

City Manager's Monthly Report



Bentley the Bunnell Boa at Municipal Park

Dr. Alvin B. Jackson, Jr.
City Manager
For January 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: Groundbreaking new Administration Complex
- ⇒ 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 6:30 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

Performed an extensive review of the 100% drawings for the new building. Provided a couple pages of feedback. Met with the Spectrum Rep about fiber optic to our new building. Briefly had a conversation with the County on fiber connectivity to the County for the PD in the new building.

Created a thank you video for the Christmas in Bunnell event which was presented at the January 8th Board meeting. Sat in on the meeting for and wrote up the minutes for Deputy Clerk Bridgitte Gunnells.

Worked with the Clerk and others on the creation of the Bunnell Italian Festival website. The site is being offered for free from GoDaddy, and has been through a number of iterations.

In December the Board approved the new copier lease. We moved to 1 copier on lease, and received 3 new pieces of equipment in the PD, Finance, and Infrastructure departments.

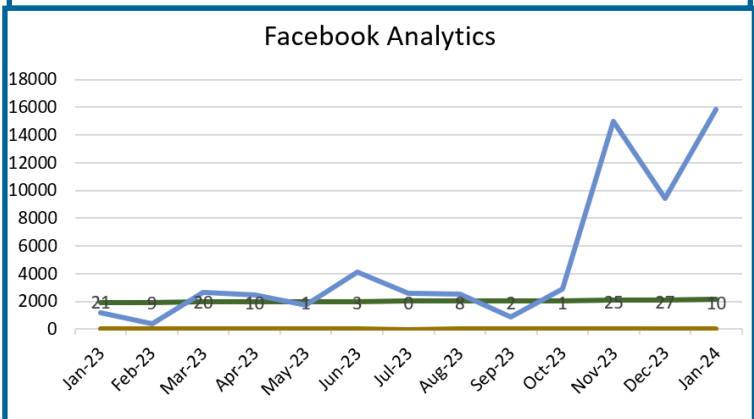
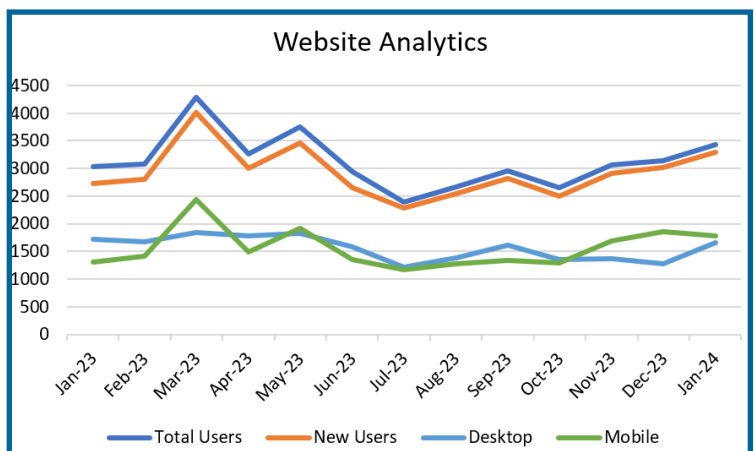
Spectrum sent a notice about needing to swap out some of our cable boxes, indicating they will not work into 2024. I had contacted our rep who reported there was some kind of a legislative change, and they could no longer offer basic cable to government entities for free anymore. Instead they were going to start charging \$44 per month for this service. With all of the free streaming services on the market we are going to let this lapse.

Worked with our hardware vendor on the annual hardware refresh. Awaiting the final quote to order this equipment.

Assisted with and participated in the 2024 Commission Advance. Working with the County, we identified some equipment to purchase. With this equipment we were able to record the meeting with our own equipment. The only thing we borrowed from the County were the wireless mics.

Top 10 web pages:

- | | |
|--------------------|----------------------|
| 1. Home Page | 6. Police |
| 2. Open Positions | 7. Agendas |
| 3. Advanced Search | 8. Contact Directory |
| 4. Building Dept. | 9. Community |
| 5. Police | 10. Volunteer Boards |



City Clerk Office

The City Clerk Office published and noticed agendas for the City's Public meetings held in January. 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. A reduced scope of work is being prepared and plans are being approved by the State so the contract can be executed with the selected contractor (Collage Companies) for the actual construction work to begin. Permit for the reduced scope of work was submitted and approved.
- Christmas in Bunnell wrap up and thank you's to volunteers.
- Planning and organizational activities for the Bunnell Italian Festival.
- Participation in FEMA training.
- Planning for and hosting the January 26, 2024 Commission Advance.
- Working with Finance for Solid Waste Impact Fee Study to be approved by the City Commission.

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 pay 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.

In the month of January, 29 businesses either renewed their BTR or received their initial BTR. The City collected \$ 3,481.53 in BTR and Fire Inspection fees in January; this includes the fees for 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:

Michael McGrath—1/03/2011

Peter Willems—1/11/2016

Robert Myjak—1/27/2020

Zachary Palazzo—1/10/2022

Rebecca Brady—1/03/2011

Peter Young—1/03/2011



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

WE ARE HIRING. OPEN POSITIONS:

Police Officers

Utilities Crew Chief

Utilities Maintenance Technician I

Utilities Maintenance Technician II

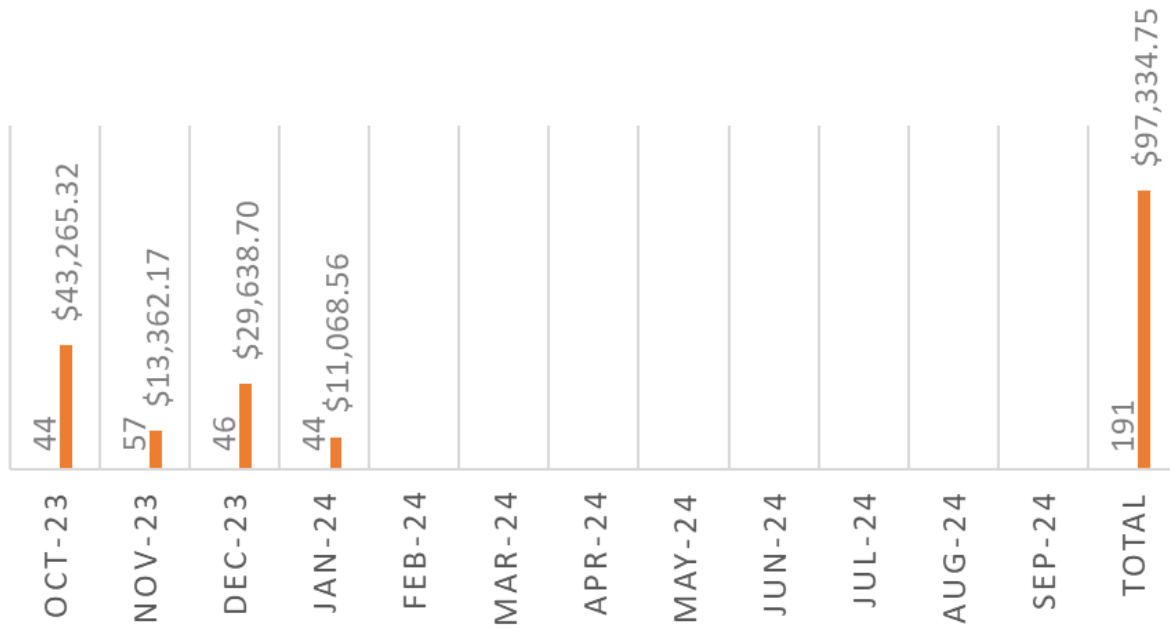
Utilities Maintenance Technician III



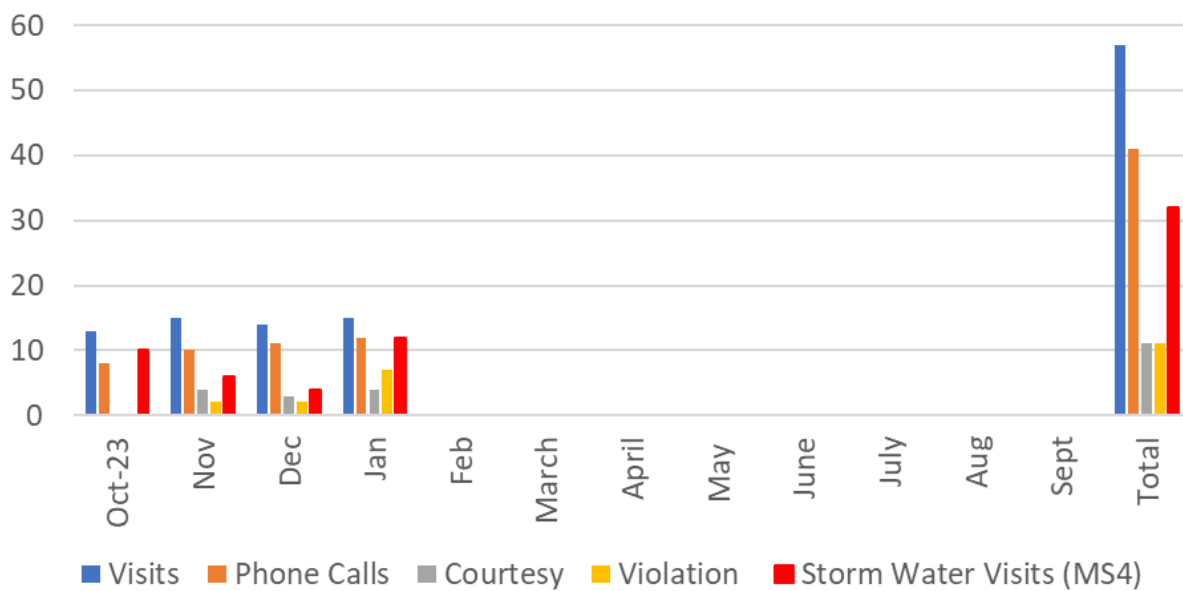
Community Development

PERMITS

of Permits Permit Amount

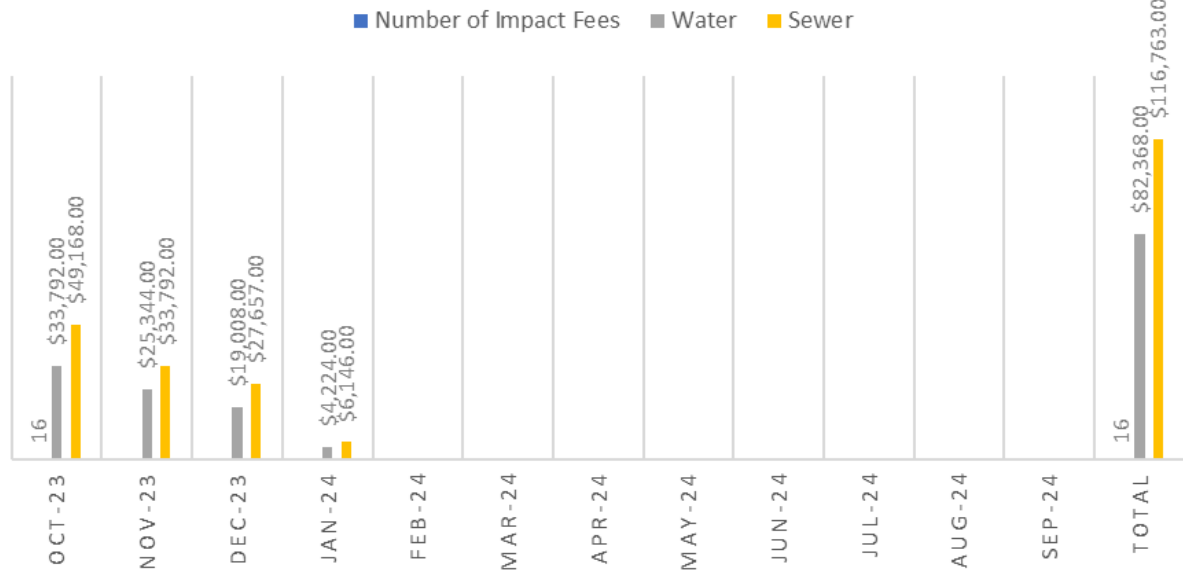


Code Enforcement

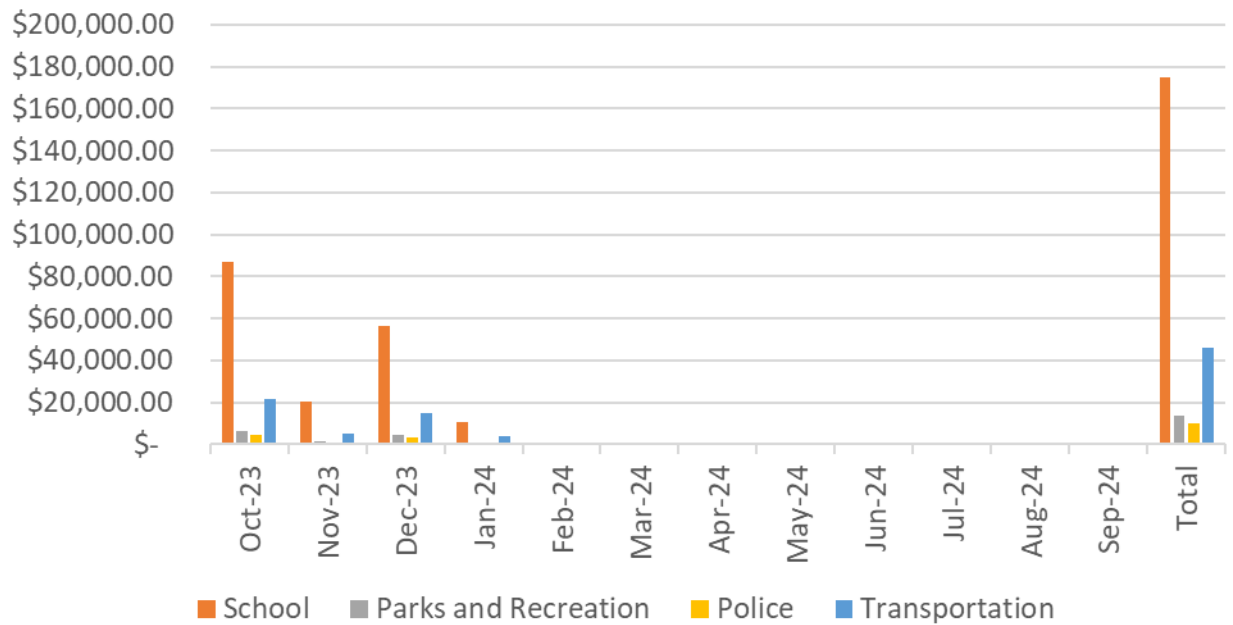


Community Development

IMPACT FEES WATER/SEWER



Impact Fees General Fund



Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hymon: 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.	\$ 19,250	\$ 700,000
The Environmental Review is complete. The City received the release of funds from Florida Commerce in August 2023.		
SJRWMD has requested revisions to the City's plans and specifications. The City anticipates submitting those revisions back to SJRWMD in the early part of January 2024. The City anticipates receiving the permit from SJRWMD in February and submitting the plans and specifications to Florida Commerce in early March 2023.		
The City has submitted a request for a twelve (12) month time extension in order to allow for construction of the project.		
HMGP Permanent Generator: 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.		\$ 300,000
Application submitted on 08/29/2023 via the FDEM portal.		
Master Plan Projects / Capital Projects: Wastewater Treatment Plant Rehab/Expansion Construction: 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.	Expense \$448,208	Funding Amt \$ 33,820,022
75% Estimate received and under review. 90% to be delivered mid-February 2024		
GRP/GIS Mapping (MP) Ground Penetrating Radar (GPR) and Geographic Information System (GIS). Accurately map underground water and sewer lines.		\$100,000
Maps and As-Builts submitted. Accounts set up.		

Projects (Cont)

Master Plan Projects / Capital Projects:

Expense

Funding Amt

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 documents published 01.30.2024.

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.

Agreement approved by Commission 01/22/2024.

Capacities WTP/WWTP

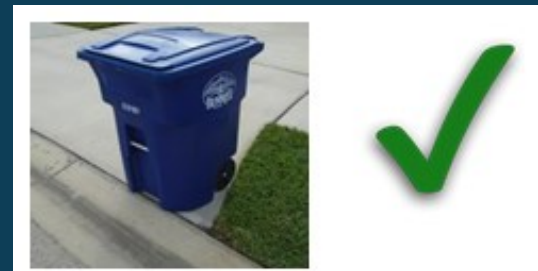
- Capacity for the WWTP for January 2024 was 79% with a total of 2.73" of rainfall. Total influent flow for the month was 14.701MG, with a Daily Average flow of 0.474MGD. Maximum daily flow was 01/12/2024 at 0.6788MGD, 113% capacity for the day.
- Total Reclaim Flows January 2024= 9.907MG with Daily 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

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	140.25 Tons	10.78
Residential Recycle	38.44 Tons	2.95
Yard Waste	48 Yards	2.4
Commercial Garbage	214.80 Tons	16.5
Commercial Cardboard	20.35 Tons	1.56
Scrap Metal	0 Tons	0
Construction & Demolition and Bulk debris	32.55 Tons	9.3
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)

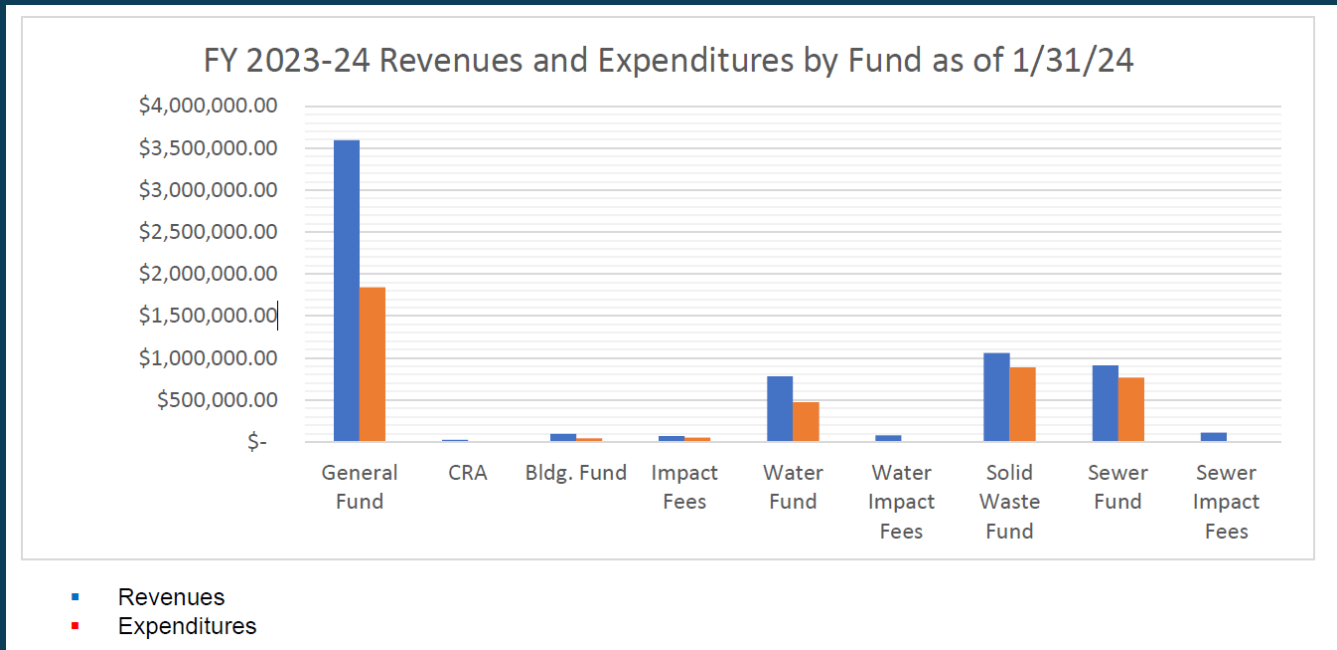
Solid Waste Fiscal Year Comparisons

	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	878.8 Tons
Residential Solid Waste	1546.61 Tons	1446.87 Tons	1527.89 Tons	515.75 Tons
Cardboard & Recycle	623.3 Tons	582.61 Tons	594.12 Tons	209.07 Tons
Yard Waste	1153 Yards	1203 Yards	3333 Yards	260 Yards
Construction & Debris (C&D)	574.58 Tons	319 Tons	346.56 Tons	95.47 Tons
Scrap/Misc.	4.27 Tons	16.44 Tons	29.26 Tons	4.57 Tons
Yearly Total	5897.34	5942.57	8453.37	950.41

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.