

City Manager's Monthly Report



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

Published: January 2022

Christmas in Bunnell: December 10, 2021



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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 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.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
- Due to on-going vandalism, the bathrooms at JB King Park have been closed for safety and sanitary reasons. Once they can be restored to a useable and sanitary condition, they will be re-opened. We appreciate your understanding in this matter while we work to restore all damage.

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.

Information Technology

Spectrum completed the internet connection to the water plant. Moved all of the servers from the Admin building to the water plant and reconfigured the network. Sent the Spectrum equipment from the water plant back to spectrum to disconnect the old circuit. Still have to maintain the connection to the Admin building for the PD.

The PD office trailer awaiting the installation of connectivity and telephone service to the trailer to finalize everything. Received quotes for alarm monitoring, access control, and cameras at the new trailer. The Locksmith has been to the facility and refitted the locks, and electric door strikes for the access control system.

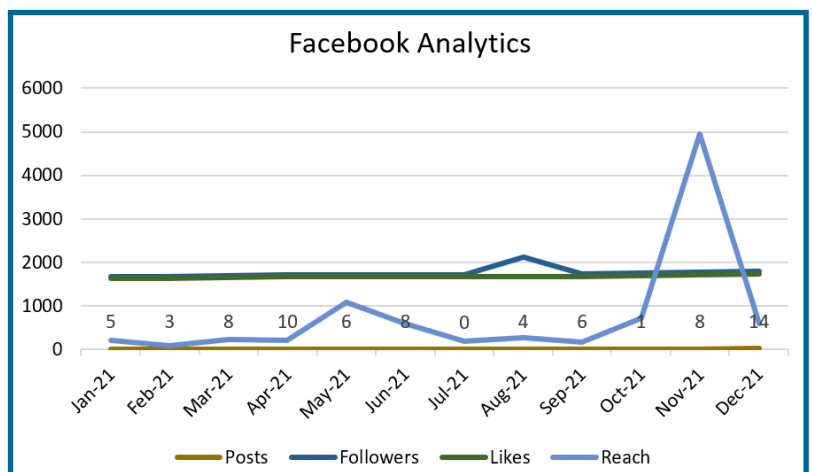
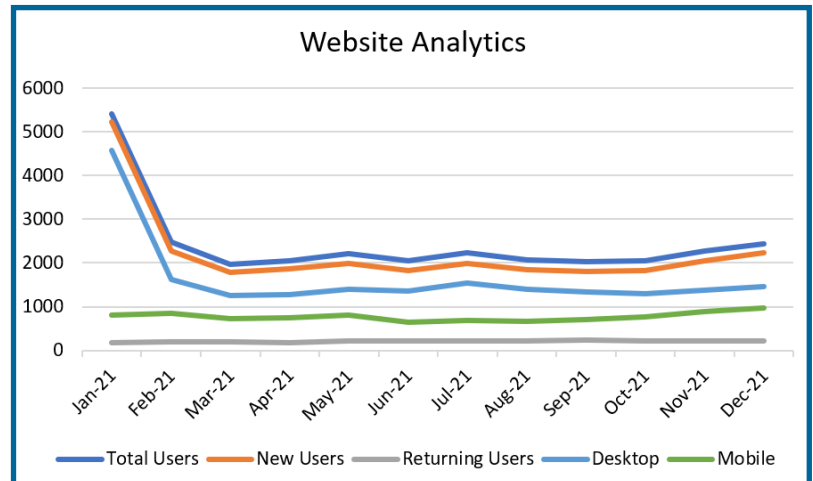
After speaking with many vendors, found one willing to install security cameras at JB King park. These were installed in late December. Hopefully we can identify and prosecute those who are vandalizing our park.

The e-waste recycler picked up the initial load of equipment. All were non fixed assets. Will likely have a smaller load of equipment as the various buildings are decommissioned.

In this year's IT budget is an upgrade to the document imaging system built into our financial software. The upgrade will allow Community Development, Code Enforcement, and Clerk's Office (for BTRs) to attach documents as other departments do now. Tyler Technologies completed the conversion of the 57000+ documents we have stored in the system to the new system. Our training is scheduled for the first week in January. But the feedback I am getting from the departments thus far is positive.

Top 10 web pages:

1. Home Page
2. Police
3. Open Positions
4. Chief's Corner
5. Shift Briefing
6. Agendas
7. Building Permits
8. Contacts Directory
9. Human Resources
10. Christmas in Bunnell



City Clerk Office

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

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

- Working on continuing facility repair issues– Public Works Yard and on-going vandalism at City parks.
- Working on the 2022 Municipal Elections.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines.
- Working with NEFRC for the required amendments and EAR for the City's 2030 Comprehensive Plan and consulting with City Planner on development issues within the City.
- 27.25 hours processing records requests.
- Planning & hosting of Christmas in Bunnell.
- Meeting with Smart North Florida to strategize solutions for City needs.
- Planning for the 2022 Commission Advance.

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.

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.

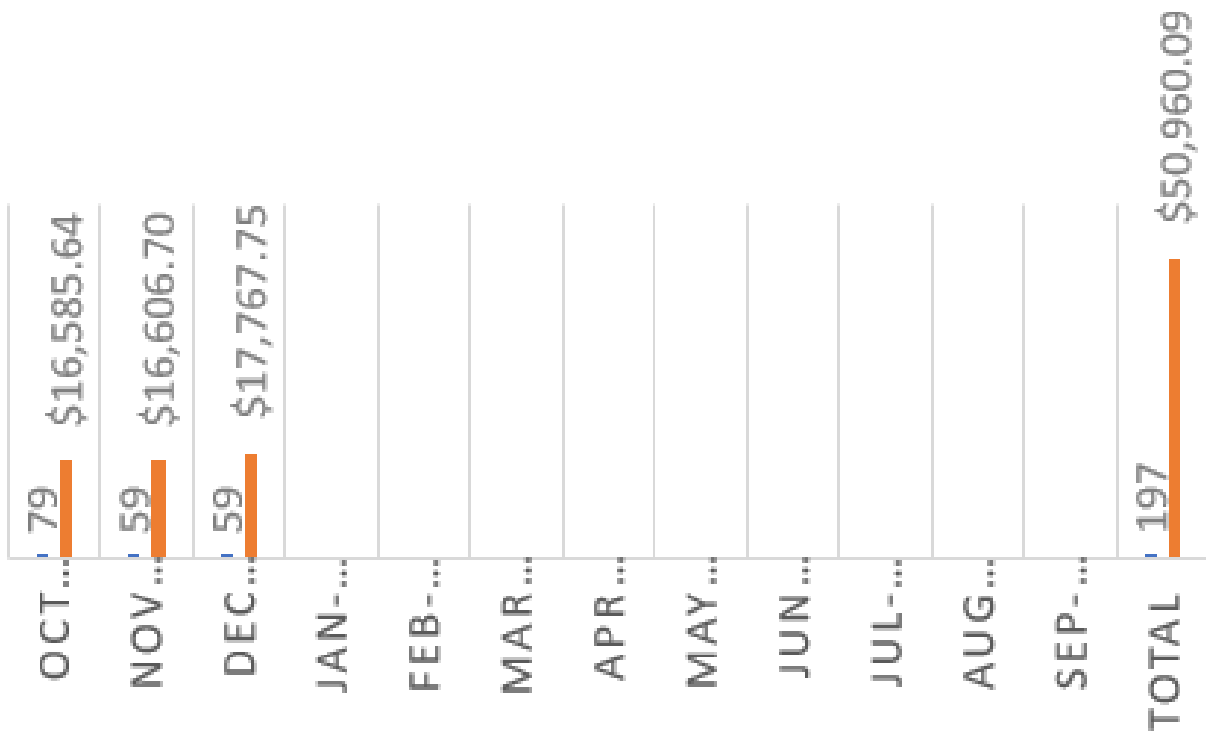
The City processed a check in the amount of \$4,049.05 for BTR renewals.

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

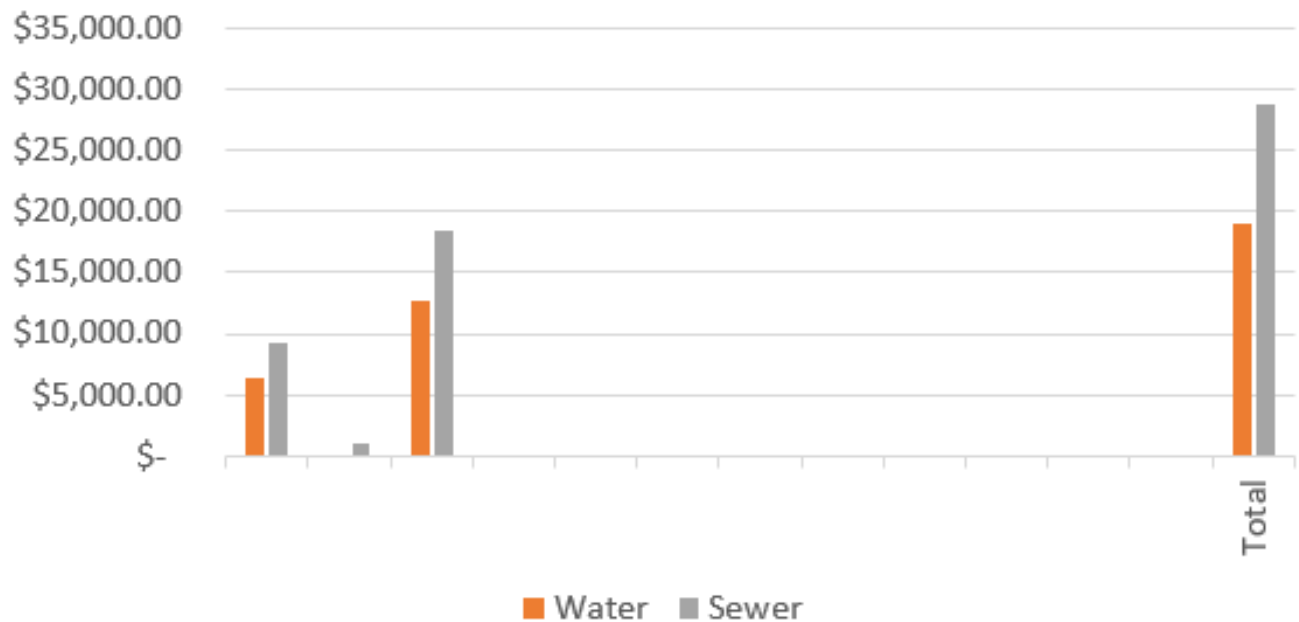
Community Development

PERMITS

■ # of Permits

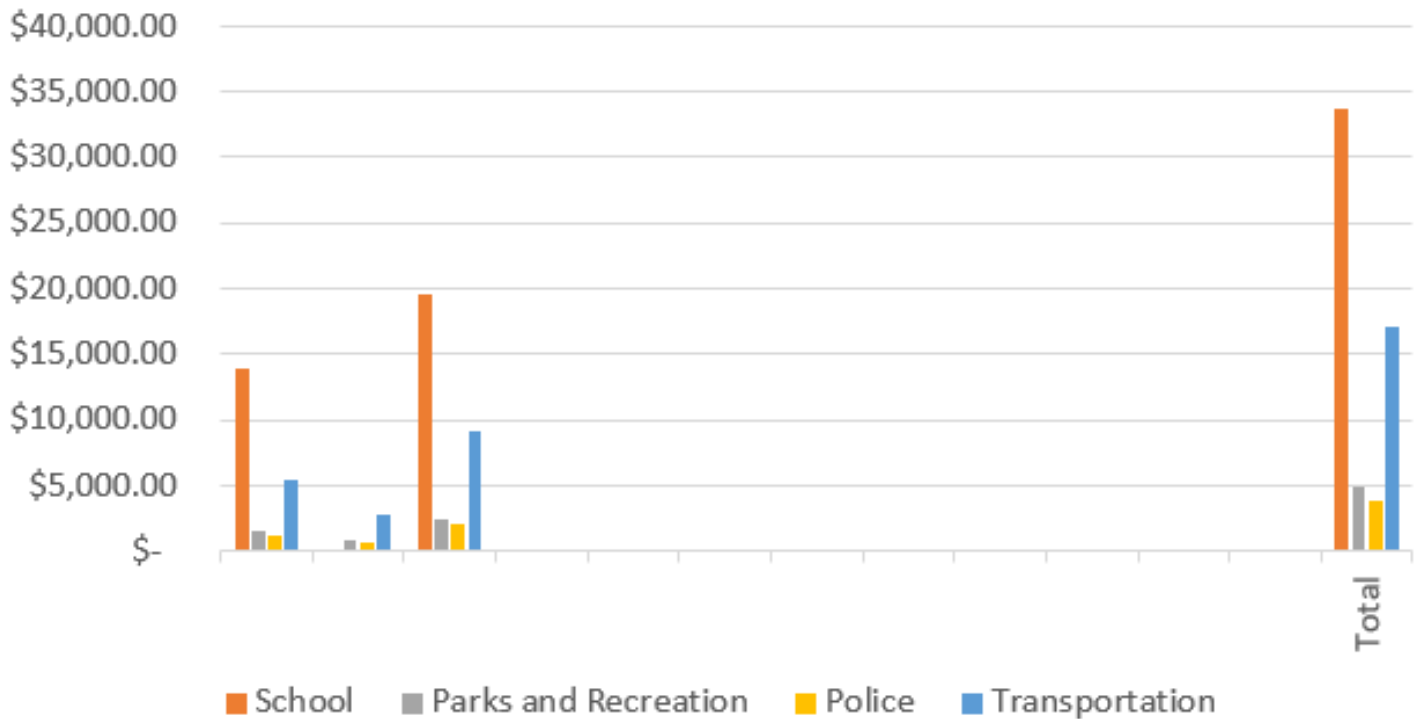


Impact fees Water/Sewer

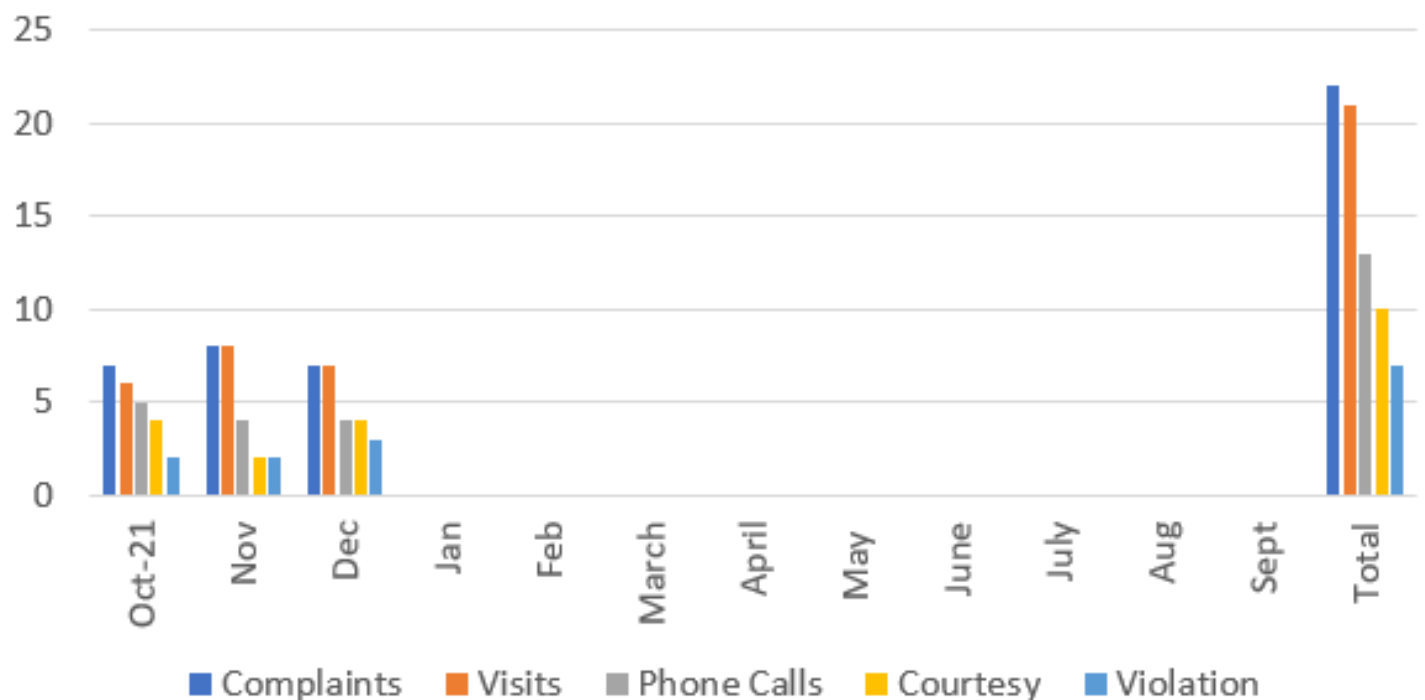


Community Development

Impact Fees General Fund



Code Enforcement



Projects

Grant Projects:

	Expense	Grant Amt
Community Development Block Grant (CDBG): Agreement attachments and forms sent to DEO for approval.		\$700,000
Hazard Mitigation Grant Program (HMGP): Generators tested at select lift stations.	\$166,550	\$122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Construction proposal approved by Commission. Scheduling in process.		\$500,000
HMGP COVID-19 Pandemic (DR-4486) - Westside Phase 3: Flagler LMS approved project and letter received. Application submitted for Westside Stormwater Phase 3 project funding.		\$350,000

Master Plan Projects:

	Funding Amt
WWTP Rehab/Expansion Construction Funding: USDA / SRF Loan Application submitted.	\$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:

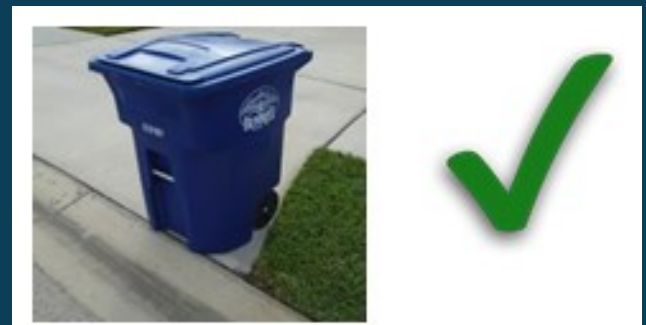
	Expense	Budget
None		

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	109.31 Tons	8.41
Residential Recycle	35.74 Tons	2.75
Yard Waste	84 Yards	4.2
Commercial Garbage	219.50 Tons	16.88
Commercial Cardboard	21.81 Tons	16.88
Scrap Metal	5.99 Tons	1.71
Construction & Demolition and Bulk debris	26.37 Tons	7.53

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.



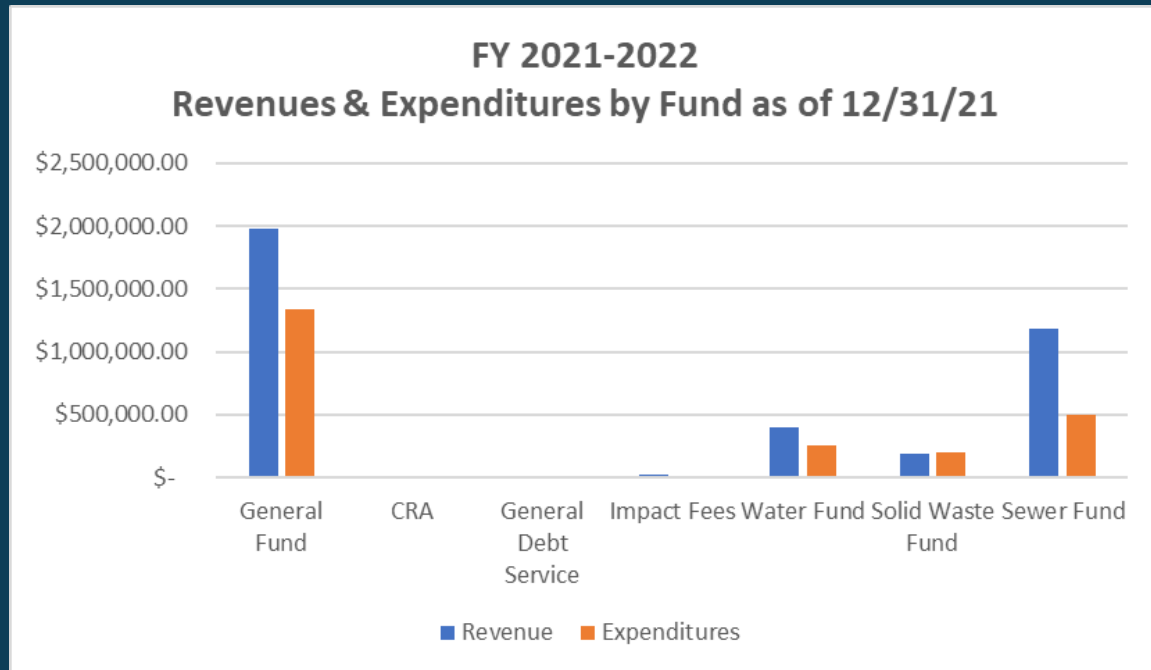
Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)

Solid Waste Fiscal Year Comparisons

	FY 19/20	FY 20/21	FY 21/22 (as of 12/31/2021)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	561.10 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	393.34 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	149.62 Tons
Yard Waste	1593.00 Yards	1153 Yards	258 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	59.72 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	5.99 Tons
Yearly Total	5848.71	5897.34	1427.77

Finance Department

December was the third month of Fiscal Year 2021/2022. The approved 2021/2022 budget, including amendments, totals \$29,678,521 and includes all anticipated revenues, cash forward, expenditures and reserves of the city from October 1, 2021 through September 30, 2022. The chart shows year to date revenues and expenditures by fund.



General Fund – The General Fund has total revenue of \$1,983,864 while expenditures currently total \$1,332,269. The General Fund’s primary source of revenue is Ad Valorem (Property Taxes) and receipts generally occur at the end of November or beginning of December. The purchase of land on Commerce Parkway for the future City Admin/Police Headquarters occurred this month.

CRA Fund – The balance in the CRA Fund is \$3,639. There are no revenues or expenditures anticipated in the fund for FY 2021/2022.

General Debt Service Fund – The General Debt Service Fund accounts for the debt service payments required for the Municipal Complex. Revenues are recorded monthly and are transfers from the General Fund. Payments are made quarterly in accordance with the loan documents.

Impact Fees – This fund accounts for Law Enforcement, Parks and Recreation and Transportation Impact Fees. Collections occur at the time a building permit is issued. Proceeds are required to fund capital needs necessary to accommodate new growth.

Water Fund – The Water Fund has total revenue of \$395,418. The expenditures total \$259,517.

Solid Waste Fund – The Solid Waste Fund has revenues of \$188,587 and expenditures of \$196,772.

Sewer Fund – The Sewer Fund has total revenue of \$1,184,266, of which, \$737,006 is the City’s first distribution of ARPA funds which will be used as part of the WWTP expansion project. The expenditures total \$501,633.