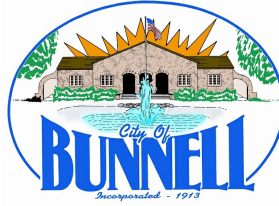


CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR.
CITY MANAGER



Crossroads of Flagler County

COMMISSIONERS:

VACANT

TINA-MARIE SCHULTZ

TONYA GORDON

BUNNELL CITY COMMISSION WORKSHOP

Friday, January 27, 2023

8:00 AM

301 Justice Ln. Building G,
Bunnell, FL 32110

A. 8:00 AM Breakfast

B. Call Meeting to Order and Roll Call

C. Presentations

- C.1.** 8:15 AM - Welcome (City Manager)
- C.2.** 8:30 AM- Police Department Update (Chief)
- C.3.** 9:30 AM - Building and Development Processes (Community Development Director)
- C.4.** 11:00 AM - Solid Waste & Storm Water Utility
- C.5.** 12:30 PM - BREAK FOR LUNCH
- C.6.** 1:00 PM - City Finance Update (Finance Director)
- C.7.** 2:00 PM - Legacy Projects (City Manager)
- C.8.** 4:00 PM - Open Discussion; Direction to Staff

D. 5:00 PM End Session

This agenda is subject to change without notice. Please see posted copy at City Hall, and our website www.BunnellCity.us.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on January 19, 2023

BUNNELL
POLICE DEPARTMENT
2022 STRATEGIC PLAN REVIEW



OUR MISSION

In partnership with the entire community, the mission of the Bunnell Police Department is to safeguard life and property, preserve the peace, prevent and detect crime, enforce the law, and protect the rights of all citizens.



*OUR FAMILY
PROTECTING YOURS*

SINCE 1913



HONORING SERGEANT DOMINIC GUIDA



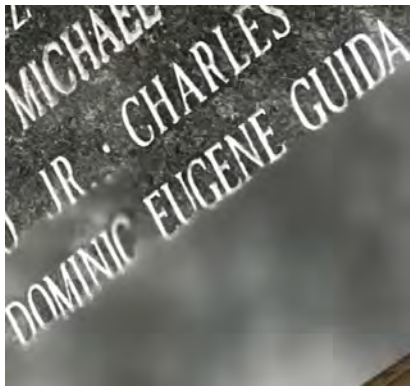
HONOR SERGEANT GUIDA



HONOR SERGEANT GUIDA



FOP STATE OF FLORIDA
LAW ENFORCEMENT OFFICERS MEMORIAL
TALLAHASSEE, FLORIDA



HONOR SERGEANT GUIDA

2022 FLAGLER COUNTY LAW ENFORCEMENT OFFICER MEMORIAL



HONOR SERGEANT GUIDA



HONOR SERGEANT GUIDA

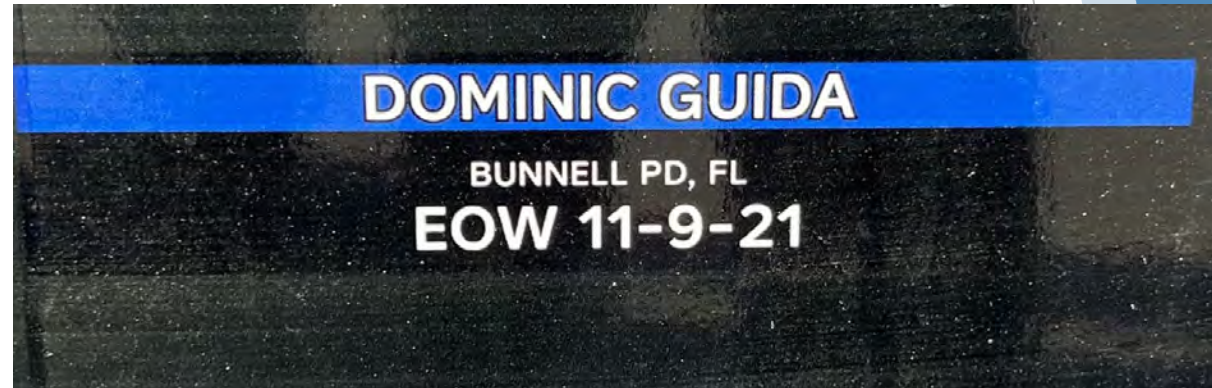
2022 VOLUSIA-FLAGLER LAW ENFORCEMENT OFFICER MEMORIAL



HONOR SERGEANT GUIDA



BEYOND THE CALL OF DUTY FOUNDATION SPOKANE, WASHINGTON



HONOR SERGEANT GUIDA

FIRST ANNIVERSARY DINNER WITH THE GUIDA FAMILY

NOVEMBER 9, 2022



REVIEW OF THE 2022 STRATEGIC PLAN



2022-24 GOALS

- ▶ Building Relationships & Trust
- ▶ Policy Reform & Department Oversight
- ▶ Reduction of Crime through Partnerships & Data Driven Policing
- ▶ Social Media Projects & Technology Enhancements
- ▶ Advanced Training & Education
- ▶ Officer Safety & Wellness Incentives



BUILDING TRUST



BUILDING TRUST

- ▶ Relationships with NAACP, Carver Center, PAL, and area Pastors
- ▶ Clean-up Day in South Bunnell
- ▶ Participated in Fundraiser for the Carver Center
 - ▶ BPD Barbecued and fed 500+ people
- ▶ Engaged with Flagler Bulldogs Youth Football
- ▶ Partnered with Flagler County Housing Authority
 - ▶ Assisted with the completion of revised security plan
 - ▶ Established BPD office space in the FCHA building
- ▶ Engaged with Bunnell Elementary School
- ▶ Engaged Boys & Girls Club to Return to Bunnell



REFORM & OVERSIGHT



REFORM & OVERSIGHT



- ▶ Subscribed with a Grant Consultant
 - ▶ Filed three grant applications
 - ▶ DOJ COPS grant for two police officers – Fully Funded
 - ▶ DOJ Body-worn Camera Replacement – Denied
 - ▶ Flagler County Public Safety – Partially Funded
- ▶ Developed a robust social media effort to share information about BPD, its members, activities, enforcement efforts, and community engagement
- ▶ Created a Community Engagement Team of several officers
- ▶ Initiated process for a Police Explorer program to launch in 2023
- ▶ Initiated review of BPD policies for revision (work-in-progress)
- ▶ Reviewed basic equipment condition and needs
- ▶ Purchased replacement equipment and uniforms

CRIME REDUCTION

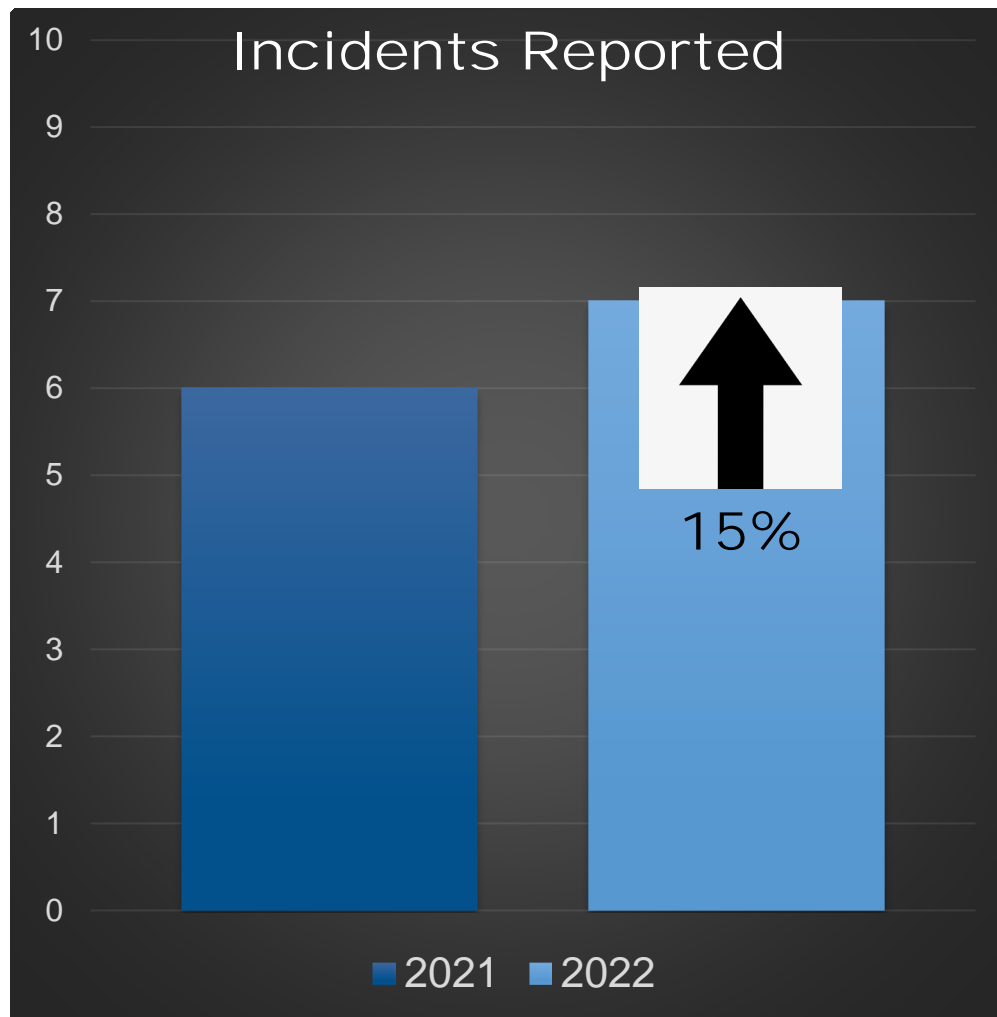


CRIME REDUCTION

- ▶ Established Specific Crime Reduction Goals & Strategies to
 - ▶ Reduce Commercial Burglary & Robbery
 - ▶ Reduce Residential Burglary & Home Invasion Robbery
 - ▶ Reduce Vehicle Burglary
 - ▶ Reduce Traffic Crashes
 - ▶ Increase Arrest Warrant Service
- ▶ Active Monitoring and Review of Criminal Activity
 - ▶ Internal information sharing through daily reports
 - ▶ Public engagement through social media
 - ▶ Partnership development
- ▶ Increased Traffic Enforcement
 - ▶ FCSO LPR access in Q3



COMMERCIAL BURGLARY



NOT CROSS



CRIME SCENE DO NOT CROSS



CRIME SCENE DO

COMMERCIAL ROBBERY



NOT CROSS

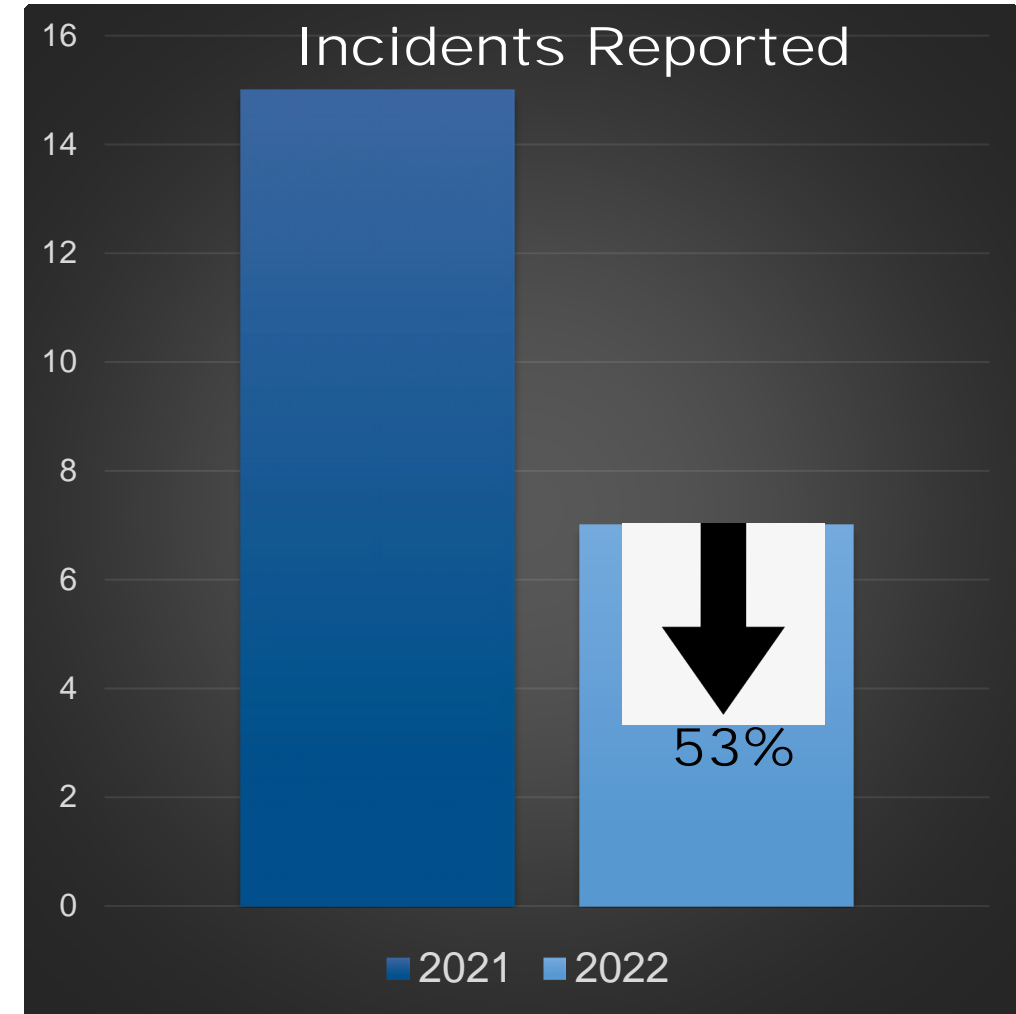


CRIME SCENE DO NOT CROSS

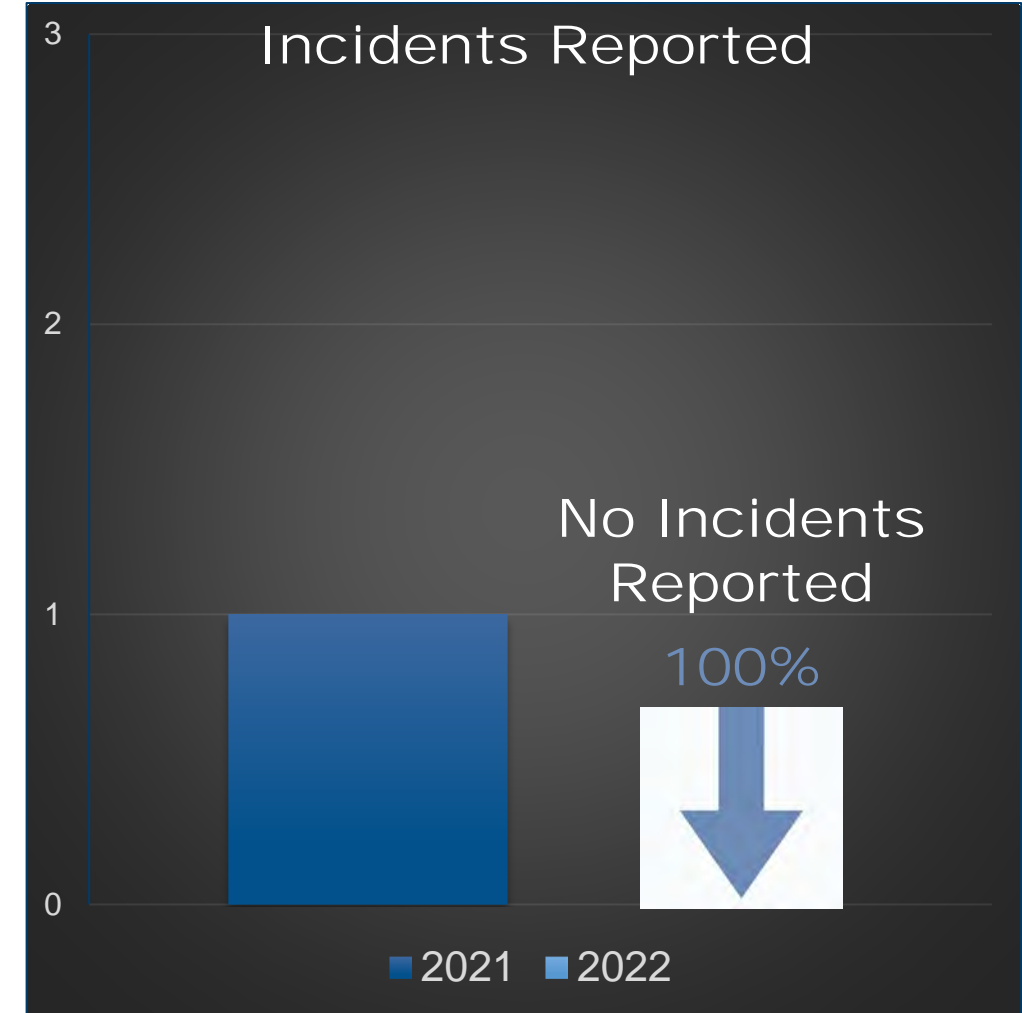


CRIME SCENE DO

RESIDENTIAL BURGLARY



RESIDENTIAL ROBBERY



NOT CROSS

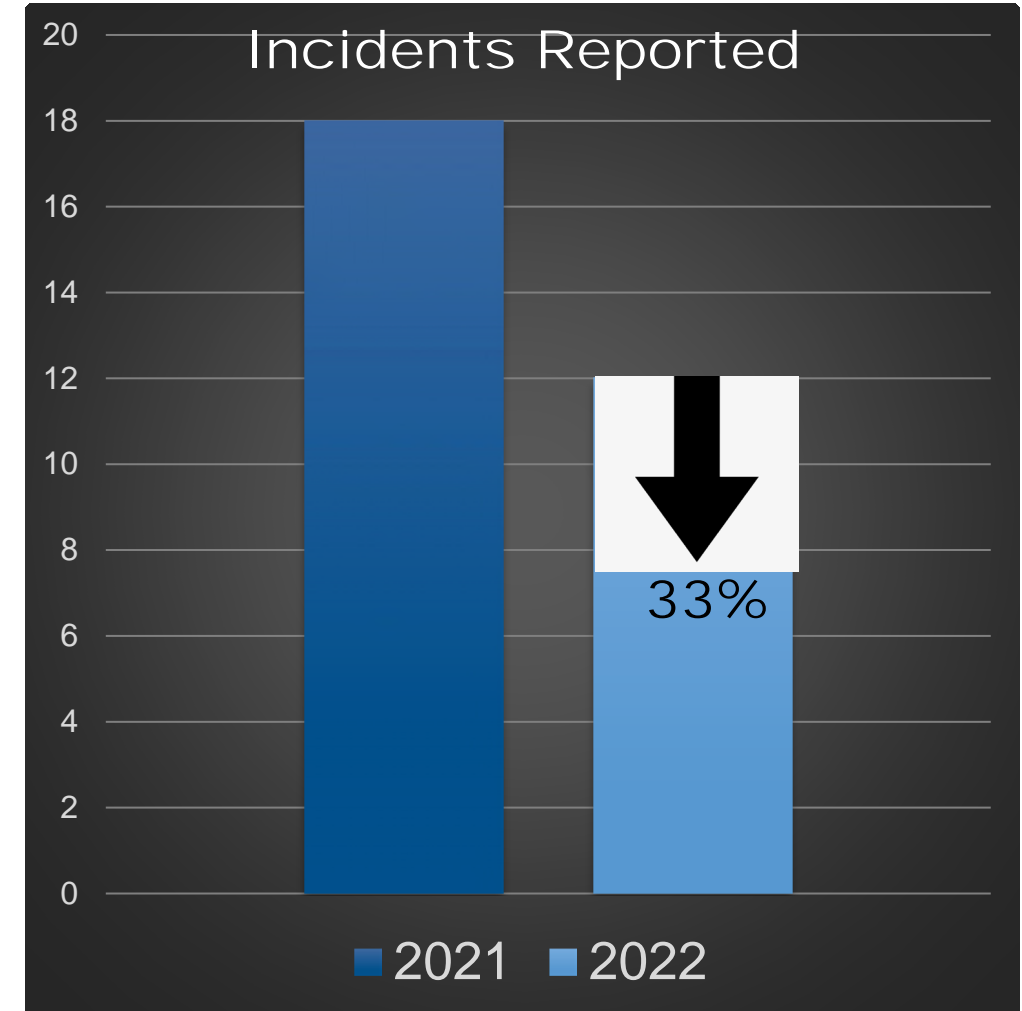


CRIME SCENE DO NOT CROSS

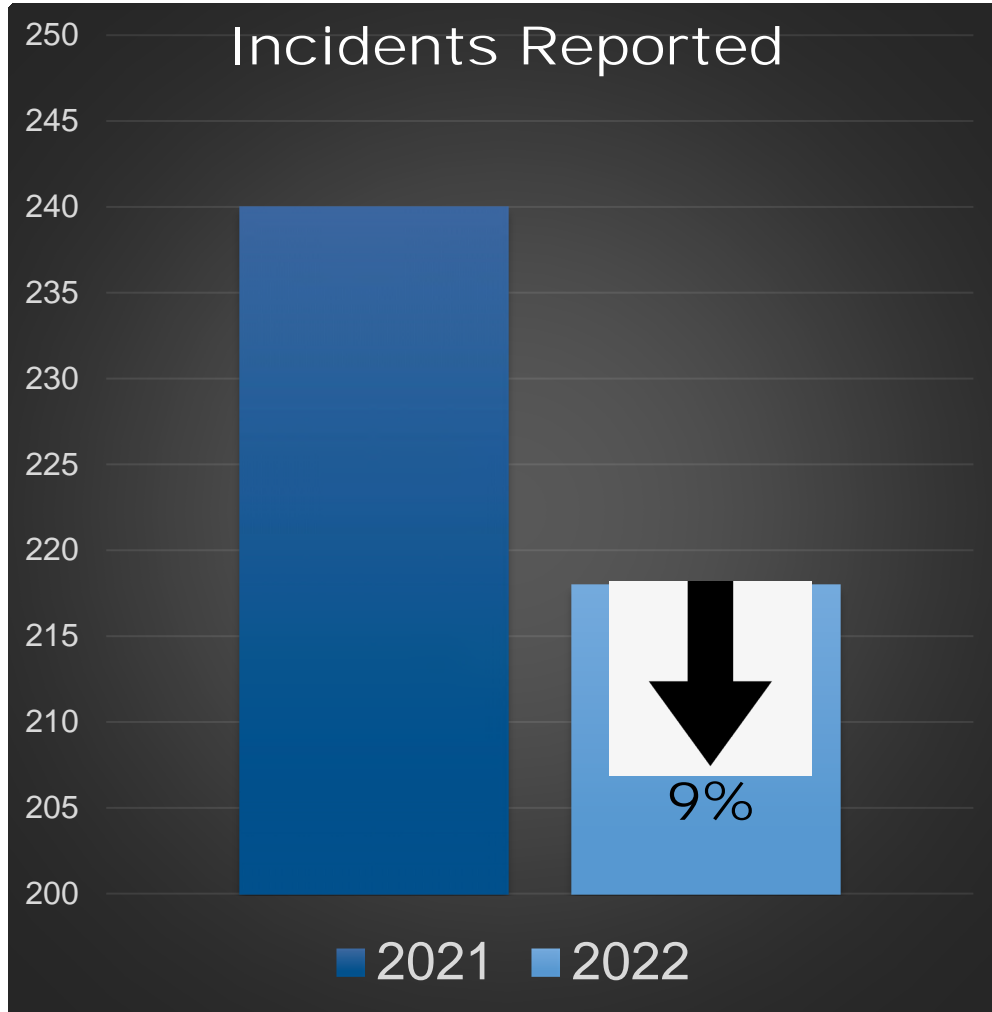


CRIME SCENE DO

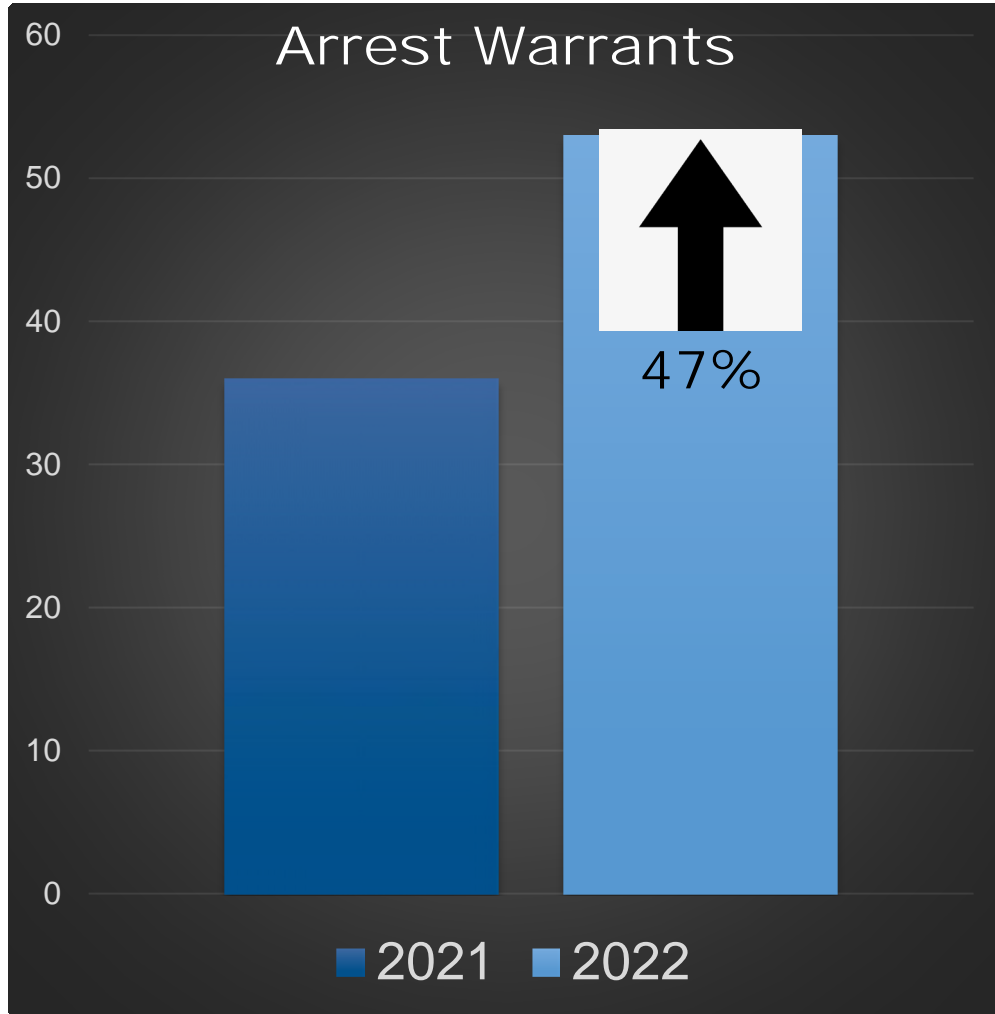
VEHICLE BURGLARY



TRAFFIC CRASHES



WARRANTS SERVED



NOT CROSS



CRIME SCENE DO NOT CROSS



CRIME SCENE DO

SOCIAL MEDIA & TECHNOLOGY



SOCIAL MEDIA

Bunnell PD Facebook Page Stats March 1, 2022 to December 31, 2022

Page Reach

The number of people who saw any content from your Page or about your Page, including posts, stories, ads, social information from people who interact with your Page and more. Reach is different from impressions, which may include multiple views of your posts by the same people. This metric is estimated.

214,136

Page Visits

The number of times your Page was visited.

32,725

Page New Likes

The number of new likes of your Facebook Page.

2,107

Page Followers

The number of Followers of your Facebook Page.

2,231

Statistical data provided by Meta Business Suite (Facebook)



SOCIAL MEDIA



2022 Top-performing Organic Post

Highest Reach	13,144
Highest Reactions	937
Highest Comments	75

Statistical data provided by Meta Business Suite (Facebook)

IN LOVING MEMORY



**SERGEANT
DOMINIC EUGENE GUIDA**

END OF WATCH
NOVEMBER 9, 2021

TECHNOLOGY



Speed Enforcement Radar

TECHNOLOGY



Mo

TECHNOLOGY

Tint Meter



TECHNOLOGY



CCTV Cameras

TECHNOLOGY



File Tools View Help

License Plate Recognition

Captured Plates: 129

Plate	Source	Date/Time
813614	Live Camera	5/10/2012 10:25:43
RH26L	Live Camera	5/10/2012 10:25:45
91JSAG	Live Camera	5/10/2012 10:27:28
JSAG55	Live Camera	5/10/2012 10:27:28
IAF894	Live Camera	5/10/2012 10:29:49
ABU19	Live Camera	5/10/2012 10:29:59
369LAY	Live Camera	5/10/2012 10:52:29
369LAY	Live Camera	5/10/2012 10:52:33
369LAY	Live Camera	5/10/2012 10:52:46

FLORIDA 369LAY

369LAY

Camera name: Axis P1346 .84; Camera Description:

Op Mode: Calibrate ☐ LPR ☐ Motion Detection Traffic Direction: Live

Calibrate

Previous Next

Calibrate

Camera

Pause Stop

ALPR **A**UTOMATIC **L**ICENSE **P**LATE **R**EADER

TECHNOLOGY



- ✓ CRASH FORMS
- ✓ UNIFORM TRAFFIC CITATION
- ✓ WARNING CITATION
- ✓ TRESPASS WARNING
- ✓ FIELD INTERVIEW REPORT
- ✓ BAKER ACT REPORT



TECHNOLOGY



- WORK-RELATED COMM
 - SUPERVISOR, OFFICERS, DISPATCH
- PROVIDE TO CRIME VICTIMS
- DEVELOP INFORMANTS
- DOCUMENT BY PHOTO
 - CRIME SCENE
 - FIELD CONTACTS
- AUDIO RECORD STATEMENTS
- SEND/RECEIVE PD EMAIL



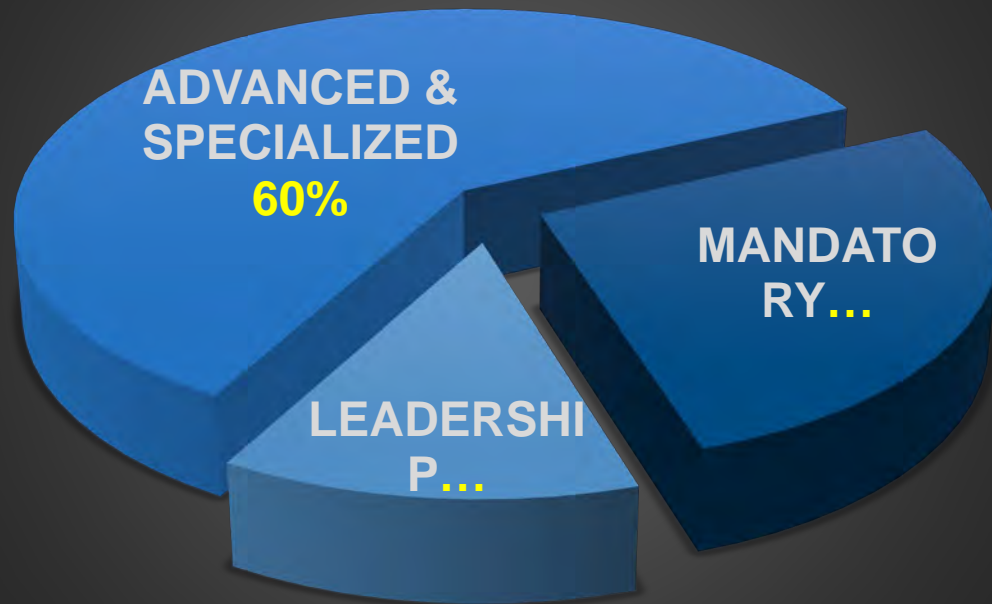
TRAINING & EDUCATION



TRAINING & EDUCATION



2022 TRAINING PRIORITIES



CATEGORY	TOPICS
Mandatory	19
Leadership	9
Advanced & Specialized	42

TOTAL TRAINING
HOURS
1,448

TRAINING & EDUCATION

▶ College / University Courses

- ▶ One Sergeant is completing his AA degree at Daytona State College
- ▶ One Officer is completing his BA at the University of Central Florida



▶ Succession Planning & Leadership Development

- ▶ University of Louisville – Southern Police Institute (SPI)
 - ▶ One Sergeant is attending SPI's Command Officer Development Course hosted by the Clermont, FL, Police Department
 - ▶ Graduation March 2023
- ▶ FBI – Law Enforcement Executive Development Association
 - ▶ One Officer attending the Supervisor Leadership Institute hosted by the South Daytona, FL, Police Department in 2023



COMMUNITY OUTREACH



ENGAGEMENT

- ▶ RADIO TALK SHOW
- ▶ SPRING COOKOUT
- ▶ ROTARY MEETINGS
- ▶ CALVARY CAREER DAY
- ▶ FLAGLER BULLDOGS



ENGAGEMENT

- ▶ TOUCH-A-TRUCK
- ▶ PAL SPRING EVENT
- ▶ WE LOVE BUNNELL –
CLEAN-UP DAY
- ▶ CARVER CENTER
CAMERA FUNRAISER



We Love
Bunnell



ENGAGEMENT

► SCHOOL SUPPLY DRIVE



► DAILY SCHOOL CROSSING



► STUDENT GREETING

► PALM COAST JOB FAIR



► BREAST CANCER AWARENESS POLICE VEHICLE



-

ENGAGEMENT

- ▶ D.A.R.E.
- ▶ BASKETS OF LOVE
- ▶ SHOP WITH A COP
- ▶ SANTA VISITS BUNNELL
- ▶ CHRISTMAS IN BUNNELL



2022 CHALLENGES



Heroes Wanted



St. Cloud Police Department
Courage • Compassion • Integrity



Apply Today



www.stcloudfl.gov/1957/Police-Officers

Join Our Team

Police Officer Salary

Starting Salary: \$50,653.20

\$53,185.86 2 or more years of law enforcement experience

Additional Pay: Sign on Bonus up to \$5000 for newly employed police officers in Florida, Specialty Position Pay, Off Duty Details, Holiday Bonus, Annual sick leave buyout

Benefits

• 25 years of service retirement plan with a 3.75% multiplier

• 12 Paid Holidays
• Paid Vacation and Sick Leave
• Health Benefits (medical clinic free of charge)
• Take Home Car Program
• Education Reimbursement
• Military Veterans Apprenticeship Reimbursement

• Free uniforms, laundry services
• Two fitness centers

Specialty Positions

SWAT
K-9 Officer
Criminal Investigations
Real Time Crime Center
Traffic Enforcement
School Resource Officer
Hostage Negotiator
And much more!



NEW SMYRNA BEACH POLICE DEPARTMENT

NOW HIRING FUTURE & LATERAL POLICE OFFICERS



BASIC QUALIFICATIONS

H.S. DIPLOMA OR EQUIVALENT
VALID FLORIDA DRIVER'S LICENSE
FDLE CERTIFICATION
NO FELONY CONVICTIONS
TOBACCO FREE

SALARY & BENEFITS

STARTING PAY \$51,321 •
TAKE HOME VEHICLES
UP TO \$130/MO FOR EDUCATION AND CAREER DEVELOPMENT
TUITION REIMBURSEMENT
FREE EMPLOYEE MEDICAL
"RETIREMENT AFTER 20 YEARS OF SERVICE"

OPPORTUNITIES

PATROL INVESTIGATIONS
MARINE UNIT
TRAFFIC/MOTORS UNIT
BIKE PATROL
S.W.A.T.
K-9 UNIT
NARCOTICS UNIT
YOUTH OFFICER

OUT OF STATE LAW ENFORCEMENT
OFFICER RELOCATION INCENTIVE

MILITARY & LEO BUY BACK
FOR UP TO 5 YEARS OF SERVICE

WWW.CITYOF NSB.COM/POLICE
CALL (386) 402-7785



DeLand Police Department

WE ARE STILL HIRING!!



Contact Information:

DeLand Police Department

219 West Howry Avenue

Deland, Florida

32720

Email: Dpdrecruiting@Deland.org

Phone: 386-626-7470

Website: DeLandPD.org



JOIN OUR FAMILY

PLANTATION POLICE DEPARTMENT

IS NOW
HIRING



NOW HIRING FOR:

**CERTIFIED & NON-CERTIFIED
POLICE OFFICERS**

ANNUAL SALARY: \$58,822 - \$100,712

EXCELLENT BENEFITS

PENSION / DROP PLAN

TUITION REIMBURSEMENT

TAKE HOME CAR PROGRAM

APPLY ONLINE AT PLANTATION.ORG

JOIN ONE OF THE FASTEST GROWING AGENCIES IN BROWARD COUNTY!!!



NOW HIRING

Daytona Beach Police Department

Starting Salary: \$50,537 (\$23.58 per hour)

Up to 104 hours of built in overtime (\$54,326)



Scan to apply

- 20-year pension
- Up to 80 hours of personal leave sell back time
- 12 paid holidays & 192 hours of annual personal leave
- Medical & dental plans
- Academy sponsorship (\$21.84 per hour)
- College tuition reimbursement program

For more info, call (386) 671-5413

www.dbpd.us

ORMOND BEACH POLICE DEPARTMENT

OPEN HOUSE

Now Hiring



INTERESTED IN JOINING OUR
LAW ENFORCEMENT TEAM?

Join Us March 19, 2022
at 11:30am

- Brief presentation about the agency
- Q&A session with department members
- Tour of the facility
- Showcase of equipment and supplies

Lunch Provided To Attendees

Location:
Ormond Beach Police Department
170 West Granada Blvd

**PARTICIPANTS MUST MEET MINIMUM
ELIGIBILITY REQUIREMENTS**

Ideal candidates will be currently certified in the State of Florida or currently attending the Law Enforcement Academy, seeking Florida State Certification.



RSVP REQUIRED!

EMAIL LIEUTENANT MICHELLE WILLIS AT
MICHELLE.WILLIS@ORMONDBEACH.ORG

**SPONSORSHIPS AVAILABLE FOR
QUALIFIED CANDIDATES**



THE WILDWOOD POLICE DEPARTMENT IS A
MODERN AND PROGRESSIVE AGENCY WITH
A COMMITMENT TO HIRING THE MOST QUALIFIED
OF APPLICANTS FOR A CAREER IN PUBLIC SAFETY.

APPLY TODAY

**AND BE PART OF THE CHANGE,
BE PART OF OUR FAMILY,
WILDWOOD PRIDE.**

"Equal Opportunity Employer: The Wildwood Police Department does not discriminate on the basis of race, religion, gender, age, national origin, disability, marital status, genetics or any other classification protected by law."



www.wildwoodpolice-fl.gov/recruitment

2022 CHALLENGES



► Difficulty Recruiting Quality Applicants

► Applicant A

- Prior arrest by FDLE following undercover investigation revealing applicant was stealing a prisoner's property. Enough probable cause to show they stole several iPhones and several thousands of dollars. State later declined prosecution.

► Applicant B

- Arrested for domestic battery in 2019.

► Applicant C

- Arrested when 16 years old for committing sexual battery against his younger sister.

► Applicant D

- Bad Conduct discharge from the military.

2022 CHALLENGES

► Recruiting & Retention

- Hypercompetitive law enforcement hiring throughout state
- Difficult to compete when salaries are low
- Low salary cited as primary reason for three officer departures
- Low salary influenced quality of applicants



<u>Rank</u>	<u>Starting Hourly & Salary</u>	<u>Annual</u>
1	Daytona Beach	\$50,523
2	Flagler County Sheriff's Office	\$50,205
3	Florida Highway Patrol	\$50,000
4	New Smyrna Beach	\$48,880
5	Ormond Beach	\$48,607
6	DeLand	\$46,634
7	Port Orange	\$45,864
8	Volusia County Sheriff's Office	\$45,760
9	Flagler Beach	\$45,760
10	Volusia County Beach Patrol	\$43,888
11	Daytona Beach Shores	\$43,784
12	Orange City	\$43,742
13	Edgewater	\$43,680
14	South Daytona	\$43,118
15	Ponce Inlet	\$42,328
16	Holly Hill	\$41,246
17	Bunnell	\$41,212

2023 GOALS & PRIORITIES



QUALITY OF LIFE

- ▶ Reduce Incidents of Commercial, Residential, and Vehicle Burglary, and Auto Thefts
- ▶ Increase Service of Arrest Warrants
- ▶ Increase Community Outreach
- ▶ Complete staffing study to ensure sufficient levels of police officers and staff



TECHNOLOGY

- ▶ Replace outdated or tattered equipment
- ▶ Provide task-enhancing equipment and software
 - ▶ Rapid ID devices (seeking grant funding)
 - ▶ Less-lethal weapons



ORGANIZATIONAL EXCELLENCE



- ▶ Provide advanced and specialized training
 - ▶ Command Officer Development
 - ▶ Florida Leadership Academy
 - ▶ Line Supervision & Middle Management
 - ▶ FBI – LEEDA Trilogy Courses
 - ▶ Detective's Academy
- ▶ Formalize Recruiting, Training, and Community Outreach
- ▶ Initiate Accreditation Process in Q4



QUESTIONS ?



LAND DEVELOPMENT AND BUILDING PERMIT PROCESS

COMMUNITY DEVELOPMENT

JANUARY 27, 2023



COMMUNITY DEVELOPMENT RESPONSIBILITY

- Community Development, often referred to as Growth Management, in other jurisdictions is responsible for ensuring that ALL development activities including activities such as land use changes, zoning changes, intended uses and construction meet ALL Federal, State and Local Regulations
- Development is not a one size fits all process and requires a great deal of review, so the City ends up with projects that enhance the City aesthetics, increase the City's tax base and are safe and sustainable for the entire community

COMMUNITY DEVELOPMENT DIVISIONS INVOLVED WITH LAND IMPROVEMENTS

- **Planning (Long-Range) & Zoning Division (Current)**

The Planning & Zoning Division programs and services are geared toward an orderly physical development of the city. At the heart of these efforts are the Comprehensive Plan, the long-range guide for the city, and the Land Development Codes, which governs land use in specific zoning classifications.

- **Building Division**

The Building Division enforces local, state and federal code requirements related to construction activities within the city. Its primary goal is to ensure the life safety and general welfare of residents, visitors, employees and the general public. Any work involving the construction, enlargement, alteration, repair, moving, demolition, or change the occupancy of a building or structure, add or/replace electrical, gas, mechanical or plumbing system is required to obtain a building permit.

WALKING THROUGH LAND DEVELOPMENT REVIEW PROCESS

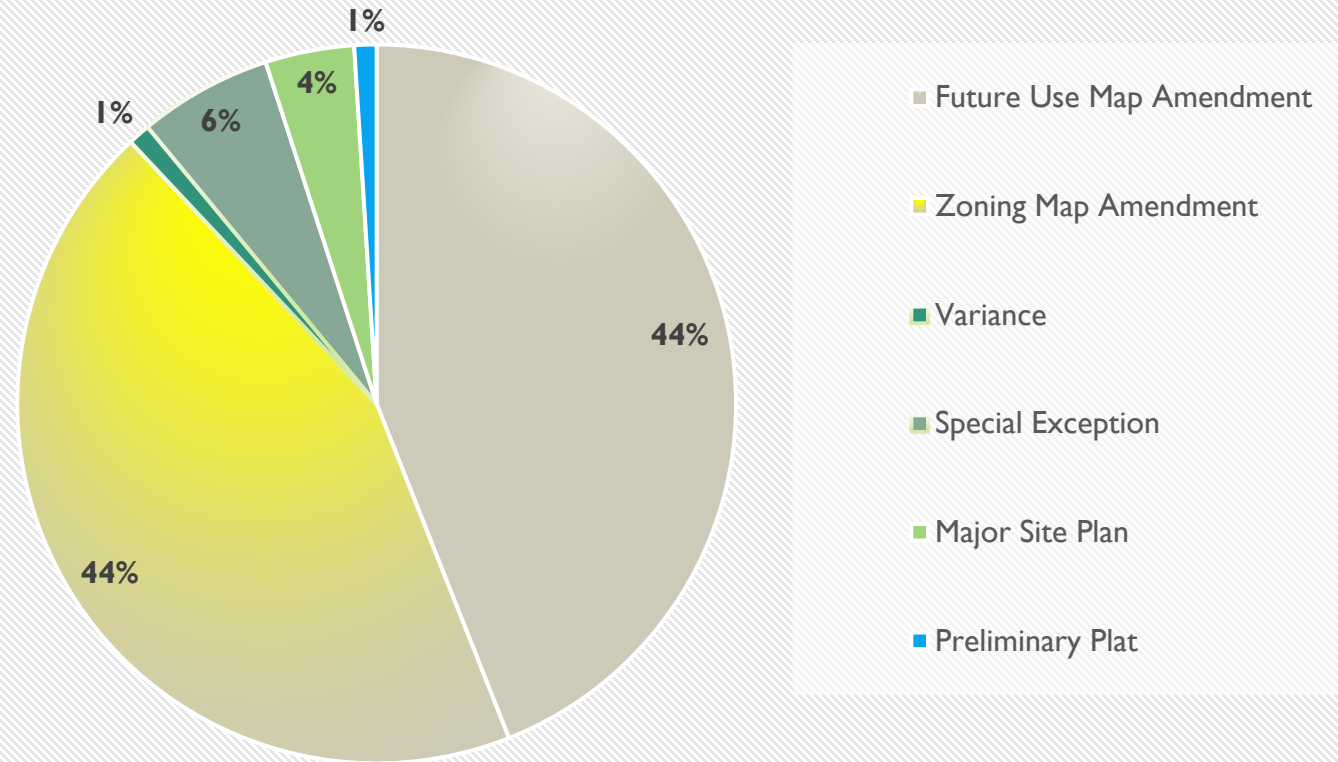


2020-2021 FY

Planning & Zoning continues to stay busy

- These projects from the timeframe of 10.01.2020-09.30.2021 generated a total of \$ 69,775 in application fees.

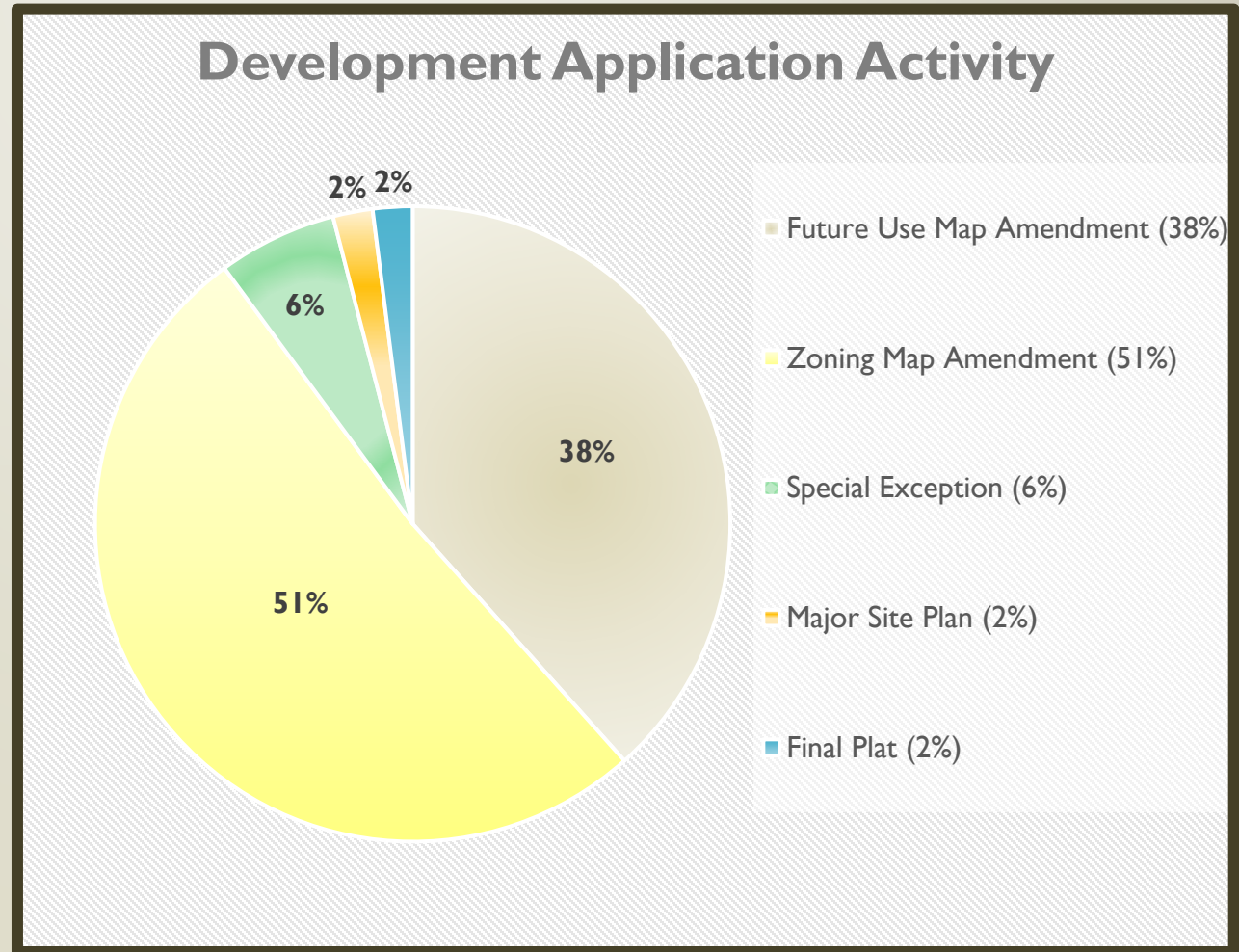
Development Application Activity



2021-2022 FY

Planning & Zoning continues to stay busy

- These projects from the timeframe of 10.01.2021-09.30.2022 generated a total of \$ 38,200 in application fees.



LAND DEVELOPMENT PROCESS HOUSE BILL 7103, FLORIDA'S 2019 COMMUNITY PLANNING AND GROWTH MANAGEMENT BILL

- On Friday, June 28, 2019, Florida Governor Ron DeSantis signed into law House Bill 7130, which took effect immediately. This change Development Permits and Development Orders via Section 166.033 of Florida Statutes related to the time frames for review; this is not applicable to building permits.
- The process enacted is as such; within 30 days of receipt of an application for approval of a development permit or development order, they must be review for completeness and issue a letter indicating either (1) that all required information is submitted or (2) specifying with particularity and deficiencies. If deficiencies are identified, the applicant has thirty (30) days to address them.

LAND DEVELOPMENT PROCESS

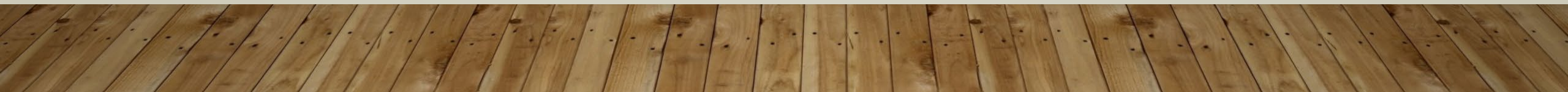
HOUSE BILL 7103, FLORIDA'S 2019 COMMUNITY PLANNING AND GROWTH MANAGEMENT BILL (CONT'D)

- When applications are not classifying as Quasi~Judicial, from the date of deeming the application complete, within 120 days from this said date, the application must be granted approval, approval with conditions, or denial.
- When applications are classifying as Quasi~Judicial, from the date of deeming the application complete, within 180 days from this said date, the application must be granted approval, approval with conditions, or denial.
- These time frames may be extended by reasonable request of both applicant and government, particularly in the event of extraordinary circumstances.

LAND DEVELOPMENT REVIEW PROCESS

The Land Development Review Process is conducted with the purpose of monitoring compliance with and administering the City's Land Develop Code. As well as, ensuring that adequate infrastructure and basic services are available to support new development and to assist applicants with complying with the Adopted Comprehensive Plan and Land Development Code and other related requirements.

Importance Of This Process Is To Ensure Compliance With Chapter 163, Part II, Growth Policy; County and Municipal Planning; Land Development Regulation of the Florida Statutes, which is to carry out the purpose and intent of and exercise the authority set out in the reference state statutes and to implement the adopted principles, strategies, goals, objectives, policies and maps of the Comprehensive Plan related to the regulation of use and development of land and structures, and apply these standards to guide decisions affecting land use and development within the City.



LAND DEVELOPMENT PROCESS

UNIQUE DEVELOPMENT CHALLENGES

- Every development project poses unique site development challenges. Local land use and zoning requirements can complicate development plans; geographic and geological characteristics of the site can necessitate creativity and flexibility.

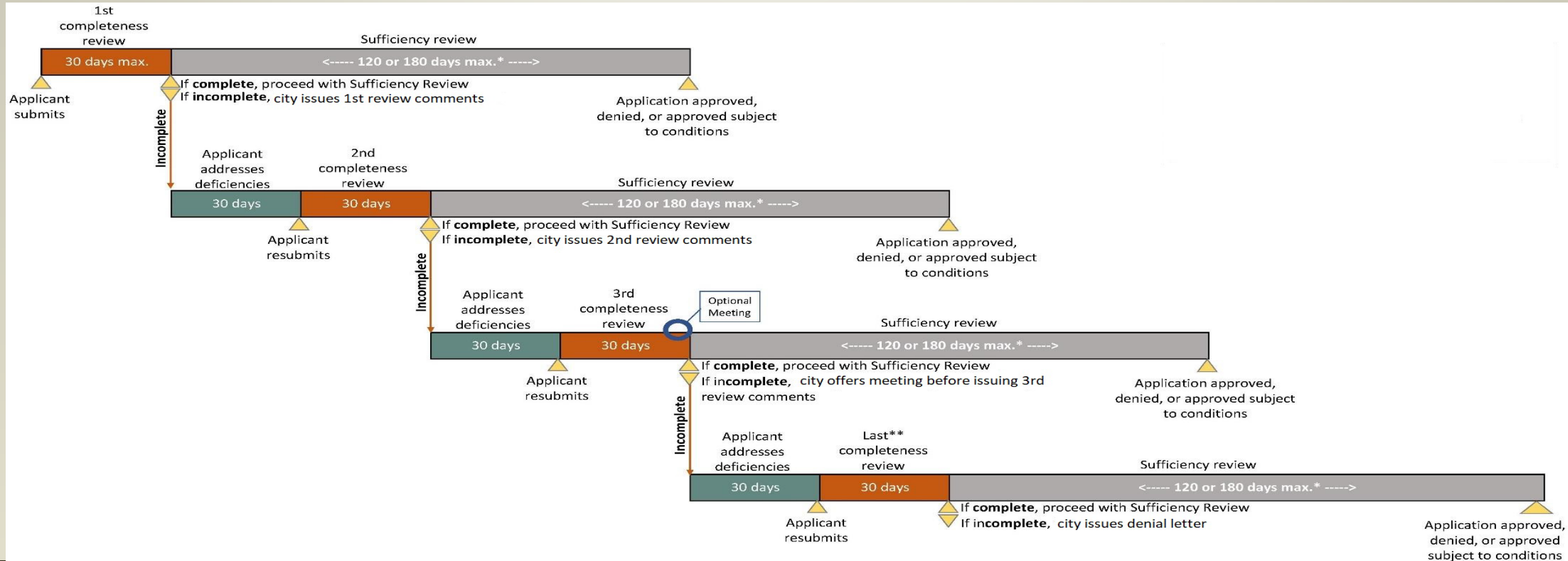
When planning real property for development its essential for the design team to understand the land use policies, zoning, and unique site challenges, as necessary to submit a comprehensive application packet. Hence, the city's adoption of the pre-application conference.



LAND DEVELOPMENT PROCESS
CITY OF BUNNELL'S (FLOW CHARTs)
ESTIMATED PROJECT TIMELINE

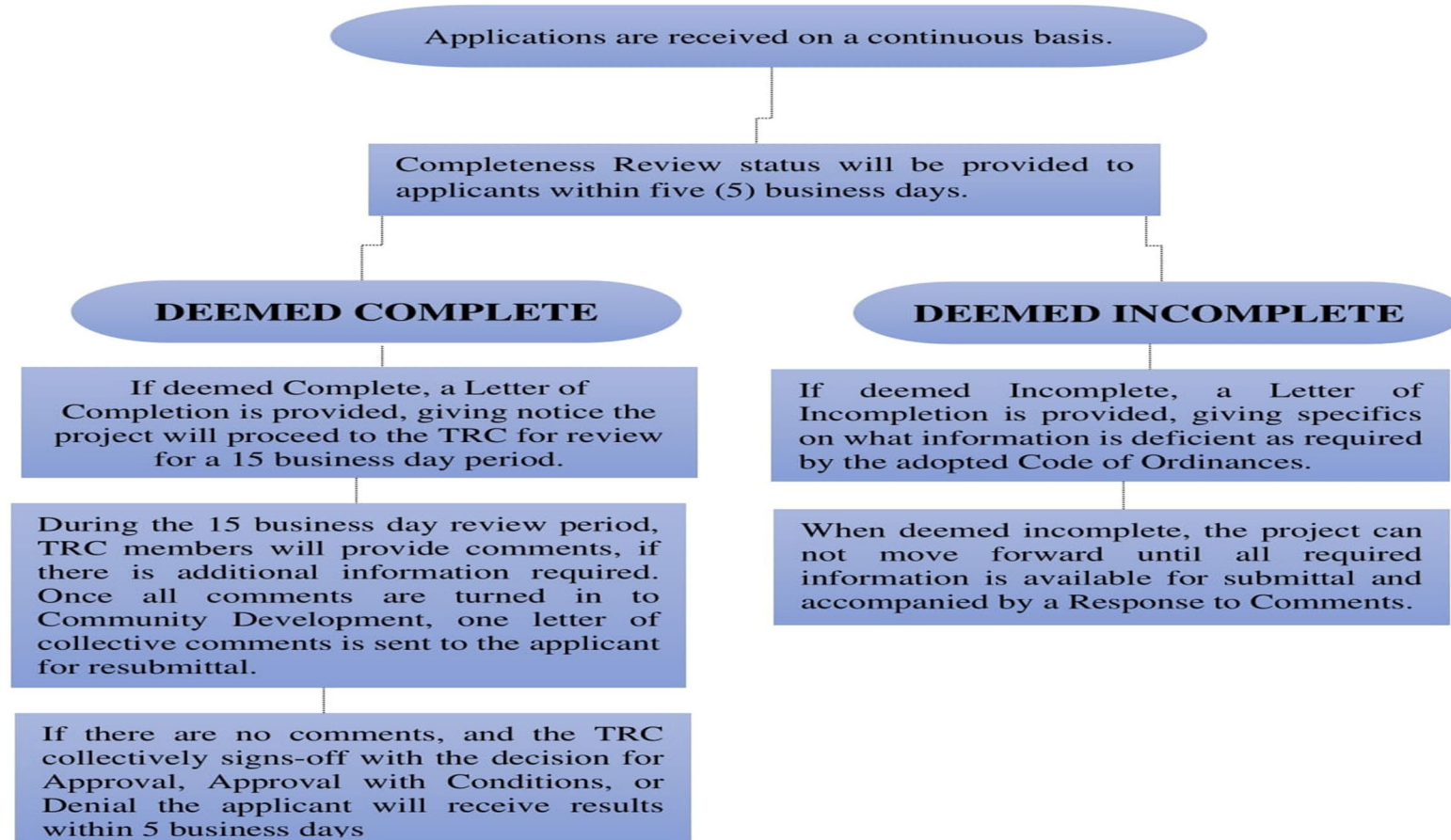
LAND DEVELOPMENT PROCESS

HOUSE BILL 7103, FLORIDA'S 2019 COMMUNITY PLANNING AND GROWTH MANAGEMENT BILL (FLOW CHART)



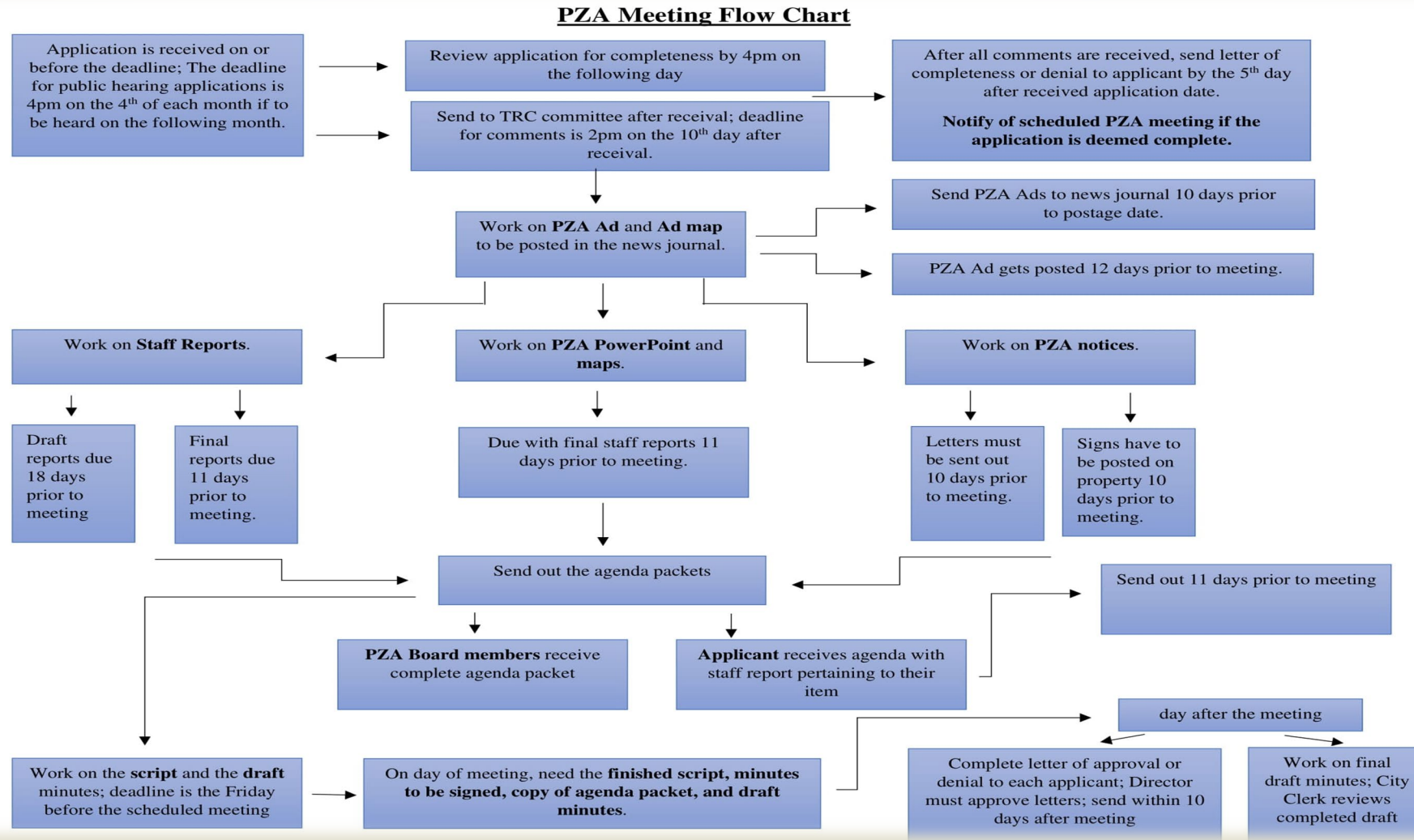
LAND DEVELOPMENT PROCESS CITY OF BUNNELL'S (TRC FLOW CHART)

TRC Meeting Flow Chart



LAND DEVELOPMENT PROCESS

CITY OF BUNNELL'S (PZA FLOW CHART)



PRE~APPLICATION CONFERENCE (OPTIONAL~COURTESY REVIEW)

- As a courtesy review, the Technical Review Committee (TRC), offers a Pre-Application Conference to provide an opportunity for the applicant to learn about the submittal requirements, procedures, and standards applicable to a particular development application. A Pre-Application Conference is also an opportunity for City Staff to become familiar with, and offer preliminary comments about the scope, features, and impacts of the proposed development, as it relates to the policies in the Comprehensive Plan, standards in the Land Development Code and other applicable reviews. The purpose of this offering is to assist applicants with the ability to submit a complete application upon initiating a formal submittal.

APPLICATION

- All development activities start with the application
- Unlike other jurisdictions, the City tries to keep applications simple and limited in number so as not to confuse applicants and to prevent returning paperwork because the wrong application was used
- Each application is reviewed for thoroughness to ensure that all necessary paperwork has been turned in
- This thoroughness review helps reduce comments that might be provided later in the review process
- Staff can only move as fast as all necessary and appropriate information is provided

REVIEW PROCESS

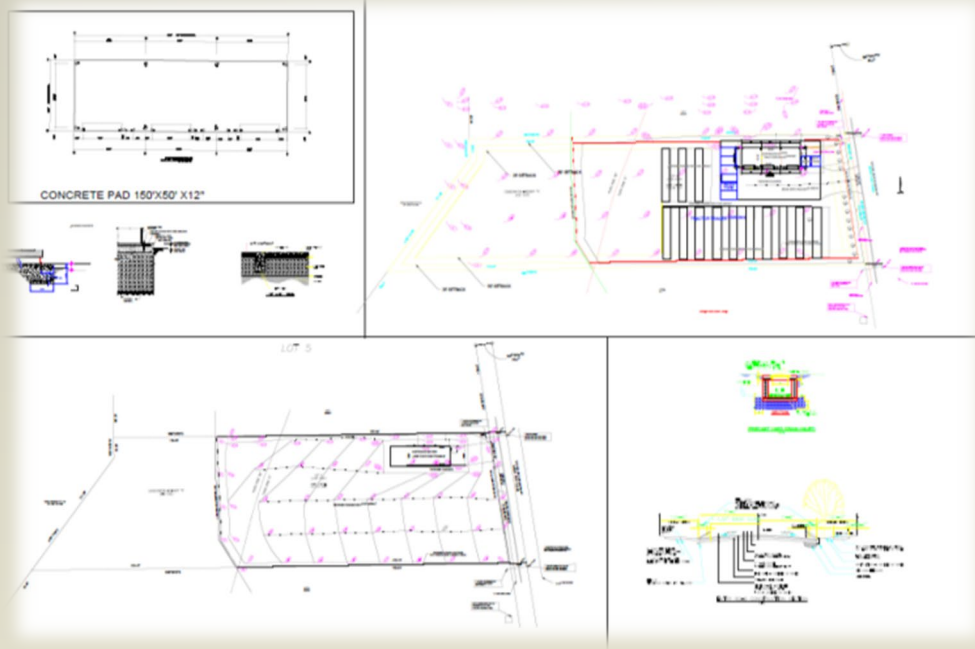
- Each application/project requires some level of review
- The more complicated the project, the higher the review level
- Some projects are reviewed within just the department, but others require reviews by the Technical Review Committee and/or the Planning, Zoning and Appeals Board, and/or the City Commission
- The Technical Review Committee is made up of the appropriate staff (usually directors) depending on the specific project
- In some cases, this involves reviewers from OUTSIDE City departments like the School Board, E-911, Property Appraiser, Flagler Fire Rescue, etc.

HIGHER REVIEW LEVELS TAKE LONGER

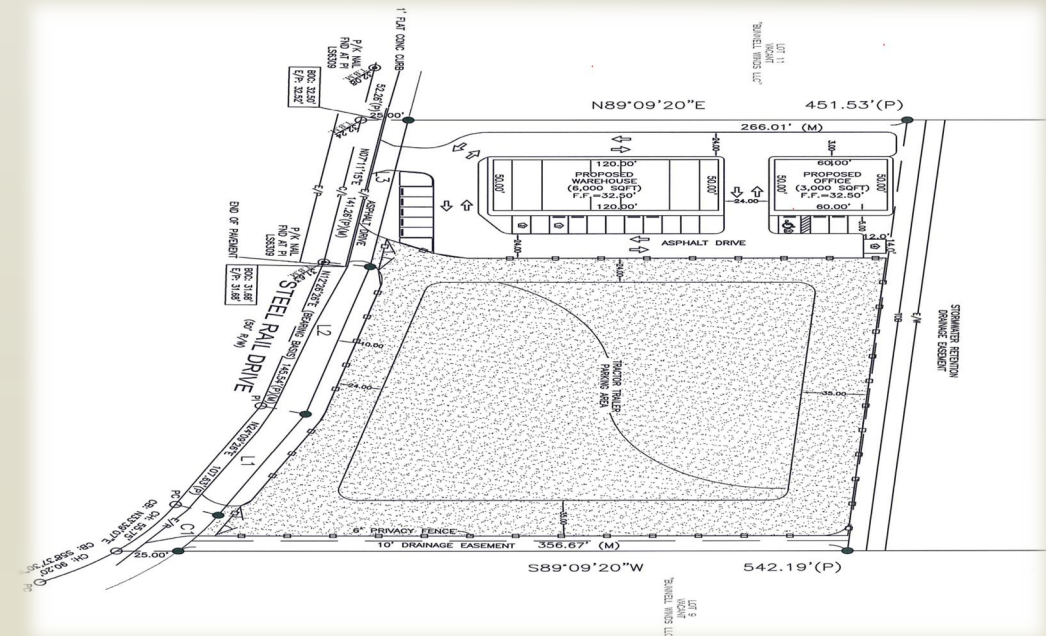
- Getting comments back from all reviewers takes time; reviewers are given a set number of days to return comments
- Once all comments are turned into Community Development, ONE Letter of collective comments is sent to the applicant
- This single Letter of Comments allows the applicant to get ALL comments from all possible reviewers even those outside the City in one shot so they can be addressed in one follow-up submittal rather than several
- Staff has to wait for the applicant to respond to the City comment letter and re-submit any amended plans or documents

NOT ALL SUBMITTALS ARE “SUFFICIENT” OR ACCURATE

“NOT SUFFICIENT TO
PROCEED REVIEW



SUFFICIENT TO PROCEED
WITH REVIEW



NOT SOLE APPROVER

-
- When it comes to approvals for construction, the City may NOT be the sole agency involved.
 - Often other agency permits may be needed, and the City cannot release a building permit until all required permits have been obtained and copies provided to the City
 - Some of these other agencies are
 - Florida Department of Environmental Protection (FDEP)
 - Florida Department of Transportation (FDOT)
 - US Army Corps of Engineers
 - St. Johns River Water Management District (SJRWMD)
 - Department of Health (DOH)
 - Flagler County
 - Federal Aviation Authority (FAA)
 - Federal Emergency Management Agency (FEMA)
 - National Flood Insurance Program (NFIP)
 - And others depending on the intended use and project

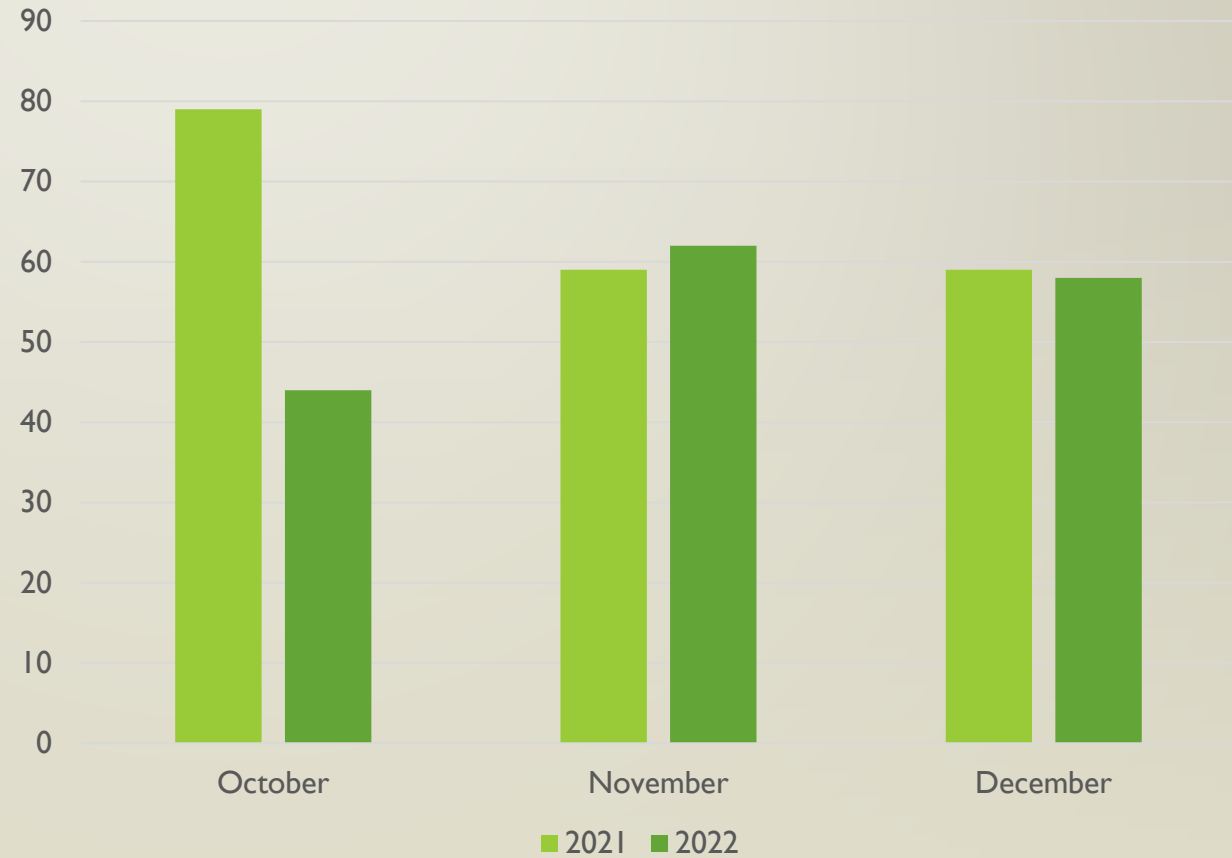
WALKING THROUGH BUILDING PERMIT PROCESS



2021 TO 2022 COMPARISON

Permitting continues to stay busy

PERMITS ISSUED



WHAT IS A BUILDING PERMIT?

A Building Permit is a legal document that gives permission to start construction of a building project at an agreed upon location, within a set time frame, in accordance with approved Drawings and Specifications. It is also a requirement of lending institutions.



WHY ARE BUILDING PERMITS REQUIRED?

Building Permits are needed to establish the minimum requirements to provide a reasonable level of safety, public health and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operation.

Per Chapter I of the Florida Building Code and section 553.79(1) of the Florida Statutes:

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building or structure, or any outside area being used as part of the building's designed occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Department of Community Development, Building Division and obtain the required permit for the work.



CAN I PULL MY OWN BUILDING PERMIT?

An Owner-Builder may pull a building permit to improve a one-or two-family residence or a farm outbuilding. Also, as an owner-builder, allowance to build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be owned by the party acting as Owner-Builder and must be the occupant. It may not be built or substantially improved for sale or lease, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project.

Per Chapter I of the Florida Building Code and section 553.79(1) of the Florida Statutes:

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building or structure, or any outside area being used as part of the building's designed occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Department of Community Development, Building Division and obtain the required permit for the work.



ITEMS TO NOTE AS AN OWNER-BUILDER

The Florida state statutes do not allow Owner-Builders to sell or lease commercial or residential structures within one (1) year after the completion of substantial improvements that exceed \$75,000.



THE CITY OF BUNNELL REQUIRES BUILDING PERMITS FOR THE FOLLOWING REASONS:

- The State of Florida requires standards of construction for all properties in the State. The state relies on local government to enforce regulations.
- Construction projects that involve outside work require compliance with Land Development Code Regulations that include proper property line setbacks, adherence to land use designations and clearance for utility infrastructure and right-of-ways.
- Properties located with designated Flood Zones.
- Work must be done by a licensed professionals with insurance coverage to protect property owners. Improperly completed work can result in damage to property.



WHEN DO I NEED A PERMIT?

Applications for building permits are required to be submitted for installations regulated by Section 105.1 of the Florida Building Code (FBC) if any owner or authorized agent intends to construction, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure and/or erect, install, enlarge, alter, repair any electrical, gas, mechanical or plumbing system.



WHEN ARE BUILDING PERMITS EXEMPT?

Please note that although a building permit is required for most construction related work, various improvements of real property may not require a building permit. The work exempted must still be constructed in accordance with minimum code standards. The following are items that do not require a permit, which is typically cosmetic, such as:

- Painting
- Tile
- Floor Coverings including carpet, vinyl, wood, and more
- Shelving
- Cabinet Work
- Wall papering

These are just samples of what could be exempt from Building Permit.



BUILDING PERMIT PROCESS (RESIDENTIAL)

I.

Submittal of Building Permit Application

II.

Submitted Building Permit Application Review For Completeness

(This is a typical 3~5 Business Day Process, depending on the project load)

III.

Upon Review of Submitted Building Permit Application, if Deemed Complete, The Application is Distributed To All Technical Review Committee (TRC) Members Required

(i.e., Planning & Zoning, Infrastructure, Solid Waste, Floodplain Manager, City Engineer, County, State or Federal Agencies, etc.)

(This is a typical 7-15 Business Day Process)

IV.

Once All Required Technical Review Committee Members Sign-Off, Applicants are Advised of the Cost & the Readiness of Permit.

**BUILDING PERMIT(OWNER-BUILDER)
(RESIDENTIAL PROPERTY~ ACCESSORY STRUCTURE)**



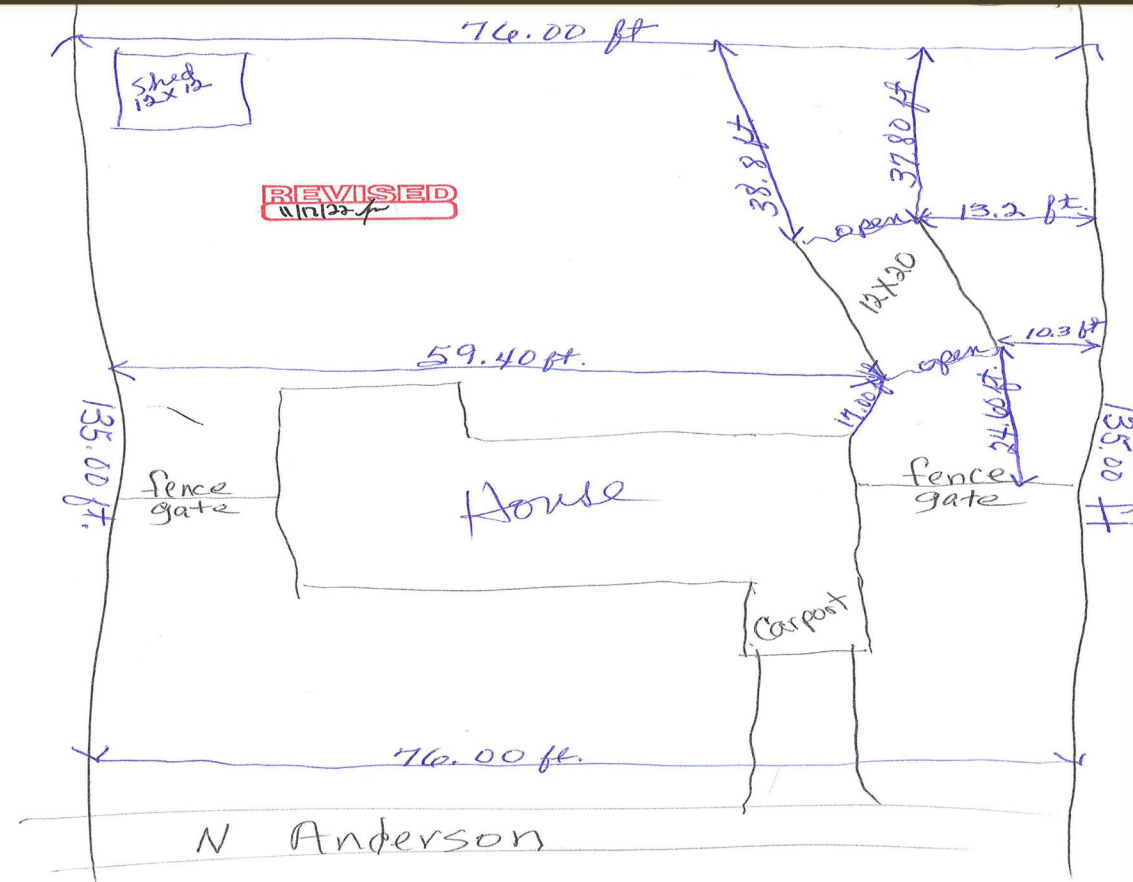
BUILDING PERMIT(OWNER-BUILDER AFFIDAVIT) (RESIDENTIAL PROPERTY~ ACCESSORY STRUCTURE)

**FLORIDA STATUTES, TITLE XXXII, REGULATION OF PROFESSIONS AND
OCCUPATIONS, CHAPTER 489 CONTRACTING, SECTION 103 EXEMPTIONS**

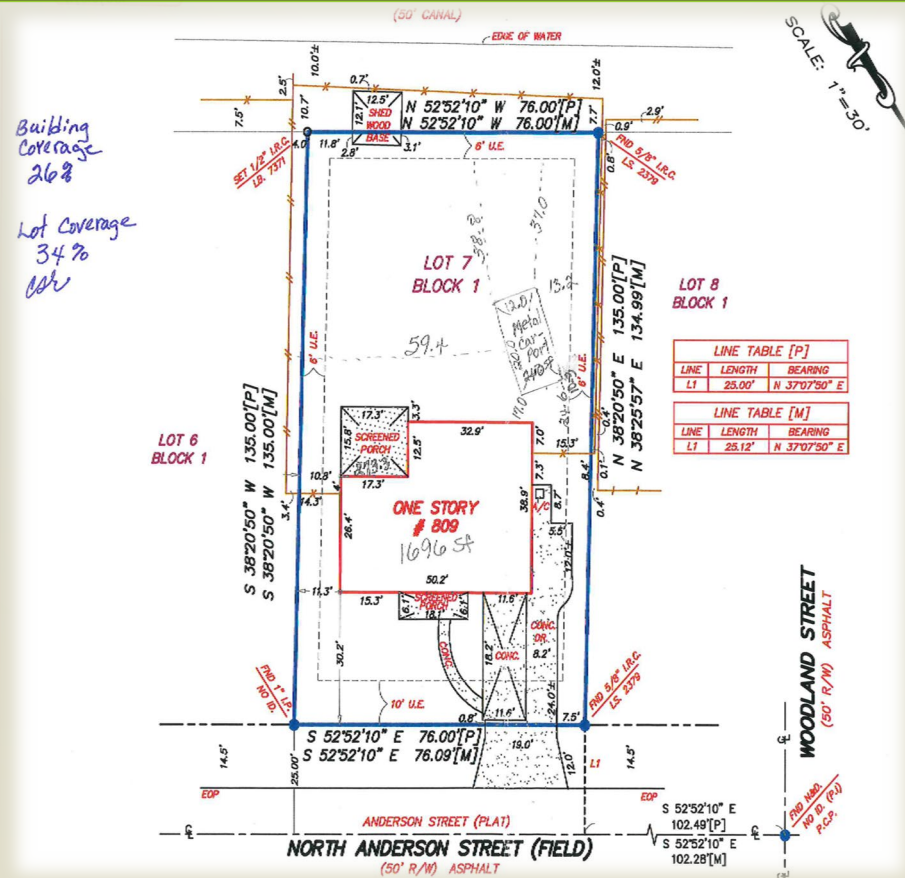
DISCLOSURE STATEMENT

- 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.**

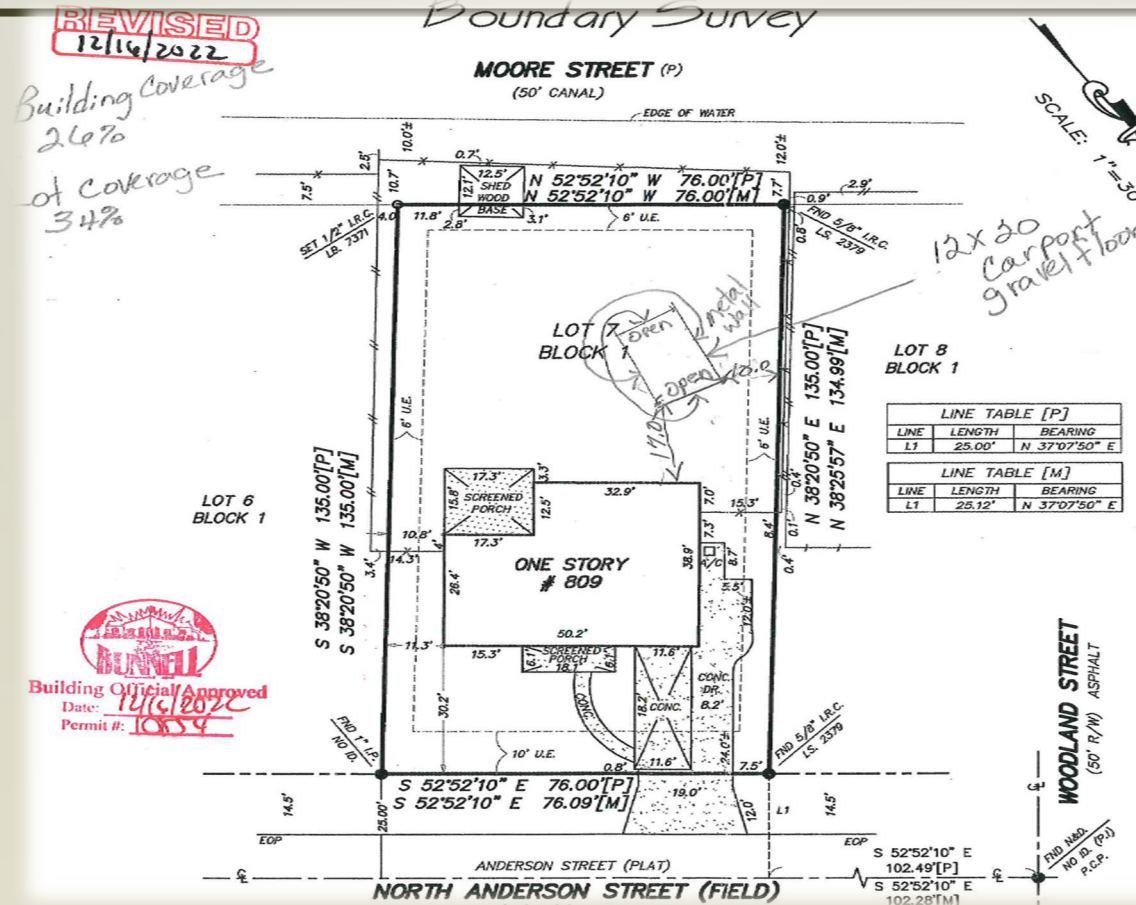
BUILDING PERMIT~EXAMPLE I (PROPOSED PLACEMENT OF CARPORT) DEEMED INCOMPLETE~1ST SUBMITTAL (11.17.22)



BUILDING PERMIT~EXAMPLE I (PROPOSED PLACEMENT OF CARPORT) DEEMED INCOMPLETE~2ND SUBMITTAL (11.28.22)



BUILDING PERMIT~EXAMPLE I (PROPOSED PLACEMENT OF CARPORT) DEEMED INCOMPLETE~3RD SUBMITTAL (12.16.22)



BUILDING PERMIT(LICENSED PROFESSIONAL)
(RESIDENTIAL PROPERTY~ NEW SINGLE-FAMILY STRUCTURE)

A wooden gavel rests on a document that prominently displays the word 'APPROVED' in red, followed by 'BUILDING PERMIT' in large blue letters. The document also contains smaller text, including 'Building Permit' and 'This permit must be kept posted in a conspicuous place on the job site.'



BUILDING PERMIT PROS & CONS (COMPARISONS BETWEEN OWNER-BUILDER/LICENSED PROFESSIONAL)

OWNER-BUILDER	
PROS	CONS
Can Save 15% to 20% Of Construction (If All Goes Right)	Real Savings Are Usually Less Than Expected Due to Unanticipated Expenses & Cost Overruns
You Maintain Full Control of the Project & A Better Chance of getting exactly what you want	The Project Will Probably Take More Time & Energy Than You Expect
If You Hire Good Subcontractors, Overall, Job Quality Will Be Good Despite Your Inexperience	The Job Will Likely Have More Problems, Due to Your Lack of Experience
You Have Pride & Satisfaction of Building Your Own Home or Other Structures	You Will Be Absorbing Most of the Risk for Cost Overruns, and for Construction Problems That Occur During The Job

BUILDING PERMIT PROS & CONS (COMPARISONS BETWEEN OWNER-BUILDER/LICENSED PROFESSIONAL) (CONT'D)

FLORIDA LICENSED PROFESSIONAL	
PROS	CONS
It Cost Less Overall (i.e., Exempt From Many Cost associated with hiring an employee directly; which cuts cost significantly)	Retaining Great Talent Is Tougher (i.e., Contractors generally like to be challenged and are used to moving from job to job)
Contractors Are Usually Highly Skilled (i.e., Can Jump Into Work Right Away)	They Cannot Be Expected To Have The Same Pride & Investment (i.e., Outsourcing Talent Means You Sometimes Sacrifice Passion)
Contractors Do Not Fall Under Many Federal Regulations (i.e., Unions, No Necessary Overtime Rates, Fewer Opportunities For Violations, Etc.)	The Job Will Likely Have More Problems, Due to Your Lack of Experience
You Have Pride & Satisfaction of Building Your Own Home or Other Structures	They Can Not Be Paid On Salary (i.e., Direct Hire Can Be Paid On Salary)

WALKING THROUGH BUILDING PERMIT (COMMERCIAL SITE~COMPLETING SITE DEVELOPMENT)



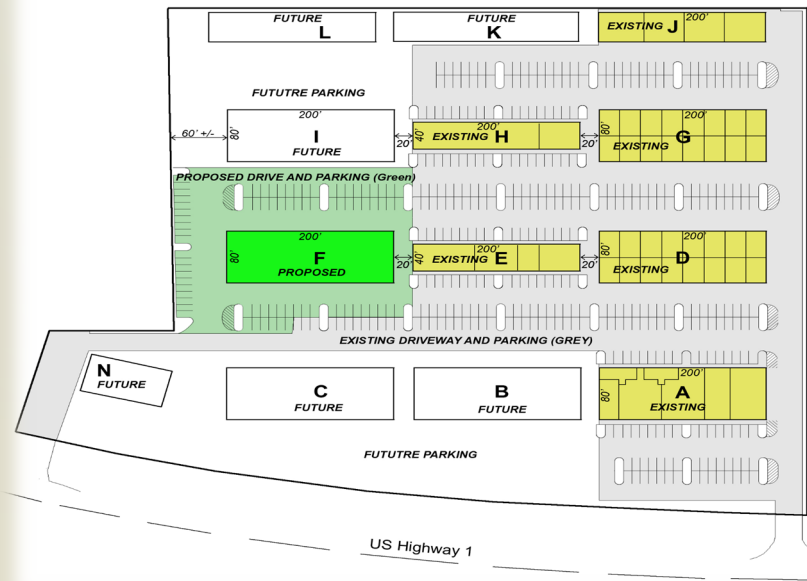
Building Permit~Example II

(Commercial Development Originally approved in 2007) Proposed To Continue

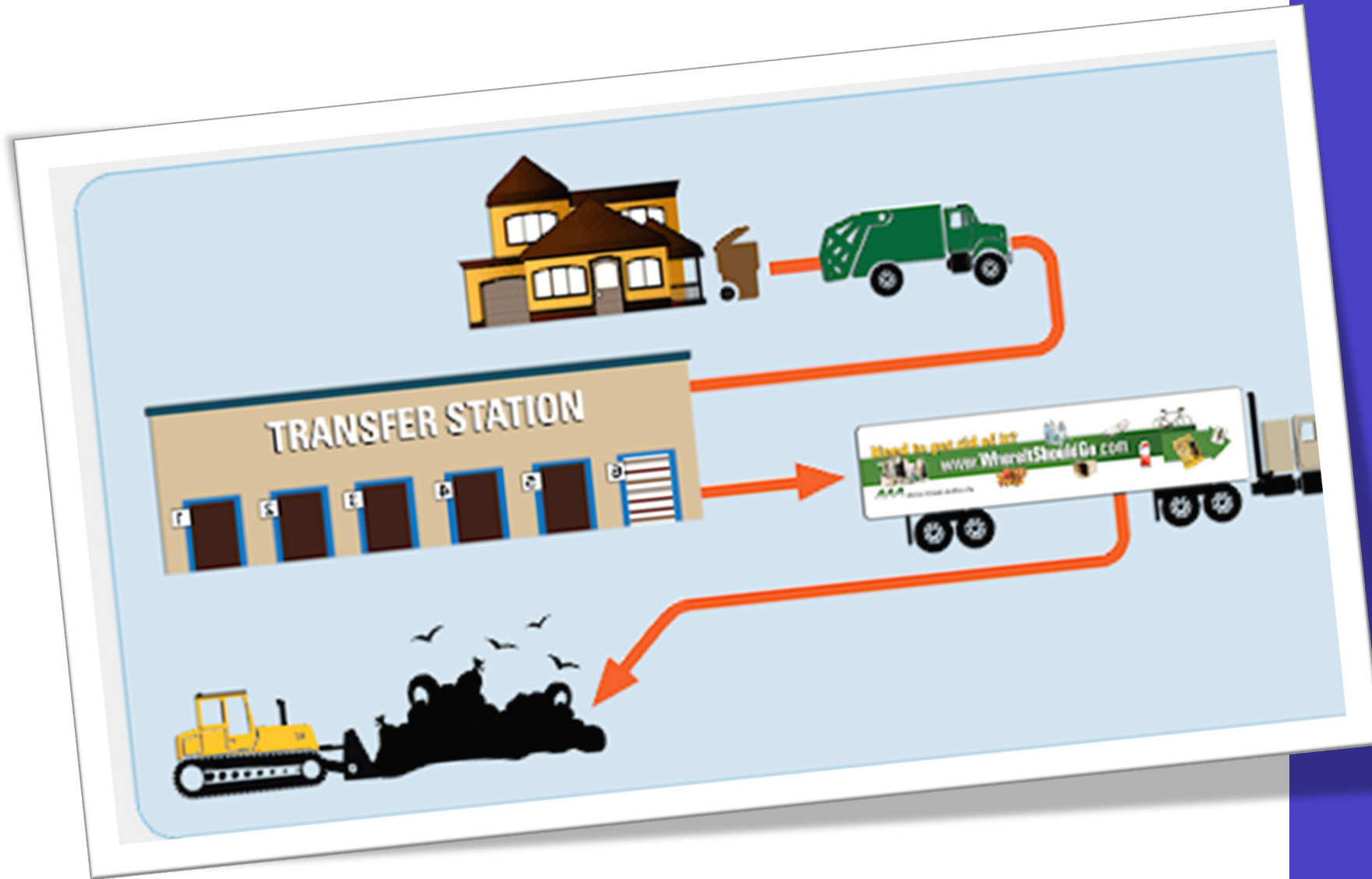
ATLANTIS INDUSTRIAL & BUSINESS PARK
2323 N. State Street, Bunnell, FL 32110
Developer/Contractor: M&M Development
Contact: Mark Langelo (386) 313-6950 / mark@buildmm.com

LEGEND:

73,000 SF Existing Flex Warehouse Space Buildings
413 Existing Parking Spaces (Approx 1 space per 177 SF)
3 Existing Semi Loading Zones (North Ends of Bldg)
Two Existing DOT Approved Driveway Cuts to US 1
All Storm water Structures and piping in place and complete (c 2007)
All Potable Water and Sewer piping in place and complete (c 2007)
All FPL Pad mount transformers in place and complete (c 2007)
16,000 SF Proposed New Flex Warehouse Building (Bldg "F")
75 Proposed New Parking (Approx 1 space per 213 SF) (New aggregate total 1 space per 182 SF)
1 New Semi Loading Zone (South End of Bldg F)
All infrastructure existing in place for proposed & future buildings



A LOOK AT SOLID WASTE



City Solid Waste Tools of the Trade



- Claw truck- yard waste, bulk pick-ups and overloaded dumpsters
- Curotto Can- residential and commercial cart service
- Front loader- dumpster/commercial service
- Carts and dumpsters – all City issued so they work with the trucks

Why the Curotto Can System?

Cost

- ✓ 1 truck with just 1 driver can service up to about 1,000 customer sites a day; making this a "budget friendly" way to operate with lower daily operating costs
- ✓ Savings are in salary, benefits and workers comp; other trucks run 3 person teams per truck
- ✓ The entire department is 3 employees

Safety

- ✓ The driver/operator does not get out or off the truck
- ✓ This means the solid waste employee is not risking getting hit, run over or injured by people passing the truck whenever they pass the truck and they do
- ✓ The safety of this system allows for lower workers comp rates

Ease of Conversion

- ✓ Works for both commercial and residential service without the truck needing to be converted from route to route



Solid Waste Timeline

Before the City	2011	* Note of 2011 Rates	2017	\$20.00/month
Waste Pro- There were so many complaints about service, the City made the decision to create their own Solid Waste service	City started in house Solid Waste service which included residential and commercial service and recycling service	<p>In 2011, rates did not include costs to operate recycling services</p> <p>At the time the City did not have to pay dumping costs for materials that were being recycled; this has not been the case for 5 years</p>	<p>Residential Rates increased from \$18.31 per month to \$20.00 per <u>month</u></p> <p><i>*There has not been a SW rate increase since 2018 and that was only to commercial rates</i></p>	<p>Weekly Service Includes:</p> <ul style="list-style-type: none">1 yard waste pick up1 recycling pick up2 garbage pick ups1 bulk pick up (some items are picked up free of charge per Code)

Residential vs. Commercial

Residential Service

- Citizens get the HIGHEST level of service- the City is in their neighborhoods up to 3 days a week for various pick ups- for a LOW monthly rate
 - In a month with 5 weeks, this could mean up to 25 visits/pick-ups for \$20.00 a month
- On certain days, there are at least 2 SW trucks in a residential neighborhood- both the claw truck for yard waste or bulk and the garbage truck
- Residential customers get certain items picked up free of charge per Code but the City still has to pay to dump the items

Commercial Service

- Pay HIGHER and varying rates based on the number of pick-ups; yet they have a lower impact on the actual service than a residential customer can
- Commercial Cart Service 1x per week pick up = \$29.25
- Dumpster Service cost varies on size of dumpster and number of pick ups per week
 - Range is \$81.05 per month (2yd 1x per week) to \$653.83 per month (8 yd 3x per week)

More Residential vs. Commercial

Residential Service

- Impacts operational costs most
 - Man hours spent providing services for the multiple routes per week
 - Fuel usage and the wear/tear on the truck because of the high usage for multiple routes
 - Return trips to neighborhoods when residents forget to put out carts the night before and call in
 - Items picked up free of charge per Code (first 6 yards of yard debris per month and some household furniture/goods) - the City still has to pay to dispose of them without being reimbursed for the expense

Commercial Service

- Lower impact on operational costs
 - No yard waste service provided
 - Pay for all bulk items picked up on the property - the City is getting reimbursed for the costs we incur to dispose of those items



Solid Waste Rates vs. Account Numbers

Service	Cost Per Month	Number of Accounts
Residential (possible 5 pick-ups a week)	\$20.00	1181
Commercial Cart (1x)	\$29.25	158
Commercial Cart (2x)	\$39.78	3
2 yd 1x per week	\$81.05	15
2 yd 2x per week	\$129.67	58
2 yd 3x per week	\$215.67	5
4 yd 1x per week	\$167.99	9
4 yd 2x per week	\$266.16	35
4 yd 3x per week	\$386.29	3
6 yd 1x per week	\$231.05	4
6 yd 2x per week	\$367.17	7
6 yd 3x per week	\$544.64	4
8 yd 1x per week	\$308.10	1
8 yd 2x per week	\$449.08	8
8 yd 3x per week	\$653.83	7

SW Fleet



Unit	Year/Make	Role	Condition
941	2019 Peterbilt	SW Truck- used for residential & commercial services	Good- especially after the repairs done following catastrophic failure, but they were costly
929	2010 Mack	SW Truck- used for residential & commercial services	Poor – needs a lot of work to body and floor
956	2023 Freightliner	Claw Truck- yard waste, bulk pick-ups, clearing overloaded dumpsters	New (purchased 7/2022)
927	2007 International	Claw Truck- yard waste, bulk pick-ups, clearing overloaded dumpsters	Out of service until boom can be replaced and will become the back-up
824	2011 Screaming	Curotto Can	Fair; ok for fill in/back-up
825	2012 Eagle	Curotto Can	Fair; ok for fill in/back-up
827	2021 Eagle	Curotto Can	Good; was damaged with the 941 failure but has been repaired

Dumping Trends



	FY 19/20	FY 20/21	FY 21/22	FY 22/23 (as of 12/31/2022)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	613.01 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	365.74 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	107.21 Tons
Yard Waste	1593 Yards	1153 Yards	1203 Yards	2531Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	80.09 Tons
Scrap/Misc/Tires	12.789 Tons	4.27 Tons	16.44 Tons	0
Yearly Totals	5848.71	5897.34	5942.57	3697.05

- Aging Fleet and Catastrophic Vehicle Repairs in FY 21/22 (more and more major vehicle repairs are needed and will be needed)
- Lack of operational back-up vehicles when a frontline truck goes down or needs regular maintenance
 - Regular maintenance of a large truck takes hours, not quick like a car oil change
- Rising Fuel Costs; Since January 2022, diesel costs have risen 55%
- Dumping Costs; an additional \$2000.00 a month is being paid for the rising fuel costs our vendor has to pass on
- High Service levels for increasing number of accounts due to growth but no change in Fleet or department staffing



Costs Affecting Solid Waste Operations

- The City has been contacted by developers regarding future subdivisions in Bunnell
 - Proposed 400 to 600 housing units off E. Moody Blvd (Oare properties) plus commercial uses
 - 2006 Cypress Lakes PUD which currently includes 377 residential units plus commercial uses but could be amended to include more homes
 - Proposed 3,000+ Residential Unit Subdivision plus commercial uses
- To be able to provide the same level of service the City offers to residential customers, for each new 800-900 homes built in the City going forward a new truck and driver is needed

Growth IS Here



New Solid Waste Truck Costs



- Since the City purchased a new truck in 2019, costs for new vehicles have risen drastically
- The last quote received for a 2024 Solid Waste truck was **\$404,330.72**
 - This includes the Curotto set-up
 - Could be delivered late summer 2023 IF production delays have been resolved
- The City needs at least 1 new truck now so the 2019 Peterbilt can become the back up to extend its life

Replacement Schedules

- In an ideal situation, we would have created a fleet replacement plan at the initiation of the Solid Waste Utility, but it took a long time for the Solid Waste Enterprise fund to get built up before that thought could even be considered
- We are there **now**, the City cannot meet the needs of growth without thinking about HOW to maintain its HIGH service level with failing and aging equipment and being understaffed



Replacement Schedule



- The current Fleet Manager has already determined how frequently a new truck is required based on the heavy use the one front line truck gets weekly
 - In reality, the City needs a **NEW** (not “new to us/used”) truck now
- Vehicle replacement plan the City needs to follow and/or adopt
 - The existing frontline vehicle(s) becomes a replacement/fill-in vehicle at “x” engine hours while it still has life left in it, not once the vehicle is near end of life and requires major repairs frequently just to keep operating
 - That vehicle plus a Curotto can is replaced with a new (not used) vehicle/can every 7 years
 - The replacement of vehicles is staggered so as not to impact the budget heavily all at one time

Needed- Stronger Business Plan

- Just like private business, the Solid Waste Fund cannot continue to operate at the offered level of service and stay in the black *without* truly planning for the future
- The City needs a professionally completed rate study that includes and addresses the following:
 - An analysis of the current rates to service provided to determine if service levels should be reduced to match the current fees charged
 - Recommendation of when any future rate increases are needed based on desired service level, current market trends and operating costs, state of fleet/equipment and anticipated growth
 - An analysis of current routes and recommendations for the most efficient routes moving forward



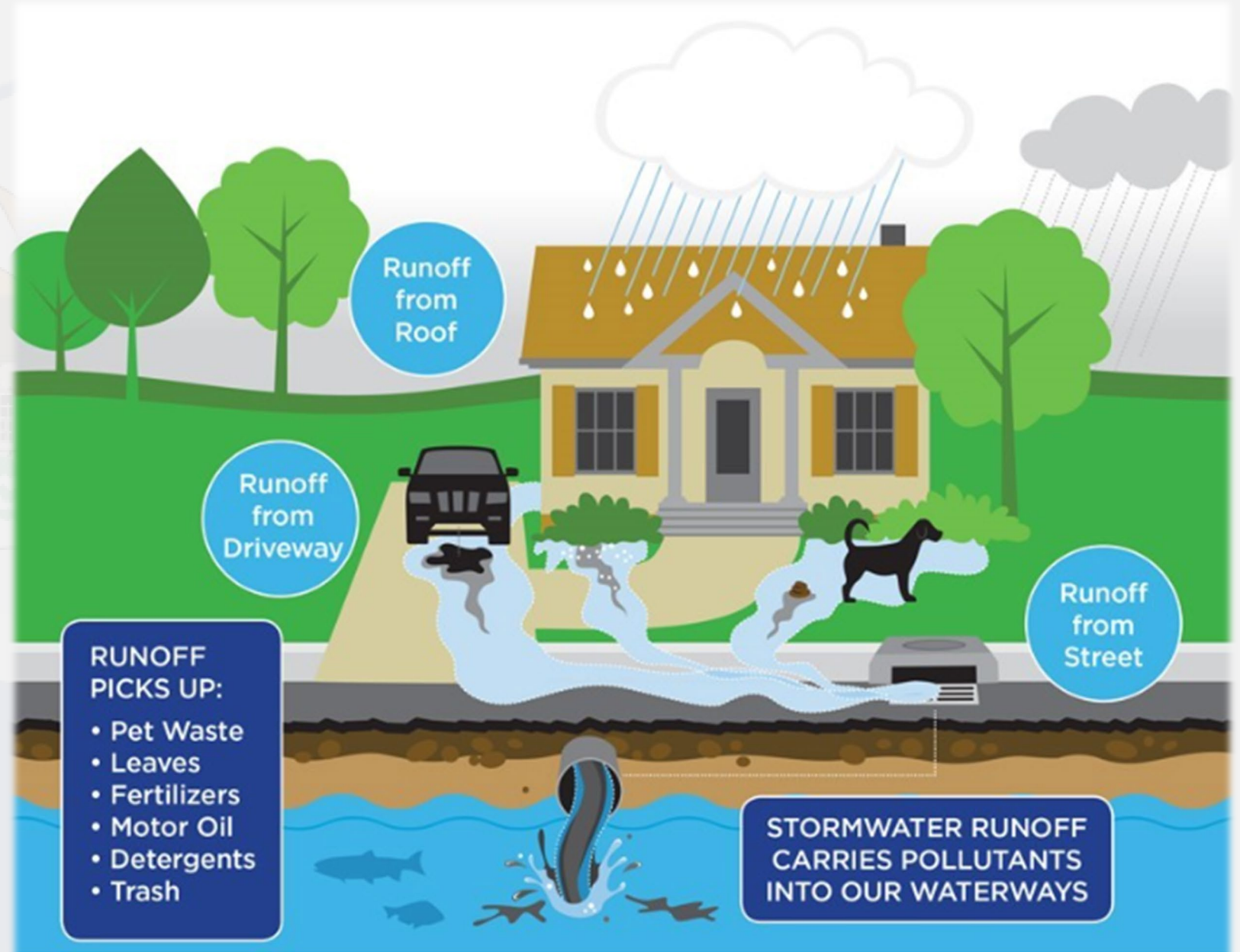
STORMWATER

Infrastructure Department

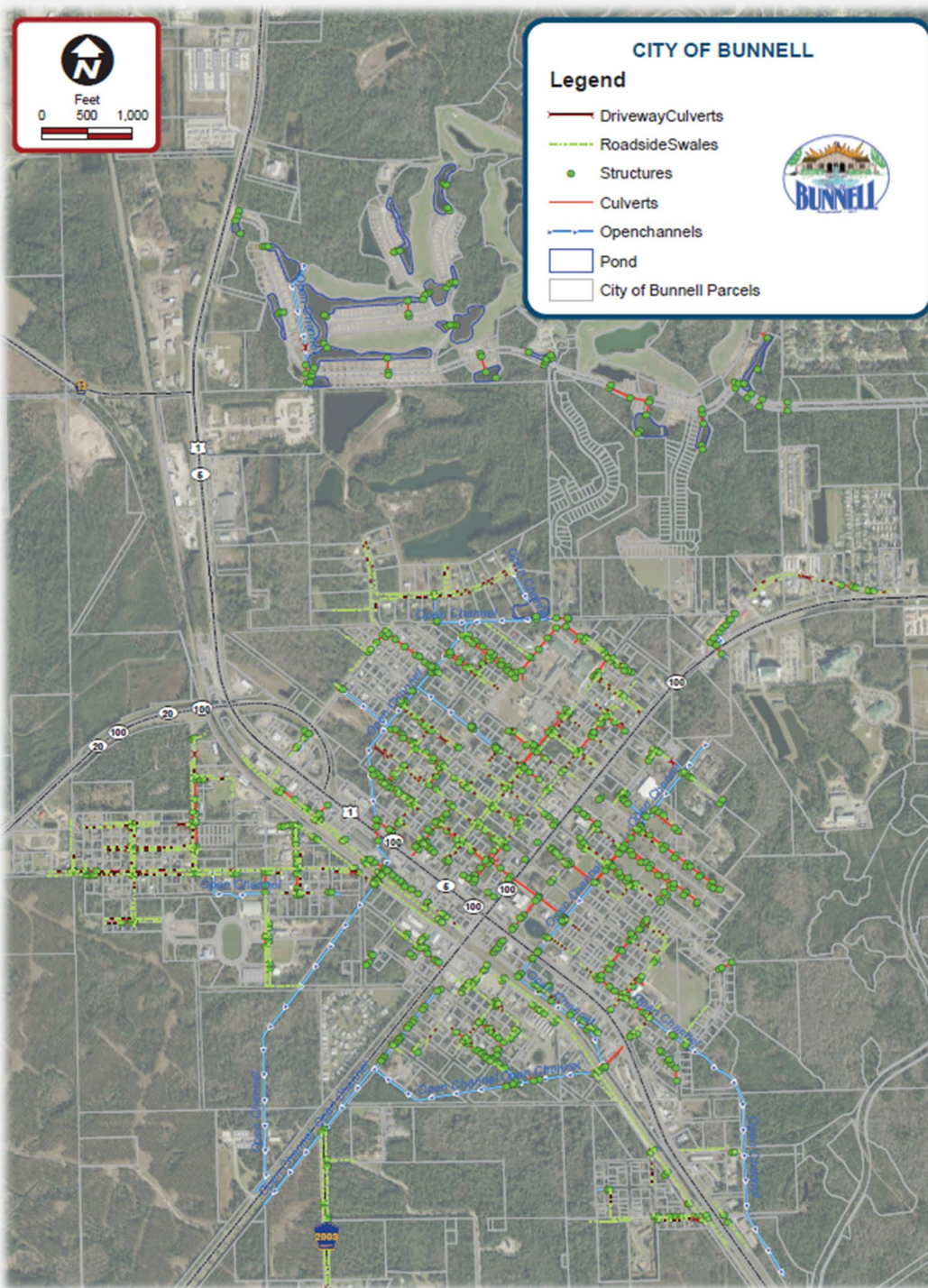
January 2023

WHAT IS STORMWATER?

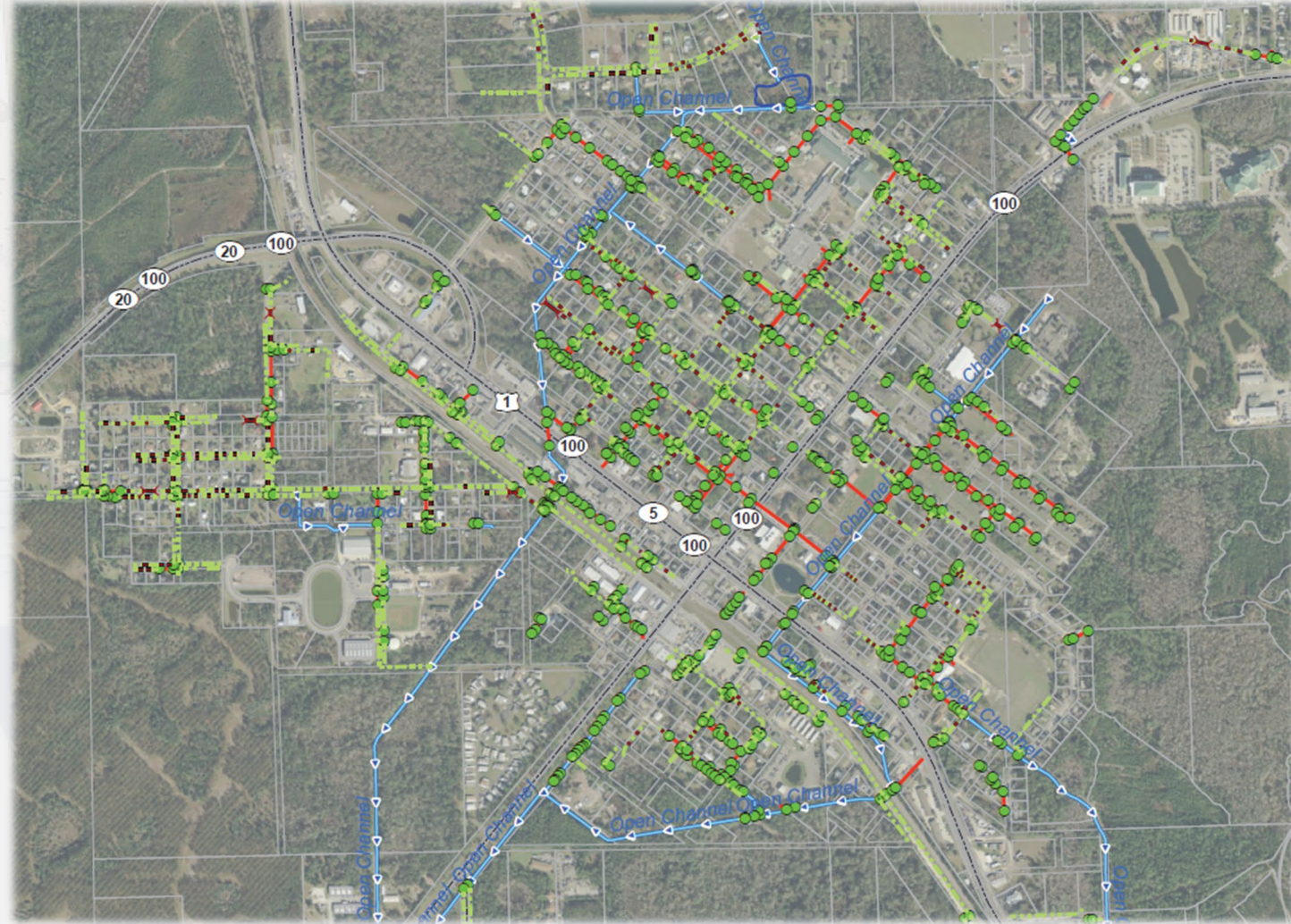
We're not talking about what falls from the sky but the runoff which is generated when rain and/or snowmelt flows over land and surfaces such as concrete driveways, sidewalks, streets, parking lots and rooftops, and does not percolate into the ground.



Picture credit: City of Richmond, VA



Existing Stormwater Infrastructure



COSTS

- N Peach Culvert Install
\$7,150

- 804 5th Drainage Project
\$9,946

Needed Equipment, and
Increasing MS-4 Expenses

Condition Assessment

THE PRIMARY OBJECTIVE OF A STORMWATER CONDITION ASSESSMENT IS TO LOCATE, IDENTIFY, ASSESS, AND DOCUMENT ALL COMPONENTS OF THE EXISTING STORMWATER COLLECTION AND TRANSMISSION SYSTEM THAT COMPRISE THE MUNICIPAL SEPARATE STORM SEWER SYSTEM. THESE COMPONENTS WILL GENERALLY CONSIST OF THE FOLLOWING:

1. Stormwater Structures

- Inlets
- Manholes
- Diversion Structures
- Control Structures
- Mitered End Sections

2. Pipes

- Conveyance Pipes
- Stormwater mains
- Driveway Culverts

3. Open Channels and Swales

4. Drainage Retention Areas

Condition Assessment

WHEN THE STORMWATER CONDITION ASSESSMENT IS COMPLETE THE CITY WILL HAVE A FUNCTIONAL GIS MAP THAT IS DYNAMICALLY LINKED TO THE ASSET MANAGEMENT DATABASE. THIS SYSTEM WILL BE UPDATABLE SO THAT FUTURE WORK ORDERS PERFORMED BY THE CITY ON THE STORMWATER SYSTEM CAN BE REFLECTED IN THE DATABASE. THE CITY WILL ALSO RECEIVE A CONDITION ASSESSMENT REPORT THAT WILL DOCUMENT THE CONDITION OF EACH STORMWATER COMPONENT AT THE TIME OF THE ASSESSMENT.

COST

The cost for a stormwater condition assessment will vary depending on the level of detail the City desires. The cost can range from \$75,000 to \$100,000 for a lower level of detail and \$300,000 to \$500,000 for a higher level. We currently have \$75,000 budgeted for the assessment.

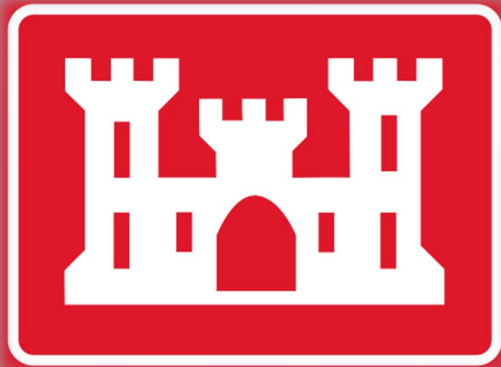
Assessment Feasibility Study

A STORMWATER ASSESSMENT FEASIBILITY STUDY WILL EVALUATE THE POTENTIAL FOR THE DEVELOPMENT AND IMPLEMENTATION OF A STORMWATER ASSESSMENT. THE PRIMARY OBJECTIVE OF THE STUDY IS TO CONSIDER THE DIFFERENT MEANS OF IMPLEMENTING AN ASSESSMENT AND COMPARE THOSE METHODS AGAINST THE CITY OF BUNNELL'S CURRENT TAX BASE TO DETERMINE THE MOST APPROPRIATE METHOD FOR A STORMWATER ASSESSMENT.

COST

The cost for the stormwater feasibility study is typically \$75,000 - \$150,000. We currently have \$40,000 in the budget for the study.

US ARMY CORPS OF
ENGINEERS (USACE)



Flood Plain Management Services Program

The Jacksonville District of the USACE shall assist the City of Bunnell in the identification of long-term structural and nonstructural flood risk management measures to alleviate erosion and flooding associated with heavy rain events. The City of Bunnell has requested a recommendation for potential long-term solutions that could be implemented to address flooding and erosion issues. This Flood Plain Management Services (FPMS) study will focus on the watershed within City of Bunnell and will identify potential solutions to address flooding concerns.

Study costs are estimated to be \$200,000

Hurricane Ian



Hurricane Ian

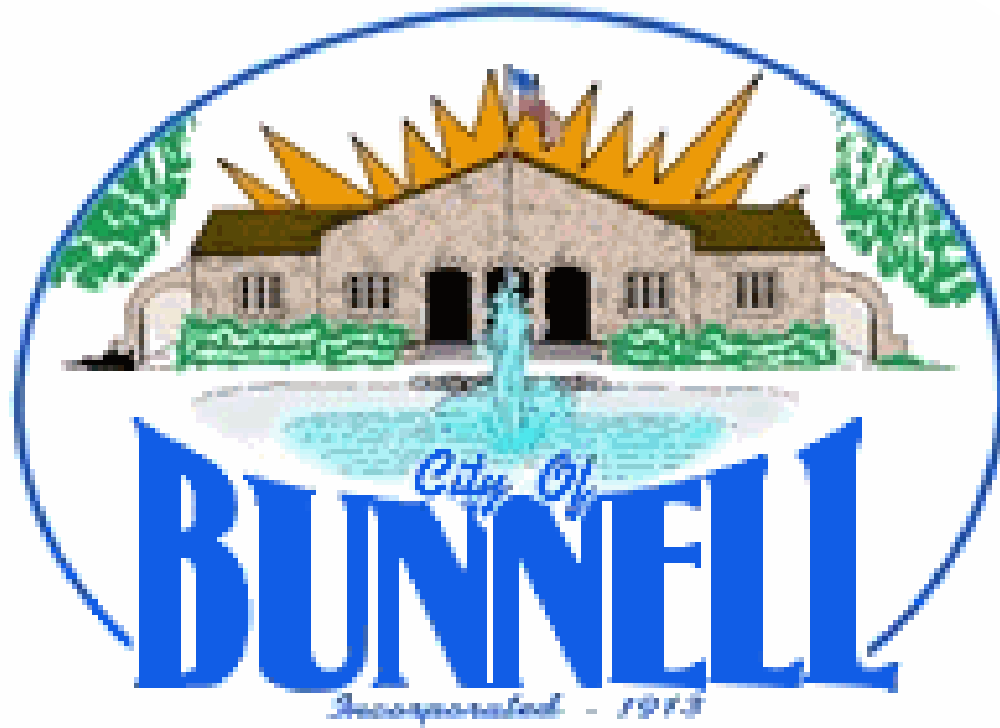


Infrastructure Department

Commission Advance

January 2023

Thank you



City Finance Update and Discussion

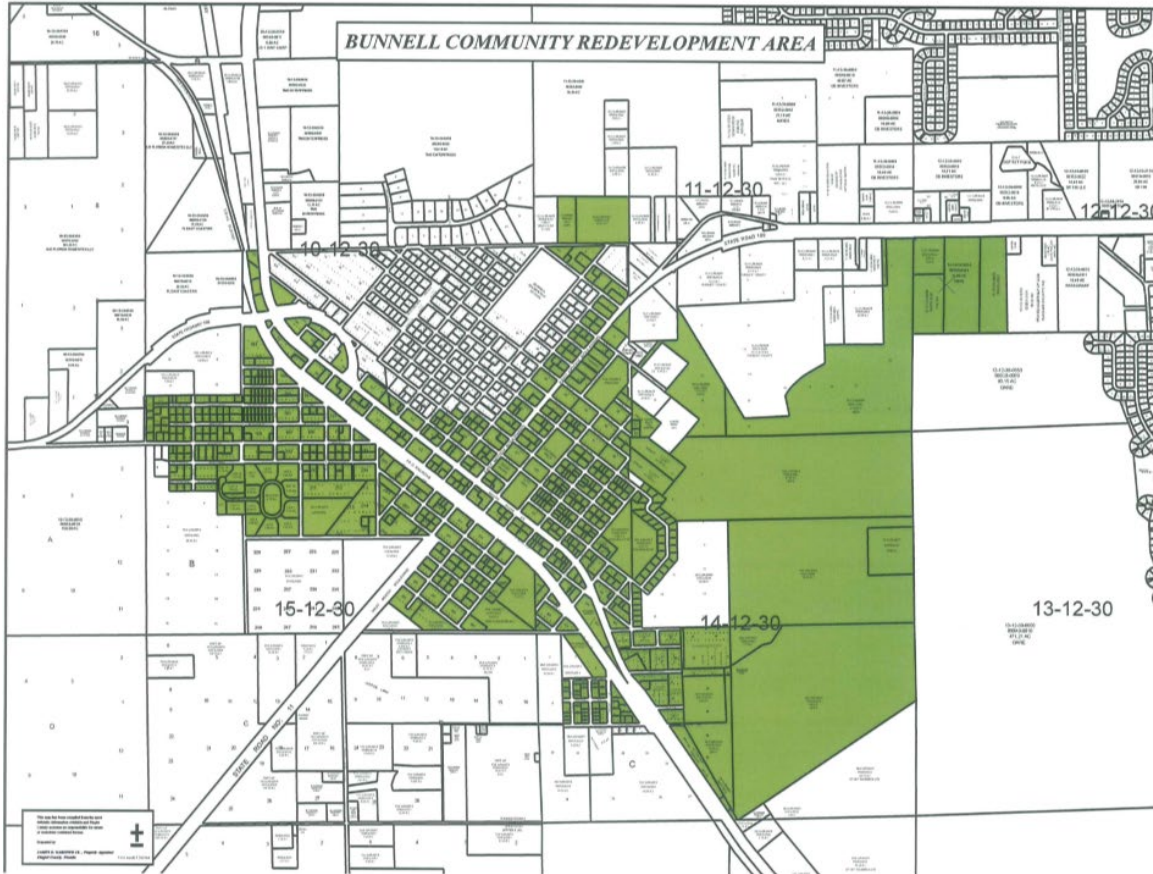
Kristi Moss, Finance Director

January 27, 2022

City of Bunnell Funds

CRA	Impact Fees	Water	Water Impact Fee	Sewer	Sewer Impact Fee	Solid Waste	General Fund
Special Revenue Fund	Capital Projects Fund	Enterprise Fund	Impact Fee/ Capital Project Fund	Enterprise Fund	Impact Fee/ Capital Project Fund	Enterprise Fund	Primary Operating Fund
Bunnell Community Redevelopment Agency	Fees on new construction to fund capital needed to mitigate impacts on City capital needs. (Law Enforcement, Parks & Recreation and Transportation Impact Fees.)	City's water distribution system	Water Impact Fees have been separated to provide funding for future improvements to the City's water distribution system	City's sewage treatment plant, pumping stations & collection systems	Sewer Impact Fees have been separated to provide funding for future improvements to the City's sewage systems	Solid waste collection, disposal & recycling	Includes Commission, City Manager, Clerk's Office, Finance, Human Resources, Legal Services, IT, Law Enforcement, Community Development, Public Works, Fleet Maintenance, and Parks & Recreation
Fund Balance (9/30/22): \$3,644	Fund Balance (9/30/22): \$566,410	Fund Balance (9/30/22): \$2,381,475	Fund Balance (9/30/22): \$1,567,160	Fund Balance (9/30/22): \$2,321,884	Fund Balance (9/30/22): \$2,024,728	Fund Balance (9/30/22): \$547,520	Fund Balance (9/30/22): \$2,436,979
FY 2022/2023 \$3,652 Reserves	FY 2022/2023 Budget: \$910,410	FY 2022/2023 Budget: \$2,379,539 + \$2,200,070 Reserves	FY2022/23 Budget: \$1,750,000 + \$104,392 Reserves	FY 2022/2023 Budget: \$19,373,718 + \$2,310,292 Reserves	FY 2022-23 Budget: \$1,810,000 + \$596,702 Reserves	FY 2022/2023 Budget: \$1,286,225 + 296,895 Reserves	FY 2022/2023 Budget: \$7,375,784 + \$1,700,000 Reserves

Community Redevelopment Agency (CRA) Fund



- Established FY 2006/2007
 - Current Taxable Value (2022): \$67,957,612
 - Base Year Taxable Value (2006): \$68,433,904
 - Current Tax Increment Value: **(\$5,895,990)**
-
- Fund Balance: \$3,644
 - No activity in fund until values improve

Debt Service Fund

- Purpose is to account for long-term general obligation debt of governmental funds.
- CenterState 2017 Non-Ad Valorem Revenue Note
 - Purpose: Purchase of City Municipal Complex
 - Original Issue: \$732,008
 - Dated: February 28, 2017
 - Maturity: February 26, 2030
 - Interest Rate: 2.39%
 - Balance (9/30/21): \$493,790
 - Principal FY 2021: \$51,789
 - Interest FY 2021: \$12,521
 - SOLD!!!
- Fund Balance (9/30/22): \$0
- FY 2023 Budget: \$0



PAID OFF

Impact Fee Fund

- New impact fee ordinance adopted in August 2020 for collection to begin November 2020
- Impact Fees are collected on all new construction within the City of Bunnell
 - Law Enforcement
 - Residential \$295 per dwelling unit
 - Non-Residential \$299 per 1,000 sq. ft.
 - FY 2022 Collections: \$54,166.47
 - Parks & Recreation
 - Residential \$404 per dwelling unit
 - Non-Residential cannot be assessed Parks & Rec Impact Fees
 - FY 2022 Collections: \$61,812
 - Transportation
 - Residential \$1,347 per dwelling unit
 - Non-Residential varies based on type of development
 - FY 2022 Collections: \$229,760.31
- All revenue is restricted to fund growth related capital needs
 - Expenditure must expand service level to serve new development
 - Cannot fund personnel, repairs, replacement units, operating costs, etc.
- Funds must be expended before the 8th anniversary of the date which fees were collected
- FY 2023 Budget: \$344,000

Water Fund

- The Water Fund is an Enterprise Fund (Business-Type Activity)
- Purpose is to account for all revenues and expenses associated with providing water services to Bunnell residents
- 10-Year Utility Master Plan adopted in 2020 – making progress with capital projects and improvements
- Revised Utility Rates to ensure the ability to repair and maintain the system
- Budget: \$4,579,609 (\$2,379,539 + \$2,200,070 Reserves)

- Revenue

- Charges for Services through Utility Billing (\$2,192,134)
- Cash Forward (\$2,381,475)
- Interest (\$6,000)

- Expenditures

- Personal Services (\$678,245)
- Operating (\$908,946)
- Capital Outlay (\$489,833)
- Debt Service (\$225,697)
- Transfers (\$76,818)
- Reserves (\$2,200,070)

Sewer Fund

- The Sewer Fund is an Enterprise Fund (Business-Type Activity)
 - Purpose is to account for all revenues and expenses associated with providing sewer services to Bunnell residents
 - 10-Year Utility Master Plan adopted in 2020 – making progress with capital projects and improvements
 - \$1 million Design for new WWTP design completed
 - Construction to start this year
 - Revised Utility Rates to ensure the ability to repair and maintain the system
 - FY 2023 Budget: \$21,684,010 (\$19,373,718 + \$2,310,292 Reserves)
-
- | | |
|--|---|
| <ul style="list-style-type: none">• Revenue<ul style="list-style-type: none">• Charges for Services through Utility Billing (\$2,448,104)• Grants (\$9,948,000)• Cash Forward (\$2,321,884)• Interest (\$6,000)• Debt Proceeds (\$6,960,022) | <ul style="list-style-type: none">• Expenditures<ul style="list-style-type: none">• Personal Services (\$693,729)• Operating (\$1,025,058)• Capital Outlay (\$17,375,274)• Debt Service (\$177,238)• Transfers (\$102,419)• Reserves (\$2,310,292) |
|--|---|

Water & Sewer Debt, Fixed Assets and Depreciation

- Debt
 - Outstanding Balance: \$4,939,634
 - FY 2023 Total Debt Service Payments =
 - \$386,806

Potential new debt FY 2023

Police and Administration

Building

	Original Issue	Issue Date	Maturity Date	Interest Rate	Balance (9/30/22)	Principal FY 2023	Interest FY 2023
SRF DW180540	\$ 177,013.97	11/19/12	06/15/35	2.12%	\$ 149,626	\$ 5,252	\$ 3,145
SRF WW84306S	\$ 1,035,285.42	07/01/05	12/15/25	2.60%	\$ 229,415	\$ 63,443	\$ 5,555
SRF WW180510	\$ 219,550.00	02/24/21	11/15/41	0.00%	\$ 214,061	\$ 10,978	\$ 0.00
FDOT	\$ 265,047.35	10/15/10	10/15/29	0.00%	\$ 212,037	\$ 26,505	\$ 0.00
USDA	\$ 3,362,000.00	05/20/15	05/20/55	1.88%	\$ 2,940,000	\$ 65,000	\$ 55,038
CenterState	\$ 1,937,333.00	02/28/17	05/21/30	1.95%	\$ 1,194,495	\$ 135,765	\$ 16,125
Sewer Camera Lease	\$ 73,052.00	05/21/20	05/21/22	3.50%	\$ 0.00	\$ 0	\$ 0
	\$ 6,776,679.74				\$ 4,939,634	\$ 306,943	\$ 79,863
FY 2023 Total Debt Service \$							386,,806

On December 14th, 2020 the Commission approved an interest rate reduction on the CenterState loan from 2.39% to 1.95% - net savings of \$30,572



Solid Waste Fund

- The Solid Waste Fund is an Enterprise Fund (Business-Type Activity)
- Purpose is to account for all revenues and expenses associated with the collection and disposal of solid waste and recycling mandates
- Primary Revenue – Charges for Services through Utility Billing
 - Last rate increase 10/1/18 – commercial only
- FY 2023 Budget: \$1,286,225 + \$296,895 Reserves

- Debt

- Ameris Bank 2019 Revenue Note

- Purpose: Purchase of Garbage Truck
 - Original Issue: \$292,100
 - Dated: February 13, 2019
 - Maturity: January 1, 2029
 - Interest Rate: 1.95%
 - Balance (9/30/22): \$193,745
 - Principal FY 2023: \$29,807
 - Interest FY 2023: \$3,633

On December 14th, 2020 the Commission approved an interest rate reduction on the Ameris loan from 3.43% to 1.95% - net savings of \$16,048



General Fund

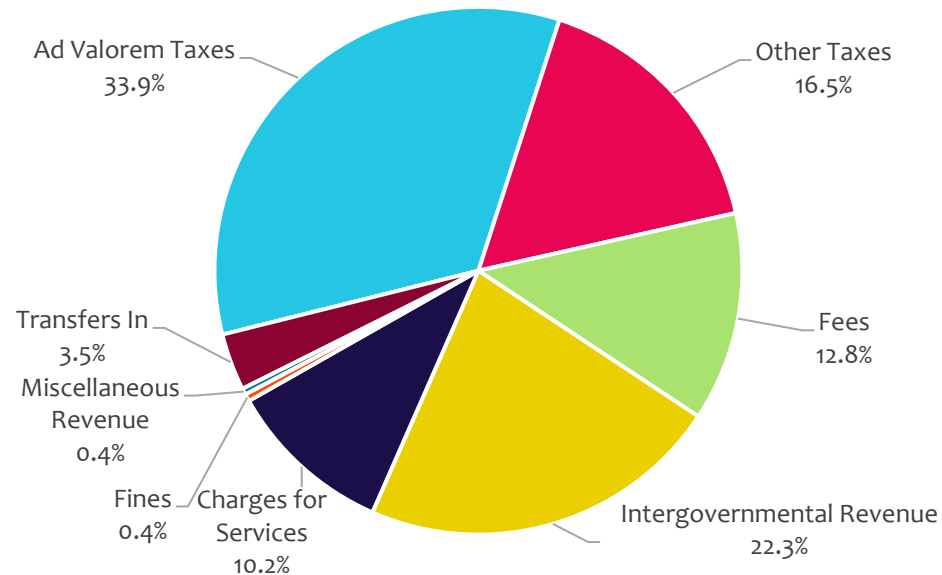
- The General Fund is the primary operating account for the City
- Purpose is to account for the City's primary governmental services
 - General Government: Commission, City Manager, Clerk's Office, Finance, Human Resources, Legal, IT & Facilities
 - Public Safety: Police Department & Community Development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

Fund Balance (9/30/22): \$2,436,979

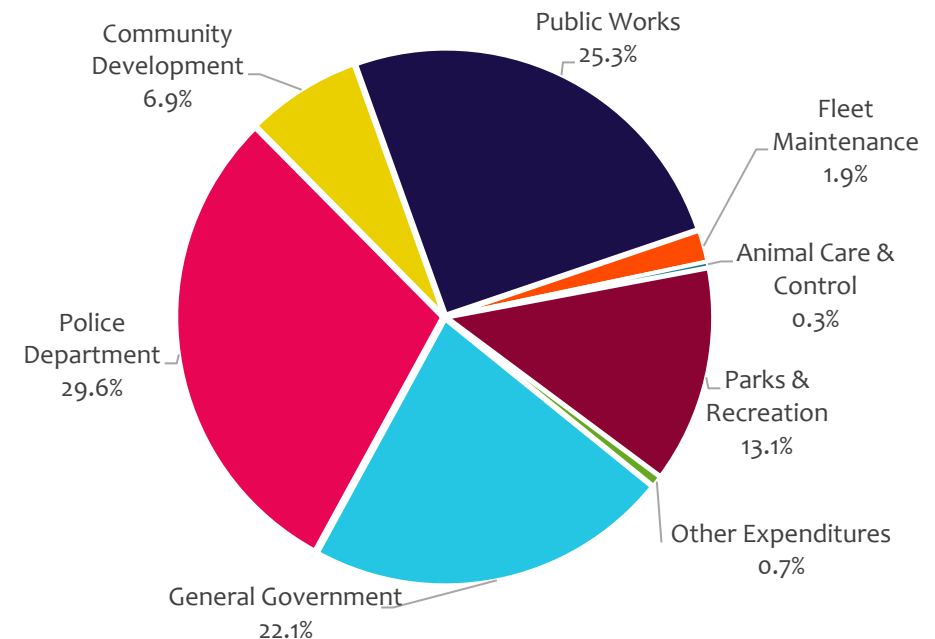
FY 2023 Budget: \$9,075,784

(\$7,375,784 + \$1,700,000 in Reserves)

Revenues



Expenditures



Accomplishments

- Sale of 201 W. Moody completed
- Land purchase, and design build contractor approved for new City Administration/Police Headquarters Building
 - Closing on land occurred December 15, 2021
- Continued to work with Utilities to develop financial plans for the Master Plan and provide documentation to apply for funding opportunities
 - \$7,080,000 Federal grant
 - \$500,000 State Grant
 - \$5,000,000 Army Corp
- Prior year was closed out and ready for audit in December
- Audit will be finalized and presented in March
- Maintained increase in bank interest (from 0.05% to 0.25%)
- New Impact Fee collections began in November 2020
- Worked with Consultant to complete salary study and implemented results

Goals

- Design and secure funding for new City Administration/Police Headquarters Building
- Develop a fully-funded 5 year Capital Improvement Plan (CIP)
- Focus more on Economic Development Opportunities and building the tax base for additional revenue
- Working with Solid Waste to create a long-term business plan
- Incentivize utility customers to sign up for e-bills
- Spend more time searching and applying for grants
- Create Financial policies and procedures for each Finance process
- Review processes and create efficiencies
- Prepare and distribute monthly finance report
- Finalize and implement new IUPA contract
- Facilitate financial requirements of the Utilities Master Plan



Discussion, thoughts, likes, dislikes, ideas, and/or direction?

Thank You to Commissioners and Staff

Kristi Moss

(386) 263-8814

kmoss@bunnellcity.us

A circular graphic with a red-to-purple gradient background. At the bottom, there are black silhouettes of four children playing in a field. The text "Leaving a Legacy" is written in white serif font across the upper half of the circle.

Leaving *a* Legacy

LEGACY PROJECTS

CITY COMMISSION ADVANCE
JANUARY 27, 2023

WHAT IS A LEGACY PROJECT?

In government, a legacy project is ANY project that will have a long-time affect (i.e. benefit) on the City as a whole, a particular community or the citizens

It is a project that the Commission approves and moves forward with that could leave their mark on the City when they are no longer in office

LEGACY PROJECTS- COMMENCED

Camera System (Police Department)

Hymon Circle CDBG Project

Mass Re-Zonings

Business Incentive Program





LEGACY PROJECTS: PRE-CONSTRUCTION

Wastewater Treatment Plant Expansion

New Administration/Police Department
Complex

Flagler Central Commerce Parkway

Coquina Hall Reconstruction

LEGACY PROJECTS PLANNED



Land Development Code Re-Write

Affordable (Attainable) Housing Initiative/Program

Road Maintenance




LEGACY PROJECTS- COMMENCED



A low-angle shot of a police camera system mounted on a pole against a blue sky with clouds. The camera system consists of a central pole with several cameras attached. One camera is prominently visible in the foreground, pointing upwards. Another camera is visible to the right, and a third is partially visible on the left. The background is a clear blue sky with scattered white clouds. The entire image is framed by a white, hand-drawn style border.

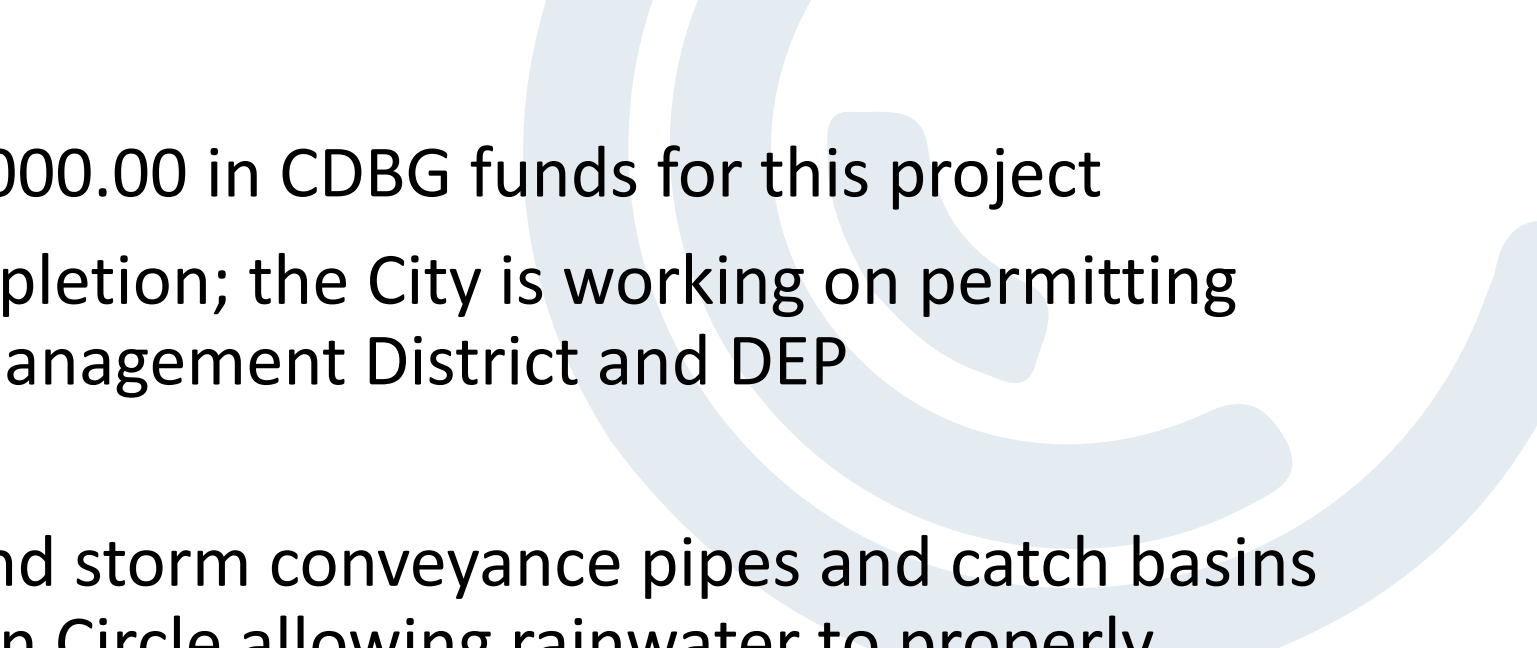
CAMERA SYSTEM (POLICE DEPARTMENT)

- Following two homicides in the beginning of 2022, the need to reactivate and improve the camera system in and around the Housing Authority was identified
- Project started in 2022- Presentation to the Commission in June 2022 and the Vendor and Purchase Order was authorized in July 2022
- 7 existing sites were upgraded, and 6 new sites were installed
- 10 License Plate Readers (LPRs) were installed
- System undergoing final configuration and training for completion
- This is a \$275,000.00 project for the installation and set-up
 - There will be on-going annual costs to maintain the cameras and LPRs



HYMON CIRCLE PROJECT



- 
- The City was awarded \$700,000.00 in CDBG funds for this project
 - Currently at 85% design completion; the City is working on permitting with St. Johns River Water Management District and DEP
 - Project includes
 - Installation of 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
 - Clearing and widening of main drainage canal running from E. Short St. and Hymon Circle south along US1 to our MS4 outfall which will allow for an increased drainage capacity for the entire southeastern quadrant of the City
 - Dirt service road would be constructed to access the canal for future maintenance by the City

The background is a map with various features. A horizontal road with a '100' shield is on the left. A diagonal road with a '11' shield runs from the bottom center towards the top right. A large green rectangular area is in the bottom left. A red arrow points upwards from a '2003' shield at the bottom center. A dense grid of streets is on the right side. The text 'MASS RE-ZONINGS' is centered in white, with a white wavy line underneath it.

MASS RE-ZONINGS

- Following the mass annexations of 2005-2009, the majority of those properties still carry Flagler County zoning designations
 - Per Florida Statute, land use and zoning designations of annexed property carry over to the new jurisdiction until they are changed by ordinance
 - This is an issue as it affects the ability to develop the property until the property's future land use AND zoning designations are both Bunnell designations
- Started in 2022 and planned for phases
 - The proposed changes are/will be to match the zoning designation to the existing future land use designation of the 2035 Comprehensive Plan, not to change the intended use
 - Phase 1 was adopted August 22, 2022
 - There will be a Phase 2 and 3 to address those parcels not included in Phase 1

- This project is helping save the citizens with inconsistent land use and zoning designations from having to apply for zoning changes which could delay the development of their property
 - At its lowest possible cost this is about a \$1200.00 savings to a citizen asking for just a zoning change; this cost could be higher depending on the local requirement notification costs, other legal advertising costs required per Florida Statute and the recording costs for the ordinance
- The cost to the City for the entire Phase 1 adoption totaled about \$16,500.00 (staff/contractor time, required studies, affected property owner notifications, advertisements and recording costs)
- The City will incur similar costs during both Phase 2 and 3



BUSINESS INCENTIVE PROGRAM

- In 2019, the City adopted Resolution 2019-23 which created the City's Business Incentive Grant Program
- It is a performance based, program; this means the City does not make any payments unless the required benchmarks are reached each year per the terms of the agreement

Project	Agreement date	Total Capital Investment in City	Status
Premier Food Trucks	1/27/2020	\$620,000	Built & Open
Project Green (Vidya Herbs)	3/23/2020	\$20,005,000	Pending
VRE Hold Co Inc	2/28/2022	\$1,615,526	Two Buildings Completed and another In Progress
Scott Mulligan	4/25/2022	\$543,465	Building in Progress
Project Christmas	5/23/2022	\$51,012,500	Pending
Project Sizemore	1/9/2023	\$4,400,000	Pending

Project	Starting Property Value	Starting Taxes	Current Property Value	Current Taxes
Premier Food Trucks	\$60,455	\$1,300	\$640,273	\$13,989
Project Green (Vidya Herbs)	\$807,841	\$21,705	\$1,587,383	\$34,210
VRE Hold Co Inc	\$281,452	\$6,820	\$309,597	\$7,302
Scott Mulligan	\$91,300	\$1,994	-	-
Project Christmas	\$49,682	\$1,070	-	-
Project Sizemore	\$1,613,994	\$38,307	-	-






LEGACY PROJECTS: PRE-CONSTRUCTION

An aerial photograph of a wastewater treatment plant. The image shows several large, circular, green-colored tanks arranged in a grid-like pattern. Each tank has a central white structure with radial lines extending to the outer edge. The tanks are surrounded by green grass and some industrial infrastructure. The text "WASTEWATER TREATMENT PLANT EXPANSION" is overlaid on the left side of the image.

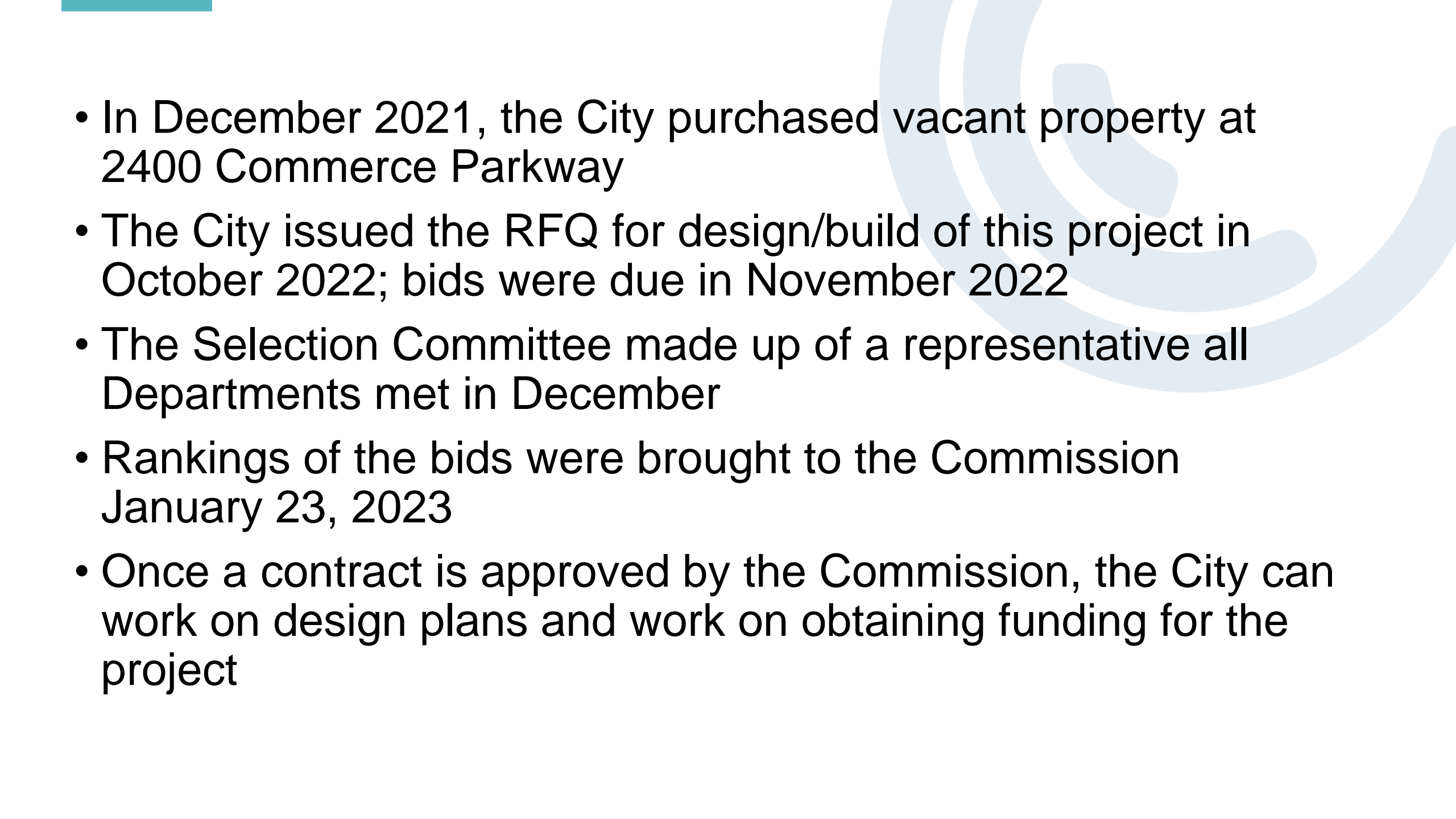
WASTEWATER TREATMENT PLANT EXPANSION

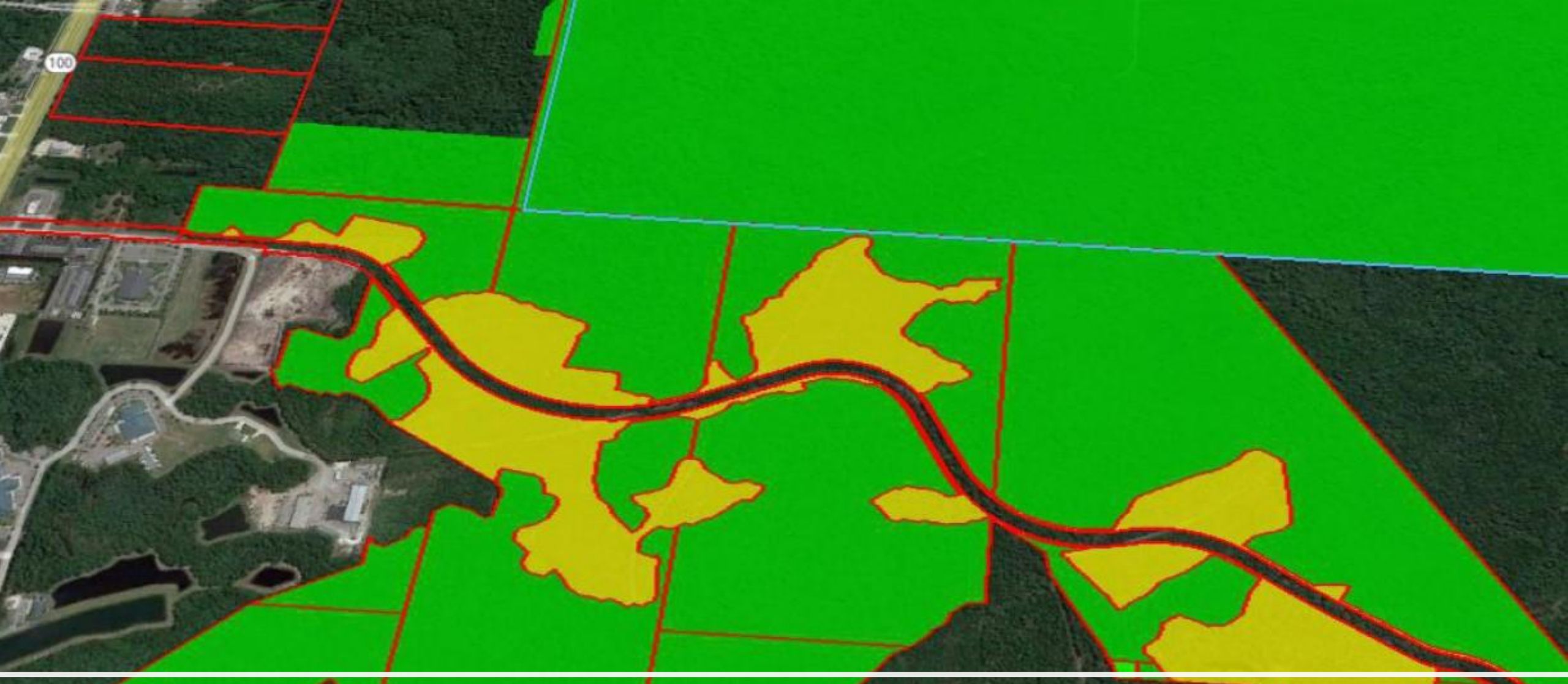
- The Wastewater Treatment Plant was built in the 1970's, expanded in the late 1990's, with reclaim addition in the early 2000's
- Currently the plant is permitted for 600,000 gallons per day which DOES NOT meet the City's current needs nor have room for the growth that is expected in the near future
- This project is FULLY funded utilizing multiple funding sources:
 - SRF Loan = \$12,000,000.00
 - SJRWMD REDI Grant = \$500,000.00
 - Water Protection Grant Funding = \$14,160,000.00
 - Army Corp of Engineers Grant Funding = \$15,000,000.00

- 
- This project is **FULLY** permitted
 - Project was bid out as a CMAR (Construction Manager at Risk) Project RFQ 2023-01
 - Published/released on 1/10/2023
 - Bid submittals are due 2/17/2023
 - Bid opening will be 2/17/2023
 - The Selection Committee will review the submittals and meet; then a recommendation will be brought to the Commission



NEW ADMINISTRATION/POLICE DEPARTMENT COMPLEX

- 
- In December 2021, the City purchased vacant property at 2400 Commerce Parkway
 - The City issued the RFQ for design/build of this project in October 2022; bids were due in November 2022
 - The Selection Committee made up of a representative all Departments met in December
 - Rankings of the bids were brought to the Commission January 23, 2023
 - Once a contract is approved by the Commission, the City can work on design plans and work on obtaining funding for the project

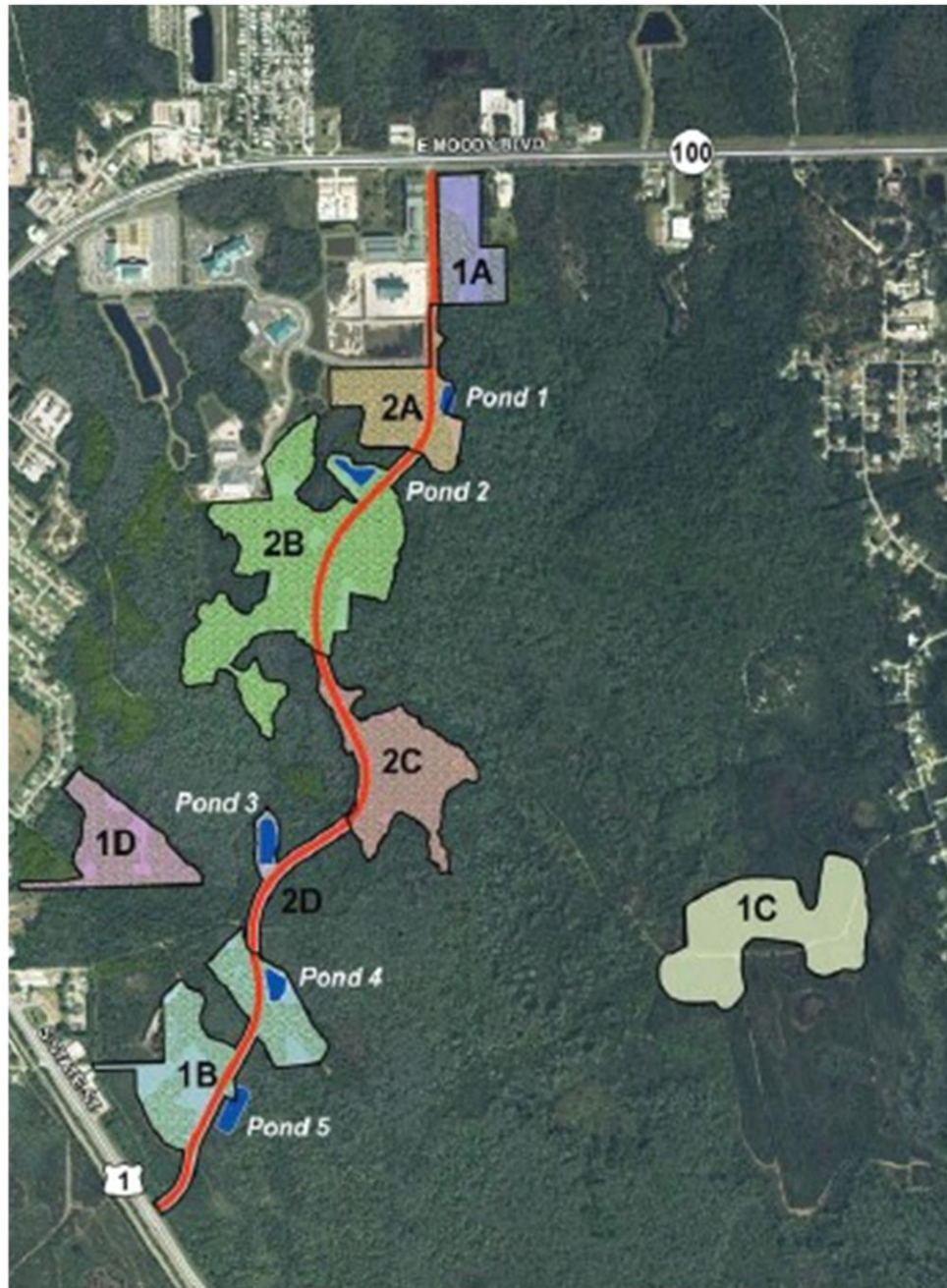


FLAGLER CENTRAL COMMERCE PARKWAY



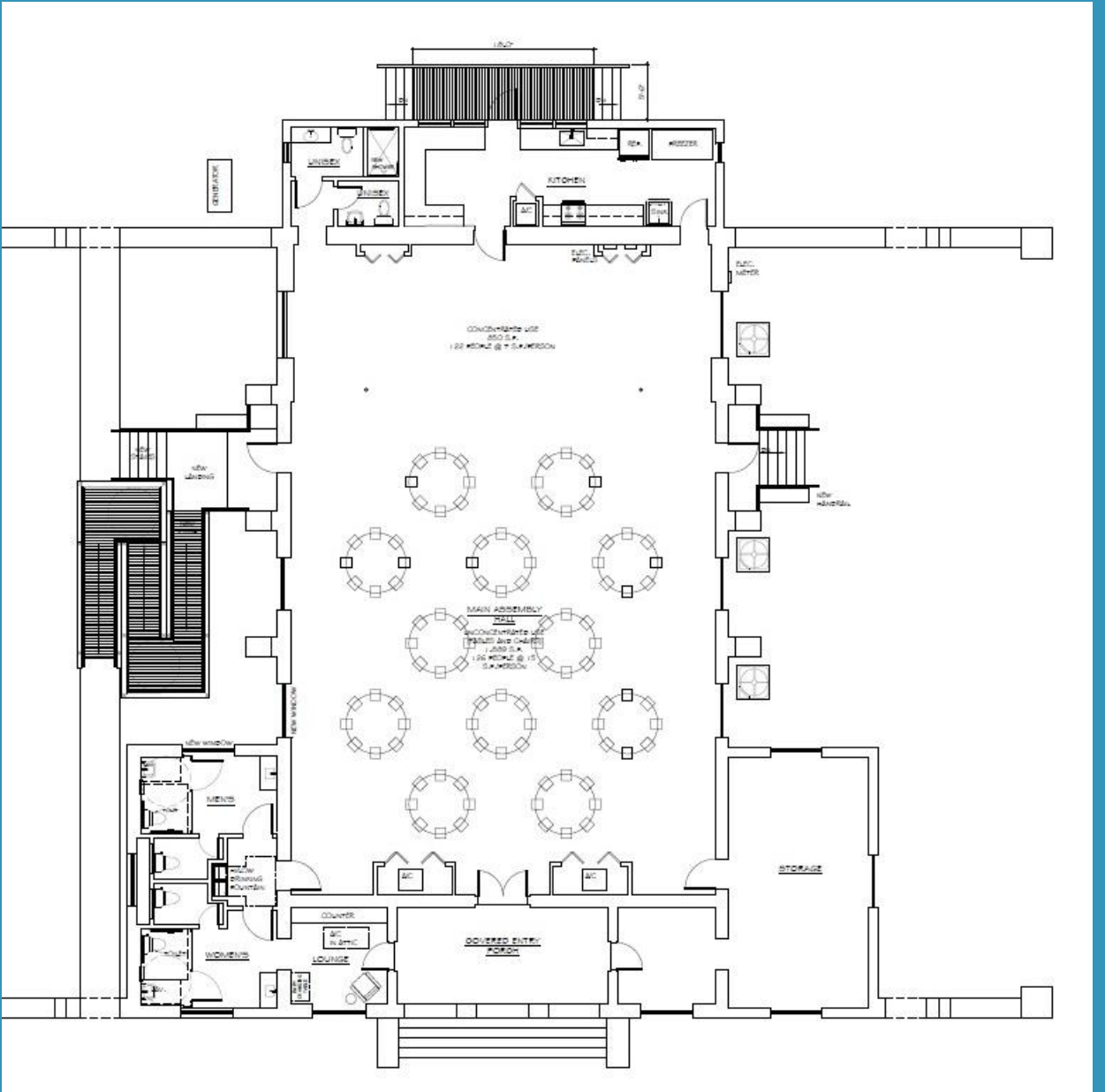
- Flagler Central Commerce has been in the works since 2002 when the Oare family conceived the connector road between US 1 and SR 100
- The PD&E (Project Development and Environment) Study was completed in 2013
- Construction drawings were done and completed in 2017; these drawings and plans need to be updated to current FDOT standards to be eligible for the State funding portion of the project
 - Plan updates are currently in progress

- This estimated \$10,993,000 project is now **FULLY** funded
 - State Funding = \$6,800,000
 - County Funding = \$3,193,000
 - City Funding = \$1,000,000
- Utility Construction: Water and Sewer Utility Construction could be up to an additional \$3,500,000 which is fully funded through the City's collected Water and Sewer Impact Fees
- It is expected the RFP for construction will go out in Spring 2023 with construction planned to start late Summer 2023
 - The roadway and utility portions of this project will be bid out separately



- Flagler Central Commerce is in the City's CRA
- It is a key economic development catalyst area for the City
- With the amendment to the City Comprehensive Plan in April 2022, an employment overlay district was created which will further help market this area to developers

COQUINA CITY HALL RESTORATION



- Coquina City Hall was closed due to environmental issues in 2021
- The City was awarded a \$500,000.00 Special Category Grant; this award will only cover a small portion of the necessary restoration needed to return the building to a useable facility space
 - Additional funding will be needed to completely restore the facility – currently that estimate is about \$900,000.00
 - We are not eligible for another Special Category Grant until the first one is closed out
- Remediation of the building just to remove the environmental issues with the building was completed by September 2022 and cost the City \$95,981.63
 - This high number was due to the extent of the mold and water damage found within cabinetry, closets, counters, walls, ceiling and the floor

- The City has a contract with Loci Architects for the design and project management of the Special Category Grant
- Design of the project is about 90% complete and the State has approved all planned restoration under the grant to date
- The City still needs to get a Hazardous Materials Assessment per the State's direction before proceeding with any restoration
 - This is already scheduled to occur in January 2023
- It is expected the RFP for the approved Phase 1 design which is to be paid for with the grant funding will get released in February
 - Once the RFP process has been finished and a contract awarded, it is hoped for restoration to start mid to late summer 2023
- Phase 1 funded through the Special Category Grant needs to be finished by June 2024



LEGACY PROJECTS PLANNED

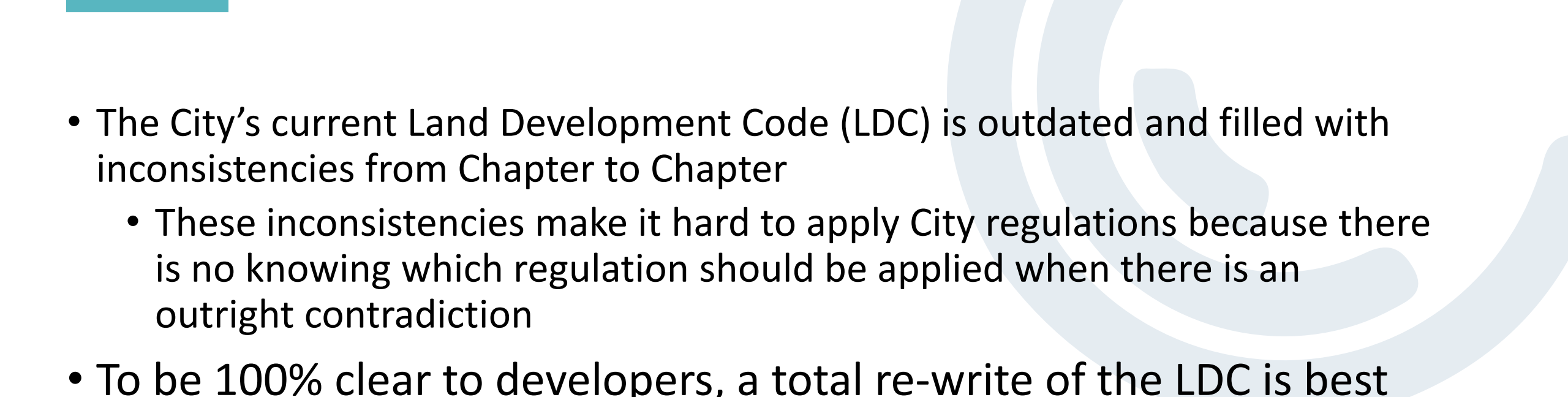
VERSION: FEB 7, 2019 (CURRENT) ▼

LAND DEVELOPMENT CODE CITY OF
BUNNELL, FLORIDA

SUPPLEMENT HISTORY TABLE

- Chapter 1 - GENERAL PROVISIONS
- Chapter 2 - ADMINISTRATION
- Chapter 6 - BUILDING REGULATIONS AND
FIRE SAFETY
- Chapter 10 - FLOODS AND STORMWATER
MANAGEMENT
- Chapter 14 - LANDSCAPING, TREE
PROTECTION AND TREE PLANTING
- Chapter 18 - NATURAL RESOURCE
PROTECTION AND MANAGEMENT
- Chapter 22 - SITE PLAN REVIEW AND
APPROVAL

LAND DEVELOPMENT CODE RE-WRITE

- 
- The City's current Land Development Code (LDC) is outdated and filled with inconsistencies from Chapter to Chapter
 - These inconsistencies make it hard to apply City regulations because there is no knowing which regulation should be applied when there is an outright contradiction
 - To be 100% clear to developers, a total re-write of the LDC is best
 - If staff tried to piecemeal amendments, as has been done in the past, we most likely would still end up with inconsistencies and contradictions
 - The re-write needs to be looked at in its entirety, not pieces, to fix the development obstacles the City is encountering

The background of the image is a light gray surface covered with numerous 3D models of houses. Most of these models are in shades of gray and are scattered across the frame. A single, distinct red 3D house model is positioned slightly to the right of the center, directly behind the word 'HOUSING' in the main text. The text is white, bold, and sans-serif, arranged in four lines.

AFFORDABLE (ATTAINABLE) HOUSING INITIATIVE/ PROGRAM

- Also known as “workforce housing” or “affordable housing”
- The need for attainable housing has been identified as a need in Flagler County for years; recently Northeast Florida Regional Council has committed to working towards attainable housing programs
- The City is drafting an ordinance at this time which would be brought before the Planning Board and City Commission for review and adoption per the Ordinance adoption standards set by Florida Statute
- The City’s draft regulations is geared toward helping the “middle-earners” who are not dependent on government subsidized housing but still need some kind of assistance to become a homeowner
 - This program would be aimed at those earning between 60% and 120% of the area median income (AMI) so that they can get the assistance needed to become homeowners rather than renting

ROAD MAINTENANCE



- The City owns 25.62 miles of paved roads and 1.39 miles of unpaved roads
- The City's roads have deteriorated beyond the ability to “easily” resurface; they are all in need of major repairs/construction now



- Costs to repair or rebuild roads continue to rise; estimated at \$600,000 to \$1,000,000 **PER** mile with a complete sub-base, base and asphalt replacement
- The City needs to commit to high dollar funding each Fiscal Year to even begin to tackle the first portion of road reconstruction
- Currently there is \$115,000.00 in the City budget for roads
 - The City is in the process of renewing our Micro Surfacing contract to be able to micro surface 1.31 miles of eligible roadways





WERE YOU COUNTING?

- That is **11!!!!**
 - Yes, **11** projects that this Commission is and will be working on which have the capability of leaving long-term, positive marks on the entire City of Bunnell
- And believe it or not, but staff isn't even done figuring out projects, plans or projects that the City needs



HOLY COW!



DON'T PANIC!

**WE GOT
THIS!**

REALLY!

“

At the end of the day, you
put all the work in, and
eventually it'll pay off. It
could be in a year, it could
be in 30 years. Eventually,
your hard work will pay
off.

KEVIN HART

YOU HAVE
THE **BEST**,
MOST
DEDICATED
STAFF IN THE
NATION TO
SEE YOU
THROUGH
THIS



Just off the Presses

