

City Manager's Monthly Report



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

Published: August 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.

Commissioner Baxley and Commissioner Nobles resigned their seats in the month of July. They will be missed.

In accordance with the City Charter, the City Commission determined a process on how to fill the vacancies.

At it's July 26, 2021, Commissioner Bob Barnes and Commissioner Tina-Marie Schultz were sworn in to fill the vacancies for the remainder of the terms of Commissioner Baxley and Commissioner Nobles.



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.

Information Technology

Working with the new telecom vendor TPx on the migration to the new phone system. All of the porting paperwork is completed, awaiting receipt of hardware to schedule the migration.

The Board approved the Automatic Vehicle Location (AVL) contract with Verizon Wireless. Started receiving equipment. Setup the various users of the system.

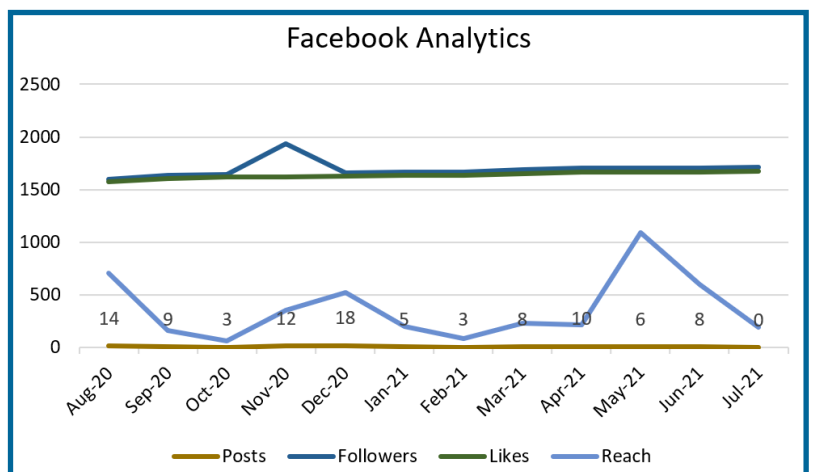
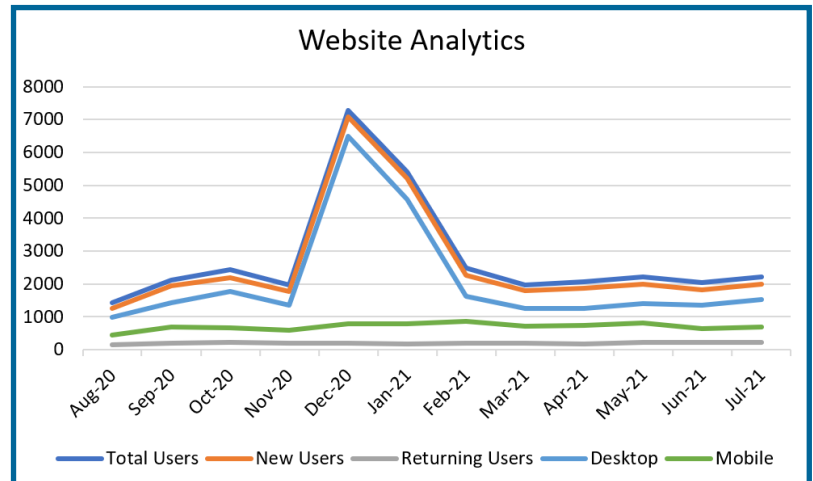
Worked with vendors getting quotes for equipment and materials. Including fiber optic cabling for the new modular trailer for the PD. Ordered and started receiving materials and equipment for the next office relocation. Started pulling wires into Suite 4.

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

Finished installing the new Adobe Acrobat subscription on the various machines.

Top 10 web pages:

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



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings, - 5 City Commission Meetings or Workshops. There was no Code Enforcement Board Meeting scheduled. The Planning, Zoning and Appeals Board Meeting was cancelled due to a lack of items to hear and a cancellation agenda was published. Additionally, 2 Public Meetings were scheduled and staff support provided for the City's negotiations with the Fraternal Order of Police representing the Bunnell Police Department. 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 Federal Grant application seeking funding for repairs and reconstruction of the Coquina City Hall is pending; follow-up questions were asked by the grant authority.

Work to the Public Works yard continued; the reroof of the Public Works Yard was completed. However, the storm at the beginning of July, caused damage to the Public Works yard. Repairs for this damage is being explored at this time.

The City Clerk's Office continues to work on continuing facility repair issues and getting alternate work space as approved by the Commission ready to occupy.

The Clerk's Office is working with the Supervisor of Elections for the 2022 Municipal Elections.

Business Tax Receipts (BTRs)

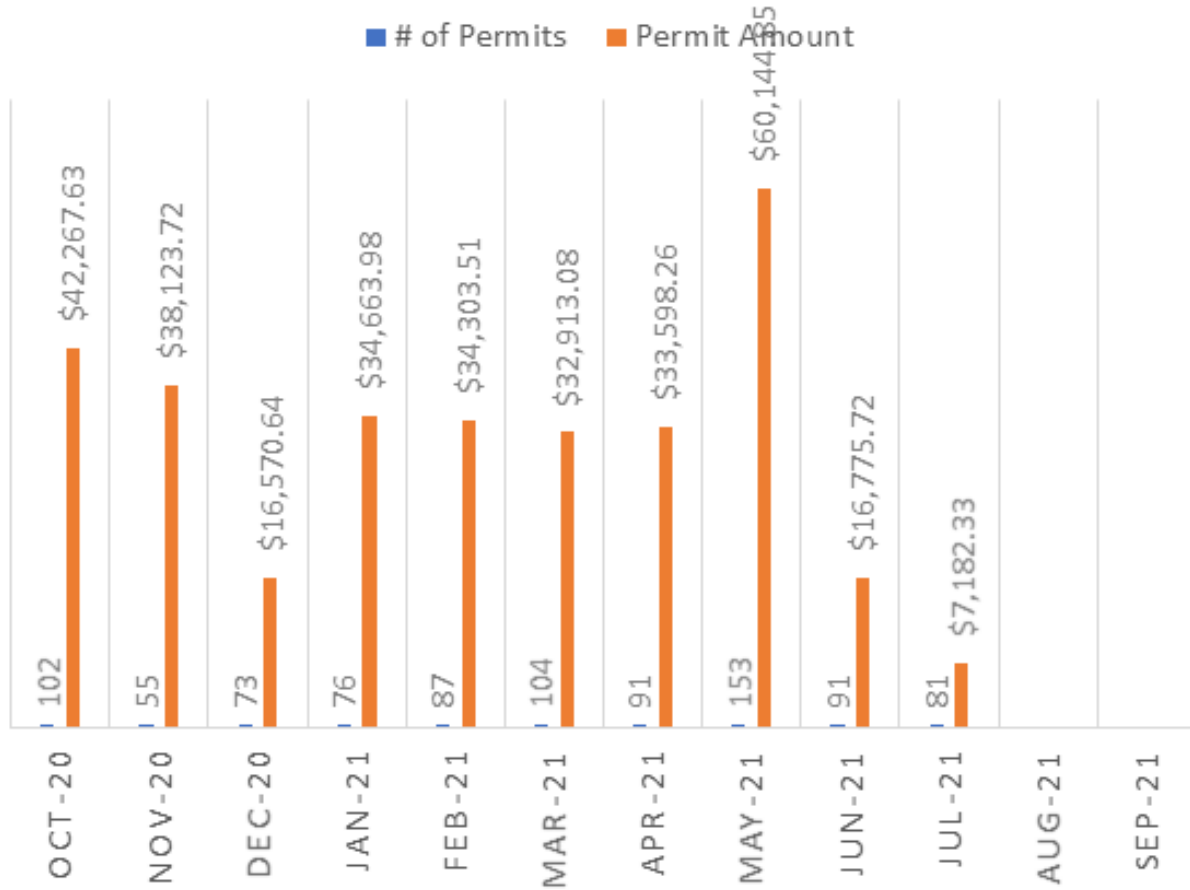
It is Business Tax Receipt (BTR) Renewal season. Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing BTR renewals. The Flagler County Tax Collector Office sent out the FY 21/22 notices or e-mails in July. The City renewed BTRs for 1,137 businesses. 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.

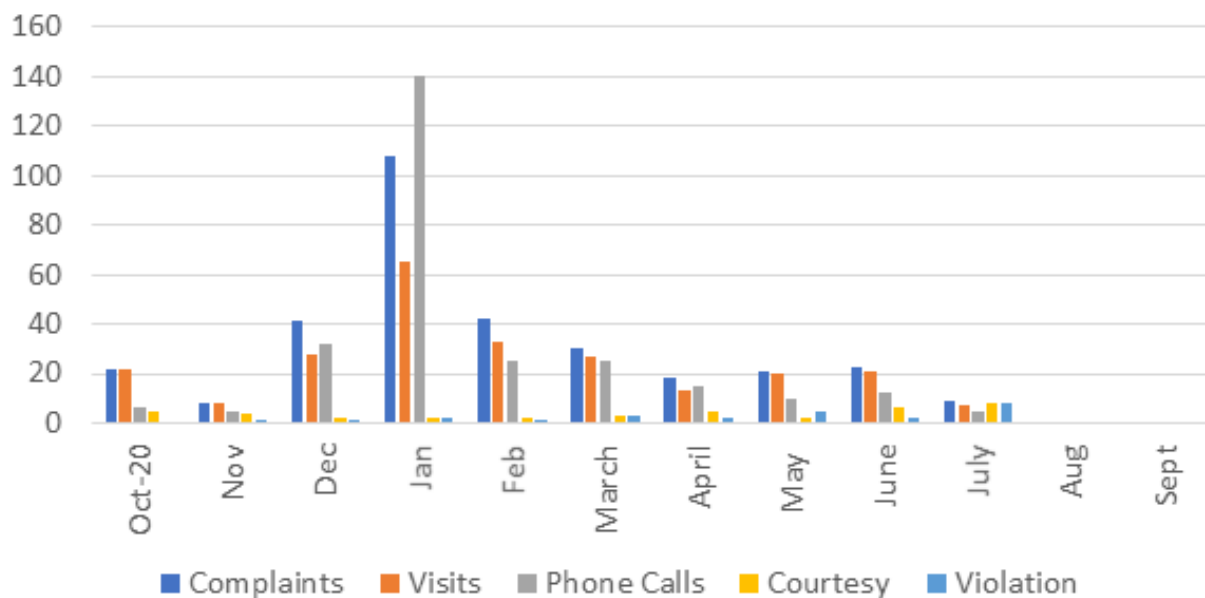
Any business who has questions about their BTR should call 386-437-7500 x 5

Community Development

PERMITS



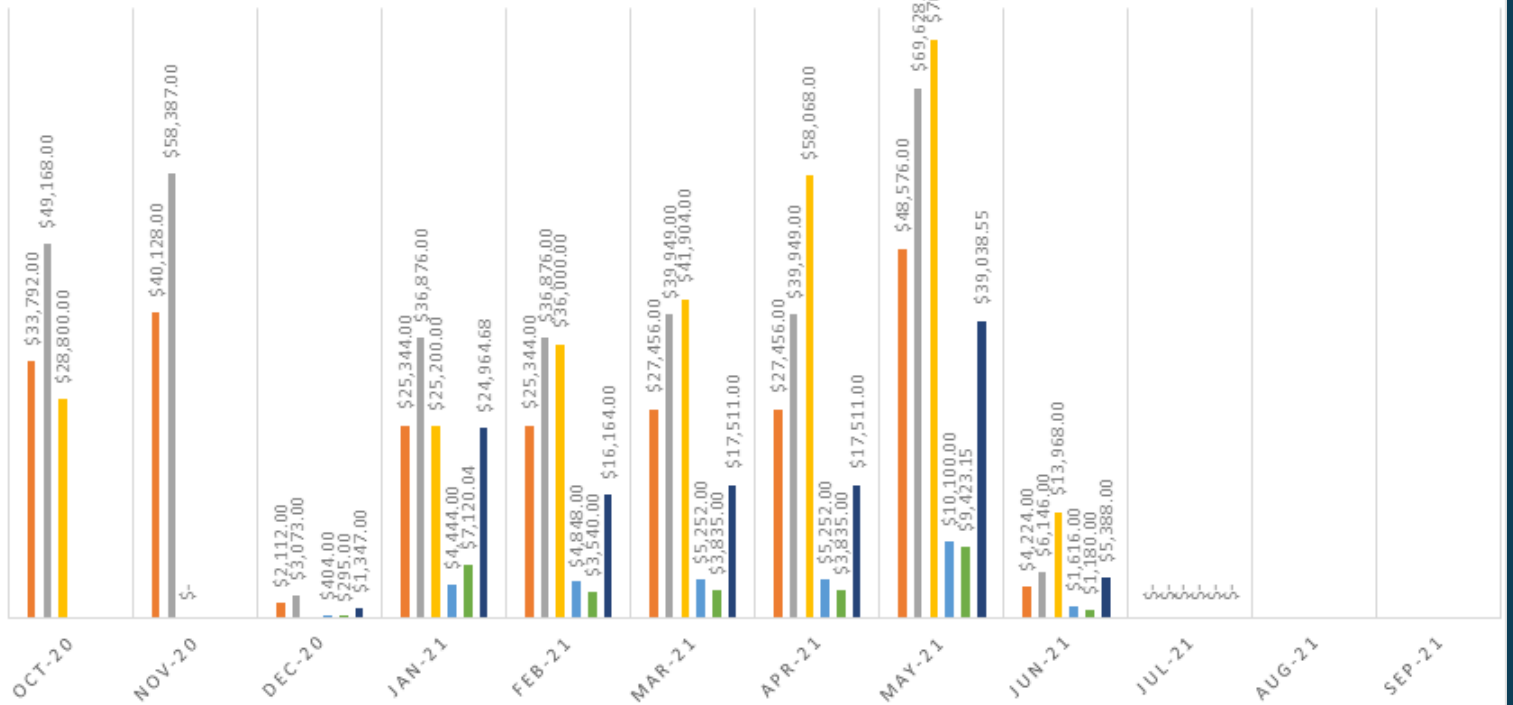
Code Enforcement



Community Development

IMPACT FEES

Water Sewer School Parks and Recreation Police Transportation



Projects

Grants Projects:

| | Expenses | Grant Amt |
|---|------------|-----------|
| West Side Storm Water Improvements Phase II: | \$ 423,353 | \$500,000 |

Final invoice from Engineer received. Project close-out in progress.

Community Development Block Grant (CDBG):

Award notice received. CDBG Procurement Policy Ordinance revision for non-compliance satisfies requirements per Grant Manager. Ordinance 1st reading to be on next available meeting agenda.

| | | |
|--|--------|-----------|
| Hazard Mitigation Grant Program (HMGP): | \$ 950 | \$138,070 |
|--|--------|-----------|

Order for generators has been placed. Estimated delivery September 3, 2021.

| | | |
|--|----|-----------|
| 2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: | \$ | \$500,000 |
|--|----|-----------|

Contract received. August 9 Commission Agenda.

Utility Master Plan:

| Master Plan: | Expense | Funding Amt |
|--------------|---------|-------------|
|--------------|---------|-------------|

| | | |
|-----------------------------------|------------|--|
| Master Plan WWTP Project Funding: | \$ 104,903 | |
|-----------------------------------|------------|--|

USDA / SRF Application submitted.

| | | |
|---------------------------------------|--|-------------|
| Water Protection Grant Funding | | \$7,080,000 |
|---------------------------------------|--|-------------|

Application submitted July 13th.

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.

| | | |
|---|-----------|-------------|
| Wastewater Treatment Plant Rehab / Expansion: | \$522,378 | \$1,000,000 |
|---|-----------|-------------|

Design and permitting in process.

| | |
|-------------------------|--------------|
| Total Projects Expense: | Total Grants |
| \$1,051,584 | \$9,218,070 |

Infrastructure

- New water meter installations April 2021:
- Residential: 7 new installations
- Total billed meters: 2,022

Police Department



Bunnell Police Department participates with the Flagler County Sheriff's Office in the Free Mobile PAL CAMP at the Carver Gym pictured below. Unfortunately, attendance from the children in the community was light and sporadic.

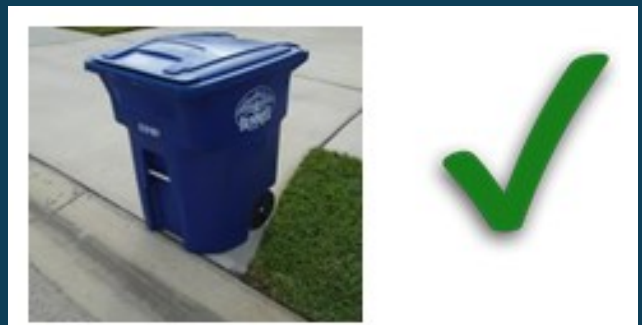


Solid Waste

| SERVICE | AMOUNT COLLECTED | TRUCK LOADS |
|---|------------------|-------------|
| Residential Garbage | 133.12 Tons | 10.24 |
| Residential Recycle | 23.74 Tons | 1.83 |
| Yard Waste | 88 Yards | 4.4 |
| Commercial Garbage | 182.74 Tons | 14.06 |
| Commercial Cardboard | 24.90 Tons | 1.92 |
| Scrap Metal | 1.99 Tons | 1 |
| Construction & Demolition and Bulk debris | 36.43 Tons | 10.40 |

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 |