

City Manager's Monthly Report



Bentley the Bunnell Boa at Municipal Park

Dr. Alvin B. Jackson, Jr.
City Manager
For February 2024

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City Announcement

2024 UPCOMING EVENTS

The City of Bunnell will be co-hosting or hosting the following events in the upcoming year. Mark you calendar and stay tuned to the City's website and Facebook page for information and updates.

- ⇒ March 22, 2024 at 10:30 AM: Groundbreaking new Administration Complex
- ⇒ March 22, 2024 at 11:30 AM: Groundbreaking Flagler Central Commerce Parkway
- ⇒ March 23, 2024: Spring Break BASH @ JB King Park starting at 10 AM [co-hosted with Beach 92.7]
- ⇒ April 22, 2024: State of the City @ Chambers Meeting Room Government Services Building starting at 6:00 PM
- ⇒ October 19 & 20, 2024: Bunnell Italian Festival @ Flagler County Fairgrounds; Saturday 10 AM to 10 PM; Sunday 10 AM to 6 PM
 - Accepting applications for vendors, entertainment and sponsors now
 - <https://bunnellitalianfestival.com/>
- ⇒ December 13, 2024: Christmas in Bunnell @ JB King Park starting at 5:00 PM



City 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!

Core Values

The following are the core values for the City of Bunnell:

- Loyalty to the team, the objectives, and the mission.
- Teamwork. Cultivate a “we environment.”- Be passionate team player.
- Communication. Share information freely, maintain an on-going dialog.
- Respect individual strengths; Embrace diversity.
- Empathy. Care about people.
- Always determine what is important to team members.
- Honor everyone. Demonstrate respect for all persons.
- Say “thank you.” Show appreciation in every way possible.
- Self-Control. Stay open, ask questions & maintain clam demeanor in the face of every challenge.
- Have a forgiving spirit.
- Professionalism always. Maintain a positive attitude & a pleasing personality.
- Cultivate creativity.
- Seek great personal satisfactions in helping others succeed.
- Be an active listener– quick to hear, slow to speak.
- Be a person of fairness & justice to all.
- Have an action plan, including results oriented goals with measurable outcomes.
- Create a culture of warmth & belonging, where everyone is welcome.
- Have fun; create an environment where employees can think big & excel.
- Integrity: to be honest, open, ethical & fair.
- Fiscal accountability: to be good stewards of agency funds.



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.

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.

Park Updates, Facility Rentals and Garage Sale Permits

All City parks are open. Parks operate during daylight hours (ie. dawn to dusk).

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed application with sufficient time to process the rental request. Applications can be obtained at the Bunnell Customer Service Office located at 604 E. Moody Blvd. Unit 6 or on the City website www.bunnellcity.us under FORMS.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
 - The remediation of the hall was completed.
 - Design is complete and approved by both the State and Federal governments. Because of the historic designation on this building, any design plans need to be approved by the State and Division of Historical Resources.
 - The RFP for construction was re-released in August and the City is working on a contract with a construction company so the first phase of the restoration of the hall can begin.
 - To fully restore Coquina City Hall (given current construction costs), the City will need to invest over \$1 million into the facility,
- Municipal Park is at its new location: 1307 E. Howe Street (former Clegg Property)

Garage Sale Permits:

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. Per the City Code of Ordinance, there is a limit on the total number of garage sale permits that can be issued to a property/address point in a calendar year. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits 386-437-7500 x 3.

Information Technology

Had a meeting with the County concerning fiber optic to the new building. They are working on getting pricing. This will improve the connectivity of our PD to the County hosted Computer Aided Dispatch (CAD) system. They are also talking about possibly being a backup internet system for us in the event our primary goes down.

Received the final quotes for our annual hardware refresh. The PO issued, and order has been placed. Awaiting delivery of new devices.

Recently received notice, the software we use for agenda management was purchased by another company, and that company is phasing out Novus Agenda. Worked with the Clerk, and vendor on the upgrade. We will not be migrating to the new system. So will have to download and place on a webpage, the last year or so of the various agendas on the website. Will be scheduling this later in the year.

Been working with our security consultant. We have scheduled a "Blue Team" assessment of our network. Also reviewed a number of vulnerabilities identified by some of the software we received from the state as part of the cyber security grant.

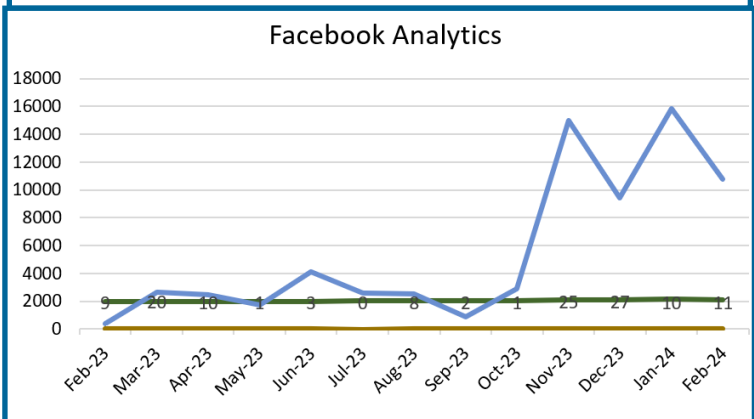
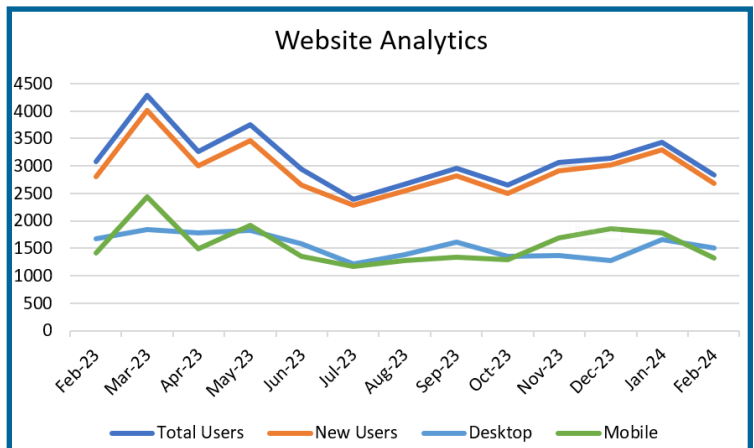
It does not look as if year 2 of the grant is going to happen. Evidently the money is allocated in the state budget, but as of yet, the legislators have not released it. Even if it gets released, the State will not be purchasing the software. Year 2 they will provide the funds, which complicates things a bit, as we will have to go through our own purchasing policy, and keep the documentation for years. As such I have contacted the various vendors in an effort to get some quotes lined up just in case.

It does not look as though year 3 of the grant is going to be allocated in the state budge this year. So chances are we will revert back to what we had before the grant.

Updating as needed the Bunnell Italian Festival website. We include the vendors who have registered for the event, and identify, and link to the websites of those who have sponsored the event.

Top 10 web pages:

- | | |
|--------------------|----------------------------------|
| 1. Home Page | 6. Agendas |
| 2. Open Positions | 7. Solid Waste: Holiday Schedule |
| 3. Advanced Search | 8. Bids |
| 4. Police Dept. | 9. Volunteer Boards |
| 5. Building Dept. | 10. Contacts Directory |



City Clerk Office

The City Clerk Office published and noticed agendas for the City's Public meetings held in February. Public Meetings are City Commission meetings, workshops and Executive Strategy Sessions, Union Meetings, and any Volunteer Board meetings such as the Planning, Zoning and Appeals Board and Code Enforcement Board.

The Clerk's Office also worked on the following issues throughout the month:

- Working with Loci Architects for the design for reconstruction of Coquina City Hall and on-going contact with Department of State for the Historical Resources Grant for the restoration of Coquina City Hall. Contract was awarded to the Collage Companies. Permit for the reduced scope of work was issued by the Building Department.
- Planning for the Bunnell Administration and Police Department Groundbreaking ceremony.
- On-going planning and organizational activities for the Bunnell Italian Festival.
- 35 hours responding to records requests (*for those exceeding 30 minutes*)
- Starting planning and work for the State of the City Address.

Business Tax Receipts (BTRs)

All notices for FY 23/24 were mailed out to the address of record for each registered business the last week of June. If you have questions about BTR renewal, please contact the Deputy City Clerk at 386-263-8981.

Businesses should have paid their BTR Renewal fees by **September 30, 2023** to avoid paying penalties and/or code enforcement action. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st. The City does not have the authority to waive penalties.

Code Enforcement action for those businesses that have not paid their renewal fees have been initiated.

In the month of February, the City collected \$4,423.99 in BTR and Fire Inspection fees; this includes the fees for FY23/24 renewals and newly issued local business tax receipts.

Businesses with questions about their BTR should call the City Clerk Office at 386-437-7500 x 5 or email the Deputy Clerk at bgunnells@bunnellcity.us

ANNIVERSARIES:

The City acknowledges and celebrates the following for their continued commitment to the City and her citizens and business owners:

Ronnie Jones—2/22/2010

Donnie Wines—2/17/2014

Mary Anne Atwood—2/8/2016

Bridgette Gunnells—2/6/2020

David Brannon—2/28/2022

Richard Coury—2/13/2023

Jason Zuromski—2/20/2023

Louis Granda—2/20/2023



NEW EMPLOYEES: The City wants to give a warm welcome to our newest employees:

Alan Eaby—2/12/2024

Brian Houser—2/12/2024

John Perrone—2/13/2024

WE ARE HIRING. OPEN POSITIONS:

Police Officers

Utilities Crew Chief

Utilities Maintenance Technician I

Utilities Maintenance Technician II

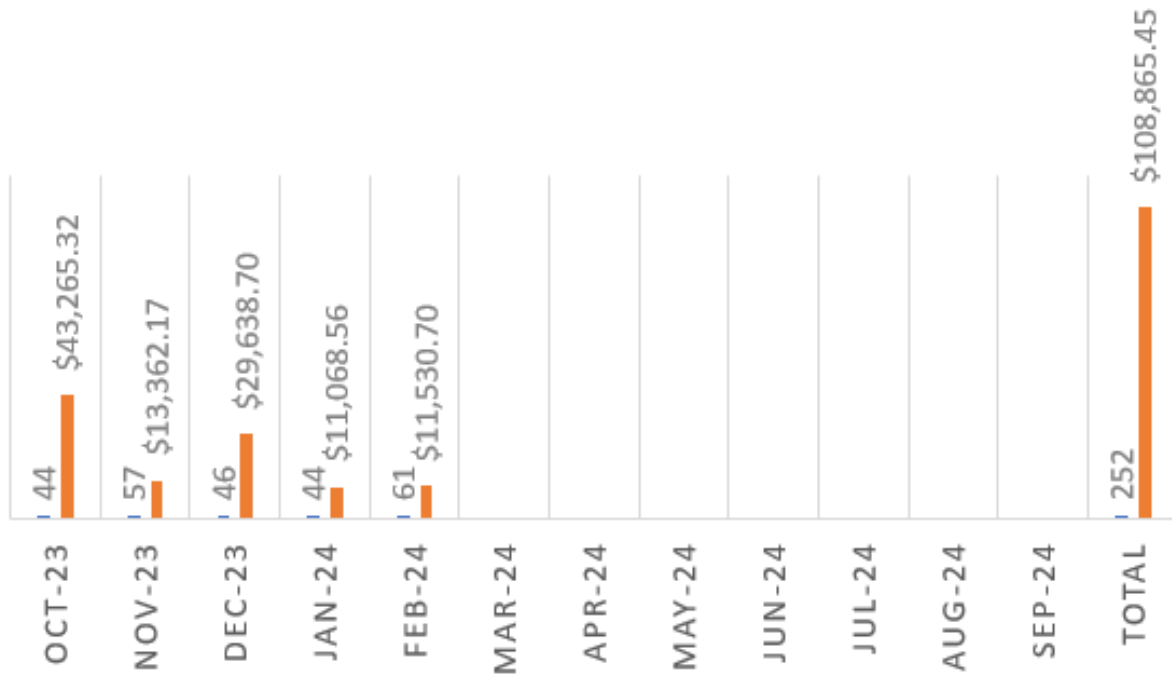
Utilities Maintenance Technician III



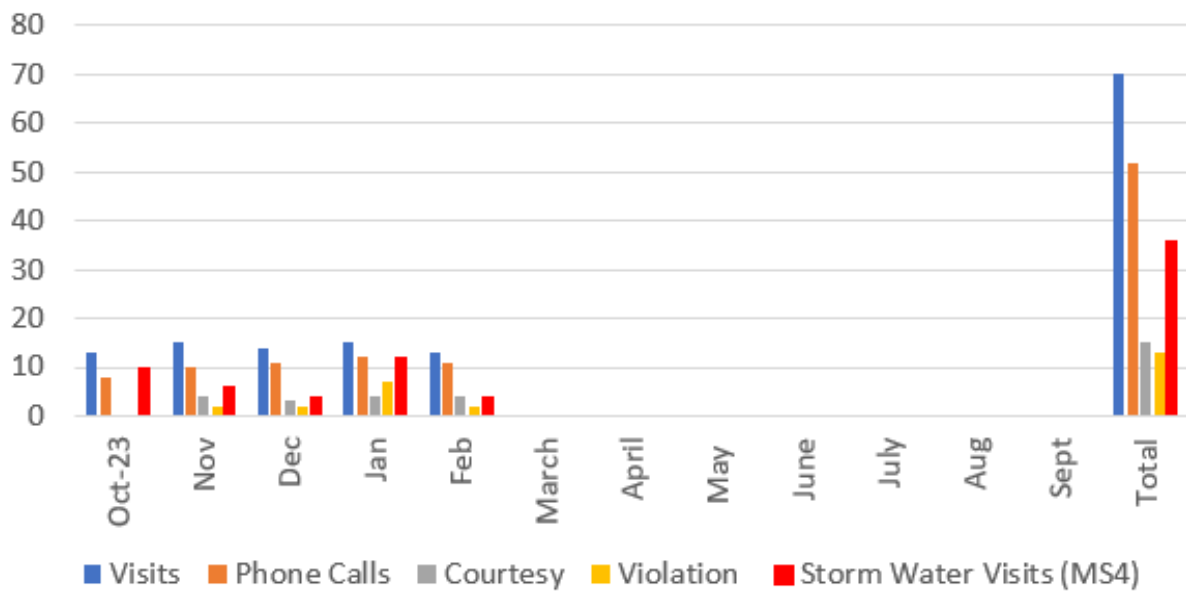
Community Development

PERMITS

■ # of Permits ■ Permit Amount

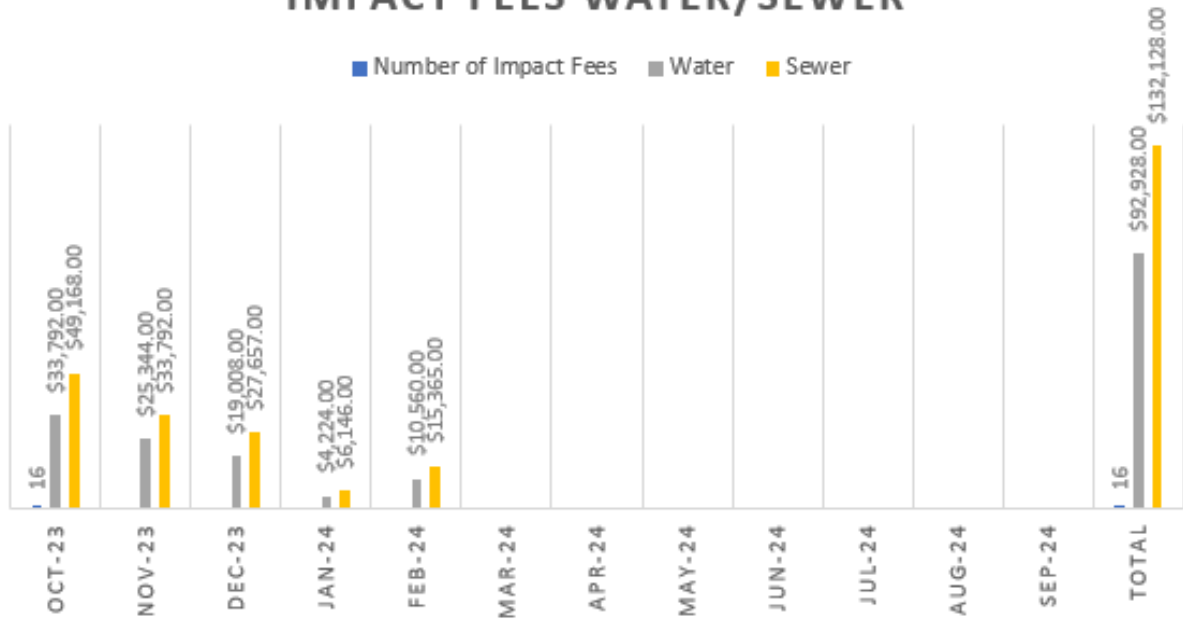


Code Enforcement

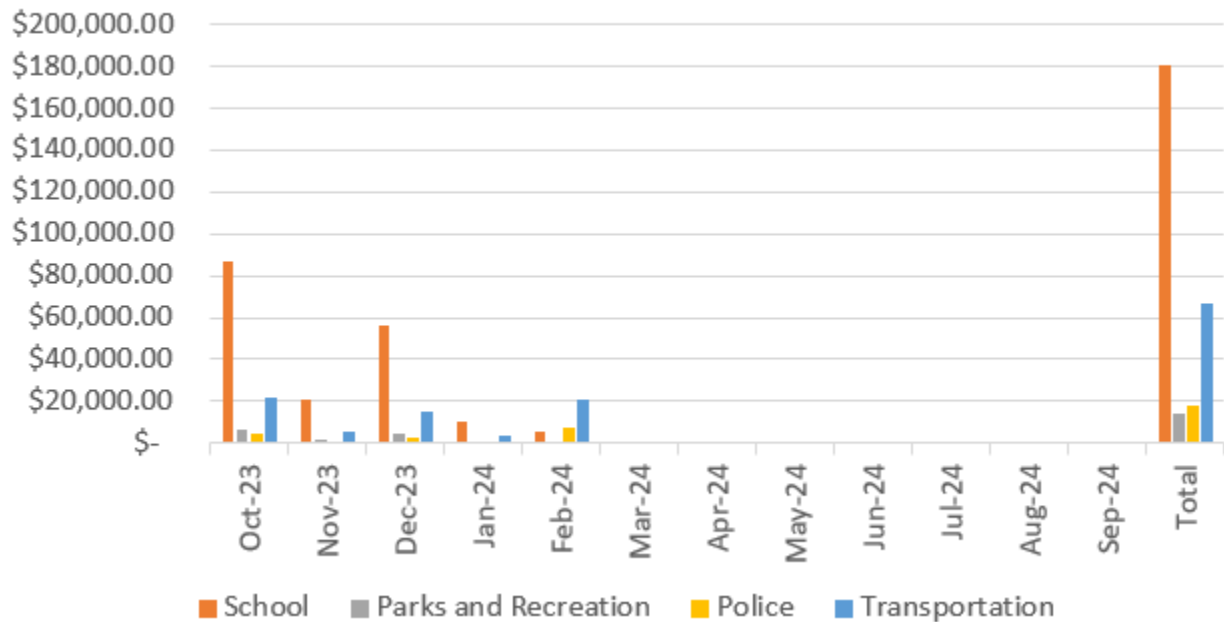


Community Development

IMPACT FEES WATER/SEWER



Impact Fees General Fund



Projects

Grant Projects:

Expense

Grant Amt

Community Development Block Grant (CDBG) - Hymon:

\$ 25,250

\$ 700,000

This project would install underground storm conveyance pipes and catch basins along both sides of Hymon Circle allowing rainwater to properly drain instead of consistently flooding the residents' front yards. Also, included in this project would be the clearing and widening of the main drainage canal running from E. Short St. and Hymon Circle south along US1 to our MS4 outfall. This will increase drainage capacity for the entire southeastern quadrant of the city. Finally, a dirt service road would be constructed to access the canal for future maintenance by the city.

The City was awarded a twelve (12) month time extension in order to allow for construction of the project. The new expiration date is January 31, 2025. SJRWMD permits received. Plans and specs under review.

HMGP Permanent Generator:

\$ 300,000

Purchase and installation of a 150kw backup generator with 500-amp ATS and docking station. When the new Administration/PD building is constructed, this will ensure the City of Bunnell's Police Department and essential staff are able to conduct operations in the event of loss of power during natural emergencies.

RFI No 1 received. Answers/confirmations submitted.

Master Plan Projects / Capital Projects:

Expense

Funding Amt

Wastewater Treatment Plant Rehab/Expansion Construction:

\$448,208

\$ 33,820,022

The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant and expand the treatment capacity to 1.20 MGD.

90% estimate received and under review. Construction agreement under review

GRP/GIS Mapping (MP)

\$9,365

\$100,000

Ground Penetrating Radar (GPR) and Geographic Information System (GIS). Accurately map underground water and sewer lines.

Information being collected and input into the system.

MP Brackish Water RO

\$4,500,000

Design and construct a reverse osmosis (RO) system to treat brackish water and conduct a pilot study to determine the most effective treatment for the RO system. The City of Bunnell operates two brackish potable water wells (#7 and #8) that provide groundwater from the Upper Floridian Aquifer to blend with source water from the confined surficial aquifer. This Project will address brackish water by utilizing RO to treat and distribute finished water. By implementing an RO system, the levels of Total Dissolved Solids (TDS) and Chlorides (Cl) will be reduced, improving finished water quality, and allowing full use of Wells 7 and 8. The City has requested assistance under this authorization to design and construct an RO system and its associated components including: raw water main installation; RO skid installation and associated piping; and valves and controls. Construction will also cover structural additions/modifications to house the RO skid.

RFQ Site Visit completed final inquiries/addenda deadline reached. Submittal deadline and opening to be held March 5th.

Projects (Cont)

Master Plan Projects / Capital Projects:

Expense

Funding Amt

Lift Station SCADA (MP):

\$140,000

Provide SCADA to existing city-maintained lift stations. Supervisory Control and Data Acquisition system to interface with existing City-maintained lift stations and allow automatic notification of component failures.

PO sent to vendor; processing the order.

Capacities WTP/WWTP

- Capacity for the WWTP for January 2024 was 79% with a total of 2.73" of rainfall. Total influent flow for the month was 14.701MG, with a Daily Average flow of 0.474MGD. Maximum daily flow was 01/12/2024 at 0.6788MGD, 113% capacity for the day.
- Total Reclaim Flows January 2024= 9.907MG with Daily Average flow of 0.320MGD.
- The WTP produced 11.600MG of drinking water, with a daily production average of 0.376MGD in January 2024. Maximum daily flow was 0.587MGD
- Billed meters January 2024- 2219

In-House Projects:

N/A

Expense

Funding Amt

Planned Projects:

Expense

Funding Amt

New Well Installation - #3R (CIP):

\$425,000

Well #3 2022-23 rehab revealed extensive damage. New well needs to be installed.

Approved in FY24 budget.

WTP Well RTU/SCADA (MP):

\$95,000

Remote Terminal Units are used in commercial and industrial systems throughout the world. Typical applications include the Supervisory Control and Data Acquisition systems used by electric, water and wastewater utilities. This would allow remote control of the City's raw water wells.

Approved in FY24 budget.

Wendy's Lift Station Pump Replacement (MP):

\$48,000

Replace smaller capacity pump at Wendy's lift station No 14.

Approved in FY24 budget.

S Anderson Lift Station Upsize (MP):

\$60,000

Pump Upsize to 10hp for WWTP rehab/expansion.

Approved in FY24 budget.

Projects (Cont)

Planned Projects:

Expense

Funding Amt

CL2 Injector Improvements (MP):

\$56,000

Currently, the delay between injecting and monitoring Chlorine and Ammonia is negatively impacting their respective dosing rates; therefore, inhibiting the overall disinfection process.

Approved in FY24 budget.

WTP CUP Modification (MP):

\$100,000

Per the Master Plan, a Consumptive Use Permit modification should be submitted to account for growth exceeding that which the current permit water supply allocation is based on.

Approved in FY24 budget

WTP Pump House Rehab (CIP):

\$75,000

Age and deteriorating Pump House is in need of extensive repairs.

Approved in FY24 budget.

Capacities WTP/WWTP:

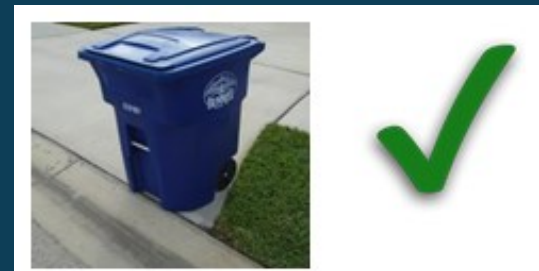
- Capacity for the WWTP for February 2024 was 73% with a total of 3.46" of rainfall. Total influent flow for the month was 12.698MG, with a Daily Average flow of 0.438MGD. Maximum daily flow was 02/18/2024 at 0.675MGD, 112% capacity for the day.
- Total Reclaim Flows February 2024= 9.225MG with Daily Average flow of 0.328MGD.
- The WTP produced 10.500MG of drinking water, with a daily production average of 0.339MGD in February 2024. Maximum daily flow was 0.615MGD
- Billed meters February 2024- 2242

Solid Waste

| SERVICE | AMOUNT COLLECTED | TRUCK LOADS |
|---|------------------|-------------|
| Residential Garbage | 95.85 Tons | 7.37 |
| Residential Recycle | 29.37 Tons | 2.26 |
| Yard Waste | 50Yards | 2.5 |
| Commercial Garbage | 222.20 Tons | 17.09 |
| Commercial Cardboard | 22.29 Tons | 1.71 |
| Scrap Metal | 1.74 Tons | .49 |
| Construction & Demolition and Bulk debris | 27.36 Tons | 7.82 |
| Waste Tires | 0 Tons | 0 |

Cart Placement Regulations and Guidelines

- ⇒ Face lid opening of cart toward the street (handles & wheels facing house)
- ⇒ Place front of cart within 3 feet of street edge
- ⇒ Allow 2 to 3 feet of clearance on each side of all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ It is recommended to place carts out the night before. The driver is not able to turn around if your cart is not out when the truck has passed your location
- ⇒ 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.



Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)

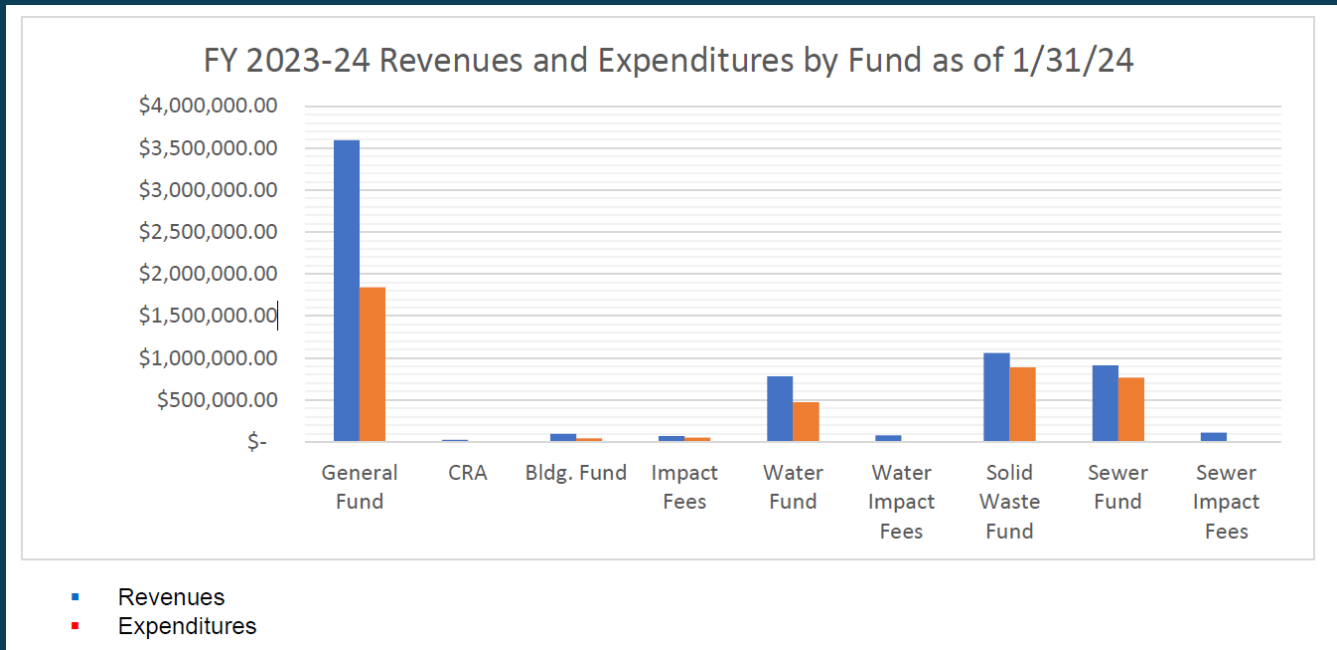
Solid Waste Fiscal Year Comparisons

| | FY 20/21 | FY 21/22 | FY 22/23 | FY 23/24 (as of 1/31/24) |
|-----------------------------|----------------|----------------|----------------|-----------------------------|
| Commercial Solid Waste | 1995.58 Tons | 2374.65 Tons | 2622.54 Tons | 1101 Tons |
| Residential Solid Waste | 1546.61 Tons | 1446.87 Tons | 1527.89 Tons | 611.6 Tons |
| Cardboard & Recycle | 623.3 Tons | 582.61 Tons | 594.12 Tons | 260.73 Tons |
| Yard Waste | 1153 Yards | 1203 Yards | 3333 Yards | 310 Yards |
| Construction & Debris (C&D) | 574.58 Tons | 319 Tons | 346.56 Tons | 123.26 Tons |
| Scrap/Misc. | 4.27 Tons | 16.44 Tons | 29.26 Tons | 6.31 Tons |
| Yearly Total | 5897.34 | 5942.57 | 8450.37 | 2412.93 |

Finance Department

BUDGET PERFORMANCE FY 2023/2024

January was the fourth month of Fiscal Year 2023/2024. The approved 2023/2024 budget, including amendments, totals \$41,598,323 and includes all anticipated revenues, expenditures and reserves of the city from October 1, 2023 through September 30, 2024. The chart shows year to date revenues and expenditures by fund.



General Fund – The General Fund has total revenue of \$3,594,341 while expenditures currently total \$1,844,635. The General Fund's primary source of revenue is Ad Valorem (Property Taxes) and receipts generally occur at the end of November or beginning of December which allow for cashflow to fund expenditures for the rest of the fiscal year.

CRA Fund – The CRA Fund has total revenue of \$26,779. There are no current expenditures.

Building Fund - The Building Fund has total revenue of \$96,720. The expenditures total \$44,456.

Impact Fees – This fund accounts for Law Enforcement, Parks and Recreation and Transportation impact fees. Current revenue totals \$71,618 and expenditures are \$53,168.

Water Fund – The Water Fund has total revenue of \$781,916. The expenditures total \$473,417.

Water Impact Fees – The Water Impact Fee Fund has total revenue of \$80,820. The expenditures total \$0.

Solid Waste Fund – The Solid Waste Fund has revenues of \$1,059,605 and expenditures of \$889,974.

Sewer Fund – The Sewer Fund has total revenue of \$912,168. The expenditures total \$768,007.

Sewer Impact Fees - The Sewer Impact Fee Fund has total revenue of \$114,787. The expenditures total \$0.