

City Manager's Monthly Report



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

Published: December 2021

End of Watch 11.9.2021



BUNNELL POLICE DEPARTMENT
Sergeant
Dominic Guida



It was with a heavy heart the City of Bunnell recognized End of Watch for Sergeant Dominic Guida on November 9, 2021. While participating in a training exercise, Sergeant Guida experienced a cardiac event. Despite the interventions of first responders and medical staff, Dominic was pronounced dead shortly after 5:00 PM. Dominic was in law enforcement for 19 years; he joined the City of Bunnell in 2016. Dominic was a dedicated public servant and much respected and loved member of the Bunnell family. He loved the Bunnell community and interacting with the citizens and visitors of Bunnell. His Celebration of Life was held at the First Baptist Church of Bunnell on November 15th.

Our love, prayers and support continue to go out to Dominic's family, the Bunnell Police Department, the law enforcement community and all those feeling this great loss.

Thank you to all those municipalities, agencies and citizens who have supported Dominic's family & friends, the City of Bunnell and our community during this difficult time.

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.

It's Beginning to Look Like Christmas

The City ordered new lights and they were hung in and around Lake Lucille. The City lost all Christmas lights after the 2019 season, and had to start from scratch with lights, cords and timers. The City will build on the display based on allowed budgeted funds.



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/or public may be participating virtually. There is limited space for public to attend a City meeting in person.

If attending in person, masks are strongly encouraged due to the spacing in the Chambers meeting room or could be required. If you are sick or feeling ill, please do not attend a meeting in person; use the Zoom option.

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).

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

Completed the migration to the new phone system November 10th. We now have 10 physical phones. The rest of us can utilize our smart phones or computers / laptops.

Tried taking the old Spectrum equipment to their store in Palm Coast, but they wouldn't take it. They instructed us to take it to the UPS Store. Once there, the folks at the UPS store documented, packaged, and shipped the old phone equipment to Spectrum.

Spectrum has been working on the upgrade to the internet connectivity at the water plant. The Project Manager for Spectrum called to schedule the installation on December 6th.

Completed the equipment relocations within the equipment rack at the water plant. Have scheduled to relocate the servers from the admin building to the plant December 18th.

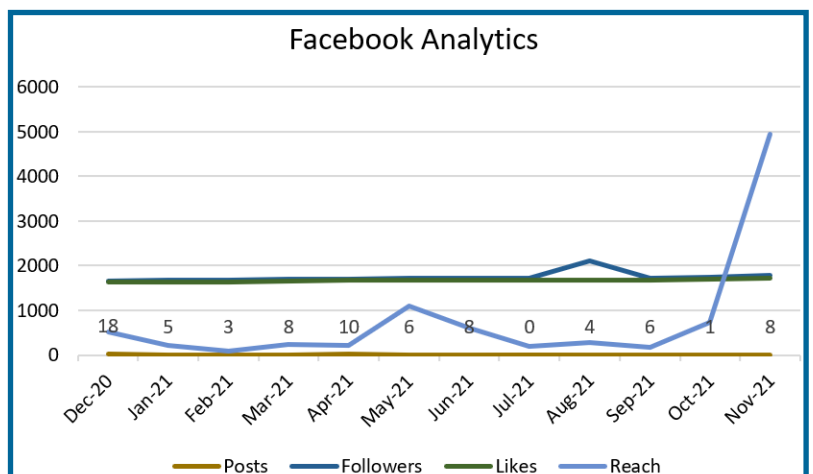
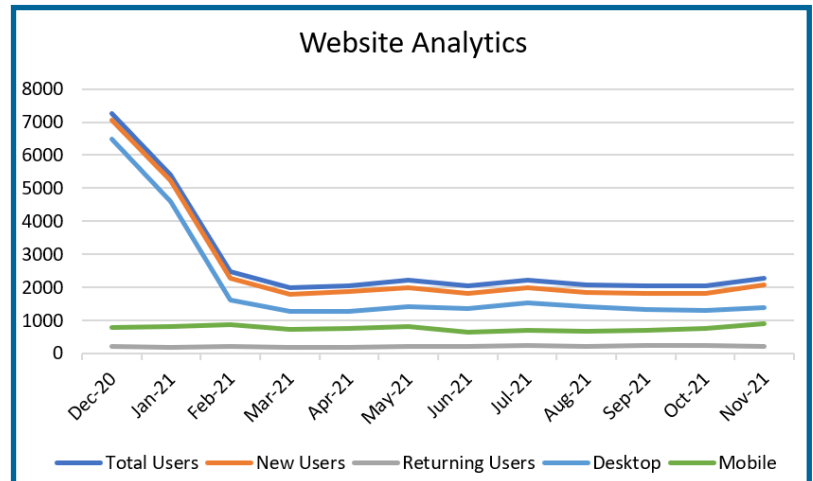
The PD office trailer has been delivered and setup. The County is working on the site work, and pouring of sidewalks, walkways, etc. Completed the initial network wiring within the office trailer for the PD. Awaiting the installation of connectivity and telephone service to the trailer to finalize everything. Received quotes for alarm monitoring, access control, and cameras at the new trailer. Working on getting pricing for new networking equipment.

As once out of the Admin building IT will have little to no storage space for a while, documenting all non-fixed assets for disposal, and working with an e-waste recycling company to come and pick it all up.

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. Initiated this project with Tyler Technologies. Completed the pre-install questionnaire, and scheduled the initial tasks with the Project Manager. This should be completed by the middle of December.

Top 10 web pages:

1. Home Page
2. Police
3. Open Positions
4. Agendas
5. Building Permits
6. Contacts Directory
7. Chief's Corner
8. SW Holiday Sched
9. Solid Waste
10. Community



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings: 2 City Commission Meetings, the 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; also working with IT for the camera order for JB King Park.
- Working on the 2022 Municipal Elections.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines and transferring City records to storage.
- 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.
- 35 hours processing records requests.
- Planning for Christmas in Bunnell.
- Working with applicant on their Solid Waste Facility Operating permit.
- Meeting with Smart North Florida to strategize solutions for City needs.
- Planning for the 2022 Commission Advance.

Business Tax Receipts (BTRs)

Business Tax Receipt (BTR) Renewal season actually started in July 2021. Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing BTR renewals.

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.

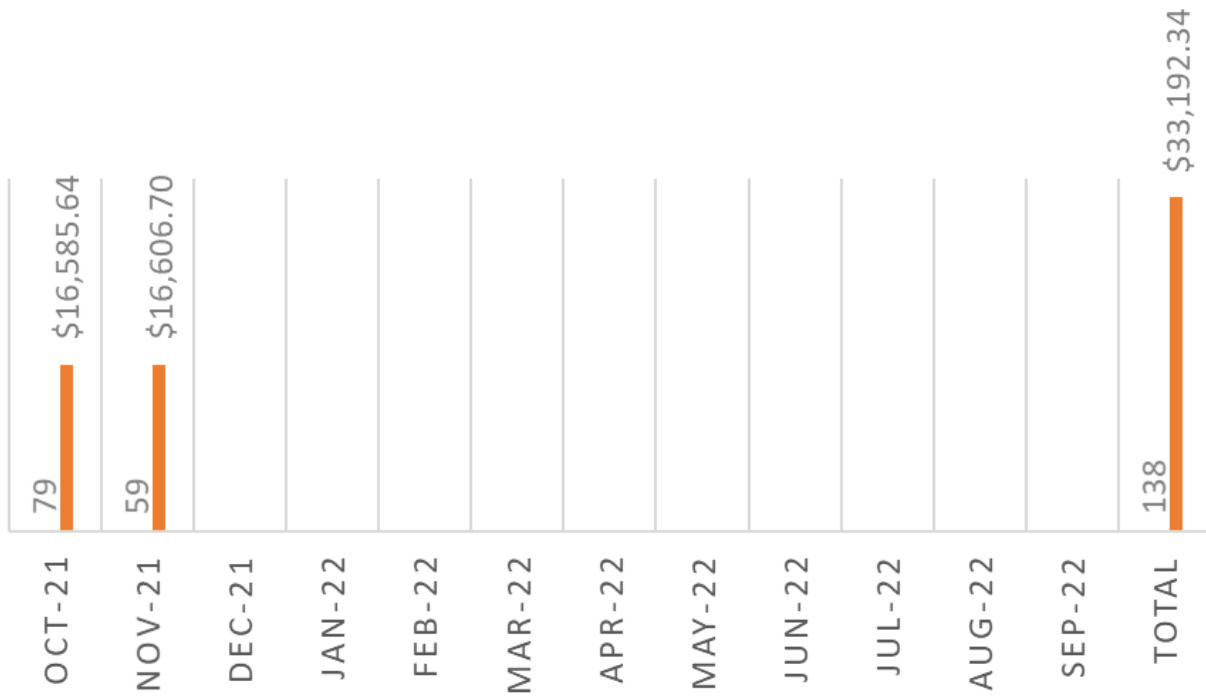
The City processed a check in the amount of \$26,598.00 for BTR renewals.

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

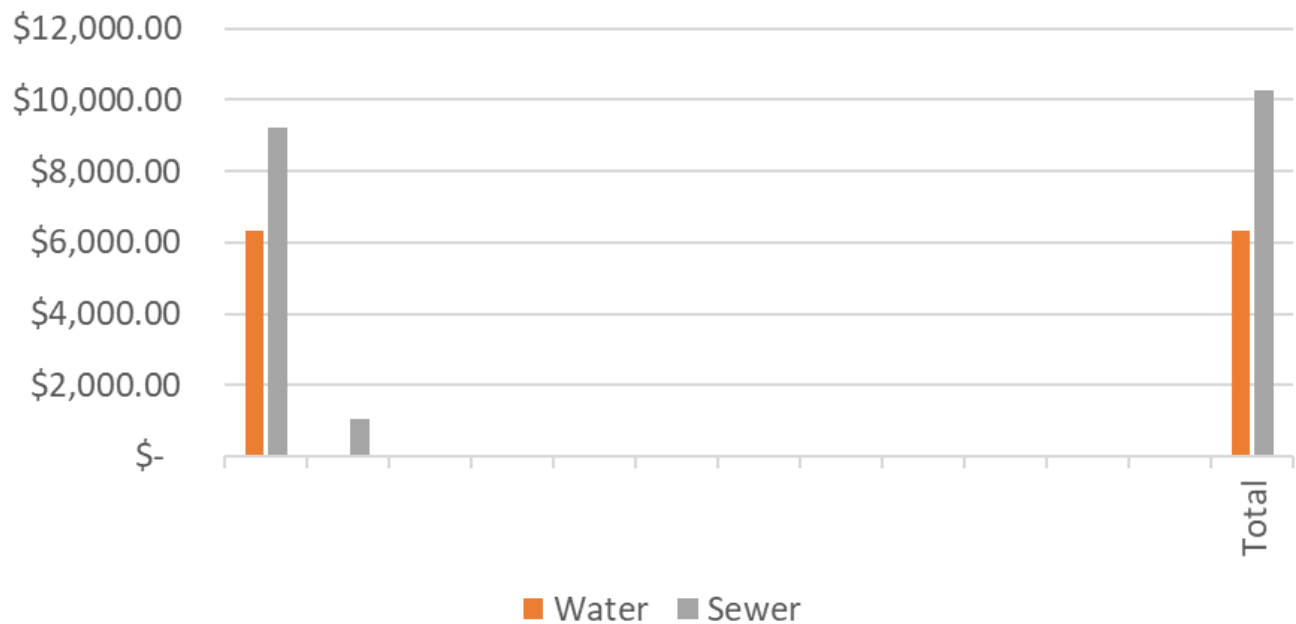
Community Development

PERMITS

■ # of Permits ■ Permit Amount

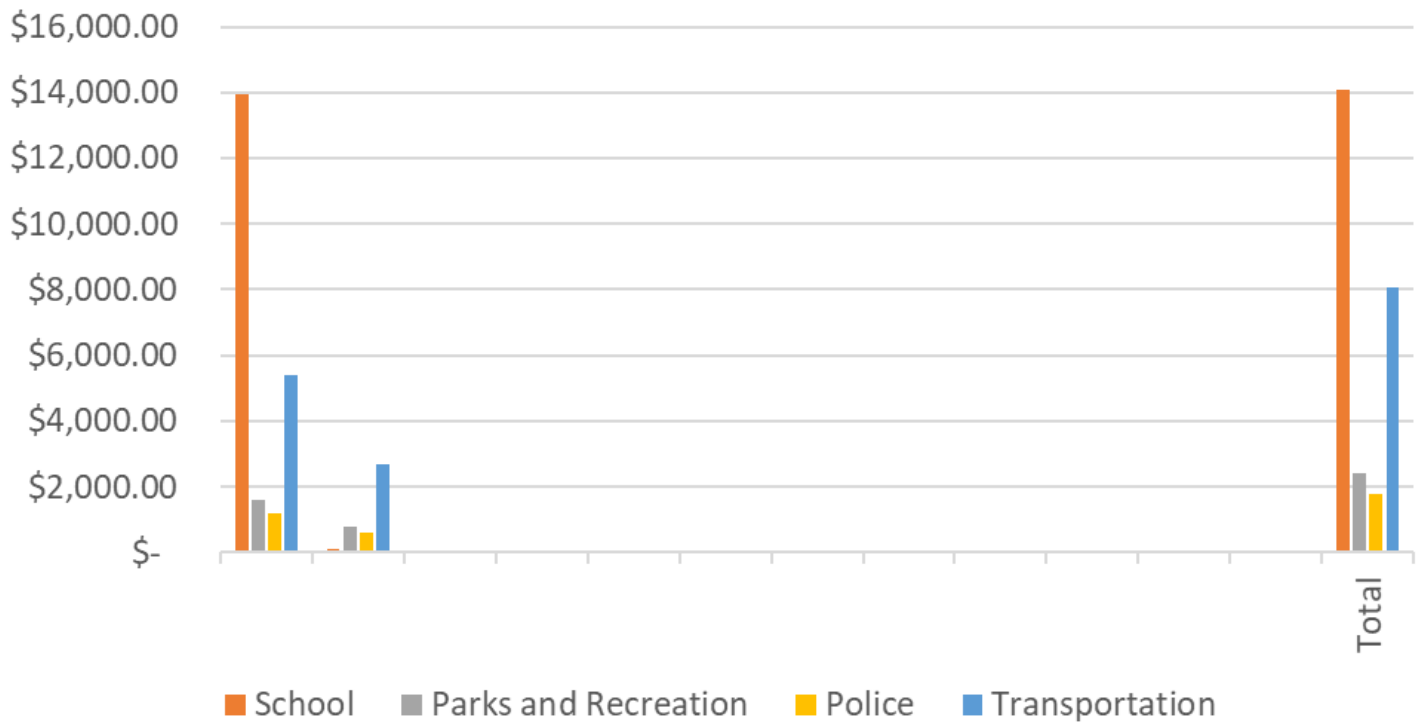


Impact fees Water/Sewer

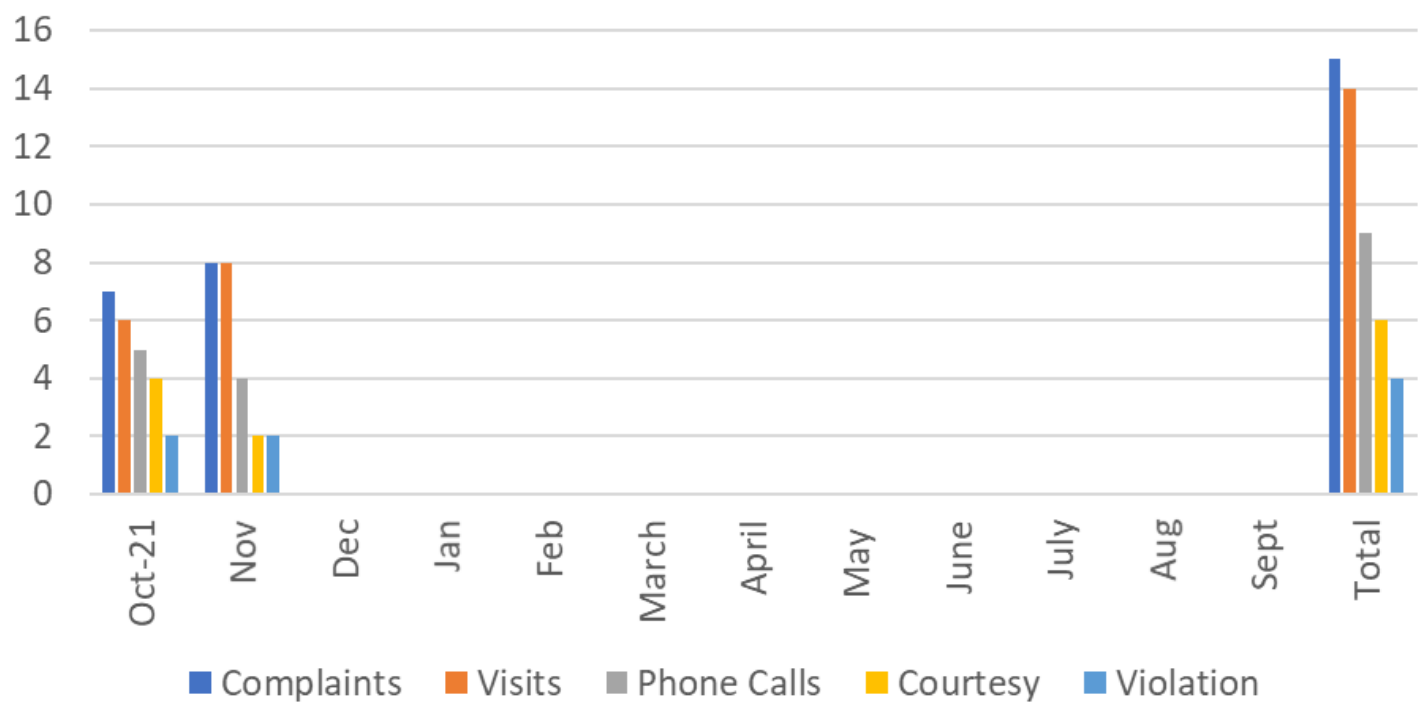


Community Development

Impact Fees General Fund



Code Enforcement



Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG): Agreement attachments and forms are in process to send to DEO for approval.		\$700,000
Hazard Mitigation Grant Program (HMGP): Generators tested at select lift stations.		\$138,070
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Construction proposal approved by Commission. Scheduling in process.		\$500,000
Master Plan Projects:		Funding Amt
WWTP Rehab/Expansion Construction Funding: USDA / SRF Loan Application approved by Commission. Submission pending.		\$12,000,000
Wastewater Treatment Plant Rehab/Expansion Design: 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.	\$997,995	\$1,000,000

Infrastructure

Capacities WTP/WWTP

Capacity for the WWTP in November 2021 was 61% with a total of 4.97" of rainfall. Total influent flow for the month was 10.961MG, with a Daily Average of 0.365MG

The WTP produced 9.143MG of drinking water, with a daily production average of 0.294MG in November 2021. With our WTP putting out 9.143MG and our WWTP receiving 10.961MG, we treated 1.818MG of storm/ground water.

Total number of meters billed in November 2021= 2,047

Police Department

Rick's Backyard Cooking hosted, "Coffee with the Commish" and "Coffee with a Cop" on November 5th

**"COFFEE WITH
THE COMMISH"**

 **and**
CHIEF OF POLICE
TOM FOSTER

FRIDAY, NOVEMBER 5TH AT
RICK'S BACKYARD COOKING
2405 E Moody Blvd Suite 505 Bunnell

9:00 - 10:00 AM

COMMISSIONER
TINA-MARIE SCHULTZ

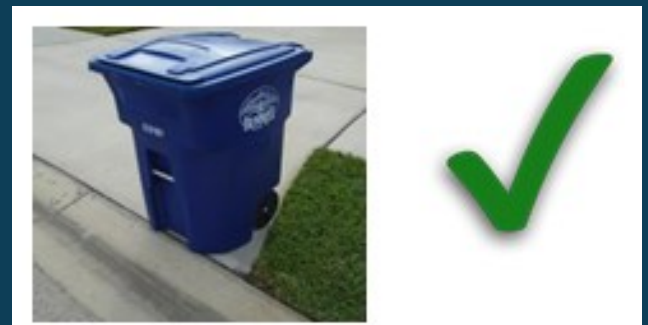
**DEFINING ISSUES,
DESIGNING SOLUTIONS**

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	148.77 Tons	11.44
Residential Recycle	27.04 Tons	2.08
Yard Waste	109 Yards	5.45
Commercial Garbage	175.88 Tons	13.53
Commercial Cardboard	24.67 Tons	1.89
Scrap Metal	0	0
Construction & Demolition and Bulk debris	13.19 Tons	3.77

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 18/19	FY 19/20	FY 20/21
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	1995.58 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	1546.61 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	623.3 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	1153 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	574.58 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	4.27 Tons
Yearly Total	5578.10	5848.71	5897.34