

City Manager's Monthly Report



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

March 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.

City Commission Advance

The City Commission participated in an all day Workshop on February 26, 2021. This year the focus was on City facilities and planning for the future. It was an informative and productive day. Citizens are encouraged to attend these annual meetings to learn more about their City.

C. Presentation

- C.1.** 8:15 AM- Welcome; Now is the Time to Plan
- C.2.** 8:30 AM- An Insurance Perspective on City Assets
- C.3.** 9:00 AM- Master Utility Plan Projects Update
- C.4.** 10:00 AM- Building on our Past, but Planning For Our Future (City Manager)
- C.5.** 11:00 AM- City Finance Update (Finance Director)
- C.6.** 12:00 PM- BREAK FOR LUNCH
- C.7.** 12:30 PM- Focus on Facilities and Level of Service (ABM Building Services)
- C.8.** 2:30 PM- Investing in Ourselves; Capital Improvements Planning
- C.9.** 4:00 PM- Looking Ahead to Fiscal Year 2021/2022 and City Salary Study

City Academy

Staff has been working on final touches for a Citizen Academy. The academy will offer 2 hours classes for 5 consecutive weeks and will go over the basics of government and provide citizens a look at the departments in the City of Bunnell.

Due to COVID, it is anticipated the first academy will be offered virtually. Citizens are encouraged to look out for the announcement when registration opens. There will be a limited number of seats to ensure all participants can benefit from the academy.

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

Coordinated with the vendor and staff to perform a minor upgrade to Incode 9. This is in preparation for the upgrade to Incode 10. The system was unavailable for half a day.

Created graphics, registration webform, automatic replies, etc. in support of the City Manager's Forum on Doing Business With Bunnell. Utilizing our new website, created a registration form. As folks submitted their registration form, the system automatically generated an email to them with the Zoom information and passcode. Then the registration information was emailed to the Clerk's Office.

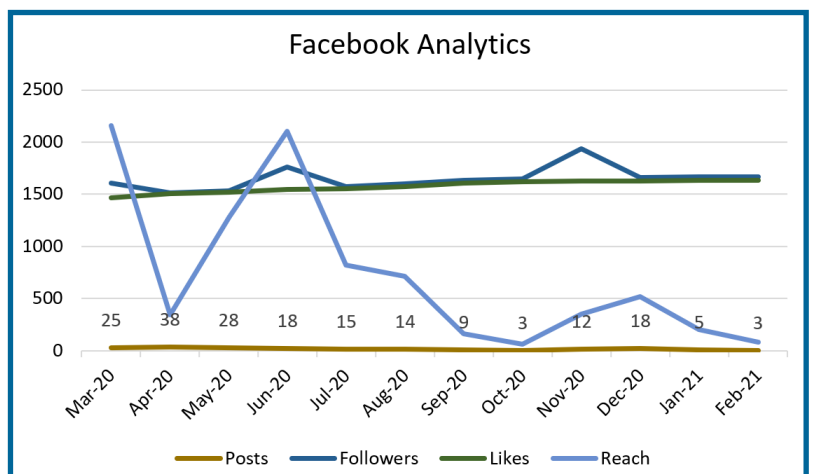
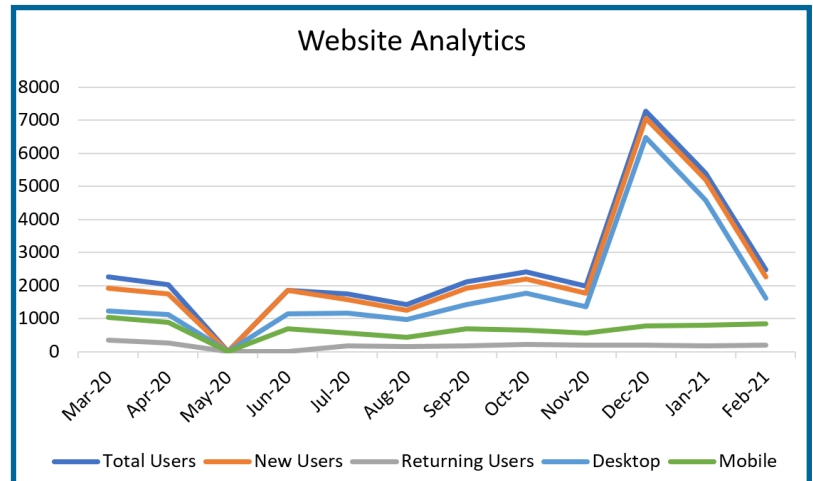
An incident involving a semi and a power pole in front of the Public Works building seems to have damaged an old server at the location that was recording the video from the various security cameras between Public Works and the Wastewater plant. It would have been cost prohibitive to put the old system back in place. Purchased a new Network Video Recorder (NVR) from the manufacturer of the cameras. This is a new product for them. Had problems getting it configured for the location. Wound up having to send it back to the manufacturer for replacement.

Experienced an issue with our phone system in the Admin Complex. This is the first time we have experienced an outage of this system since it was deployed 5 years ago. It hasn't been affected by the various storms we have experienced over the years.

Accounts Payable Automation is a service being offered by Tyler Technologies free of charge. 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.

Top 10 web pages:

1. Home Page
2. Agendas
3. Bldg Permits
4. Police
5. Human Resources
6. Vol. Boards
7. Community
8. Contacts Directory
9. Planning & Zoning
10. Comm Dev—Docs & Maps



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings, - 4 City Commission Meetings (2 Regular Meetings, an Executive Strategy Session and a Workshop) and the Planning, Zoning and Appeals Board Agenda. 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.

Because of a water leak from a portable HVAC unit causing damage to the Bunnell Room, facility studies were started in January and finished in February. About 50 to 60 hours of City Clerk's time in the month of February were spent on facilitating these studies or getting quotes for remediation and reconstruction. This project is also carrying over into the month of March. This is in addition to the regular duties of the City Clerk.

A great amount of time went into the preparation for February 16th Doing Business with Bunnell City Manager Forum, making last minute changes and updates for the City Commission Advance and finalizing each segment of the curriculum for the planned Citizen Academy.

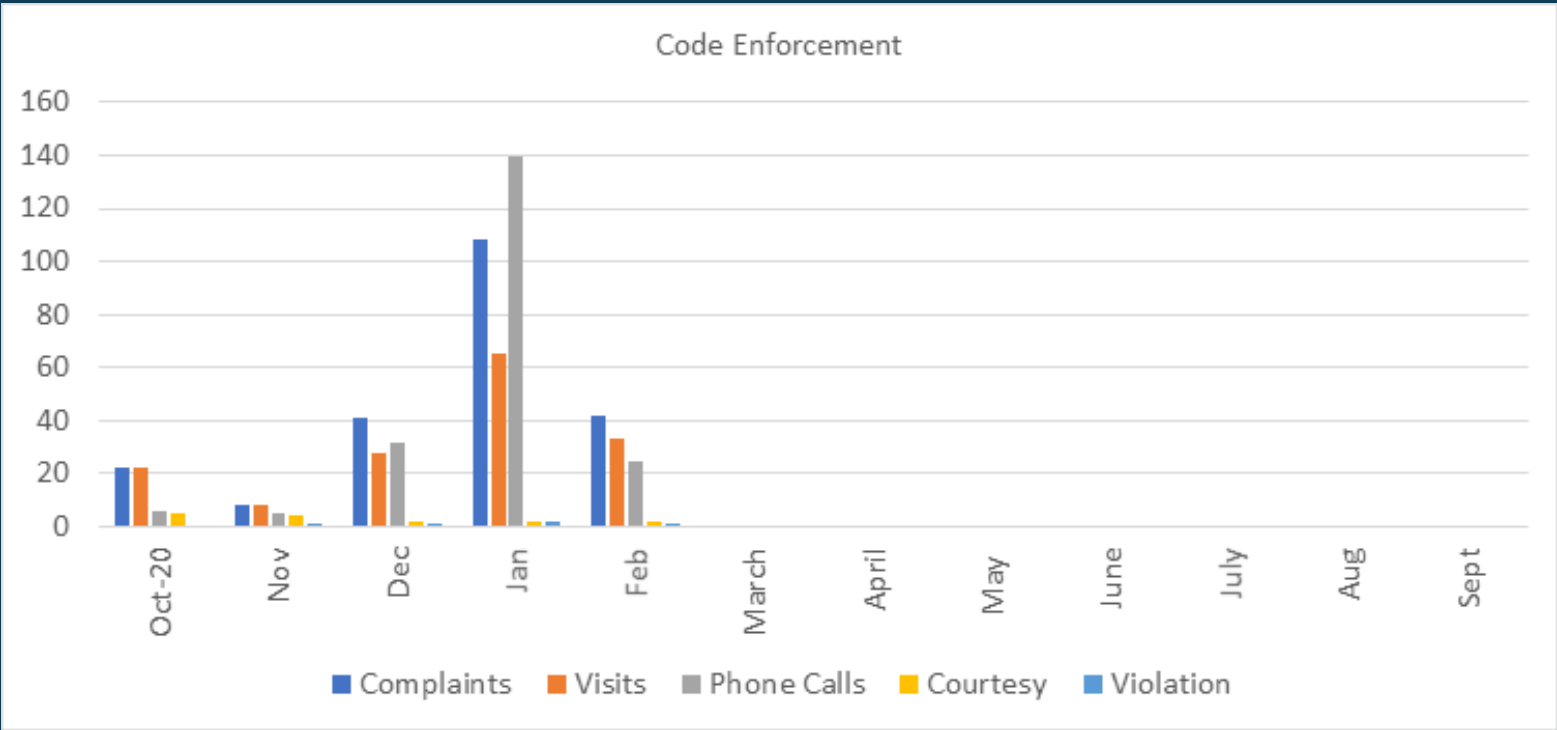
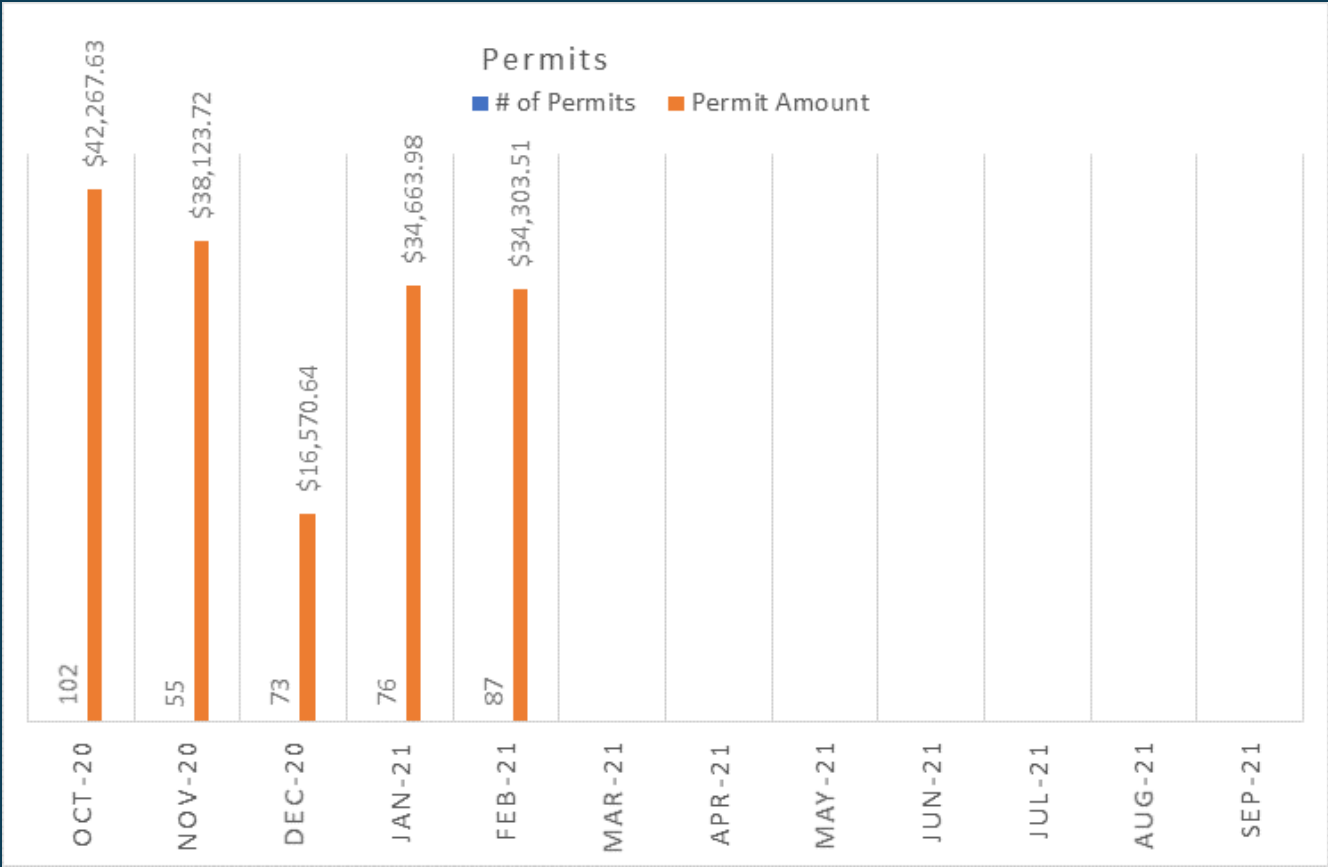
Business Tax Receipts (BTRs)

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; 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.

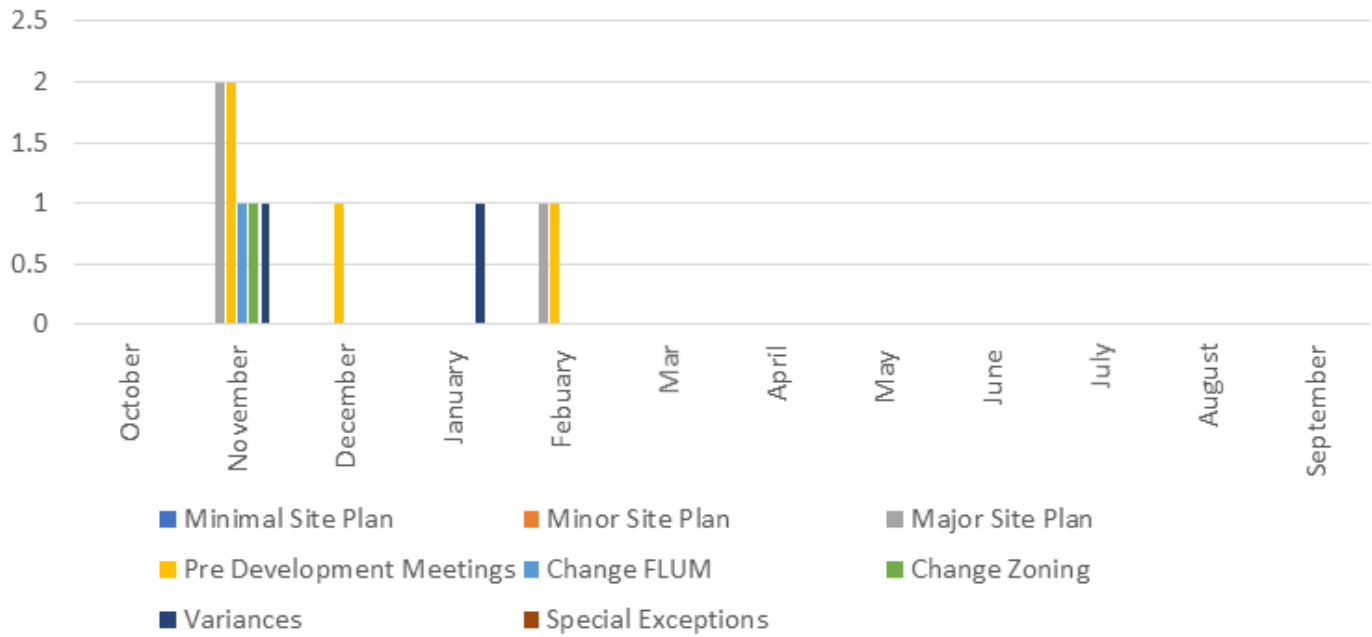
The Clerk's Office processed a payment of **\$21,614.50** from the Tax Collector's Office for all BTRs renewals paid January 1 to January 31. In following up on all the outstanding BTRs (as of February 1st), the City terminated 28 BTRs as the businesses had either moved or closed but forgotten to contact the City to update their information. As of March 1, 2021, 51 businesses still have 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 **\$8,400.00** in revenue still due to the City.

The Clerk's Office continues to work with Code Enforcement to contact these businesses regarding these past due payments before renewal season preparation for Fiscal Year 2021/2022 starts in May 2021.

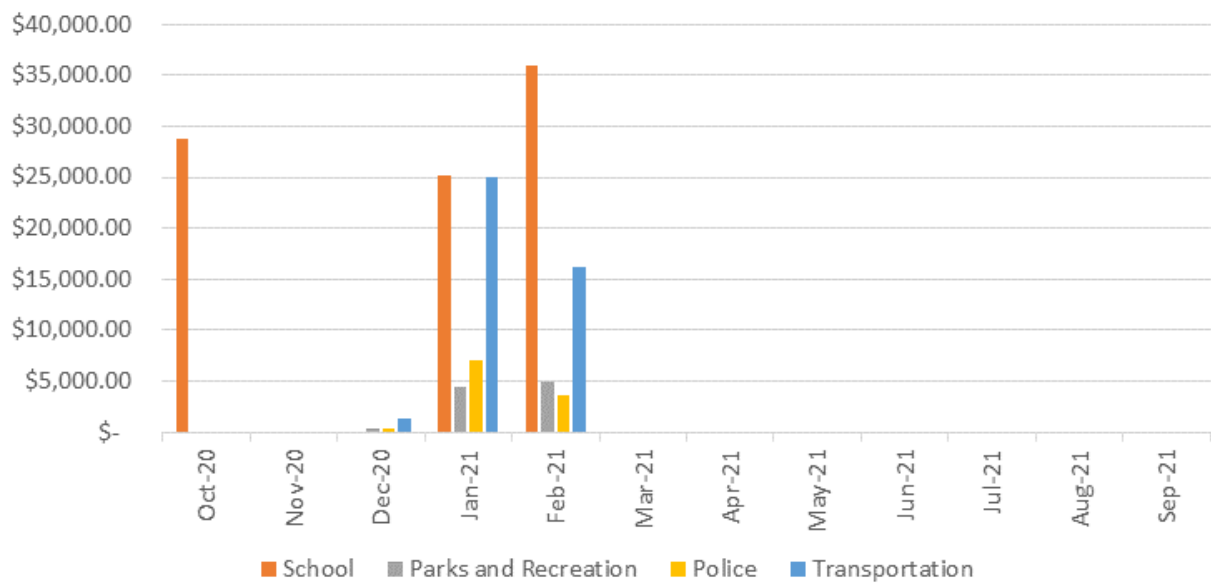
Community Development



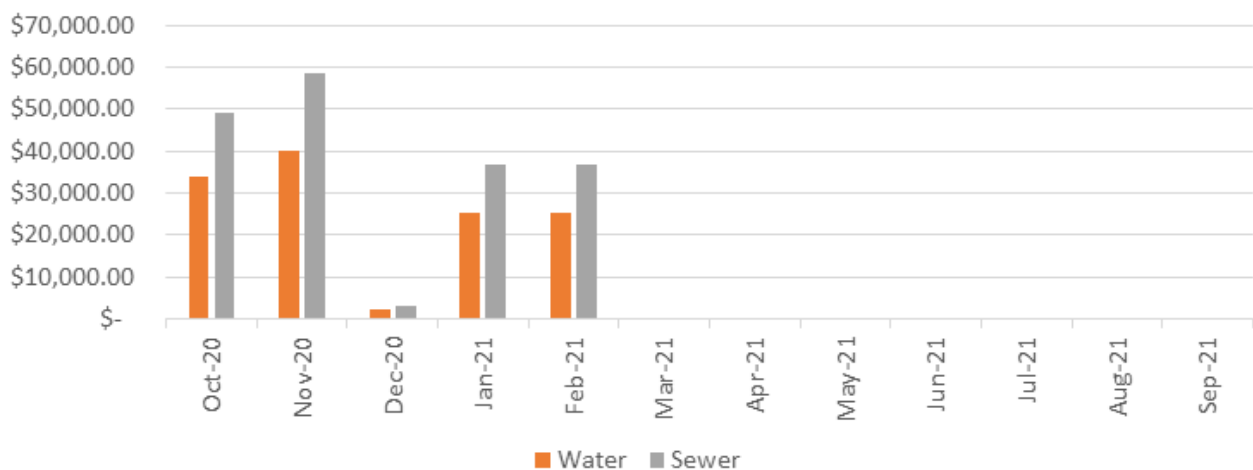
Development Information



Impact Fees General Fund



Impact Fees Water/Sewer



Projects

Grants Projects:	Expenses	Grant Amt
West Side Storm Water Improvements Phase II:	\$ 211,698	\$500,000

Franz (Area 1) complete. Deen (Area 2) installation almost complete.

Community Development Block Grant (CDBG):

Application in review process. Site visit to be scheduled.

Hazard Mitigation Grant Program (HMGP):	\$ 950	\$138,070
RFP in process.		

Utility Master Plan:

Master Plan:	Expense	Funding Amt
Master Plan WWTP Project Funding:	\$ 104,903	
SRF Loan Agreement executed and Award Letter received..		
CDBG-MIT Under review by DEO.		

Wastewater Treatment Plant Rehab / Expansion:	\$ 91,025	\$1,000,000
Design and permitting in process.		

In-House Projects:	Expense	Budget
Palm Terrace Lift Station Rehab:	\$22,687	\$80,000
Piping, concrete, valves complete. Awaiting panel and lining.		

Total Projects Expense:	Total Grants
\$431,263	\$638,070

Infrastructure

Staff Updates

- No staff updates this month.

Capacities WTP/WWTP

- Capacity for the WWTP in February 2021 was 59% with a total of 3.52" of rainfall. Total influent flow for the month was 9.913MG.
- The WTP produced 6.928MG of drinking water, with a daily production average of 0.223MG in February 2021. With our WTP putting out 6.928MG and our WWTP receiving 9.913MG, we treated 2.985MG of storm/ground water. 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.
- New water meter installations February 2021: Residential: 21

Police Department

City Manager, Dr. Alvin Jackson, and Chief Tom Foster visited Daytona State College on a recruiting drive. They addressed the night academy who had a number of questions, such as, what is your starting salary and what type of vehicles do you drive? These were the top questions when Chief Foster spent time addressing three classes during the daytime academy. Unfortunately, recruiting has been difficult, and no qualified applicants have applied thus far.



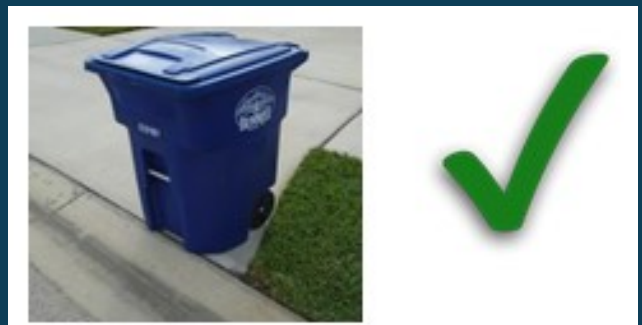
The academy has added a link to the local law enforcement agencies to assist and encourage recruits to visit and submit applications.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	117.88 Tons	9.07
Residential Recycle	26.14 Tons	2.01
Yard Waste	95 Yards	4.75
Commercial Garbage	160.04 Tons	12.31
Commercial Cardboard	22.03 Tons	1.69
Scrap Metal	0	0
Construction & Demolition and Bulk debris	27.1 Tons	7.74

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.



Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21 (as of 2/28/2021)
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	774.13 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	621.62 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	251.03 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	474 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	376.96 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	2.28 Tons
Yearly Total	5578.10	5848.71	2500.02