

City Manager's Monthly Report



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

February 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.



Members of the Commission and the City Manager participated in the Saturday, January 16, 2021 MLK Motor Parade

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

The Software as a Service (SaaS) agreement with Tyler Technologies was approved by the Board. This project is now in the queue. Tyler Technologies wants to complete the Incode 10 upgrade first, then migrate us to SaaS.

Had an incident in the server room of the Admin Building with a portable AC unit. There has been a unit in the server room for a couple years now, assisting in keeping the servers cool. This is especially important in the winter as the heater in the building AC is typically on. In the years the portable unit has been in there, it has not been necessary to empty the condensate out of the unit. Evidently over a long weekend, the unit started extracting condensate out of the air, and left a trail of water across the server room and into the adjoining conference room. Brought in fans, and attempted to use a dehumidifier in the conference room, and had the 2 rooms tested for mold. Mold was found. All of the fans, and dehumidifier were shutdown to prevent them from spreading the spores.

Cycled all of the laptops through my office to perform several updates. Primary of which is to remove Symantec, and install the new end point security Carbon Black. Installed all Windows and Dell updates as well.

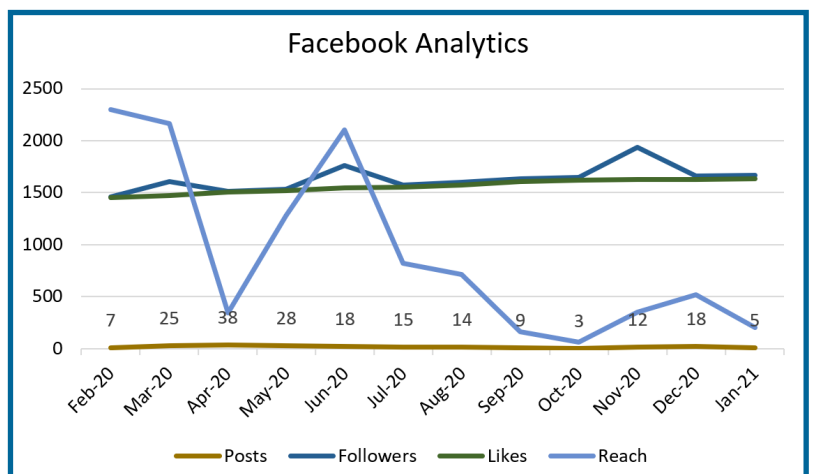
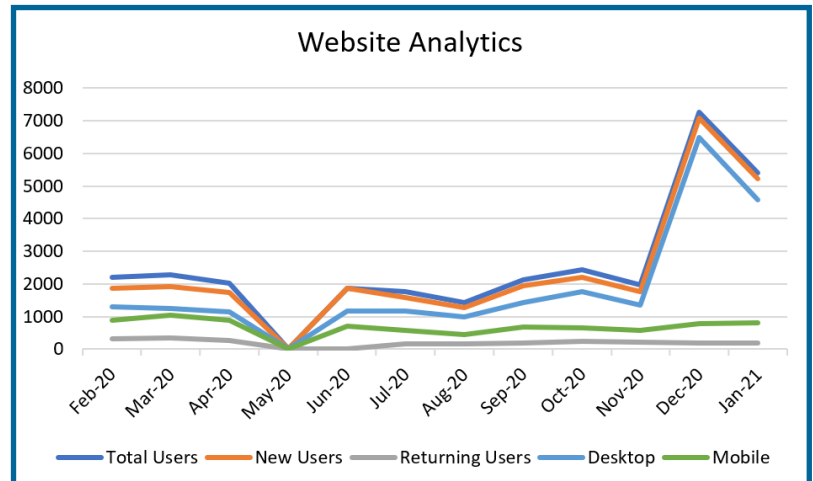
Began working with a vendor for Automatic Vehicle Location (AVL). WEX, the same company we received the Fuel Cards from a few months ago, offers this service as well. Right now the contracts are being reviewed by our attorney. Hopefully will be bringing this to the Board soon.

An interesting couple events happened at the Public Works yard. A semi that had made a delivery at a neighboring business decided to utilize the Public Works parking lot to get out of the way of another truck making a delivery. However the truck was too high, and got tangled in the phone lines servicing the building. AT&T had to come and restring the cable.

2 weeks later, another semi took out the power pole in front of the building from the Road. This cut power and phone service to the facility. It happened late in the evening. So power was down to the building for several hours. After FP&L completed their repair, AT&T had to come and restring the cable again.

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,- 3 City Commission Meetings, the 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 these days.

Because of a water leak from a portable HVAC unit causing damage to the Bunnell Room, last minutes changes had to be made for the location and operation of all Public Meetings for the entire month of January.

A great amount of time went into the preparation for the January 29, 2021 City Commission Advance, the February 16, Doing Business with Bunnell Workshop and finalizing details for the soon to be presented Citizen Academy.

The Clerk's Office also coordinated the evaluations of and getting quotes for repairs for the water damage to the Bunnell Room and Server Room and coordinating the assessments of City buildings.

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.

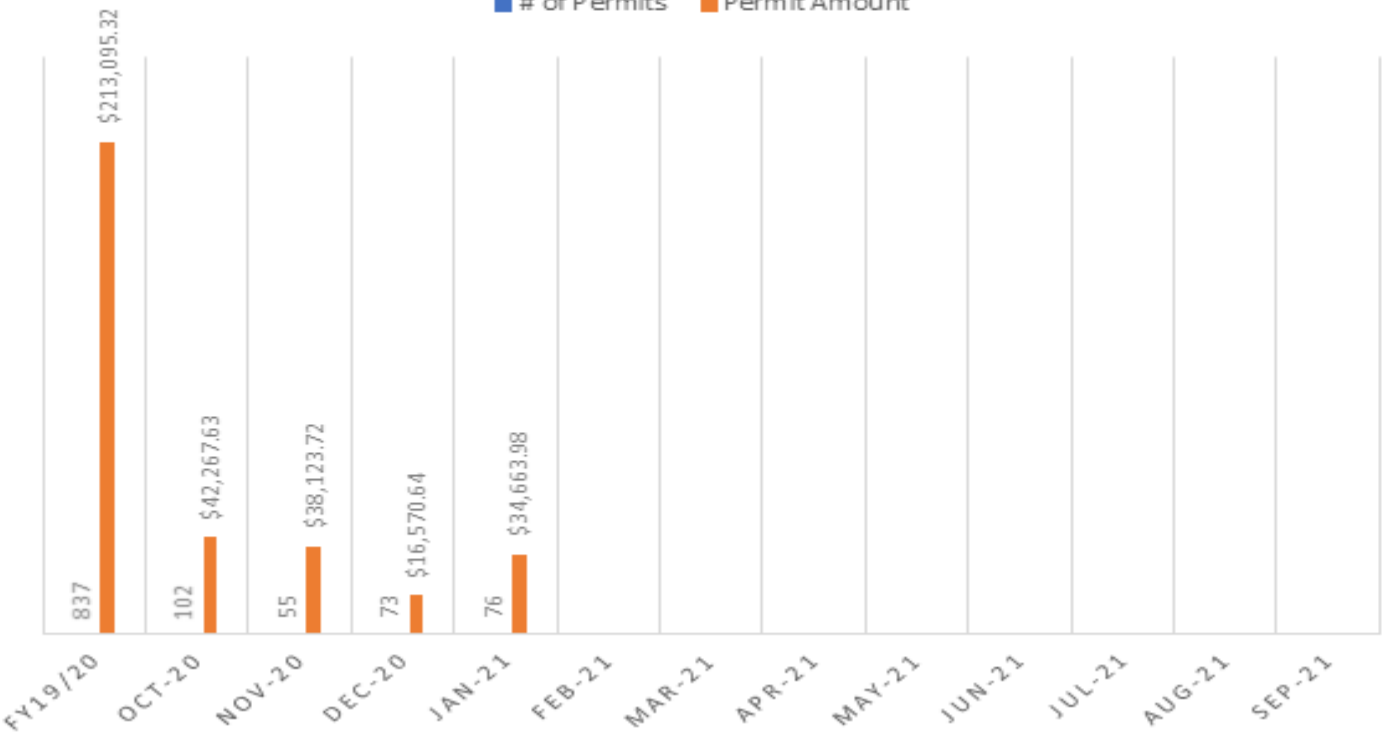
The Clerk's Office processed the payment from the Tax Collector's Office for all BTRs renewals paid December 1 to December 31. As of January 30, 2021, 184 businesses located within the City of Bunnell and 12 business located outside the City of Bunnell had not paid their renewal fees for the current Fiscal Year to be permitted to conduct business in the City of Bunnell. This amounts to a little over **\$31,600.00** 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 and has requested Code Enforcement cases be opened to allow timely due process before BTR renewal season starts in May 2021.

Community Development

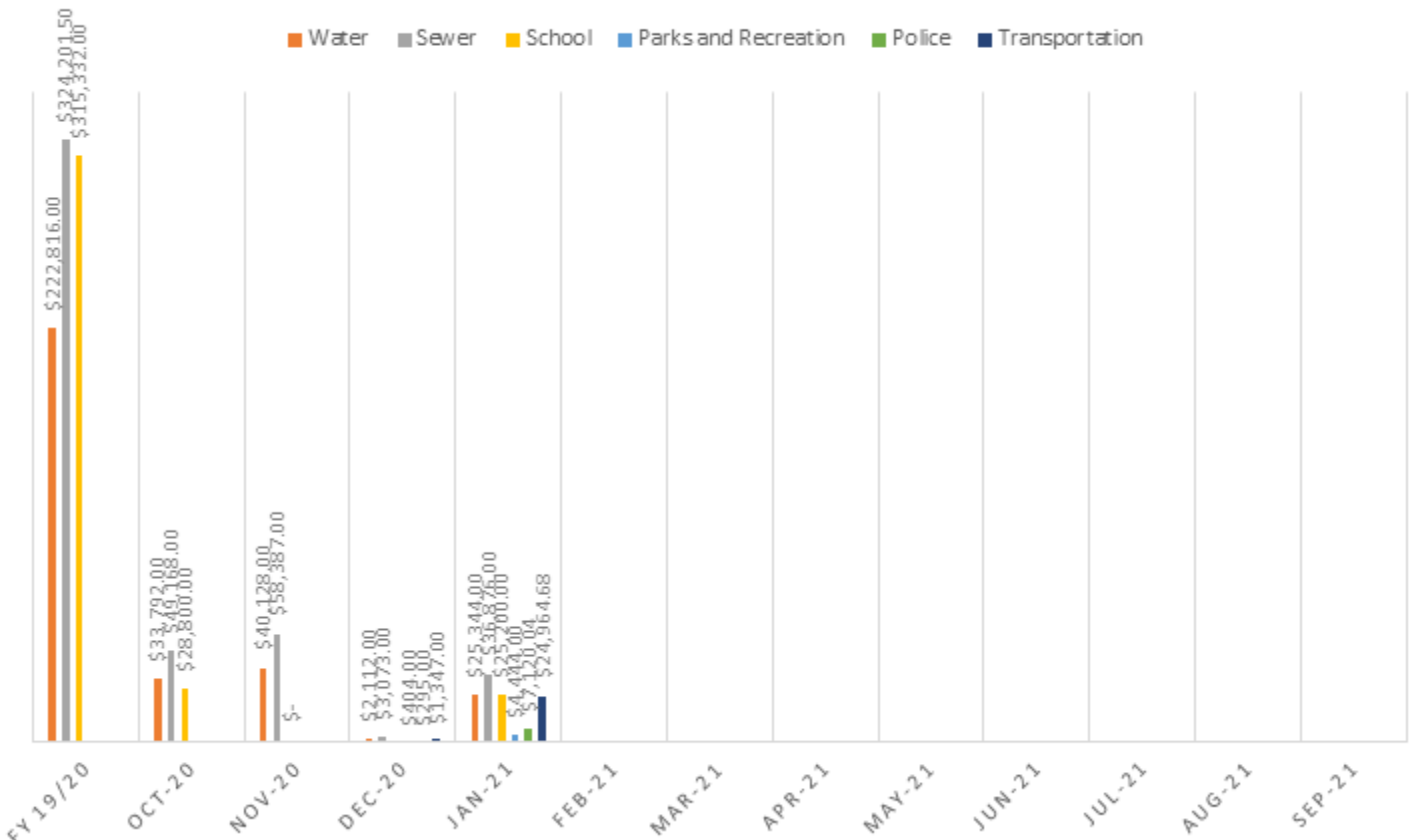
PERMITS

of Permits Permit Amount



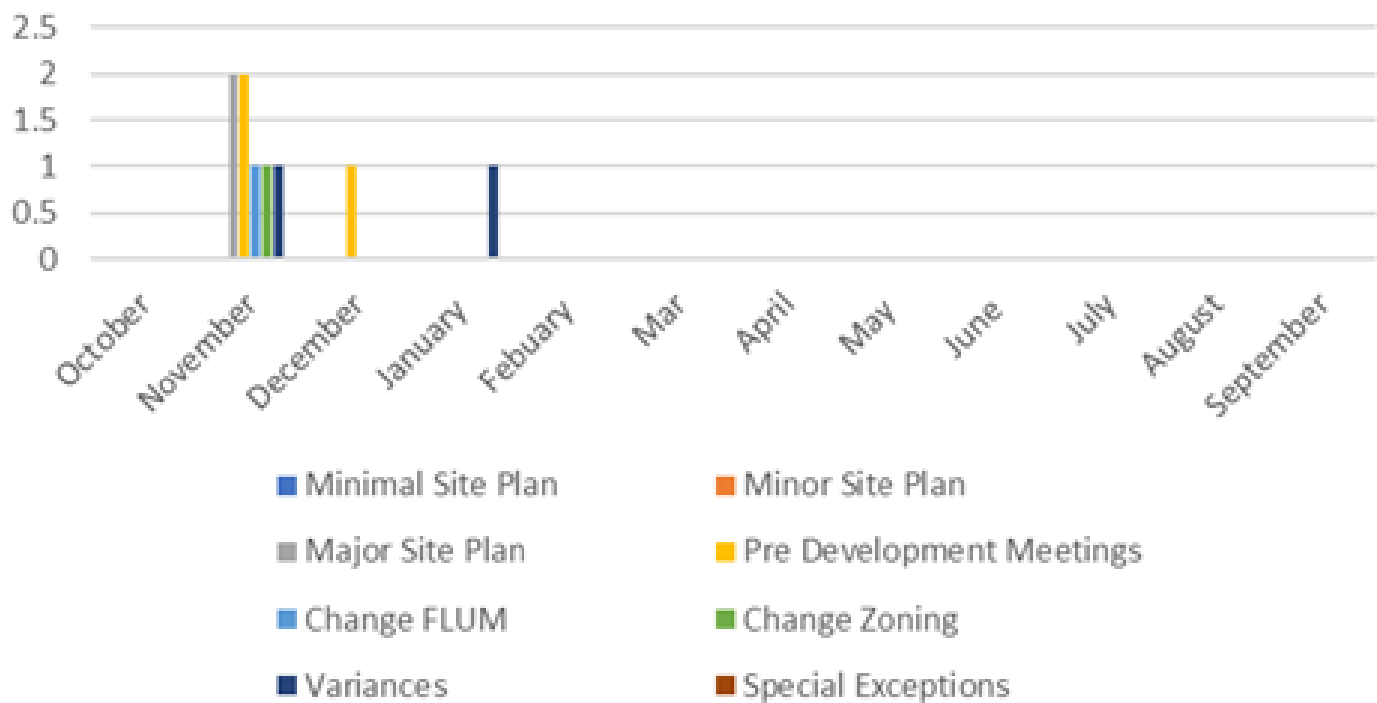
IMPACT FEES

Water Sewer School Parks and Recreation Police Transportation

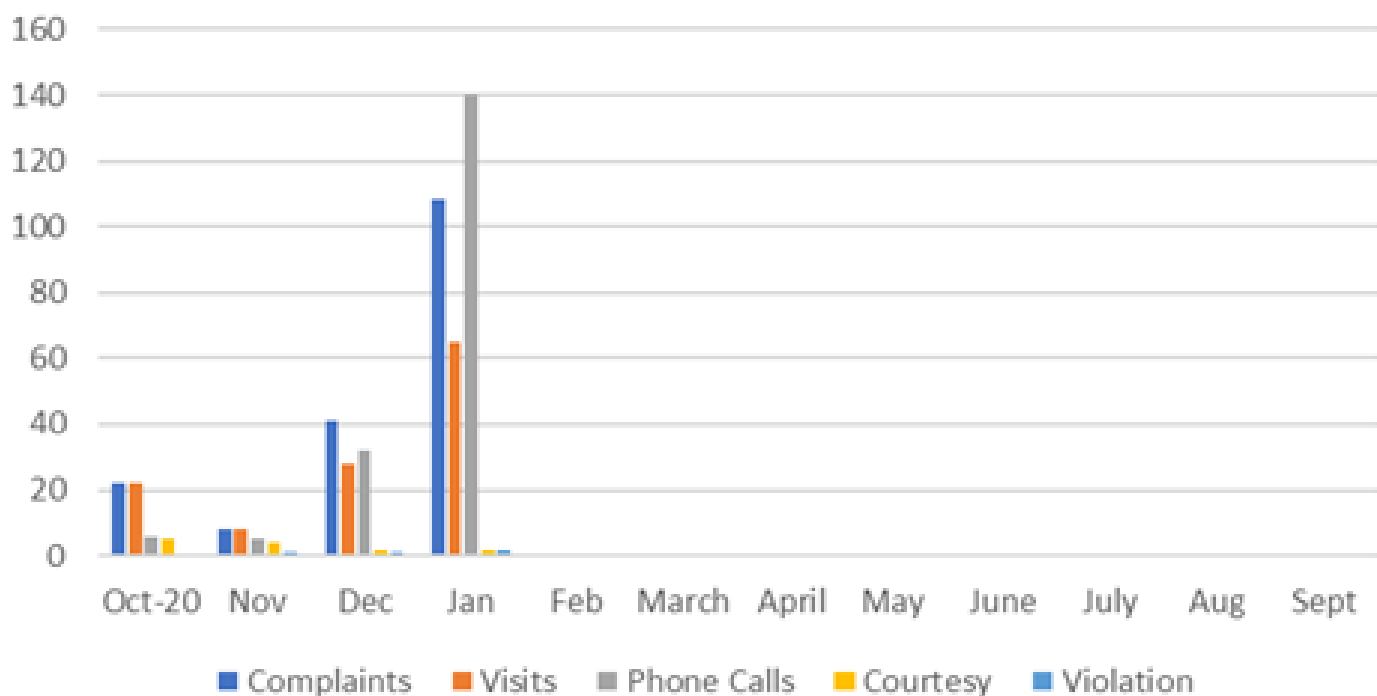


Community Development

Development Information



Code Enforcement



Projects

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

Franz complete between 4th and Fifth. Sod between Fifth and Deen will complete Franz. West side of 4th also needs sod to be complete.

Community Development Block Grant (CDBG):

Application in review process.

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

Utility Master Plan:

Master Plan:	Expense	Funding Amt
Master Plan WWTP Project Funding:	\$ 104,903	
SRF Loan Agreement in process.		
CDBG-MIT Under review by DEO.		

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

In-House Projects:	Expense	Budget
Palm Terrace Lift Station Rehab:	\$13,281	\$80,000

Page published on website for project details and updates. Notifications handed out to park residents. Valve box built and installed. Awaiting quotes for lining.

Total Projects Expense:	Total Grants
\$308,183	\$638,070

Infrastructure

Staff Updates

- No staff updates this month.

Capacities WTP/WWTP

- Capacity for the WWTP in January 2020 was 54% with a total of 0.58" of rainfall. Total influent flow for the month was 10.116MG.
- The WTP produced 9.448MG of drinking water, with a daily production average of 0.304MG in January 2021. With our WTP putting out 9.448MG and our WWTP receiving 10.116MG, we treated 0.668MG of storm/ground water. With rain falls lower and treated storm/ground water amount lower, this shows we still have areas within the inner City in need of slip lining. As development grows, slip lining projects will be critical to continue. Eliminating I&I will leave WWTP capacity for developments throughout the City.

Police Department

Continuing our partnership with the Early Learning Coalition Officer Friendly Book Club via ZOOM! Technology has allowed the Bunnell Police Officers to read pre-selected stories each month to even more children in Flagler County and City of Bunnell daycare and pre-school facilities! There we are building priceless positive relationships with children.

The Bunnell Police Department assisted in coordinating the Martin Luther Jr. Parade in our city. This year's event consisted of a motorized parade of approximately 50 vehicles and occupants. The parade was very successful and enjoyed by all the participants.

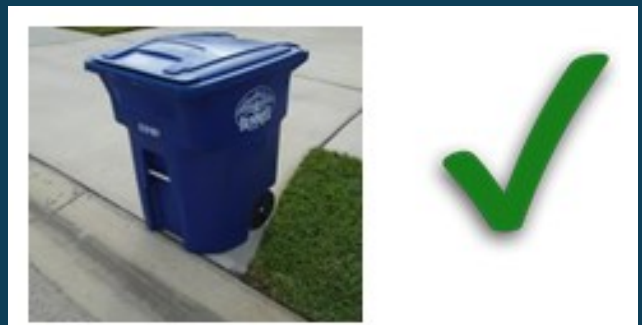


Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	112.97 Tons	8.69
Residential Recycle	27 Tons	2.07
Yard Waste	98 Yards	4.9
Commercial Garbage	157.23 Tons	12.09
Commercial Cardboard	16.33 Tons	1.25
Scrap Metal	2.28 Tons	
Construction & Demolition and Bulk debris	27.12 Tons	7.75

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.



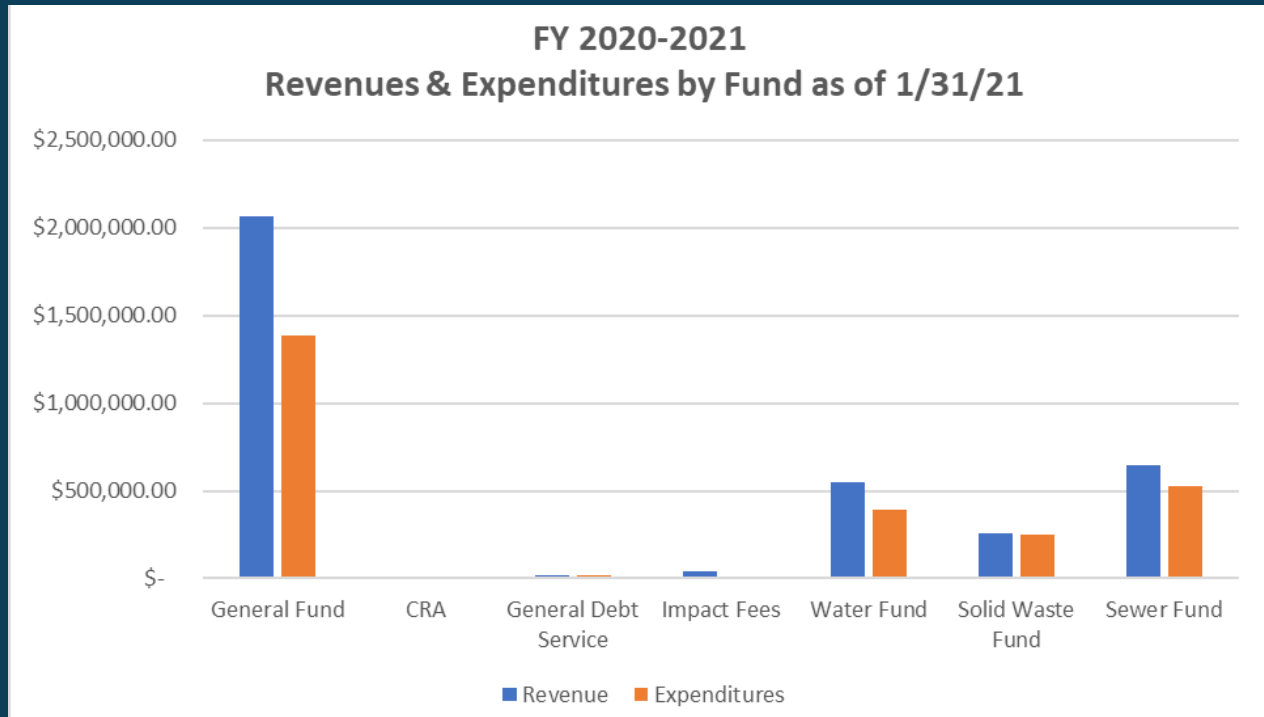
Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21 (as of 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

January was the fourth month of Fiscal Year 2020/2021. The approved 2020/2021 budget, including amendments, totals \$17,398,742 and includes all anticipated revenues, expenditures and reserves 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 \$2,067,604 while expenditures currently total \$1,387,529. 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 which allow for cashflow to fund expenditures for the rest of the fiscal year.

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.

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. \$36,528 has been collected to date.

Water Fund – The Water Fund has total revenue of \$546,080. The expenditures total \$389,400.

Solid Waste Fund – The Solid Waste Fund has revenues of \$257,305 and expenditures of \$250,297.

Sewer Fund – The Sewer Fund has total revenue of \$644,933. The expenditures total \$526,634.