



**April 25, 2022**

# **BUNNELL STATE OF THE CITY**

*A little  
progress each  
day adds up  
to big results*

- ▶ The 2019 Adopted Strategic Plan is about 85-90% completed; the Goals left unaddressed just have not been funded

***[This is completion of almost 19 goals in just 2 years!!!!]***

- ▶ Reinstated Impact Fees (after a 13-year moratorium!) to help with the costs to City services created by new growth
- ▶ Updated City fees for development applications and building permits which will help lessen the need for General Fund monies to pay for Community Development services
- ▶ Master Utility Plan Projects continue to be scheduled as recommended in the plan
- ▶ Kept City operations at same level of service through **2 years** of a pandemic!!!!
- ▶ Addressed facility issues at the Public Works Yard and Administration Complex; located alternate space for City operations when safety became an issue

**AND THIS IS JUST A FEW**

**ACTUALLY....**

*The City has made more than “a little” progress when you actually look at the actions and decisions made in the past few years; ALL for the betterment of the City as a WHOLE*

# CITY VISION STATEMENT

The City of Bunnell commits to building on its heritage, while enhancing a high quality of life for all its citizens. We pledge to work in collaboration with our residents and business community to foster pride in the City, develop a vibrant and diverse economy and a thoughtful plan for the future.

# COMMISSION MISSION STATEMENT

The City Commission of the City of Bunnell is dedicated to providing its citizens, businesses and visitors with quality services that ensure Life, Liberty and the Pursuit of Happiness!

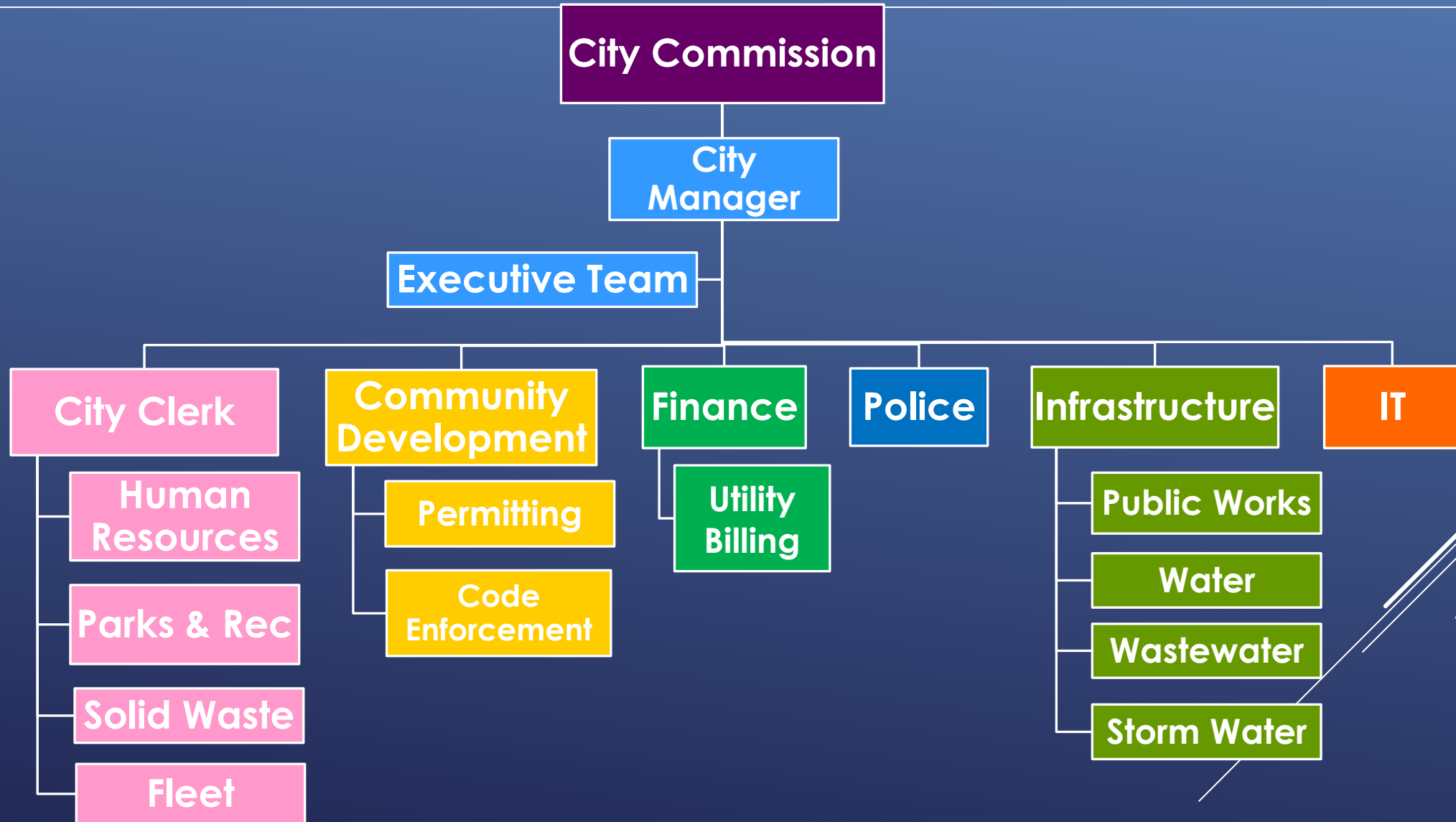
# CITY MISSION STATEMENT

The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the highest possible quality of life for the overall community through the exemplary services we provide.





# CITY ORGANIZATIONAL CHART

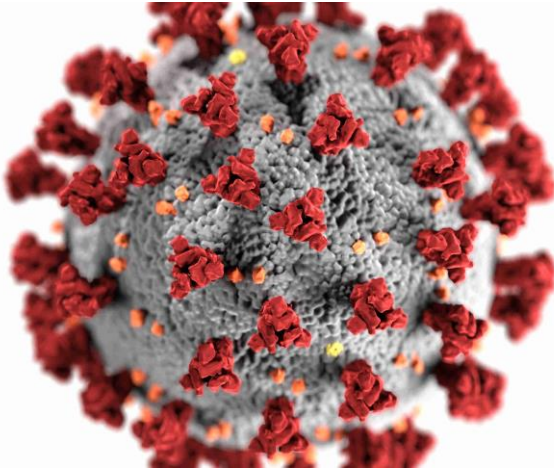


2021

# COVID

Throughout the year, the Nation, State and City continued to deal with the effects of COVID and its variants.

Social distancing and face masks continued to be a “norm” for everyone



# COMMISSION ADVANCE: FEBRUARY 26, 2021

Originally scheduled for January 29, 2021, the on-going impacts of COVID caused the City to re-schedule the annual Commission Advance

- ▶ The Commission met in an all-day advance at the Vince Carter Center
- ▶ The Commission heard from our Insurance carrier
- ▶ An update on the Master Utility Plan was provided
- ▶ A close look at the state of City facilities and their needs was presented
- ▶ The need to create a Capital Improvement to assist with planning and budgeting was discussed

## It's About Planning

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“PLAN FOR THE FUTURE BECAUSE THAT IS WHERE YOU ARE GOING TO SPEND THE REST OF YOUR LIFE.”

- MARK TWAIN





**APRIL 1, 2021**

CUSTOMER SERVICE LOCATION  
OPENS AT 604 E. MOODY BLVD.  
UNIT 6



Mayor Robinson deliver the State of the City as required by the City Charter.



In keeping with Bunnell's desire to support our community, Executive Chef Kevin and the residents at Project WARM catered the event with light refreshments

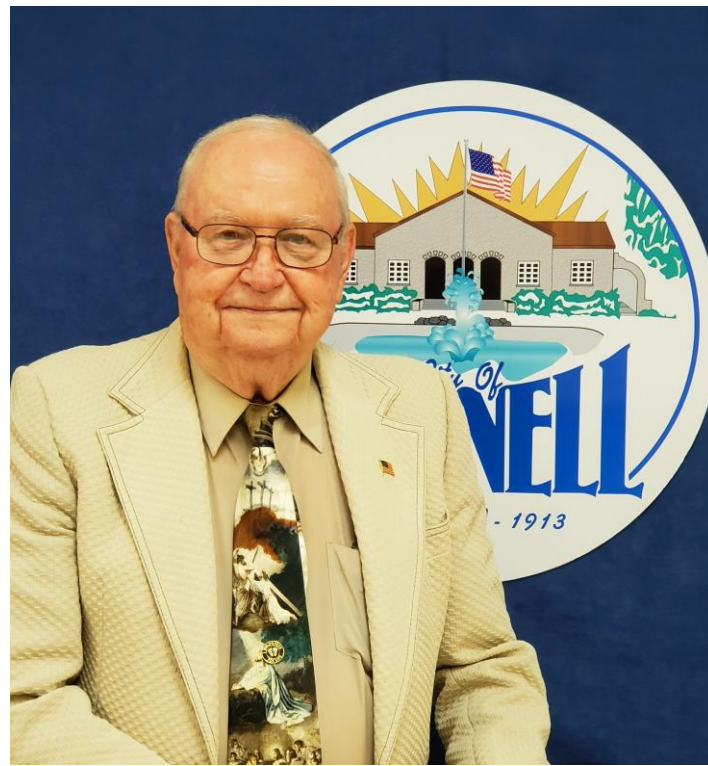


**APRIL 26, 2021**  
STATE OF THE CITY



Commissioner Bill Baxley and  
Commissioner Donnie Nobles  
resigned from their seats on the City  
Commission

The City thanks both of these  
Commissioners for their dedication  
to the City



**JULY 2021**





## Welcome to the Commission

Commissioner Barnes and Commissioner Schultz were appointed by the City Commission to fill the vacancies created by the resignations of Commissioner Baxley and Commissioner Nobles

They were sworn in the night of their appointment

**JULY 26, 2021**

# SEPTEMBER 11, 2021

## 9/11 MEMORIAL RIDE







**OCTOBER 29, 2021**

CITY ENTRIES IN THE CO-SPONSORED TRUNK OR TREAT EVENT WITH THE  
FIRST BAPTIST CHRISTIAN ACADEMY AT LAKE LUCILLE



**OCTOBER 31, 2021**  
HALLOWEEN IN BUNNELL  
(SAWMILL ESTATES AND COLONY PARK  
NEIGHBORHOODS)

It was with a heavy heart the City of Bunnell recognized End of Watch for Sergeant Dominic Guida on November 9, 2021. While participating in a training exercise, Sergeant Guida experienced a cardiac event. Despite the interventions of first responders and medical staff, Dominic was pronounced dead shortly after 5:00 PM. Dominic was in law enforcement for 19 years; he joined the City of Bunnell in 2016. Dominic was a dedicated public servant and much respected and loved member of the Bunnell family. He loved the Bunnell community and interacting with the citizens and visitors of Bunnell. His Celebration of Life was held at the First Baptist Church of Bunnell on November 15th.









# City of Bunnell Administration Complex & The Bunnell Police Department

Coming Fall 2023 - [www.BunnellCity.us](http://www.BunnellCity.us) - 386-437-7500



*Crossroads of Flagler County - Rich in Heritage & History*

Citizen Centered - Business Friendly

Community Focused

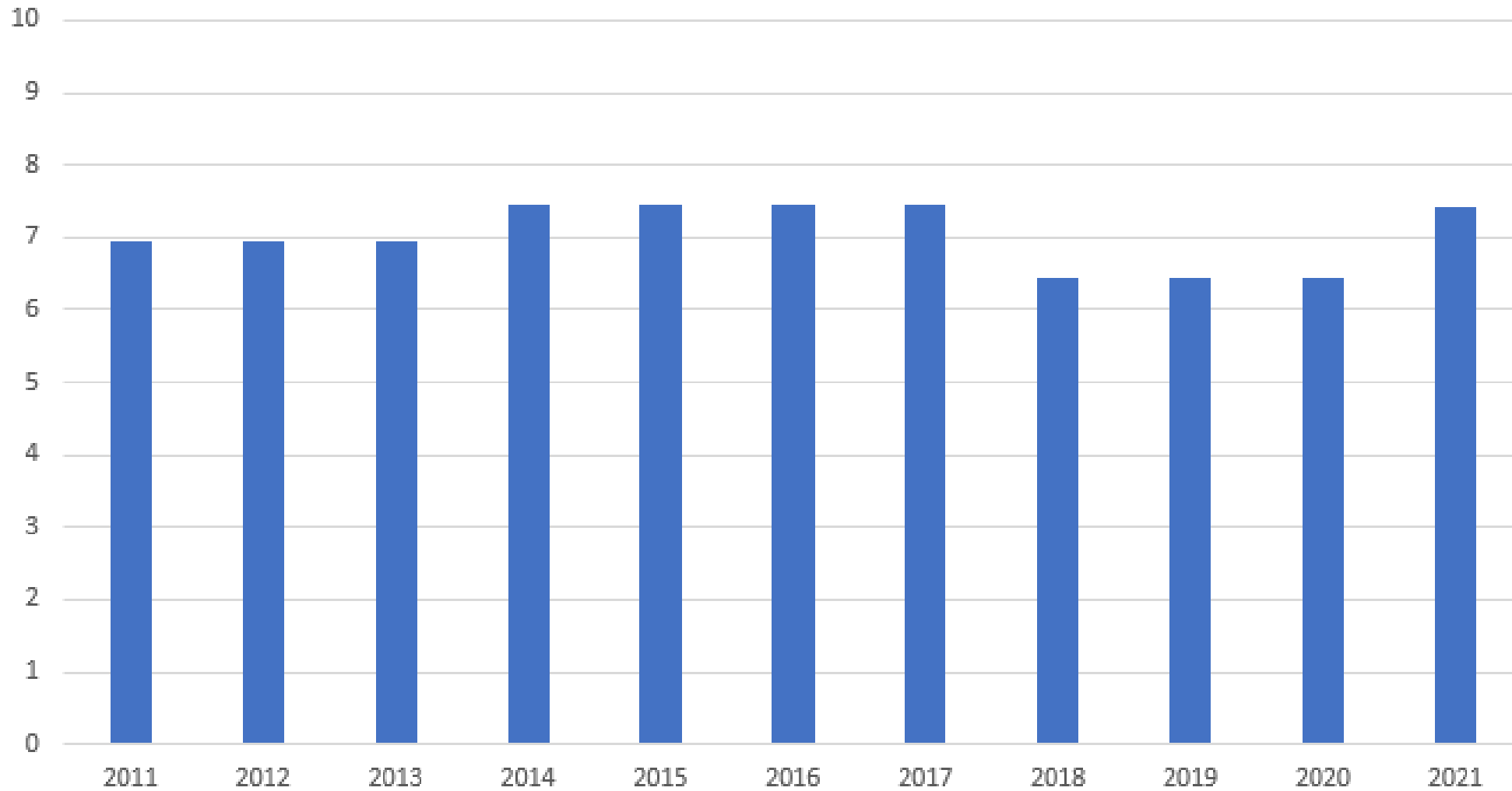


## DECEMBER 15, 2021

CITY CLOSES ON PROPERTY FOR A NEW FUTURE  
HOME AT 2400 COMMERCE PARKWAY



Millage Rate



**MILLAGE RATES**

# CITY OF BUNNELL FUNDS

CRA	Debt Service	Impact Fees	Water	Sewer	Solid Waste	General Fund
Special Revenue Fund	Debt Service	Capital Projects Fund	Enterprise Fund	Enterprise Fund	Enterprise Fund	Primary Operating Fund
Bunnell Community Redevelopment Agency	Principal Interest for Municipal Complex Loan	Fees on new construction to fund capital needed to mitigate impacts on City capital needs	City's Water distribution system	City's Sewage System (plant, pumping stations & collection system)	Solid Waste collection & disposal	Includes Commission, City Manager, Clerk Office, Finance, Human Resources, Legal Services, IT, Police Department, Community Development, Public Works, Fleet and Parks & Rec
Balance (9/30/21) \$3,639	Balance (9/30/21) \$0	Balance (9/30/21) \$220,671	Net Position (9/30/21) \$7,877,113	Net Position (9/30/21) \$12,703,516	Net Position (9/30/21) \$668,159	Balance (9/30/21) \$2,530,155
FY 2021/2022 Budget: \$3,639 Reserves	FY 2021/2022 Budget: \$64,400	FY 2021/2022 Budget: \$269,800	FY 2021/2022 Budget: \$2,157,623 + \$3,346,186 Reserves	FY 2021/2022 Budget: \$11,074,297 + \$3,357,544 Reserves	FY 2021/2022 Budget: \$902,118 + \$739,482 Reserves	FY 2021/2022 Budget: \$5,736,432 + \$1,800,000 Reserves

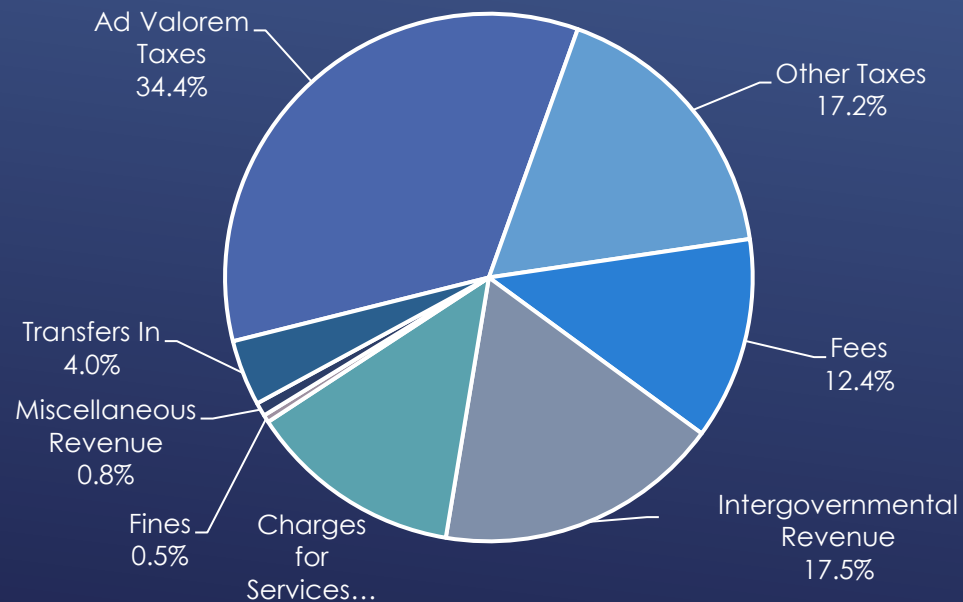
# GENERAL FUND

- ▶ The General Fund is the primary operating account for the City
- ▶ Purpose is to account for the City's primary governmental services
  - ▶ General Government: Commission, City Manager, Clerk's Office, Finance, Human Resources, Legal, IT & Facilities
  - ▶ Public Safety: Police Department & Community Development
  - ▶ Transportation: Public Works & Fleet Maintenance
  - ▶ Culture & Recreation: Parks & Recreation

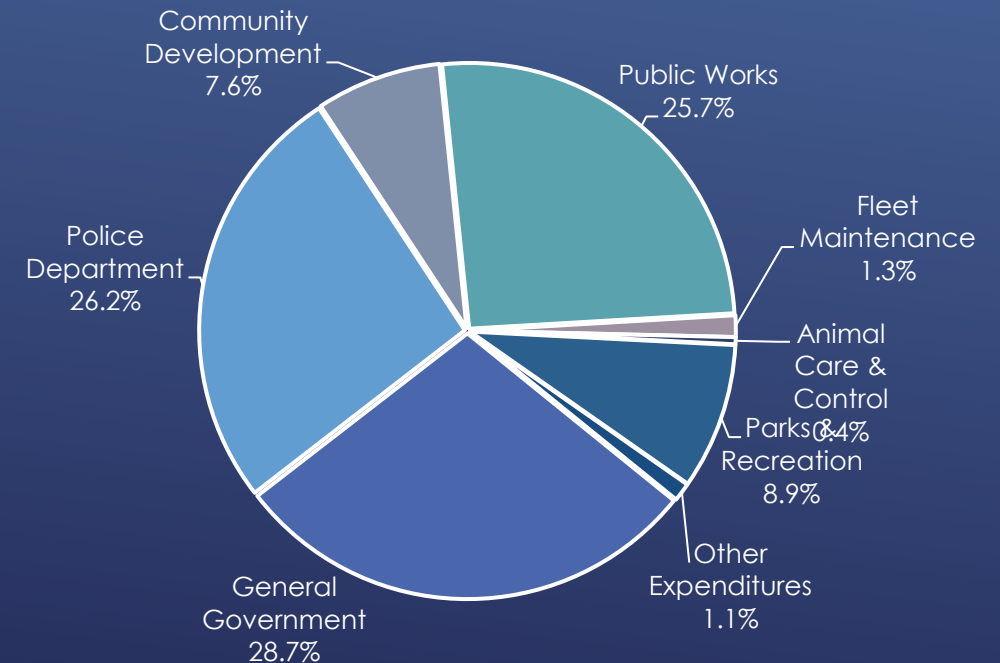
Fund Balance (9/30/21):  
\$2,530,155

FY 2022 Budget: \$7,536,432  
(\$5,736,432 + \$1,800,000 in  
Reserves)

## Revenues



## Expenditures



# UTILITY ACCOUNTS

## Water, Sewer and Solid Waste



Month	Number of Customers	Amount Billed
September 2017	1,542	\$297,896
September 2018	1,659	\$310,293
September 2019	1,746	\$332,842
September 2020	1,886	\$341,485
September 2021	2,059	\$395,100

Project	Funding Source	Reimbursable Amount	Total Out-of-Pocket Costs to City	Total Project Cost to Date	Status
Westside Stormwater Phase 2	SJRWMD REDI	\$423,343.50	\$64,732.25	\$488,075.75	Closed August 2021
Mobile Generators Purchase	Hazard Mitigation Grant	\$122,411.25	\$44,461.11	\$166,872.36	Close out in Process
WWTP Rehab/ Expansion	State Revolving Fund Loan	\$800,000.00	\$200,000.00	\$997,955.00	Final Disbursement August 2021
Master Utility Plan- Well 4 Replacement	Enterprise Fund- Water	N/A	\$55,418.85	\$55,418.85	Completed June 2021
Master Utility Plan- Dual Media Filtration Improvements	Enterprise Fund- Water	N/A	\$7,906.66	\$7,906.66	Completed August 2021
WTP Lead Containment Maintenance	Enterprise Fund- Water	N/A	\$160,201.00	\$160,201.00	Completed December 2021
Palm Terrance Lift Station Rehab	Enterprise Funs- Sewer & Impact Fees	N/A	\$41,858.43	\$41,858.43	Completed March 2021

# PROJECTS



## Residential Growth

- ▶ 110 new Residential permits, includes single family homes & mobile homes
- ▶ Grand Reserve Phase 4 Plat Approved- 135 new residential lots
- ▶ Grand Reserve Phase 2 was completed
- ▶ Review of Grand Reserve Phase 5 (106 new lots) and Phase 6 (146 new lots) started with Technical Review Committee

# BUNNELL GROWTH

## Commercial Growth

- ▶ 10 New Commercial Buildings  
Valuation of Commercial projects =  
\$5,182,150.02





# EXECUTIVE

*Includes City Manager, City Clerk Office and Human Resources*



- ✓ Coordination of facility assessments- Bunnell Room; 201 West Moody; PW Yard; Versie Lee Mitchell; Coquina Hall- and addressing needs
- ✓ Coordination and relocation of all Administrative functions out of 201 West Moody Boulevard
- ✓ Started a full review of all Official City Records; this includes touching all records possessed by the City, checking retention schedule and boxing for destruction if retention life has been met or exceeded or boxing for long-term storage
- ✓ Renewal of 1,135 local business tax receipts for Fiscal Year 2021/2022
  - ✓ Starts in May to coordinate with the Flagler County Tax Collector per the 2013 Interlocal Agreement and extends to December or longer as businesses who forget to pay by the statutory deadline (9/30/2021) are contacted
- ✓ Processed 232 New Local Business Tax Receipt Applications





- ✓ Transitioned from Virtual Public Meetings back to In-Person Meetings while still addressing health and safety needs and providing virtual meetings for those who still felt uncomfortable participating in person; COVID has added about 2 extra hours of work per meeting for meeting preparation and wrap up
- ✓ Documentation of and destruction of 33.5 cubic feet of City records in accordance with the State Records Management Standards
- ✓ 391.75 Invoiced Hours spent fulfilling records requests (*this does not include the requests fulfilled in 30 minutes or less*)

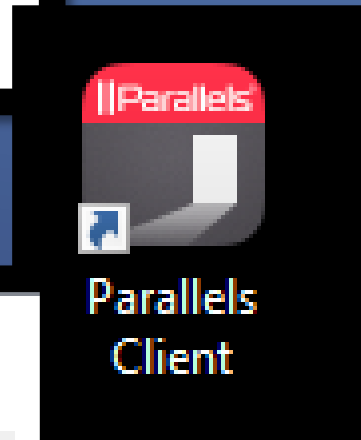
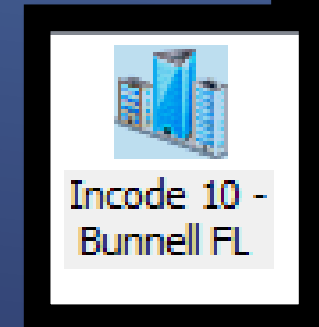
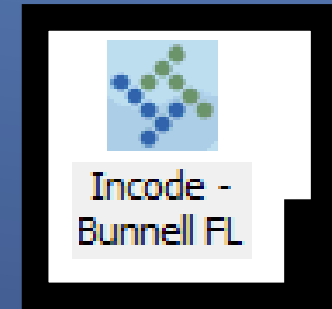


# INFORMATION TECHNOLOGY

*The One-person Department responsible for all things technological, operating systems, computer (hardware and software), and office equipment related*



- ▶ Several projects with Tyler Technologies regarding making City operations easier to conduct as staff continues to be located across the City and at remote sites
  - ▶ Migrated Financial Systems database to a Tyler Technologies datacenter
  - ▶ Accounts Payable Automation
  - ▶ Testing web interface modules for Community Development, Code Enforcement and Business Tax Receipts
  - ▶ Upgrade of the document management software in Tyler Technologies software
- ▶ Set up of all alternate workspaces and offices as operations moved out of 201 West Moody
  - ▶ All technology and office equipment, including wiring for the areas
- ▶ Migration to a new City phone system that allows staff to use computers and work cell phones rather than needing desk phones



- ▶ Relocation of City Network Servers to the Water Treatment Plant
- ▶ Assisting with acquiring an Automatic Vehicle Location (AVL) system; GPS for majority of the City fleet which can also be used for maintenance tracking
  - ▶ Within this project also purchased dashcams for the solid waste trucks which assist with responding to issues about service



# FINANCE



- ▶ Relocation of employees and customer service operations out of 201 W. Moody Blvd.
- ▶ RFP for sale of 201 W. Moody issued and buyer ready for contract
- ▶ Site selection, due diligence and conceptual planning for new City Administration/Police Headquarters Building
- ▶ Continued to work with Utilities to develop financial plans for the Master Plan and provide documentation to apply for funding opportunities
  - ▶ \$1 million loan/grant for WWTP design (80% loan forgiveness grant/20% loan)
- ▶ Prior year was closed out and ready for audit in December
- ▶ Managed revenue and expenses associated with COVID and the CARES Act
  - ▶ Received the 1<sup>st</sup> half of Bunnell's allocation ARPA funding \$737k to assist with WWTP project
- ▶ Maintained increase in bank interest (from 0.05% to 0.25%)
- ▶ New Impact Fee collections began in November 2020

# COMMUNITY DEVELOPMENT

*Growth Management Operations- Zoning,  
Planning, Comprehensive Plan and Building  
permitting- and Code Enforcement*



## Residential Building Permits

- ▶ New Residential = 102
- ▶ New mobile home= 8
- ▶ Residential addition or remodels = 134



**GRAND RESERVE  
PHASE 2**

## Commercial Building Permits

- ▶ New Commercial Buildings = 10
- ▶ Commercial additions or remodels = 32



**3204 Steel Rail Dr.  
Steel Rail Industrial  
Park**

**TOTAL ALL PERMITS  
ISSUED = 877**



# CODE ENFORCEMENT

Total number of Code Enforcement Cases opened in 2021 = 72

Most common violations reported and investigated:

- No active utility account
- Grass/weeds
- Junk vehicles





## Development Application

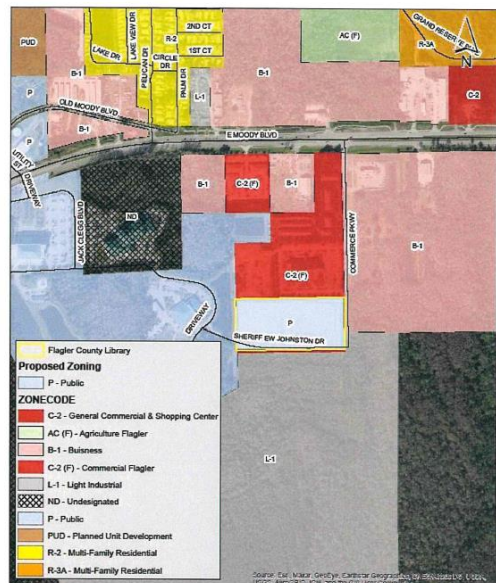
This is the City development application for most development projects within the City.

Please complete all applicable portions of the application which would apply to your request and check the type of development review being requested.

All application fees are due when plans and applications are submitted. Types of development where additional costs may be incurred will be invoiced to the applicant as established by resolution and identified in the Project Type checklist.

Total Fees Due:	_____
Date Received:	_____
Fees:	_____
Check Number	_____
Credit Card	_____
Cash	_____
Received by:	_____

Revised October 2020: Page 1



The Planning Board heard 49 different items:

- ▶ Variance Request = 1
- ▶ Special Exception Requests = 2
- ▶ FLUM Change Requests = 19
- ▶ Zoning Change Requests = 23
- ▶ Site Plan Reviews = 2
- ▶ Final Plat Review = 1
- ▶ Other ordinances or miscellaneous requests = 1

# PLANNING BOARD ITEMS



A photograph of a water treatment plant facility. In the background, there is a large, light-colored building with a blue horizontal stripe. To the right, there are two large blue industrial pumps or motors mounted on a concrete base. In the foreground, there are blue pipes and a metal railing. The scene is set outdoors with trees in the background.

# INFRASTRUCTURE

*Water Treatment Plant, Distribution, Wastewater  
Treatment Plant, Collections and Public Works*

	Annual Flow	Monthly Average	Daily Average
2020 Wastewater Treatment Plant (WWTP)	150,003,000 gallons (+329,000 from 2019)	12,500,250 gallons (-29,750 from 2019)	411,000 gallons (+1,000 from 2019)
2021 Wastewater Treatment Plant (WWTP)	146,327,000 gallons (-3,670,000 from 2020)	12,194,000 gallons (-306,250 from 2020)	401,000 gallons (-10,000 from 2020)
2020 Water Treatment Plant (WTP)	101,737,000 gallons (+7,945,000 from 2019)	8,478,000 gallons (+662,000 from 2019)	279,000 gallons (+22,000 from 2019)
2021 Water Treatment Plant (WTP)	111,977,000 gallons (+10,240,00 from 2020)	9,331,000 gallons (+853,000 from 2020)	300,000 gallons (+21,000 from 2020)

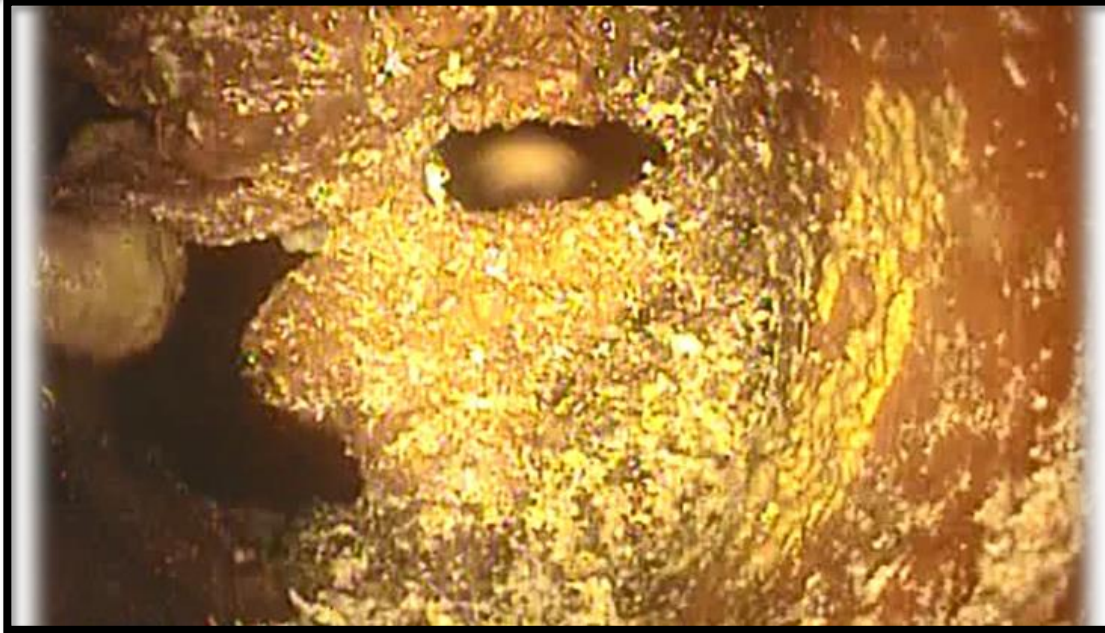
The WTP is showing the increase in potable water usage in correlation with the continued increase of growth within the City. Despite the increase in potable water productions, the WWTP is seeing a decrease in received flows. This is evidence the slip lining program is working to keeping storm and ground water out of our collections system.





Month	Number of Issues
January	1
February	1
March	2
April	2
May	2
June	5
July	2
August	4
September	2
October	5
November	3
December	1

**STATE ROAD MOA REPORTED ISSUES**



**BEFORE**



**AFTER**

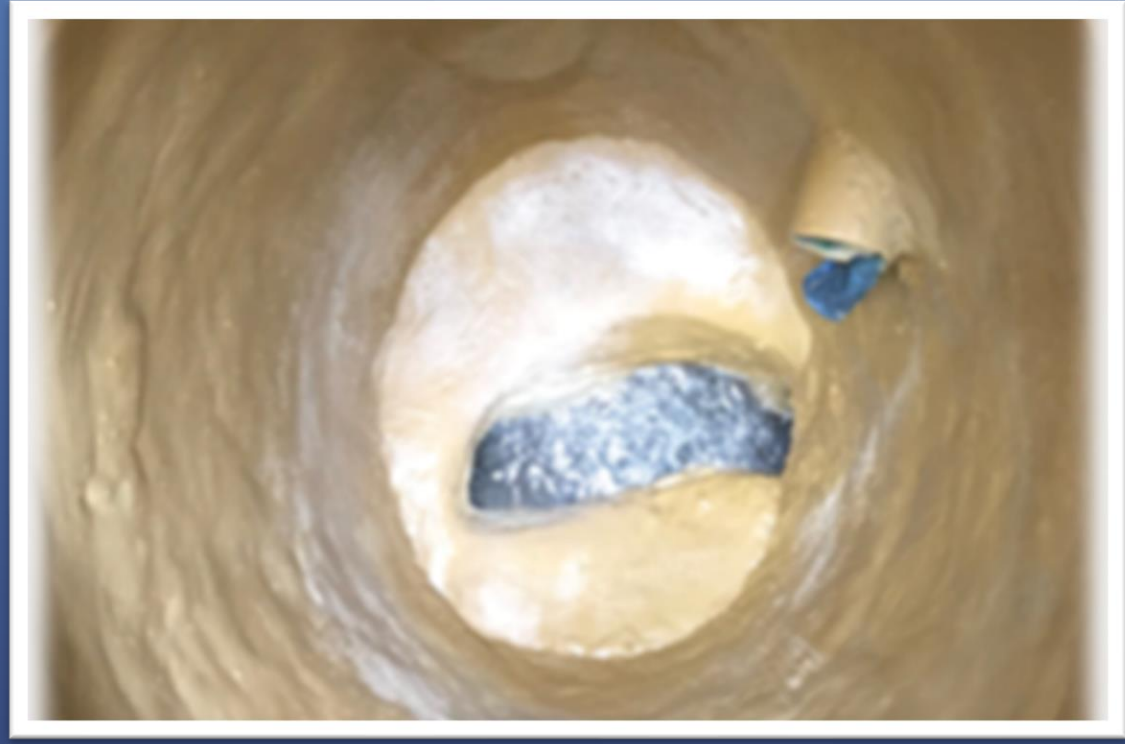
# **SLIP LINING PROGRAM**

**3.24 MILES OF PIPE WERE LINED; TOTAL OF 5.24  
MILES SINCE THE PROGRAM STARTED**





BEFORE



AFTER

# MANHOLE REHAB PROJECT

## 11 MANHOLES REHABBED





# HMGP MOBILE GENERATORS – GRANT (NEW EQUIPMENT)



# POLICE DEPARTMENT

BUNNELL  
CITY HALL



POLICE

CHARGER

- Created a Traffic Stop Data Collection Report (TSDR) for recording and collection of data related to traffic stops conducted by BPD officers
- Hired six sworn officers to fill vacant BPD officer positions
  - BPD is more culturally diversified now, then ever
- Created two public safety officers to provide emergency services and administrative support
- Completed a full assessment of the department to identify areas of need and improvement
  - Purchased much need supplies, such as, but not limited to ammunition, cameras, digital recorders, and tactical firearms
- Disposed of numerous outdated items from BPD's evidence and property room
- Every BPD officer is now utilizing an external load bearing vest to better distribute the weight of departmental issued equipment to help reduce the strain on their hips and lower back
- Started work on creating a new BPD shoulder patch to align with the City of Bunnell's logo





# SOLID WASTE





## 2021 COLLECTIONS

	AMOUNT COLLECTED
Commercial Solid Waste	2099.82 tons
Residential Solid Waste	1549.18 tons
Cardboard	272.29 tons
Residential Recycling	341.10 tons
Yard Waste	1130.0 yards
Construction & Debris (C&D) or Bulk Pick-ups	555.56 tons
Scrap Metal	10.26 tons
<b>TOTAL AMOUNT</b>	<b>5958.21</b> <b><i>An increase of 219.33 Tons over 2020</i></b>



## CHANGES TO BUNNELL'S RESIDENTIAL RECYCLING PROGRAM

**EFFECTIVE: July 1, 2021**

With changing standards in what sites are capable of recycling at this time, to be better fiscally responsible to its citizens, the City of Bunnell has to make changes to it's residential recycling program. Below are the items that should be placed in the **YELLOW** carts.



**CLEAN** Cardboard, Shipping Boxes and pantry food type storage boxes

**MUST BE FREE FROM FOOD RESIDUE, PLASTIC BAGS food came in AND PLASTIC WINDOWS like on pasta boxes**

**ABSOLUTELY NO:**

- Pizza boxes
- Newspaper, Magazines & Junk Mail
- Paper and tissue paper

Aluminum (free from food residue) such as:

- Cans
- Bottles
- Pans
- Other aluminum Products

**MUST BE FREE FROM FOOD RESIDUE**



Until further notice, the following are to be placed in **REGULAR TRASH (BLUE cart)**:

~Glass ~Plastic of any kind ~ Milk & Juice Cartons ~Metal Jar lids ~ A/C Filters  
~ Plastic Bags ~ Clothing ~ Fluorescents

**QUESTIONS ABOUT RECYCLING? CALL 386-437-7411**

# JULY 1, 2021- CHANGES MADE TO RECYCLING PROGRAM TO ALIGN WITH NATIONAL TRENDS





## RESIDENTIAL SOLID WASTE SERVICE INFORMATION

QUESTIONS? CALL 386-437-7500

### SCHEDULE:

#### City (*Not in Grand Reserve*):

**MONDAY:** YARD WASTE (ONE pile only)  
**TUESDAY:** GARBAGE in cart  
**WEDNESDAY:** RECYCLING  
**FRIDAY:** GARBAGE in cart  
**FRIDAY:** BULK ITEMS

#### Grand Reserve:

**MONDAY:** GARBAGE in cart  
**MONDAY:** YARD WASTE (ONE pile only)  
**WEDNESDAY:** RECYCLING  
**THURSDAY:** GARBAGE in cart  
**FRIDAY:** BULK ITEMS

### YARD WASTE RULES:

- Compact PILES no larger than 6'x6'x6'
- No string, plastic ties, hoses, bags or other debris should be included with yard waste
- ONLY 6 yard per month is FREE
- If a contractor is hired for tree removal and leaves the debris at the right of way, the City is obligated to remove the hazard from the right of way and charge for the pick-up

### CART PLACEMENT: USE CITY ISSUED CARTS ONLY

- Face lid opening of cart toward the street (handles & wheels facing house)
- Place front of cart within 3 feet of street edge allowing 2 feet of clearance on each side of cart
- **Do NOT** fill carts with construction debris, dirt or yard waste
- **Do NOT** place carts near parked cars, fences, mailboxes, trees, other carts, or any other obstruction that could interfere with the truck picking up your cart.
- **DO** place them within 3 feet of the paved street.
- It is recommended to place carts out the night before. The driver will not turn around if your cart is not out when the truck has passed your house.
- Drivers do not exit the truck to handle debris left on the ground or piled on top of cart.



PROPER PLACEMENT ON DRIVEWAY



DO NOT PLACE IN ROAD

### **BULK PICK UP: TO SCHEDULE CALL 386-437-7500 x 3**

For bulk pick-ups, please call BEFORE the pick-up day to ensure your work order will be completed.

- There are **NO** charges to pick up residential furniture such as mattresses, couches, rugs, etc.
- There **ARE** charges for tires
- There **ARE** charges for construction materials— doors, wood, cabinets, pallets, drywall, tile, pavers, etc.
- There **ARE** charges for appliances and fixtures— TVs, toilets, washer/dryer, hot water heater, fridges, etc.
- There **ARE** charges for household clean out/move out piles

# NEW SERVICE FLYER CREATED AND SENT OUT IN UTILITY BILLS IN AUGUST 2021





# PARKS AND RECREATION





Coquina City Hall had to be closed in March 2021 for environmental issues

In June, the City submitted a grant application for \$500,000.00 through the Department of State for majority of the funds needed to reconstruct the building

In October, the City was informed it ranked #49 with a “high” probability of getting awarded the requested funding for FY 22/23

## **FUNDING SOUGHT FOR HISTORIC COQUINA CITY HALL**



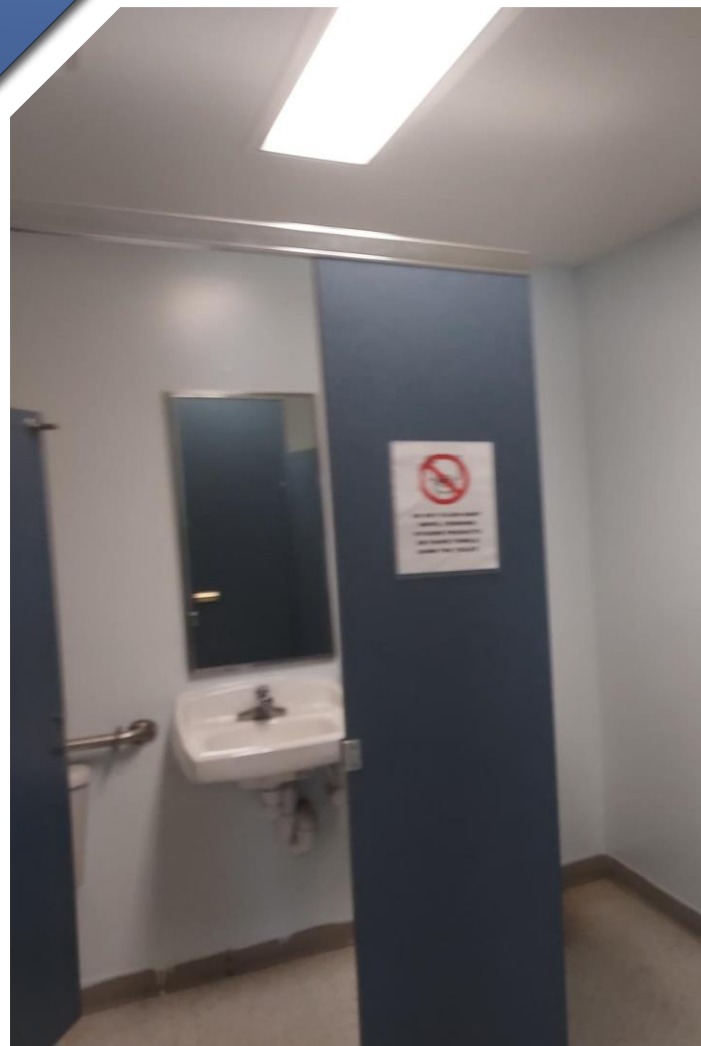
In August/September, the City was able to complete the much-needed repairs to the electrical outlets around Lake Lucille

They had been in need of professional rewiring for years as they would frequently trip breakers even when used by low drawing items like a strand of Christmas lights

## LAKE LUCILLE



**VERSIE LEE  
MITCHELL  
COMMUNITY  
CENTER  
RECEIVED  
INTERIOR  
“FACELIFT”**





With the decision to sell the Admin Complex at 201 West Moody Blvd, the City was informed by the State Municipal Park, built through a FRDAP grant, needed to be moved to a new location

The Clegg Property which the County gave the City was the only property meeting the State's requirements

## MUNICIPAL PARK MOVE PLANNING STARTED




# SECURITY CAMERAS INSTALLED AT JB KING PARK





**2022- WHAT IS PLANNED**

- ▶ The Commission Advance was held January 28, 2022; during this session many areas and topics were discussed to plan for the upcoming year and for Budget season Fiscal Year 2022/2023
  - ▶ The City continues to seek funding from all possible sources for projects, this includes grants and loans and any combination of grant/loan/City match that is available
  - ▶ Planning for the new Administration Complex and Police Department is on-going
  - ▶ The City is working on the required amendment to its Comprehensive Plan adopted in 2011
  - ▶ The City is planning to correct zoning inconsistencies for those parcels that still carry Flagler County zoning designations; this will change the zoning on over 800 parcels
  - ▶ The 2022 Election was held March 8, 2022
  - ▶ The Charter Review Committee will be convened this year for any possible Charter Amendments to be voted on in 2023
- 





*“The best method of  
overcoming obstacles is  
the team method.”*

*- Colin Powell*

Throughout 2021, the City overcame obstacle after obstacle. This is something to take pride in.

**TOGETHER- COMMISSION, STAFF, RESIDENT, BUSINESS  
OWNER, VISITOR- WE ARE TEAM BUNNELL**