

City Manager's Monthly Report



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

Published: July 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.

The City of Bunnell declared a local state of emergency on March 18, 2020.

On July 9, 2020, the City Commission adopted Emergency Resolution 2020-20 Requiring the wearing of Face Coverings in Public Places. There has been no change to this Resolution.

Due to the continued State of Emergency, 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 public are participating virtually.

There is limited space for public to attend a City meeting in person. If you wish to attend a City meeting in person, please contact the City Clerk Office to reserve one of the limited seats. If attending in person, masks are required and a COVID questionnaire will need to be completed and temperatures will be taken prior to allowing entry into the meeting space.

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).

Certain facilities, such as water fountains are still considered off limits due to the pandemic and constant disinfection of these facilities is not possible.



The City is accepting applications for the rental of parks and rental facilities. Applicants are required to turn in a completed rental 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.

Coquina City Hall located at 200 S. Church Street is not currently available to rent.

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

The Board approved an agreement with another telecommunications provider. Looks like we will be migrating away from Spectrum for phone service. This vendor is offering more features and a reduced cost. We will be coordinating this migration, and returning equipment to Spectrum .

Coordinated with ADT for the installation of an alarm system in the rental space where Finance and Community Development are located.

The Board approved the Automatic Vehicle Location (AVL) contract with Verizon Wireless. Orders have been placed for Solid Waste, and Parks & Rec. We are waiting for equipment to arrive to begin installation.

Working with various vendors on quotes for next year's budget, and further office relocations.

Assisted the Clerk's Office with the annual roll over of the Business Tax Receipts (BTR). Ran queries on the data and converted it for use by the Tax Collector's office for renewals.

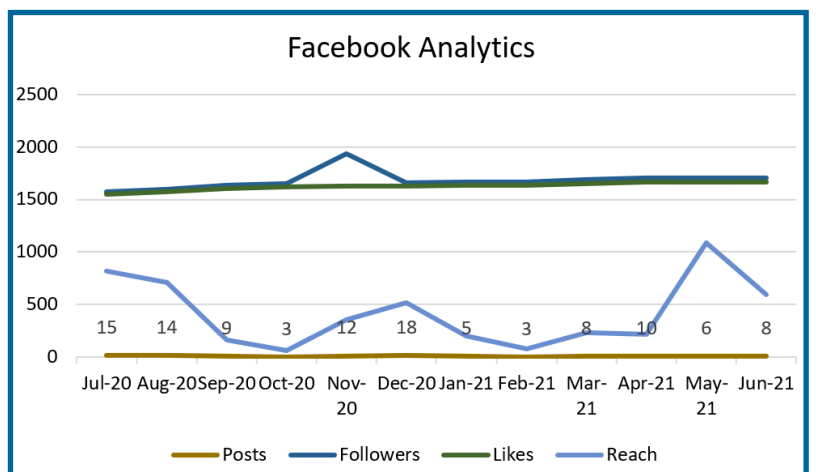
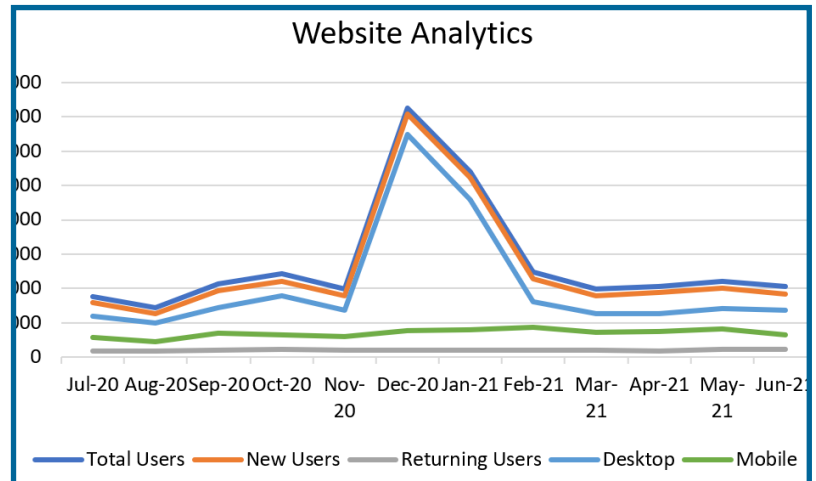
Trying to find a replacement vendor / brand for security cameras. We have been using Ubiquiti in recent years. But with the global chip shortage, their equipment is getting harder and harder to acquire. We also experienced a problem with configuring the latest device we received from them.

Spoke with several vendors and brand names. We have purchased cameras and recorders for JB King park. Awaiting hardware delivery.

Assisted Finance with completing the AP Automation with Tyler Technologies. Finance uploaded both Warrants in June to this system. Vendors can select how they wish to be paid, either through a virtual credit card, ACH, or the old fashion paper check. Tyler is banking on most of the vendors accepting the credit card, and they will receive a percentage of the merchant fees.

Top 10 web pages:

1. Home Page
2. Open Positions
3. Bldg Permits
4. Agendas
5. Police
6. Human Resources
7. Volunteer Boards
8. Contacts Directory
9. Planning & Zoning
10. Solid Waste



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings,- 3 City Commission Meetings (2 Regular Meetings & an Executive Strategy Session), the Code Enforcement Board and the Planning, Zoning and Appeals Board. Additionally, a Public Meeting was scheduled and staff support provided for the City's negotiations with the Fraternal Order of Police representing the Bunnell Police Department. The City Clerk office continues to spend a minimum of an additional 2 hours per meeting for COVID work that is done pre and post meetings.

The Federal Grant application seeking funding for repairs and reconstruction of the Coquina City Hall was submitted. Work to the Public Works yard continued; there is 1 more project remaining within the Public Works Yard (re-roof).

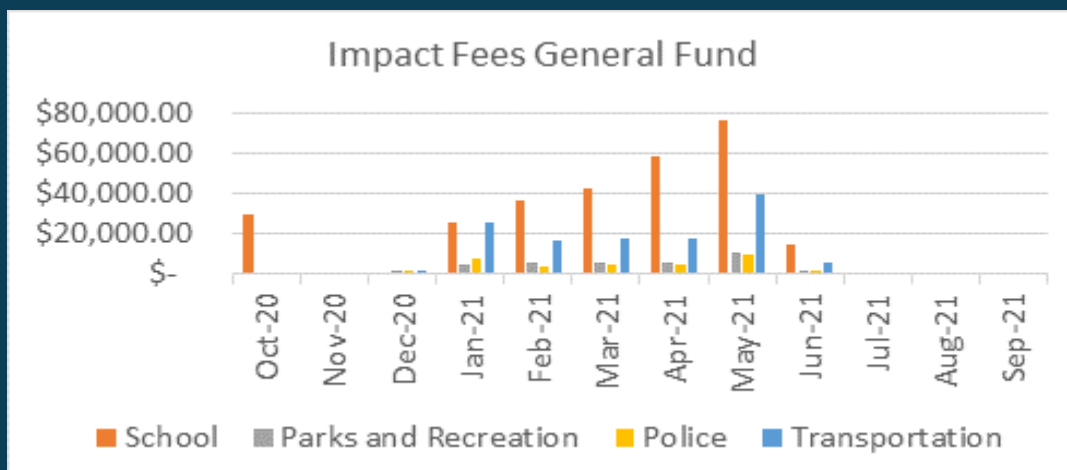
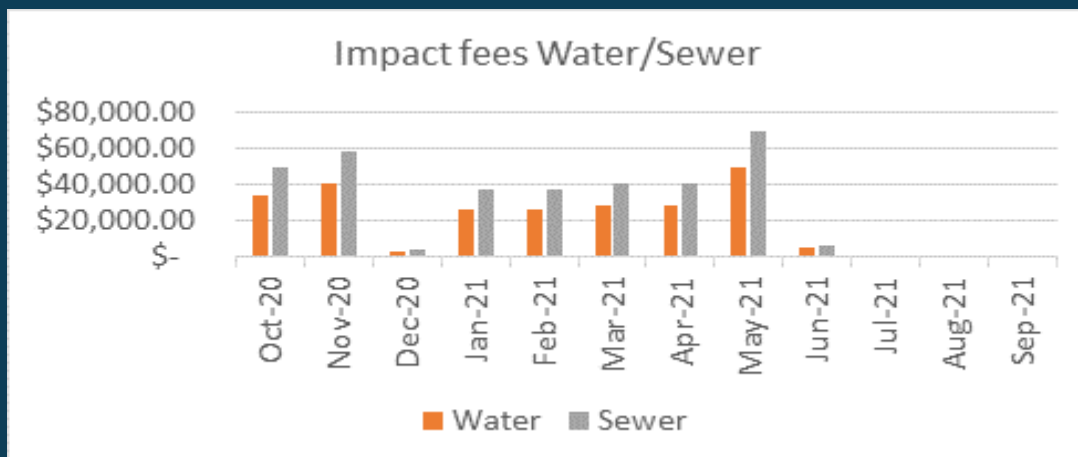
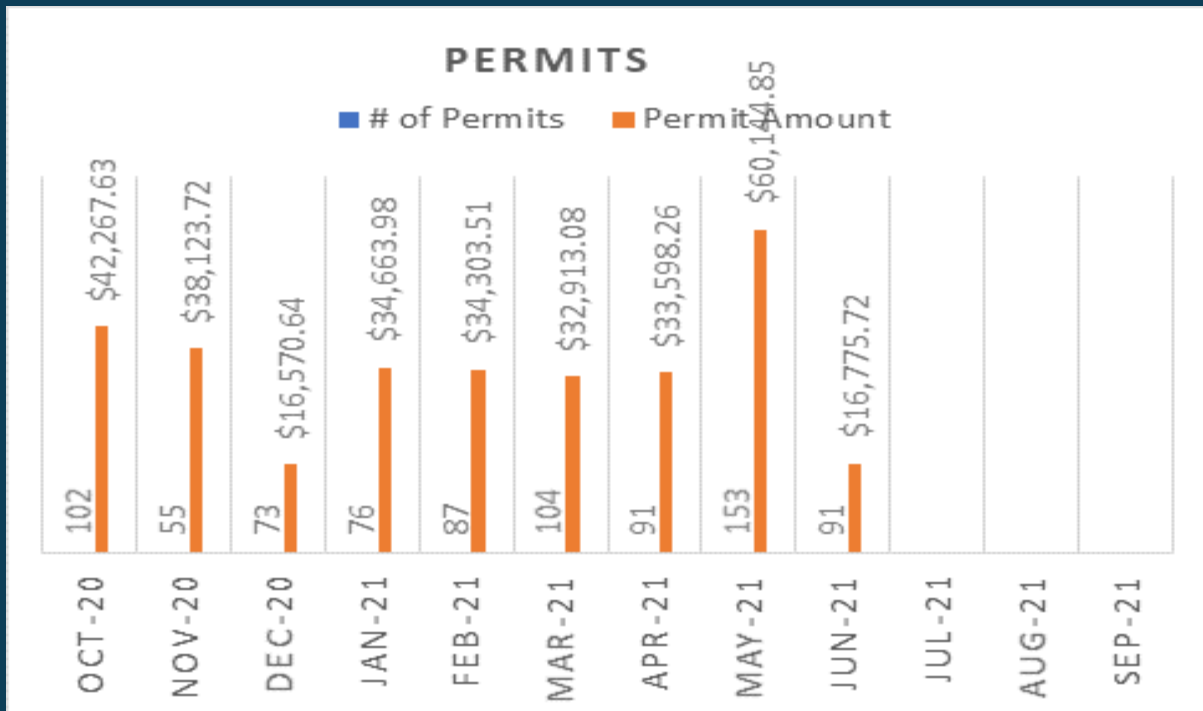
The City Clerk's Office continues to coordinate the planning for remediation and repairs on the City facilities that have been inspected starting at the beginning of this year. This includes locating vendors, getting quotes, working on grant applications and any and all other task needed to begin repairs to the identified City facilities.

Business Tax Receipts (BTRs)

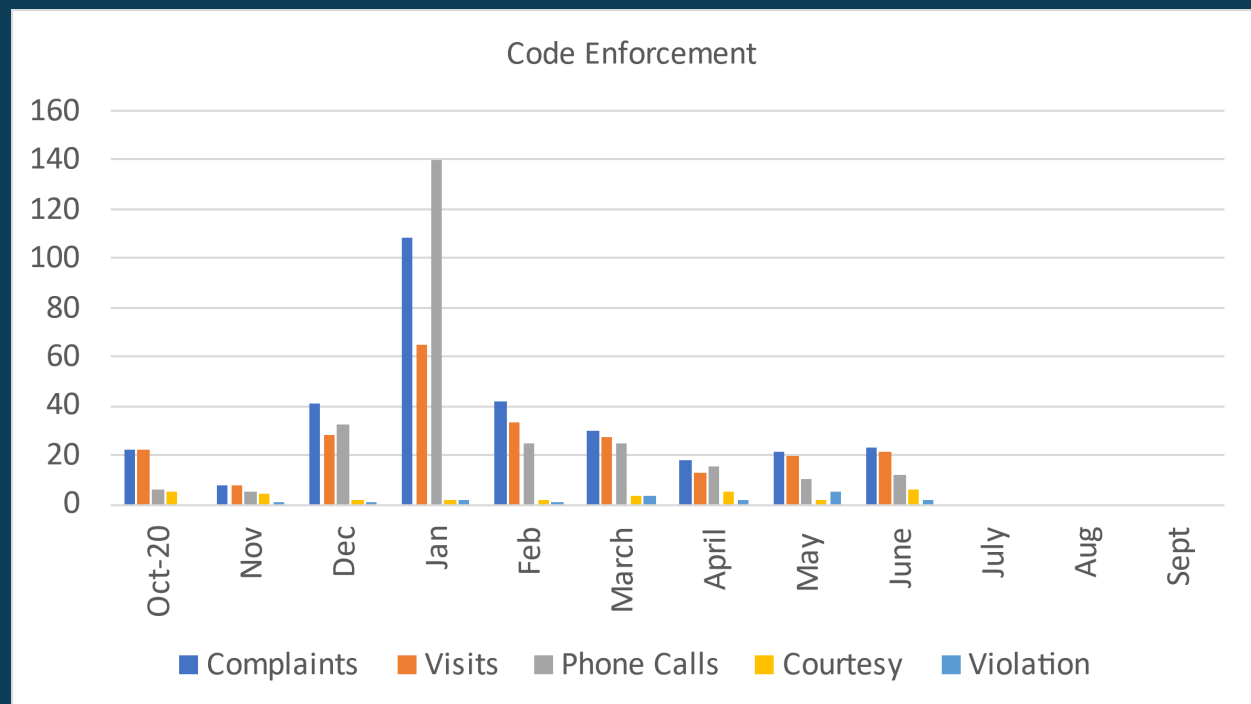
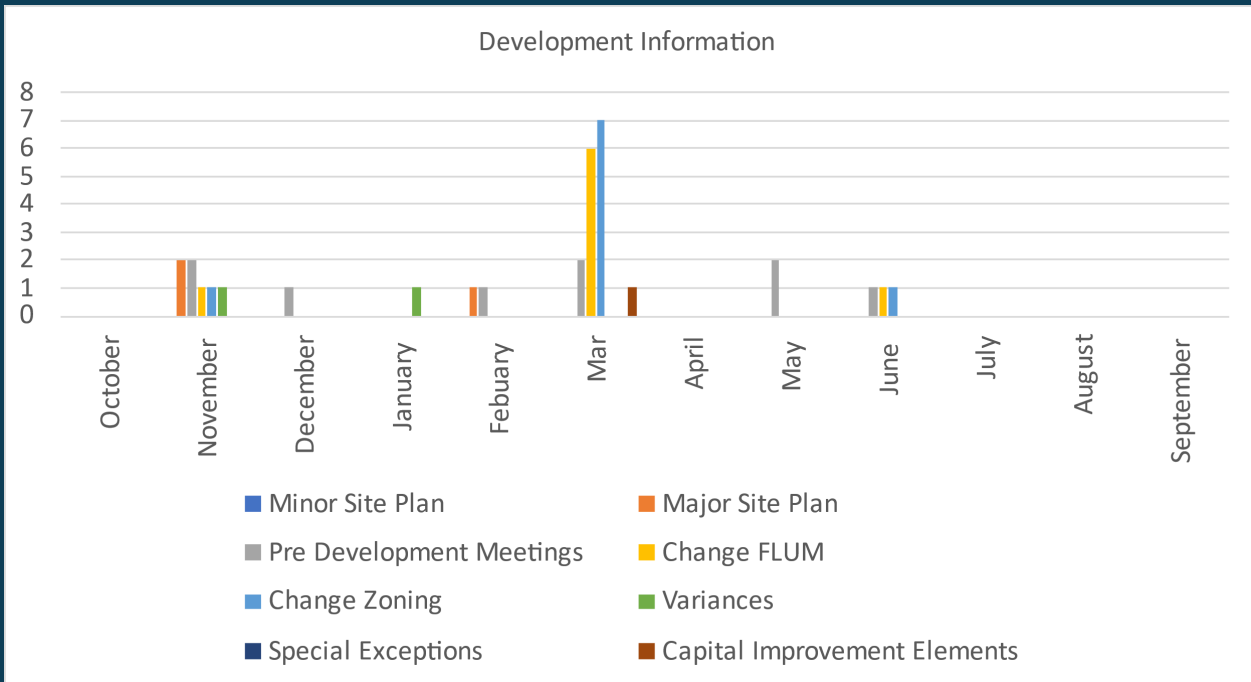
It is Business Tax Receipt (BTR) Renewal preparation season. Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing BTR renewals. During the month of June, the Clerk's Office prepared all the required information and reposts and provided them to the Flagler County Tax Collector Office. The Flagler County Tax Collector Office will send out the FY 21/22 notices or e-mails in July.

Businesses need to pay their FY21/252 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.

Community Development



Community Development



Projects

Grants Projects:	Expenses	Grant Amt
West Side Storm Water Improvements Phase II:	\$ 423,353	\$500,000
Revision to As-Builts received. Final payment released to contractor.		

Community Development Block Grant (CDBG):

Application review in process. Virtual site visit completed. Updates to CDBG Procurement Policy Ordinance in process. Revised Citizens Participation Plan sent to DEO.

Hazard Mitigation Grant Program (HMGP):	\$ 950	\$138,070
Commission award to lowest bidder. Purchase Order sent. Order for generators has been sent.		

2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4:	\$	\$500,000
Contract in process.		

Utility Master Plan:

Master Plan:	Expense	Funding Amt
Master Plan WWTP Project Funding:	\$ 104,903	
USDA / SRF Application in process.		
Wastewater Treatment Plant Rehab / Expansion:	\$238,028	\$1,000,000
Design and permitting in process.		

Total Projects Expense:	Total Grants
\$767,234	\$1,138,070

Infrastructure

Staff Updates

The Infrastructure Department has filled the Utilities Maintenance Tech trainee position, and the Utilities Maintenance Tech 1 position. We welcome Peter Strickland and Joseph Lynch to the team.

Capacities WTP/WWTP

- Capacity for the WWTP in June 2021 was 94% with over 13" of rainfall. Total influent flow for the month was 16.957MG.
- The WTP produced 10.000MG of drinking water, with a daily production average of 0.324MG in June 2021. With our WTP putting out 10.000MG and our WWTP receiving 16.957MG, we treated 6.957MG of storm/ground water. This increase is due to the sever rainstorms throughout the month of June. The slip lining projects are essential to reducing I&I within our collection system. Eliminating I&I will leave WWTP capacity for developments throughout the City.

Police Department

The City of Bunnell Police Department, Chief Tom Foster, and the Flagler County Housing Authority, Chris Beyrer work together and wrote a grant for cameras and lighting for the Housing Authority area. In June this grant of 227, 000.00 was awarded to the Housing Authority. We are all working together obtaining information from our officers as well as Donnie Wines regarding locations and cameras technology. This is a group effort and continued dedication, support, and commitment to keeping the community.

Hurricane season is here and our officers are prepared. Two of our officers, Sgt. Matt Mortimer and Officer Matt Hirschi are part of the FCSO Emergency Response Team who have been receiving specialty training in preparation of storm responses for the city and county.

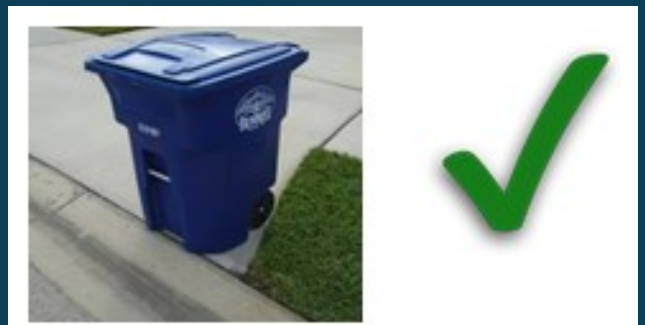
The City of Bunnell Police Department, welcomes a new team member, Susan Warner, as our new Administrative Assistant. Ms. Warner recently retired from the Flagler County School Board after 26 years of dedicated service. Ms. Warner brings with her years of professional experience and is a welcome addition!

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	141.68 Tons	10.90
Residential Recycle	38.54 Tons	2.96
Yard Waste	129 Yards	6.45
Commercial Garbage	175.57 Tons	13.50
Commercial Cardboard	32.66 Tons	2.51
Scrap Metal	0	0
Construction & Demolition and Bulk debris	46.78 Tons	13.36

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.





CHANGES TO BUNNELL'S RESIDENTIAL RECYCLING PROGRAM **EFFECTIVE: July 1, 2021**

With changing standards in what sites are capable of recycling at this time, to be better fiscally responsible to its citizens, the City of Bunnell has to make changes to its residential recycling program. Below are the items that should be placed in the **YELLOW** carts.



CLEAN Cardboard, Shipping Boxes and pantry food type storage boxes

MUST BE FREE FROM FOOD RESIDUE, PLASTIC BAGS food came in AND PLASTIC WINDOWS like on pasta boxes

ABSOLUTELY NO:

- Pizza boxes
- Newspaper, Magazines & Junk Mail
- Paper and tissue paper

Aluminum (free from food residue) such as:

- Cans
- Bottles
- Pans
- Other aluminum Products

MUST BE FREE FROM FOOD RESIDUE



Until further notice, the following are to be placed in **REGULAR TRASH** (**BLUE** cart):

~Glass ~Plastic of any kind ~ Milk & Juice Cartons ~Metal Jar lids ~ A/C Filters
~ Plastic Bags ~ Clothing ~ Fluorescents

QUESTIONS ABOUT RECYCLING? CALL 386-437-7411

Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21 (as of 6/30/2021)
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	1468.91 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	1156.07 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	476.26 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	920 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	483.07 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	2.28 Tons
Yearly Total	5578.10	5848.71	4506.59