

# City Manager's Monthly Report



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

August 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.



On July 13, 2020, Mayor Catherine D. Robinson provided the State of the City Address. Due to COVID and the need for social distancing measures, it was held at the Coquina City Hall. The theme for the night and event was “Celebrating and Supporting Bunnell.” The proverbial red carpet was rolled out to celebrate all the City had achieved in 2019. And after going through the highlights of the year, it was clear the City accomplished many things in 2019 and saw a great deal of change.

To honor this theme, the City purchased the light refreshments for all those who attended from local restaurants only. We want to thank those restaurants for preparing such tasty food. Thank you to:

- ⇒ Terranova’s Italian Restaurant– 208 N. State St.
- ⇒ E&S Foods- 206 N. State St.
- ⇒ Azul Tequila Mexican Cuisine- 603 N. State St.
- ⇒ Say Cheese– 100 S. State St. Unit A
- ⇒ Southside Grill– 1002 S. State St.
- ⇒ Krieger’s Ice Cream– 602 S. State St. Unit B
- ⇒ World Plate Bakery– 2323 N. State St. Unit 55

If you missed the State of the City address, it can be found on the City’s YouTube channel.

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.

Through authority of Executive Orders, 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](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

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

### **On July 9, 2020, the City Commission adopted Emergency Resolution 2020-20 Requiring the wearing of Face Coverings in Public Places**

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 have been 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.

With proper social distance plans provided by applicants, park facilities were opened for rental through the City's Facility Rental application process.



## Information Technology

Worked with Tyler Technologies on quotes for some future upgrades. The first is upgrading our Incode 9 software (Community Development and BTRs) to Incode 10. Another is for Tyler Technologies to host our databases. Both of these moves would make it easier for staff to work from home, and for customers to utilize web portals to access services. We are hoping to get these through CARES funds.

Also received quotes for upgrading the audio system in the Board Chambers. This particular upgrade would allow the room to utilize Zoom as the system has the ability to dial out for the audio portion to go to Zoom. This may be useful for future public participation beyond the executive order 20-069 allowing for virtual meetings.

Setup 2 of 3 thermal cameras to screen individuals for a fever prior to entry into our main buildings. Need to put an electrical plug in place for the third location.

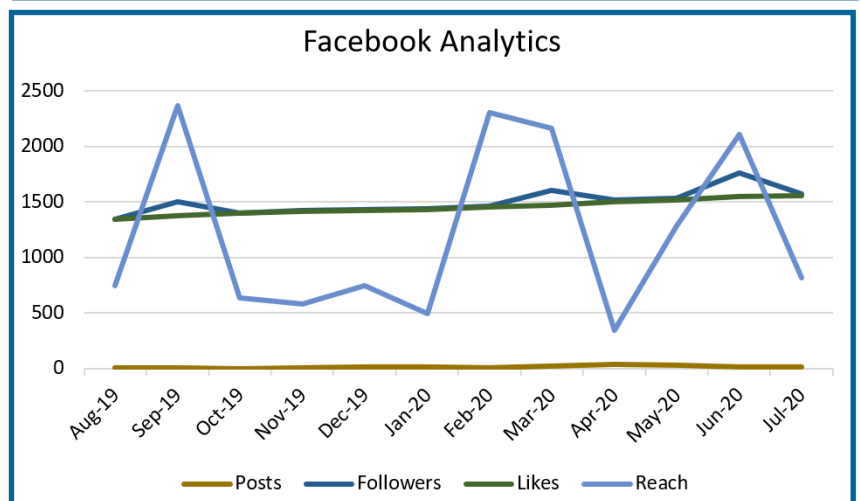
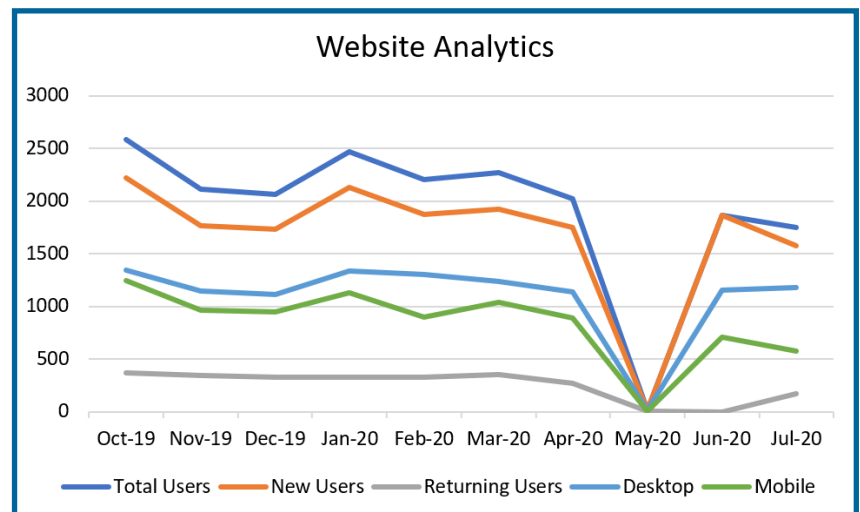
As it is budget time, worked on quotes for a couple potential projects.

Had the first meeting of an IT committee. We are looking at ways to better utilize the existing systems we have for things such as electronic approvals. The first project we are piloting is time entry for payroll, and opening that up to employees and supervisors. Right now paperwork flows to the department Admin Asst. who generally has to chase down signatures, etc for the paperwork. Then the AA inputs the information into our systems. We have a couple members of the committee putting together a training PowerPoint for our pilot study.

The laptops that were deployed to staff in an effort to allow them to work from home were older Windows 7 machines. IT was working on out processing these machines, but pressed them back into service in response to the pandemic. Utilizing CARES Act funds purchased replacements for these older machines, and are working on deploying them to staff.

Top 10 web pages:

1. Home Page
2. Agendas
3. Building Dept.
4. Open Positions
5. Volunteer Boards
6. City Commission
7. Police
8. Contacts
9. HR
10. Community



## City Clerk Office

The City Clerk Office published agendas for 6 Public meetings,- 1 Special City Commission Meeting, 2 Regular City Commission Meetings, 2 City Commission Workshops, and the Planning, Zoning and Appeals Board. They also hosted and oversaw the COVID-19 protocols for the July 7, 2020 City Manager Community Meeting regarding Utility Rates, the July 13, 2020 State of the City face-to-face meeting and hosted the July 20, 2020 City Manager Forum Series: “It’s Another Great Day in Bunnell” which was swapped out to allow Mayor Robinson the opportunity to provide the 2019 State of the City Address virtually for more citizens to see. The City Clerk office spends an estimated additional 2 hours per meeting for COVID work that is done pre and post meetings/event.

The City Clerk Office spent 39.75 hours fulfilling Public Records requests in addition to the daily duties and operations that needed to be maintained.

## 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- 31 businesses within the City . With the current penalties due, this is an estimated \$5,900.00 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. No further Code Enforcement action will be taken on these businesses. They will be required to pay the BTR fees for FY19/20 and FY20/21 at the same time.

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 sent out all BTR renewal e-mail alerts or postcard notices to those with active BTRs this month.

## 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 Gymnasium Addition—Phase 1 & 2	Review	Site Plan	9/24/18	Site approved by PZA project is under 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 Plan	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:** \$ 508,642 \$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:** \$ 34,101 \$500,000

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

**Community Development Block Grant (CDBG):** \$ 406

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:** \$ 80,367

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
\$624,501	\$1,000,000

## Infrastructure

### Staff Updates

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

### Capacities WTP/WWTP

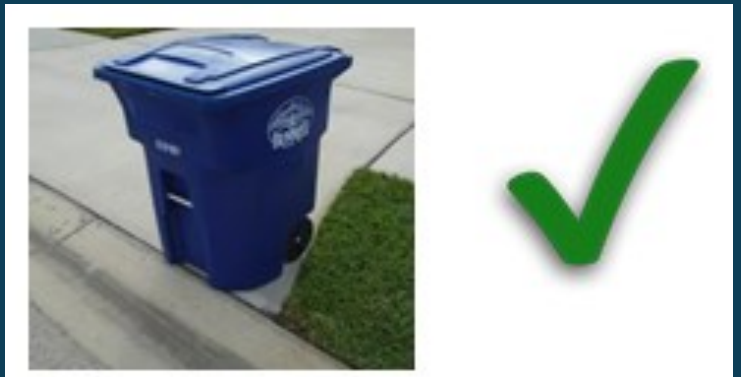
- Capacity for the WWTP in July 2020 was 67% with a total of 5.92" of rainfall. Total influent flow for the month was 12.454MG, with a Daily Average of 0.402MG
- The WTP produced 8.670MG of drinking water, with a daily production average of 0.279MG in July 2020. With our WTP putting out 8.670MG and our WWTP receiving 12.454MG, we treated 3.784MG of storm/ground water. WWTP flows are up due to increased rain fall in May, June, and July 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	144.65 Tons	11.13
Residential Recycle	30.43 Tons	2.34
Yard Waste	93 Yards	4.65
Commercial Garbage	150.98 Tons	11.61
Commercial Cardboard	21.64 Tons	1.66
Construction & Demolition and Bulk debris	41.81 Tons	11.95

### 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**

### **Officer Adrian Zapata named Kiwanis Club Officer of the Year 2020**

Officer Adrian Zapata has been a police officer for the past two years with the Bunnell Police Department.



During this time, he has become a great asset to the Bunnell Police Department and is evolving into an mature effective officer. When Ofc. Zapata is tasked with a criminal case; he conducts a detailed investigation and always gives 100%.

Ofc. Zapata takes the time to be proactive within the community. During alerted areas of concern by the community, Ofc. Zapata ensures that he is visible within those areas and provides safety and security for the citizens of diminishing their fears.

In addition to patrol duties, Ofc. Zapata is an active participant in the Early Learning Coalition at one of our local daycares. For the last year, Adrian has dedicated one day a month to read and interact with the children.

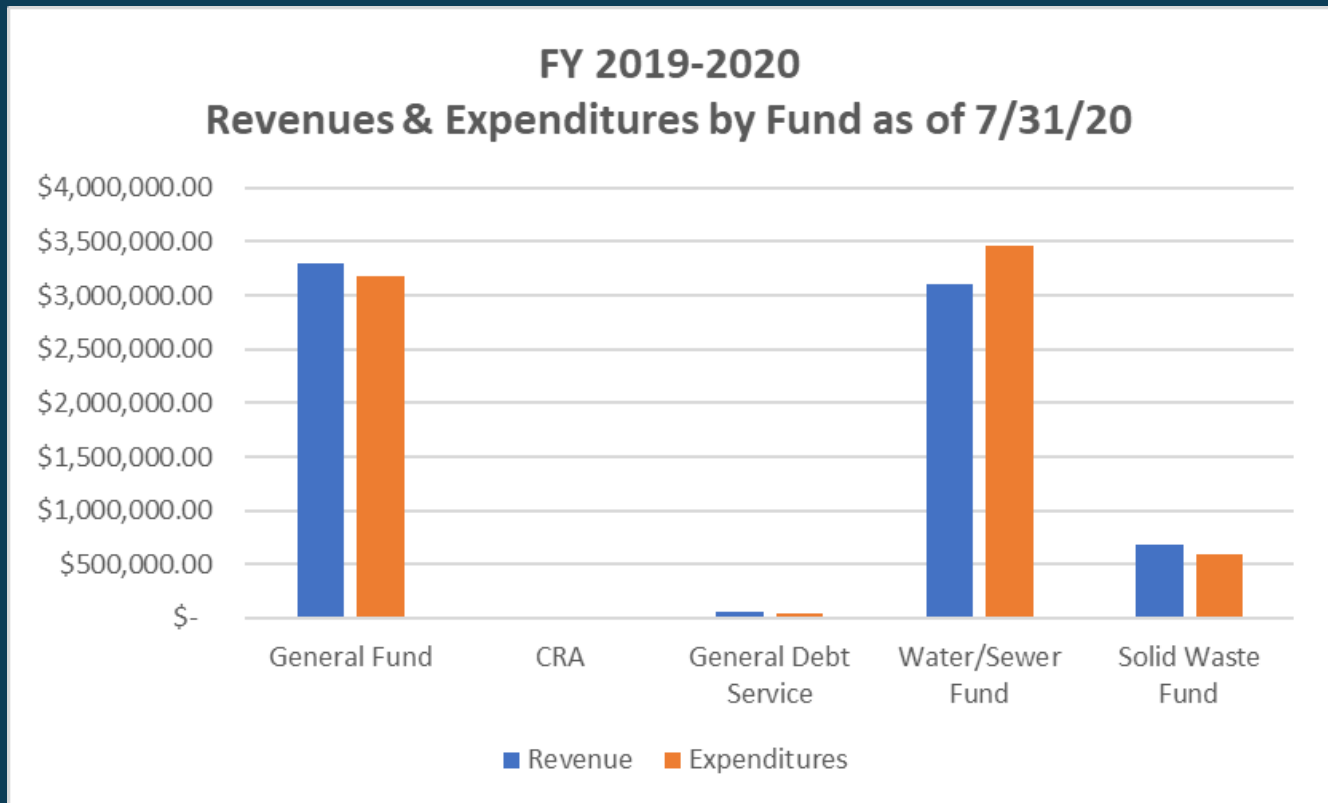
Ofc. Zapata's dedication to the police department and the citizens of Bunnell demonstrate why our department is known for our commitment to community policing and deserving of the Kiwanis Officer of the Year Award.



## Finance Department

### FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2019/2020

July was the tenth month of Fiscal Year 2019/2020. The approved 2019/2020 budget, including amendments, totals \$10,666,622 and includes all anticipated revenues and expenditures of the city from October 1, 2019 through September 30, 2020. The chart shows year to date revenues and expenditures by fund.



**General Fund** – The General Fund has total revenue of \$3,306,298 while expenditures currently total \$3,177,647

**CRA Fund** – The balance in the CRA Fund is \$3,628. There are no revenues or expenditures anticipated in the fund for FY 2019/2020.

**General Debt Service Fund** – The General Debt Service Fund accounts for the debt service payments required for the Municipal Complex. Monthly, \$5,633 (equal to 1/12th of the debt service payments) is transferred from the General Fund to the Debt Service Fund and the payments are processed quarterly.

**Water/Sewer Fund** – The Water and Sewer Fund has total revenue of \$3,099,688. The expenditures total \$3,469,612.

**Solid Waste Fund** – The Solid Waste Fund has revenues of \$688,932 and expenditures of \$599,002.