

City Manager's Monthly Report



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

December 2020

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. The City continued to operate in a local state of emergency, practice social distancing and operate with alternative schedules without a drop in City services.

Through authority of Executive Orders, Virtual City Meetings were held for all Boards– City Commission, Code Enforcement Board and the Planning, Zoning and Appeals Board. To join, view or participate in any of the City meetings, there are several options.

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

Daily and sometimes hourly adjustments were made as information was released and State Executive Orders were released.

On July 9, 2020, the City Commission adopted Emergency Resolution 2020-20 Requiring the wearing of Face Coverings in Public Places

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.

Other facilities, such as water fountains, playscapes 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.

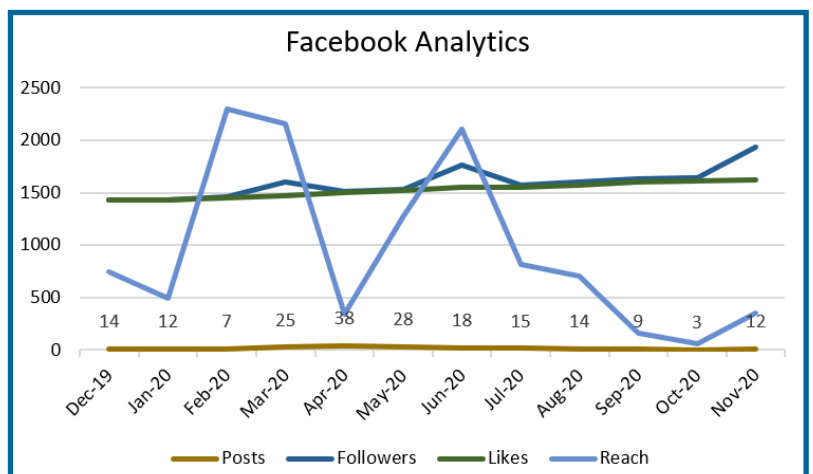
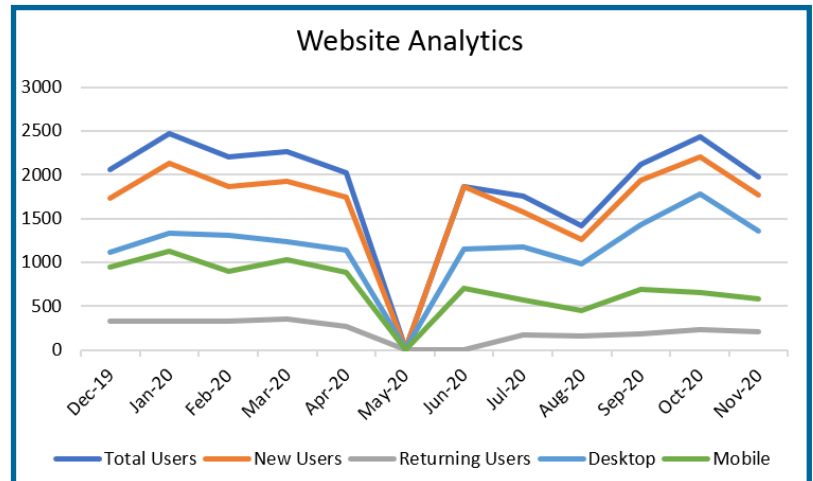
With new departments, we experience new situations then work to figure them out, and make changes to the system. We have created quite a slide deck associated with this system for training. We have not deployed the system in Infrastructure and Public Works as yet.

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 2 new tablets, and upgraded 4 flip phones to smart phones. All in the Infrastructure department. These will assist with work orders processing.

Top 10 web pages:

- | | |
|-------------------|-----------------------|
| 1. Home Page | 6. Volunteer Boards |
| 2. Police | 7. City Commission |
| 3. Open Positions | 8. Contacts Directory |
| 4. Agendas | 9. Forms Page |
| 5. Building Dept | 10. Human Resources |



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings,- 2 City Commission Meetings 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.

The City Clerk Office spent 25.25 hours- outside of those that took 30 minutes or less to complete- fulfilling Public Records requests in addition to the daily duties and operations that needed to be maintained.

Collaboration with City Clerks outside of Flagler County was done throughout the month; there are manuals, processes and tools created by our office that other City Clerks wish to institute in their own jurisdictions.

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.

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 October 1 to October 31. As of November 30, 2020, 251 businesses located within the City of Bunnell and 125 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 **\$39,500.00** in revenue due to the City.

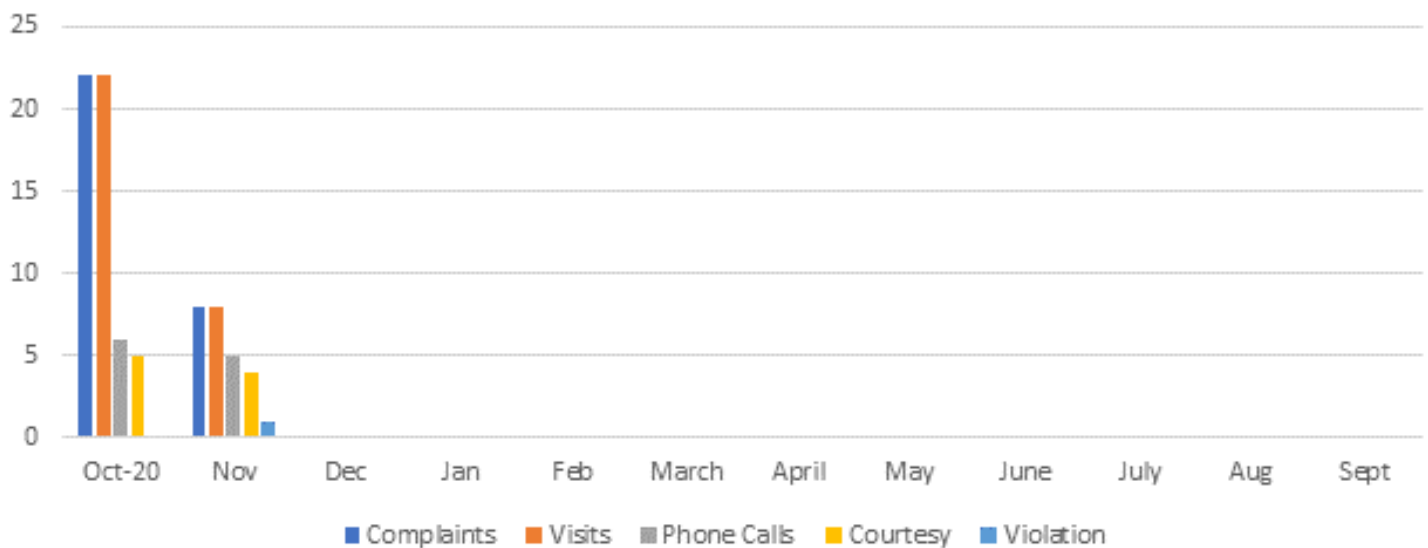
The Clerk's Office is working with Code Enforcement to contact these businesses regarding these payments.

Community Development

Development Information

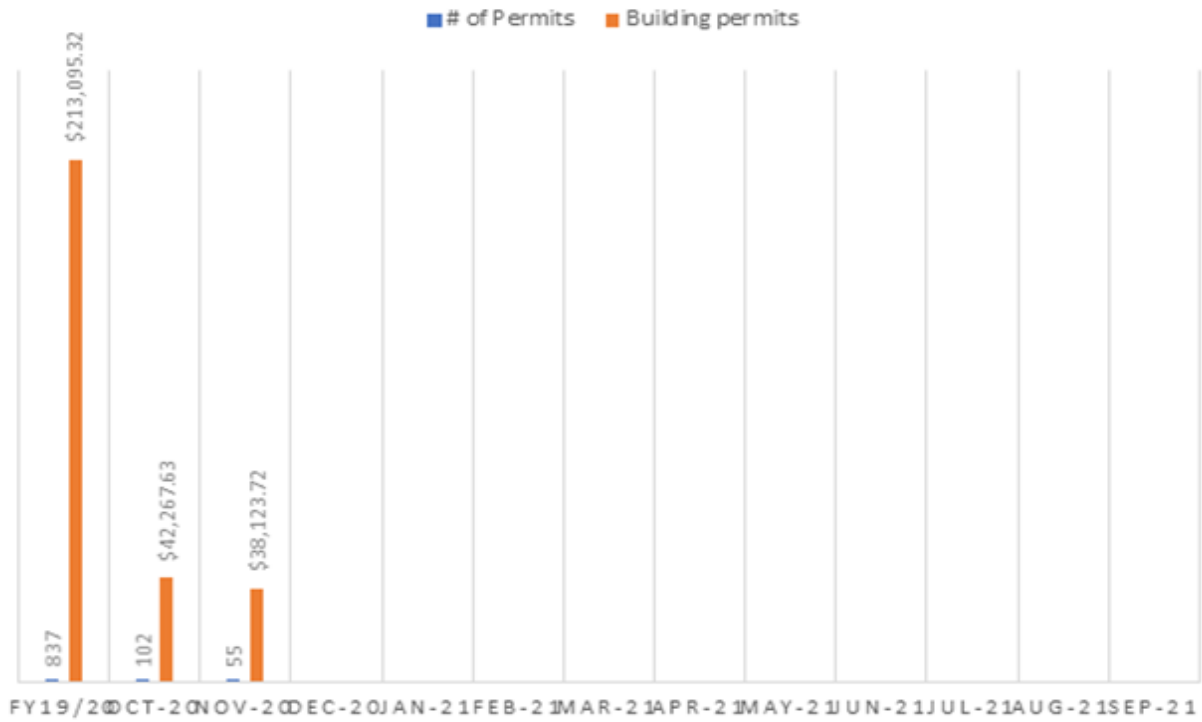


Code Enforcement

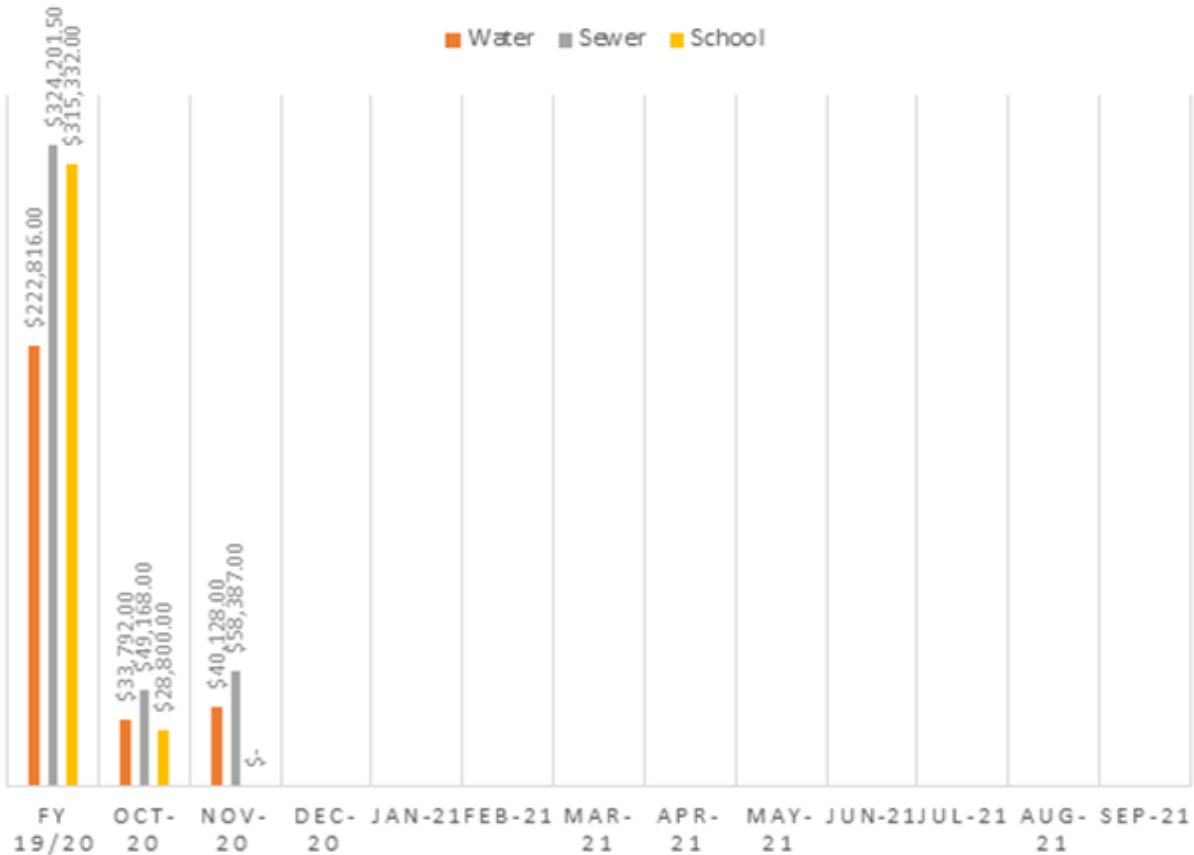


Community Development

PERMITS



IMPACT FEES



Projects

Grants Projects:	Expenses	Grant Amnt
West Side Storm Water Improvements Phase II:	\$ 98,459	\$500,000

Change Order #1 for Fourth Street Extension West approved by Commission 10.26.2020. Construction began 11.02.2020, but on hold after pipe flotation issue. Change Order #2 in process for Commission to approve purchase of pipe anchors.

Community Development Block Grant (CDBG):

Application submitted 11.08.2020 by Fox Enterprises.

Hazard Mitigation Grant Program (HMGP):	\$ 950	\$138,070
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Agreement approved by Commission at 11.09.2020 meeting. Resolution 2020-35 adopted at 11.23.2020 Commission meeting to amend budget and make funds available for the mobile generators purchase. Fully executed contract pending.

Utility Master Plan:

Master Plan:

Master Plan WWTP Project Funding:	\$ 99,150
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SRF Loan Resolution 2020-34 authorizing submittal of loan application adopted at the 11.09.2020 Commission Meeting. Application submitted to DEP 11.11.2020.

CDBG-MIT Application submitted 09.14.2020. Awaiting response from DEO.

Wastewater Treatment Plant Rehab / Expansion:	\$ 39,205	\$1,000,000
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Design is underway.

Total Projects Expense:	Total Grants
\$237,764	\$1,638,070

Infrastructure

Staff Updates

- The Infrastructure department is back to full staffing, no reduced scheduling.

The Collections Crew held interviews for the open Maintenance tech 1 position. An offer was extended, awaiting background.

Capacities WTP/WWTP

- Capacity for the WWTP for November 2020 is 80% with a total of 7.54" of rainfall. Total influent flow for the month was 14.451MG, with a Daily Average of 0.482MG
- The WTP produced 8.170MG of drinking water, with a daily production average of 0.347MG in November 2020. With our WTP putting out 8.170MG and our WWTP receiving 14.451MG, we treated 6.281MG of storm/ground water.

Police Department

In continuance of our strategic plan, once again, our partnership with the Early Learning Coalition Officer Friendly Book Club kicked off this month virtually! Due to COVID -19 our visits to the daycares/pre-schools had been suspended. Now ZOOM has allowed the Bunnell Police Officers to read pre-selected stories each month to even more children in all of Flagler and Bunnell qualified daycare and pre-school facilities! The positive relationships we are building with students is priceless.

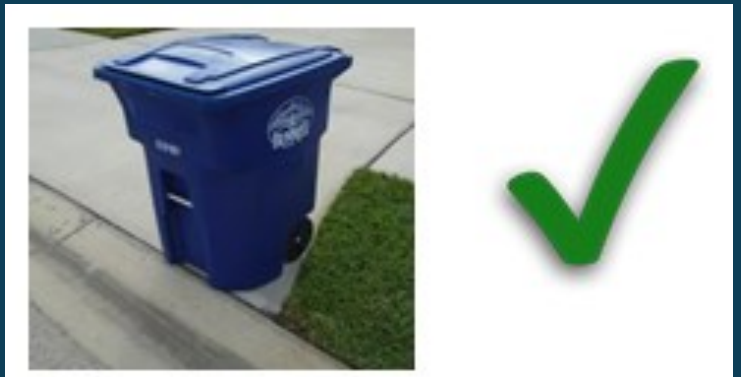
The Bunnell Police Department received a last-minute request by Casey Ryan of the Halifax Health Care to participate in a Military Appreciation Day Car Parade in lieu of the Clemson vs. Pitt game to show support and appreciation for our military men and women that are residents living at the Flagler Health and Rehabilitation Center. We were happy to assist and put a smile on their faces.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	142.48 Tons	10.96
Residential Recycle	31.33 Tons	2.41
Yard Waste	119 Yards	5.95
Commercial Garbage	149.32 Tons	11.49
Commercial Cardboard	26.76 Tons	2.05
Construction & Demolition and Bulk debris	25.59 Tons	7.31

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

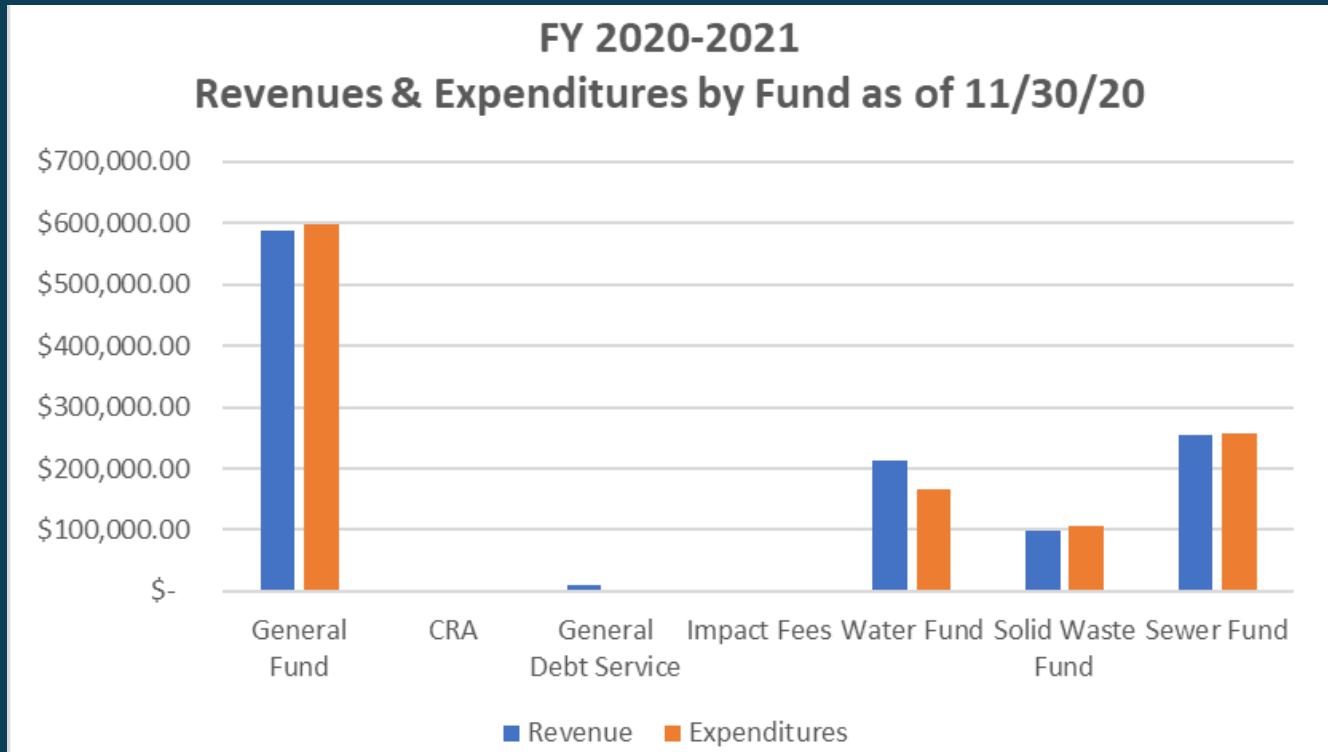
Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	
Residential Solid Waste	1236.09 Tons	1380.89 Tons	
Cardboard & Recycle	451.28 Tons	585.98 Tons	
Yard Waste	1322.57 Yards	1593.00 Yards	
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	
Scrap/Misc.	122.20 Tons	12.789 Tons	
Yearly Total	5578.10	5848.71	

Finance Department

FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2020/2021

November was the second 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 \$588,430 while expenditures currently total \$598,828. 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. As of the end of November, one receipt for Ad Valorem taxes had 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.

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 begins on all building permits issued on and after November 8th. No impact fees were received in November.

Water Fund – The Water Fund has total revenue of \$213,829. The expenditures total \$166,927.

Solid Waste Fund – The Solid Waste Fund has revenues of \$99,582 and expenditures of \$105,603.

Sewer Fund – The Sewer Fund has total revenue of \$254,585. The expenditures total \$256,476.