

City Manager's Monthly Report

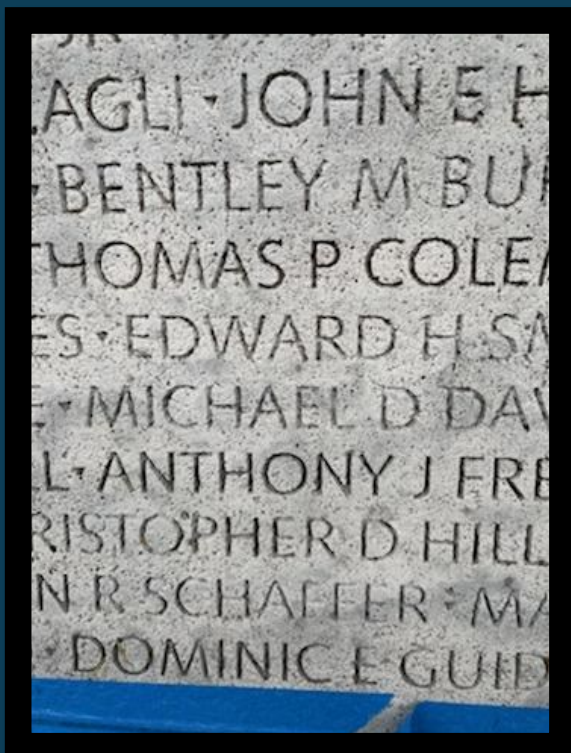
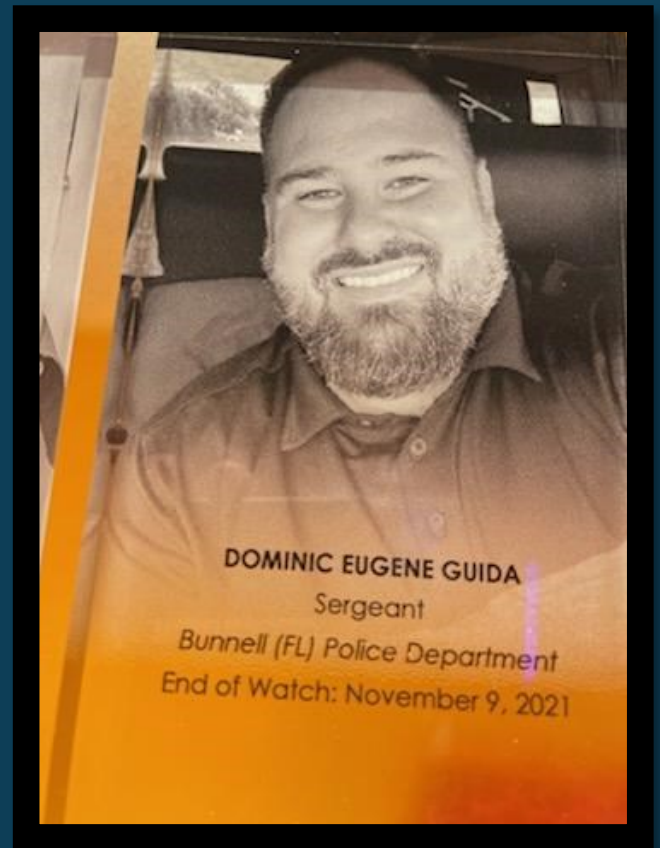
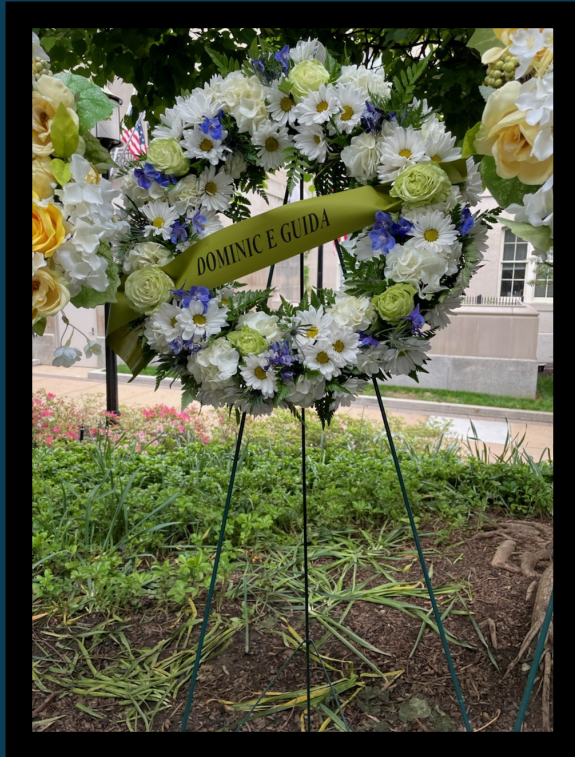


Dr. Alvin B. Jackson, Jr.
City Manager
For May 2022

Published: June 2022

May 13-15, 2022

Mayor Robinson, Vice Mayor Rogers, City Manager Jackson and Chief Brannon traveled to Washington DC the 2022 National Florida Law Enforcement Memorial Services. Sergeant Dominic Guida was honored during the event.



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 have been 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

The internet and Wi-Fi have been relocated from the closed Coquina building, and installed at Versie Lee Mitchel Community Center.

Old Surveillance System

The camera system the City put in place following a contribution from the Flagler County Housing Authority some years back was in need of upgrades. The Internet Explorer plug-in that was necessary to view or pull recordings from the recorders are not compatible with the Windows 10 operating system. Consequently as we rolled Windows 10 out to the officers, they were no longer able to view the cameras.

By federal regulation, the PD is not allowed to operate with an unsupported operating system. And in January of 2020, Microsoft ended support for Windows 7. The PD was all on Windows 10 before then. IT kept 1 Windows 7 laptop in inventory to work with this system.

For 3 years, the PD put in their proposed budget upgrades for this system, and for 3 years it was considered a lower priority. Following the third attempt, the system was no longer going to be maintained as it could not be used for its intended purpose. One of the storage devices failed, and that location was unplugged. As radios failed, the system was no longer accessible except by bucket truck.

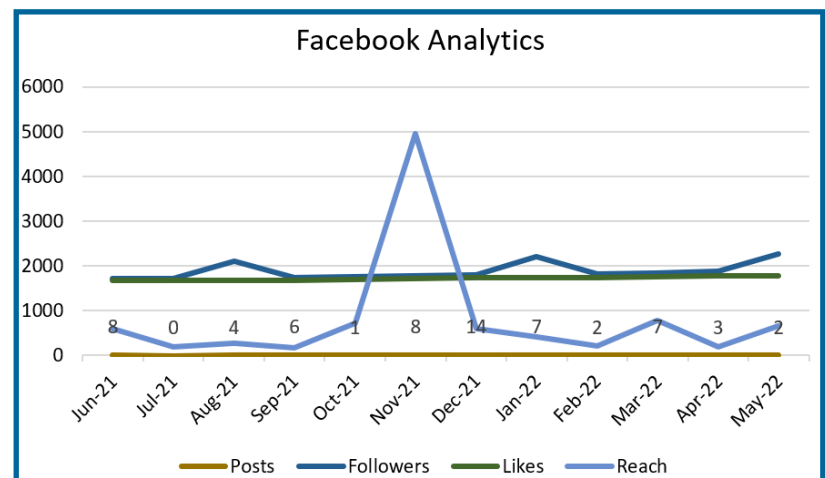
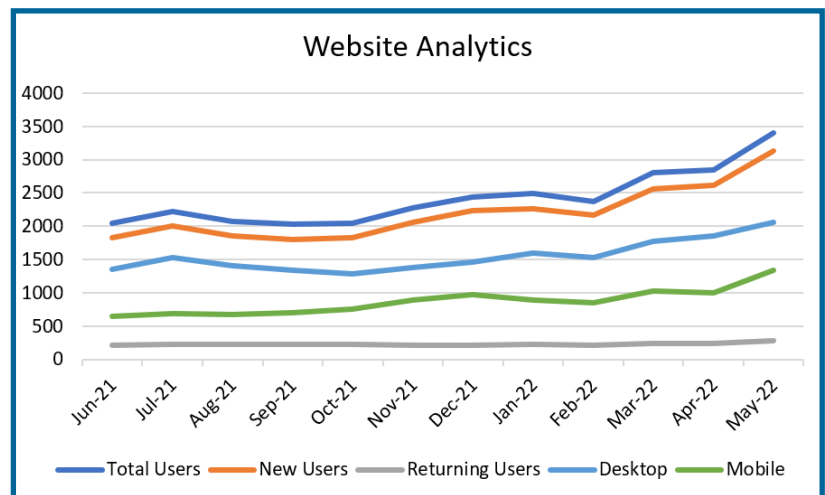
With the unfortunate events in January and May 2022, IT was requested to pull video again from this inoperable/antiquated system. In May, the City's bucket truck was down, a request was made to the City of Palm Coast who provided a bucket truck and the operators to pull the video from all of the locations. However since the system had not been maintained in a couple years and because it has not been upgraded when operating systems were phased out, there was no useable video recorded.

New Surveillance System

Have spent quite a bit of time speaking with various vendors to obtain quotes and purchasing options to replace the existing locations, and add several more. This will be coming to the board soon for possible action.

Top 10 web pages:

- | | |
|---|-----------------------|
| 1. Home Page | 6. Contacts Directory |
| 2. Press Release: Precautionary Boil Water Notice | 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 Planning Zoning and Appeals Board Meeting and an Auditor Selection Committee Meetings.

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

- Facility projects– getting Coquina ready for remediation; Municipal Park move
- Preparing for 2022 Charter Review
- 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.
- Publication of RFQ2022-01 Architectural Services and Project Management for Coquina City Hall project
- Covering Human Resources face to face tasks and responsibilities; processing new hire paperwork for 3 new employees and working on offer paperwork for 4 new employees
- Assisting Community Development with answering zoning and development questions
- 37.5 hours spent on records requests
- Working with Solid Waste on the failure of truck 941– working on insurance claim, processing application for rental truck, processing purchase order request for a temporary rental

Business Tax Receipts (BTRs)

As of 2022, the City will process all of its own BTR renewals. The Clerk's Office started preparing for the upcoming Fiscal Year 2022/2023 BTR renewal season in May. Notices will be sent out in June. At present, the City will be sending out almost 1,000 BTR Renewal notices for all registered businesses, this includes both in City and out-of-the-City businesses. We continue to process BTR renewals for the current fiscal year– these are businesses who still have not paid the fees as noticed in June 2021.

Businesses should pay their BTR Renewal fees by September 30, 2022 to avoid paying penalties. 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.

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

2022 Charter Review

In accordance with the City Charter, a review of the Charter is required every 5 years. This year, 2022, a Charter Review Committee needed to be appointed so any proposed Charter Amendments can be placed on the 2023 Municipal Ballot.

On May 9, 2022, the City Commission appointed the members of the 2022 Charter Review Advisory Committee. The members of the Charter Review Advisory Committee are:

Bonita Robinson (Alternate)

Daisy Henry

Darial Williams

David Wilhite

Gary Masten

Joe Kowalsky

Joe Allen

Michelle Heider

The required workshop for the Charter Review Committee was held on June 22, 2022. After the workshop, the Committee will begin the work of reviewing the City Charter to determine if any Charter Amendments need to be suggested to the City Commission for placement on the 2023 Municipal Ballot.

2023 Municipal Election

The next scheduled election for the City Commission is May 2023. There will be two Commission seats up for election.

Stay tuned to the City website and this report for information on when the Candidate Handbook will be available. This is a very useful tool for anyone considering running for City Office. It provides very important dates and deadlines for qualifying and campaign reports. This handbook will most likely be ready in October.

To be placed on the ballot you must qualify to run. The City Clerk is the Municipal Elections Officer. If you have questions about the upcoming election, contact the City Clerk.

Human Resources

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

Kristen Bates– May 24, 11 years!

Morris Long– May 28, 9 years!

Scott Bagwell– May 5, 8 Years!

Greg Gilyard– May 2, 6 Years!

Rodney Geer– May 12, 2 Years!

Robert Chandler– May 18, 2 Years!

Gary Harris– May 26, 2 Years!



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

May 10– Marcus DePasquale, City Engineer

May 23– Bradley Reed, Human Resources Manager

May 31– Kirstyn Seward, Accountant

WE ARE HIRING. OPEN POSITIONS:

Police Officer (2 vacancies)

Water Plant Operator Trainee

Water Plant Operator

Wastewater Plant Operator

Lead Wastewater Plant Operator



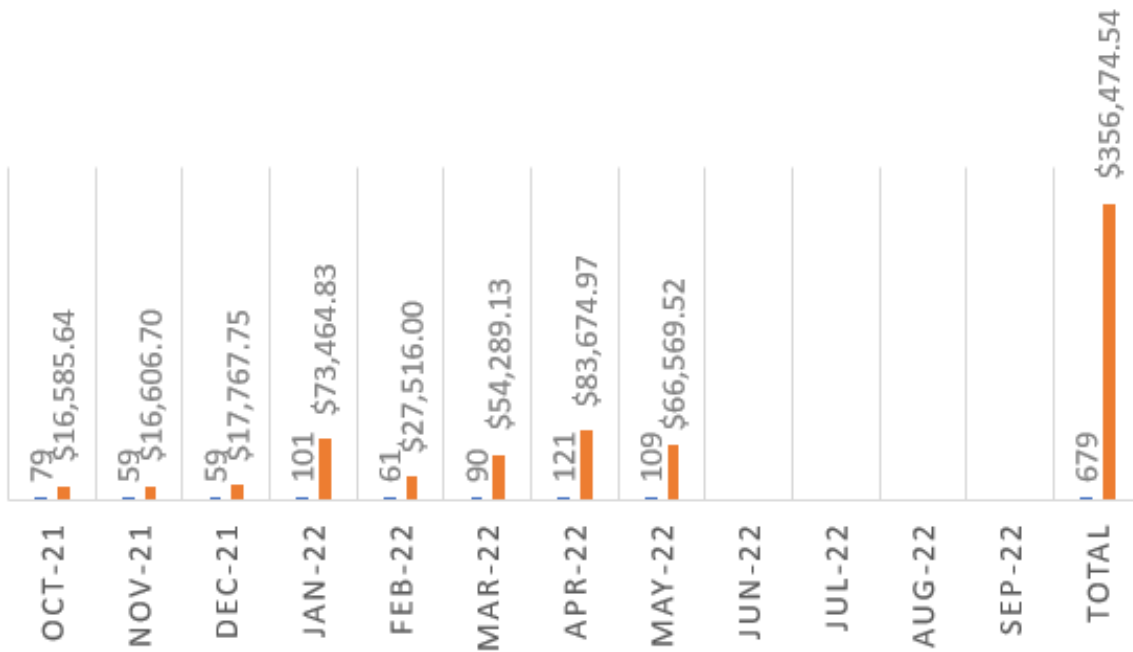
SHOUT OUTS:

- Officer Kilpatrick went above and beyond on May 21, 2022 when he attempted to rescue a citizen who drove into a retention pond in Grand Reserve
- May 21, 2022: The Infrastructure Department was dealing with sever storms and a loss of power at the Water Treatment Plant. The following employees worked long hours to restore power and during the Boil Water Notice period to get the City back to normal operations:
 - ⇒ Dustin Vost
 - ⇒ Jason Palmer
 - ⇒ Nathan Randolph
 - ⇒ Nicholas DeWind
 - ⇒ Randy Strickland
 - ⇒ Joseph Sweeney

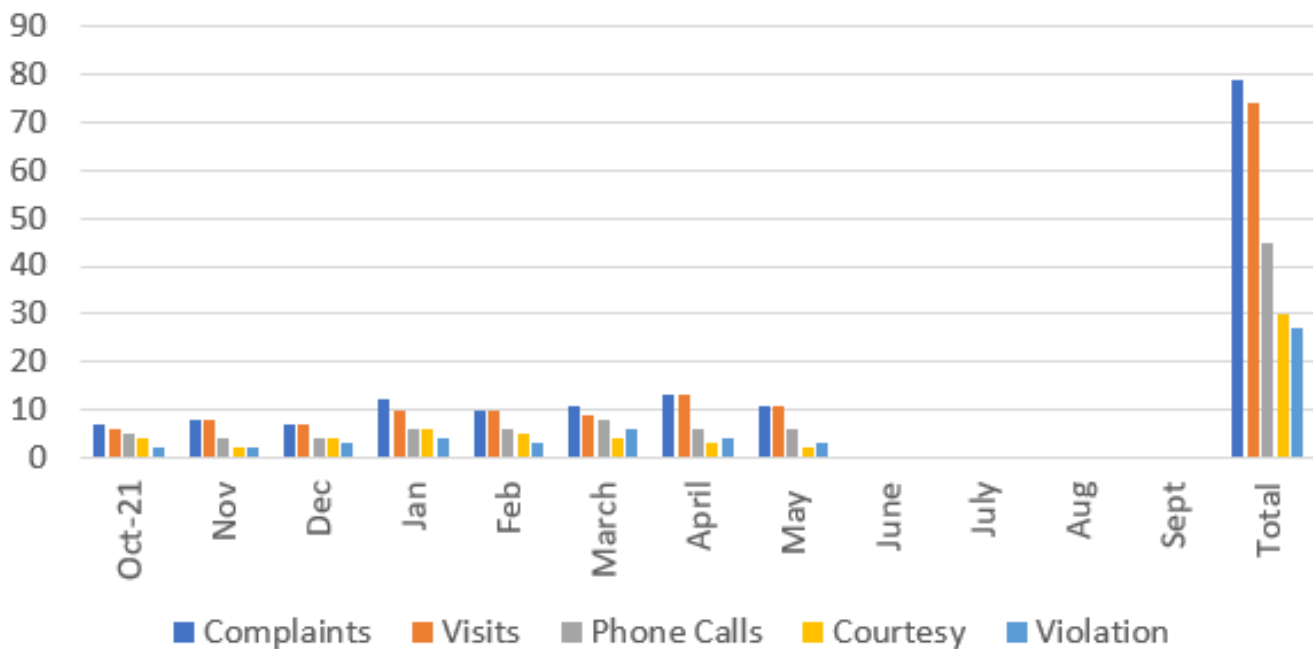
Community Development

PERMITS

■ # of Permits ■ Permit Amount

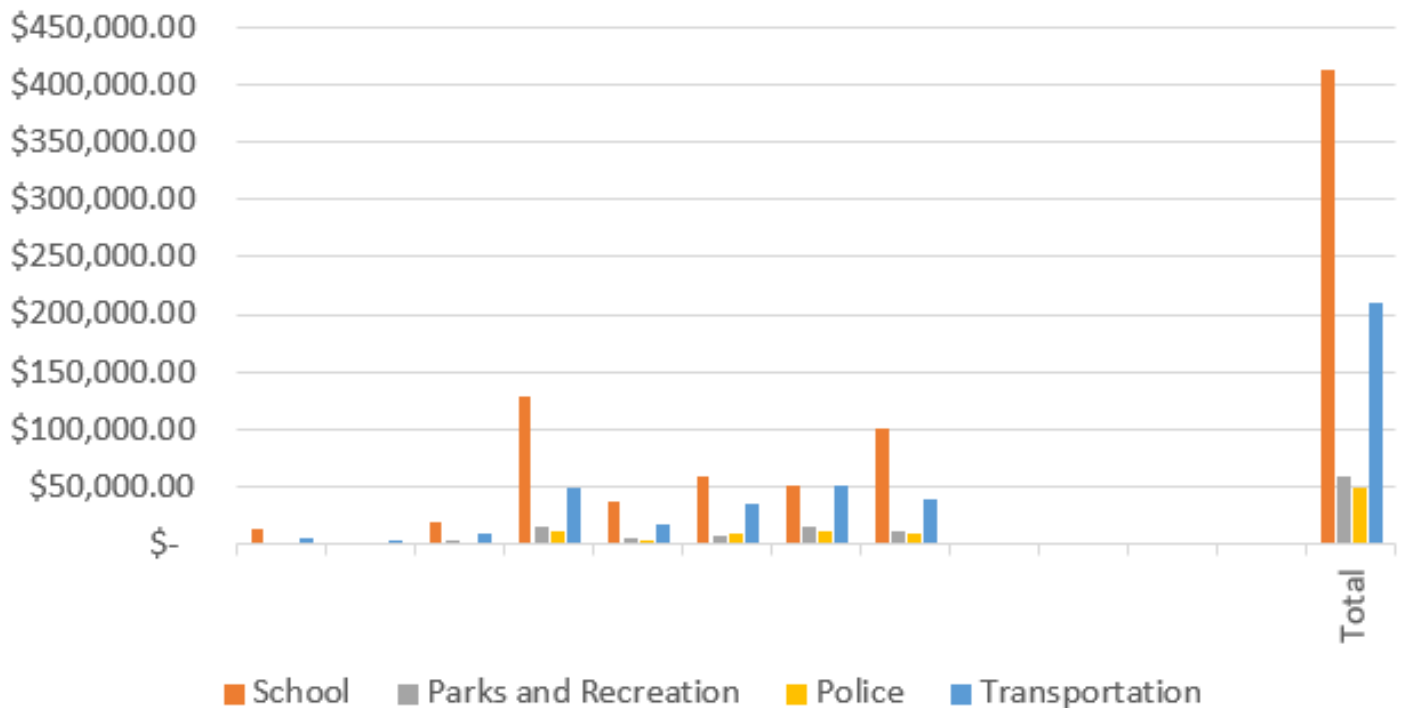


Code Enforcement

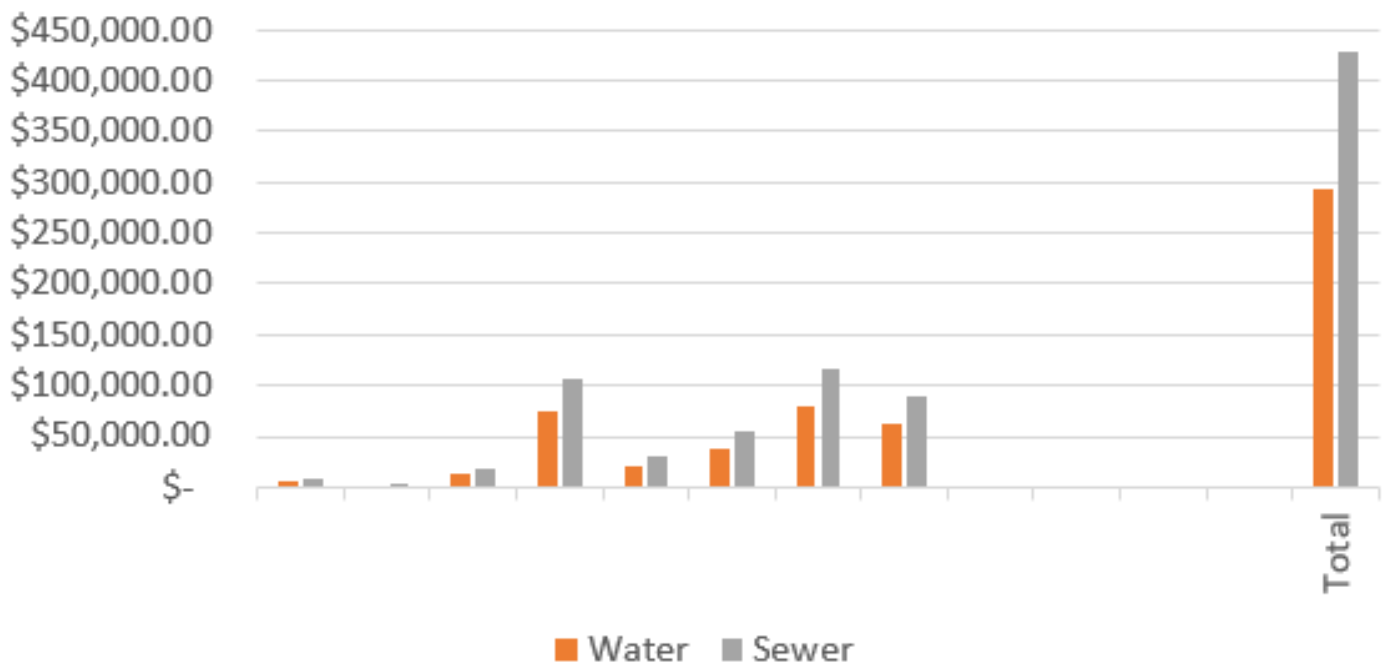


Community Development

Impact Fees General Fund



Impact fees Water/Sewer



Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hyman: Design and bid documents in process.	\$7,500	\$700,000
Hazard Mitigation Grant Program (HMGP) - Mobile Generators: Grant closeout in process.	\$122,411	\$ 122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Grant closeout in process.	\$441,895	\$ 500,000
Master Plan Projects:		Funding Amt
WWTP Rehab/Expansion Construction Funding: SRF Loan Agreement received for review and signature.		\$12,000,000
SJRWMD REDI Grant Notice of Selection for project funding received. Agreement in process.		\$ 500,000
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.	\$5,996	\$15,000

Infrastructure

Capacities WTP/WWTP

- Capacity for the WWTP in May 2022 was 62% with a total of 6.72" of rainfall. Total influent flow for the month was 11.529MG, with a Daily Average of 0.372MG
- The WTP produced 11.131MG of drinking water, with a daily production average of 0.359MG in May 2022.
- Total Billed Meters May 2022- 2103

Police Department

Patrol Division	This Month	Same Month Last Year	Year to Date
Residential Burglaries	0	0	6
Vehicle Burglaries	2	1	5
Business Burglaries	0	0	1
Auto Thefts / Recovered	2 / 2	3 / 4	7 / 10
Traffic Crashes	18	17	94
Traffic Stops	321	192	912
- Citations	34	32	110
- Written Warnings	111	0	277
Warrants Attempted / Served	23 / 8	21 / 6	63 / 22
Reports Written	166	90	646
Arrests	28	16	103
- Felony	17	10	47
- Misdemeanor	11	6	56
Criminal Charges Filed	48	34	171
- Felony	24	18	70
- Misdemeanor	24	16	101
Public Records Requests	30	N/A	173
Security Checks	960	846	3,277
Community Policing	438	876	2,692

Persons Crimes	This Month	Same Month Last Year	Year to Date
Cases assigned	1	0	0
Cases completed	8	0	0
Current caseload	0	0	0
- Cases active	0	0	0
- Cases pending	0	0	0
- Cases closed	8	0	0
Investigation call outs	0	0	0
SA 707's Filed	1	0	0
Arrest warrants	1	0	0
Search warrants	0	0	0
Felony arrests	7	0	0
Assist Other Agencies	19	0	0
Cases Reassigned to FCSO	5	0	0

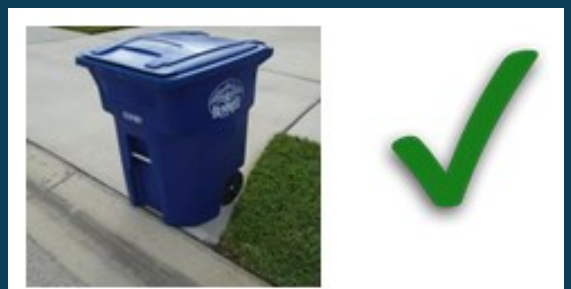
Property Crimes	This Month	Same Month Last Year	Year to Date
Current Assigned Caseload	0	0	0
- Burglary (Residential)	0	0	0
- Burglary (Conveyance)	6	0	0
- Burglary (Commercial)	0	0	0
- Fraud / Theft	0 / 2	0 / 0	0 / 0
Cases Completed	0	0	0
- Burglary (Residential)	0	0	0
- Burglary (Conveyance)	0	0	0
- Burglary (Commercial)	0	0	0
- Fraud / Theft	0 / 4	0 / 0	0 / 0
Cases – Active	2	0	0
Cases – Closed	4	0	0
Cases – Pending	0	0	0
Recovered Stolen Property Value	\$0.00	\$0.00	\$0.00
Investigative Callouts	0	0	0
SA 7-07 Affidavit Filed	0	0	0
- Felony Charges	2	0	0
- Misdemeanor Charges	0	0	0
Arrests	0	0	0
- Felony	1	0	0
- Misdemeanor	0	0	0
Arrest Warrants Obtained	0	0	0
Search Warrants Obtained	0	0	0
Assist Other Agency	0	0	0

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	129.89 Tons	9.99
Residential Recycle	27.98 Tons	2.15
Yard Waste	114 Yards	5.7
Commercial Garbage	212.16 Tons	16.32
Commercial Cardboard	27.29 Tons	2.09
Scrap Metal	0	0
Construction & Demolition and Bulk debris	40.04 Tons	11.44
Waste Tires	5.1 Tons	2

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 5/31/2022)
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
Yearly Total	5848.71	5897.34	4000.1