

# City Manager's Monthly Report



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

Published: February 2022

## In the Community

January 5th, Mayor Robinson and City Manager Jackson participated in the Palm Coast 30/30 Fitness Challenge. The goal of this Challenge is to promote a healthy living challenge that encourages residents in Flagler County to walk/run one mile per day for 30 days.



January 15, 2021: MLK Celebration hosted by the MLK Celebration Committee





## Police Department Pinning Ceremony

On January 24, 2022, Interim Chief Snead presented Sergeant Bagwell, Sergeant Groth and Detective Sergeant Totten with their Sergeant pins and plaques. Each was pinned by members of their family.



## Commission Advance

On January 28, 2022, an all day Commission Workshop was held. Since 2019, the Commission has been holding an all day workshop, called an Advance, to learn about subjects and trends that may impact the City in the upcoming year, to discuss City needs and to get updates on the City.

The Advance was held at the Vince Carter Sanctuary and was open to the public.

- C.1. 8:15 AM- Welcome (City Manager)
- C.2. 8:30 AM- Florida Chamber Foundation (Dr. Jerry Parrish)
- C.3. 9:30 AM- Salary Trends and Market Issues (Pamela Wu, Flagler County and Jeff Ling, Evergreen)
- C.4. 10:00 AM- Smart North Florida (Clayton Levins)
- C.5. 11:00 AM- Master Utility Plan & Facility Projects Update
- C.6. 12:00 PM- BREAK FOR LUNCH
- C.7. 12:30 PM- Bunnell Police Department Strategic Plan (Interim Police Chief)
- C.8. 1:00 PM- City Finance Update (Finance Director)
- C.9. 1:30 PM- Strategic Plan Update and SWOT Analysis (City Manager)
- C.10. 4:00 PM- Open Discussion; Direction to Staff





## 2022 Municipal Elections

The City election is March 8, 2022 from 7:00 AM to 7:00 PM. This year the City polling location will be at the Carver Gym.

Candidate Handbooks have been available from the City Clerk office during regular business days and hours since October 11, 2021.

The City Qualifying Period was from 8:00 AM Monday January 10, 2022 to 12:00 PM January 14, 2022.

There was no opposition for the seat of Mayor. As a result, there will not be an election for the seat of Mayor. Mayor Catherine D. Robinson will continue to serve in this role for the next 3 years.

The following have been qualified to run for the two Commission seats:

- Robert “Bob” Barnes
- Tina-Marie Schultz
- Peter Young



## 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.



### 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

The County had pulled their people off the PD office trailer project as they were working to open a new facility in Bunnell on a grant. They have started back on this project recently. Awaiting the installation of connectivity and telephone service to the trailer to finalize everything.

The cameras are up and running at JB King. The vendor, after seeing some of the damage we took recently actually gave us an additional camera to cover a blind spot. We added a MiFi device to the recorder so the cameras from the larger building can be seen through an app on the internet. Hopefully we can identify and prosecute those who are vandalizing our park.

Parks seems to think with reimbursement from the insurance company we may have some funds available to connect the 2 buildings together, and perhaps add some cameras to EJ Park. More on that as it happens.

Completed the upgrade to and training of the new document imaging system built into our financial software. Still doing a little cleaning up as issues are discovered.

Met with the County, and received training on operating meetings in the Board Chambers, and the smaller conference room. Purchased a similar recorder to what they were loaning us to record PZA and Code Board. Participated in the January PZA, and both Board meetings. Will teach another how to set-up the room as a backup.

Had an issue with a maintenance upgrade for our VPN (Virtual Private Network) software. Having to roll our folks back to an older version until the issue is resolved.

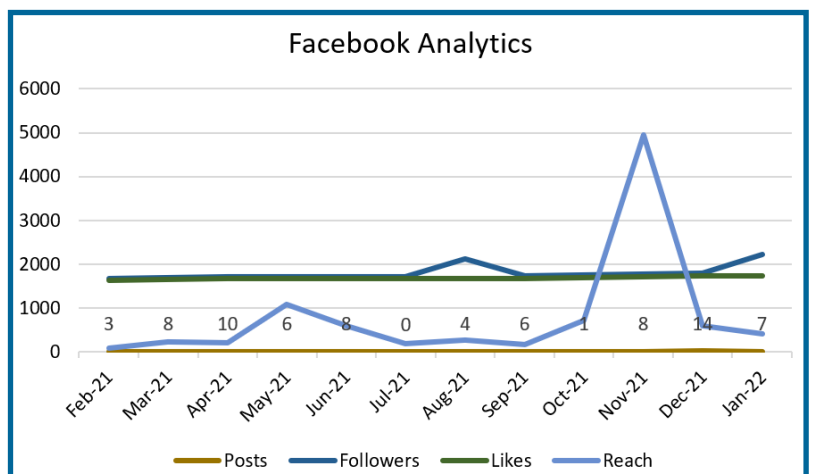
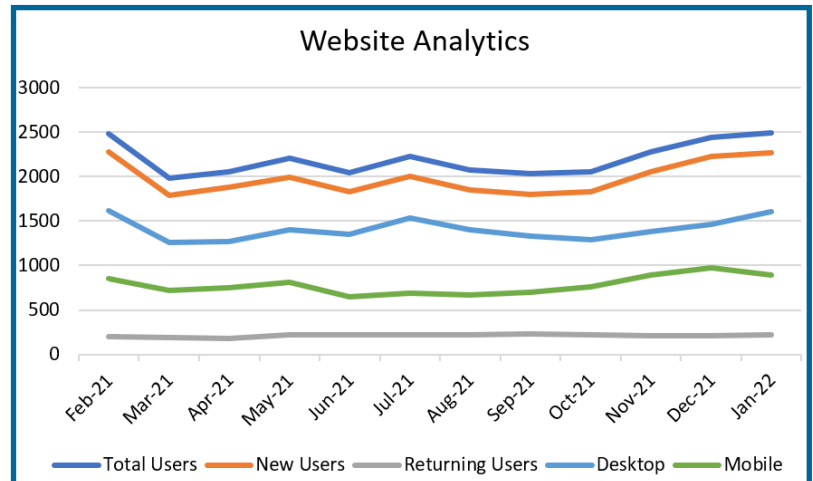
Assisted the PD in getting their 4 new officers into their technology and operational. Also assisted in evaluating a new software program for them to utilize.

Recorded Bunnell's first ever press conference. Posted it to our Facebook page.

Participated in the Commission Advance.

### Top 10 web pages:

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





## City Clerk Office

With the pending sale of 201 W. Moody Boulevard, the City public meetings moved to the County Government Services Building. Please check published agendas for meeting locations.

The City Clerk Office published agendas City's Public meetings: 3 City Commission Meetings and the Planning Zoning and Appeals Board Meeting.

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

- Working on continuing repair issues at facilities and parks.
- 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 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.
- 22.75 hours processing records requests.
- Planning and organization of the January 28, 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.

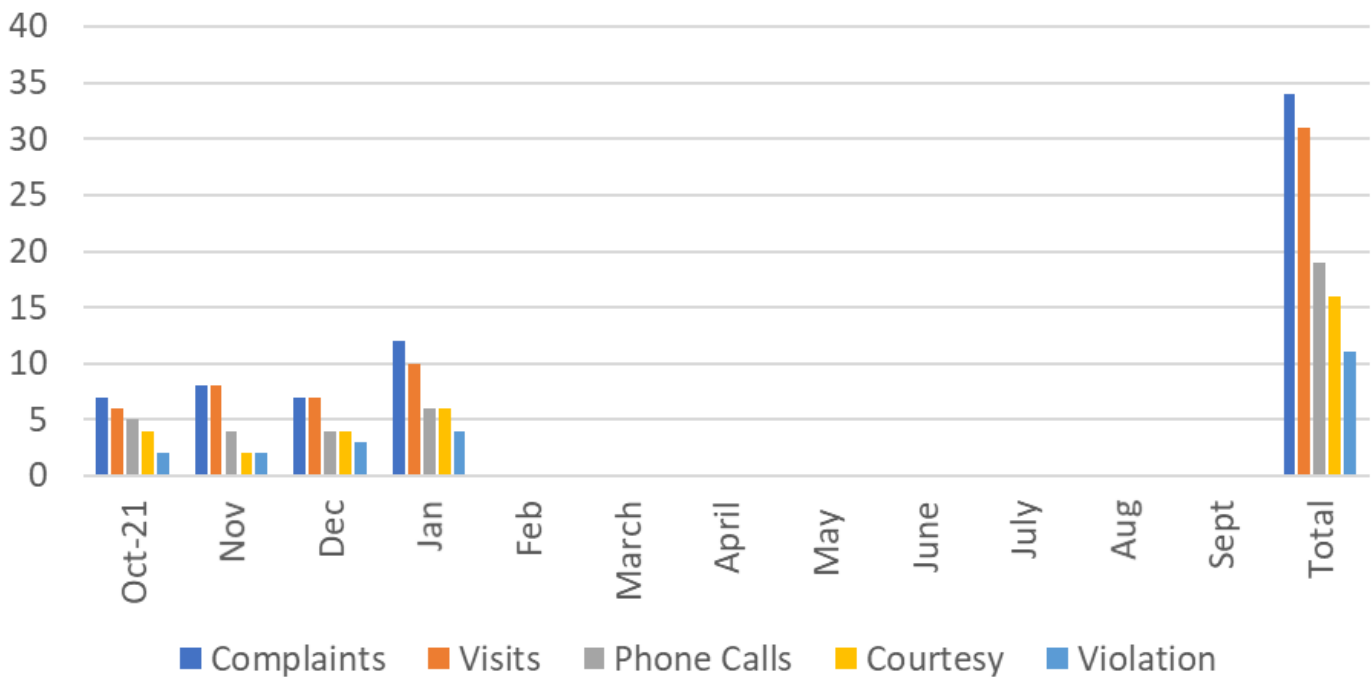
Businesses need to pay their FY21/22 BTR fees through the Flagler County Tax Collector Office by September 30, 2021. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st.

The City processed a check in the amount of \$ 2,667.60 for BTR renewals paid to the Tax Collector Office in December 2021.

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

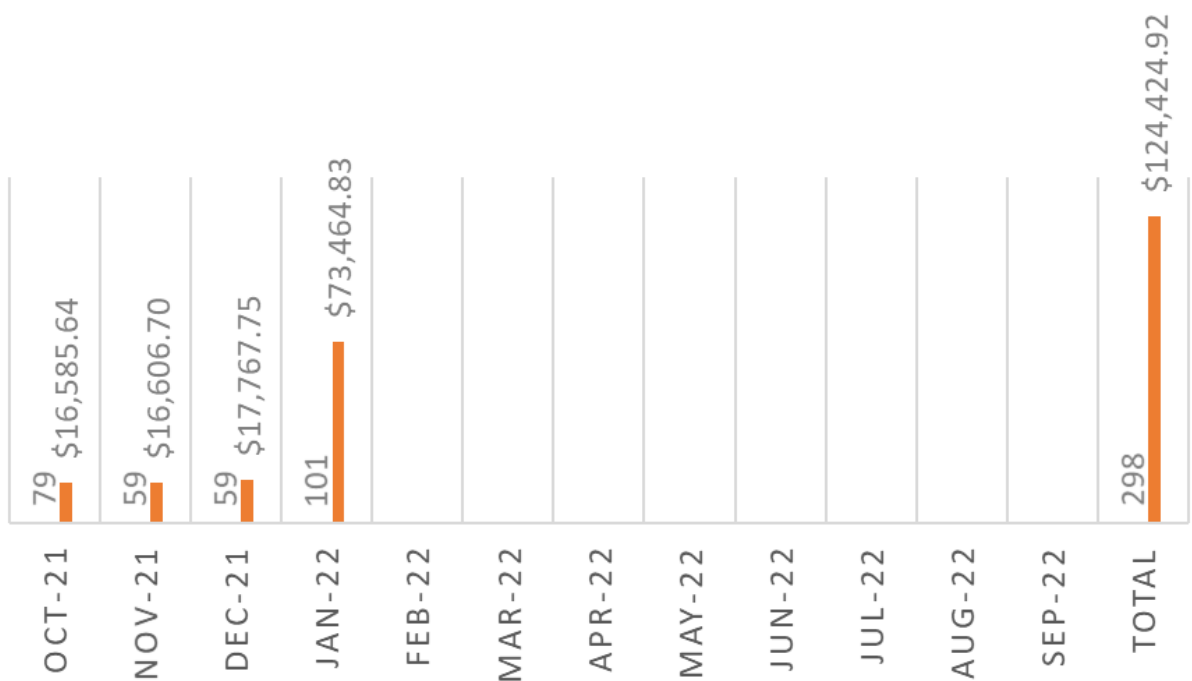
## Community Development

### Code Enforcement



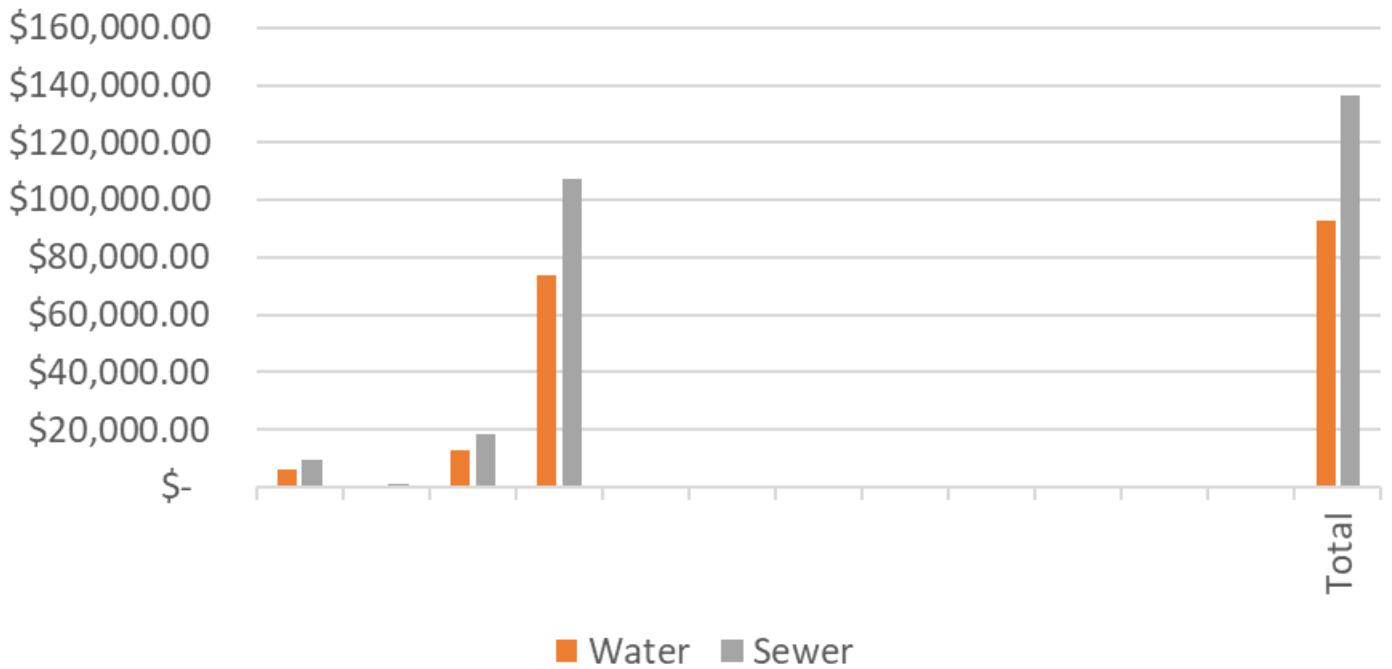
### PERMITS

# of Permits Permit Amount

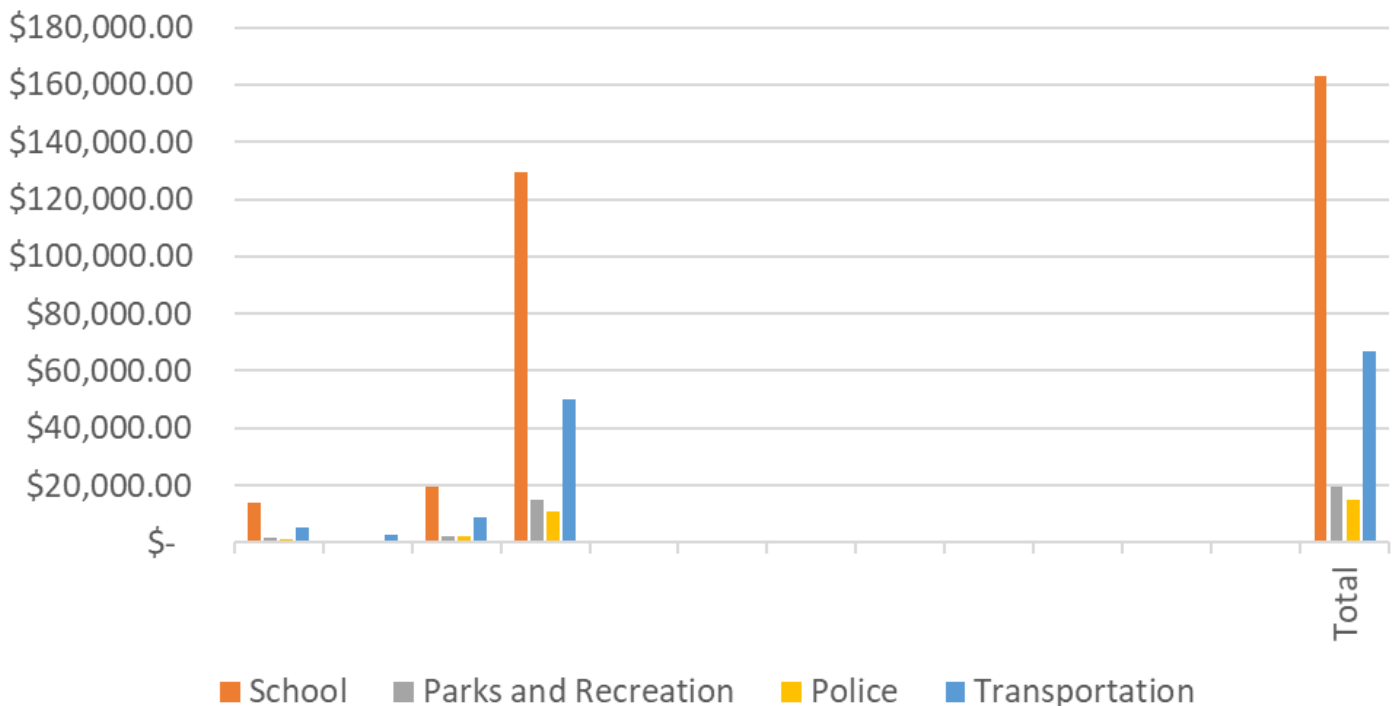


## Community Development

### 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: Vendor setup complete. Grant close-out in process.	\$166,560	\$122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Flagler LMS approved project and letter received. Application submitted for Westside Stormwater Phase 3 project funding.		\$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		

## Infrastructure

### Capacities WTP/WWTP

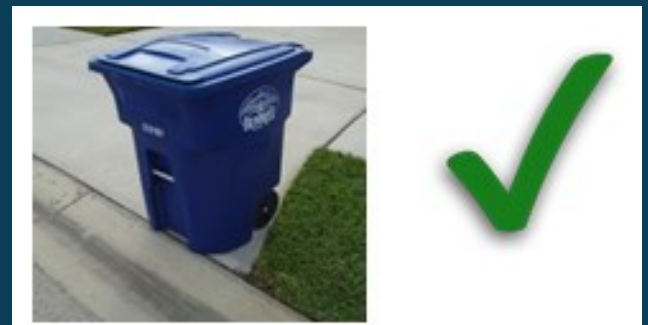
- Capacity for the WWTP in January 2022 was 60% with a total of 1.45" of rainfall. Total influent flow for the month was 11.247MG, with a Daily Average of 0.363MG
- The WTP produced 9.780MG of drinking water, with a daily production average of 0.315MG in January 2022. With our WTP putting out 9.780MG and our WWTP receiving 11.247MG, we treated 1.467MG of storm/ground water.
- Total number of meters billed in January 2022= 2,051

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	98.84 Tons	7.60
Residential Recycle	26.51 Tons	2.04
Yard Waste	124 Yards	6.2
Commercial Garbage	197.46 Tons	15.19
Commercial Cardboard	17.94 Tons	1.38
Scrap Metal	0	0
Construction & Demolition and Bulk debris	18.65 Tons	5.33

### 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 1/31/2022)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	758.56 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	492.18 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	194.07 Tons
Yard Waste	1593.00 Yards	1153 Yards	382 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	78.37 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	5.99 Tons
<b>Yearly Total</b>	<b>5848.71</b>	<b>5897.34</b>	<b>1911.17</b>