

# City Manager's Monthly Report



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

April 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.

## **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.

## **Easter Donation**

Due to Covid 19 many Easter Egg Hunts and parties were cancelled in 2020 and Walmart of Palm Coast was overwhelmed with a surplus of items. Walmart contacted the City of Bunnell along with several schools and churches. We received several items with the intention of having an Easter Egg hunt in Bunnell this spring. With the City still unable to sponsor an event we donated the items to local daycares and churches.

All in all we were able to donate baskets, plastic eggs, stuffed animals, games, toys and prizes to 2 daycares, 3 churches, one children's service group, total for around 220 children.

## Citizens Academy

The City's first Citizen Academy is scheduled to start April 22, 2021. The five-week program will offer citizens education and information on the various services and functions of their local government. The goal is to help citizens get a better understanding of government's role and its relationship with its citizens. There is no cost to participate. Classes will be Thursday evenings from 6:00 PM to 8:00 PM. The Session is limited to 12 participants and will be held via Zoom. Registration is required. If there is not enough participation, it will be rescheduled for a later date.

Date	Class Subject
April 22, 2021	<b>Orientation, City of Bunnell Overview and a Look at the Legislative, Executive and Administrative Functions of the City</b> This class is an introduction to the City of Bunnell government. Participants will learn about the Council-Manager form of government, the organizational structure of departments, Government in the Sunshine and the many intergovernmental relationships.  The class will also cover the duties of the City Manager's office, City Attorney, the City Clerk's office, Technology Services and Human Resources.
April 29, 2021	<b>Budget, Finance and Taxes</b> Participants will learn about the City budget and budget processes, how your tax dollars work and gain an understanding of the financial operations of the City of Bunnell, including the annual audit the City goes through. This class also looks at the City's purchasing process.
May 6, 2021	<b>Community Development, Building Permits, Solid Waste, Parks &amp; Recreation</b> This class is an introduction to the Community Development Department including the building permit process, other development services and Code Enforcement. This class will also introduce participants to the Solid Waste Department and Parks & Recreation Department.
May 13, 2021	<b>Behind the Scenes – Bunnell Infrastructure Department</b> This class will cover the operations of the Infrastructure Department including administration of the department, public works, water distribution, wastewater and Storm Water. This class may include a tour of one of the facilities. Please wear appropriate walking shoes for tour (no open toed shoes).
May 20, 2021	<b>Public Safety</b> This class is an overview of the law enforcement and emergency operations in Bunnell. The Chief of Police will give an overview of the police department including its organization, dispatch and an overview of crime trends and prevention tips. Participants will gain an understanding of a typical shift for an on-duty officer in the City of Bunnell. Tour of a typically equipped patrol vehicle included.



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](http://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

Created graphics, registration webform, automatic replies, etc. in support of the Citizens Academy. Utilizing our new website, created a registration form. As folks submitted their registration form, the system automatically generates an email to them with the Zoom information and passcode. Then the registration information was emailed to the Clerk's Office.

Worked with Tyler Technologies on the migration of our database to their cloud. Coordinated the testing of the database. Installed the necessary software on the various machines. Then coordinated with employees new login procedures to the hosted database once migrated. Still working on one or two items yet. But overall the migration is complete.

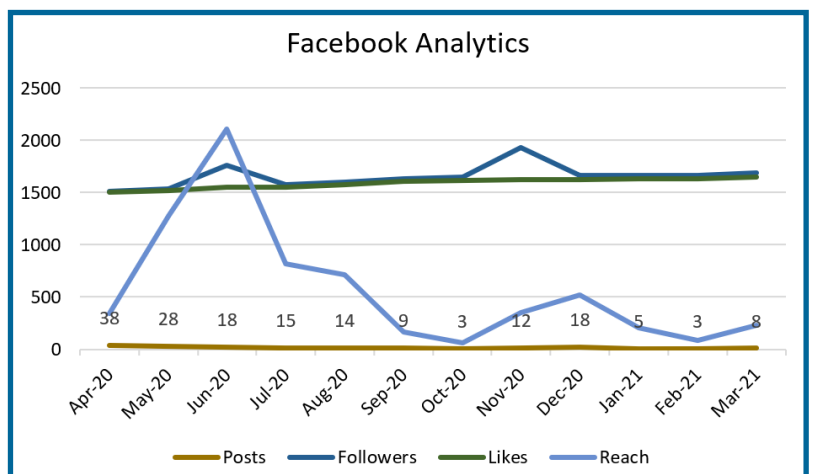
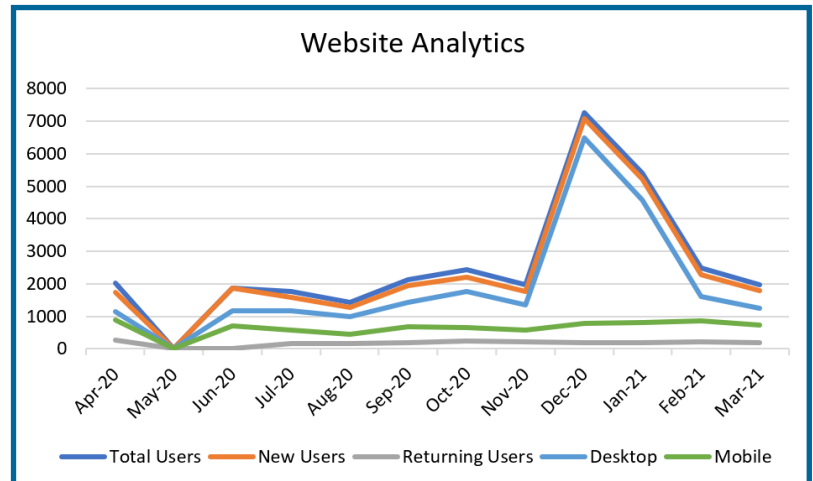
Microsoft pushed out an update to Windows 10 which caused headaches for many of our users. Evidently for certain printer manufacturers, including Kyocera (our copier fleet), the update caused what has affectionately been called the Blue Screen of Death. The Blue screen forces a reboot of the machine. Evidently this was a wide spread issue, and a couple weeks later Microsoft pushed out a correction.

Spent quite a bit of time preparing the rented office space for our network. Wired the network. Purchased and installed an equipment rack, network firewall, and switch. Purchased and installed new machines and a docking station. Participated in the relocation of the Finance and Community Development offices.

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. This agreement was approved by the Board, and we are coordinating with the vendor getting this process moving forward.

### Top 10 web pages:

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



## 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), the Code Enforcement Board Agenda and the Planning, Zoning and Appeals Board Agenda. Additionally, 2 Public Meetings were scheduled and staff support provided for the City's negotiations with the Fraternal Order of Police representing the Bunnell Police Department. 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 Clerk's Office continues to coordinate the build out of and relocation of staff to the new Customer Service location at 604 E. Moody Blvd Unit 6.

The City Clerk's Office continues to coordinate the assessments of and planning for repairs on the City facilities that have been inspected January through March 2021.

The City Clerk is also an assigned mentor through the Florida Association of City Clerks (FACC) to a brand new Clerk in the Town of Dundee. And has been working with her to help her understand her new role and the functions of the Clerk's Office.

## Business Tax Receipts (BTRs)

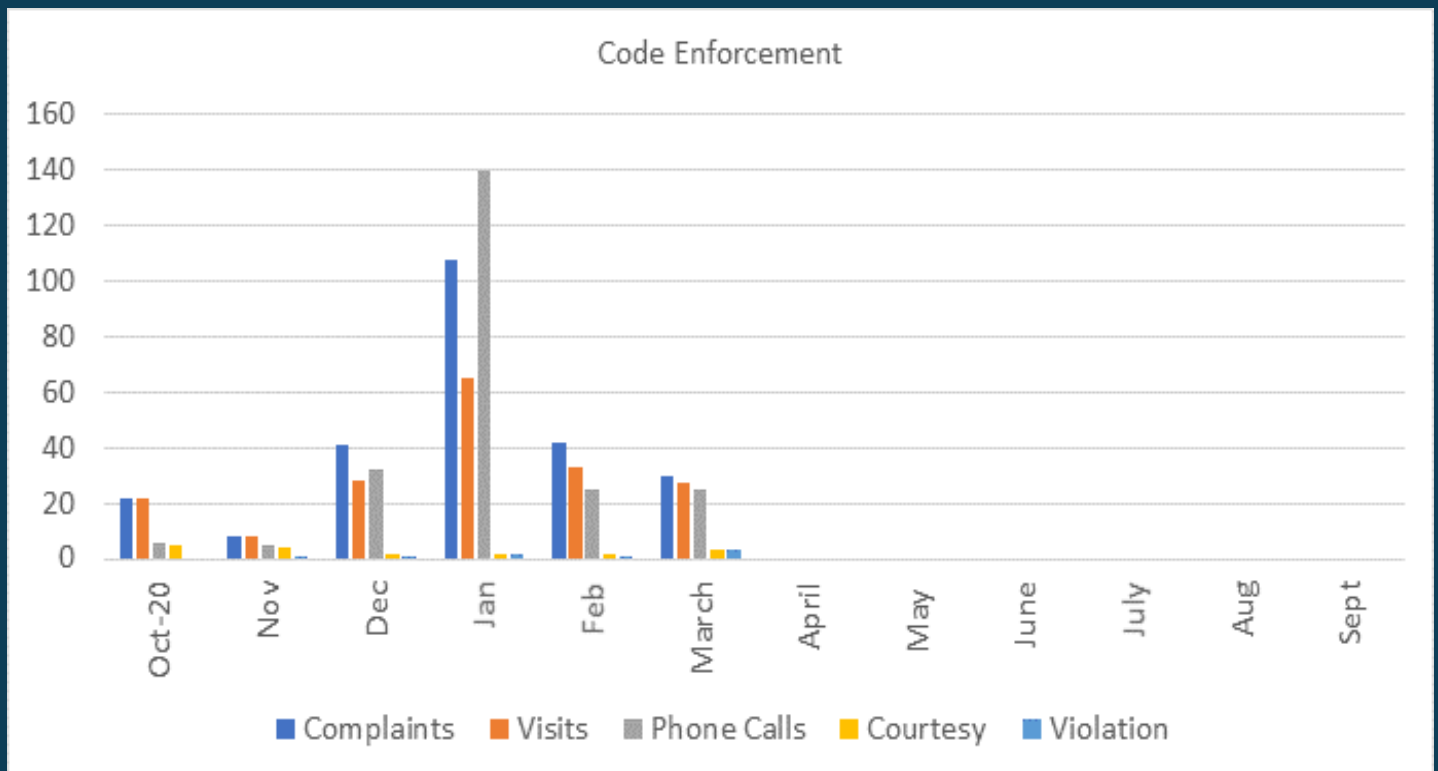
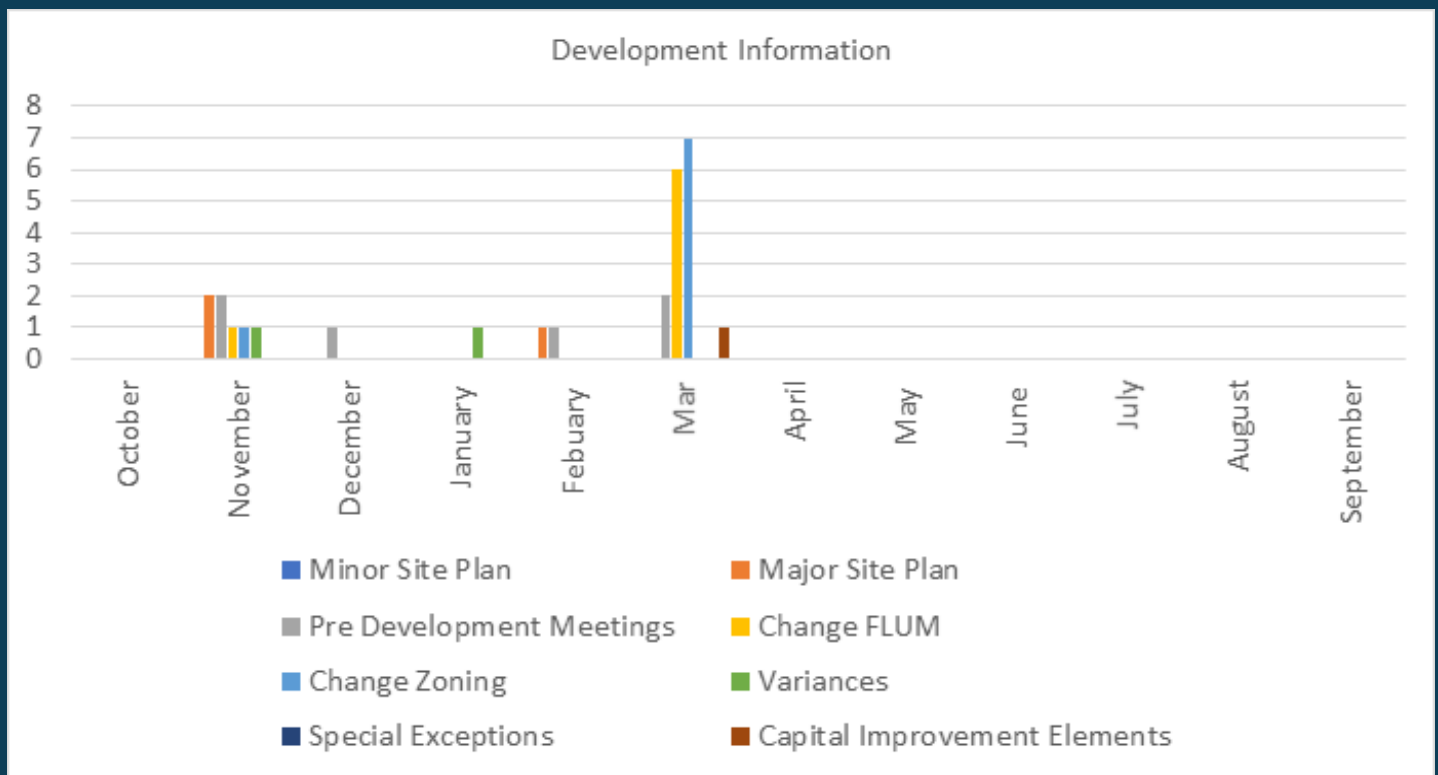
Renewal season for BTRs started in July 2020. Businesses should have paid their FY20/21 BTR fees through the Flagler County Tax Collector Office by September 30th to avoid penalties; Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by September 30th: 10%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

The Clerk's Office processed a payment of **\$2,943.75** from the Tax Collector's Office for all BTRs renewals paid February 1, 2021 to February 28, 2021. As of March 31, 2021, 33 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 **\$5,100.00** in revenue still due to the City.

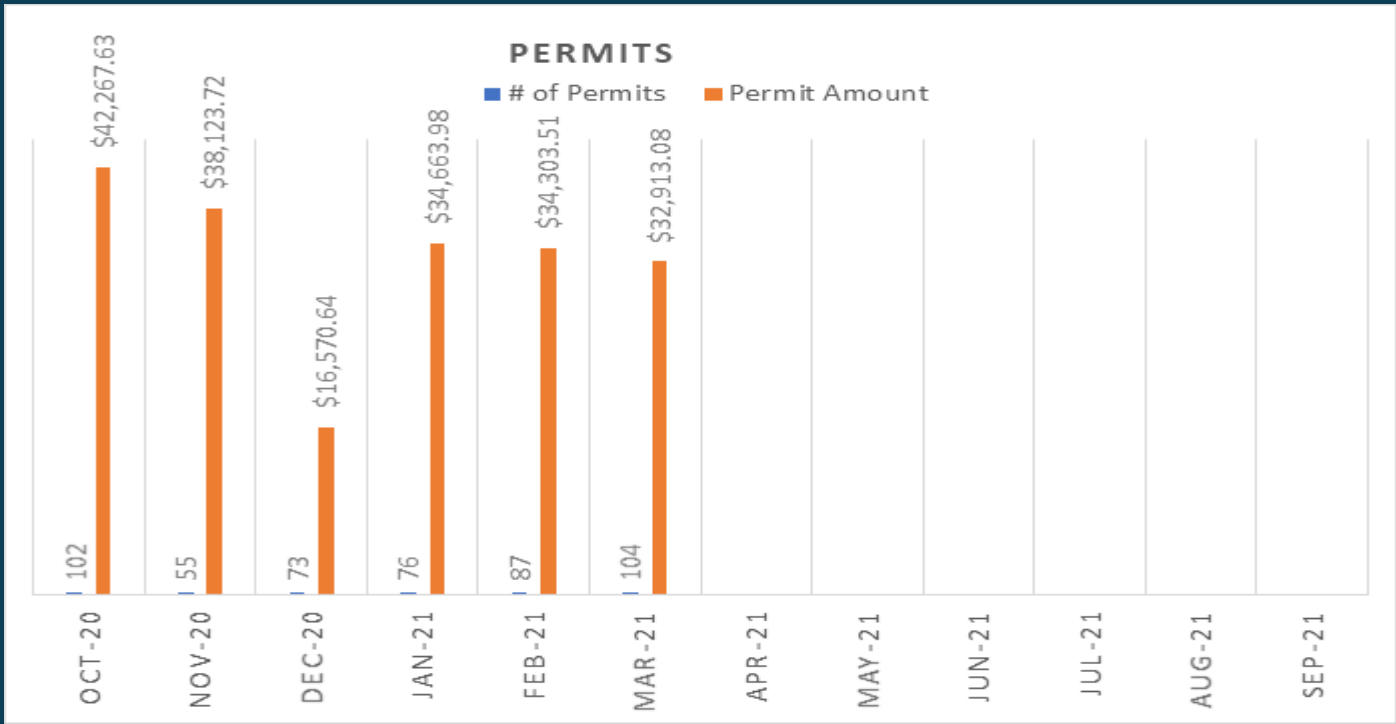
The Clerk's Office continues to work with Code Enforcement to contact these businesses regarding these past due payments before renewal season preparation for Fiscal Year 2021/2022 starts in May 2021.



# Community Development

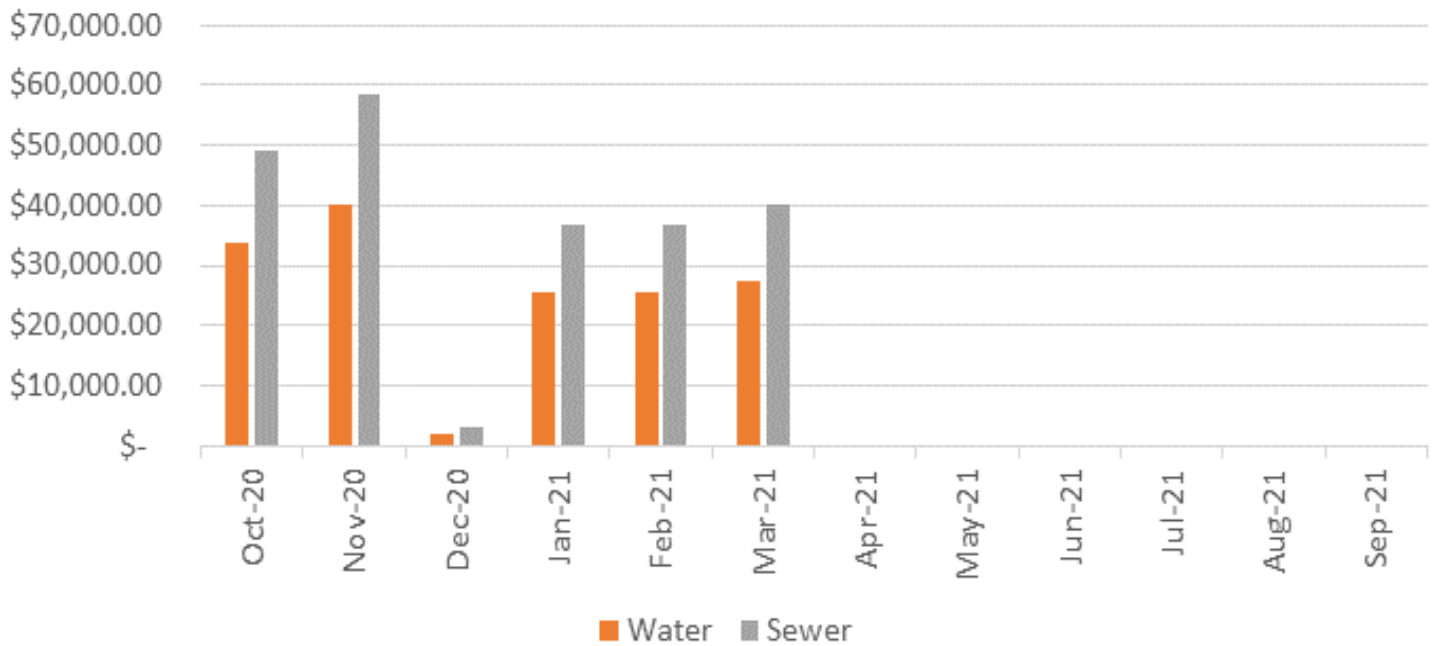


# Community Development

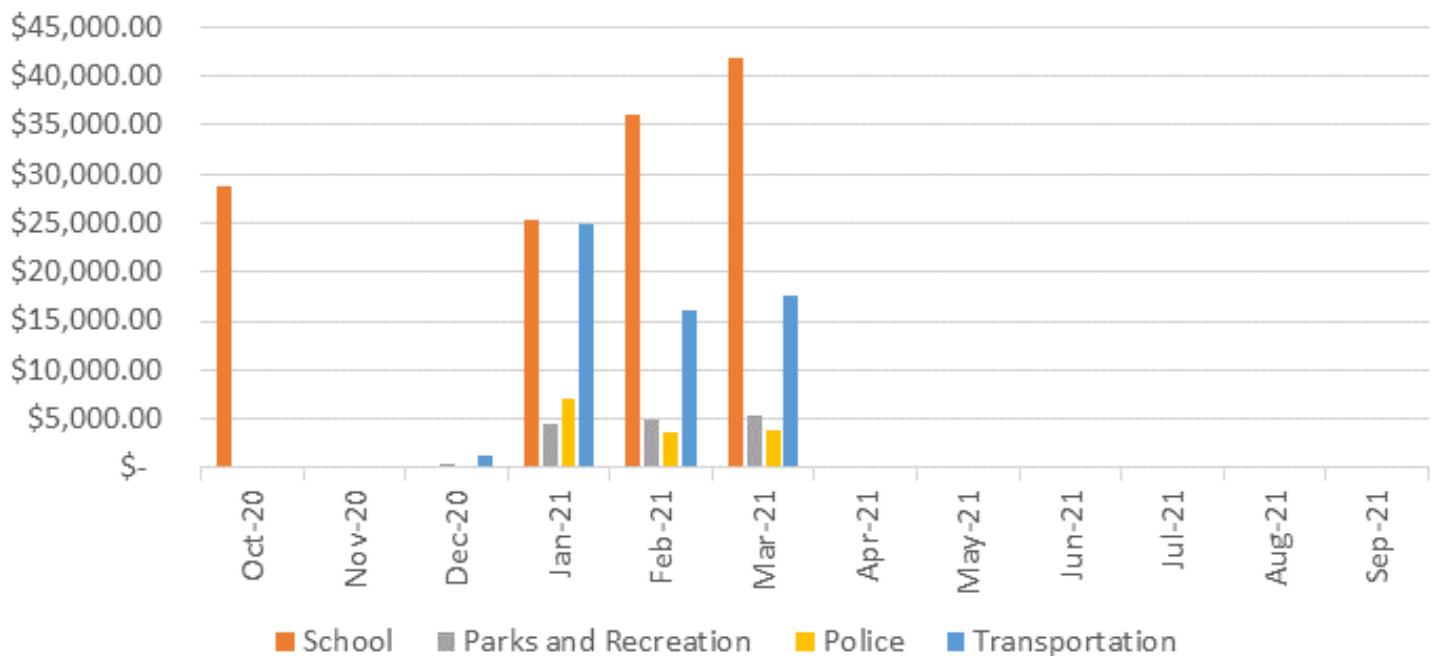


## Community Development

### Impact fees Water/Sewer



### Impact Fees General Fund



## Projects

Grants Projects:	Expenses	Grant Amt
<b>West Side Storm Water Improvements Phase II:</b> Construction complete. Punch list items in process.	\$ 392,864	\$500,000
<b>Community Development Block Grant (CDBG):</b> Application in review process. Site visit to be scheduled.		
<b>Hazard Mitigation Grant Program (HMGP):</b> RFP in process.	\$ 950	\$138,070
<b>Utility Master Plan:</b>		
<b>Master Plan:</b>	<b>Expense</b>	<b>Funding Amt</b>
Master Plan WWTP Project Funding:	\$ 104,903	
SRF Loan complete.		
CDBG-MIT Under review by DEO.		
<b>Wastewater Treatment Plant Rehab / Expansion:</b> Design and permitting in process.	\$146,025	\$1,000,000
<b>In-House Projects:</b>	<b>Expense</b>	<b>Budget</b>
Palm Terrace Lift Station Rehab:	\$ 28,395	\$80,000
Project completion is pending lining by contractor.		

Total Projects Expense:	Total Grants
\$673,137	\$638,070

## Infrastructure

### Staff Updates

- No staff updates this month.

### Capacities WTP/WWTP

- Capacity for the WWTP in March 2021 was 56% with a total of 1.41" of rainfall. Total influent flow for the month was 10.361MG.
- The WTP produced 9.340MG of drinking water, with a daily production average of 0.0.301MG in March 2021. With our WTP putting out 9.340MG and our WWTP receiving 10.361MG, we treated 1.021MG 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: 18

## Police Department

### **Operation T.I.D.E.S. Aims to Decrease Fatal Crashes and Serious Injuries on Flagler County Roadways**

The Bunnell Police Department (BPD), Flagler County Sheriff's Office (FCSO), the Florida Highway Patrol (FHP), and the Flagler Beach Police Department (FBPD), 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 suggest 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.

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.

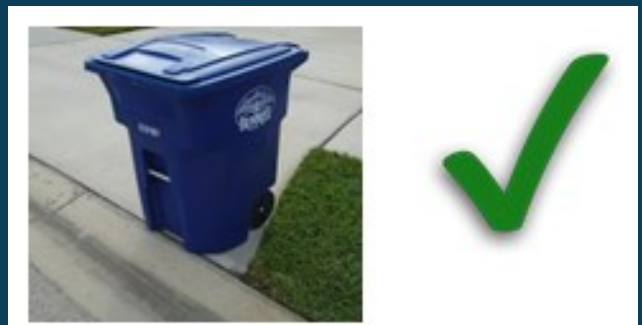


## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	110.35 Tons	8.48
Residential Recycle	28.25	2.17
Yard Waste	90 Yards	4.5
Commercial Garbage	155.61 Tons	11.97
Commercial Cardboard	18.63 Tons	1.43
Scrap Metal	0	0
Construction & Demolition and Bulk debris	25.98 Tons	7.42

### 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.



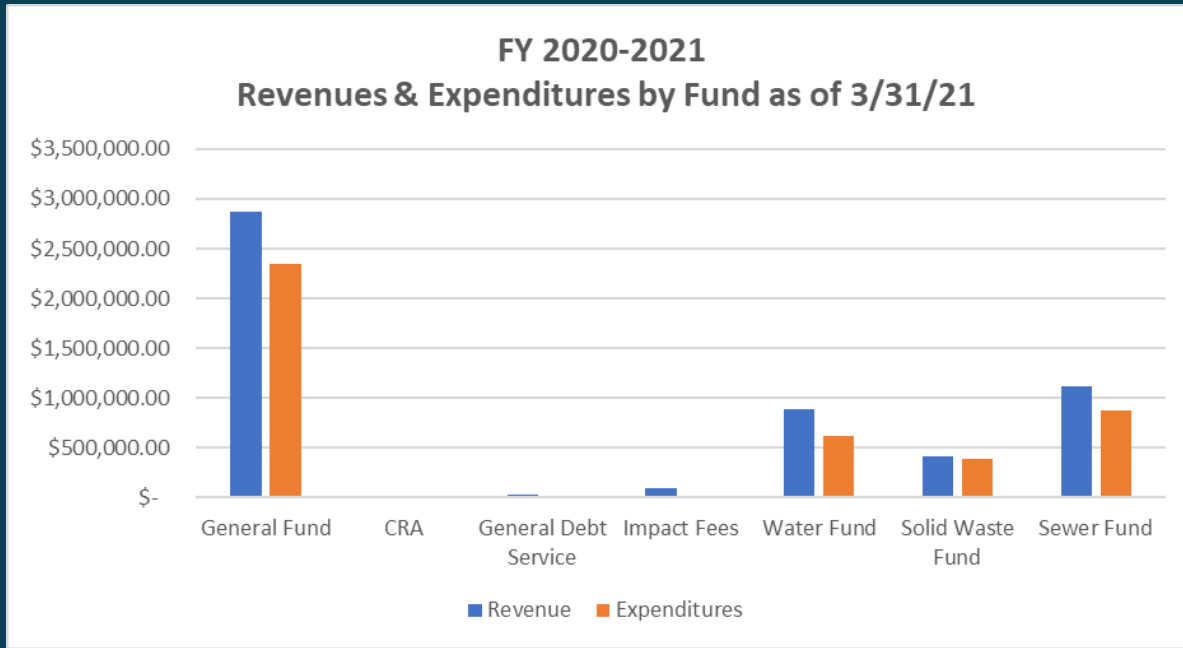
## Solid Waste Fiscal Year Comparisons

	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
<b>Yearly Total</b>	<b>5578.10</b>	<b>5848.71</b>	<b>2500.02</b>

## Finance Department

### FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2020/2021

March was the sixth month of Fiscal Year 2020/2021. The approved 2020/2021 budget, including amendments, totals \$17,406,443 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 \$2,872,275 while expenditures currently total \$2,341,548. 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. \$89,749 has been collected to date.

**Water Fund** – The Water Fund has total revenue of \$887,600. The expenditures total \$610,233.

**Solid Waste Fund** – The Solid Waste Fund has revenues of \$408,495 and expenditures of \$380,257

**Sewer Fund** – The Sewer Fund has total revenue of \$1,118,501. The expenditures total \$870,755.