

City Manager's Monthly Report



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

November 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

Tyler Technologies, the company that publishes our financial software had a security incident the last couple days of September. They notified us of the issue, and recommended changing any passwords used by their support personnel to access our database. We were able to disable all of their accounts, and their remote access to the servers. Then we notified our users to change their own passwords out of an abundance of caution.

Tyler Technologies reports none of their client data was affected by the Ransomware attack. They have started bringing their systems back on line following the incident. Their remote access accounts are still disabled in our systems.

Assisted the Clerk's Office with a number of Public Records requests. One included the uploading of more than a terabyte of video. This took a few days to accomplish.

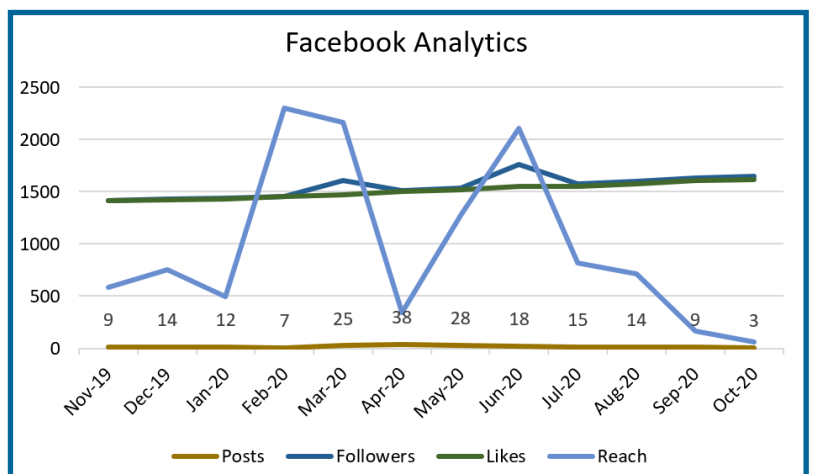
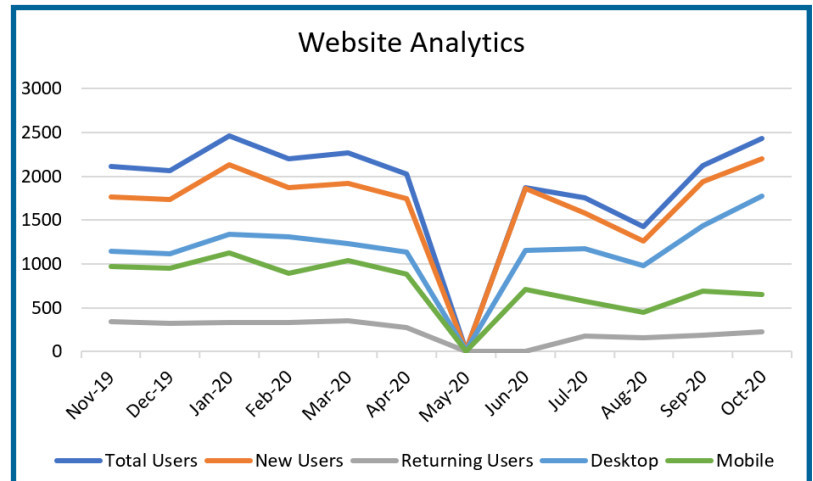
Worked with Finance and the PD on modifications to the Employee Self Serve (ESS) system. Shanea the Finance Director found a way to setup the approvals so they were more granular. Making it easy for Chief's direct reports to seek approval from him, and providing 2 layers of approvals for others.

We also applied this to Directors. Directors do not have to report their time in the system, but they can request leave, and seek approval from the City Manager. We are now looking at rolling this out to other departments, but need to make sure it doesn't create a documentation issue, or violate policy. The City Attorney is working with HR in reviewing the policies.

Spent quite a bit of time working on fillable forms for the PD and Parks & Recreation.

Top 10 web pages:

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



City Clerk Office

The City Clerk Office published agendas for all the City's Public meetings,- 2 City Commission Meetings, the Code Enforcement Board Agenda and 2 Planning, Zoning and Appeals Board Agendas. 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 a minimum of an additional 2 hours per meeting for COVID work that is done pre and post meetings on meeting days.

A few Media Releases were sent out during the month. They included the ones which provided information about Halloween in Bunnell and the Police Department's Security Survey Program.

The City Clerk Office spent 69.75 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.

58.5 cubic feet of City records which had met their retention per the State Records Schedules were properly documented and destroyed.

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 September 1 to September 30.

Community Development

- Total for all money collected for Oct 2020 - \$ 159,699.04
- Total Building Permits for FY 20/21: 102
- Total Building Permit Revenue for FY: 20/21: \$ 42,267.63
- Total Water Impact Fees for FY: 20/21: \$ 33,792.00
- Total Sewer Impact Fees for FY: 20/21: \$ 49,168.00
- Total Flagler County School District Impact Fees for FY: 20/21: \$ 28,800

Application	Oct	Nov	Dec	Jan	Feb	Mar
Minimal Site Plan	o					
Minor Site Plan	o					
Major Site Plan	o					
Pre Development Meetings	o					
Change FLUM	o					
Change Zoning	o					
Variances	o					
Special Exceptions	o					
	Apr	May	Jun	Jul	Aug	Sep
Minimal Site Plan						
Minor Site Plan						
Major Site Plan						
Pre Development Meetings						
Change FLUM						
Change Zoning						
Variances						
Special Exceptions						

Community Development

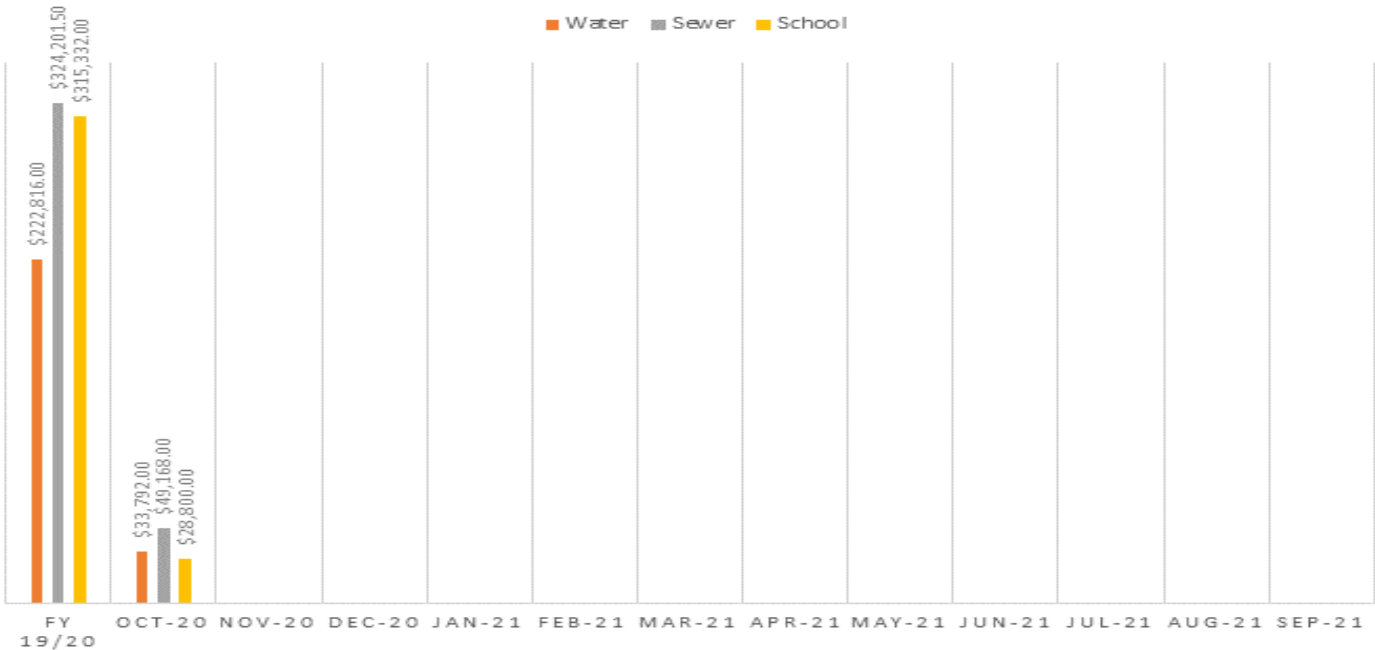
PERMITS

of Permits Building permits



IMPACT FEES

Water Sewer School



Projects

West Side Storm Water Improvements Phase II: \$ 96,737 \$500,000

Submittals received Oct 15th and approved by engineer Oct 16th. Well point system set up Oct 20th on Franz. More material/equipment delivered to staging area. First reimbursement invoice sent to SJRWMD and payment received 10.22.2020.

Community Development Block Grant (CDBG):

Final application requirements complete. Awaiting application submittal information from Fox Enterprises. Deadline extension is November 9th.

Hazard Mitigation Grant Program (HMGP): \$ 950

Agreement received October 12th. Staff Report in process for Commission approval.

Utility Master Plan:

Master Plan:

Master Plan WWTP Project Funding: \$ 99,183

SRF Loan Staff Report in process for Commission approval.

CDBG-MIT Awaiting response from DEO.

Wastewater Treatment Plant Rehab / Expansion:

Agreement with CPH approved at the October 12, 2020 Commission Meeting.

Total Projects Expense:	Total Grants
\$196,870	\$500,000

Infrastructure

Staff Updates

- The Infrastructure department is back to full staffing, no reduced scheduling.
- The Distribution Crew hired David McCrea as the new Distribution Tech Trainee.

Capacities WTP/WWTP

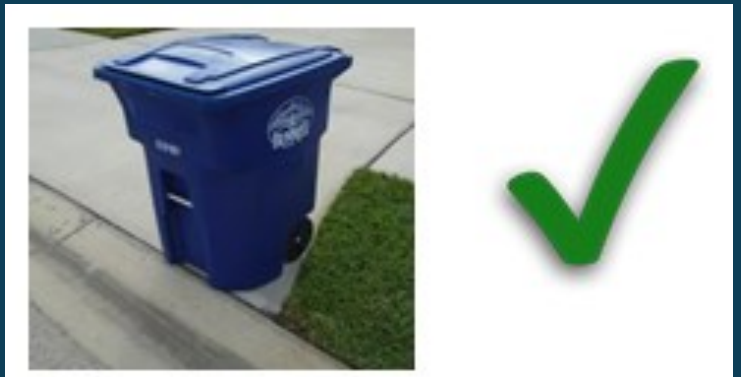
- Capacity for the WWTP for October 2020 is 76% with a total of 2.28" of rainfall. Total influent flow for the month was 14.183MG, with a Daily Average of 0.458MG
- The WTP produced 8.948MG of drinking water, with a daily production average of 0.288MG in October 2020. With our WTP putting out 8.948MG and our WWTP receiving 14.183MG, we treated 5.235MG of storm/ground water. WWTP flows are down from September 2020 due to a decrease in rain fall for October 2020. The heavily saturated grounds are starting to dry out.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	123.85 Tons	9.53
Residential Recycle	26.21 Tons	2.01
Yard Waste	74 Yards	3.7
Commercial Garbage	153.14 Tons	11.78
Commercial Cardboard	21.69 Tons	1.67
Construction & Demolition and Bulk debris	29.9 Tons	8.54

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	

Police Department

The Bunnell Police Department welcomes Randy Michaels, our new Records and Evidence Clerk.

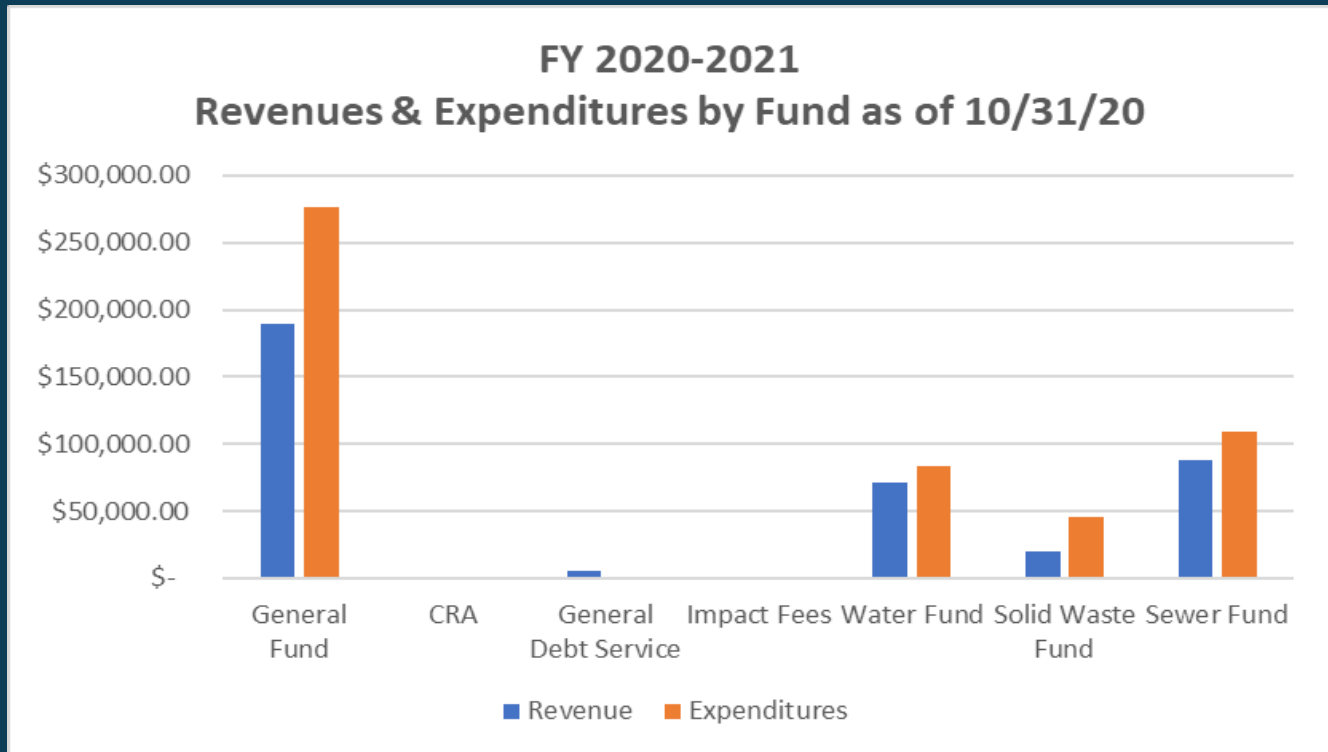
Randy is very accomplished with thirty-eight years of experience working in the law enforcement field, thirty-two years as a civilian Police Officer and six years as a Marine Corps Military Police Officer/Investigator. During this time, he worked as a Patrol Officer, Field Training Officer, Beach Patrol Officer, Law Enforcement Instructor, Drug Task Force Detective, Police Supervisor and held the Rank of Sergeant, Lieutenant, Captain and Deputy Chief of Police. Much of his experience was gained while working for such large agencies as the Palm Beach County Sheriff's Office in West Palm Beach, Florida, Beaufort County Sheriff's Office, Beaufort, South Carolina and the U. S. Department of Veterans Affairs Police.



Finance Department

FINANCE DEPARTMENT – BUDGET PERFORMANCE FY 2020/2021

October was the first month of Fiscal Year 2020/2021. The approved 2020/2021 budget, including amendments, totals \$17,254,441 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 \$189,902 while expenditures currently total \$276,782. 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.

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.

Water Fund – The Water Fund has total revenue of \$71,157. The expenditures total \$83,457. A water and sewer utility rate increase became effective on October 1st, 2020.

Solid Waste Fund – The Solid Waste Fund has revenues of \$20,156 and expenditures of \$45,327.

Sewer Fund – The Sewer Fund has total revenue of \$87,563. The expenditures total \$108,900. A water and sewer utility rate increase became effective on October 1st, 2020.