

# City Manager's Monthly Report



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

Published: June 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.

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

All City parks are open. Parks operate during daylight hours (ie. dawn to dusk).

Certain facilities, such as water fountains are still considered off limits due to the pandemic and constant disinfection of these facilities is not possible.



**The City is accepting applications for the rental of parks and rental facilities. Applicants are required to turn in a completed rental application AND include a COVID/ Social Distancing plan or measures that will be taken with the application. If no plan is provided, the rental will not be approved.**

**Coquina City Hall located at 200 S. Church Street is not currently available to rent.**

**Garage Sale Permits:** The City is 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

Had a somewhat unsuccessful training with Tyler Technologies on some of the upgrades for Community Development. The system they were showing us, kept crashing or being exceptionally slow. They are working on resolving that issue.

Met with Vector Security a couple times. They have alarm system hardware in place at the Finance Department. Tried to get them to activate the system for alarm monitoring. However we could not work our way through the legalese. Contacted ADT, they have installed their equipment and are now monitoring the location.

Spoke with another telecommunications vendor. Looks like we will be migrating away from Spectrum for phone service. This vendor is offering more features and a reduced cost. If we can work through the legalese, that agreement will be coming to the board.

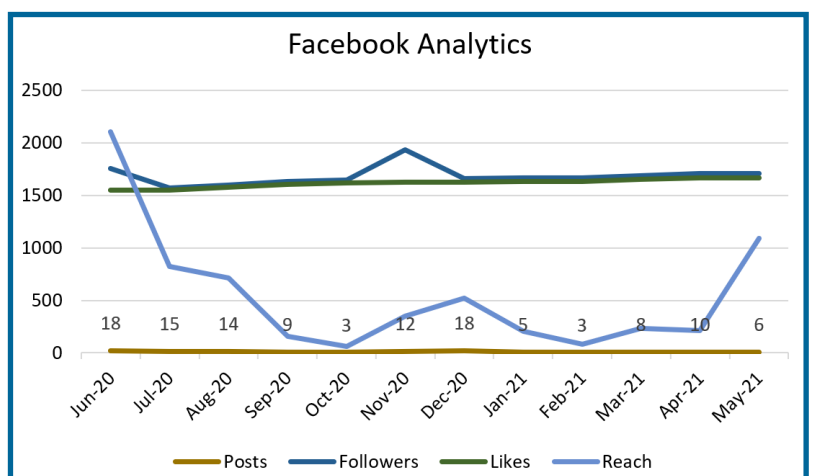
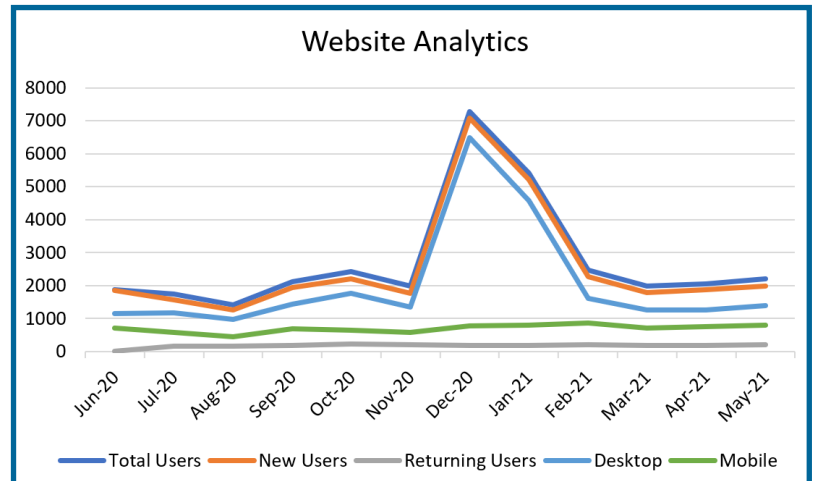
Installed a new copier for Infrastructure at the Water Plant. We now own the old one, covered under maintenance. It is located at the Wastewater Plant.

Had to congratulate our employees. We utilize a training system that tests our employees to see if they recognize phishing (pronounced fishing), or other malware campaigns via email. The system randomly selects names, and templates, and sends them to all of our users monthly. The last 3 months in a row, none of our employees have been caught by these templates. Which is very good news. However I took the liberty of upping the difficulty level of the ongoing campaign. Hopefully they can maintain.

A couple days after sending out the congratulations, had several employees indicate they have received emails that look like issues. Come to find out someone with another company who these employees have worked with had their email compromised, and these were attempts to perpetuate the malware. It did not affect us. Another good job.

### Top 10 web pages:

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





## 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). There were no Code Enforcement Board or Planning, Zoning and Appeals Board meetings in May. Additionally, a Public Meeting was scheduled and staff support provided for the City's negotiations with the Fraternal Order of Police representing the Bunnell Police Department. The City Clerk also participated in a Bid Opening Public Meeting. The City Clerk office continues to spend a minimum of an additional 2 hours per meeting for COVID work that is done pre and post meetings.

May 2nd through May 8th was Municipal City Clerk Week.

City Clerk participated in a project for the University of Florida regarding Records Requests.

The City Clerk's Office continues to coordinate the planning for remediation and repairs on the City facilities that have been inspected starting at the beginning of this year. This includes locating vendors, getting quotes, working on grant applications and any and all other task needed to begin repairs to the identified City facilities.

## Business Tax Receipts (BTRs)

Businesses should have paid their FY20/21 BTR fees through the Flagler County Tax Collector Office by September 30, 2020. 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.

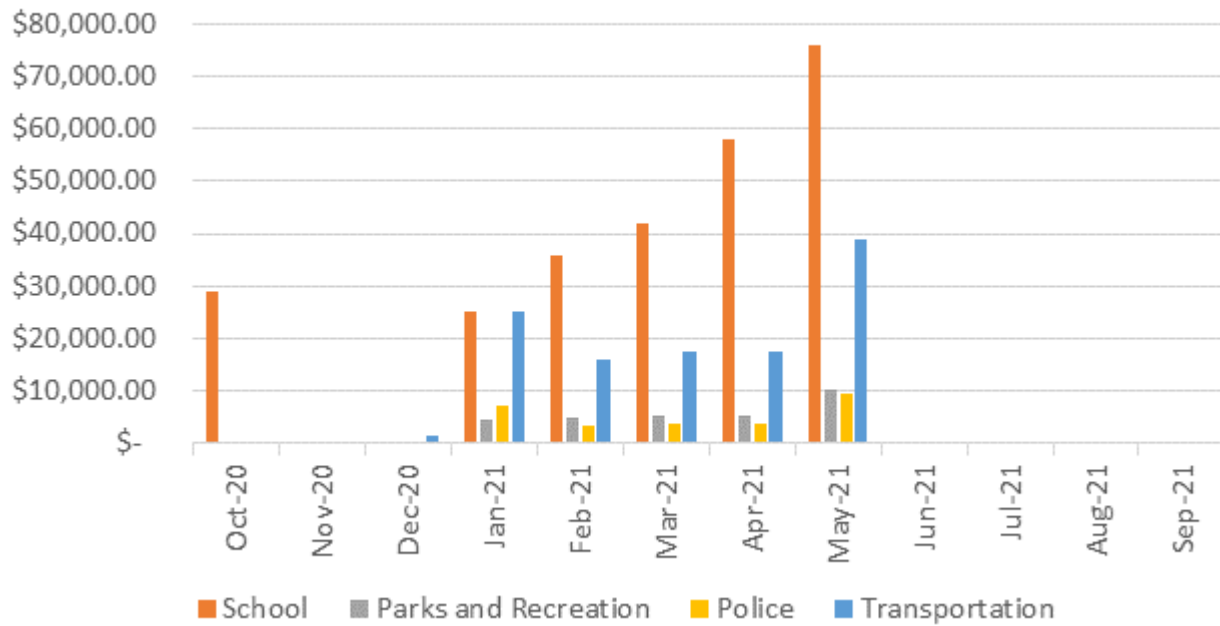
The Clerk's Office processed the payment from the Tax Collector's Office for any BTRs renewals paid April 1, 2021 to April 30, 2021.

The Clerk's Office is now working toward the renewal of all BTRs for upcoming Fiscal Year 2021/2022 while still trying to contact the businesses who still have not paid the current Fiscal Year BTR. Those business who still have not renewed their current year BTR will owe for two fiscal years when the notifications are sent out in July 2021. All Fiscal Year 2021/2022 BTRs must be paid by September 30, 2021 to avoid payment of penalties in accordance with State Statute and City Code.

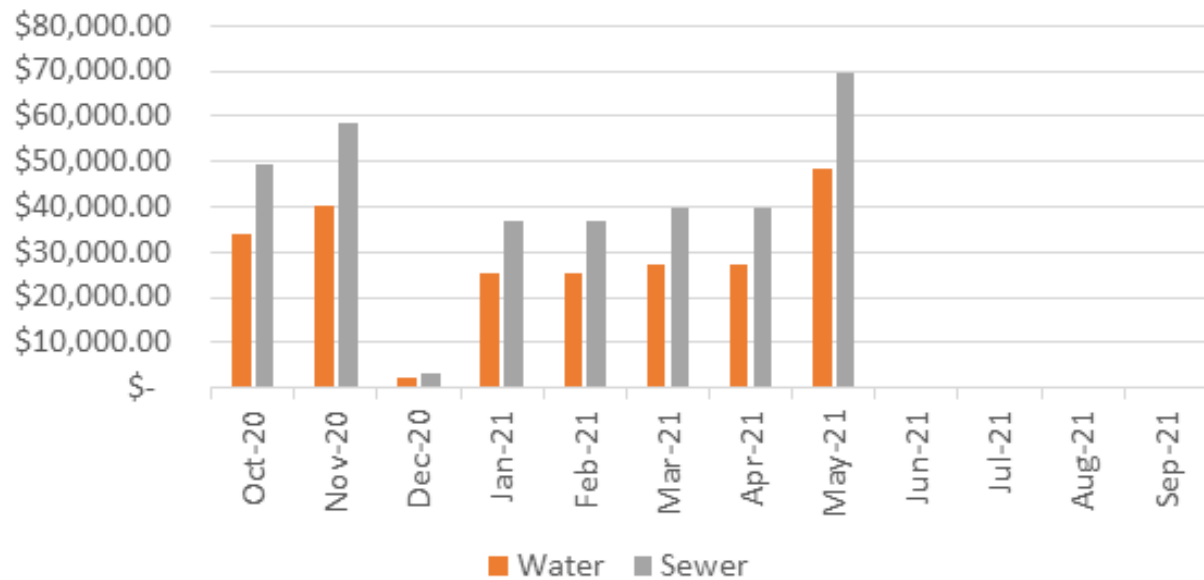


## Community Development

### Impact Fees General Fund

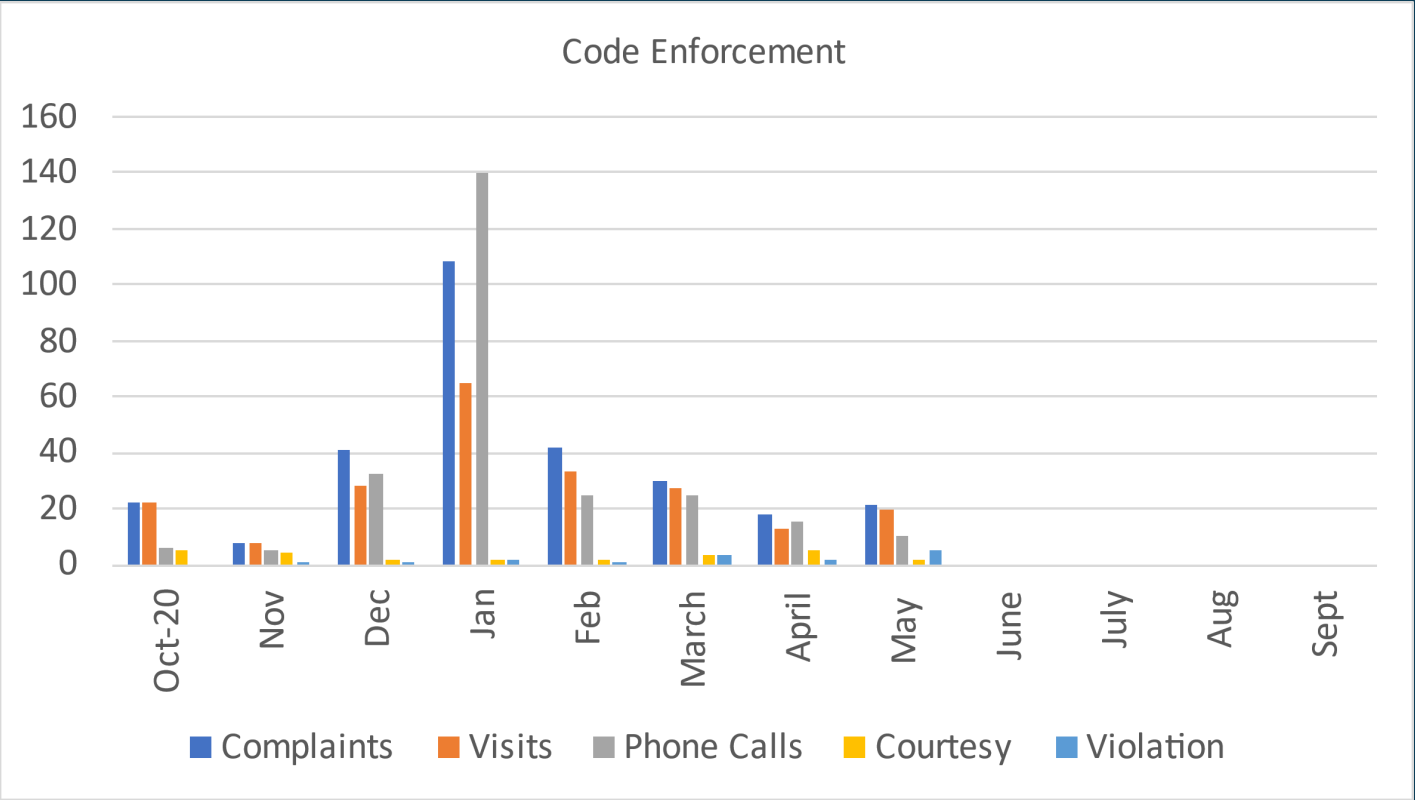


### Impact fees Water/Sewer





# Community Development



## Projects

Grants Projects:	Expenses	Grant Amt
<b>West Side Storm Water Improvements Phase II:</b>	\$ 423,353	\$500,000

Final reimbursement request sent to SJRWMD along with Engineer's Completion Form.  
Reimbursement received. Pending revised As-Built before releasing hold on final contractor payment (retainage).

### Community Development Block Grant (CDBG):

Application review in process. Virtual site visit completed. Updates to CDBG Procurement Policy Ordinance and Citizens Participation Plan required and in process.

<b>Hazard Mitigation Grant Program (HMGP):</b>	\$ 950	\$138,070
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Bid Opening for RFP 2021-02 held May 19, 2021. Selection Committee met May 26, 2021, and recommended award to lowest bidder. Commission approval pending.

<b>2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4:</b>	\$	\$500,000
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On May 11, 2021, the Governing Board voted to approve the application. Project has been approved for District cost-share funding pending adoption of the District's final FY2021-22 budget by the Governing Board in September 2021.

### Utility Master Plan:

Master Plan:	Expense	Funding Amt
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Master Plan WWTP Project Funding:	\$ 104,903	
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USDA / SRF Application in process.

Wastewater Treatment Plant Rehab / Expansion:	\$238,028	\$1,000,000
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Design and permitting in process.

In-House Projects:	Expense	Budget
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Palm Terrace Lift Station Rehab:	\$ 41,868	\$80,000
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Complete.

Total Projects Expense:	Total Grants
\$809,102	\$1,138,070

## Infrastructure

### Staff Updates

- The Infrastructure Department has 2 job openings. Utilities Maintenance Tech 1, and Utilities Maintenance Tech Trainee. Interviews for Trainee position held, and position offered. Peter Strickland starts June 7th as the new Utilities Maintenance Tech Trainee.

### Capacities WTP/WWTP

- Had some issues with the flow calculations for May.
- New water meter installations February 2021: Residential: 14
- Total billed meters: 2,000

## Police Department



### 2021 Kiwanis Officers of the Year

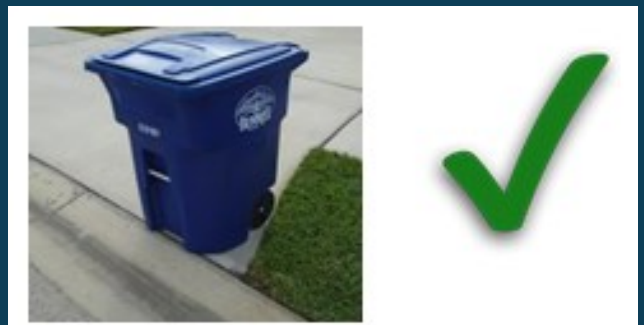
Left to right, Flagler Beach Police Officer Evan Scherr, and his Chief Matthew Doughney, Sheriff Rick Staly, Deputy First Class Crista Rainey, Bunnell Police Officer Daniel Toblin, and his Chief Tom Foster. Chief Foster is "proud of Officer Toblin for his outstanding community service."

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	134.77 Tons	10.37
Residential Recycle	30.35 Tons	2.33
Yard Waste	145 Yards	7.25
Commercial Garbage	176.73 Tons	13.59
Commercial Cardboard	19.33 Tons	1.48
Scrap Metal	0	0
Construction & Demolition and Bulk debris	24.08 Tons	6.88

### 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.





## CHANGES TO BUNNELL'S RESIDENTIAL RECYCLING PROGRAM **EFFECTIVE: July 1, 2021**

With changing standards in what sites are capable of recycling at this time, to be better fiscally responsible to its citizens, the City of Bunnell has to make changes to its residential recycling program. Below are the items that should be placed in the **YELLOW** carts.



**CLEAN** Cardboard, Shipping Boxes and pantry food type storage boxes

**MUST BE FREE FROM FOOD RESIDUE, PLASTIC BAGS food came in AND PLASTIC WINDOWS like on pasta boxes**

### **ABSOLUTELY NO:**

- Pizza boxes
- Newspaper, Magazines & Junk Mail
- Paper and tissue paper

Aluminum (free from food residue) such as:

- Cans
- Bottles
- Pans
- Other aluminum Products

**MUST BE FREE FROM FOOD RESIDUE**



Until further notice, the following are to be placed in **REGULAR TRASH** (**BLUE** cart):

~Glass ~Plastic of any kind ~ Milk & Juice Cartons ~Metal Jar lids ~ A/C Filters  
~ Plastic Bags ~ Clothing ~ Fluorescents

**QUESTIONS ABOUT RECYCLING? CALL 386-437-7411**



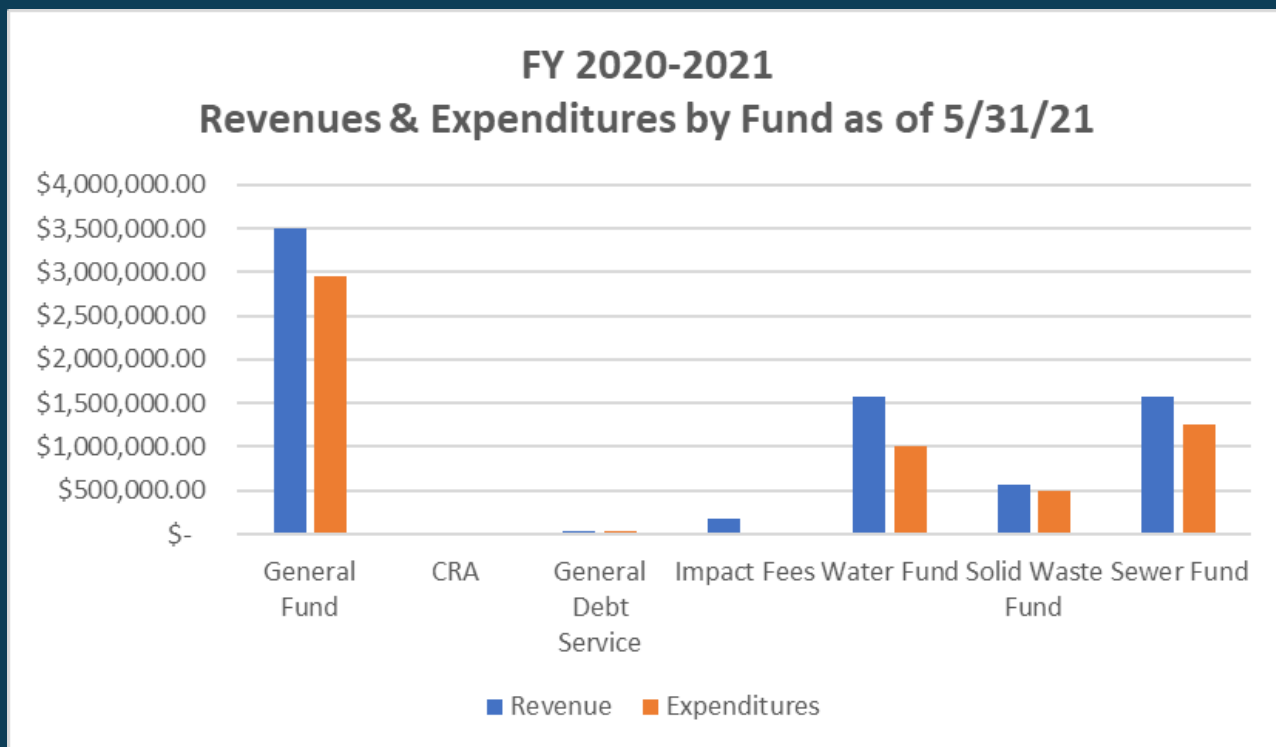
## Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21 (as of 4/30/2021)
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	116.61 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	879.62 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	355.38 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	646 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	412.21 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>3412.10</b>

## Finance Department

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

May was the eighth month of Fiscal Year 2020/2021. The approved 2020/2021 budget, including amendments, totals \$18,684,555 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 \$3,499,222 while expenditures currently total \$2,948,284. 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 \$3,635. Other than bank interest, 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. \$179,048 has been collected to date.

**Water Fund** – The Water Fund has total revenue of \$1,582,795. The expenditures total \$1,011,655.

**Solid Waste Fund** – The Solid Waste Fund has revenues of \$569,497 and expenditures of \$496,502.

**Sewer Fund** – The Sewer Fund has total revenue of \$1,566,012. The expenditures total \$1,263,477.