

# City Manager's Monthly Report



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

Published: March 2022

## Police Department Swearing In: February 28, 2022

Judge Totten swears in  
Police Chief David  
Brannon. Standing  
beside him are his wife,  
daughter, and his son.



Ciara H. Devane, Leanna Homen, Alton G. Ogden, Keith Waheed, and Jonathon D. Raihala are  
sworn in as Bunnell Police Officers



## 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 at JB King park, security cameras were recently installed and activated.
- On-going damage to the fence at Carver Fields forced the City to start removing the fence



### 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.

## Facility Projects

Re-Roof at the Versie Lee Mitchell Community Center was completed



Correction to December vandalism incident at JB King Park finished

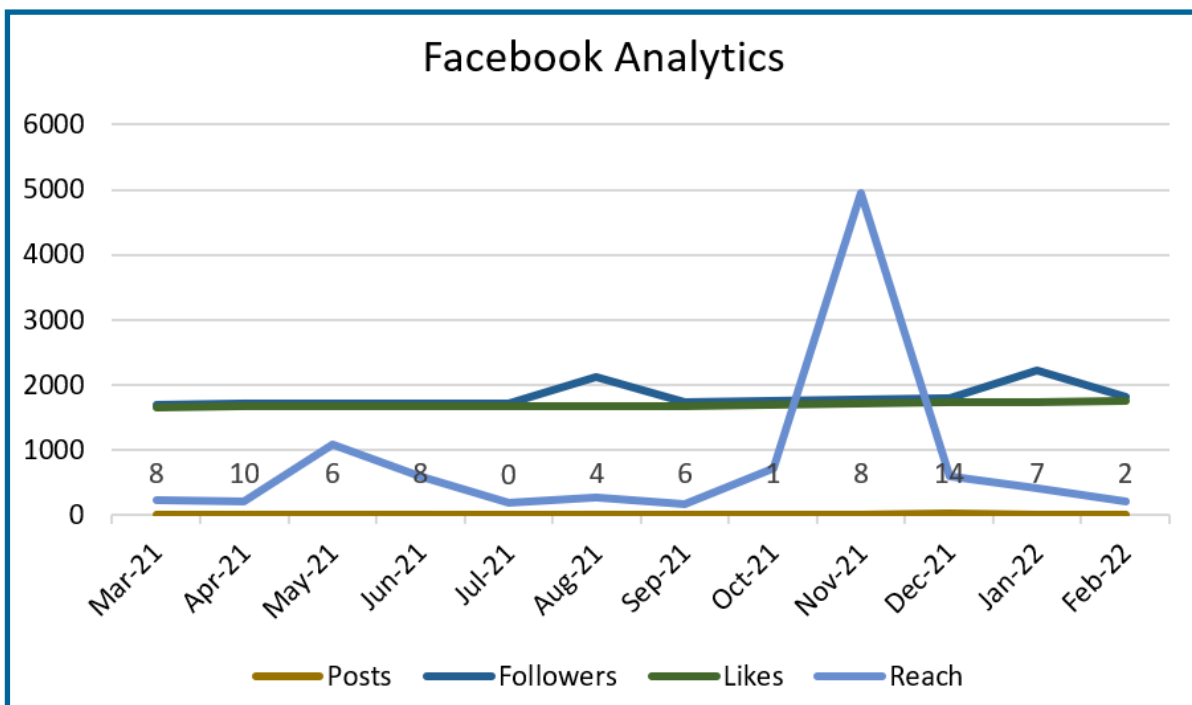
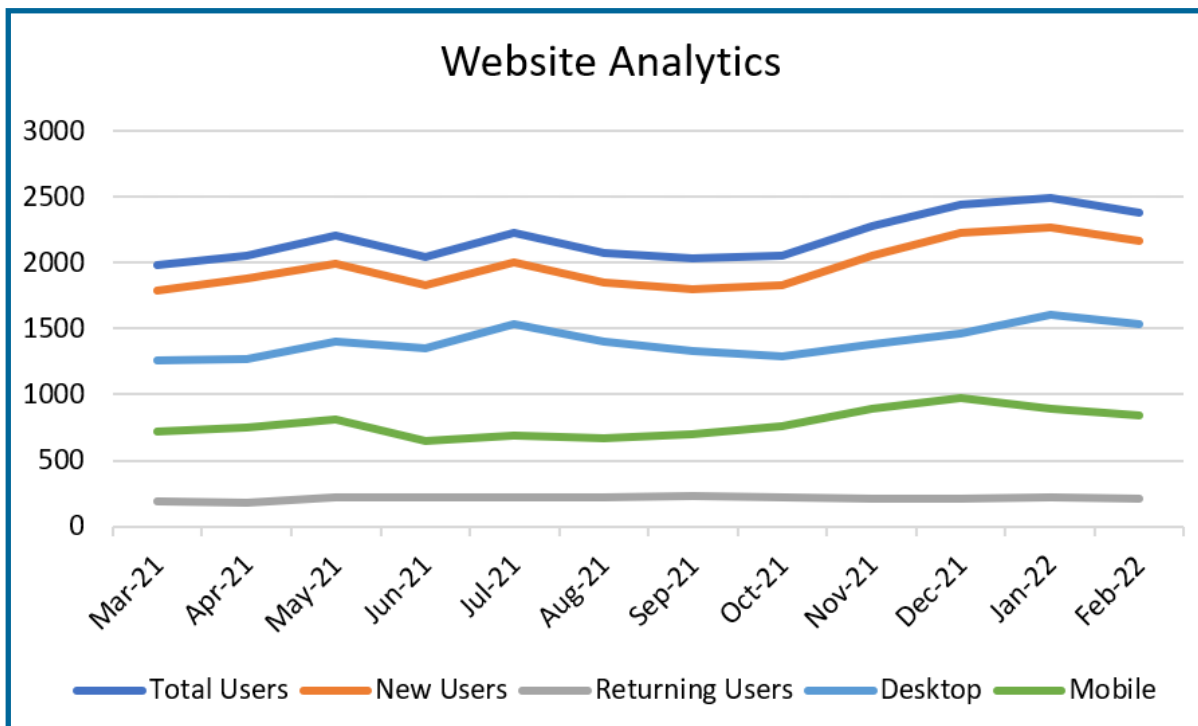


## Information Technology

The County has gotten this project back on track. By the time this report publishes, the PD will have relocated their administrative staff to the trailer. Our network firewall and switches are installed and configured. ADT has installed the alarm, access control, and cameras on the trailer.

### Top 10 web pages:

1. Home Page
2. Police
3. Open Positions
4. Building Permits
5. Agendas
6. Chief's Corner
7. Contacts Directory
8. Volunteer Boards
9. Planning & Zoning
10. About



## City Clerk Office

The City Clerk Office published agendas for all City's Public meetings: 3 City Commission Meetings, the CRA Board, the cancelled Code Board Meeting and the Planning Zoning and Appeals Board Meeting.

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

- Wrapped up facility projects– the Versie Lee Mitchell Community Center Reroof and JB King Park graffiti removal from December incident..
- Working on the 2022 Municipal Elections.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines.
- Working on relocation of Municipal Park to a new location.
- Working on storage of official City records due to pending sale of 201 W. Moody Blvd.
- Working with City Planner on City's BAS submitted to the Federal Government and development issues within the City.
- 32.25 hours processing records requests (excludes the requests that took 30 minutes or less).
- Started on the State of the City.
- Prepared facts and points for talks Mayor and City Manager attended.

## 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.

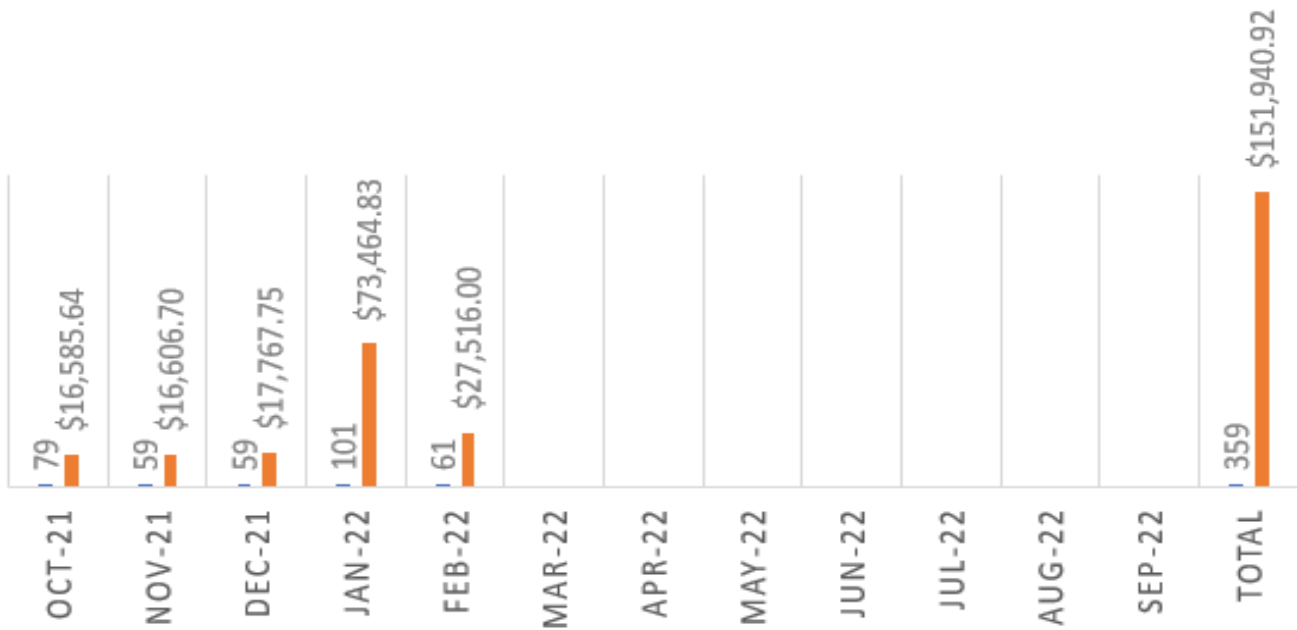
The City processed a check in the amount of \$5,092.13 for BTR renewals paid to the Tax Collector Office in January 2022.

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

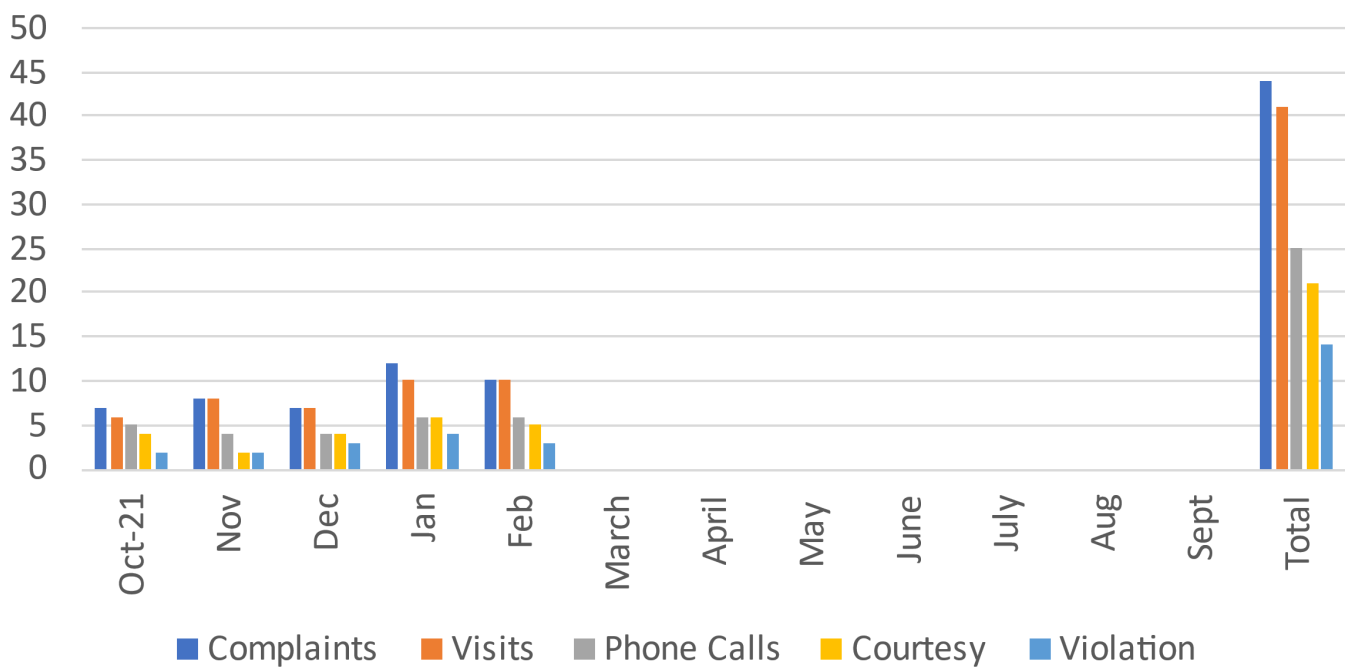
## Community Development

### PERMITS

■ # of Permits ■ Permit Amount



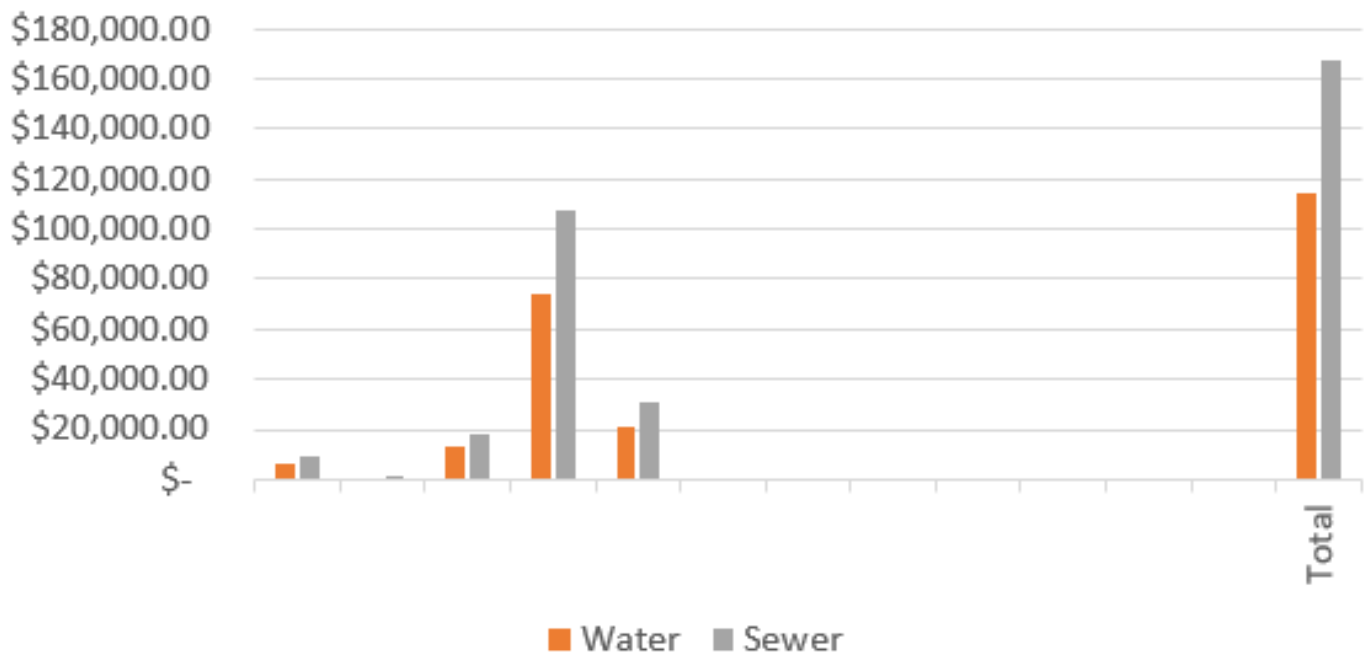
### Code Enforcement



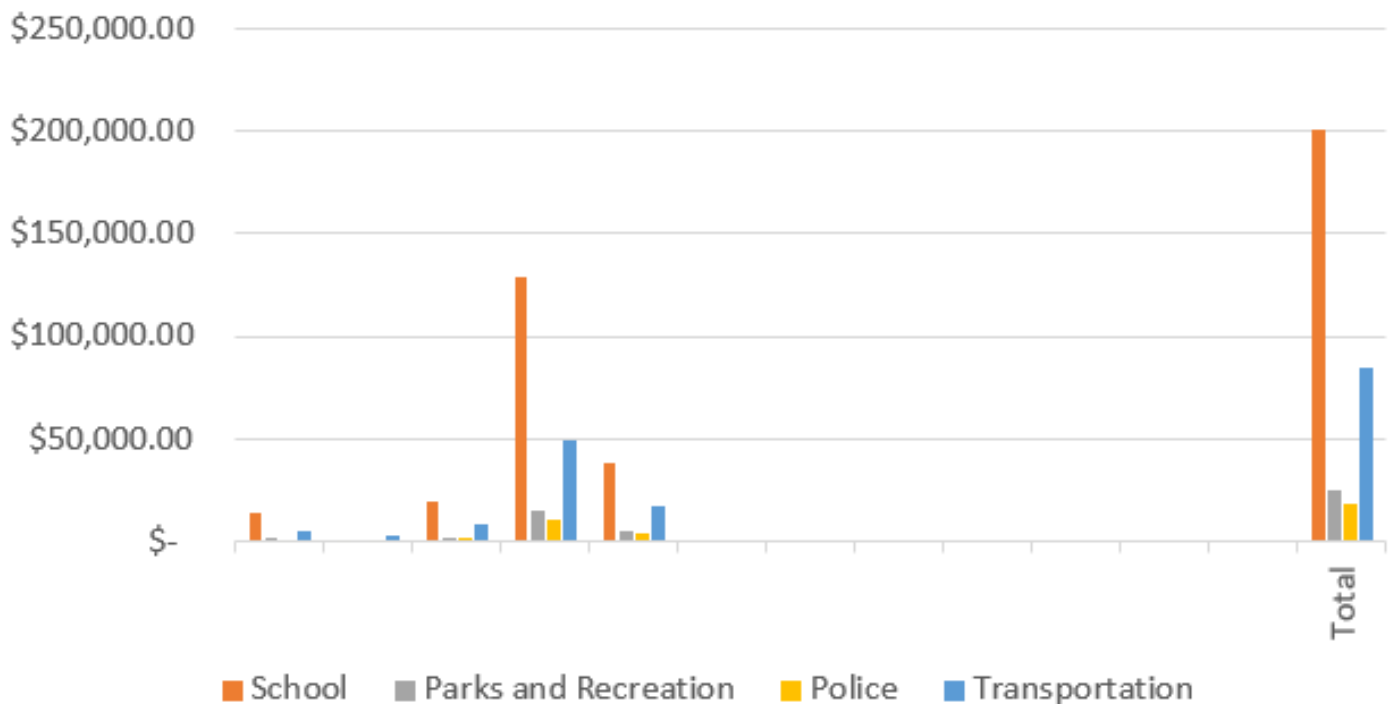


## Community Development

### Impact fees Water/Sewer



### Impact Fees General Fund



## Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hymon: Surveying complete. Design in process.	\$5,000	\$700,000
Hazard Mitigation Grant Program (HMGP) - Mobile Generators: Tagged and registered. Grant close-out in process.	\$166,560	\$122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Original lining scope almost complete. Additional cleaning/lining on Tolman beginning first of March.	\$41,158	\$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
Stormwater Culvert Installation - 804 Fifth		\$15,000

## Infrastructure

### Capacities WTP/WWTP

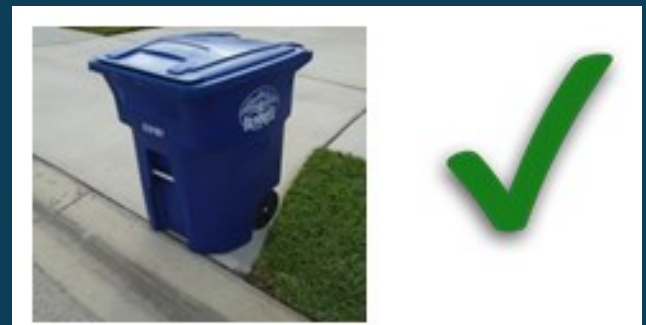
- Capacity for the WWTP in February 2022 was 54% with a total of 1.77" of rainfall. Total influent flow for the month was 10.108MG, with a Daily Average of 0.326MG
- The WTP produced 10.163MG of drinking water, with a daily production average of 0.327MG in February 2022.
- Total number of meters billed in February 2022= 2,068

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	101.17 Tons	7.78
Residential Recycle	24.14 Tons	1.65
Yard Waste	73 Yards	3.65
Commercial Garbage	192.64 Tons	14.82
Commercial Cardboard	21.44 Tons	1.65
Scrap Metal	.34 Tons	.1
Construction & Demolition and Bulk debris	30.89 Tons	8.83

### 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 2/28/2022)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	951.20 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	593.35 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	239.65 Tons
Yard Waste	1593.00 Yards	1153 Yards	455 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	109.26 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	6.33 Tons
<b>Yearly Total</b>	<b>5848.71</b>	<b>5897.34</b>	<b>2354.79</b>