

City Manager's Monthly Report



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

May 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!



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.

City parks were closed for the safety of citizens, staff and to help contribute to lessen the spread of COVID-19.

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:

- Staying home except when engaged in essential services or activities
- 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, and keep groups to less than 10, which includes while shopping and waiting in the check-out line
- 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

Newly Elected Officials Sworn In

On April 13, 2020, the newly elected officials were sworn into office. Commissioner Gordon was sworn in by her daughter and Commissioner Rogers was sworn in by Judge Craig.



April 17, 2020– City Hosted Food Distribution Site

With a little less than 48 hours to plan, organize and host, the City distributed bags and boxes of food in a no contact setting from behind the Coquina City Hall. The City distributed food to an estimated 500 households, including personal deliveries to the Bella Vista Apartments, the Housing Authority, Project Warm and the Family Life Center.





April 17, 2020– City Hosted
Food Distribution Site



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.

Temporarily activated some flip phones we had in stock. These were issued to employees, and certain settings in the phone system were changed to route calls to the cell phones.

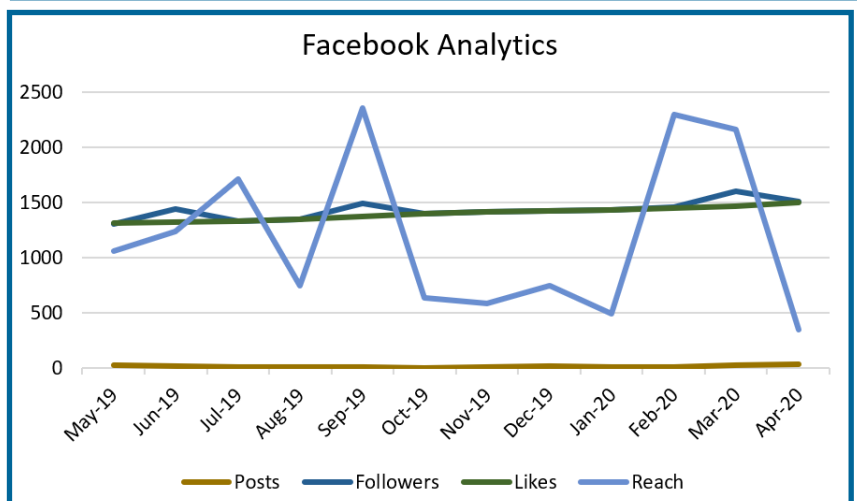
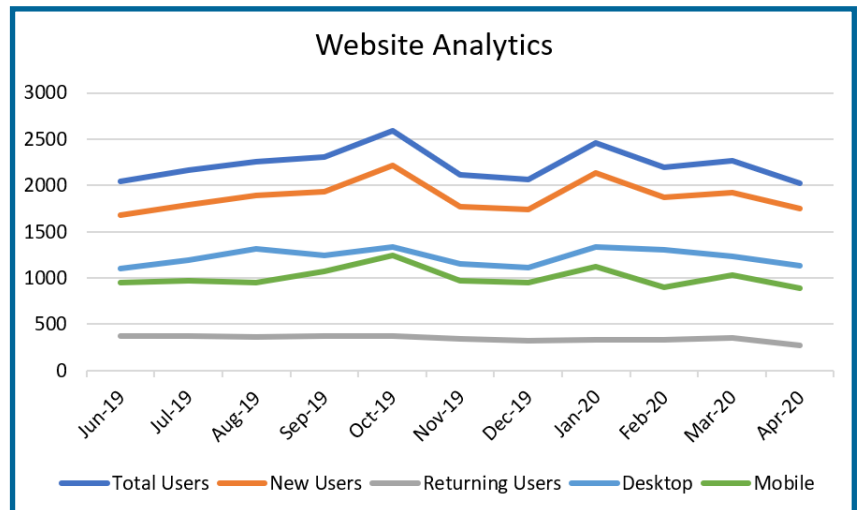
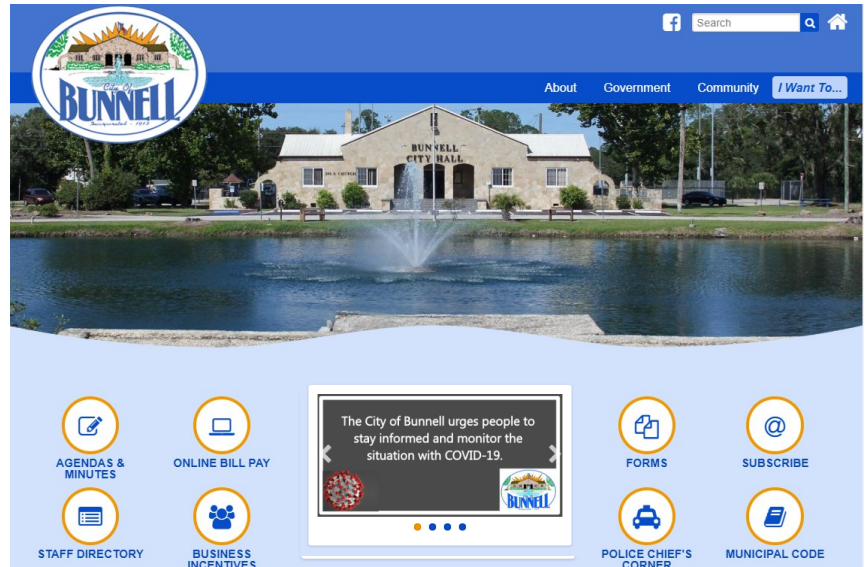
Most of the remainder of the month was spent working on the new website that went live on May 1, 2020. Coordinated remote training for staff that will have the ability to edit the site. Updated pages since the data was converted over to the site. Migration went pretty well. Still working on some tweaks.

The various departments have the ability to update their own information on the pages now.

The website is in the adopted Strategic Plan. However was not funded in this year. This vendor offered an end of year deal essentially waiving their design fees. Quotes were sought from other vendors, and in December the package was presented to the Board. IT funds were utilized to complete the project.

Top 10 web pages:

- | | |
|--------------|---------------------------|
| Home Page | 6. Building Dept |
| 2. Open Jobs | 7. Covid-19 |
| 3. Contacts | 8. Solid Waste |
| 4. Police | 9. City Commission |
| Agendas | 10. Community Development |



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 will be re-scheduled to June 22, 2020.

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 Receipt Renewals for FY 19/20

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

As of April 30, 2020 there were a number of businesses which had not renewed their FY 19/20 local business tax receipt– 56 businesses within the City . With the current penalties due, this is an estimated \$7,000.00 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.

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 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	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

West Side Sewer and Drainage Rehabilitation: \$740,078 \$462,200

Construction is complete. Project completion pending final As-Built approval and invoicing.

SR100 Reclaim Waterline Extension Phase II: \$438,241 \$493,176

Construction is complete. Project is complete and in process of closing out.

2020 SJRWMD REDI Sewer Slip Lining Rehab Project: \$ 6,923 \$500,000

Pre-construction conference call held April 3, 2020. Cleaning & CCTV April 13 - 28, 2020. Lining to begin first week of May.

West Side Storm Water Improvements Phase II: \$ 10,243 \$500,000

Phase II would install corrugated pipe and filter media in the ditches on Deen Rd, Franz, and a portion of 4th St. This system will increase storage capacity as well as clean storm water before leaving our MS4 system and entering receiving state water bodies. SJRWMD awarded \$500,000 at April 14th Governing Board Meeting.

Community Development Block Grant (CDBG):

DEO will be pushing back the deadlines. At this point we anticipate apps will be due sometime in July at the earliest. We are hoping to get started with the required meetings in May. COVID-19 has lead to delays in DEO, as well as our required public meetings.

Hazard Mitigation Grant Program (HMGP): \$ 950

Public Notice posted to website for 15 days - removal date April 17. No responses received.

Historical Preservation Grants Program:

Requested information from Parks & Rec: \$ would need to be budgeted next fiscal year to rehab the Coquina Building. Must have 25% match up front when application submitted (April 2021). Details from Parks & Rec regarding work to be done and estimated costs is pending.

Utility Master Plan & Retreat: \$321,112

This project is to evaluate every aspect of the City's potable water, sanitary sewer, stormwater, and other systems and develop a master plan to accommodate future growth.

The Master Plan was accepted by the Board at the March 9, 2020 Commission Meeting.

Projects

WTP Well #7 Rehab:

\$ 9,975

Evaluate and rehabilitate Water Treatment Plant Well #7.

Pump replaced. Final invoice pending.

Wastewater Treatment Plant Rehab / Expansion:

\$ 35

The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant and expand the treatment capacity to 1.20 MGD.

Facility Plan revision to reflect actual proposed work. Capital Finance Plan (CFP) for SRF loan being prepared.

Total Projects Expense:	Total Grants
\$1,527,557	\$1,955,376

Police Department

The City of Bunnell Police Department continued COVID-19 education to our local businesses and the Governor's Executive Orders. We are proud of our community for following and helping keeping everyone safe.

After delaying the hiring of a police officer to fill the vacancy left open since November 2019, the Bunnell Police Department is now in the interviewing stage of new police candidates.

Infrastructure

Staff Updates

The Infrastructure department went to reduced staffing due to COVID-19. In order to keep our employees safe, the department went to alternating in/out/off schedules.

Capacities WTP/WWTP

Capacity for the WWTP in April 2020 was 51% with a total of 4.79" of rainfall. Total influent flow for the month was 9.234MG, with a Daily Average of 0.308MG

The WTP produced 8.087MG of drinking water, with a daily production average of 0.260MG in April 2020. With our WTP putting out 8.087MG and our WWTP receiving 9.234MG, we treated 1.147MG of storm/ground water. WWTP flows are down due to low rain fall in March 2020, as well as continued slip lining efforts. The last time the WWTP % capacity was 51% or lower was May 2017.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	113.13 Tons	8.7
Residential Recycle	28.21 Tons	2.17
Yard Waste	100 yards	5
Commercial Garbage	136.85 Tons	10.53
Commercial Cardboard	18.7 Tons	1.44
Construction & Demolition and Bulk debris	22.62 Tons	6.46

Finance Department



The Finance Department has spent the month of April working with the City's audit firm to complete the FY 18/19 Audit in addition to getting ready for the upcoming Budget Season.