

City Manager's Monthly Report



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

October 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. This including opening the restrooms at JB King Park and Edward Johnson Park.

Other facilities, such as water fountains, picnic tables, playscapes, exercise equipment, etc. remained off limits as the constant and frequent disinfection of these items following use could not be managed with a crew of 4 during mowing season and the City needed to do it's part to help lessen the spread of COVID-19.



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.

Information Technology

Rollled out a new internal process for budget transfers. We have been filling out an Excel spreadsheet, and passing it around for the approvals, then Finance processes the transfer in the system. Shanea developed a process within Incode for the departments to input the particulars of the transfer. Then Finance can review, and approve. Once approved the transfer is complete. This eliminates the manual processes of passing the spreadsheet around for approval, and speeds the completion of line item transfers. Developed a PowerPoint training for this and made it available to the departments.

Spent quite a bit of time modifying, testing and updating the Employee Self Serve (ESS) website. Went through several iterations of the training PowerPoints. As part of this process, we selected one officer and provided him the training PowerPoints, and asked him to work through the system, and submit his time electronically. After responding to his questions, he successfully and correctly submitted his time electronically.

After finalizing the training, provided 4 training sessions to the various shifts of the PD on the ESS system. The last payroll of the fiscal year (due on September 28) for the PD was successfully done electronically with paper backup. Ongoing, the PD will not submit paper for payroll. Leave requests, and time sheets will be electronic.

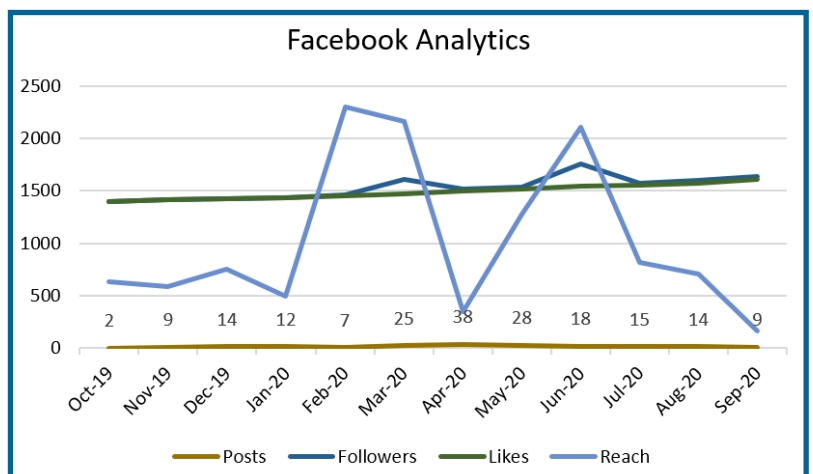
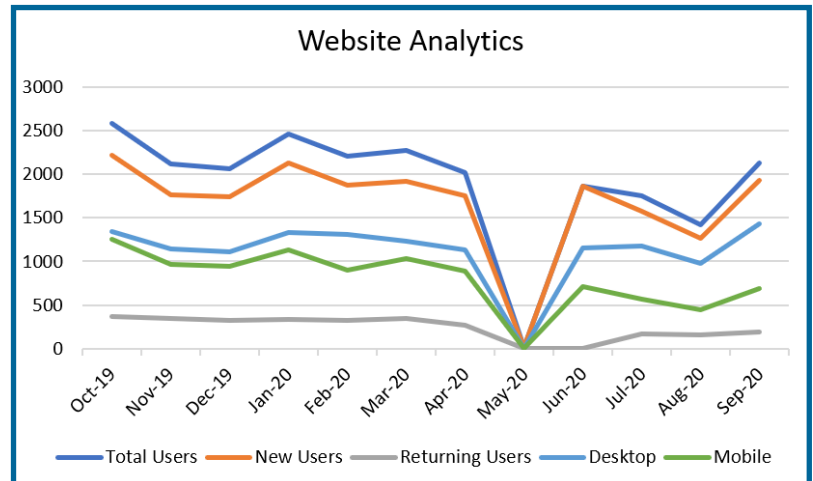
We will continue testing with the PD. Then assuming we can work the kinks out we will begin deploying this to other departments. Each department's training will have to be tailored slightly as their activity codes may be somewhat unique to the department.

Coordinated with the State Attorney's Offices changes to the body camera storage system to allow them better access to the system.

Worked on some IT slides for the upcoming Citizens Academy.

Top 10 web pages:

1. Home Page
2. Open Positions
3. Agendas
4. Police
5. Building Permits
6. Human Resources
7. Volunteer Boards
8. I Want To...
9. Forms Page
10. Contacts Directory



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings,- 2 City Commission Meetings and the Code Enforcement Board Agenda. The Planning, Zoning and Appeals Board agenda showing the meeting canceled was also published. Both City Commission Agendas, were "heavy" on items and took a great deal of time to coordinate the completion of all department items. The City Clerk office spends an estimated additional 2 hours per meeting for COVID work that is done pre and post meetings/event.

On September 3, 2020, the City Clerk assisted the Infrastructure Department and City Manager with the Deen Road Community Meeting .

The Clerk's Office also provided staff support for the September 16, 2020 Ethics and Sunshine Law Training attended by members of the City Commission and some volunteer boards.

The City Clerk Office spent 31.25 hours- outside of those that took 30 minutes of less to complete- fulfilling Public Records requests in addition to the daily duties and operations that needed to be maintained.

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. 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 BTR if not paid by September 30th: 10% October 1st, 15% November 1st, 20% December 1st and 25% January 1st.

Community Development Year-End Numbers

10/01/2019-09/30/2020

Total for all money collected for FY 19/20 - \$ 1,111,336.02

Total Building Permits for FY: 2019 -20: 837

Total Building Permit Revenue for FY: 2019-20: \$ 213,095.32

Total Water Impact Fees for FY: 2019-20: \$ 224,928.00

Total Sewer Impact Fees for FY: 2019-20: \$ 327,274.50

Total Flagler County School District Impact Fees for FY: 2019-20: \$ 318,932.00

Total Number of Site Plans: 22

Minimal Site Plan - 2

Minor Site Plan - 4

Major Site Plan - 16

Minimal Site Plan

- Alga Ent LLC
- AKA Underground
- Bob Lacasse & Company LLC
- Grand Reserve Phase 2
- Pechman Development
- Baxter Technologies
- Steel Rail Commons
- Premier Food Trucks
- Phoenix Crossing
- All Aboard Storage
- Jump for Joy
- Flagler Sheriff District 2 Facility
- Dasilva Investments LLC

Minor Site Plan

- Little Electric Solutions
- Ambarag Truck Service
- Boris Kramer Art Studio
- Flagler County Sheriffs Training Center

Major Site Plans for FY 19/20:

- Frasers Storage
- 3360 Steel Rail Dr
- 3100 Steel Rail Bolotina
- Grand Reserve 1A-1B
- Steel Rail Landscape Depot

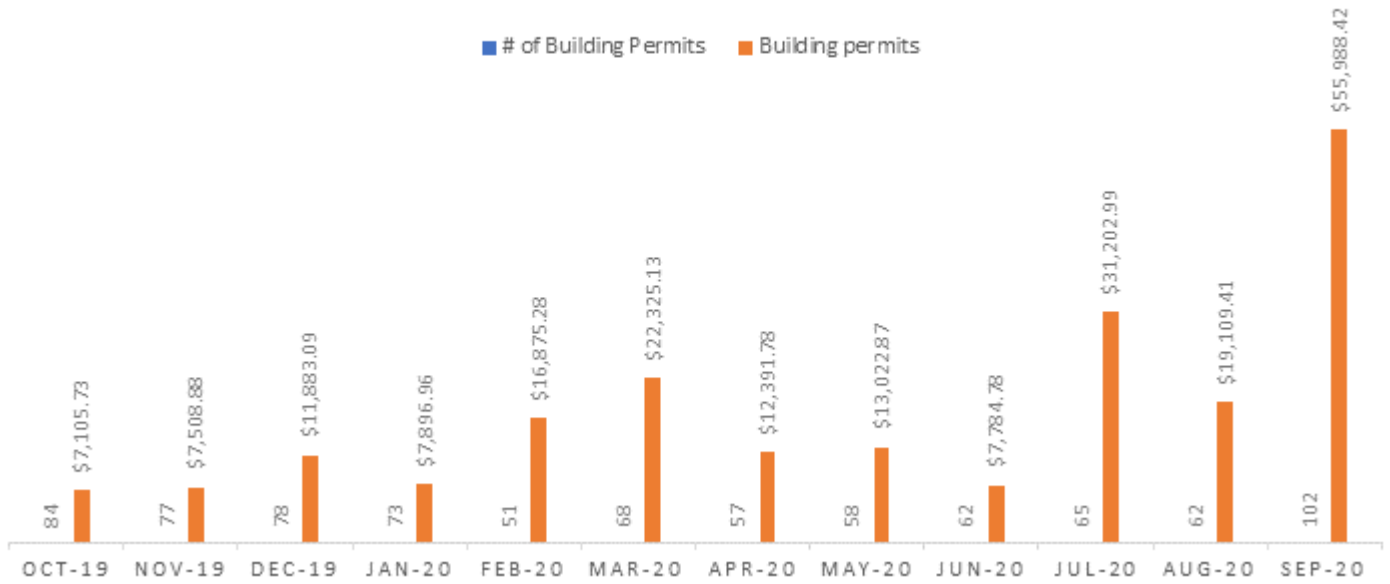
Pre Development Meetings:

- 408 Ninth St
- Cypress Lake 115 acres

Pending Development Projects: Construction

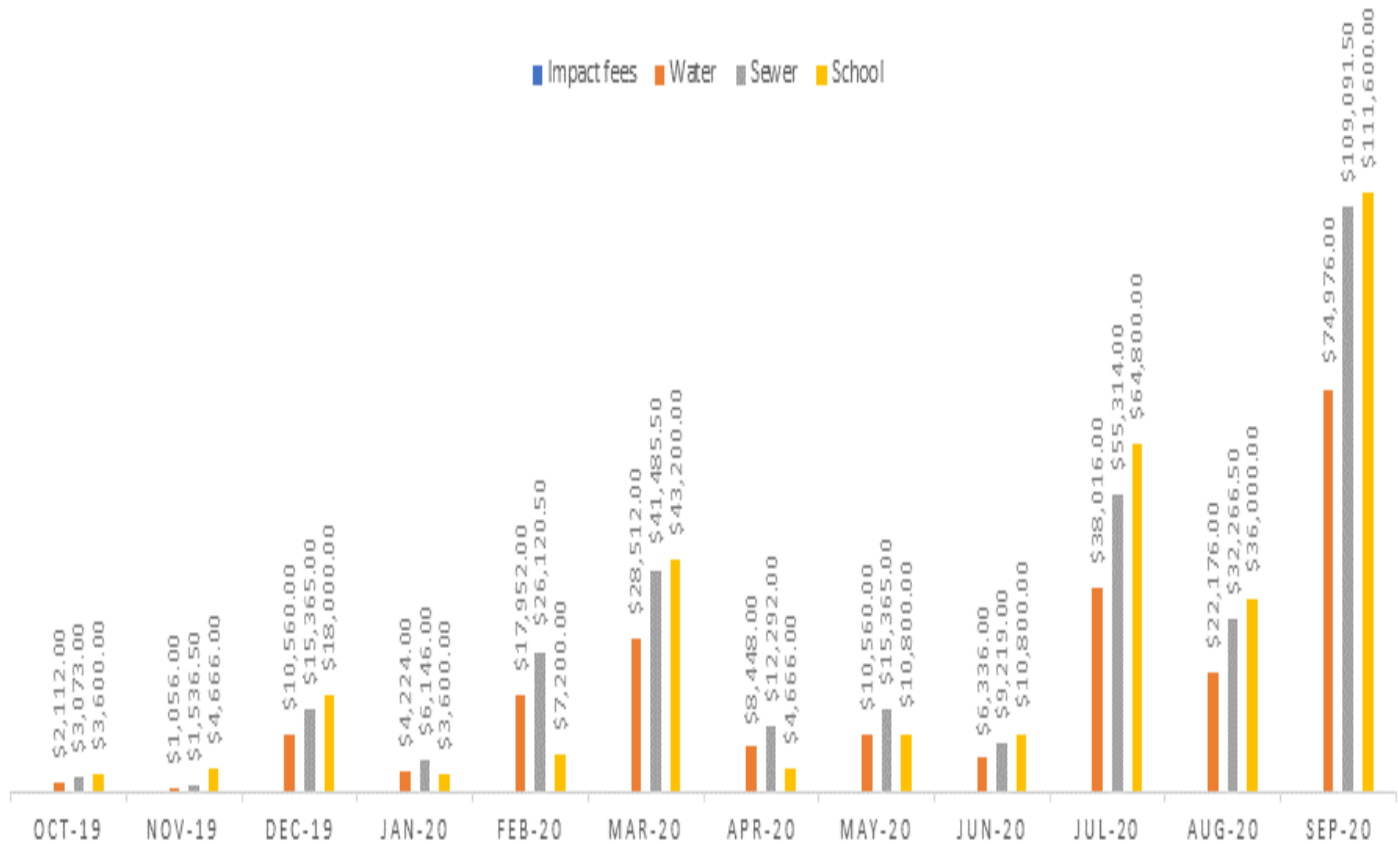
BUILDING PERMITS

of Building Permits Building permits



IMPACT FEES

Impact fees Water Sewer School



Projects

West Side Storm Water Improvements Phase II: \$ 89,001 \$500,000

Design in process. SJRWMD contract received and reviewed. Commission approval pending.

Community Development Block Grant (CDBG):

2nd Public Hearing held at the September 28, 2020 Commission Meeting. Application submittal approved. Application deadline extended by DEO from October 5th to November 9th.

Hazard Mitigation Grant Program (HMGP): \$ 950

Awarded by FEMA on 05.06.2020 and is still in the contract development and approval stages.

Utility Master Plan:

Master Plan Project Funding: \$ 85,330

SRF Loan Authorization received September 14, 2020 in the amount of \$1,000,000 with \$800,000 principal forgiveness. Application process has begun.

CDBG-MIT Intent to Apply Public Notice published on website - no comments received. Special Commission Meeting held September 14, 2020 to approve application and submittal for CDBG-MIT Program funding and authorize Mayor signature. Application successfully submitted electronically per DEO.

Wastewater Treatment Plant Rehab / Expansion: \$ 35

Design, funding and contract negotiation in process.

Total Projects Expense:	Total Grants
\$175,316	\$500,000

Infrastructure

Staff Updates

- The Infrastructure department is back to full staffing, no reduced scheduling.
- No other changes in Infrastructure staffing for September 2020.

Capacities WTP/WWTP

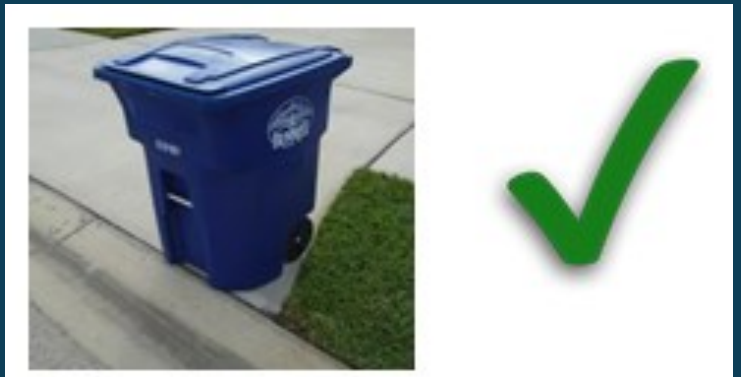
- Capacity for the WWTP in September 2020 was 100% with a total of 7.91" of rainfall. Total influent flow for the month was 18.052MG, with a Daily Average of 0.602MG
- The WTP produced 7.794MG of drinking water, with a daily production average of 0.251MG in September 2020. With our WTP putting out 7.794MG and our WWTP receiving 18.052MG, we treated 10.258MG of storm/ground water. WWTP flows are up due to increased rain fall in May, June, July, and August 2020. The heavily saturated grounds are now finding the unlined gravity mains/manholes.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	127.89 Tons	9.84
Residential Recycle	33.19 Tons	2.42
Yard Waste	110 Yards	5.5
Commercial Garbage	159.19 Tons	12.25
Commercial Cardboard	33.19 Tons	2.55
Construction & Demolition and Bulk debris	29.04 Tons	8.3

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

Service	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

Police Department

I am proud to announce a new community policing program that was initiated on September 1, 2020 following our Strategic Plan Quality of Life, improving customer service and reducing crime.

Security Survey

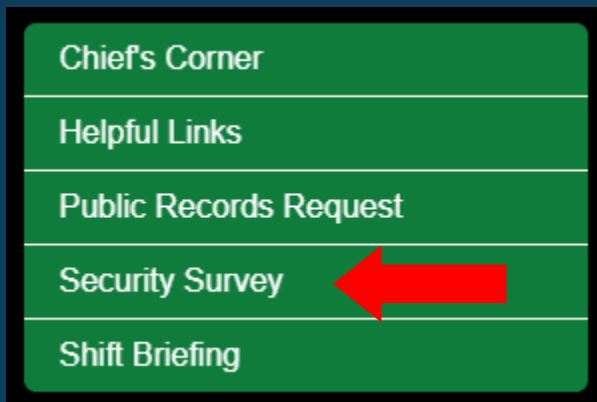
Since 1913, the officers of the City of Bunnell Police Department have provided a safe environment for the people who live, work and visit the City of Bunnell. The Police Department is committed to improving awareness and sharing the fundamentals of crime prevention in order to ensure our community is safe and secure.

The goal of crime prevention is to reduce the risk of becoming a victim. In order to accomplish this effectively, it is important to remove opportunities for a criminal to take advantage of you and your residential and commercial property. You are attempting to prevent either victimization or criminalization by presenting an unattractive target to the criminal. This can be as complex as installing a high-tech alarm system and lighting to something as simple as locking your doors.

Crime prevention is using instinct, common sense, and taking action to eliminate or greatly reduce the criminal's opportunity. We all have a personal part to play regarding crime prevention. A large share of the responsibility of reducing criminal opportunity lies with you.

The City of Bunnell Police Department is providing crime prevention residential and commercial security surveys at no cost upon request. The purpose of this survey is to provide you security recommendations and will remain confidential. If you would like to request a survey, please complete the attached form so we can contact you and schedule your security survey.

This report is only advisory and is not intended to identify all security weakness or to warrant adequacy of all present and future measures whether or not recommended. This report is exempt from Florida's Public Records Law (Chapter 119).



Security Survey Request Form.

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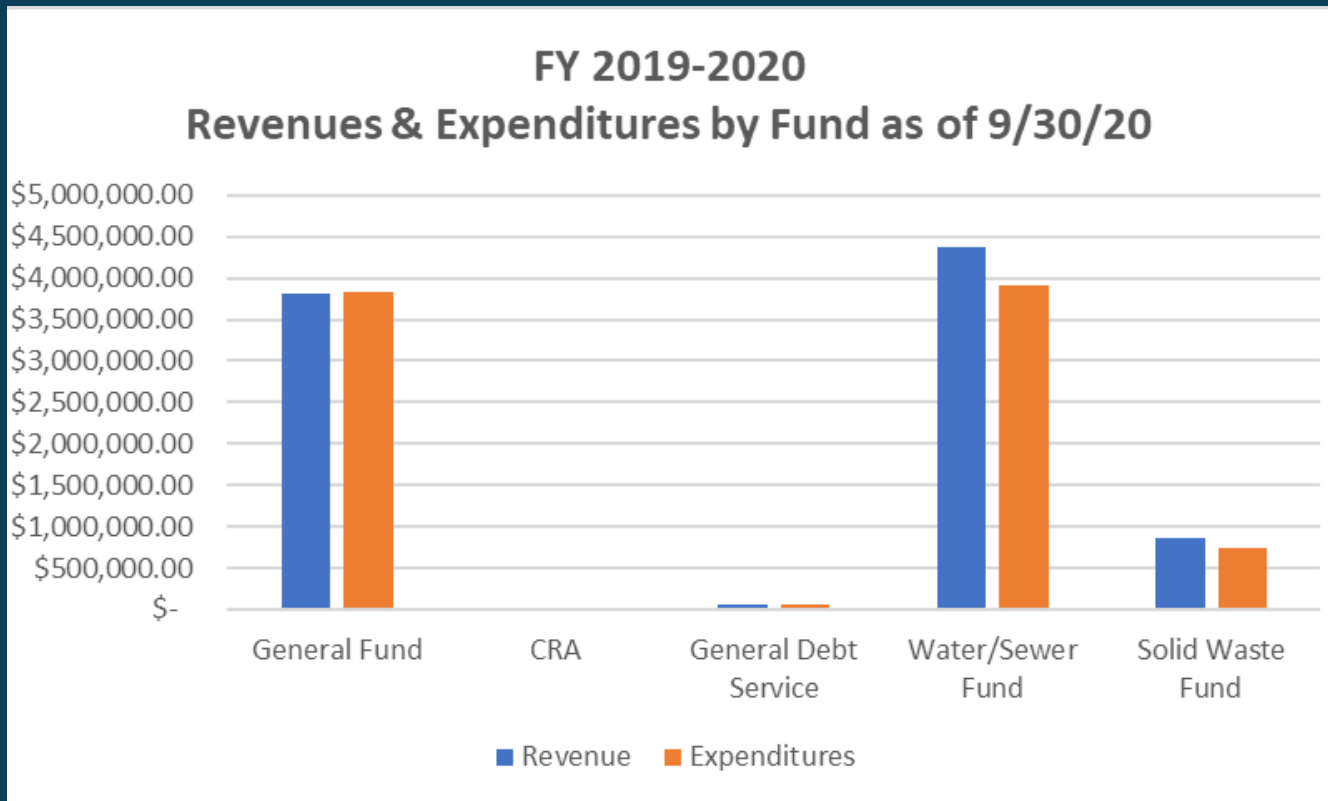
Name: *

Name of the individual to be contacted to set an appointment to conduct the survey.

Finance Department

FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2019/2020

September was the last month of Fiscal Year 2019/2020. The approved 2019/2020 budget, including amendments, totals \$10,701,574 and includes all anticipated revenues and expenditures of the city from October 1, 2019 through September 30, 2020. The chart shows year to date revenues and expenditures by fund. Please note, while the Fiscal Year ended on September 30th, there will be additional revenues and expenditures that will be posted for September as receipts and invoices for September are received.



General Fund – The General Fund has total revenue of \$3,808,221 while expenditures currently total \$3,837,036.

CRA Fund – The balance in the CRA Fund is \$3,628. There are no revenues or expenditures anticipated in the fund for FY 2019/2020.

General Debt Service Fund – The General Debt Service Fund accounts for the debt service payments required for the Municipal Complex. All payments for FY 2019/2020 have been made and the loan is current.

Water/Sewer Fund – The Water and Sewer Fund has total revenue of \$4,371,022. The expenditures total \$3,908,641. The excess revenues are critical and necessary as there are many large capital improvements to be funded in the next several years.

Solid Waste Fund – The Solid Waste Fund has revenues of \$852,784 and expenditures of \$734,850.