

City Manager's Monthly Report



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

May 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.

State of the City Address

In accordance with the City's Charter, the Mayor provided the State of the City address on April 26, 2021.

Prior to the start of the meeting, light refreshments were served to help celebrate all the City accomplished in 2020 despite the challenges encountered during the pandemic.

The City sends thanks and appreciation to Chef Kevin Gallagher, Executive Chef and Vocational Instructor at Project WARM for the very delicious food prepared and served by the ladies at this program.



Customer Service Relocation

The City of Bunnell's Utility Billing and Community Development offices relocated to 604 East Moody Boulevard, Unit 6, on Tuesday, March 30, 2021.

Until further notice, customers needing to make in person payments for City utility bills, City permits, City business tax receipts and other City invoices will do this at 604 East Moody Boulevard Unit 6.

Solid Waste

Part of the reason our Solid Waste department is able to function with such a small staff (only 3 employees) is the automation the City invested in with the carts and the Curotto Can. The Curotto Can is an attachment for the front of the garbage truck that reaches out and grabs our carts, and dumps them into a hopper that is then lifted into the compactor bed of the truck. Solid Waste received a new Curotto Can recently.



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

As of June 8, 2020 all City parks have been open and normal hours of operation were resumed. Parks operate during daylight hours (ie. dawn to dusk).

Other facilities, such as water fountains, and picnic tables are considered off limits as the constant and frequent disinfection that is needed for these items following every use cannot be managed with a crew of 4. But, these items continue to be disinfected every morning taking anywhere from 3 to 4 hours of additional staff time daily.



The City is accepting applications for the rental of parks and other rental facilities. Applicants are required to turn in a completed rental application AND include their COVID/Social Distancing plan or measures that will be taken with the application. If no plan is provided, the rental will not be approved.

The City is also 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

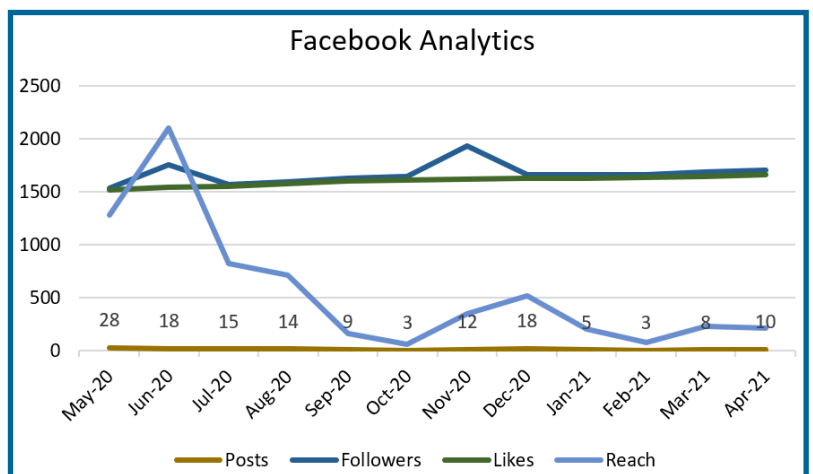
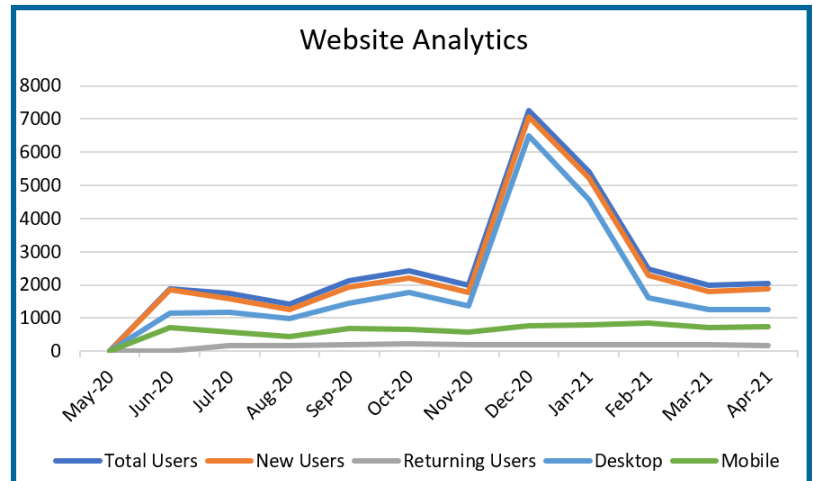
Completed the migration to Tyler Technologies Cloud Services. Been a little bit of a learning curve with the system. Although the software is exactly the same, there are some nuances that are different with the cloud offering. Like moving files back and forth from the system. And the credit card machine has been a little tricky.

Worked with Finance and Community Development the first couple weeks in their new space making sure everything goes smoothly. Been some learning pains with some in Finance. Particularly as they come and go from the rental space to home to work. But everyone seems to be adjusting.

Had our kickoff meeting with Tyler Technologies on the Accounts Payable Automation service. Essentially they will contact our vendors and offer them 3 ways to receive payments. First and fastest, a “virtual credit card” which they would receive funds the same day. Then an ACH which would take 2 days. Then the slowest a paper check Nvoice (Tyler subcontractor) generate and mail. The free part, Tyler is banking on vendors wanting funds immediately, and they receive a percentage of the merchant fees. Tyler then offers us points similar to credit card points to be used for Tyler services. They are estimating the end of May or first of June we will cut over to this method.

Top 10 web pages:

1. Home Page
2. Open Positions
3. Bldg Permits
4. Agendas
5. Police
6. Human Resources
7. Contacts Directory
8. Volunteer Boards
9. Community
10. Community Development



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), and the Planning, Zoning and Appeals Board Agenda. One of the Commission meetings planned and hosted, was State of the City which takes a great deal of preparation and planning, especially during COVID. 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 also participated in the Bid Opening Public Meeting for RFP 2021-02. The City Clerk office spends a minimum of an additional 2 hours per meeting for COVID work that is done pre and post meetings on these days.

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 other task needed to begin repairs to the identified City facilities.

Due to a lack of registration by citizens, the first ever Citizen's Academy had to be cancelled. It was scheduled to start April 22, 2021.

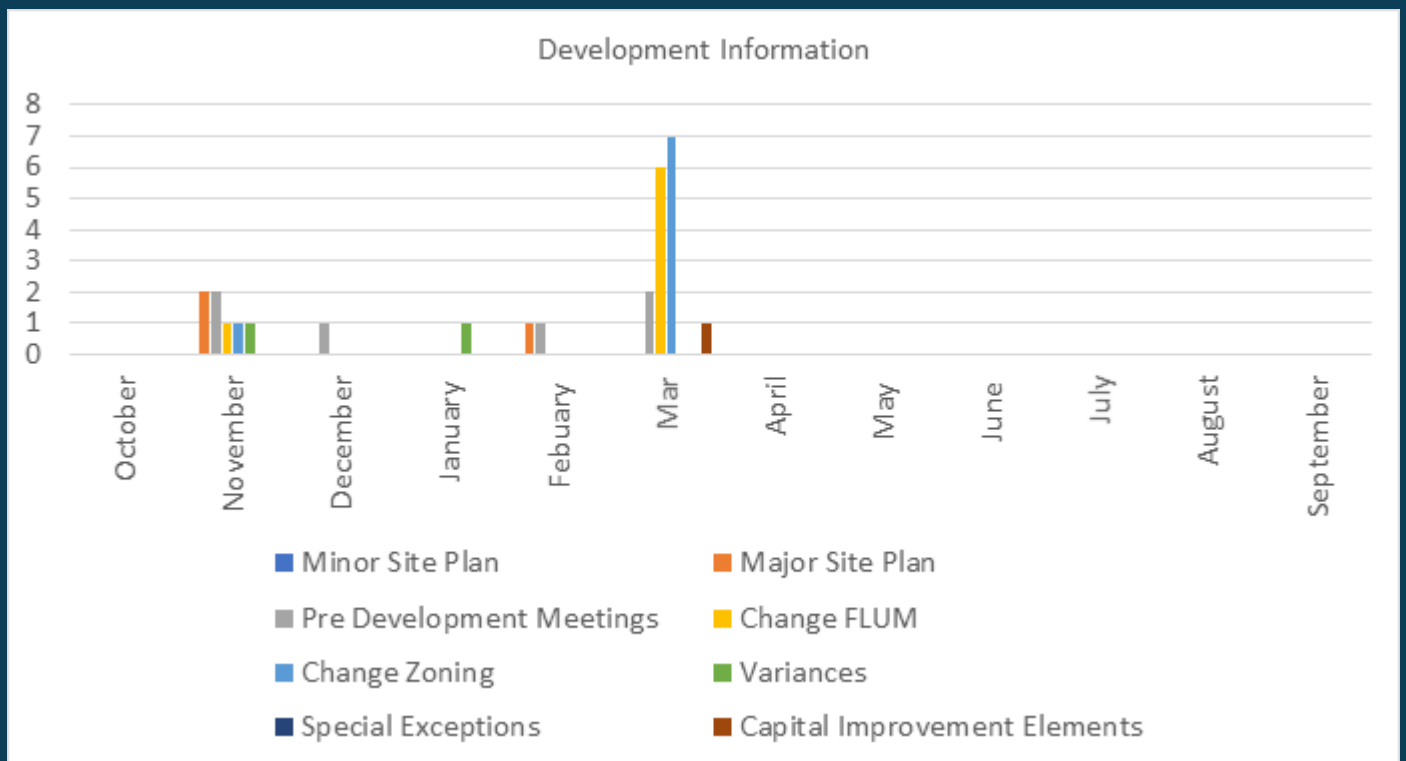
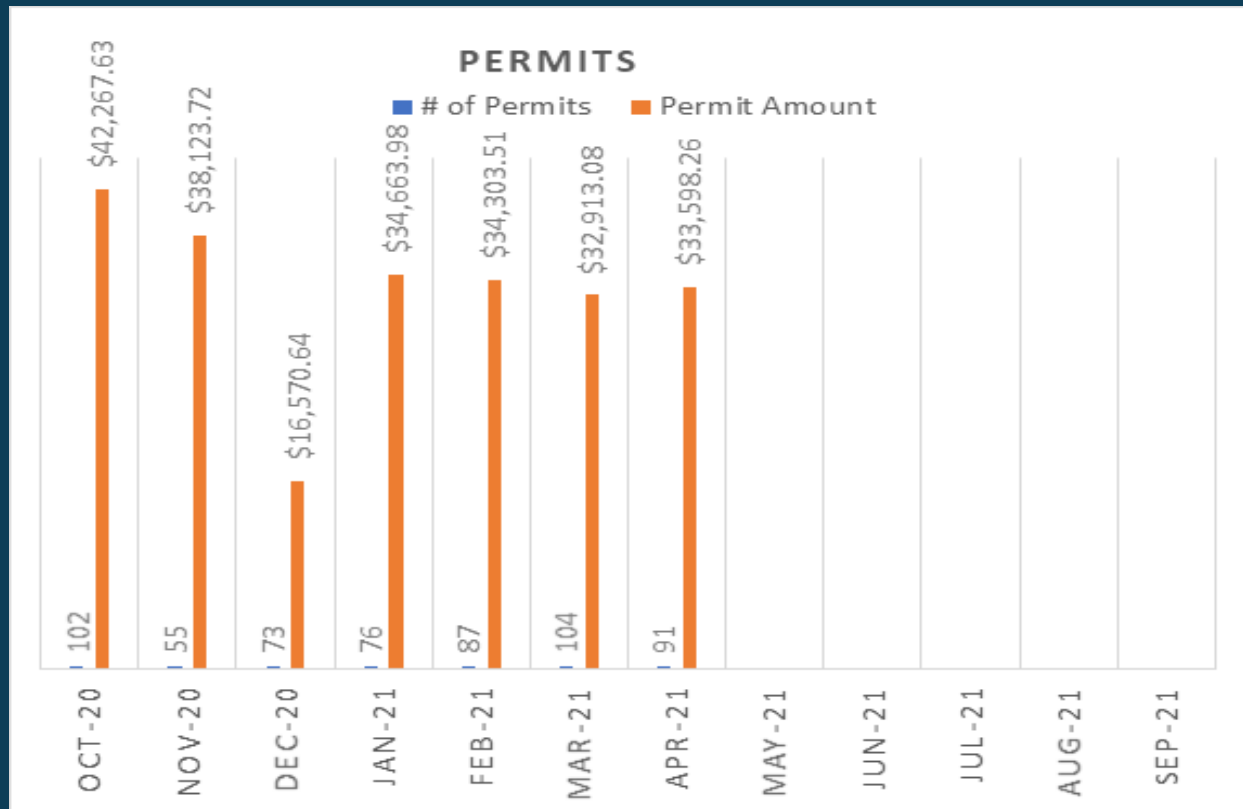
Business Tax Receipts (BTRs)

Businesses should have paid their FY20/21 BTR fees through the Flagler County Tax Collector Office by September 30, 2020. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by September 30th: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st.

The Clerk's Office processed the payment from the Tax Collector's Office for any BTRs renewals paid March 1, 2021 to March 31, 2021.

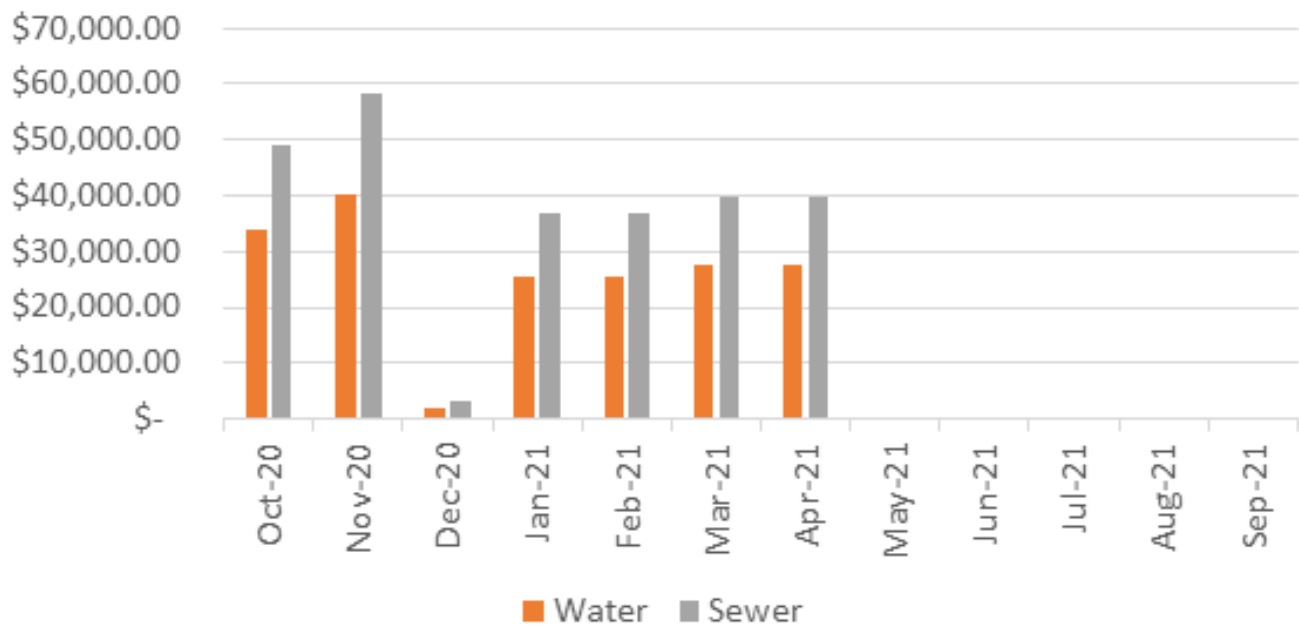
The Clerk's Office is now working toward the renewal of all BTRs for upcoming Fiscal Year 2021/2022 while still trying to contact the businesses who still have not paid the current Fiscal Year BTR. Those business who still have not renewed their current year BTR will owe for two fiscal years when the notifications are sent out in July 2021. All Fiscal Year 2021/2022 BTRs must be paid by September 30, 2021 to avoid payment of penalties in accordance with State Statute and City Code.

Community Development

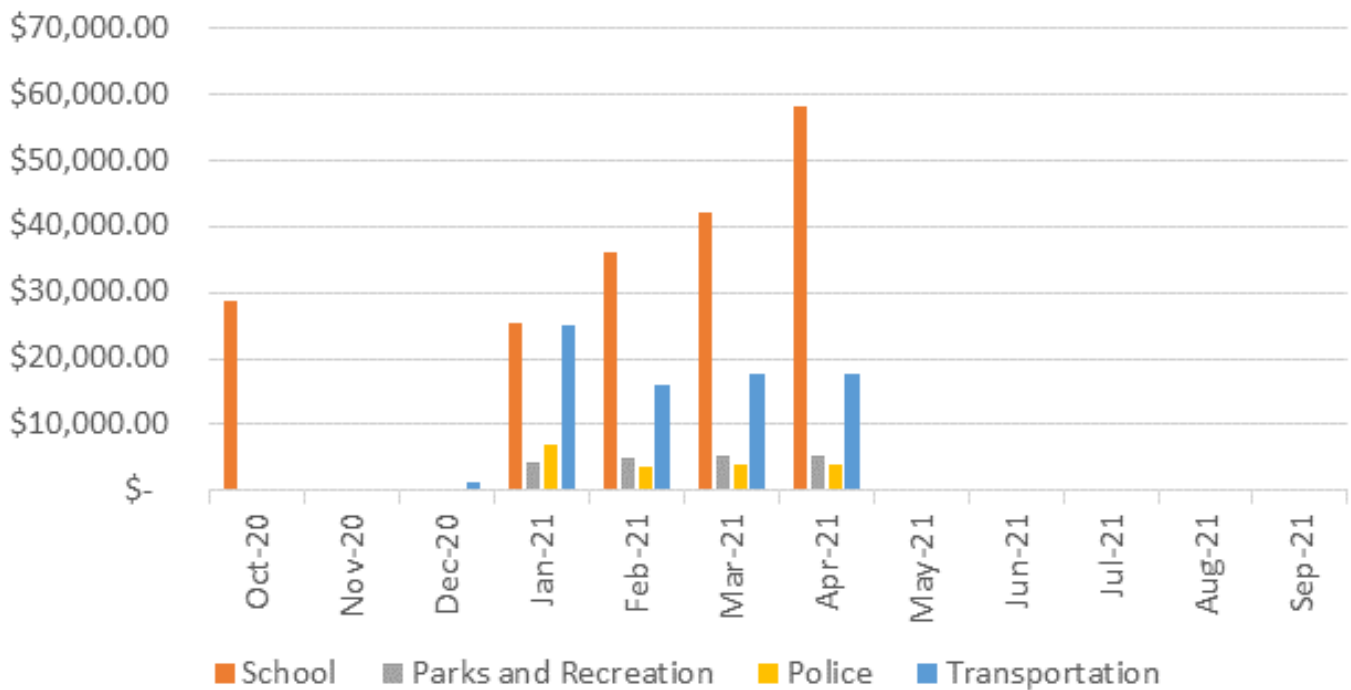


Community Development

Impact fees Water/Sewer

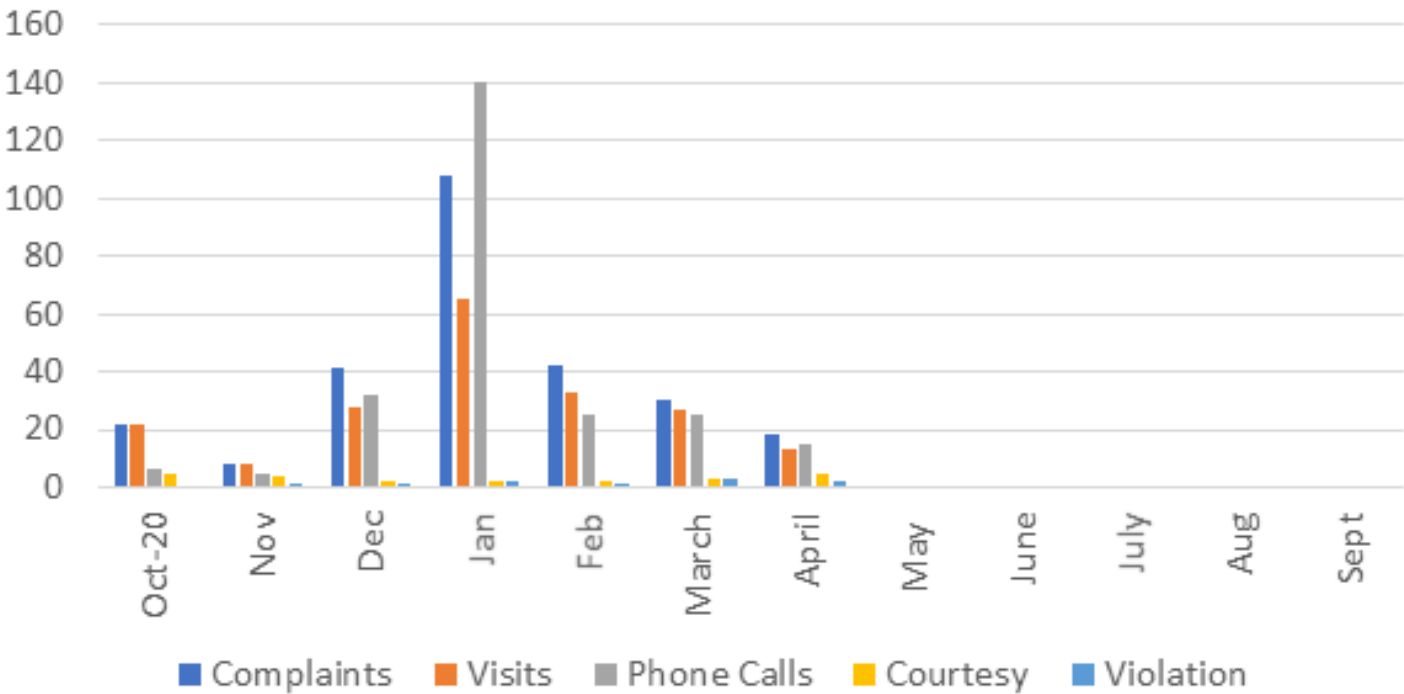


Impact Fees General Fund



Community Development

Code Enforcement



Projects

Grants Projects:	Expenses	Grant Amt
West Side Storm Water Improvements Phase II: Punch list items complete except for As-Builts receipt.	\$ 436,515	\$500,000

Community Development Block Grant (CDBG):
Application in review process. Virtual site visit to be scheduled.

Hazard Mitigation Grant Program (HMGP): RFP complete. Scheduled to publish first of May.	\$ 950	\$138,070
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Utility Master Plan:

Master Plan:	Expense	Funding Amt
Master Plan WWTP Project Funding:	\$ 104,903	
USDA / SRF Application in process.		
CDBG-MIT Not awarded.	\$ 178,028	

Wastewater Treatment Plant Rehab / Expansion: Design and permitting in process.	\$146,025	\$1,000,000
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In-House Projects:	Expense	Budget
Palm Terrace Lift Station Rehab: Punch list almost complete—awaiting sod950.	\$ 41,567	\$80,000

Total Projects Expense:	Total Grants
\$907,988	\$1,638,070

Infrastructure

Staff Updates

- The Infrastructure Department has 2 job openings. Utilities Maintenance Tech 1, and Utilities Maintenance Tech Trainee .

Capacities WTP/WWTP

- Capacity for the WWTP in April 2021 was 67% with a total of 7.48" of rainfall. Total influent flow for the month was 12.129MG.
- The WTP produced 8.870MG of drinking water, with a daily production average of 0.285MG in April 2021. With our WTP putting out 8.870MG and our WWTP receiving 12.129MG, we treated 3.259MG of storm/ground water. This increase is due to the severe weekend rainstorms dropping over 5" of rain fall 4/16-4/18. 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.
- FUN FACT- With approximately 2,000 acres of land in the inner City (Grand Reserve included) 1 inch of rain fall equals 54,000,000 gallons of water. During the 4/16-4/18 rain event it is estimated the City's MS-4 system was tasked with moving and relocating approximately 270,000,000 gallons of water.
- New water meter installations February 2021: Residential: 13
- Total billed meters: 1,971

Police Department



The Flagler County Sheriff's Office (FCSO), the Florida Highway Patrol (FHP), the Flagler Beach Police Department (FBPD), and the Bunnell Police Department (BPD), are combining efforts to participate in Operations T.I.D.E.S. Operations T.I.D.E.S. is a countywide traffic education and enforcement operation focusing on deterring Texting while driving, Impaired driving, driving while Distracted or Exhausted, and Speeding (T.I.D.E.S.).

Operation T.I.D.E.S. will involve enforcement, education, and awareness in an effort to reduce fatal crashes, serious injury crashes, and aggressive driving. Flagler County experienced an increase in fatal crashes and crashes with injuries in 2020 and the data revealed the majority of the crashes occurred on state roads.

According to the National Highway Traffic Safety Administration (NHTSA) there was a decrease in-traffic fatalities during 2019 as compared to 2018. However, in 2020 fatal crashes increased nationwide primarily due to the impact of the National COVID-19 pandemic emergency situation. Although the total traffic volume decreased in 2020 due to stay at home orders, studies suggests that during the COVID-19 pandemic driving patterns and behaviors changed and drivers engaged in more risky behaviors, including speeding, failing to wear seatbelts, and driving under the influence of drugs or alcohol.

"It's time to change the tides in Flagler County and get back to safe and cautious driving," Sheriff Rick Staly said. "The purpose of Operation TIDES is to remind the community that reckless driving behaviors are extremely dangerous and will not be tolerated. Agencies participating in this operation will be stepping-up enforcement efforts within our jurisdiction in an effort to save lives by preventing improper driving habits, which jeopardizes the public safety of others traveling on roadways within Flagler County. We appreciate our partners joining us to save lives in this year-long operation."

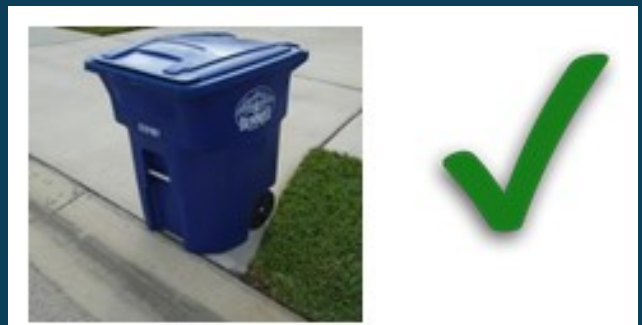
The focus for the operation will be state roads including Interstate 95, US-1, SR-11, SR-100, and SR-A1A. A joint operation is planned for each month in 2021.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	147.65 Tons	11.36
Residential Recycle	30.42 Tons	2.34
Yard Waste	82 Yards	4.1
Commercial Garbage	186.87 Tons	14.37
Commercial Cardboard	27.05 Tons	2.08
Scrap Metal	0	0
Construction & Demolition and Bulk debris	32.47 Tons	9.27

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 4/30/2021)
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	116.61 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	879.62 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	355.38 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	646 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	412.21 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	2.28 Tons
Yearly Total	5578.10	5848.71	3412.10