

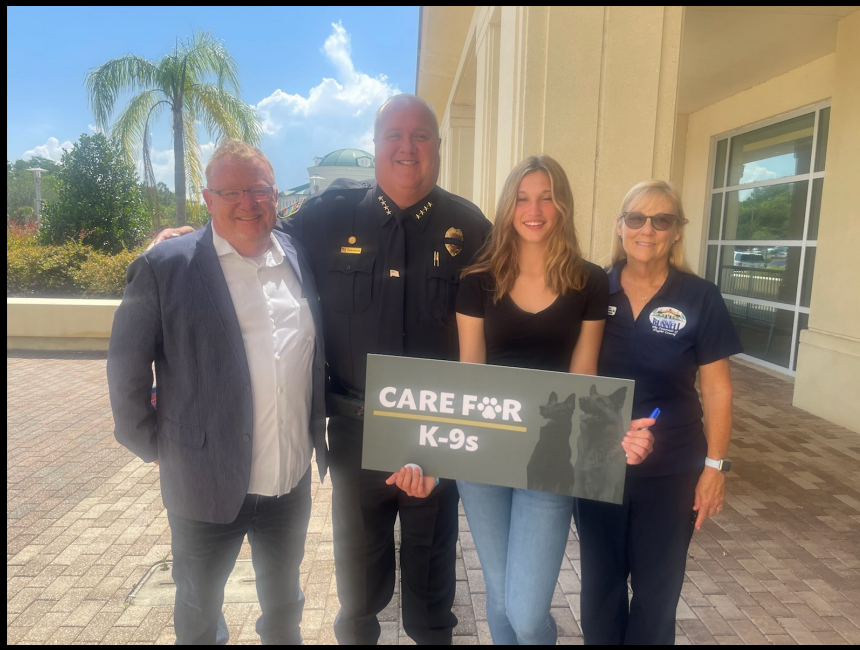
City Manager's Monthly Report



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

Published: July 2022

Bunnell in the Community



June 15, 2022 Care
for K9s Bill signing

June 15, 2022 Palm Coast Chamber of
Commerce Dinner. Mayor Robinson and Vice
Mayor Rogers presented Senator Hutson and
Representative Renner with Certificates of
Appreciation



We Love Bunnell – June 18, 2022



**FIRST ANNUAL
CLEAN-UP EVENT**

We Love Bunnell

JOIN NEIGHBORS, FRIENDS,
AND VOLUNTEERS IN THE
FIRST "WE LOVE BUNNELL"
CLEAN-UP EVENT AND
HELP BUILD STRONGER
COMMUNITIES TOGETHER!

RALLY POINT
GEORGE WASHINGTON CARVER
COMMUNITY CENTER
201 E. DRAIN STREET
BUNNELL, FL 32110

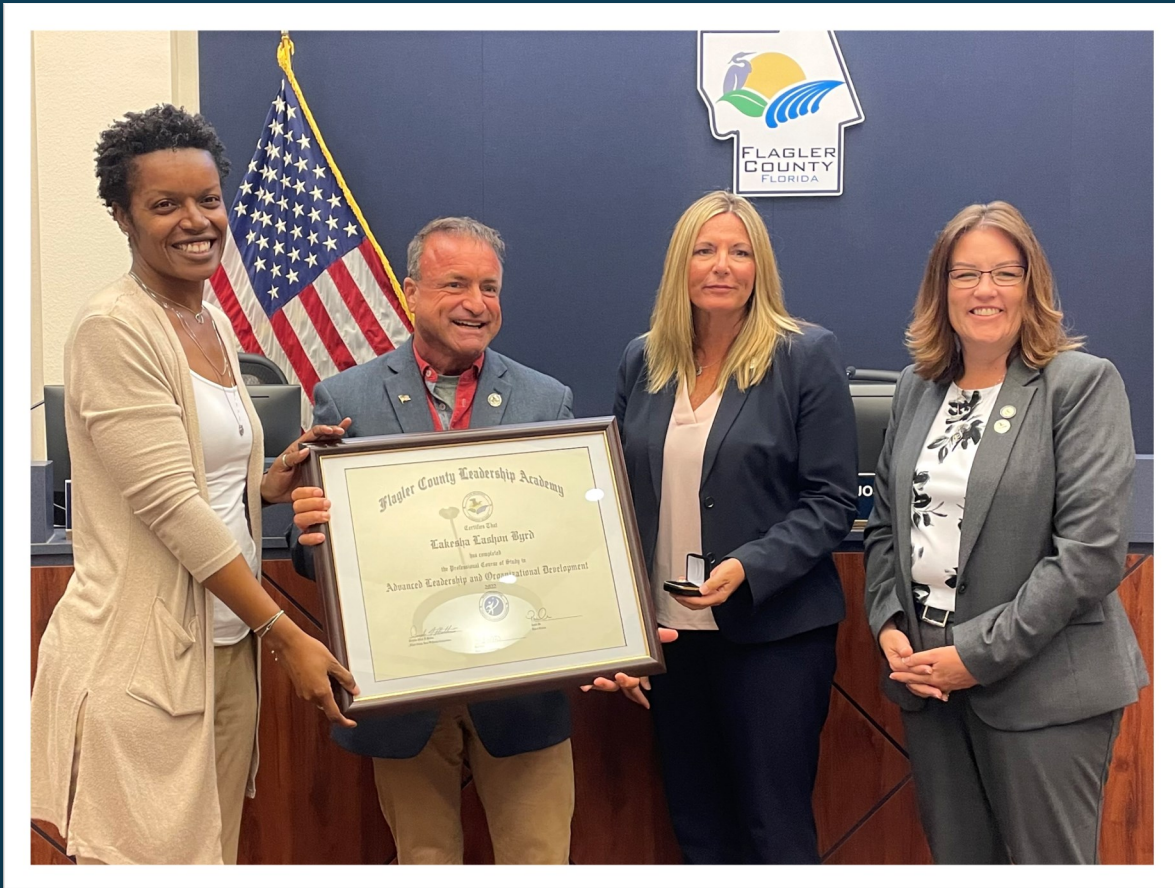
TO VOLUNTEER, SPONSOR, OR PARTICIPATE
PLEASE CONTACT US AT:
386-437-7508 | RSCALF@BUNNELLPD.US



SATURDAY, JUNE 18TH | 8AM - 12PM



CONGRATULATIONS



Congratulations Lakesha Byrd, from the City Finance Department, on graduating from the 2022 Flagler County Leadership Academy! Not only did she graduate, but she was unanimously nominated to serve as the class Valedictorian. She gave an amazing speech in front of the County Commission at the graduation ceremony on June 20, 2022. Thank you for representing the City of Bunnell so well! We're proud of you!

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!

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 with sufficient time to process the rental request. If renting a City facility AND providing a bounce house or water slide for your event, you are required to provide an insurance certificate to the City.

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 have been installed and activated. The City is exploring the cost to install cameras at other City parks.



Garage Sale Permits:

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. 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. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits 386-437-7500 x 3.

Information Technology

Have spent quite a bit of time speaking with various vendors to obtain quotes and purchasing options to replace the existing locations, and add several more. Presented the project to the Board who voted to move forward with the Motorola solution. Working with the vendor, and Florida Power and Light to finalize the paperwork to bring back to the Board for execution.

Moved the internet connection, and the final server for the PD to the office trailer. Assisted the officers in connecting to the new server location remotely.

Assisted the new Engineer, and new Finance Accountant in getting equipment, and setting them up to work from home.

Had an issue with our Facebook account. Spent quite a bit of time trying to get support from Facebook to help resolve the issue. The profile all of our FB pages were created with was called a "gray" account and is being phased out. After much back and forth was able to get it resolved.

Received quotes and ordered networking equipment for the relocation of Infrastructure to Suite 5. Going to upgrade the switches in all 3 suites. However supply chain issues may cause us to install an older switch temporarily in Suite 5. The contractor has started working on the renovations of the suite. Will be in there shortly pulling networking wires.

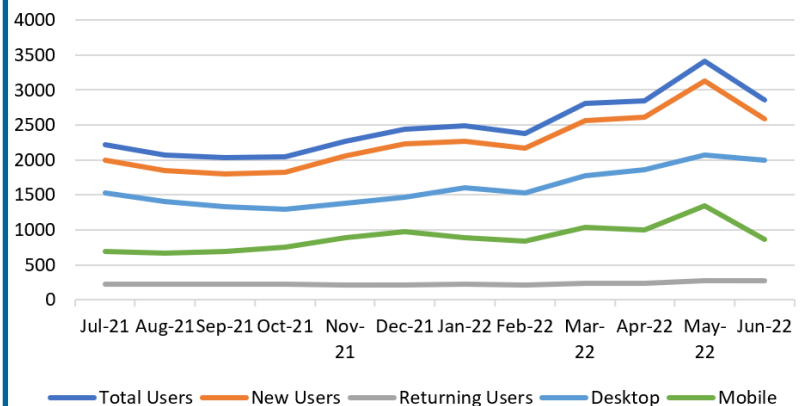
Finalized quotes, and purchased annual replacement hardware. This is usually done in January, however this year with all of the office moves, put it off in case we needed to purchase equipment to accommodate the moves. Most of the laptops have been received and are being prepared to be installed. Still have a rugged laptop, and several desktop machines yet to be shipped.

After the PD finished moving everything out of 201 W. Moody Blvd., was able to finish the decommissioning of the equipment in the building, and ordered all of the telecom and other services to the building disconnected. Had an e-waste recycler pickup decommissioned equipment.

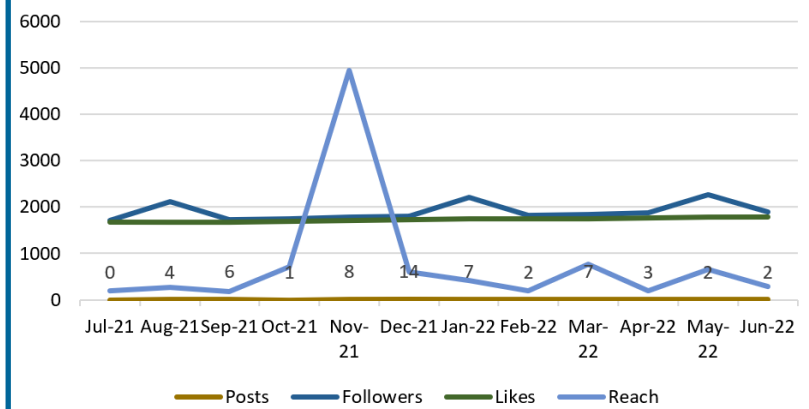
Top 10 web pages:

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

Website Analytics



Facebook Analytics



City Clerk Office

The City Clerk Office published agendas for all City's Public meetings: 3 City Commission Meetings, the Planning Zoning and Appeals Board Meeting, the Code Enforcement Board Meeting and the Charter Review Advisory Committee Workshop.

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

- Facility projects– Coquina remediation; Municipal Park move
- Sale of the 201 W. Moody Blvd property preparation
- Work on and with the 2022 Charter Review Committee
- Going through official records to get ready to destroy those eligible for destruction per State guidelines; storage of official City records due to pending sale of 201 W. Moody Blvd.
- RFQ2022-01 Architectural Services and Project Management for Coquina City Hall project; Bid opening and Selection Committee meetings
- Covering Human Resources face to face tasks and responsibilities
- Organization and correction to filing system in Human Resources
- Assistance to Community Development
- 112.25 hours spent on records requests (on those taking more than 30 minutes to complete)
- Working through on-going vehicle issues in the Solid Waste Department

Business Tax Receipts (BTRs)

Notices for BTR renewals were mailed out June 24, 2022. The City sent out 1,317 BTR Renewal notices for all registered businesses, this includes both in City and out-of-the-City businesses. Payments for FY 22/23 BTR can be processed after July 1, 2022.

Businesses should pay their BTR Renewal fees by September 30, 2022 to avoid paying penalties. 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.

Businesses with questions about their BTR should call the City Clerk Office at 386-437-7500 x 5

2022 Charter Review

In accordance with the City Charter, a review of the Charter is required every 5 years. This year, 2022, a Charter Review Committee needed to be appointed so any proposed Charter Amendments can be placed on the 2023 Municipal Ballot.

On May 9, 2022, the City Commission appointed the members of the 2022 Charter Review Advisory Committee. The members of the Charter Review Advisory Committee are:

Bonita Robinson (Alternate)

Daisy Henry

Darial Williams

David Wilhite

Gary Masten

Joe Kowalsky

Joe Allen

Michelle Heider

The required workshop for the Charter Review Committee was held on June 22, 2022. After the workshop, the Committee will begin the work of reviewing the City Charter to determine if any Charter Amendments need to be suggested to the City Commission for placement on the 2023 Municipal Ballot.

2023 Municipal Election

The next scheduled election for the City Commission is May 2023. There will be two Commission seats up for election.

Stay tuned to the City website and this report for information on when the Candidate Handbook will be available. This is a very useful tool for anyone considering running for City Office. It provides very important dates and deadlines for qualifying and campaign reports. This handbook will most likely be ready in October.

To be placed on the ballot you must qualify to run. The City Clerk is the Municipal Elections Officer. If you have questions about the upcoming election, contact the City Clerk.

Human Resources

ANNIVERSARIES: The City acknowledges and celebrates the following for their continued commitment to the City and her citizens and business owners:

Robinson, Joseph— June 6, 17
Years!

Schalk, Scott— June 11, 10 Years!

Groth, Shane— June 24, 9 Years!

Giannini, Stefano— June 14, 1
Year!

Lynch, Joseph— June 21, 1 Year!

**HAPPY
ANNIVERSARY**

NEW EMPLOYEES: The City wants to give a warm welcome to our newest employees :

June 6— Bernadette Fisher, Community Development Director

June 20— Jeffery Gibson, Utilities Maintenance Technician Trainee

June 20— Alexander McCarthy, Utilities Maintenance Technician Trainee

June 20— Kathryn Brumley, Water Treatment Plant Operator Trainee

June 20— Jefferson Traylor, Police Officer



WE ARE HIRING. OPEN POSITIONS:

Police Officer (2 vacancies)

Water Plant Operator

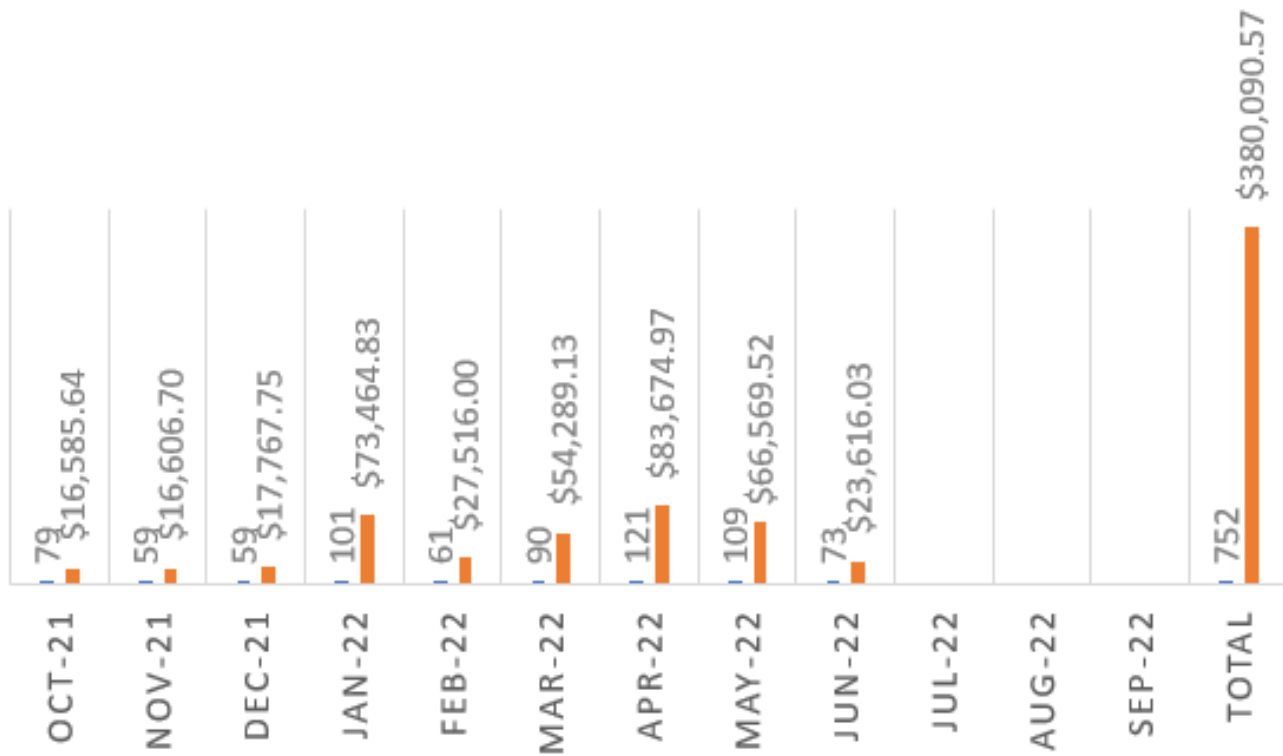
Wastewater Plant Operator

Lead Wastewater Plant Operator

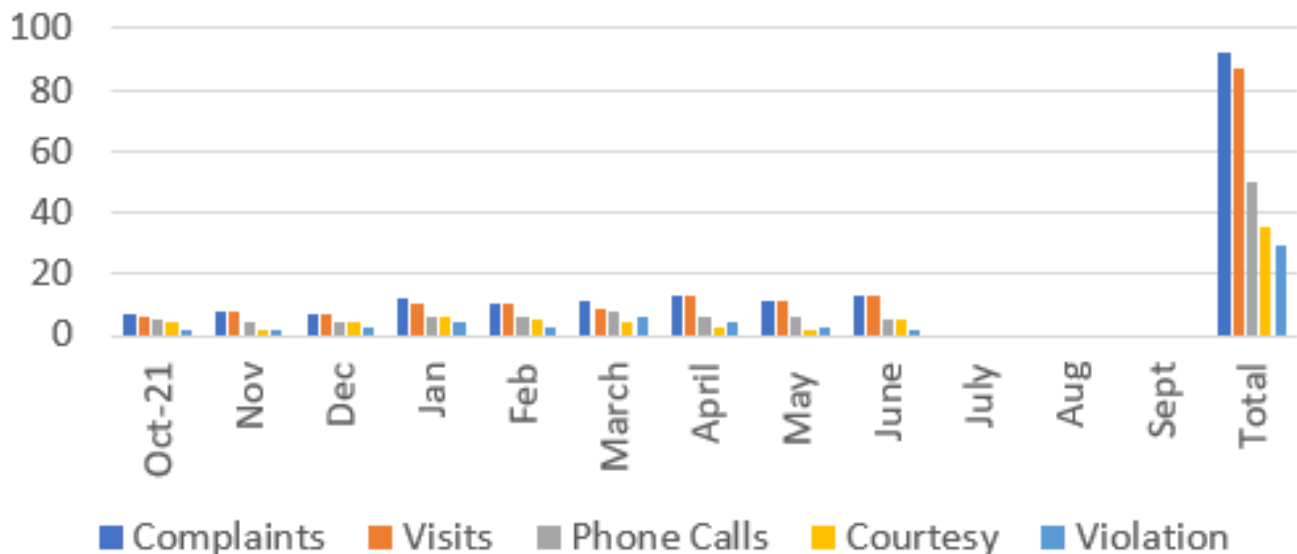
Community Development

PERMITS

■ # of Permits ■ Permit Amount

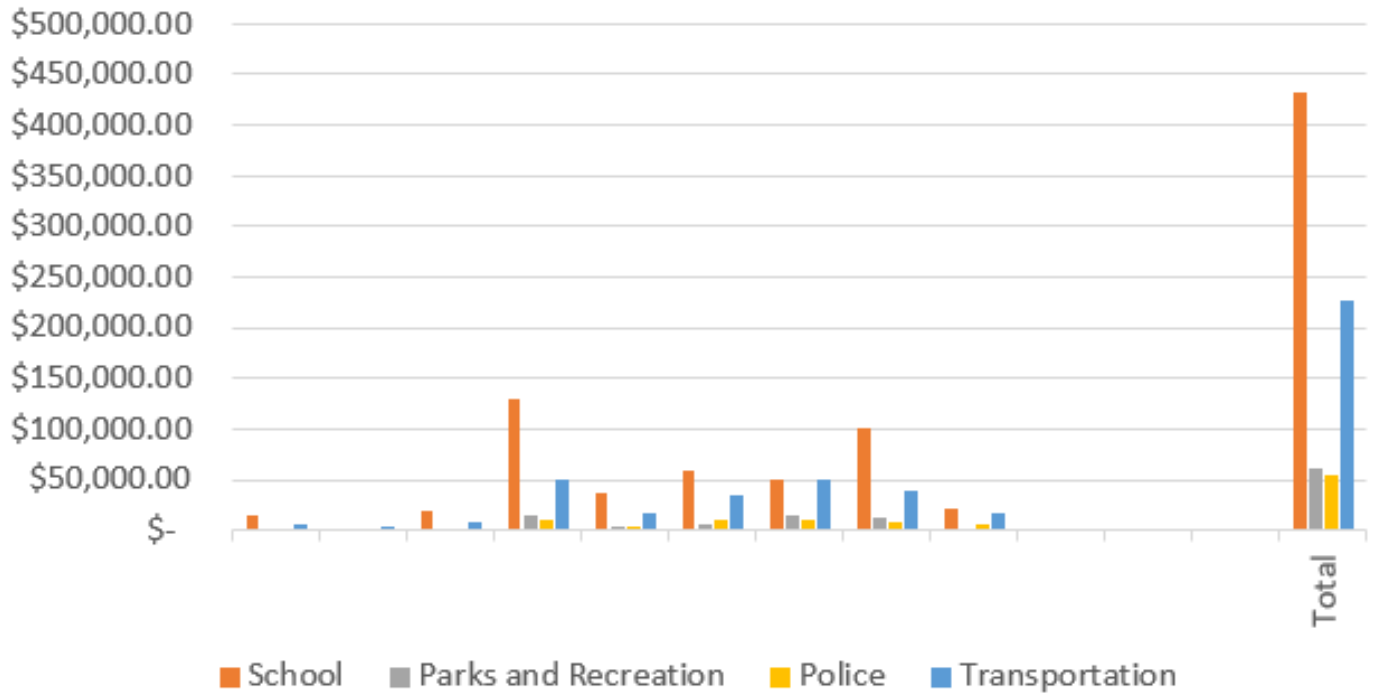


Code Enforcement

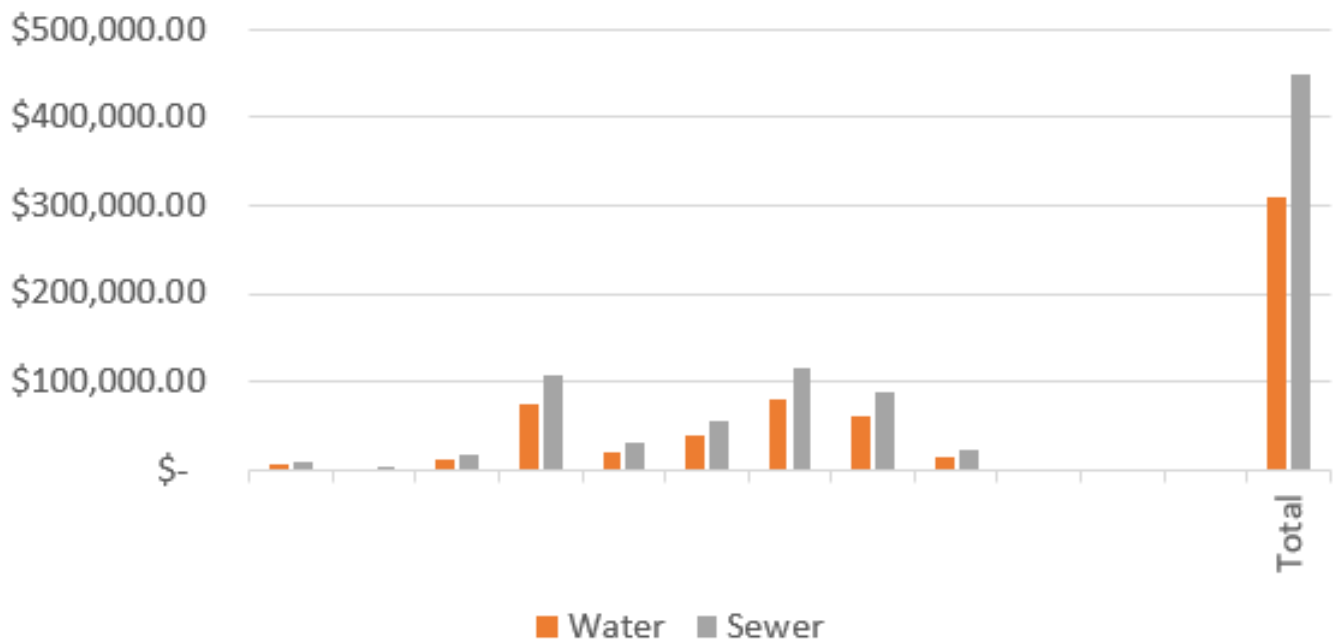


Community Development

Impact Fees General Fund



Impact fees Water/Sewer



Projects

Grant Projects:

	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hyman:	\$7,500	\$700,000
Design and bid documents in process. Surveying and locating to be scheduled.		
Hazard Mitigation Grant Program (HMGP) - Mobile Generators:	\$122,411	\$ 122,411
Grant reimbursement and closeout in process.		
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4:	\$441,895	\$ 500,000
Grant reimbursement and closeout in process.		

Master Plan Projects:

Funding Amt

WWTP Rehab/Expansion Construction Funding:

SRF Loan

\$12,000,000

Agreement received for review and signature.

SJRWMD REDI Grant

\$ 500,000

Agreement in process.

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. Notice of selection for project funding received. Agreement in process.

In-House Projects:

	Expense	Budget
Stormwater Culvert Installation - 804 Fifth	\$5,996	\$15,000
This is an internal project managed by the City's Infrastructure Public Works Department. Involves installation of grass retention swales and conveyance culverts in the place of the current ditches. Construction complete. Sod pending availability.		

Infrastructure

Capacities WTP/WWTP

- Capacity for the WWTP in June 2022 was 55% with a total of 2.34" of rainfall. Total influent flow for the month was 9.907MG, with a Daily Average of 0.330MG
- The WTP produced 12.500MG of drinking water, with a daily production average of 0.403MG in June 2022.
- Total Billed Meters June- 2110

Police Department

PATROL OPERATIONS

June 2022

	This Month	Same Month Last Year	Year to Date
Residential Burglaries	0	0	6
Vehicle Burglaries	1	1	6
Business Burglaries	1	0	2
Auto Thefts / Recovered	1 / 0	3 / 2	8 / 10
Traffic Crashes	15	20	109
Traffic Stops	254	136	1166
- Citations	33	13	143
- Written Warnings	156	2	433
Warrants Attempted / Served	11 / 1	18 / 7	74 / 23
Reports Written	101	96	747
Arrests	29	17	132
- Felony	9	12	56
- Misdemeanor	20	5	76
Criminal Charges Filed	41	34	212
- Felony	10	21	80
- Misdemeanor	31	13	132
Public Records Requests	46	N/A	219
Security Checks	1078	819	4355
Community Policing	539	914	3231

CRIMINAL INVESTIGATIONS DIVISION

PERSON CRIMES

June 2022

	This Month	Same Month Last Year	Year to Date
Cases assigned	0	0	97
Cases completed	0	0	0
Current caseload	0	0	0
- Cases active	0	0	0
- Cases pending	3	0	0
- Cases closed	2	0	0
Investigation call outs	2	0	0
SA 707's Filed	1	0	0
Arrest warrants	11	18	75
Search warrants	1	0	0
Felony arrests	4	0	0
Assist Other Agencies	16	0	0
Cases Reassigned to FCSO	3	0	0

Police Department

CRIMINAL INVESTIGATIONS DIVISION PROPERTY CRIMES

June 2022

	This Month	Same Month Last Year	Year to Date
Current Assigned Caseload	0	0	0
- Burglary (Residential)	0	0	2
- Burglary (Conveyance)	1	0	7
- Burglary (Commercial)	1	0	2
- Fraud / Theft	2 / 2	1 / 4	15 / 16
Cases Completed	0	0	0
- Burglary (Residential)	0	0	0
- Burglary (Conveyance)	0	0	0
- Burglary (Commercial)	0	0	0
- Fraud / Theft	0 / 0	0 / 0	0 / 0
Cases – Active	4	0	0
Cases – Closed	0	0	0
Cases – Inactive	1	0	0
Recovered Stolen Property Value	\$0.00	\$0.00	\$0.00
Investigative Callouts	0	0	0
SA 7-07 Affidavit Filed	4	0	0
- Felony Charges	1	0	0
- Misdemeanor Charges	3	0	0
Arrests	29	0	0
- Felony	9	0	0
- Misdemeanor	20	0	0
Arrest Warrants Obtained	0	0	0
Search Warrants Obtained	0	0	0
Assist Other Agency	16	14	97