

City Manager's Monthly Report



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

September 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.

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

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.

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.



Information Technology

Coordinating demos and training for the Incode 9 to Incode 10 upgrade. The final demo is scheduled for September 10th. Hopefully a final decision on this upgrade will follow that meeting.

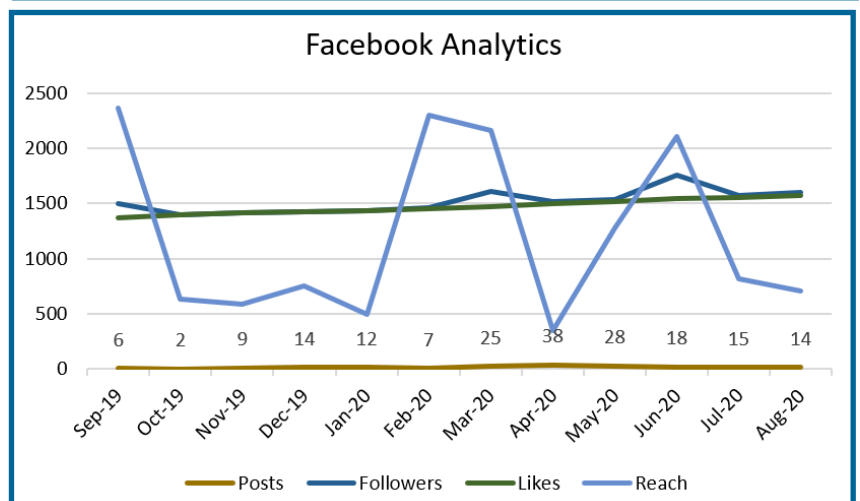
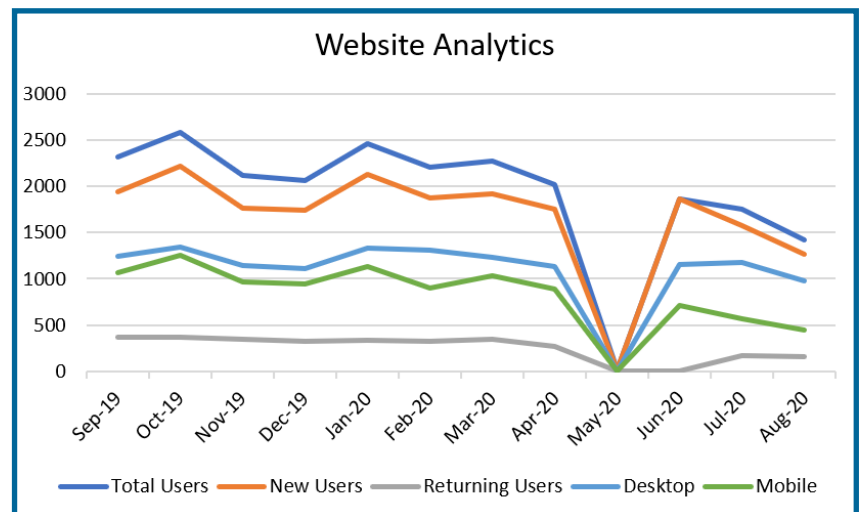
Had the second meeting of an IT committee. We reviewed and provided feedback on training for the employees in the PD to be able to input their own time. As different departments have “activity codes” that are somewhat unique to their department, the training will need to be tailored a bit to each of the departments.

Completed replacing the older laptops, and have out processed many of them. Have a couple new spare laptops on hand just in case.

Had received some larger monitors and a couple projectors from the SJRWMD. Tested that equipment out and inventoried. One of the monitors was operational but had an image burned into the screen. Simply going to out process that monitor.

Top 10 web pages:

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



City Clerk Office

The City Clerk Office published agendas for 6 Public meetings,- 2 Regular City Commission Meetings, 2 City Commission Workshops, the Citizen Advisory Task Force Agenda (CATF), the Code Enforcement Board Agenda. The Planning, Zoning and Appeals Board agenda showing the meeting canceled was also published. The City Clerk office spends an estimated additional 2 hours per meeting for COVID work that is done pre and post meetings/event.

The Clerk's Office also hosted the August 17, 2020 City Manager Forum for citizens to get regular updates on the City.

The City Clerk Office spent 35.75 hours- outside of those that took 30 minutes of less to complete- 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.

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. As renewal season for BTRs started in July, they will be required to pay the BTR fees for FY19/20 and FY20/21 at the same time.

The City Clerk's Office continues to be flooded with applications for new BTRs as businesses apply for CARES Funding through Flagler County, which requires businesses to have a current BTR.

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.
Jump for Joy	Reviewed by staff	Special Exception to exceed 10k sq ft	7/30/19	Pending building permit and construction.

Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
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
Cypress Lake	Pre-Development Meeting	Site Plan		115 Acres
VerdeGO Storage	Pre-Development Meeting	Site Plan		

Projects

2020 SJRWMD REDI Sewer Slip Lining Rehab Project: \$ 508,642 \$500,000

Final invoice received from Engineer (Non-Reimbursable Expenses updated). Project is closed.

West Side Storm Water Improvements Phase II: \$ 42,326 \$500,000

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

Community Development Block Grant (CDBG): \$ 533

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: \$ 85,330

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
\$637,816	\$1,000,000

Infrastructure

Staff Updates

- The Infrastructure department is back to full staffing, no reduced scheduling.
- Joseph Sweeny was hired as the new Utilities Maintenance Tech Trainee for the collections crew.

Capacities WTP/WWTP

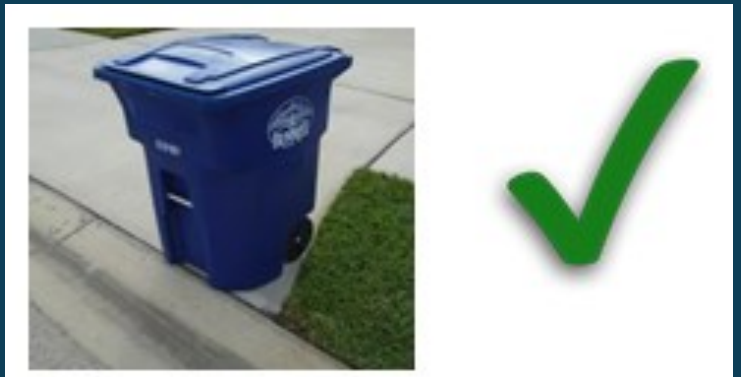
- Capacity for the WWTP in August 2020 was 79% with a total of 8.94" of rainfall. Total influent flow for the month was 14.651MG, with a Daily Average of 0.473MG
- The WTP produced 8.528MG of drinking water, with a daily production average of 0.275MG in August 2020. With our WTP putting out 8.528MG and our WWTP receiving 14.651MG, we treated 6.123MG 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	116.41	8.95
Residential Recycle	27.28 Tons	2.09
Yard Waste	184 Yards	9.2
Commercial Garbage	116.41 Tons	1.98
Commercial Cardboard	25.83 Tons	1.98
Construction & Demolition and Bulk debris	27.82 Tons	7.95

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

Back to School

The Bunnell Police Department is working on keeping our children safe as they headed back to school. The Attendance has been low at the start based on the small numbers of children from the neighborhood showing up at the cross walk. Numbers should increase as the year progresses.

Continued Education

Our officers continue our FDLE monthly accredited on-line training throughout the year.

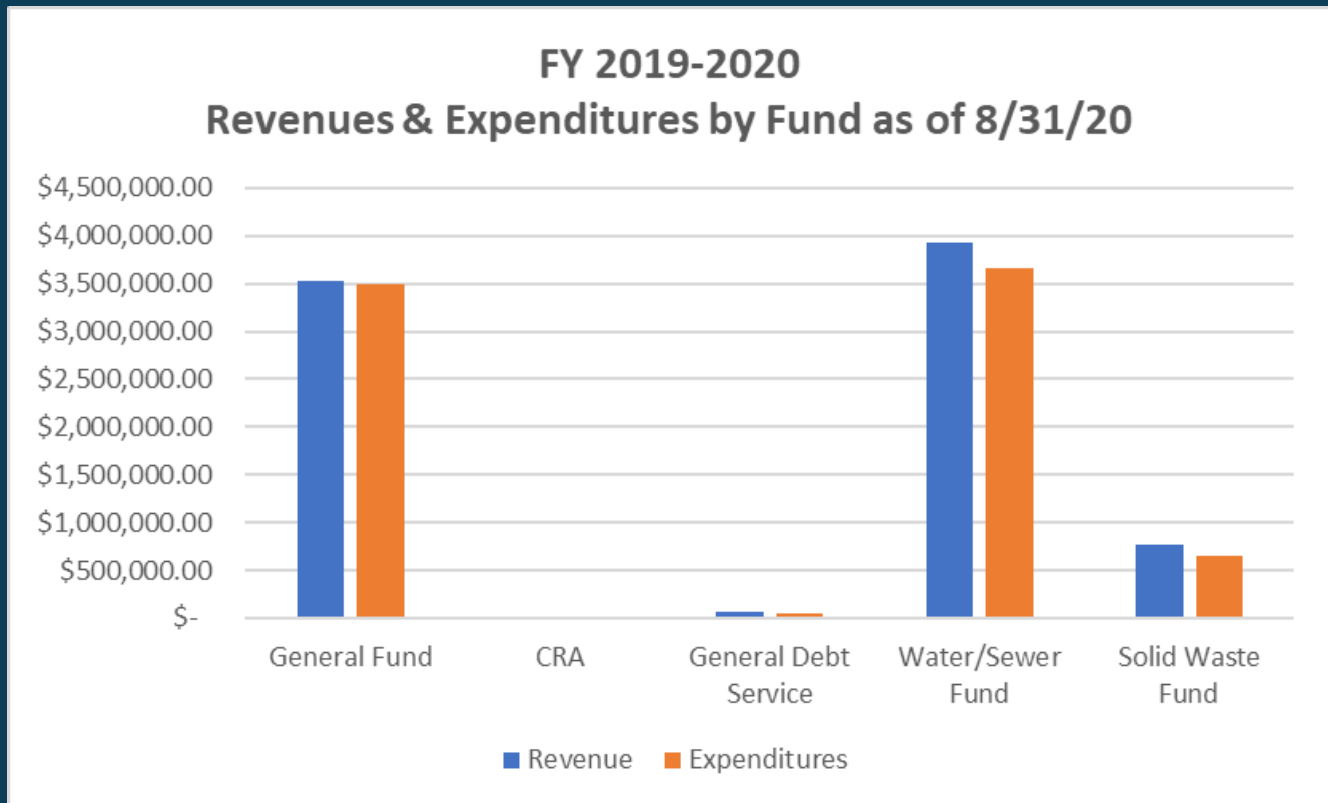
Crime Stoppers Officer of the year

Unfortunately, this years' award ceremony has been cancelled until further noticed due to COVID-19. I have submitted a nominee and waiting to hear further on if they will make a selection.

Finance Department

FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2019/2020

August was the eleventh 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 \$3,530,604 while expenditures currently total \$3,488,606.

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 \$3,930,706. The expenditures total \$3,656,790.

Solid Waste Fund – The Solid Waste Fund has revenues of \$767,434 and expenditures of \$651,499.