

# City Manager's Monthly Report



Dr. Alvin B. Jackson, Jr.  
City Manager  
For April 2022

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April 11, 2022

In accordance with the City Charter, Mayor Robinson, Commissioner Barnes and Commission Shultz were sworn into office following the March 8, 2022 Municipal Election.





April 23-25, 2022

Mayor Robinson, City Manager Jackson and Chief Brannon traveled to Tallahassee for the 2022 Florida Law Memorial Event. Sergeant Dominic Guida was honored during the event.





## State of the City: April 25, 2022

In accordance with the City Charter, the State of the City was held at the second Commission Meeting in April. The State of the City Address is the time when the Mayor reports on what happened in the City in the previous year. Refreshments were catered by World Plate, a local business in the City of Bunnell. Prior to the State of the City Address, a number of proclamations were presented, including ones for Crime Victims' Rights Weeks, National Public Safety Telecommunicators Week, and Municipal Clerks' Week.



## 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!

WHY  
ARE  
WE  
HERE?



## 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. If renting a City facility AND providing a bounce house or water slide for your event, you are required to provide an insurance certificate to the City.**



### FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
- Due to on-going vandalism at JB King park, security cameras were recently installed and activated. The City is exploring the cost to install cameras at other City parks.



### 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

Security cameras at JB King Park are now available on the internet. It is currently on a cellular modem, so it is very slow. However, it is only the one building right now. The purchase order for a second phase for this park would be 2 additional cameras and tying the buildings together with wireless bridges. The install for phase 2 is set for first week in May.

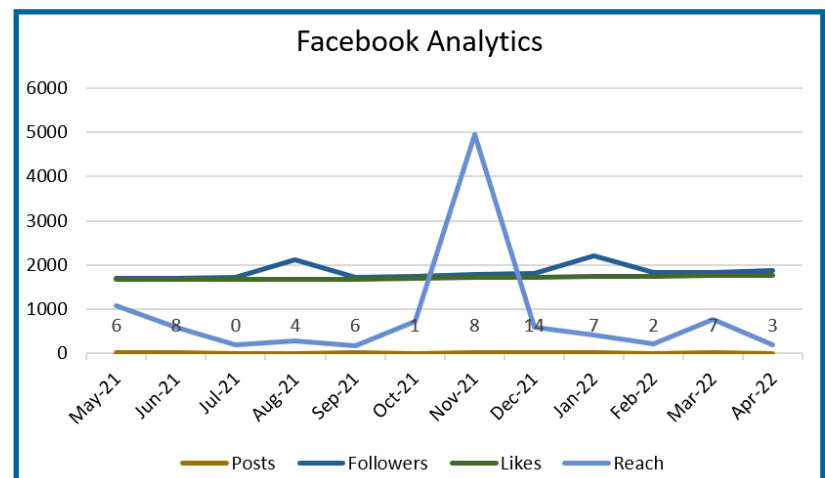
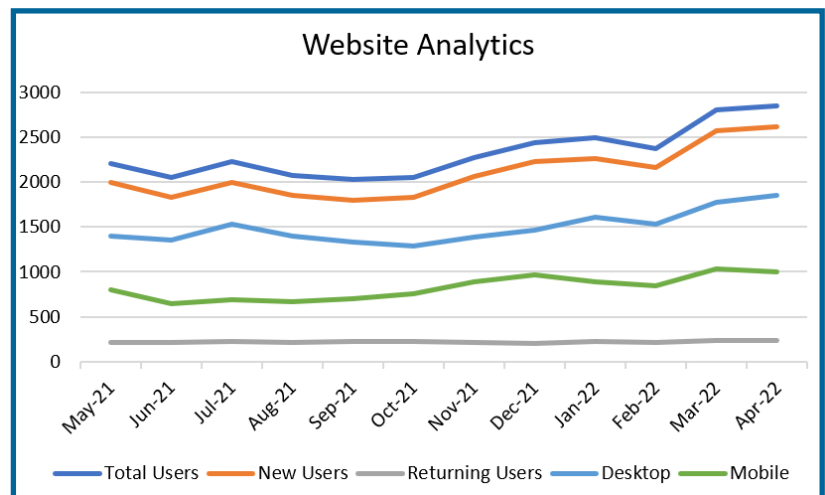
Since the Coquina Building is closed indefinitely, the internet connection has been terminated. The technology equipment has been removed from the building. An internet connection was ordered for Versie Lee Mitchel Community Center. Some of the equipment from Coquina, and a cabinet to secure it in will be ordered and installed at VLMCC bringing wireless internet access to the building.

ADT completed a second phase install at the Police Department. Adding several more cameras, and access control to the evidence building. The PD has requested the servers currently housed in the evidence building be relocated to the trailer. Ordered an equipment rack to make that happen, and relocated 2 of their 3 servers. The last server can not be moved until Spectrum completes the internet install in the trailer.

Working on getting prices for our annual hardware refresh. This is typically done around the first of the year, but has been delayed this year. Did a quick review to update the inventory database. And because many laptops were purchased last year using COVID funds, working these devices into the replacement program. Some will be replaced early. Hopefully with all of the still existing supply chain issues we will have no problems in obtaining this new hardware. However without a workspace, it will be interesting to see how long it takes me to get this equipment out once received.

### Top 10 web pages:

- |                     |                       |
|---------------------|-----------------------|
| 1. Home Page        | 6. Contacts Directory |
| 2. Open Positions   | 7. Human Resources    |
| 3. Agendas          | 8. Voluntary Boards   |
| 4. Police           | 9. Community          |
| 5. Building Permits | 10. Forms             |



## City Clerk Office

The City Clerk Office published agendas for all City's Public meetings: 2 City Commission Meetings, the Code Board Meeting,, the Planning Zoning and Appeals Board Meeting and 2 Auditor Selection Committee Meetings.

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

- Facility projects– the Versie Lee Mitchell Community Center gutter replacement; moving Municipal Park; expansion of security cameras at JB King Park
- Preparing for 2022 Charter Review Committee
- Going through official records to get ready to destroy those eligible for destruction per State guidelines; storage of official City records due to pending sale of 201 W. Moody Blvd.
- Working with City Attorney and City Planner on mass rezoning for 800+ parcels
- Working with NEFRC and City Planner for adoption of EAR Amendment and submittal of the adoption package
- Planned and hosted State of the City
- RFP 2022-01 Remediation Services for Coquina City Hall Bid opening, Selection Committee Meeting and working on agenda item to award the Bid
- Interviews for new HR Administrator; backing up Human Resources for other matters like open enrollment and job postings

## Business Tax Receipts (BTRs)

Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing these renewals. The Interlocal Agreement was ended this year. Moving forward, the City will process all of its own BTR renewals. The Clerk's Office starts preparing for the upcoming BTR renewal season in April/May. Notices will be sent out in June. We are still processing BTR renewals for the current fiscal year– these are businesses who still have not paid the fees as noticed June 2021.

Businesses should have paid their FY21/22 BTR fees by September 30, 2021. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30, 2021**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st. There are still businesses which have not renewed their BTR.

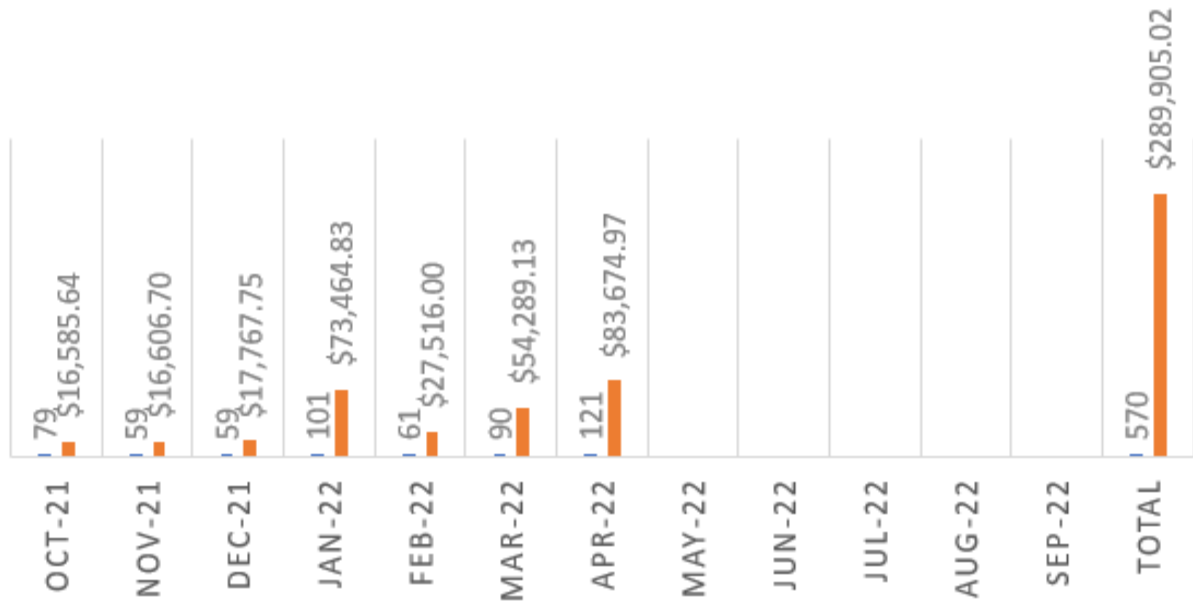
***Businesses with questions about their BTR should call the City Clerk Office at 386-437-7500***



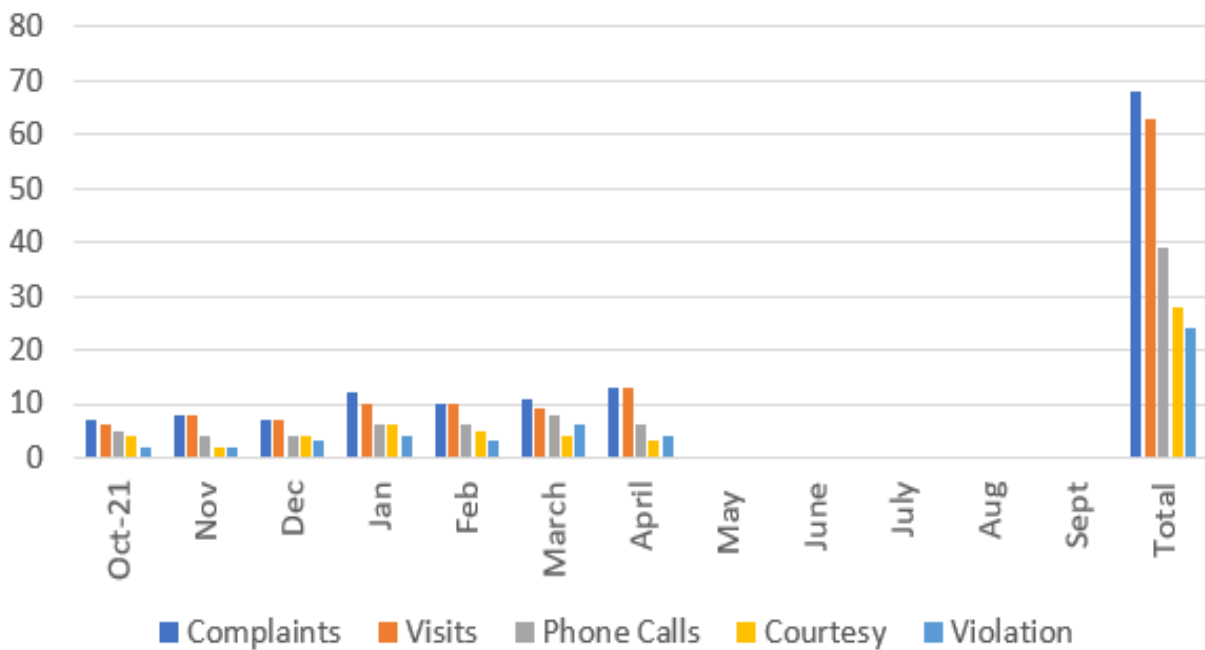
## Community Development

### PERMITS

■ # of Permits ■ Permit Amount

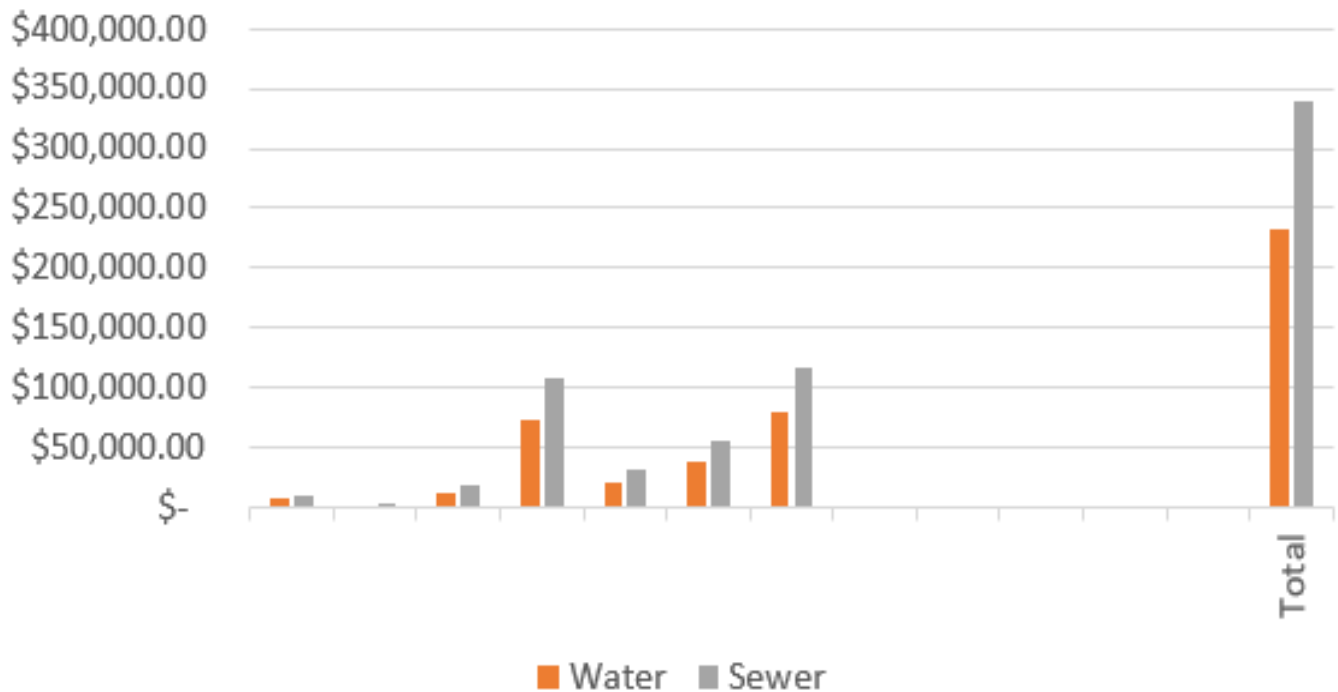


### Code Enforcement

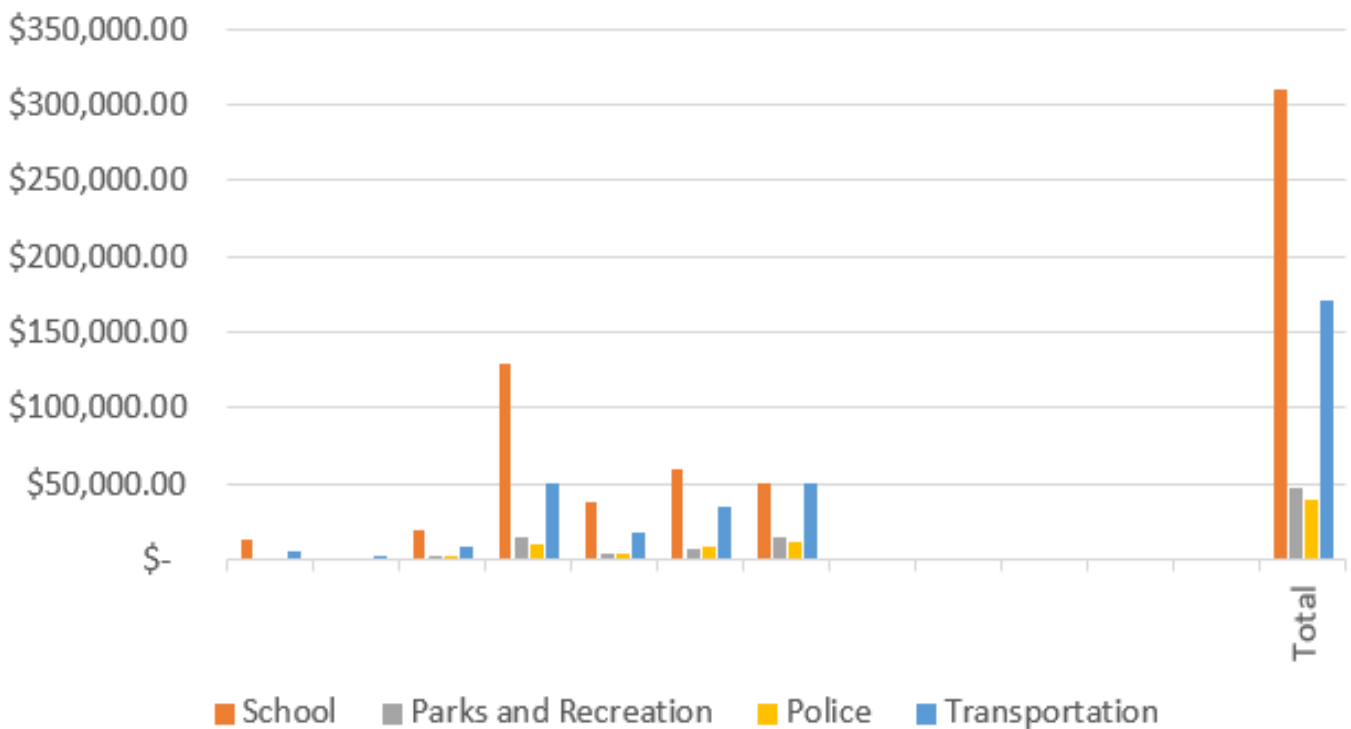


## Community Development

### Impact fees Water/Sewer



### Impact Fees General Fund





## Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hymon: Design and bid documents in process.	\$7,500	\$700,000
Hazard Mitigation Grant Program (HMGP) - Mobile Generators: Grant closeout in process. Final inspection concluded.	\$122,411	\$122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Cleaning, lining, and punch list complete. Final payment in process.	\$441,895	\$500,000
HMGP COVID-19 Pandemic (DR-4486) - Westside Phase 3: Application withdrawn. Project doesn't meet grant qualifications.		\$350,000
Master Plan Projects:		Funding Amt
WWTP Rehab/Expansion Construction Funding: SRF Loan Agreement received for review and signature.		\$12,000,000
Water Protection Grant Funding This grant funding opportunity became available through Florida Department of Environmental Protection's Protect FL Together program. The amount applied for is 50% of the estimated construction cost with a required 50% local match. Could be used with SRF loan if awarded both. Notice of selection for project funding received. Agreement in process.		\$7,080,000
In-House Projects:	Expense	Budget
Stormwater Culvert Installation - 804 Fifth This is an internal project managed by the City's Infrastructure Public Works Department. Involves installation of grass retention swales and conveyance culverts in the place of the current ditches. Planning and material acquisition in process.	\$3,530	\$15,000

## Infrastructure

### Capacities WTP/WWTP

- Capacity for the WWTP in April 2022 was 72% with a total of 3.83" of rainfall. Total influent flow for the month was 12.962MG, with a Daily Average of 0.432MG
- The WTP produced 10.260MG of drinking water, with a daily production average of 0.330MG in April 2022.
- Total Billed Meters April 2022- 2071

## Police Department

Activity	April 2022	April 2021	YTD 2022
<b>Part 1 Offenses Reported</b>			
Homicide	0	0	1
Aggravated Assault	0	2	2
Sexual Battery	1	1	2
Burglary	3	1	7
Larceny	2	2	10
Arson	0	0	0
Auto Theft	0	1	5
<b>Calls for Service</b>	1986	2958	7361
<b>Arrest Warrants Served</b>	4	4	14
<b>Arrests</b>			
Felony	7	8	30
Misdemeanor	6	15	45
<b>Additional Arrest Charges</b>			
Felony	0	4	14
Misdemeanor	4	5	24
<b>Criminal Charges SAO Review</b>			
Felony	0	0	2
Misdemeanor	0	0	8
<b>Traffic Stops</b>	196	186	618
Citations	16	16	76
Written Warnings	48	*	166
<b>Security Checks</b>	721	1115	2404
<b>Community Policing</b>	509	1131	2282
<b>Public Records Requests</b>	46	*	143

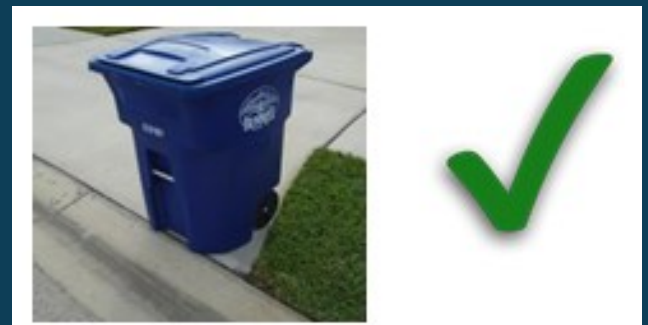


## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	118.19 Tons	9.09
Residential Recycle	32.19 Tons	2.48
Yard Waste	108 Yards	5.4
Commercial Garbage	200.48 Tons	15.42
Commercial Cardboard	28.9 Tons	2.22
Scrap Metal	2.3 Tons	.66
Construction & Demolition and Bulk debris	34.86 Tons	9.96

### 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 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 is on your street.
- ⇒ 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 19/20	FY 20/21	FY 21/22 (as of 4/30/2022)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	1371.90 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	841.49 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	366.67 Tons
Yard Waste	1593.00 Yards	1153 Yards	681 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	173.95 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	8.63 Tons
<b>Yearly Total</b>	<b>5848.71</b>	<b>5897.34</b>	<b>3443.64</b>