

City Manager's Monthly Report



Dr. Alvin B. Jackson, Jr.
City Manager
For June 2020

July 2020

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.

COVID-19

The City of Bunnell declared a local state of emergency on March 18, 2020. The City continued to operate in a local state of emergency, practice social distancing and operate with alternative schedules without a drop in City services for the entire month of April.

Virtual City Meetings were held for all Boards– City Commission, Code Enforcement Board and the Planning, Zoning and Appeals Board. To join, view or participate in any of the City meetings, there are several options.

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

Daily and sometimes hourly adjustments were made as information was released and State Executive Orders were released.

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

As of June 8, 2020 all City parks were open and normal hours of operation were resumed. This including opening the restrooms at JB King Park and Edward Johnson Park.

Other facilities, such as water fountains, picnic tables, basketball courts, playscapes, exercise equipment, etc. remained off limits as the constant and frequent disinfection of these items following use could not be managed with a crew of 4 during mowing season and the City needed to do it's part to help lessen the spread of COVID-19.



Information Technology

A good portion of our Administrative staff now have the ability to telecommute. During the 3 weeks of the Safer At Home Executive Order from Governor DeSantis, most of the administrative staff spent at least some of that time working from home. Fielded some calls on connectivity issues. Otherwise seemed to have gone fairly well.

Received and started setting up thermal cameras. These will be installed at the entrances of City Hall to screen individuals coming into the buildings for a fever.

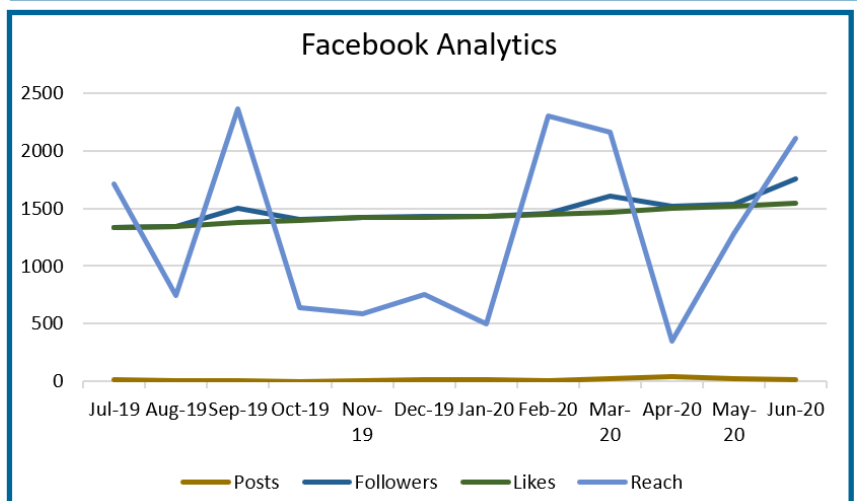
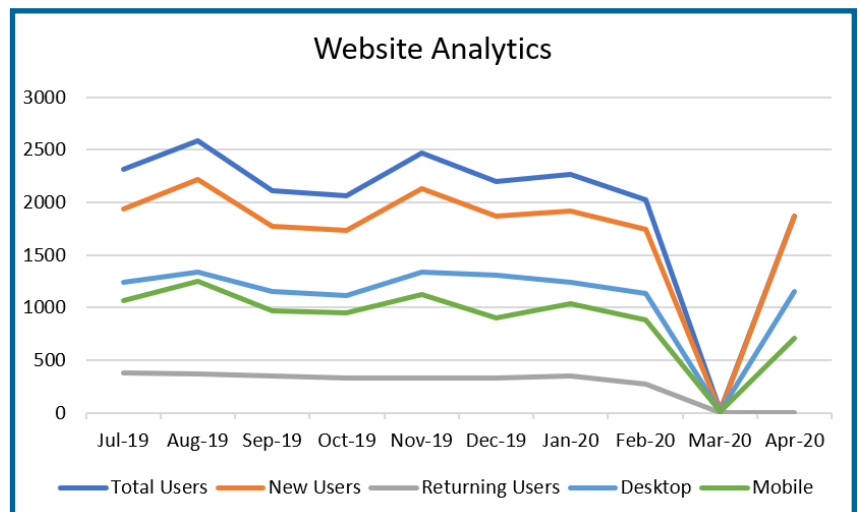
Received some equipment from the St. Johns River Water Management District. Several monitors, and 3 projectors were received. These will be evaluated for use in our facilities.

For budget purposes have been researching, and demoing software. Also seeking quotes for some upgrades that would help staff working from home as the pandemic draws out.

Received and installed new smart phones for some of our users. The vendor is required to do a hardware refresh every 2 years. But with the pandemic, new phones are somewhat scarce.

Top 10 web pages:

- | | |
|-------------------|-----------------------|
| 1. Home Page | 6. Volunteer Boards |
| 2. Open Jobs | 7. Contacts Directory |
| 3. Building Dept. | 8. Solid Waste |
| 4. H R | 9. City Commission |
| 5. Police Dept | 10. Community |



City Clerk Office

State of the City

Per the City Charter, the State of the City Address was to be given by the Mayor on April 27, 2020; however, due the COVID-19 event and virtual meetings, the City Commission adopted Emergency Resolution 2020-07 to postpone to State of the City Address.

The State of the City was re-scheduled to July 13, 2020. The Clerk's Office is working to plan a State of the City event that meets the CDC recommended protocols for face to face meetings.

Due to COVID-19, Executive Orders and direction from the CDC and Health Department, staff within the City Clerk Office have adjusted work schedules and times to practice social distancing, promote the health and safety of City staff and still provide the same level of services to the Commission, City, staff and citizens.

Business Tax Receipts

Since 2013, the City has partnered with the Flagler County Tax Collector for all local business tax receipt renewals.

As of June 30, 2020 there were still a number of businesses which had not renewed their FY 19/20 local business tax receipt- 55 businesses within the City . With the current penalties due, this is an estimated \$7,725.00 still due to the City. Florida Statute Chapter 205 does not allow Code Enforcement action to be started until 150 days from notice (done in July 2019) has passed. The Clerk's Office referred all the businesses in the City limits to Code Enforcement for processing in January 2020 and has been working with them to follow up on the fees still due to the City.

The BTR renewal process for Fiscal Year 2020/2021 also started. Information regarding all the City's BTRs was sent to the Tax Collector. As agreed to in the Interlocal Agreement, the Tax Collector will send out all BTR renewal e-mail alerts or postcard notices to those with active BTRs in July 2020.

Utility Liens

Address	Lien Amount/Balance
1203 S. Bay St.	\$347.68
408 E. Booe St.	\$375.36
815 Hymon Cir.	\$679.62
807 Hymon Cir.	\$597.84
812 Marion St.	\$2322.61
602 S. State St.	\$806.67
500 S. Cherry St.	\$802.99
304 E. Booe St.	\$282.90
507 S. Anderson St.	\$481.03
900 E. Moody Blvd.	\$102.40
818 Hymon Cir.	\$160.00
401 S. Church St.	\$52.00
504 S. Moore St.	\$99.00
804 Hymon Cir.	\$187.00
508 S. Railroad St.	\$148.50

Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 2 Preliminary Plat	Review	Site Plan: Preliminary Plat and construction of 117 units.	1/14/19	Pending City Commission approval 10/14/19.
3360 Steel Rail Dr.	Pending	Building Permit	4/2/18	Building permit approved pending Gate completion 9/30/19
Steel Rail Landscape Depot Carver	Review	Site Plan	9/24/18	Site approved by PZA project is under construction
Gymnasium Addition—Phase 1 & 2	Review	Site Plan	11/17/18	Site plan approved by the PZA and pending construction.
Robert Little	PZA Board 8/20/19	FLUM and rezoning 1.354 acres	7/8/19	Approved by PZA and City Commission Boards, under construction.
Q17 Holdings, LLC	PZA Board 8/20/19	FLUM & rezoning 33.6 acres	7/29/19	PZA & City Commission Boards, then Site Plan Approval. Pending cost analysis to move forward with Site Plan approval.
Bolotina Co	Reviewed by Staff	Site Plan	1/25/19	Building permits approved under construction.
Flagler County's Sheriff's Building	Reviewed by Staff	Site Plan	5/2/19	Site plan approved and under construction.
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Rezoning FLUM / Site	4/23/19	Approved FLUM and rezoning and site plan. Project under construction.

Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Jump for Joy	Reviewed by staff	Special Exception to exceed 10k sq ft	7/30/19	Pending building permit and construction.
Steel Rail Commons 28,250 sq ft (2 buildings)	Reviewed by staff	Special Exception to exceed 10k SF	12/18/19	PZA approved site plan at the 1/21/2020 meeting. Under Construction
Phoenix Crossing Elkin St/N. Main	Reviewed by Staff	Special Exception	3/25/20	PZA approved Special Exception at the 4/21/2020 meeting.
Pechmann Development 3455 Steel Rail Dr	Reviewed by Staff	Site Plan	12/12/19	PZA approved site plan 3/25/20
Houndstown 3455 Steel Rail Dr	Reviewed by Staff	Special Exception	12/2/19	Continued to next PZA Board meeting 5/19/20.
Baxter Tech 3485 Steel Rail Dr	Reviewed by Staff	Site Plan	12/12/19	PZA Board approved site plan at the 3/25/2020 meeting. Pending permit and construction
Premier Food Trucks 401 N. Pine	Reviewed by Staff	Site Plan	2/20/20	PZA Board approved site plan at the 3/25/20 meeting. Pending permit and construction.
Flagler Depot— All Aboard Storage 4653 E. Moody Blvd	Reviewed by staff	Site Plan	3/18/20	Pending PZA approval at the 4/21/2020

Projects

2020 SJRWMD REDI Sewer Slip Lining Rehab Project: \$ 507,157 \$500,000

Lining completed June 16, 2020. Final reports and invoicing from contractor received and videos reviewed. Engineer issues/completion paperwork pending.

West Side Storm Water Improvements Phase II: \$ 12,740 \$500,000

Design in process. SJRWMD contract received and reviewed. Commission approval pending.

Community Development Block Grant (CDBG):

Application process in progress. PER MELISSA FOX 05.27.2020 - DEO will be pushing back the deadlines near end of August. Maps and project description sent to Engineer.

Hazard Mitigation Grant Program (HMGP): \$ 950

Updated information to remove GSB from list of lift stations as County has been approved to purchase a permanent generator at this location. Grant has been unofficially awarded; contract is pending.

Utility Master Plan:

Master Plan Project Funding:

Utility Rate Workshop held June 15, 2020 at 6pm. Signed RFI sent to Engineer. Ad for Facility Plan published 06.29.2020. Capital Financing Plan completed. Utility Rate Public Notice printed on June utility bills - mailed out 06.30.2020.

Wastewater Treatment Plant Rehab / Expansion: \$ 35

Design and funding in process.

Total Projects Expense:	Total Grants
\$520,882	\$1,000,000

Infrastructure

Staff Updates

The Infrastructure department is back to full staffing, no reduced scheduling.

Capacities WTP/WWTP

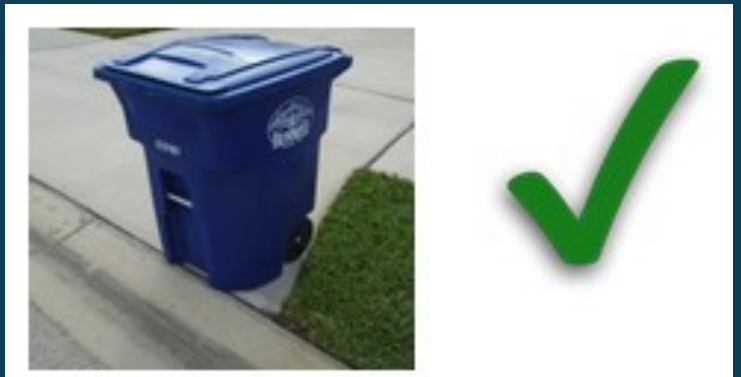
- Capacity for the WWTP in June 2020 was 70% with a total of 7.43" of rainfall. Total influent flow for the month was 12.661MG, with a Daily Average of 0.422MG
- The WTP produced 9.920MG of drinking water, with a daily production average of 0.320MG in June 2020. With our WTP putting out 9.234MG and our WWTP receiving 12.661MG, we treated 3.427MG of storm/ground water. WWTP flows are up due to increased rain fall in May and June 2020. The slip lining efforts are continuing to aid in the reduction of I&I. Previous months with 7" + of rain yielded 80-95% capacity. Additional homes from the Grand Reserve development are online and contributing to the increased flows as well.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	136.61 Tons	10.51
Residential Recycle	25.05 Tons	1.93
Yard Waste	180 Yards	9
Commercial Garbage	168.12 Tons	12.93
Commercial Cardboard	32.82 Tons	2.52
Construction & Demolition and Bulk debris	51.96 Tons	14.84

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.



FACING WRONG DIRECTION



DO NOT PLACE IN ROAD

Police Department

Message from Chief Tom Foster to Our Community

The City of Bunnell Police Department extends our deepest condolences to the Floyd family following the tragic death of Mr. George Floyd. The Country has witnessed the pain and outrage of Mr. Floyd's death.

Once again, national attention has focused on and questioned our profession of law enforcement. The behavior and conduct displayed by the former police officers of Minneapolis, Minnesota is not consistent with the professional values of the City of Bunnell Police Department's core Mission, Vision, and Values.

Our Bunnell Police Officers are well trained and have a sworn duty to uphold the law. As their Chief, I expect and demand that they always do the right thing. I am proud of our officers who are active in our community and continue to foster partnerships.

As your Police Chief, I recognize the pain and concern the actions of others have brought to our community, but they are not reflective of our proud members of the Bunnell Police Department. May Mr. Floyd rest in peace, and again we express our deepest condolences to the family.

Photo at right, Chief Tom Foster & Peaceful March Organizer, De Wayne Jenkins

The Bunnell Police Department provided safety tips to the residents of the city on the following:

Disaster Scams

Safer at Home (COVID-19)

Summertime Safety Tips for Homes and Vacation

