

City Manager's Monthly Report



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

Published: October 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.

Due to the continued rising COVID cases, 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/or public may be participating virtually. There is limited space for public to attend a City meeting in person.

If attending in person, masks are strongly encouraged due to the spacing in the Chambers meeting room or could be required. If you are sick or feeling ill, please do not attend a meeting in person; use the Zoom option.

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**

9/11 Memorial Ride



Park Updates, Facility Rentals and Garage Sale Permits

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

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed 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.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
- Due to on-going vandalism, the bathrooms at JB King Park have been closed for safety and sanitary reasons. Once they can be restored to a useable and sanitary condition, they will be re-opened. We appreciate your understanding in this matter while we work to restore all damage.

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

Received the hardware from the Telecom vendor. Have updated the firewalls as they requested. Had a paperwork issue initially with porting the phone numbers. That has been worked through. Right now waiting on 1 item to get cleared up. Cutover to the new system is tentatively set for October 15.

Renovations are complete on Suite 4, and it is ready to move into. Had to spend some time on support to configure the firewalls like I wanted. But it is up and running now.

The paperwork to upgrade the internet at the water plant has been submitted. The vendor has been on site. This likely will involve a FDOT permit as the fiber likely has to come off of SR 100.

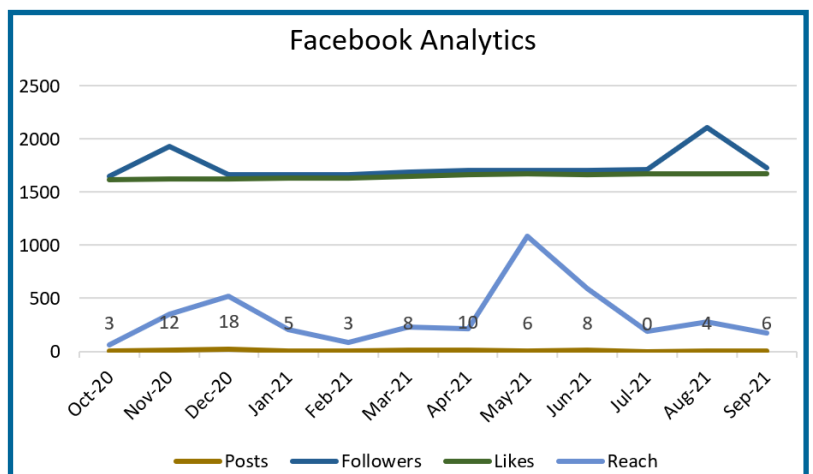
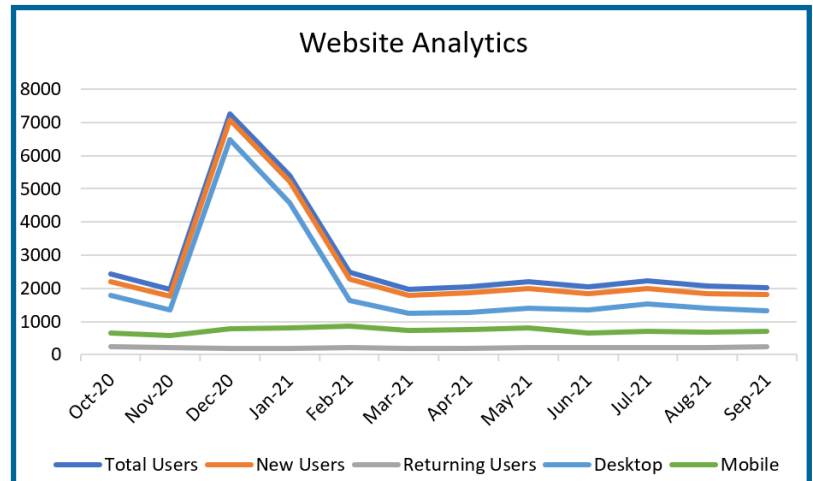
The electrical contractor has been to the plant and installed the receptacles necessary for the large UPS on the servers.

Completed some preliminary work at the plant. Essentially rebuilt the network rack that is on site to make room for the servers to be relocated.

Had to cancel the camera project for JB King park. The vendor was able to get us the recorders in time for the fiscal year, but not the cameras. Returned the recorders to the vendor and cancelled the order. Will roll these funds into Fiscal Year 21-22.

Top 10 web pages:

- | | |
|---------------------|-----------------------|
| 1. Home Page | 6. Contacts Directory |
| 2. Agendas | 7. Volunteer Boards |
| 3. Building Permits | 8. Community |
| 4. Open Positions | 9. LBTR |
| 5. Police | 10. Documents & Maps |



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings,- 2 City Commission Meetings, 1 City Commission Special Meeting, the Code Enforcement Board Meeting and the Planning Zoning and Appeals Board Meeting. The Planning, Zoning and Appeals Board Meeting was moved during the month of September to allow for required advertisement to occur and to not further delay items. 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.

The Clerk's Office also worked on the following issues throughout the month:

- Working on continuing facility repair issues- Public Works Yard, Lake Lucille Electrical, and on-going vandalism at City parks.
- Working on getting alternate work space ready to occupy.
- Working with other departments on the RFP for the sale of the property at 201 West Moody Blvd.
- Working with the Supervisor of Elections for the 2022 Municipal Elections.
- Going through official records to get ready to destroy those eligible for destruction per State guidelines.
- Working with NEFRC for the required amendments and EAR for the City's 2030 Comprehensive Plan and consulting with City Planner on development issues within the City.

Business Tax Receipts (BTRs)

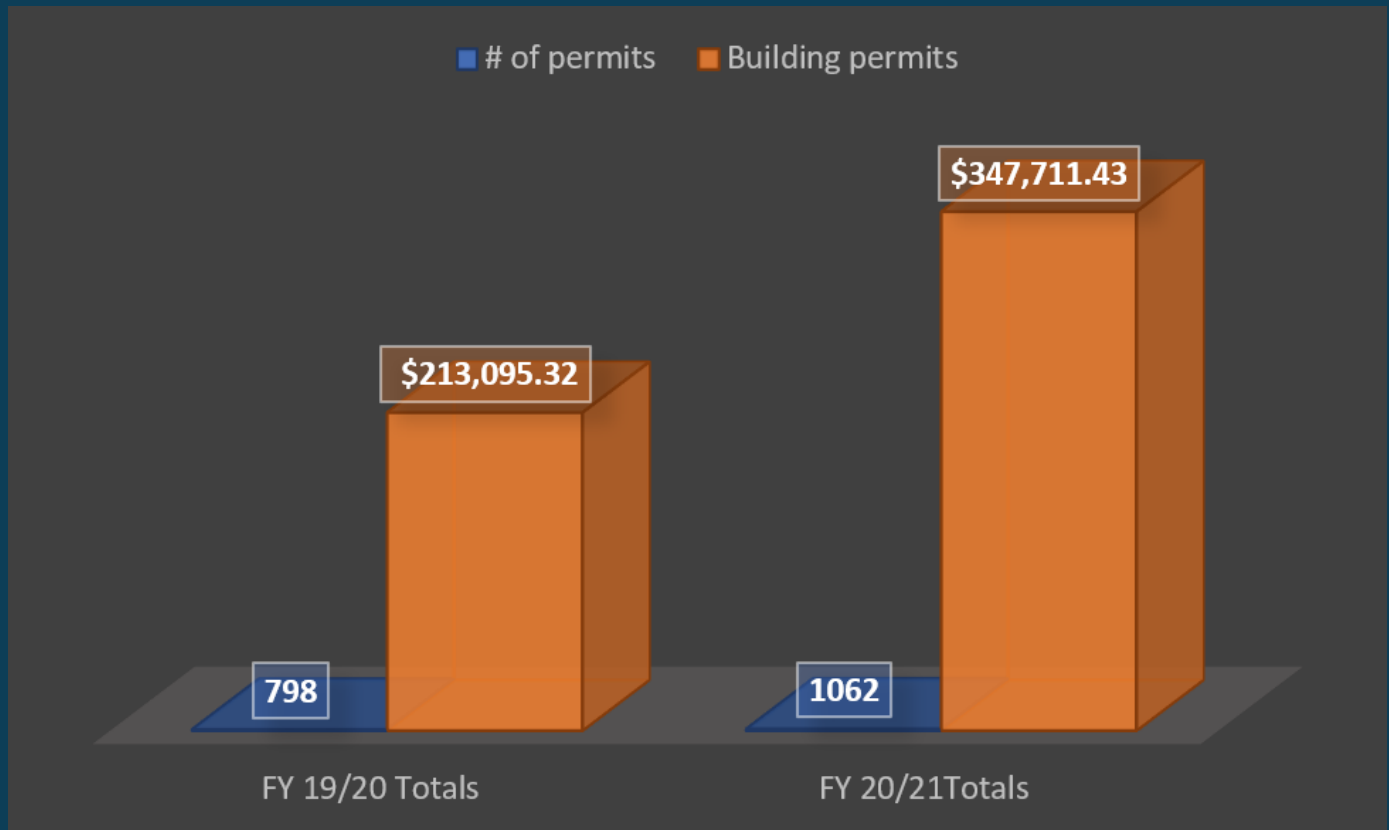
It is Business Tax Receipt (BTR) Renewal season. Since 2013, the City has had an Interlocal Agreement with the Flagler County Tax Collector Office for processing BTR renewals. The Flagler County Tax Collector Office sent out the FY 21/22 notices or e-mails in July.

Businesses need to pay their FY21/22 BTR fees through the Flagler County Tax Collector Office by September 30, 2021. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30th**. The required penalties are as follows: 10% October 1st ; 15% November 1st; 20% December 1st; and 25% January 1st.

Over \$30,000.00 was collected in the month of September for BTR renewals.

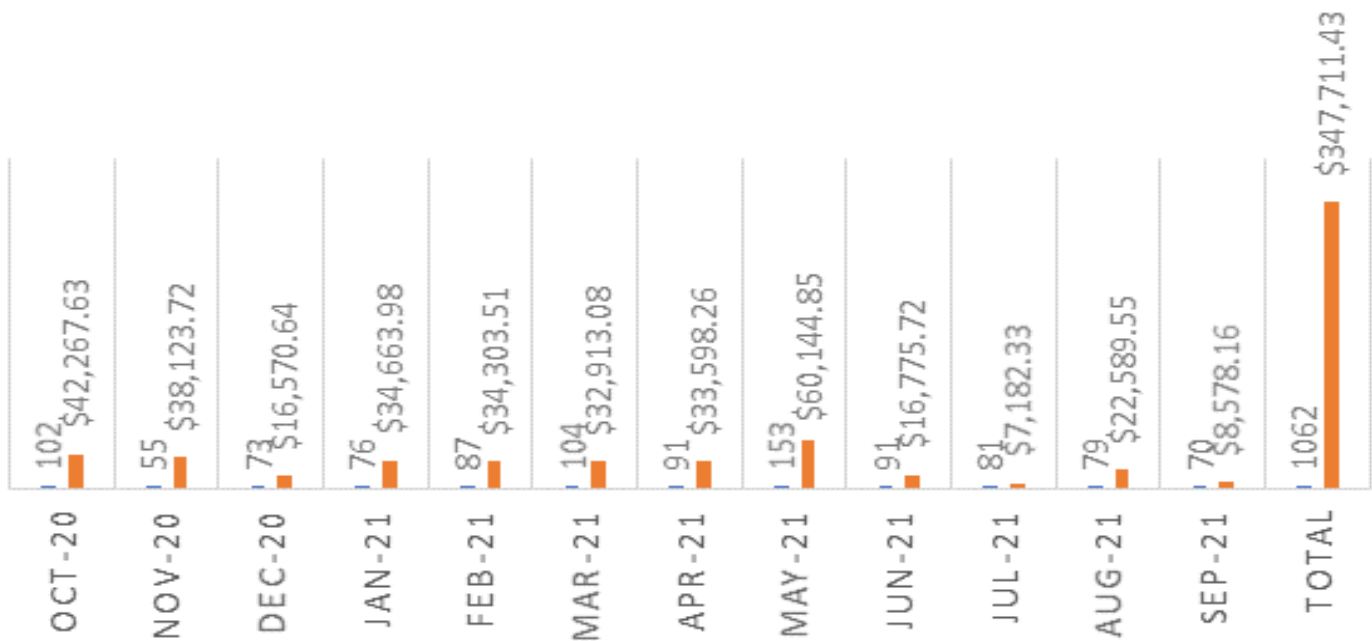
Any business who has questions about their BTR should call 386-437-7500 x 5

Community Development



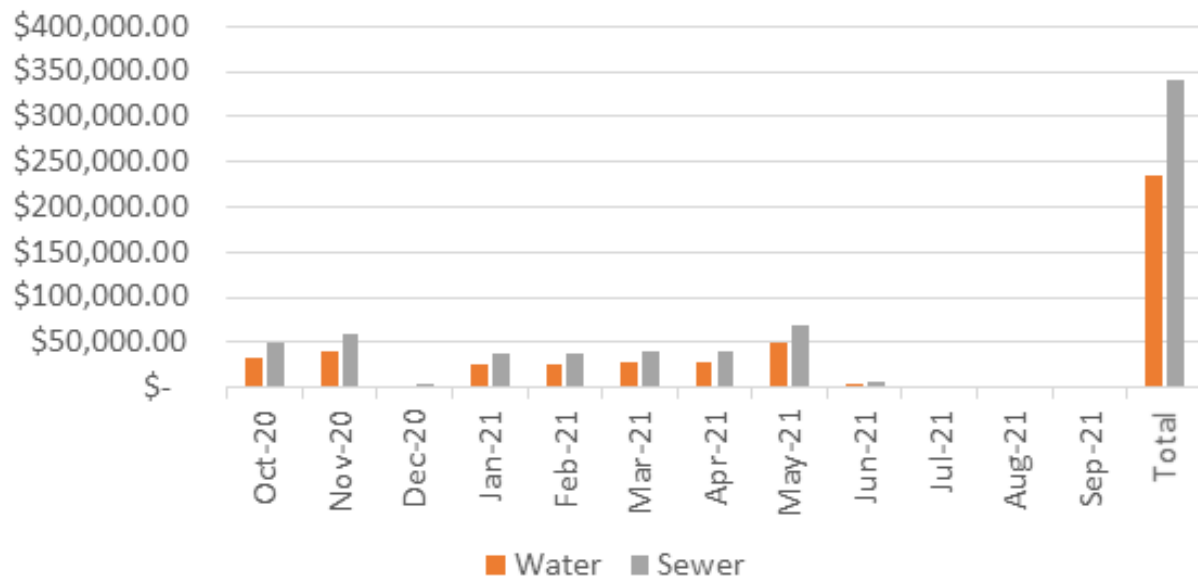
PERMITS

of Permits Permit Amount

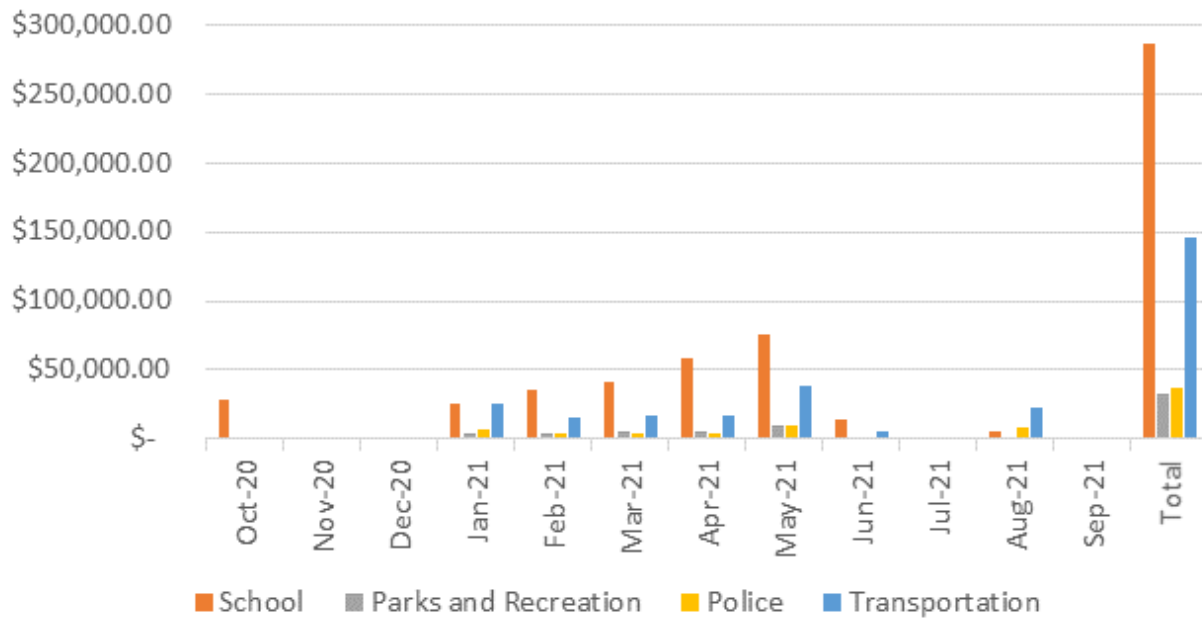


Community Development

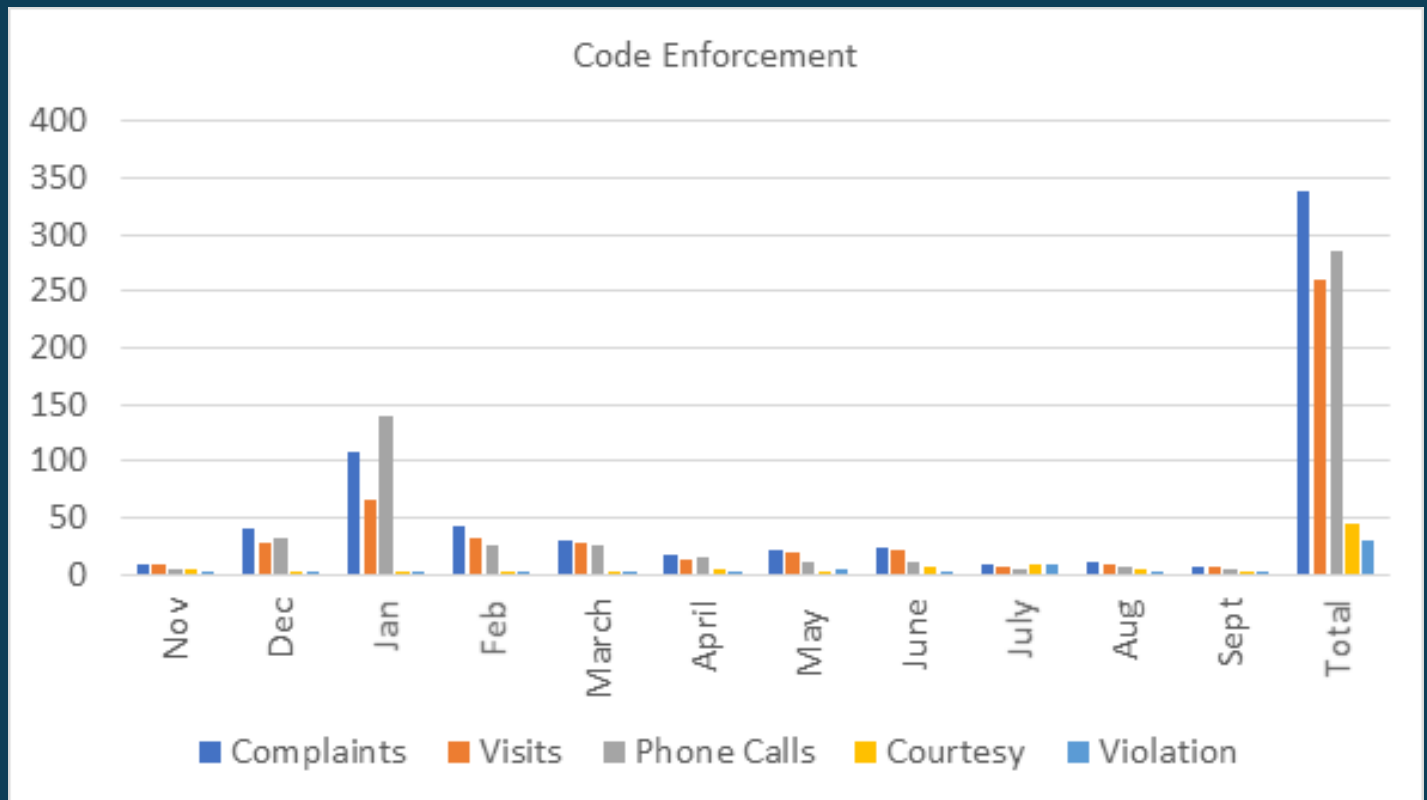
Impact fees Water/Sewer



Impact Fees General Fund



Community Development



Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG): RFP 2021-04 Grant Writing and Administrative Services bid opening and Selection Committee completed. One bid received from Fred Fox Enterprises. Award request and agreement scheduled for October 11th Commission Meeting.		\$700,000
Hazard Mitigation Grant Program (HMGP): Order for generators has been placed. Estimated delivery pushed to October 2021.		\$138,070
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Executed agreement received from SJRWMD. Contractor proposal in process.		\$500,000
Master Plan Projects:		Funding Amt
WWTP Rehab/Expansion Construction Funding: USDA / SRF Loan Project plans and specs have been approved for funding.		\$12,000,000
Water Protection Grant Funding This grant funding opportunity became available through Florida Department of Environmental Protection's Protect FL Together program. The amount applied for is 50% of the estimated construction cost with a required 50% local match. Could be used with SRF loan if awarded both. Application submitted.		\$7,080,000
Wastewater Treatment Plant Rehab/Expansion Design: Design complete.	\$997,995	\$1,000,000

Infrastructure

Capacities WTP/WWTP

- Capacity for the WWTP in September 2021 was 71% with a total of 4.24" of rainfall. Total influent flow for the month was 12.727MG, with a Daily Average of 0.424MG
- The WTP produced 9.384MG of drinking water, with a daily production average of 0.302MG in September 2021. With our WTP putting out 9.384MG and our WWTP receiving 12.727MG, we treated 3.343MG of storm/ground water. This number is lower due to less rain fall than normal as well as the slip lining program.

Meters

- Total Billed Meters September 2021- 2,049
- Total New Meters Installed September 2021- 0

Police Department

Attended the Domestic Violence Task Force meeting with representatives from Flagler County planning for upcoming Summit.

Attended the 9/11 Remembrance "Never Forget"

Participated in the Knights of Columbus service at the Flagler pier.

Also, represented the police department at the Blue Mass at Maria del Mar Catholic Church.



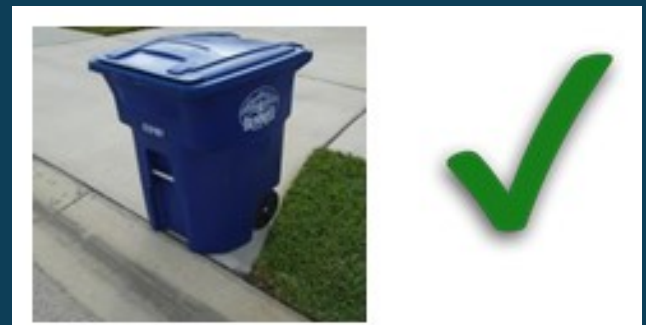
September 21, 2021 during Rail Safety Week (RSW) thru September 20-26, the City of Bunnell Police Department joined with Amtrak Police and more than 600 local, state, federal and railroad law enforcement departments for "Operation Clear Track" to raise awareness and enforce railroad grade crossing and trespassing laws in 48 states across the U.S. "Operation Clear Track" is the largest single law enforcement railroad safety operation in the U.S.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	122.54 Tons	9.44
Residential Recycle	29.59 Tons	2.28
Yard Waste	110 Yards	5.5
Commercial Garbage	172.85 Tons	13.3
Commercial Cardboard	22.05 Tons	1.7
Scrap Metal	0	0
Construction & Demolition and Bulk debris	27.58 Tons	7.88

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 all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or 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.



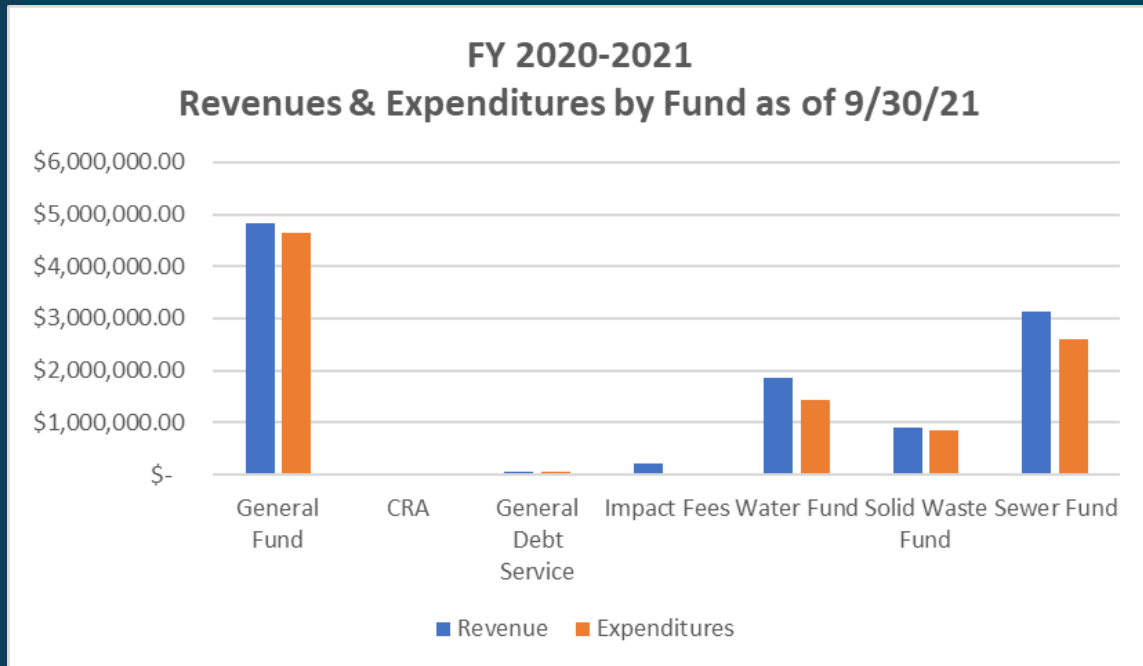
Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)

Solid Waste Fiscal Year Comparisons

	FY 18/19	FY 19/20	FY 20/21
Commercial Solid Waste	2040.30 Tons	1960.54 Tons	1995.58 Tons
Residential Solid Waste	1236.09 Tons	1380.89 Tons	1546.61 Tons
Cardboard & Recycle	451.28 Tons	585.98 Tons	623.3 Tons
Yard Waste	1322.57 Yards	1593.00 Yards	1153 Yards
Construction & Debris (C&D)	405.66 Tons	315.51 Tons	574.58 Tons
Scrap/Misc.	122.20 Tons	12.789 Tons	4.27 Tons
Yearly Total	5578.10	5848.71	5897.34

Finance Department

September was the last month of Fiscal Year 2020/2021. All transactions received have been recorded, however the Fiscal Year will remain open for 60 days as we will continue to receive FY 20/21 invoices and state revenues that will be recorded appropriately. The approved 2020/2021 budget, including amendments, totals \$19,634,555 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 \$4,819,772 while expenditures currently total \$4,649,911. 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 \$3,638. 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, 2020 and collection began on all building permits issued on and after November 8th, 2020. \$220,671 has been collected to date.

Water Fund – The Water Fund has total revenue of \$1,869,548. The expenditures total \$1,440,124.

Solid Waste Fund – The Solid Waste Fund has revenues of \$908,990 and expenditures of \$836,217.

Sewer Fund – The Sewer Fund has total revenue of \$3,139,430. The expenditures total \$2,609,689.