

City Manager's Monthly Report



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

January 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.



Mayor Robinson and Commissioner Gordon attended the ground breaking ceremony for the new Flagler County Sheriff Operations Center to be built adjacent to the Government Services Building. This County Building will be within the City limits.



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

Due to the continued State of Emergency, which has been extended via Executive Order 20-316, 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

We are rolling the Employee Self Serve (ESS) system out to the various departments. This system allows the employees to input their time, leave requests, and many other things. As situations arise, modify the system configuration to work better next time.

Purchased and working on deploying new end point security software. And have been evaluating new backup software. May be looking for a replacement this year.

Purchased and deployed an additional new tablet in the Public Works. This will assist with work orders processing.

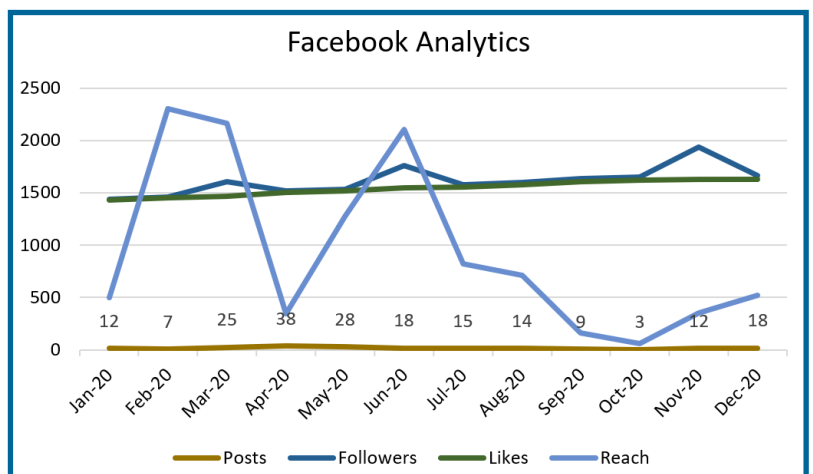
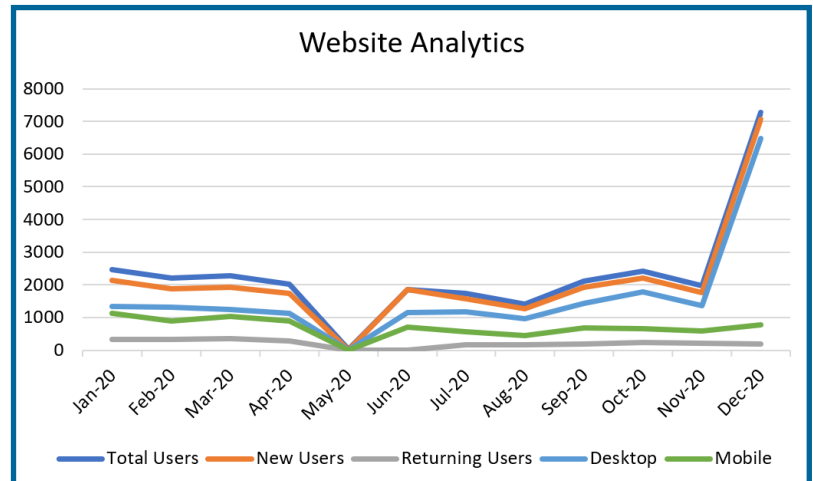
The vendor we have been dealing with for the last several years for Microsoft Office 365 has raised their rates on this service. They were selling it to us at better than the state contract price. We will be switching to the state contract vendor this year. Placed an updated Microsoft Agreement before the board in December.

The Software as a Service (SaaS) agreement with Tyler Technologies is going back to the Board in January. The vendor evidently did not like the addendum we put on the original agreement in October, and suggested changes. The 2 attorneys work out the differences.

Implemented the My Civic app with Tyler Technologies. This mobile app allows our customers to pay their utility bills through the app, and has similar functionality to the existing customer web portal we have available. Tyler provided the app free of charge. We do pay for the transaction fees much like we do the web interface. This app can be expended for additional services for a cost in the future.

Top 10 web pages:

- | | |
|-------------------|-----------------------|
| 1. Home Page | 6. Human Resources |
| 2. Agendas | 7. SW:Holiday Sched. |
| 3. Police | 8. Contacts Directory |
| 4. Bldg Permits | 9. I Want To.... |
| 5. Open Positions | 10. Community |



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings,- 2 City Commission Meetings, Code Enforcement Board and the Planning, Zoning and Appeals Board Agendas. 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 meeting days.

Presentations for the Planned Citizen Academy to be offered by the City were completed and coordinated with other departments.

Training for electronic time entry by employees was created and provided as scheduled per department.

The City Clerk Officer and Parks and Recreation Crew Leader worked closely with ABM Building services to work on the facilities assessment as authorized by the City Commission at its meeting on September 14, 2020.

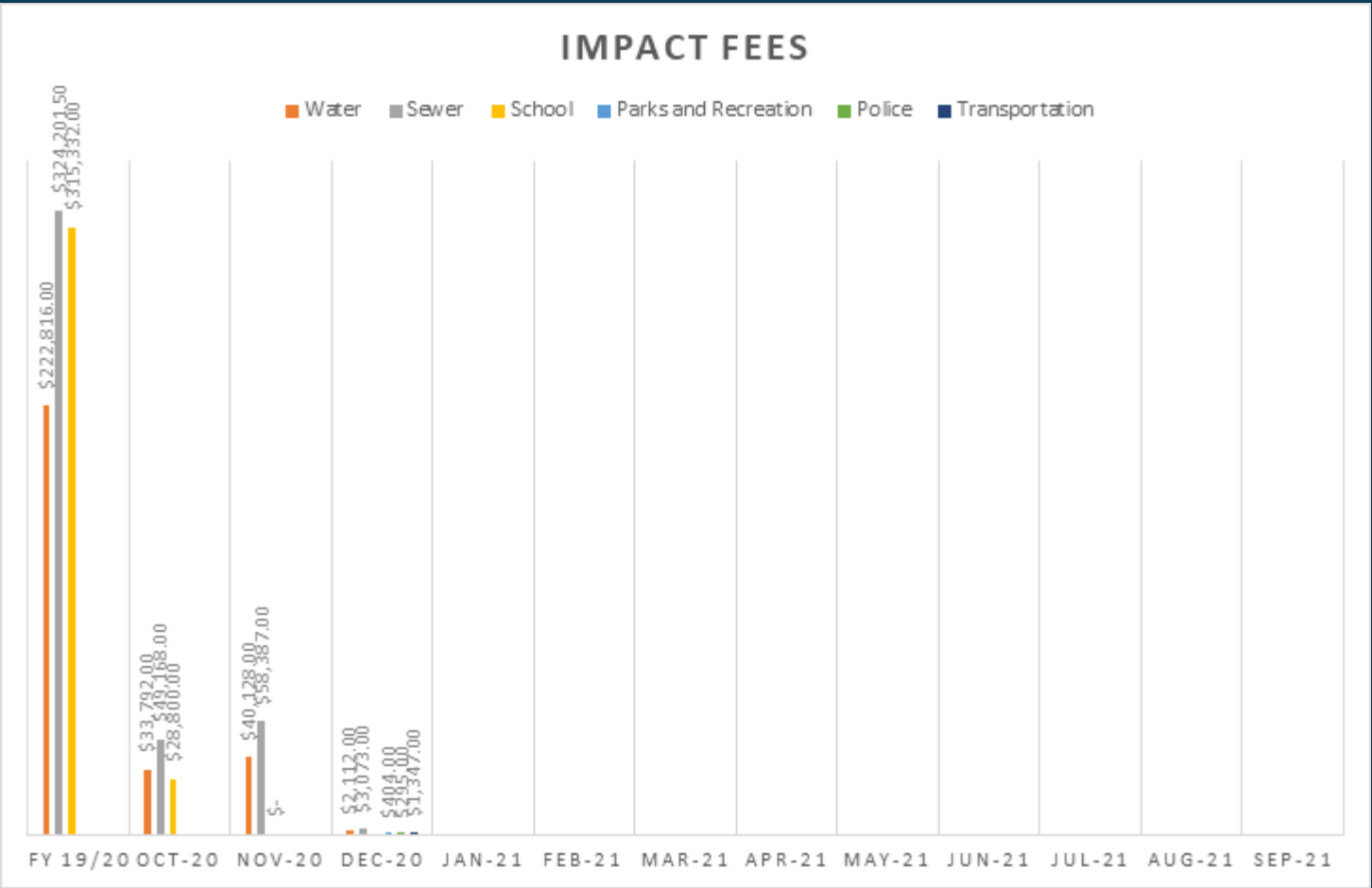
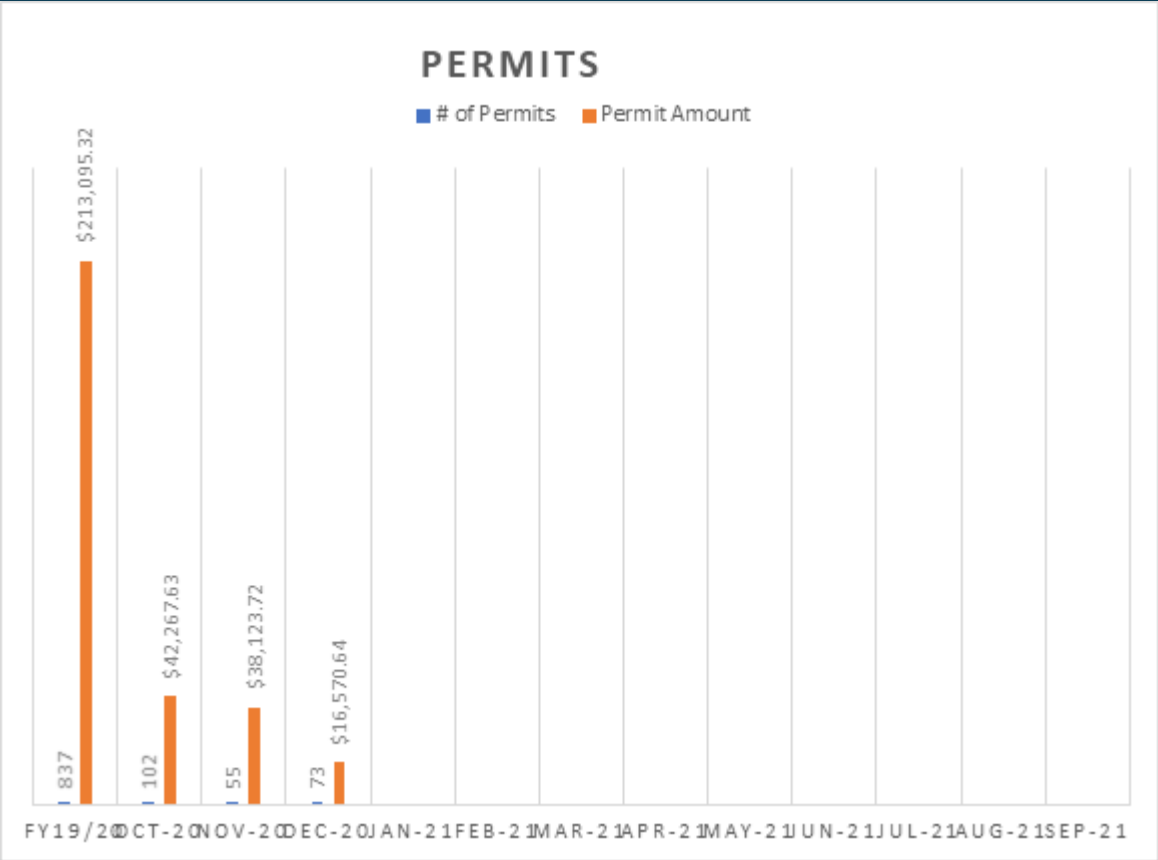
Business Tax Receipts (BTRs)

Since 2013, the City has partnered with the Flagler County Tax Collector for all local business tax receipt renewals. Renewal season for BTRs started in July 2020. Businesses should have paid their FY20/21 BTR fees through the Flagler County Tax Collector Office by September 30th to avoid penalties. Both 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 all BTRs renewals paid November 1 to November 30. As of December 31, 2020 235 businesses located within the City of Bunnell and 12 business located outside the City of Bunnell had not paid their renewal fees for the current Fiscal Year to be permitted to conduct business in the City of Bunnell. This amounts to a little over **\$37,00.00** in revenue still due to the City.

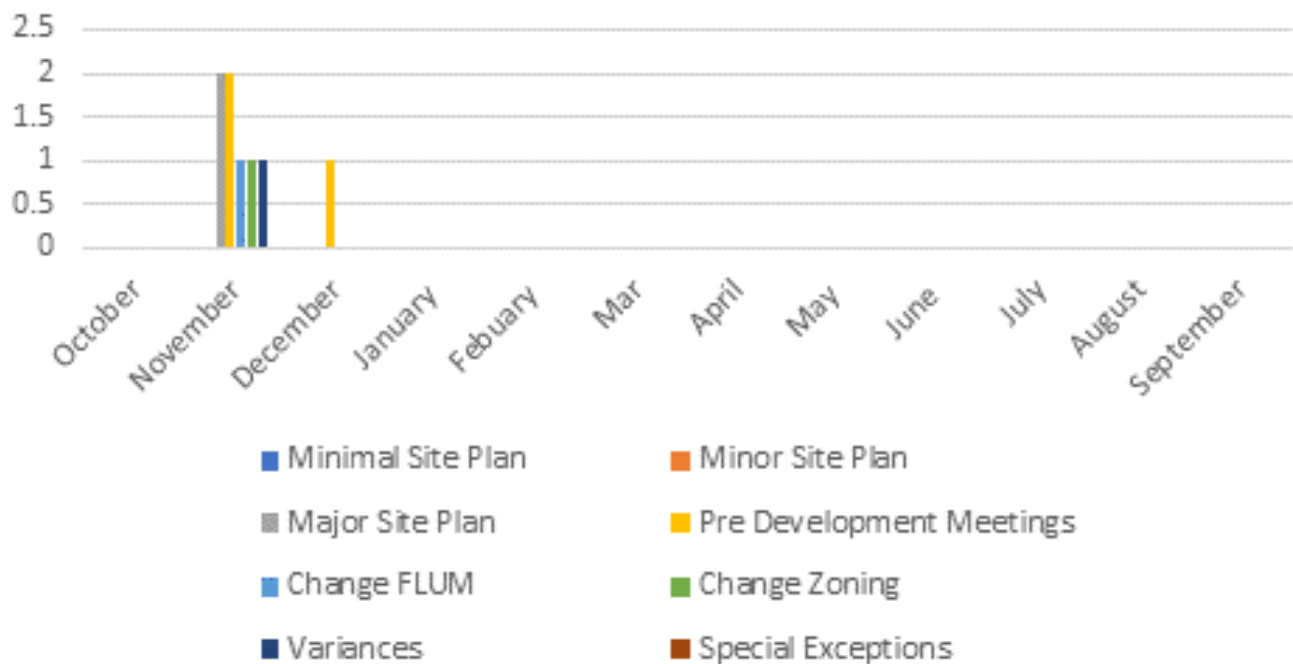
The Clerk's Office is working with Code Enforcement to contact these businesses regarding these payments and open code enforcement cases, if required.

Community Development

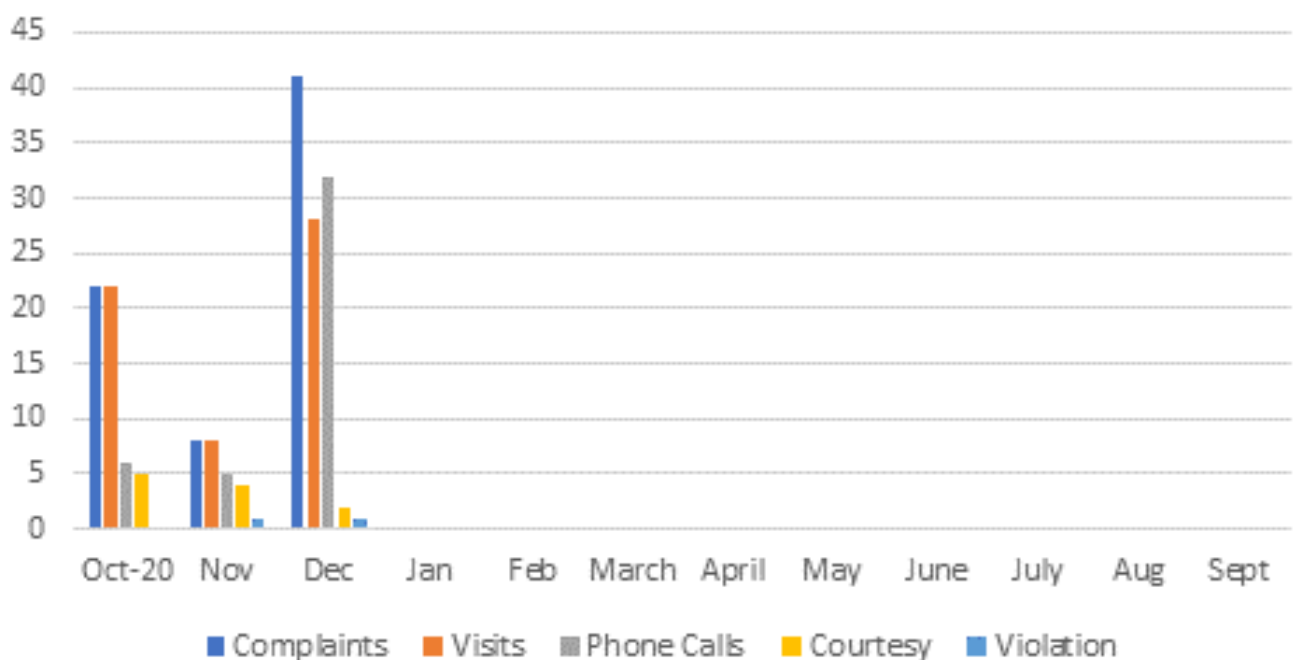


Community Development

Development Information



Code Enforcement



Projects

Grants Projects:	Expenses	Grant Amnt
West Side Storm Water Improvements Phase II:	\$ 108,399	\$500,000

Change Order #2 for 618 Fourth Street Extension and Pope Anchors approved by Commission 12/14/2020. Construction slowed due to holidays.

Community Development Block Grant (CDBG):

Application in review process.

Hazard Mitigation Grant Program (HMGP):	\$ 950	\$138,070
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Contract review by Department of Economic Opportunity.

Utility Master Plan:

Master Plan:

Master Plan WWTP Project Funding:	\$ 104,903	
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SRF Loan Agreement in process.

CDBG-MIT Under review by DEO.

Wastewater Treatment Plant Rehab / Expansion:	\$ 80,650	\$1,000,000
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Design and permitting in process.

In-House Projects:	Budget	Expense
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Palm Terrace Lift Station Rehab:	\$80,000	
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Project scope approved by Infrastructure Director 12/22/2020. Scheduling and pricing in process.

Total Projects Expense:	Total Grants
\$294,902	\$638,070

Infrastructure

Staff Updates

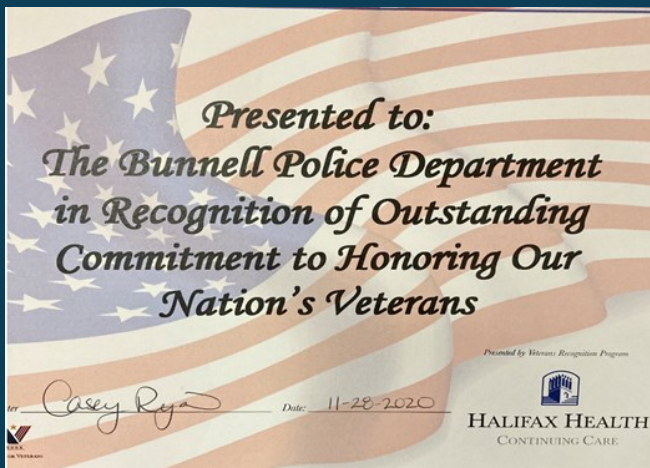
- The Infrastructure department is back to full staffing, no reduced scheduling.
- Matthew Taylor was hired as the new Maintenance Tech 1 for the Collections Crew.

Capacities WTP/WWTP

- Capacity for the WWTP for December 2020 is 61% with a total of 1.20" of rainfall. Total influent flow for the month was 11.359MG, with a Daily Average of 0.0.366MG
- The WTP produced 9.264MG of drinking water, with a daily production average of 0.298MG in December 2020. With our WTP putting out 9.264MG and our WWTP receiving 11.359MG, we treated 2.095MG of storm/ground water.

Police Department

The Bunnell Police Department participated in Christmas with a Deputy/Cop. It was a little different this year due to COVID-19. Gifts were pre purchased and delivered to the families at their home by Cpl. Scott Bagwell. The children were surprised and extremely grateful, and Cpl. Bagwell was touched as well.



The Bunnell Police Department received recognition and a big thank you from Halifax Health – Hospice Leadership Team for assisting them in a last-minute request to participate in a Military Appreciation Day Car Parade to show support and appreciation for our military men and women that are residents living at the Flagler Health and Rehabilitation Center. We were happy to assist and put a smile on their faces.

Bunnell Police Chief teams up with Scott Schalk Solid Waste Manager to Protect our Residents from Holiday Burglars was a success!

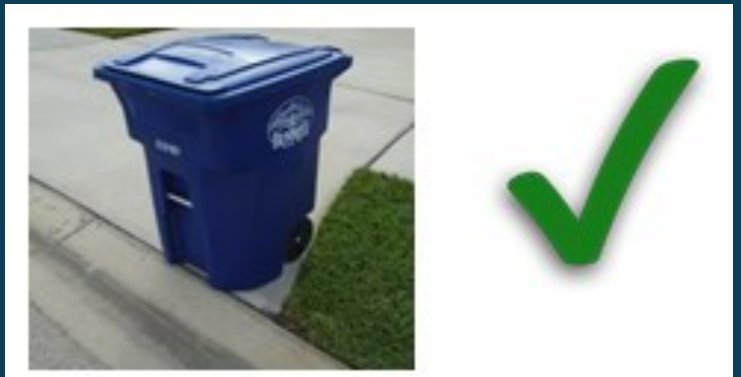


Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	124.44 Tons	9.57
Residential Recycle	32.63 Tons	2.51
Yard Waste	88 yards	4.4
Commercial Garbage	154.4 Tons	11.87
Commercial Cardboard	20.91 Tons	1.61
Construction & Demolition and Bulk debris	23.59 Tons	6.74

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

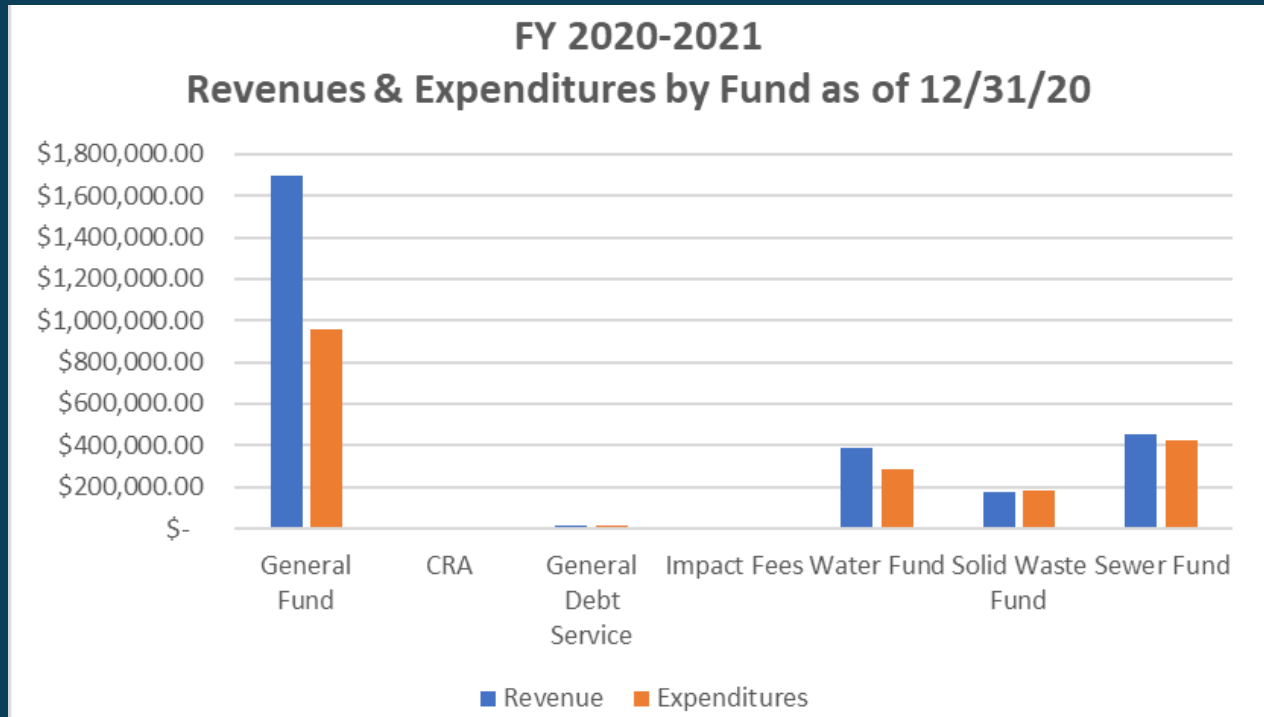
Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21 (as of 12/31/20)
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	456.86 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	390.77 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	159.53 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	281 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	78.74 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	0 Tons
Yearly Total	5578.10	5848.71	1366.90

Finance Department

FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2020/2021

December was the third month of Fiscal Year 2020/2021. The approved 2020/2021 budget, including amendments, totals \$17,398,742 and includes all anticipated revenues and expenditures of the city from October 1, 2020 through September 30, 2021. The chart shows year to date revenues and expenditures by fund.



General Fund – The General Fund has total revenue of \$1,696,734 while expenditures currently total \$959,148. The General Fund’s primary source of revenue is Ad Valorem (Property Taxes) and receipts generally occur at the end of November or beginning of December. To date, \$1,101,038 or 77.6% of the \$1,419,317 budgeted ad valorem has been received.

CRA Fund – The balance in the CRA Fund is \$3,631. There are no revenues or expenditures anticipated in the fund for FY 2020/2021.

General Debt Service Fund – The General Debt Service Fund accounts for the debt service payments required for the Municipal Complex. Revenues are recorded monthly and are transfers from the General Fund. Payments are made quarterly in accordance with the loan documents. The first quarterly payment was made in December.

Impact Fees – This fund accounts for Law Enforcement, Parks and Recreation and Transportation Impact Fees. The Commission approved the new impact fees in August and collection began on all building permits issued on and after November 8th. \$2,046 was collected in December.

Water Fund – The Water Fund has total revenue of \$387,767. The expenditures total \$286,121.

Solid Waste Fund – The Solid Waste Fund has revenues of \$177,287 and expenditures of \$182,041.

Sewer Fund – The Sewer Fund has total revenue of \$451,588. The expenditures total \$426,359.