

City Manager's Monthly Report



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

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Tropical Storm/Hurricane Ian

On September 23, 2022, City staff started participating in daily calls and planning for possible contingencies for Tropical Storm/Hurricane Ian. On September 26, 2022 the City of Bunnell declared a local state of emergency due to the impending arrival of Ian. The City prepared for storm impacts to include winds and up to 18 inches of rainfall; work included clearing swales, ditches and culverts and securing objects at parks and City facilities that could become flying objects in tropical storm or hurricane force winds. The City also activated staff to work as the Municipal Liaison in the County Emergency Operation Center (EOC) as of Tuesday, September 27, 2022. Staffed manned the EOC for 24 hours a day as of September 28, 2022.

On September 27, 2022, with the assistance of Flagler County (providing sand) and Flagler Volunteer Services, the City was able to open a sandbag distribution site across from the Fire Station in Bunnell. Approximately, 2000 sandbags were distributed from this site.

Water and Wastewater Plant operators worked 12 hour shifts prior to the storm and throughout the storm to monitor the City's water and wastewater plants.



Once Hurricane Ian had passed and it was safe to travel, City crews were activated to start damage assessment and to clear streets of debris. Recovery efforts continued into October.



Tropical Storm/Hurricane Ian Individual Help

The Federal Emergency Management Agency has upgraded its disaster declaration to include Individual Assistance for Flagler County to assist residents with expenses related to Hurricane Ian.

Individuals and households in Flagler County can apply for FEMA Individual Assistance, which may include temporary housing assistance, basic home repairs and certain other uninsured disaster-related needs.

Survivors can apply for disaster assistance at disasterassistance.gov, by calling 800-621-3362 from 7 a.m. to 11 p.m. Eastern Time, or by using the FEMA mobile app. If you use a relay service such as video relay service (VRS), captioned telephone service or others, give FEMA the number for that service.

Tropical Storm/Hurricane Ian Business Help

The Florida Department of Economic Opportunity on Wednesday added Flagler to its eligibility list for the Small Business Bridge Loan Program. The loan program makes a total of \$50 million available to businesses, \$10 million which is dedicated to agriculture producers impacted by Hurricane Ian.

“Loans approved through the program are intended to ‘bridge the gap’ between the time a disaster hits and the time when longer-term recovery funding such as federally or commercially available loans, insurance claims, or other resources become available,” said Tourism Development Director Amy Lukasik. “This is very good news for our businesses in Flagler County.”

Loans are:

- Available for economic injury or physical damage
- Short-term
- Zero-interest
- Up to \$50,000
- Considered personal loans using State of Florida funds
- Must be repaid

Applications and additional information is available at <https://deosera.force.com/RebuildFloridaBusinessLoanFund/s/>

For additional questions about the loan program, call 833-832-4494 or email EmergencyBridgeLoan@deo.myflorida.com

City News, Announcement and Alerts

Throughout the storm, the City participated in unified messaging with all governmental Public Information Officers and out of the County EOC. Messages and alerts were sent out through the City's website.

If you are not currently subscribed to get notifications from the City, please register now. You register from www.bunnellcity.us, click the subscribe button in the middle of the page and then complete the fields on the next page. To get the alerts the City sends out, make sure that the buttons next to City Alerts and City News & Announcements are checked.

Select one or more lists from the section below

Urgent Alert

☐ City Alerts

News or Announcement

☐ City News & Announcement

Did you know?

The City Manager Report is published with the second Commission Meeting agenda of each month; however, it is also published to the City's website too. You can see back issues of the report and see what is going on within the City by reviewing this report every month.

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City Manager's Monthly Report

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. Applications can be obtained at the Bunnell Customer Service Office located at 604 E. Moody Blvd. Unit 6 or on the City website www.bunnellcity.us under FORMS.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
 - The remediation of the hall was completed in August/September. The City is working with the design consultant for the plans to restore the building and also is working with the State to complete the grant agreement. Once the State Grant Agreement is completed and accepted, the RFP can be released to find the contractor to complete the reconstruction.
- Municipal Park (formerly located at 201 W. Moody Blvd.) is still in the process of being rebuilt at its new location at 1307 E. Howe Street

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

Spent quite a bit of time on the camera system at J.B. King Park. Was having an issue with one of the recorders not sending out notifications like it should have. Wound up sending the device back to the manufacturer for further troubleshooting. Pulled some video the beginning of the month of some mischievous youths.

Having an issue with Facebook again. The Administrator account has been locked out of one of our pages. Facebook has indicated it had something to do with an upgrade they rolled out, that it removed the Admin privileges. They have not restored it as yet.

The County Audio Visual Manager took new headshots of our various Directors, and made them and a collage of all of us available. Combined that with the BIOs of the director on the website.

Using some funds IT had at the end of the year, started on a security review / audit of our various network systems. This project is scheduled in the FY 22-23 budget. But got it started early. The intent is to review and identify any weaknesses in our security profile, and ways to improve them. Also to produce a plan for moving forward which should allow us to apply for grant funds to accomplish the improvements.

The Public Works building was having connectivity issues. Was having to reboot certain equipment fairly regularly. Was going to install spare equipment in place, but discovered and fixed the issue. Network is back up and running again.

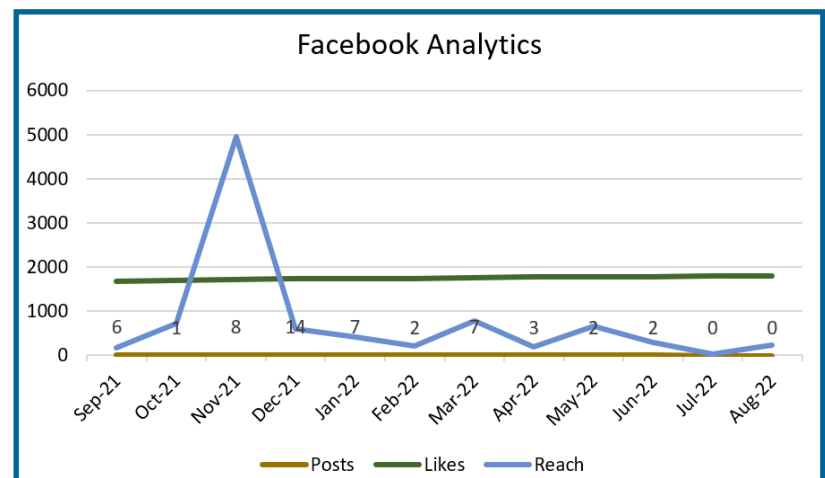
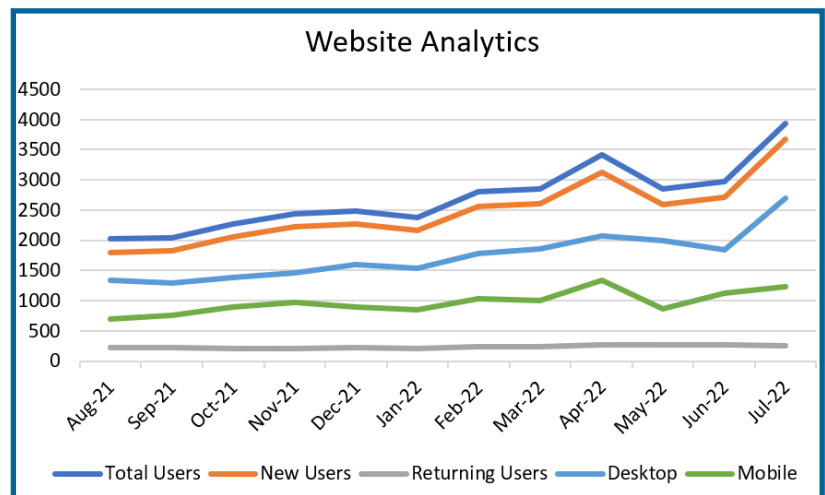
Some of the security cameras at the WWTP have failed. I looking at the cause, it appears one of the radios dislodged (prior to Ian) from it's mount, and was hanging by the network wire. This allowed rain water to enter and destroy the radio. Purchased a new radio to try and get these cameras back up and running. The discovered an electrical issue on the remote side. Awaiting an electrician to identify and resolve that issue.

The vendor has marked the locations in the field for the installation of the new poles for the surveillance camera project. The poles were to be set the last week of the month, however Hurricane Ian postponed that installation.

In preparation for the project path of Hurricane Ian, relocated the servers out of the PD trailer and into the County data center. This would help in an extended power outage to keep the officers connected, and operational.

Top 10 web pages:

1. Home Page
2. Open Positions
3. Building Permits
4. Agendas
5. Police
6. Ian PR 9/29
7. Contacts Directory
8. Community
9. News & Announcements
10. Volunteer Boards



City Clerk Office

The City Clerk Office published agendas for all City's Public meetings: 3 City Commission Meetings (two regular meetings and one workshop), the Planning Zoning and Appeals Board Meeting, and the Code Enforcement Board Meeting.

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

- Facility projects– Municipal Park move
- Working with contractor for the design for reconstruction of Coquina City Hall and on-going contact with Department of State for the Historical Resources Grant for the restoration of Coquina City Hall
- Work on RFQ for New Administration and Police Department Complex
- Preparing for records destruction in accordance with guidelines
- Covering Human Resources face to face tasks and responsibilities
- Assistance to Community Development
- **45.25** hours spent on records requests (on those taking more than 30 minutes to complete)
- Assistance with and hosting of the Annual Elected Officials Ethics and Sunshine Law training
- Working and staffing the EOC starting Tuesday, September 27, 2022 through October 3, 2022 for Hurricane Ian (14 hours shifts plus on call as needed for remaining 10 hours of day)

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.

In the month of September, 225 businesses renewed their BTR. The City collected \$28,561.10 in BTR and Fire Inspection fees for those renewals.

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

2022 Charter Review

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

Any recommendations to amend the Charter would be voted on in a Referendum Election to be scheduled with the Regular March 2023 Municipal Election. The Charter Review Committee has submitted their report to the Commission. The Commission Tabled the report at their September 26, 2022 Meeting.

2023 Municipal Election

The next scheduled election for the City of Bunnell is March 2023. There will be two Commission seats up for election. There will also be a Special Election to fill the vacancy created with the resignation of Commissioner Barnes. These are two different races.

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 late October after voter registration books close (books close on October 11, 2022).

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.

ANNIVERSARIES:

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

- Deb Winson (September 23, 2019)
- Lakesha Byrd (September 26, 2016)

**HAPPY
ANNIVERSARY**



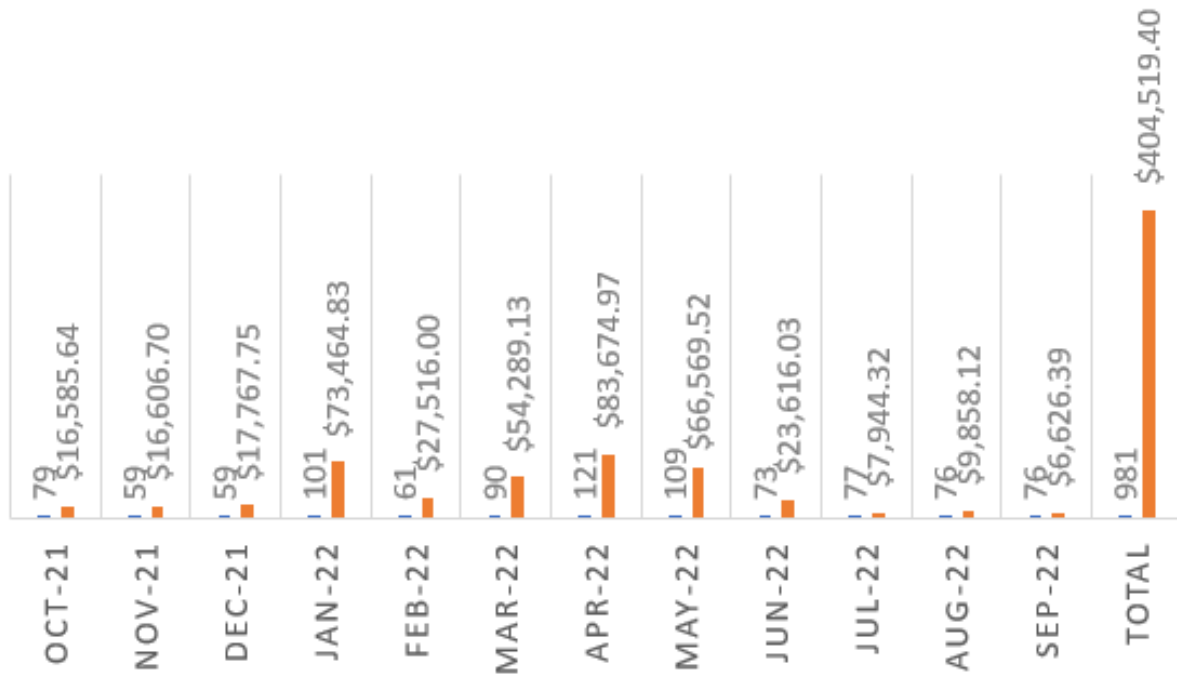
WE ARE HIRING. OPEN POSITIONS:

Wastewater Plant Operator

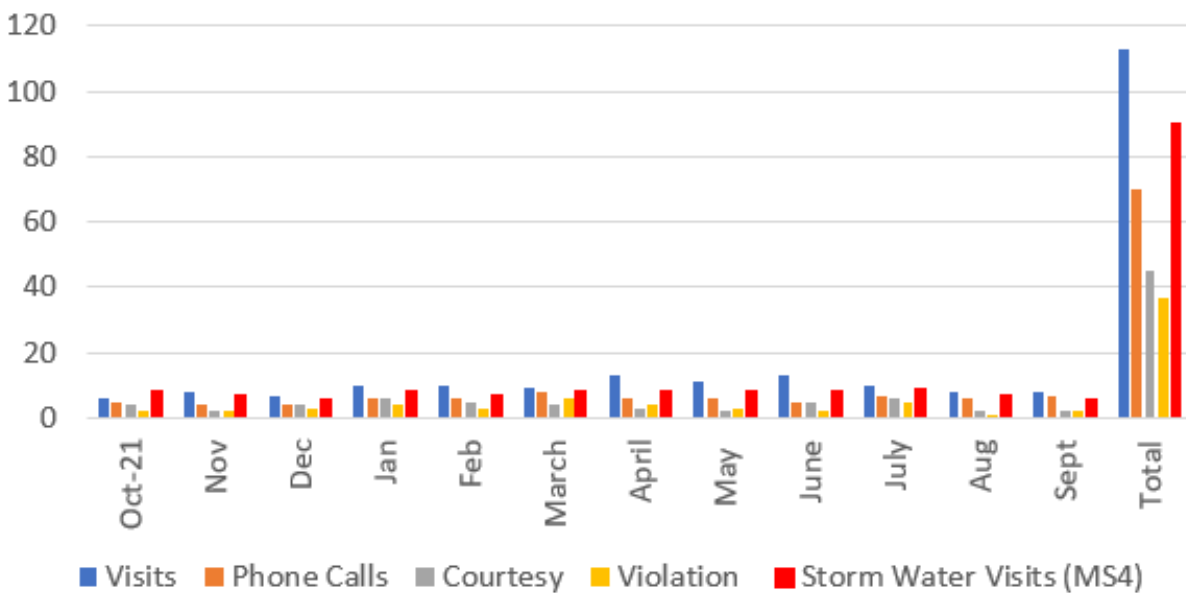
Community Development

PERMITS

of Permits Permit Amount

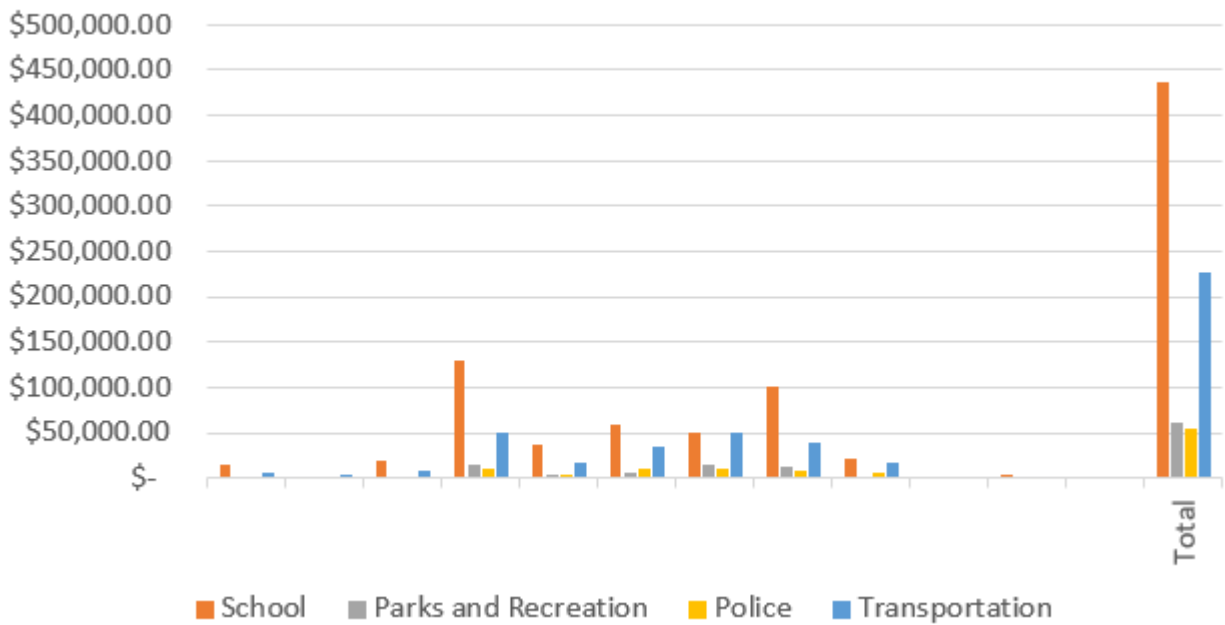


Code Enforcement

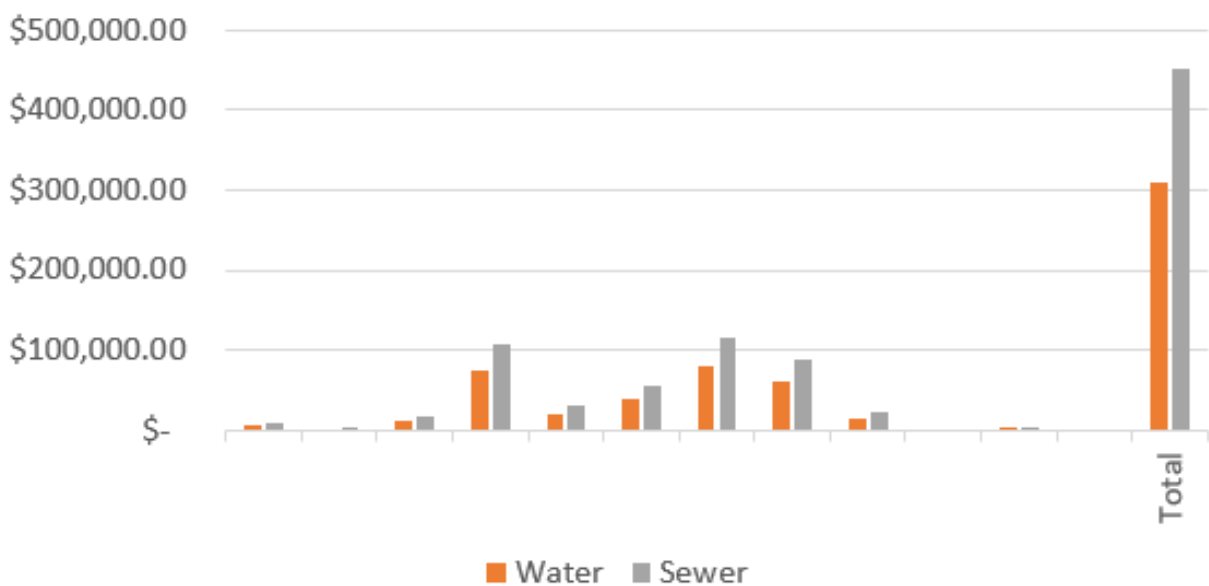


Community Development

Impact Fees General Fund



Impact fees Water/Sewer



Projects

Grant Projects:

| | Expense | Grant Amt |
|--|-----------|------------|
| Community Development Block Grant (CDBG) - Hyman: Design and bid documents in process. Surveying in process. | \$7,500 | \$ 700,000 |
| Hazard Mitigation Grant Program (HMGP) - Mobile Generators: \$122,411 Closeout letter pending. | | \$ 122,411 |
| 2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Project completed. | \$441,895 | \$ 500,000 |

Master Plan Projects:

| | Funding Amt |
|---|---------------|
| WWTP Rehab/Expansion Construction Funding: SRF Loan Agreement received for review and signature. On priority list for \$2,160,033 loan for FY 23. | \$12,000,000 |
| SJRWMD REDI Grant Agreement in process. | \$ 500,000 |
| Water Protection Grant Funding Army Corp of Engineers Section 5061, WRDA07 Environmental Infrastructure Funding. Agreement in process. | \$ 7,080,000 |
| ACOE 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. Concurrence on the agreement and signed self-certification of financial capability approved and signed. Agreement in process. | \$ 15,000,000 |

In-House Projects:

| | Expense | Budget |
|--|---------|----------|
| Stormwater Culvert Installation - 804 Fifth 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. Project completed. Closeout in process. | \$5,996 | \$15,000 |

Infrastructure

Capacities WTP/WWTP

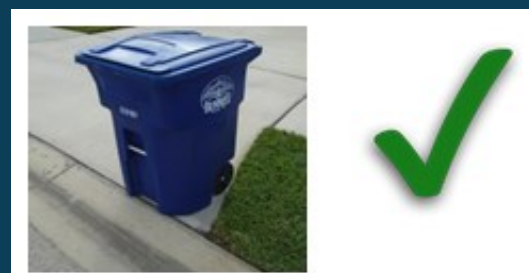
- Capacity for the WWTP in August 2022 was 62% with a total of 4.9" of rainfall. Total influent flow for the month was 11.624MG, with a Daily Average of 0.0.375MG
- The WTP produced 13.156MG of drinking water, with a daily production average of 0.424MG in August 2022.
- Total Billed Meters August- 2,115

Solid Waste

| SERVICE | AMOUNT COLLECTED | TRUCK LOADS |
|---|------------------|-------------|
| Residential Garbage | 129.88 Tons | 9.99 |
| Residential Recycle | 12.46 Tons | .96 |
| Yard Waste | 158 Yards | 6.58 |
| Commercial Garbage | 190.21 Tons | 14.63 |
| Commercial Cardboard | 22.94 Tons | 1.76 |
| Scrap Metal | 0 | 0 |
| Construction & Demolition and Bulk debris | 24.38 Tons | 6.97 |
| Waste Tires | 0 | 0 |

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 to 3 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 has passed your location
- ⇒ 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 9/30/2022) |
|-----------------------------|----------------|----------------|-------------------------------|
| Commercial Solid Waste | 1960.54 Tons | 1995.58 Tons | 2374.65 Tons |
| Residential Solid Waste | 1380.89 Tons | 1546.61 Tons | 1446.87 Tons |
| Cardboard & Recycle | 585.98 Tons | 623.3 Tons | 582.61 Tons |
| Yard Waste | 1593.00 Yards | 1153 Yards | 1203 Yards |
| Construction & Debris (C&D) | 315.51 Tons | 574.58 Tons | 319 Tons |
| Scrap/Misc. | 12.789 Tons | 4.27 Tons | 16.44 Tons |
| Yearly Total | 5848.71 | 5897.34 | 5942.57 |