PM AT THE MARINELAND COASTAL POLICY CENTER IN
THE MAIN CONFERENCE ROOM.**

Agenda

1. **Call to order: Pledge of Allegiance**
2. **Additions, Deletions and Modifications to the Agenda**
3. **Announcements by the Mayor**
4. **Recognitions, Proclamations and Presentations**
5. **Community Outreach:** This thirty-minute time period has been allocated for public comment on any consent agenda item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.
6. **Consent Agenda**
 - a. Approval of Minutes
 - i. November 18, 2021 Regular Meeting Minutes
 - b. Recurring FPL Bills
 - c. Lea Check Purchase Reimbursement \$119.96
 - d. Town Staff Invoices
 - i. Bayer Law Invoices
 - ii. Storehouse Treasures Invoices
 - iii. Fleet Invoices
 - iv. Wedding Permit Invoices
7. **General Business**
 - a. Town Planner
 - i. Comp Plan
 - b. Consideration of Website Finalization Estimate by GOLD Marketing
 - c. Consideration of Resolution For Stipend Increase for Town Manager
 - d. Consideration of Resolution For Stipend Increase for Town Clerk
 - e. Town Financial Manager
8. **Additional Reports & Comments**
 - a. Town Manager Report/Comments
 - i. Special Events
 - b. Town Planner Report/Comments
 - c. Town Clerk Report/Comments
 - d. Town Marina Manager Report/Comments
 - e. Town Attorney Report/Comments
9. **Public Comment:** This time has been allocated for public comment on any item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.



9. Commissioners Reports & Comments

a. Hiring of Town Clerk

10. Next Regular Town Meeting - January 20, 2021, 6:00pm

11. Quarterly CRA Meeting - January 20, 2021, 5:30pm

12. Adjournment

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in this meeting should contact (386)232-8060



176 Marina Dr
Marineland, FL 32080

Phone: (386)232-8060
Angela@TownOfMarineland.org

Town of Marineland meeting minutes

November 18, 2021

Mayor Angela TenBroeck
Commissioner Craig Lenniger
Commissioner Gary Inks
Dennis Bayer, Town Attorney
Janis Fleet, Town Planner
Suzanne Dixon, Town Manager
Lea Montgomery, Town Financial Director
Chris Kelley, Marineland Marina Dockmaster
Teri Webley, Marineland Marina
Attendee via Zoom/conference call
Members of the Public

1.The meeting was called to order by Mayor Tenbroeck @ 6:16PM.

- Pledge of Allegiance

2.Additions, Deletions, Modifications to the Agenda

- The balloon ordinance was added under general business item # 7D.
- The 11.10.21 workshop minutes were added to the consent agenda as item ii.

3.. There were no announcements by the Mayor.

4.. There were no recognitions, proclamations, or presentations.

5.. Community outreach: None.

6.. Consent agenda:

- Lea displayed the recurring FPL bills. There was a brief discussion regarding technical difficulties in compiling agenda items. The Mayor needs to merge all documents.
- The 11.10.21 minutes were pulled from the consent agenda & tabled.
- There was a brief discussion to attach the Cove Communities slide show to the minutes. Ms. Fleet & Mr. Bayer will follow up.

The motion to approve the consent agenda was made by Commissioner Inks/ 2nd by Commissioner Lenniger. The motion carried.

The motion to approve the October regular minutes as amended with the Mayor's powerpoint was made by Commissioner Ink Lenniger / 2nd by Commissioner Inks. The motion carried.

7. . General Business:

- A. Town Planner – Janis Fleet
 - Summary of earlier workshop: will review, make corrections & send it out again.
 - The Commissioners were reminded to reach out to staff for information & questions. Future land use was discussed, it's considered one of the most important elements.



B. Town Financial Director – Lea Montgomery

- The documentation is included in the packet & are available. Summarized all the financial narrative. Reviewed the various reports. Explained several charges & variances.
- Discussed CRA funds/ transfer in – transfer out/Commission stipends/additional funds (ARCA) received/no 2021 budget amendment needed. Good financial news!
- Marina financials are very good.

C. Resolution for Commissioner stipends:

- Discussion ensued: regarding the language in the resolution/the stipends were approved in the annual budget hearing/the job involves extra meetings & responsibility, plus time & materials spent in preparation/pay rate vs public service/
- Mr. Bayer made changes to the Resolution that he read into the record.

The motion to adopt the resolution as amended was made by Commissioner Inks, 2nd by Mayor TenBroeck. The motion carried with 2 yea votes & 1 nay vote.

D. Balloon Ordinance 2nd reading:

- The title was read into the record.

The motion to adopt the ordinance was made by Commissioner Lenniger, 2nd by Commissioner Inks. The motion carried.

8. . Additional Reports:

a. Town Manager- Suzanne Dixon

- 2 weddings/approved
- 1 special event: King of Clubs surf event/ not considered due to application fee not paid

b. Town Planner – Janis Fleet

- Reminder: there is money available for local mitigation strategy projects.
- A project list is needed/concept ready/ input is needed from other stakeholders
- Especially CRA projects to get done & use CRS funds
- The CRA must deal with issues of “blight”.
- The process was described with examples.

c. No Town Clerk to make a report.

d. . Marina – Chris Kelley

- No new issues to report



e. Town Attorney – Dennis Bayer

- met with Dr. Martindale re: Whitney Lab expansion construction.
- Parking for workers/construction access from A1A/ingress-egress from SR A1A must be permitted/turning off A1A is a safety hazard
- other stakeholders require parking & n should have input
- There is a management plan through the Florida Communities Trust. Mayor TenBroeck & Mr. Bayer will follow up.
- The Cove Communities presentation will be available through links.

9. Public comment:

- B.C. Young- Beachside Dr. commented on the new inlet north since the recent northeaster erosion. It is a neighborhood issue. Have the 2 counties been contacted? The Town needs to be on top of this.
- Commissioner Lenniger replied that SJC is aware/ approx. \$1ml to fix.

There were no other public comments.

10. Commissioner Reports & Comments:

- Commissioner Inks:
 - The Town needs control of the Town website – passwords, etc.
- Commissioner Lenniger:
 - The River to Sea Preserve fared well during the past Northeaster.
 - The big debris will be removed soon.
 - This is his last meeting as a commissioner.
 - He thanked everyone for 5 ½ years of service and wished everyone good luck.

The Town needs another commissioner as soon as possible.

Mayor TenBroeck thanked Commissioner Lenniger for his service. She requested he notify the Town of any boards or meetings served on for the Town.

The next Town meeting will be December 16, 2021.

The meeting was adjourned at 7:34PM

Respectfully submitted by Suzanne Dixon, Town Manager



FPL.com Page 1

E001

Electric Bill Statement

For: Oct 28, 2021 to Nov 29, 2021 (32 days)

Statement Date: Nov 29, 2021

Account Number: 19454-02459

Service Address:

9507 OCEANSHORE BLVD # SL
SAINT AUGUSTINE, FL 32084

TOWN OF MARINELAND,
Here's what you owe for this billing period.

CURRENT BILL

\$722.69

TOTAL AMOUNT YOU OWE

Dec 20, 2021

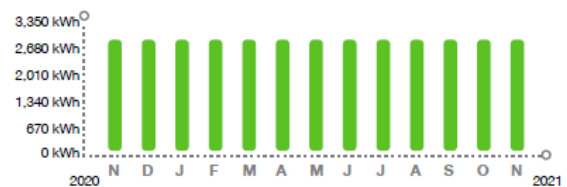
NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	692.58
Payments received	-692.58
Balance before new charges	0.00
Total new charges	722.69
Total amount you owe	\$722.69

(See page 2 for bill details.)

ENERGY USAGE HISTORY



KEEP IN MIND

- Payment received after February 16, 2022 is considered LATE; a late payment charge of 1% will apply.
- Charges and energy usage are based on the facilities contracted. Facility, energy and fuel costs are available upon request.

Customer Service: (386) 255-3020
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

1320194540245969622700000

TOWN OF MARINELAND
176 MARINA DR
ST AUGUSTINE FL 32080-8619

The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

19454-02459
ACCOUNT NUMBER

\$722.69
TOTAL AMOUNT YOU OWE

Dec 20, 2021
NEW CHARGES DUE BY

\$
AMOUNT ENCLOSED



FPL.com Page 1

E001

Electric Bill Statement

For: Oct 28, 2021 to Nov 29, 2021 (32 days)

Statement Date: Nov 29, 2021

Account Number: 69626-26138

Service Address:

101 TOLSTOY LN # MRNLD DOCK
SAINT AUGUSTINE, FL 32080

TOWN OF MARINELAND,
Here's what you owe for this billing period.

CURRENT BILL

\$557.00

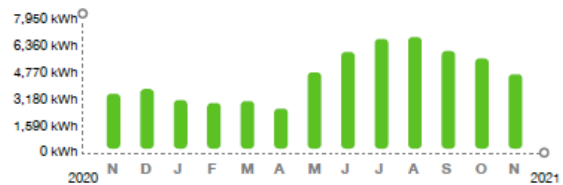
TOTAL AMOUNT YOU OWE

Dec 20, 2021

NEW CHARGES DUE BY

Pay \$540.74 instead
of \$557.00 by your
due date. Enroll in
FPL Budget Billing®.
FPL.com/BB

ENERGY USAGE HISTORY



BILL SUMMARY

Amount of your last bill	639.04
Payments received	-639.04
Balance before new charges	0.00
Total new charges	557.00
Total amount you owe	\$557.00

(See page 2 for bill details.)

KEEP IN MIND

- Enroll now in FPL Budget Billing when you pay \$540.74 by your due date instead of \$557.00. Make your bills easier to manage with more predictable payments. Learn more at [FPL.com/BB](https://www.fpl.com/BB)
- Payment received after February 16, 2022 is considered LATE; a late payment charge of 1% will apply.

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

54074 1320696262613870075500000

TOWN OF MARINELAND
176 MARINA DR
ST AUGUSTINE FL 32080-8619

The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

69626-26138

ACCOUNT NUMBER

\$557.00

TOTAL AMOUNT YOU OWE

Dec 20, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



FPL.com Page 1

E001

Electric Bill Statement

For: Oct 28, 2021 to Nov 29, 2021 (32 days)

Statement Date: Nov 29, 2021

Account Number: 41225-56527

Service Address:

101 TOLSTOY LN

SAINT AUGUSTINE, FL 32080

TOWN OF MARINELAND,
Here's what you owe for this billing period.

CURRENT BILL**\$850.06**

TOTAL AMOUNT YOU OWE

Dec 20, 2021

NEW CHARGES DUE BY

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payment received after February 16, 2022 is considered LATE; a late payment charge of 1% will apply.

BILL SUMMARY

Amount of your last bill	1,145.63
Payments received	-1,145.63
Balance before new charges	0.00
Total new charges	850.06
Total amount you owe	\$850.06

(See page 2 for bill details.)

Customer Service: 1-800-375-2434
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

1320412255652776005800000

TOWN OF MARINELAND
176 MARINA DR
ST AUGUSTINE FL 32080-8619

The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

41225-56527

ACCOUNT NUMBER

\$850.06

TOTAL AMOUNT YOU OWE

Dec 20, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



12/9/21, 2:58 PM

Mail - Lea Montgomery - Outlook

Fwd: Order Confirmation from Harland Clarke Check Printing

Lea Montgomery <montgomerylea@gmail.com>

Thu 11/18/2021 3:23 PM

To: Lea Montgomery <lea@townofmarineland.org>

Lea Montgomery

----- Forwarded message -----

From: <costco@checks-and-forms.com>

Date: Thu, Nov 18, 2021 at 2:28 PM

Subject: Order Confirmation from Harland Clarke Check Printing

To: <montgomerylea@gmail.com>

Thank you for your order! Below is your order confirmation info.

Replies to this email are not monitored. If you require assistance, please contact [customer service](#).

 [Harland Clarke Logo](#)

 [Costco Checks](#)

 [Costco Checks](#)

 [Costco Checks](#)

ORDER CONFIRMATION

Dear Lea Montgomery ,
Thank you, your order is our highest priority.
Save this message for important order status links.

Internet Order Number:
26825501
Received: 11/18/2021
Status: Complete

Order Summary

If your order contains multiple items, items may ship together in one package.

High Security Laser Multi-Purpose Check Top, No-Lines (SL-MP100HB - 500 Blue - 1 Part)

IMPORTANT: Please review the following information for accuracy.
Harland Clarke Check Printing guarantees the quality of our products and services, however, we cannot be responsible for spelling errors.



12/9/21, 2:58 PM

Mail - Lea Montgomery - Outlook

Deliver to: Lea Montgomery

Shipping Address: 176 Marina Dr, St Augustine, FL, 32080

Personalization:

Town of Marineland

176 Marina Dr

St Augustine, FL 32080

Bank Imprint:

SouthState Bank

Shipping: Ground delivered to you by December 8 , FREE

Subtotal: \$112.64

Total Processing: FREE

Shipping: FREE

Tax: Florida State Sales Tax (6.5%): \$7.32

Total Savings: \$28.16

TOTAL: \$119.96

[Online Support](#) | [Privacy Policy](#)



DENNIS K. BAYER, ESQ.
109 South 6th Street
Flagler Beach, FL 32136

(386) 439-2332

Date: 12/10/2021

Angela TenBroeck, Mayor
Town of Marineland
Email: angela@townofmarineland.org; lea@townofmarineland.org

Town of Marineland

Invoice No: 38487

Services Rendered

Date	Staff	Description	Hours	Rate	Charges
11/09/2021	DKB	Review UF request on River to Sea	0.50	\$300.00	\$150.00
12/10/2021	DKB	Services rendered for November, 2021	0.00	\$1,100.00	\$1,100.00
12/10/2021	DKB	Services rendered for November, 2021	0.00	\$1,100.00	\$1,100.00
				Total Fees	\$2,350.00

Total New Charges \$2,350.00

Previous Balance \$0.00

Balance Due \$2,350.00

Payment is due upon receipt of invoice. A 3% processing fee will be applied to all credit card payments. Thank you.



DENNIS K. BAYER, ESQ.
109 South 6th Street
Flagler Beach, FL 32136

(386) 439-2332

Date: 12/10/2021

Cove Development - Town of Marineland
In Care of - Angela TenBroeck, Mayor
Email: angela@townofmarineland.org; lea@townofmarineland.org

Cove Development - Town of Marineland

Invoice No: 38486

Services Rendered

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
11/11/2021	DKB	Follow up with attorney for Developer	0.20	\$300.00	\$60.00
11/17/2021	DKB	Conference with S. Ansbacher re: meeting with staff	0.20	\$300.00	\$60.00

Total Fees \$120.00

Total New Charges \$120.00

Previous Balance \$0.00

Balance Due \$120.00

Payment is due upon receipt of invoice. A 3% processing fee
will be applied to all credit card payments. Thank you.



DENNIS K. BAYER, ESQ.
109 South 6th Street
Flagler Beach, FL 32136

(386) 439-2332

Date: 12/07/2021

Angela TenBroeck, Mayor
Town of Marineland
Email: angela@townofmarineland.org; lea@townofmarineland.org
Flagler County, FL

Marineland - CRA

Invoice No: 38391

Services Rendered

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Hours</u>	<u>Rate</u>	<u>Charges</u>
11/04/2021	DKB	Conference with S. Ansbacher re: workshop; prepare Agenda; conference with Mayor re: process	0.50	\$300.00	\$150.00
11/18/2021	DKB	Conduct workshop on comp plan	0.50	\$300.00	\$150.00
Total Fees					\$300.00
Total New Charges					\$300.00
Previous Balance					\$0.00
Balance Due					\$300.00

Payment is due upon receipt of invoice. A 3% processing fee will be applied to all credit card payments. Thank you.



Storehouse Treasures, LLC
250 Palm Coast Pkwy NE STE
607-104
Palm Coast, FL 32137 US
(386) 283-0987
jbradshaw@storeht.com
www.storeht.com

Invoice 7990



BILL TO	SHIP TO	DATE	PLEASE PAY	DUE DATE
Town of Marineland	Town of Marineland	12/01/2021	USD 750.00	12/31/2021
176 Marina Drive	176 Marina Drive			
St Augustine, FL 32080-8619	St Augustine, FL 32080-8619			

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Accounting & QuickBooks Service	Accounting and QuickBooks Monthly Service per agreement, Month of December 2021	1	750.00	750.00

Thank you for your business.	SUBTOTAL	750.00
	TAX	0.00
	TOTAL	750.00

TOTAL DUE USD 750.00

THANK YOU.

Thank you for your business!



Storehouse Treasures, LLC
250 Palm Coast Pkwy NE STE
607-104
Palm Coast, FL 32137 US
(386) 283-0987
jbradshaw@storeht.com
www.storeht.com

Invoice 8012



BILL TO	SHIP TO
Town of Marineland	Town of Marineland
176 Marina Drive	176 Marina Drive
St Augustine, FL 32080-8619	St Augustine, FL 32080-8619

DATE
11/30/2021

PLEASE PAY
USD 67.50

DUE DATE
12/17/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Accounting & QuickBooks Service	November Accounting Work for the CRA: 11/03/21: .5 hours for emails re: invoicing the BOCC for CRA funds 11/18/21: .75 hrs, Comp Plan mtg and travel time (.25 to round up to nearest half hour)	1.50	45.00	67.50

Thank you for your business.

SUBTOTAL	67.50
TAX	0.00
TOTAL	67.50

TOTAL DUE	USD 67.50
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THANK YOU.

Thank you for your business!



Suzanne Dixon

5455 Windantide Rd

St. Augustine FL 32080

WEDDING PERMIT INVOICE

INVOICE #

1

DATE

12/10/2021

BILL TO

Town of Marineland
176 Marina Dr
Marineland, FL 32080

TERMS

Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Simple Wedding 1-25 People (List Wedding Name Here)		\$ 25.00	\$ -
26-99 Person Wedding (Barrett/Brady)(Garmon/Young)	2	\$ 25.00	\$ 50.00
100-999 Person Wedding (List Wedding Name Here)		\$ 50.00	\$ -
1000+ Person Wedding (List Wedding Name Here)		\$ 100.00	\$ -
		\$ -	\$ -
<i>Thank you for your business!</i>	TOTAL	\$	50.00

If you have any questions about this invoice, please contact
Suzanne Dixon, 904-471-1870, Suzanne@TownOfMarineland.org



FLEET & ASSOCIATES ARCHITECTS/PLANNERS, INC.

11557 Hidden Harbor Way Jacksonville FL 32223
(904) 666-7038 AA C001226

Mayor Angela TenBroeck
Town of Marineland
176 Marina Drive
Marineland, FL 32080

Re: Town Planner Consultant Services

INVOICE

PROJECT NO. 21230

INVOICE NO. 2471
DATE: December 10, 2021

Professional Services for November 11, 2021 through December 10, 2021

Coordination with Jacoby Representatives	1.5 hrs. x \$125	\$ 187.50
Provide GIS Information	0.5 hrs. x \$125	\$ 62.50
Commission Meeting – Nov. 18	1.5 hrs. x \$125	\$ 187.50
Comprehensive Plan Workshop – Nov. 18	0.5 hrs. x \$125	\$ 62.50
Total Due		\$ 500.00



TOWN OF MARINELAND WEBSITE FINALIZATION ESTIMATE

Prepared by GOLD Marketing • Monday, December 6, 2021

The following estimate outlines the enhancements and costs needed to update and launch the new Town of Marineland website. The development of the site began in 2018, but work was halted because full payment was not received. As shown below, the project is divided into two \$1,000 phases – which will be billed separately – to prepare the site for use in 2022 and beyond. The initial phase will include adjustments sufficient to make the site live, and the second phase will further update the site to showcase all current Town of Marineland businesses and organizations. *(The site in its current form – before the proposed enhancements – may be previewed at <http://test5.strikegold.com/tom/>.)*

PHASE I

- **COMMISSION PAGE** – New page to be added with Town of Marineland Commissioner information and email links, the Commissions' meeting schedule, plus PDFs of recent meeting minutes and other public information as desired; *(Commissioner biographies, headshots, and meeting schedule to come from the Town, GOLD to edit.)*
- **CALENDAR/EVENTS** – The website calendar, which also has a feed on the home page, will feature consumer-facing events to help drive visitors to the area. Major special events would also be featured in a new section on the Home page; *(Initial events to come from the Town.)*
- **FOOTER PAGES** – Site Map, Terms of Use, and Privacy Policy pages to be completed; and
- **SOFTWARE UPDATES** – Installing the latest version of the website content management system *(including security updates)*, and adding Google Analytics to monitor site usage data;
- **PAGE REMOVAL** – Removing the Georgia Aquarium Field Station page.

PHASE I TOTAL = \$1,000

PHASE II

- **NEW PAGES** – New pages to be created for Center for Sustainable Agriculture, GTM Reserve, Ragga Surf Café, and River-to-Sea Preserve; *(Copy points and photos to come from the Town, GOLD to write.)*
- **EXISTING PAGE UPDATES** – Copy and photos to be updated where needed for existing pages, including the Marineland Dolphin Adventure, Marineland Marina, Ripple Effects Ecotours, Whitney Laboratory, and Home pages; *(Copy points and photos to come from the Town, GOLD to write.)*
- **PARTNER LOGOS** – “Our Partners” logos at the bottom of the Home page to be updated *(logos to come from the Town)*

PHASE II TOTAL = \$1,000

Page 1 of 2



TOWN OF MARINELAND

WEBSITE FINALIZATION ESTIMATE

Prepared by GOLD Marketing • Monday, December 6, 2021

PHASE I & II TIMELINE

- Each phase is anticipated to be completed within two weeks of receiving payment, as well as all needed information, images, and access.

ADDITIONAL ITEMS

- HOSTING – Cost for two years of website hosting with a provider such as In Motion (*to be paid directly by the Town of Marineland*) \$400
- DOMAIN NAME – GoDaddy costs for the TownofMarineland.org domain will continue to be paid directly by the Town of Marineland NO CHANGE
- EMAIL PROVIDER – Costs for Outlook or another email service provider will continue to be paid directly by the Town of Marineland NO CHANGE
- OPTIONAL TRAINING SESSION – Cost for a training session (*up to 2 hours in length*) conducted via Zoom to show Town representatives how to make basic content and calendar updates..... \$250
- OPTIONAL WEBSITE MAINTENANCE – Monthly cost for GOLD to make content updates to the website’s pages, including copy, images, and calendar listings. (*Any desired programming changes to be estimated separately.*)..... TBD
- OPTIONAL SITE ADVERTISING – A monthly fee for preparing and placing digital advertisements (*such as on Google Ads*) to drive website traffic will be estimated separately if desired..... TBD

PROJECT TERMS

Costs do not include any sales tax on production if required, or additional customer alterations, which must be estimated and approved in advance in writing. Each phase will be billed and due in advance. *Interest in the amount of 1-1/2% will be due on all invoices that are not paid within 30 days of the date of the invoice. The estimates given are valid within 10%.*

My signature below indicates approval of the estimate and authorizes GOLD to begin work for the client as stated.

(Name) _____

(Title) _____

(Signature) _____

(Today’s Date) _____

APPROVED FOR TOWN OF MARINELAND

Page 2 of 2



Town of Marineland Financial Narrative As of November 30, 2021

Noteworthy on the Statement of Revenues and Expenses:

November's Operating Gross Revenues of \$29,618 were boosted with the receipt of the year's first installment of ad valorem taxes, in the amount of \$26,825. Receipts in the remaining operating revenue categories were consistent with prior months.

Operating Expenses for the month totaled \$4,622:

- The invoice from Fleet & Associates for November's work had not yet been received so there is no Town Planner Expense included in November's figures.
- The \$120 in Office & Misc Expense is for the reimbursement of check stock needed for the SouthState Bank operating account.

Activity in Other Income/Other Expenses:

- The \$2,284 Possessory Interest Tax due for Ripple Effect's building was paid to the county by the Town, as well as reimbursed by Mobius Marine, resulting in a zero net effect on the financial reports.
- The quarterly line of credit payment was made to Intracoastal Bank in the normal amount of \$6,919.

Total Revenues of \$31,903 less Total Expenses of \$13,826 resulted in an \$18,077 gain for the month of November. Year-to-date, the Town has an excess of \$15,700, in revenues less expenses.

Compared to Budget, actual, year-to-date Revenues were two cents less than anticipated. Year-to-date actual Expenses came in \$1,752 under Budget but keep in mind, the Town Planner invoice was not included in the month's expenses.

Year-to-date, actual total Net Income was \$15,700 and \$13,948 was budgeted. This gives the Town a favorable variance of \$1,752.

Noteworthy on the Statement of Financial Position:

The Balance Sheet reflects \$282,847 in cash holdings of which \$64,148 is assigned to potential future marina expenses.



Accounts Receivable of \$2,981 is comprised of \$1,470 in Upchurch and Bailey invoices of which \$1,350 has already been paid in December. Mobius Marine's November electric bill reimbursement amounts to \$1,407, leaving \$104 for an event application fee that has already been paid in December.

The \$4,085 in Prepaid Expenses is comprised entirely of the remaining ten months of insurance that was all prepaid on October 1, 2021. 1/12th of this, or \$409, will be moved to Insurance Expense on the Statement of Revenue and Expenses in each remaining month of the 2022 fiscal year.

The CRA now owes the Town \$1,323: \$226 for accounting services, \$437 for Fleet's Comp Plan work, and \$660 for legal services. The CRA will reimburse the Town the next time the CRA meets, in January.

All of the \$4,037 in Accounts Payable as of 11/30/2021 is expected to be approved for disbursement at the December Town Commission Meeting, leaving the Town with no liabilities except for the line of credit remaining balance of approximately \$97,700.

The Town has over \$207,000 in unassigned Equity, all held in cash. Keep in mind the Town will soon need to transfer the County's match of CRA funds to the CRA. The amount should be approximately \$50,000 to \$53,500.

Signed,

Lea Montgomery
Town of Marineland
Director of Finance
12/10/2021