

# City Manager's Monthly Report



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

Published: November 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.

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](http://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**



## Halloween Events

Trunk or  
Treat at Lake  
Lucille  
October 29



Halloween  
in Bunnell  
October 31



## 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

Migration to the new phone system was postponed yet again. Contacted Florida Department of Management Services (DMS) in an attempt to resolve the porting issue that is holding up the migration. Put TPX the new phone vendor, in touch with DMS. Evidently between the 2 entities, they resolved the issue holding up the port of one of our numbers. Migration is scheduled for November 10th.

City Manager, Clerk's Office, and HR have been relocated to suite 4.

The way the state contract is written with Verizon, every 2 years, Verizon offers upgrades to our devices. About half of our devices were eligible for upgrades. Several of them were ordered and deployed.

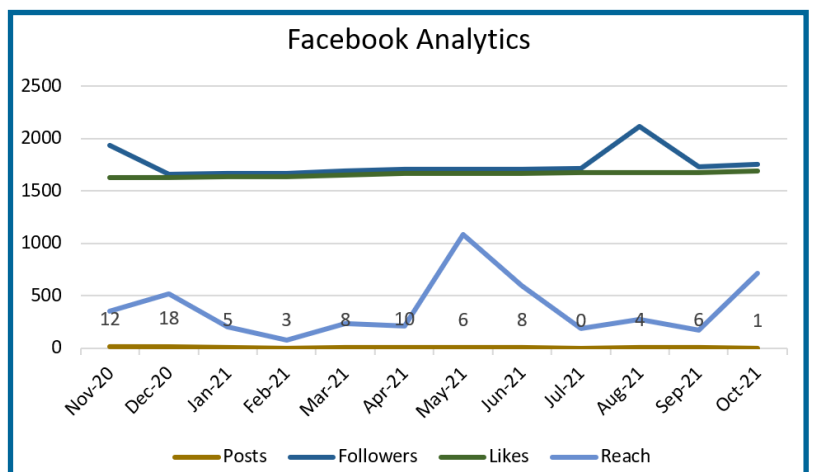
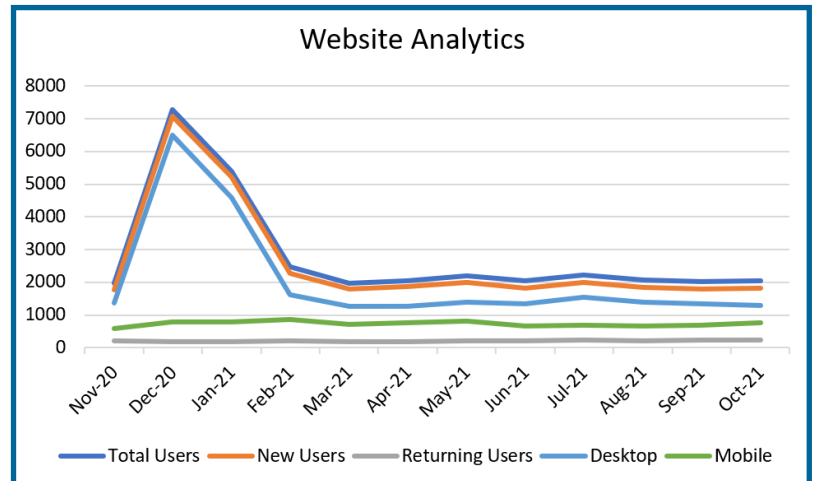
Like many departments being displaced from the Admin building, spent a lot of time collecting, and documenting equipment to be disposed of prior to the abandoning the building. With little options for continuous storage, having the get rid of equipment being held as spares.

In this year's budget is an upgrade to the document imaging system built into Incode. The system we currently have works fine in Incode 10. But does not work in Incode 9 (Building Permits, Code Enforcement, and BTRs). Initiated the upgrade with the vendor to get our existing data migrated over.

Assisted HR with the Personnel Action Forms (PAFs) for all employees for the COLA adjustment.

### Top 10 web pages:

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





## City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings: 2 City Commission Meetings, a City Manager Community 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.
- Working on getting alternate work space ready to occupy.
- Working on the 2022 Municipal Elections.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines.
- 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.
- 60 hours processing records requests.
- Planning for Trunk or Treat, Halloween in Bunnell and Christmas in Bunnell.
- Working with applicant on their Solid Waste Facility Operating permit.
- Facilitating Special Event reviews for 3 other events in the community.
- Meeting with Smart North Florida to strategize solutions for City needs.
- Planning for the 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.

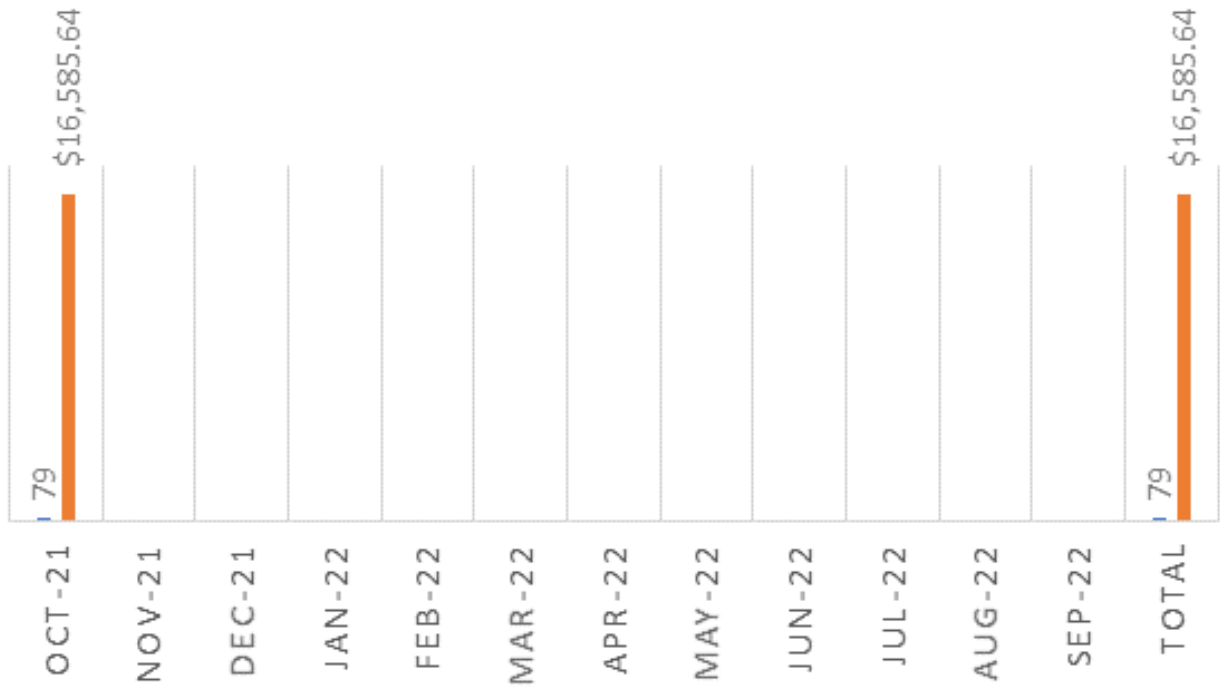
The City processed a check in the amount of \$35,325.06 for BTR renewals.

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

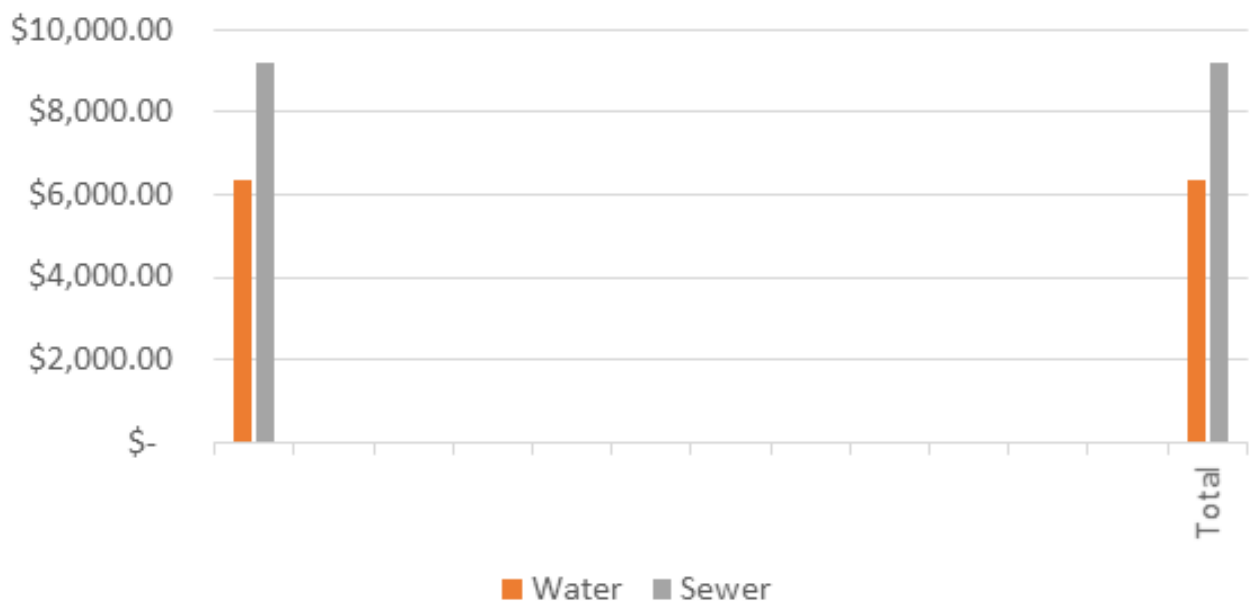
## Community Development

### PERMITS

■ # of Permits ■ Permit Amount



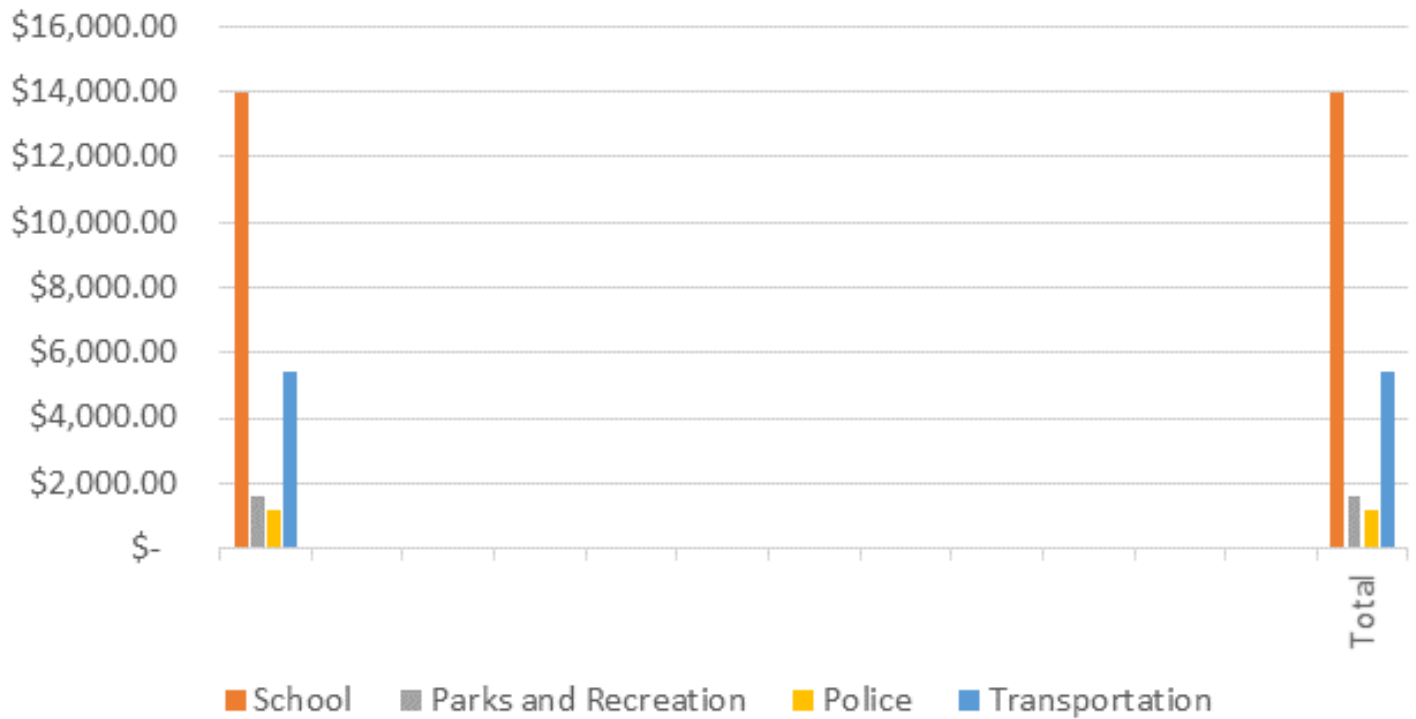
### Impact fees Water/Sewer



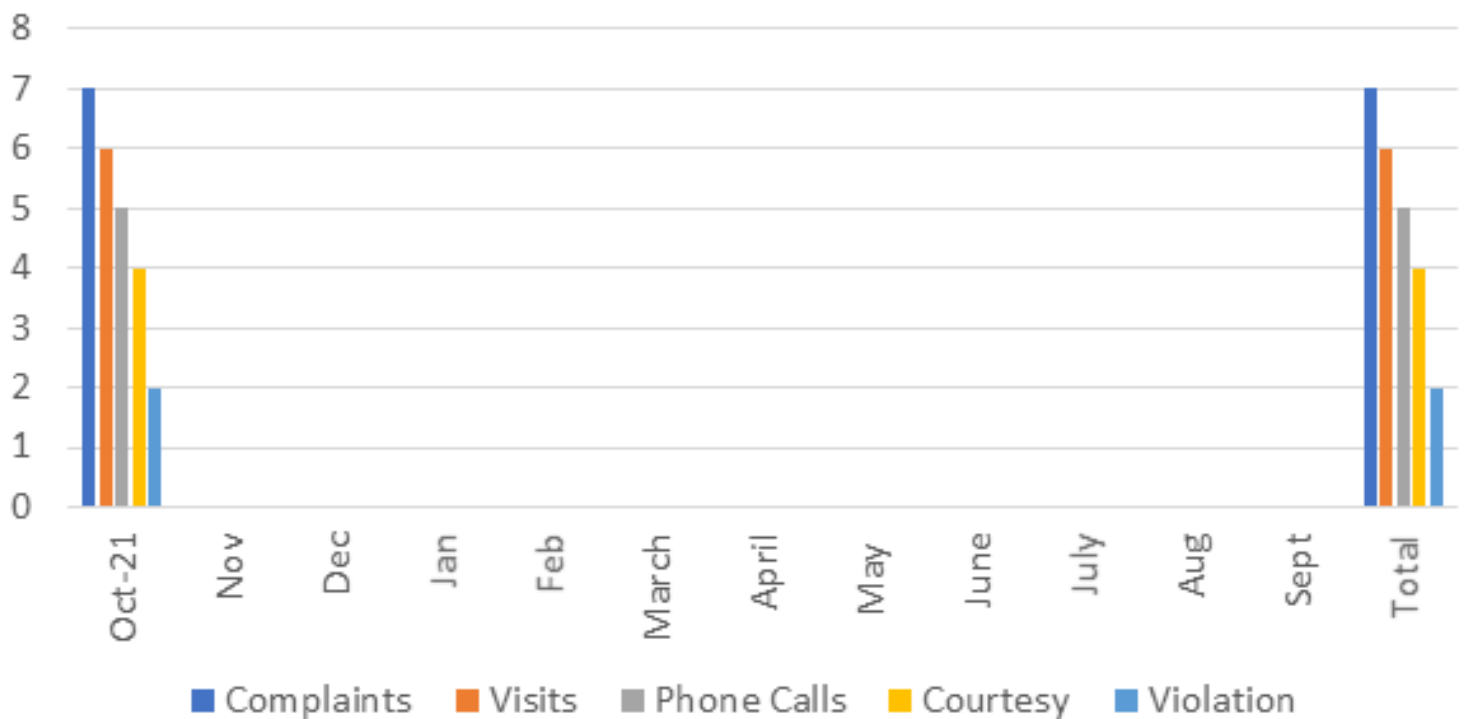


## Community Development

### Impact Fees General Fund



### Code Enforcement



## Projects

### Grant Projects:

### Expense

### Grant Amt

#### Community Development Block Grant (CDBG):

**\$700,000**

RFP 2021-04 Grant Writing and Administrative Services agreement with Fred Fox and backup information sent to DEO for approval. Alliant Engineering proposal approved by Commission for Construction Administration.

#### Hazard Mitigation Grant Program (HMGP):

**\$138,070**

Generators delivered. Testing and start up with vendor pending.

#### 2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4:

**\$500,000**

Contractor proposal received. Pending Commission approval.

### Master Plan Projects:

### Funding Amt

#### WWTP Rehab/Expansion Construction Funding:

##### USDA / SRF Loan

**\$12,000,000**

Project plans and specs have been approved for funding.

#### 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. Application submitted.

#### Wastewater Treatment Plant Rehab/Expansion Design:

**\$997,995**

**\$1,000,000**

Design complete.

## Infrastructure

### Capacities WTP/WWTP

- Capacity for the WWTP in October 2021 was 54% with a total of 1.88" of rainfall. Total influent flow for the month was 9.983MG, with a Daily Average of 0.322MG
- The WTP produced 9.738MG of drinking water, with a daily production average of 0.314MG in October 2021. With our WTP putting out 9.738MG and our WWTP receiving 9.983MG, we treated 0.200MG of storm/ground water. This number is lower due to less rain fall than normal as well as the slip lining program.

## Police Department

### Trunk or Treat

The Bunnell Police Department and the City Manager participate again this year in co-sponsorship with the First Baptist Church. We had the best decorated cars of all...in my opinion. We received many compliments and the kids really enjoyed themselves. Good time for all!

### Halloween in Bunnell

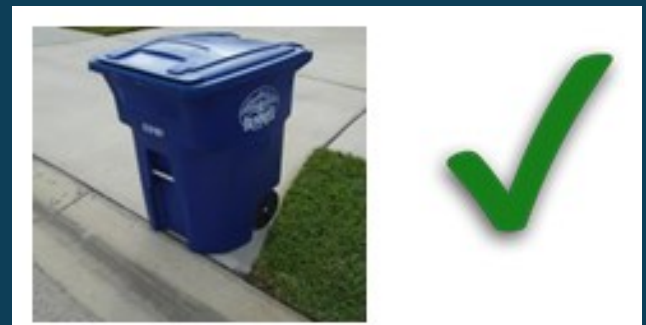
Representatives from each department of the City of Bunnell teamed up and worked as a team to ensure this event was safe and a success! We had a great turn out and was fun for all!

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	135.26 tons	10.4
Residential Recycle	21.69 tons	1.67
Yard Waste	65 yards	3.25
Commercial Garbage	165.72 tons	12.75
Commercial Cardboard	18.67 tons	1.44
Scrap Metal	0	0
Construction & Demolition and Bulk debris	19.8 tons	5.67

### 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)*

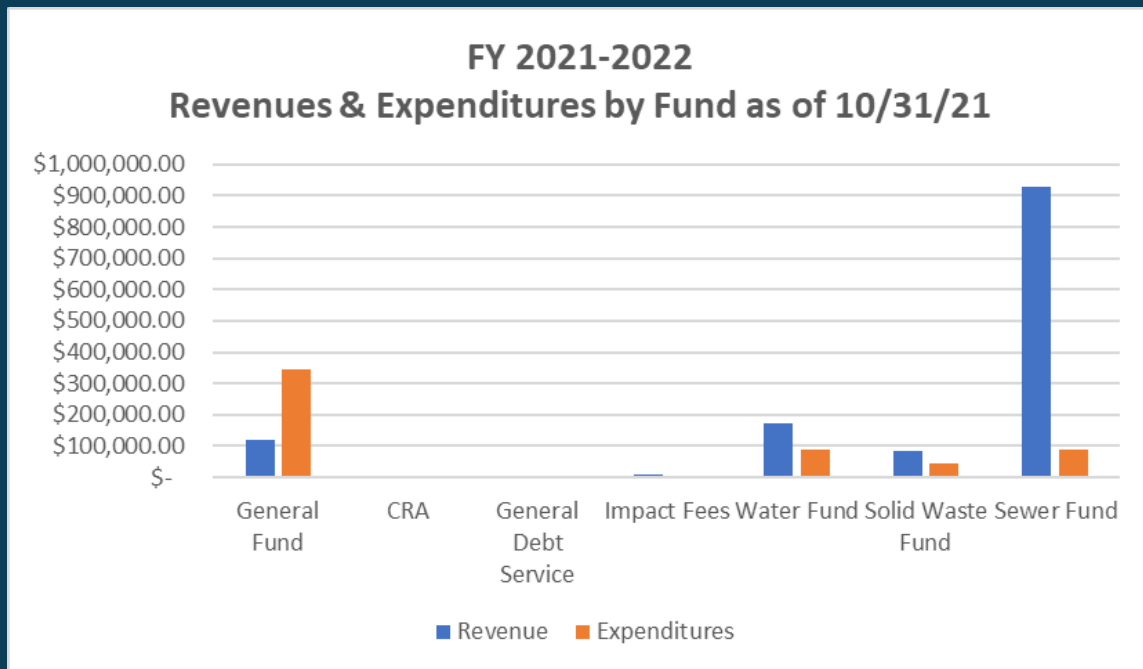


## Solid Waste Fiscal Year Comparisons

	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

## Finance Department

October was the first month of Fiscal Year 2021/2022. The approved 2021/2022 budget, including amendments, totals \$29,678,521 and includes all anticipated revenues, cash forward, expenditures and reserves of the city from October 1, 2021 through September 30, 2022. The chart shows year to date revenues and expenditures by fund.



**General Fund** – The General Fund has total revenue of \$118,791 while expenditures currently total \$345,907. The General Fund’s primary source of revenue is Ad Valorem (Property Taxes) and receipts generally occur at the end of November or beginning of December.

**CRA Fund** – The balance in the CRA Fund is \$3,639. There are no revenues or expenditures anticipated in the fund for FY 2021/2022.

**General Debt Service Fund** – The General Debt Service Fund accounts for the debt service payments required for the Municipal Complex. Revenues are recorded monthly and are transfers from the General Fund. Payments are made quarterly in accordance with the loan documents.

**Impact Fees** – This fund accounts for Law Enforcement, Parks and Recreation and Transportation Impact Fees. The Commission approved the new impact fees effective November 8<sup>th</sup>, 2020. Collections occur at the time a building permit is issued. Proceeds are required to fund capital needs necessary to accommodate new growth.

**Water Fund** – The Water Fund has total revenue of \$174,392. The expenditures total \$87,782. A water and sewer utility rate increase became effective on October 1<sup>st</sup>, 2021.

**Solid Waste Fund** – The Solid Waste Fund has revenues of \$82,655 and expenditures of \$46,215.

**Sewer Fund** – The Sewer Fund has total revenue of \$930,490, of which, \$737,006 is the City’s first distribution of ARPA funds which will be used as part of the WWTP expansion project. The expenditures total \$89,875. A water and sewer utility rate increase became effective on October 1<sup>st</sup>, 2021.