

City Manager's Monthly Report



Dr. Alvin B. Jackson, Jr.
City Manager
For August 2021

Published: September 2021

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.

The City of Bunnell declared a local state of emergency on March 18, 2020.

On July 9, 2020, the City Commission adopted Emergency Resolution 2020-20 Requiring the wearing of Face Coverings in Public Places. There has been no change to this Resolution.

Due to the continued rising COVID cases, the City continues to offer hybrid Virtual City Meetings to help lessen the spread of COVID. All voting members of the board are physically present in one location and staff and public are participating virtually.

There is limited space for public to attend a City meeting in person. If you wish to attend a City meeting in person, please contact the City Clerk Office to reserve one of the limited seats. If attending in person, masks may be required.

Join Zoom Meeting via INTERNET CONNECTION:

<http://bunnellcity.us/meeting>

OR click the Virtual Meeting banner on the City website www.bunnellcity.us

OR open via the Zoom App

Meeting ID: 944 464 2817

OR TO JOIN VIA TELEPHONE (AUDIO) ONLY:

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 944 464 2817

All residents and businesses are urged to continue to follow Florida Department of Health and CDC guidance, to include:

- **Wearing cloth face coverings when out in public**
- **Practicing aggressive social distancing at all times – people should keep a minimum of 6 feet of space between one another**
- **Frequent hand washing for at least 20 seconds, or use an alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available**
- **Avoiding close contact with people who are, or may be, sick**

Park Updates, Facility Rentals and Garage Sale Permits

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

Certain facilities, such as water fountains are still considered off limits due to the pandemic and constant disinfection of these facilities is not possible.



The City is accepting applications for the rental of parks and rental facilities. Applicants are required to turn in a completed rental application AND include a COVID/ Social Distancing plan or measures that will be taken with the application. If no plan is provided, the rental will not be approved.

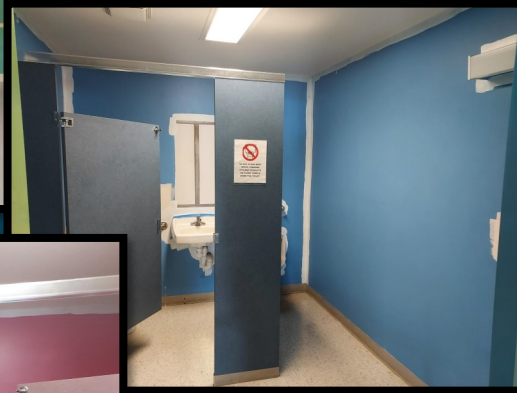
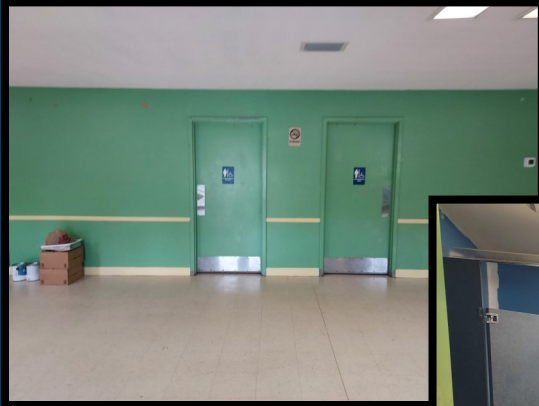
Coquina City Hall located at 200 S. Church Street is not currently available to rent.

Garage Sale Permits: The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department and provide a COVID/Social Distancing Plan.

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.

Versie Lee Mitchell Community Center

At the end of August the Versie Lee Mitchell Community Center underwent a much need interior facelift. Over the last few years, the facility has sustained minor damages from rentals. The Parks and Recreation Crew worked extra days to start giving this facility the attention it needs to become a better facility for citizens to rent and use.



BEFORE



AFTER



Information Technology

Like many vendors, the new telecom company is experiencing delays in receiving goods and materials. The telephones we ordered as part of this service have been backordered. The vendor has offered an upgraded phone which they evidently have in stock to replace the phones we have been waiting on. These new phones have shipped. We should be porting to the new system soon.

Received the equipment from Verizon for the Automatic Vehicle Location (AVL) project. Fleet has been installing and activating the equipment. It has all been installed. Staff is currently going through training offered by Verizon and will be tweaking the system to get the information needed from the system.

Received equipment, and completed the wiring of Suite 4 for Administration. Currently we are waiting for the contractor to finish the interior renovations on the system. Tentatively the copier and telephones are scheduled to be relocated on September 13. ADT has completed the installation of the alarm system as well.

Chief Foster and I met with the CIO for the County. They are providing internet access, access control, and security cameras to the PD for the time they will be located on County property. The trailer has been ordered, and expected to be delivered the end of October.

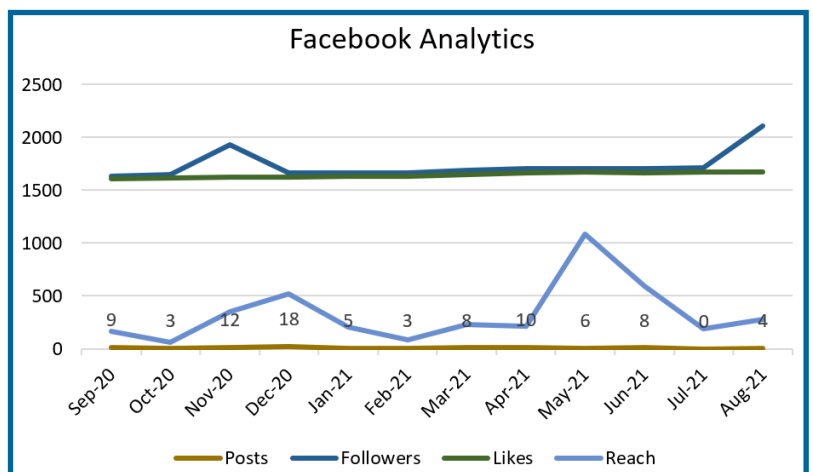
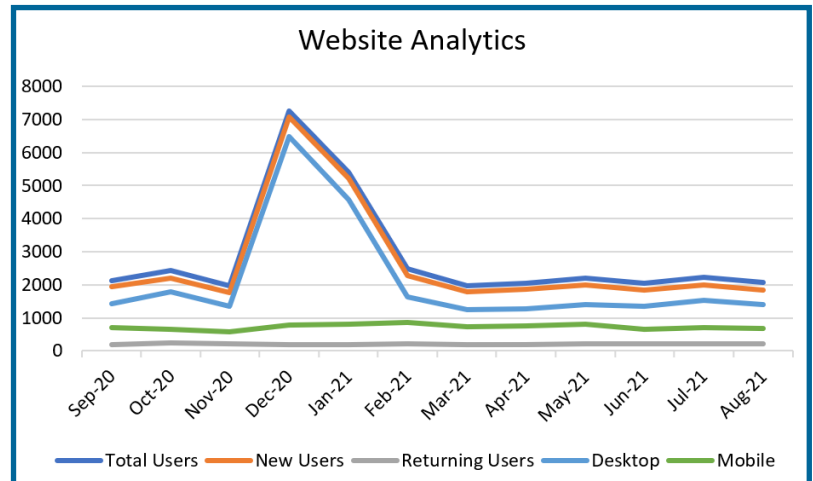
With the possible selling of the property at 201 W. Moody Blvd. we will need to relocate our servers while still making them accessible for our users. The most stable building we have right now is the water plant. It has a communications room, and backup generator, AC, etc. To accommodate the equipment rack, and the UPSs we utilize on the servers, an electrical contractor has been hired to add a couple receptacles in the communications room. Also working with Spectrum on an internet bandwidth upgrade for the plant.

Still awaiting the cameras for JB King. The global chip shortage is really causing an issue for vendors.

Finally received 4 replacement laptops for the PD. These were ordered in June. Installed the necessary software, and deployed them to the officers.

Top 10 web pages:

1. Home Page
2. Building Permits
3. Open Positoins
4. Agendas
5. Contacts Directory
6. Police
7. Community
8. Human Resources
9. Volunteer Boards
10. City Commission



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings, - 5City Commission Meetings or Workshops. The agenda for the Code Enforcement Board Meeting was published. The Planning, Zoning and Appeals Board Meeting was cancelled due to a lack of items to hear and a cancellation agenda was published. The City Clerk office continues to spend a minimum of an additional 2 hours per meeting for COVID work that is done pre and post meetings.

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

- Participation in COVID Uniform Messaging Multi-Jurisdictional Task Force.
- Working on continuing facility repair issues– Public Works Yard, Lake Lucille Electrical, on-going HVAC failures at 201 W. Moody Blvd. during the month and Versie Lee Mitchell repair and painting project.
- Working on getting alternate work space ready to occupy.
- Working with other departments on the RFP for the sale of the property at 201 West Moody Blvd.
- Working with the Supervisor of Elections for the 2022 Municipal Elections.
- Preparing for and hosting the Annual Ethics Training for Elected Officials and other Volunteer Board Members.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines.

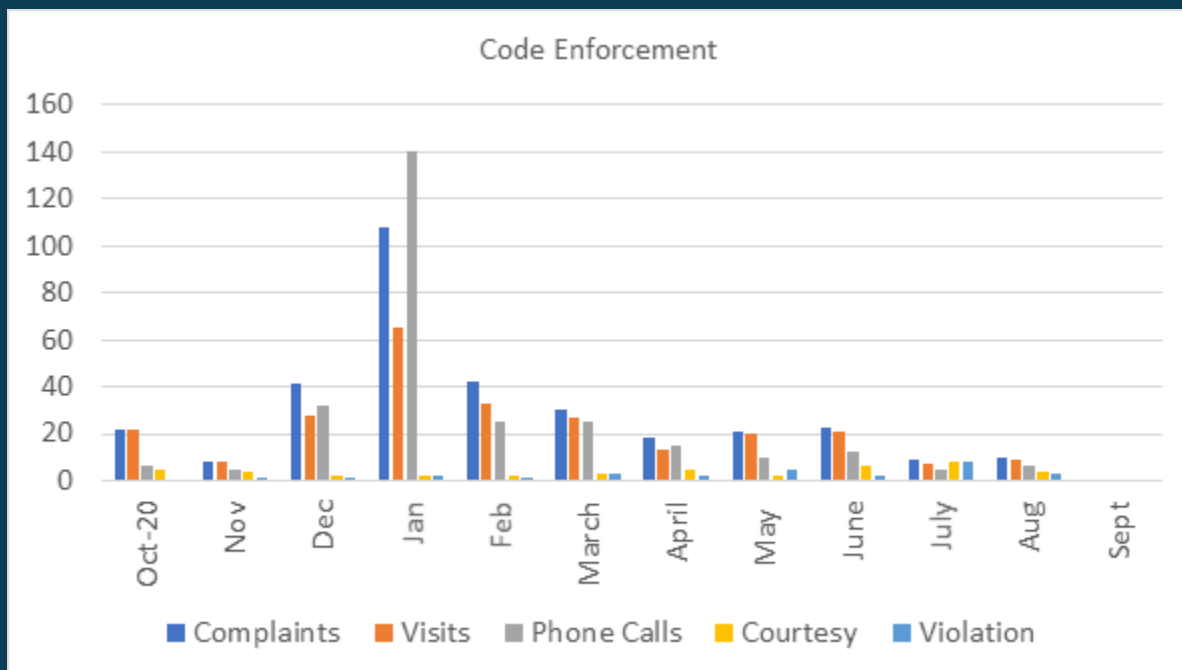
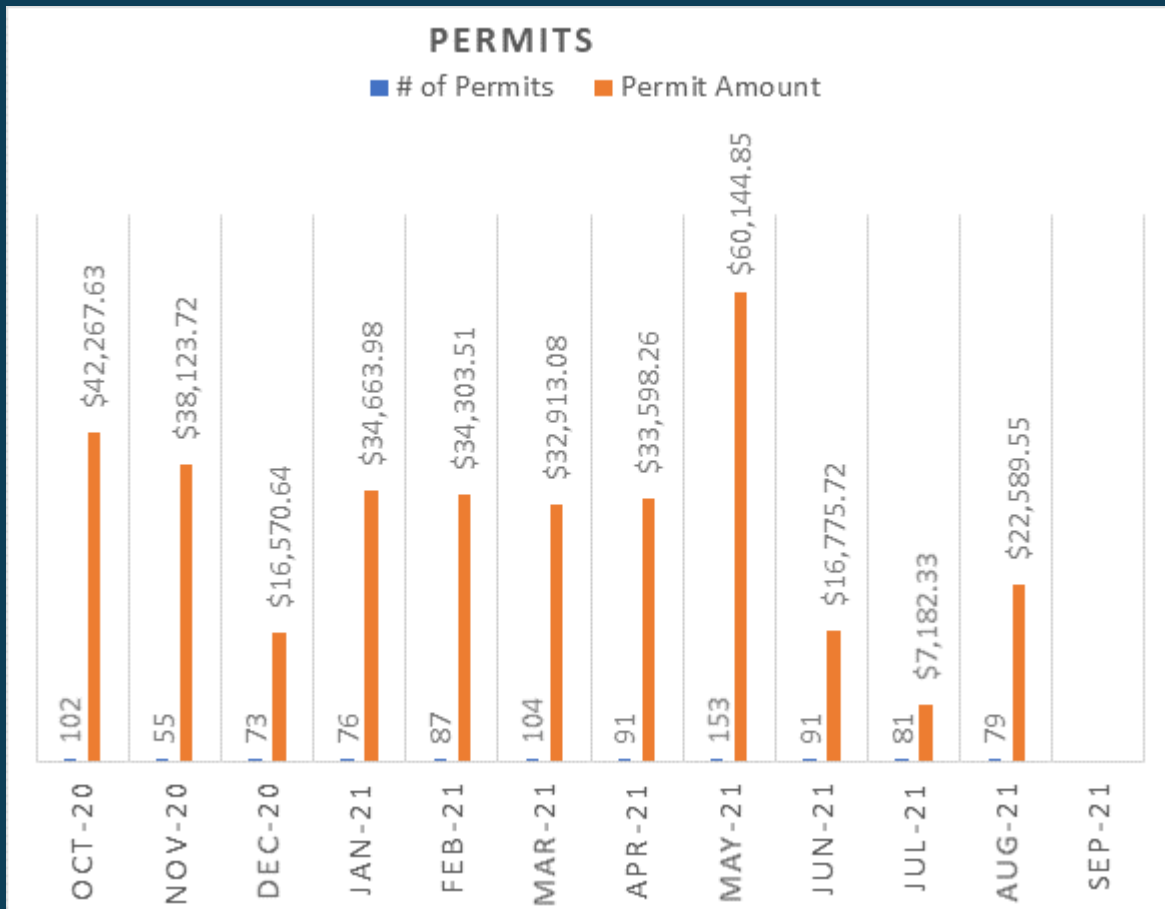
Business Tax Receipts (BTRs)

It is Business Tax Receipt (BTR) Renewal season. Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing BTR renewals. The Flagler County Tax Collector Office sent out the FY 21/22 notices or e-mails in July. The City renewed BTRs for 1,137 businesses. This does not include those who were in the process of obtaining their initial BTR at the time all renewal information was provided to the County.

Businesses need to pay their FY21/22 BTR fees through the Flagler County Tax Collector Office 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 30th. The required penalties are as follows: 10% October 1st ; 15% November 1st; 20% December 1st; and 25% January 1st.

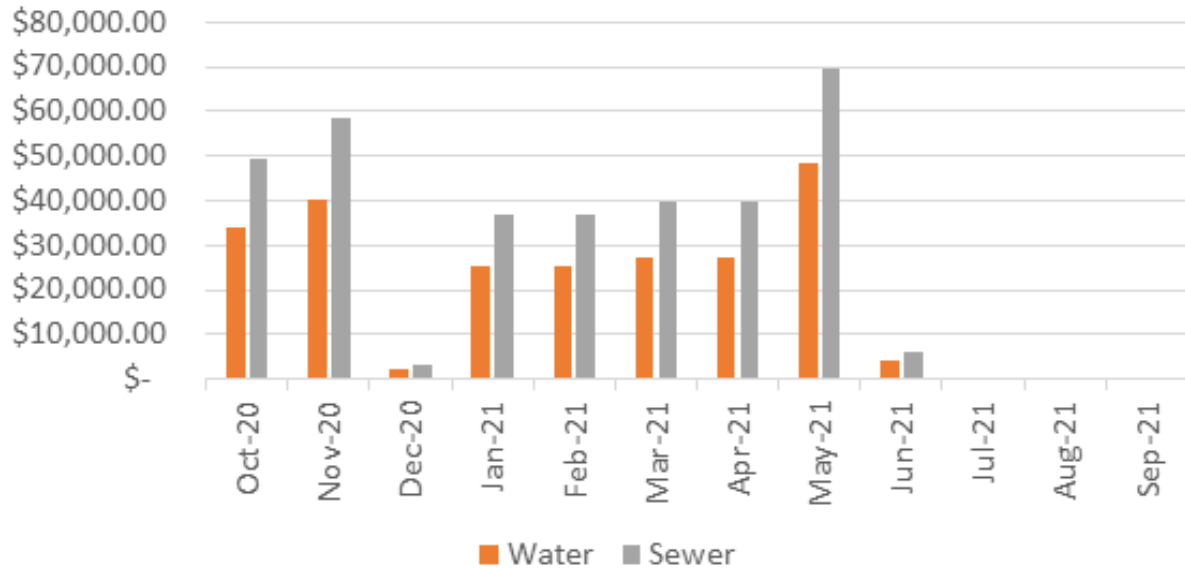
Any business who has questions about their BTR should call 386-437-7500 x 5

Community Development

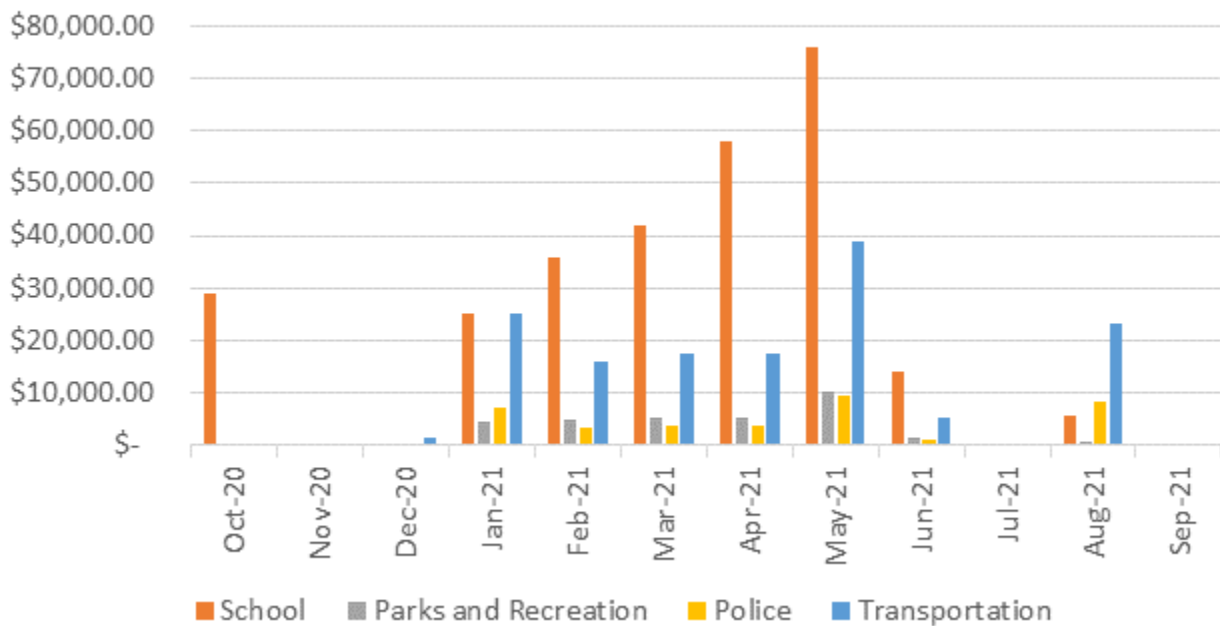


Community Development

Impact fees Water/Sewer



Impact Fees General Fund



Projects

Grant Projects:

Grant Amt

Community Development Block Grant (CDBG):

\$700,000

CDBG Procurement Policy Ordinance revision 1st reading approved August 23rd Commission Meeting. 2nd reading on September 13th agenda. RFP in process for Grant Administration.

Hazard Mitigation Grant Program (HMGP):

\$138,070

Order for generators has been placed. Estimated delivery pushed to October 2021.

2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4:

\$500,000

Agreement approved and executed at the August 23rd Commission Meeting.

Master Plan Projects:

Funding Amt

WWTP Rehab/Expansion Construction Funding:

USDA / SRF Loan

\$12,000,000

Project plans and specs have been approved for funding.

Water Protection Grant Funding

\$7,080,000

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.

Application submitted.

Wastewater Treatment Plant Rehab/Expansion Design:

\$1,000,000

Design complete.

Infrastructure

New water meter installations August 2021

Residential: 13 new installations

Total billed meters: 2,035

Police Department



Chief Foster, Sgt. Mortimer and Cpl. Groth represented the City of Bunnell Police Department at the funeral for Daytona Police Officer Jason Raynor.

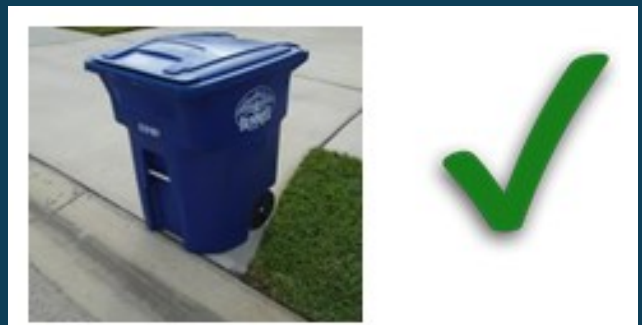
Rest in Peace Officer Raynor

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	134.88 Tons	10.37
Residential Recycle	22.60 Tons	1.73
Yard Waste	35 Yards	1.75
Commercial Garbage	171.08 Tons	13.16
Commercial Cardboard	24.16 Tons	1.85
Scrap Metal	0	0
Construction & Demolition and Bulk debris	27.50 Tons	7.85

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 cart
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ Yard waste- compact PILES no larger than 6'x6'x6'; No string, plastic ties, hoses, bags or other debris with 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.





RESIDENTIAL SOLID WASTE SERVICE INFORMATION

QUESTIONS? CALL 386-437-7500

SCHEDULE:

City (Not in Grand Reserve):

MONDAY: YARD WASTE (ONE pile only)

TUESDAY: GARBAGE in cart

WEDNESDAY: RECYCLING

FRIDAY: GARBAGE in cart

FRIDAY: BULK ITEMS

Grand Reserve:

MONDAY: GARBAGE in cart

MONDAY: YARD WASTE (ONE pile only)

WEDNESDAY: RECYCLING

THURSDAY: GARBAGE in cart

FRIDAY: BULK ITEMS

YARD WASTE RULES:

- Compact PILES no larger than 6'x6'x6'
- No string, plastic ties, hoses, bags or other debris should be included with yard waste
- ONLY 6 yard per month is FREE
- If a contractor is hired for tree removal and leaves the debris at the right of way, the City is obligated to remove the hazard from the right of way and charge for the pick-up

CART PLACEMENT: USE CITY ISSUED CARTS ONLY

- Face lid opening of cart toward the street (handles & wheels facing house)
- Place front of cart within 3 feet of street edge allowing 2 feet of clearance on each side of cart
- **Do NOT** fill carts with construction debris, dirt or yard waste
- **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.
- **DO** place them within 3 feet of the paved street.
- It is recommended to place carts out the night before. The driver will not turn around if your cart is not out when the truck has passed your house.
- Drivers do not exit the truck to handle debris left on the ground or piled on top of cart.



PROPER PLACEMENT ON DRIVEWAY



DO NOT PLACE IN ROAD

BULK PICK UP: TO SCHEDULE CALL 386-437-7500 x 3

For bulk pick-ups, please call BEFORE the pick-up day to ensure your work order will be completed.

- There are NO charges to pick up residential furniture such as mattresses, couches, rugs, etc.
- There **ARE** charges for tires
- There **ARE** charges for construction materials— doors, wood, cabinets, pallets, drywall, tile, pavers, etc.
- There **ARE** charges for appliances and fixtures— TVs, toilets, washer/dryer, hot water heater, fridges, etc.
- There **ARE** charges for household clean out/move out piles

THESE WILL AFFECT ABILITY TO PICK UP:

- Carts facing the wrong direction
- Debris piled too high on cart; lid needs to be able to close
- Placed too close to mailbox, another cart, car or obstruction
- Using non-City issued carts



WRONG DIRECTION



DEBRIS IN CART TOO HIGH



TOO CLOSE TO OBSTRUCTION

GENERAL NOTE:

- **DO NOT STORE** items you DO NOT WANT PICKED UP - such as sports equipment or piles being hauled away by a contractor at a later date - on or near the road. For safety reasons, the City is obligated to remove all debris and items left in the right-of-way. If it is an item that is considered bulk, excessive yard waste or any other chargeable item, it will be added to your utility bill.

RECYCLING SERVICE INFORMATION

The Following are the only items to be placed in the Recycling (Yellow lidded) Carts:

- CLEAN Cardboard, Shipping Boxes and pantry food type storage boxes free from food residue and plastic bags/windows
- Aluminum Products such as cans, bottles, pans, etc.- free from food residue



ABSOLUTELY NO:

- ~ Pizza boxes ~ Newspaper, Magazines & Junk Mail ~ Paper and tissue paper
- ~ Glass ~ Plastics, Plastic bottles, Plastic Bags ~ Milk or Juice Cartons
- ~ Light bulbs or other fluorescents

In accordance with the City's Solid Waste Code and Fee Resolution, failure to follow recycling guidelines may result in a recycling contamination fee being assessed to the utility account

Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21 (as of 6/30/2021)
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	1468.91 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	1156.07 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	476.26 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	920 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	483.07 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	2.28 Tons
Yearly Total	5578.10	5848.71	4506.59