

City Manager's Monthly Report



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

April 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

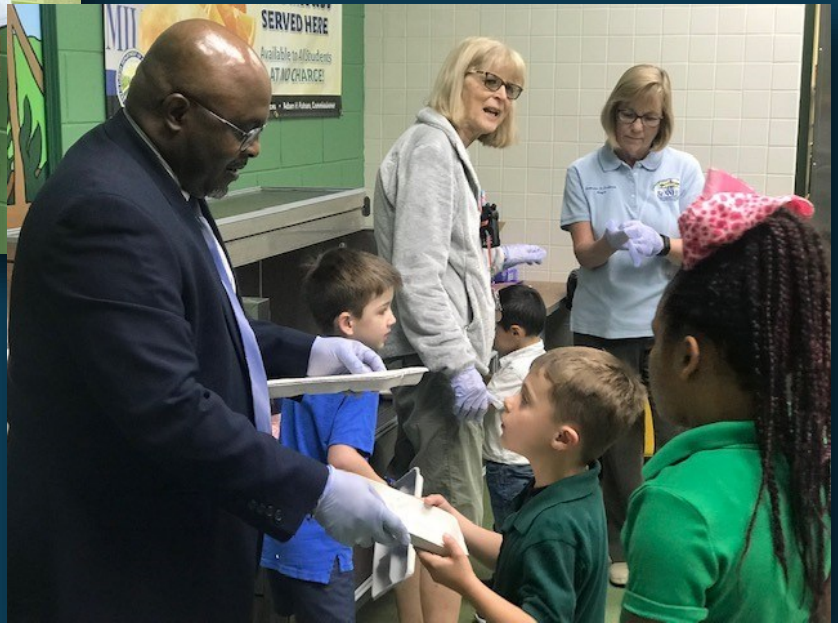
The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the 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 out in the Community

On March 4, 2020, Mayor Robinson and the City Manager visited Bunnell Elementary School to help serve breakfast to the students for National School Breakfast Week.



Mayor Robinson and City Manager Alvin Jackson took the Polar Plunge March 7, 2020 to help Special Olympics.

Information Technology

Received the last server as part of Fiscal Year 20 replacements. Completed deploying all do the laptop and desktop replacements. Assessing older hardware for further swaps.

Participated in some planning meetings for The City of Bunnell Presents Artisans at the Crossroads. Created a Facebook event, and setup advertising for the event.

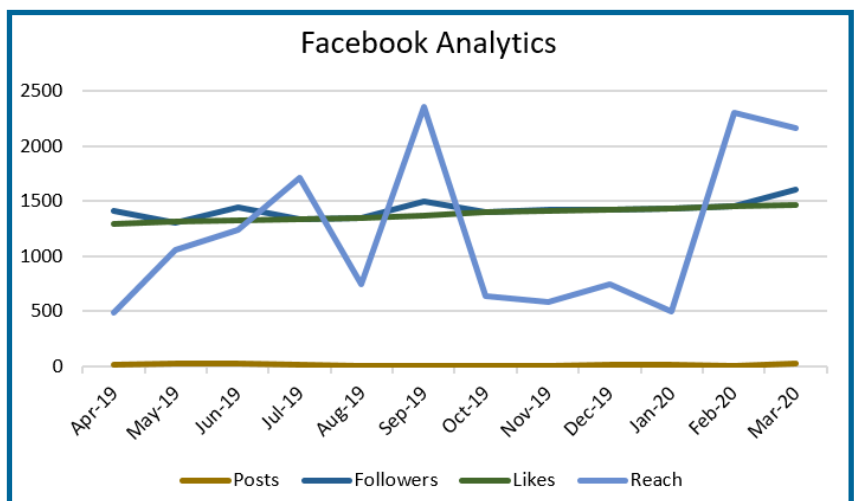
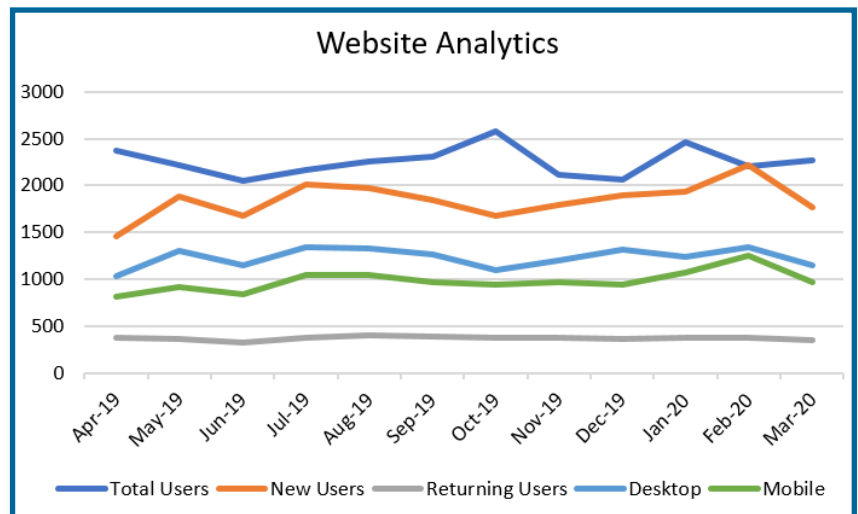
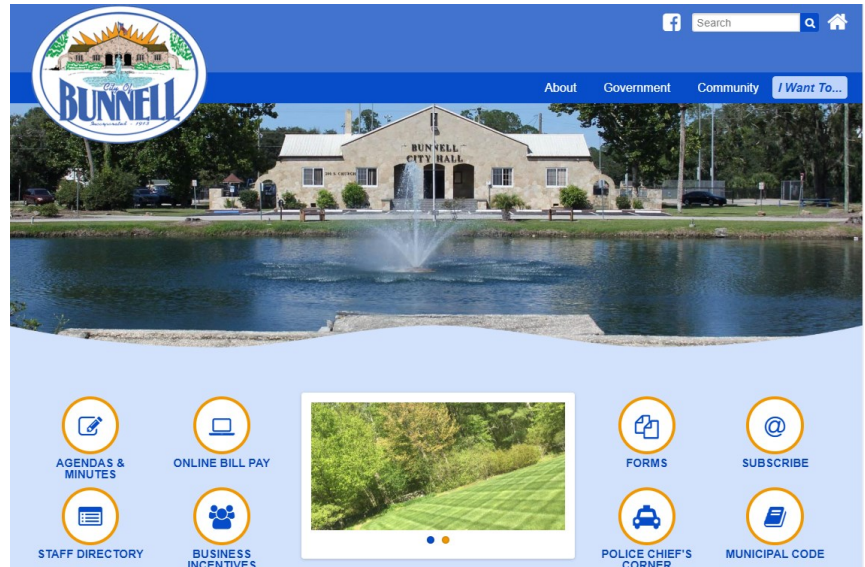
Had a long kickoff meeting with our Project Manager on the new website. They have started populating pages on our new site. Converting them from the existing site. Hopefully the end of April we will be up and running on the new website.

A good portion of the month was spent on preparing for Covid-19. Readying laptops, which were intended to be out processed soon. Pressing them back in service in preparation for much of the administrative staff to work from home. Purchased a couple of additional laptops, and various licenses required. Also spent time figuring out how to use Zoom for virtual meetings. Participated in the first City Commission and PZA virtual meetings.

Sent out an email to all users about some Covid-19 scams that are already showing up, and urging our folks not to fall for the trap. Also created an additional training campaign on working from home.

Top 10 web pages:

1. Home Page
2. Open Jobs
3. Agendas
4. Contacts
5. PD Home
6. City Commission
7. Building Department
8. Covid-19
9. Business Tax Receipt
10. Infrastructure



City Clerk Office

2020 Municipal Elections

March 17, 2020 was the Municipal Election. There were two commissioner seats up for election on this day.

The following were elected to serve a 3 year term on the City Commission:

⇒ John Rogers

⇒ Tonya Gordon

Swearing in of the newly elected candidates will occur on April 13, 2020 at the City Commission Meeting.

Business Tax Receipt Renewals for FY 19/20

Since 2013, the City has partnered with the Flagler County Tax Collector for all local business tax receipt renewals. As of March 30, 2020 there were a number of businesses which had not renewed their FY 19/20 local business tax receipt—121 businesses within the City. With the current penalties due, this is an estimated \$19,000.00 still due to the City. Florida Statute Chapter 205 does not allow Code Enforcement action to be started until 150 days from notice (done in July 2019) has passed. The Clerk's Office referred all the businesses in the City limits to Code Enforcement for processing.

Utility Liens

*As of January 2020

Address	Lien Amount/Balance
1203 S. Bay St.	\$347.68
408 E. Booe St.	\$375.36
815 Hymon Cir.	\$679.62
807 Hymon Cir.	\$597.84
812 Marion St.	\$2322.61
602 S. State St.	\$806.67
500 S. Cherry St.	\$802.99
304 E. Booe St.	\$282.90
507 S. Anderson St.	\$481.03
900 E. Moody Blvd.	\$102.40
818 Hymon Cir.	\$160.00
401 S. Church St.	\$52.00
504 S. Moore St.	\$99.00
804 Hymon Cir.	\$187.00
508 S. Railroad St.	\$148.50

Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 2 Preliminary Plat	Review	Site Plan: Preliminary Plat and construction of 117 units.	1/14/19	Pending City Commission approval 10/14/19.
3360 Steel Rail Dr.	Pending	Building Permit	4/2/18	Building permit approved pending Gate completion 9/30/19
Steel Rail Landscape Depot Carver Gymnasium Addition—Phase 1 & 2	Review	Site Plan	9/24/18	Site approved by PZA project is under construction
Robert Little	PZA Board 8/20/19	FLUM and rezoning 1.354 acres	7/8/19	Approved by PZA and City Commission Boards, under construction.
Q17 Holdings, LLC	PZA Board 8/20/19	FLUM & rezoning 33.6 acres	7/29/19	PZA & City Commission Boards, then Site Plan Approval.
Bolotina Co	Reviewed by Staff	Site Plan	1/25/19	Building permits approved under construction.
Flagler County's Sheriff's Building	Reviewed by Staff	Site Plan	5/2/19	Site plan approved and under construction.
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Rezoning FLUM / Site	4/23/19	Approved FLUM and rezoning and site plan. Project under construction.

Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Jump for Joy	Reviewed by staff	Special Exception to exceed 10k sq ft	7/30/19	Pending building permits
Steel Rail Commons 28,250 sq ft (2 buildings)	Reviewed by staff	Special Exception to exceed 10k SF	12/18/19	PZA approved site plan at the 1/21/2020 meeting. Under Construction
Phoenix Crossing Elkin St/N. Main	Reviewed by Staff	Special Exception	3/25/20	Pending PZA approval at the 4/21/2020 meeting.
Pechmann Development 3455 Steel Rail Dr	Reviewed by Staff	Site Plan	12/12/19	PZA approved site plan 3/25/20
Baxter Tech 3485 Steel Rail Dr	Reviewed by Staff	Site Plan	12/12/19	PZA Board approved site plan at the 3/25/2020 meeting
Premier Food Trucks 401 N. Pine	Reviewed by Staff	Site Plan	2/20/20	PZA Board approved site plan at the 3/25/20 meeting
Flagler Depot— All Aboard Storage 4653 E. Moody Blvd	Reviewed by staff	Site Plan	3/18/20	Pending PZA approval at the 4/21/2020

Projects

West Side Sewer and Drainage Rehabilitation: \$740,078 \$462,200

Construction is complete. Project completion pending final As-Built approval and invoicing.

South Side Sewer and Drainage Project: \$761,140 \$700,000

Project is complete.

SR100 Reclaim Waterline Extension Phase II: \$438,241 \$493,176

Construction is complete. Project completion pending final invoicing.

2020 SJRWMD REDI Sewer Slip Lining Rehab Project: \$ 6,735 \$500,000

Project is slip lining 2.85 miles of cured-in-place pipe (CIPP) within existing vitrified clay pipe (VCP) in the City's wastewater collection system. Contractor piggyback agreement approved by Commission at the March 23, 2020 meeting. Construction scheduled to begin in April.

West Side Storm Water Improvements Phase II: \$ 2,433

Phase II would install corrugated pipe and filter media in the ditches on Deen Rd, Franz, and a portion of 4th St. This system will increase storage capacity as well as clean storm water before leaving our MS4 system and entering receiving state water bodies. Grant application submitted, awaiting SJRWMD decision. If selected by SJRWMD, construction would begin early October 2020.

Community Development Block Grant (CDBG):

Application process in progress. CATF volunteer appointment approved by Commission at the March 23, 2020 meeting.

Hazard Mitigation Grant Program (HMGP):

Application submitted for five mobile lift station generators for city-wide lift station coverage during storm events.

Historical Preservation Grants Program:

Requested information from Parks & Rec: \$ would need to be budgeted next fiscal year to rehab the Coquina Building. Must have 25% match up front when application submitted (April 2021). Details from Parks & Rec regarding work to be done and estimated costs is pending.

Projects

Utility Master Plan & Retreat:

\$321,112

This project is to evaluate every aspect of the City's potable water, sanitary sewer, stormwater, and other systems and develop a master plan to accommodate future growth.

The Master Plan was accepted by the Board at the March 9, 2020 Commission Meeting.

WTP Well #7 Rehab:

\$ 9,975

Evaluate and rehabilitate Water Treatment Plant Well #7.

Evaluation conducted. FDEP Permit modification approved by Commission at the March 23, 2020 meeting.

Wastewater Treatment Plant Rehab / Expansion:

\$ 35

The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant and expand the treatment capacity to 1.20 MGD.

Facility Plan revision to reflect actual proposed work. Capital Finance Plan (CFP) for SRF loan being prepared.

Total Projects Expense:	Total Grants
\$2,279,749	\$2,155,376

Infrastructure

Staff Updates

Infrastructure Hired 2 new trainees, Marcus Butts, and Daniel Rayl for the collections and distribution crews.

Capacities WTP/WWTP

Capacity for the WWTP in March 2020 was 66% with a total of 0.12" of rainfall. Total influent flow for the month was 12.350MG, with a Daily Average of 0.398MG

The WTP produced 8.767MG of drinking water, with a daily production average of 0.282MG in March 2020. With our WTP putting out 8.767MG and our WWTP receiving 12.350MG, we treated 3.583MG of storm/ground water. Higher flows are seen during the COVID-19 pandemic, as more residents are staying home all day.

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	128.87 Tons	9.91
Residential Recycle	23.09 Tons	1.78
Yard Waste	136 Yards	6.8
Commercial Garbage	147.86 Tons	11.37
Commercial Cardboard	21.63 Tons	1.64
Construction & Demolition and Bulk debris	26.57 Tons	7.59

Police Department

The Bunnell Police Department brings bears on patrol.

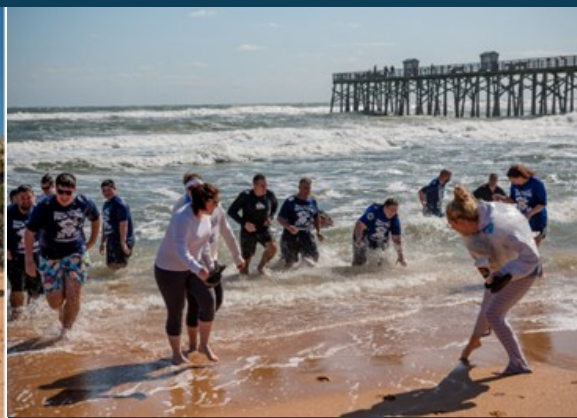
Bunnell Police Department sends a Thank you to the Kiwanis Club of Flagler County for their kind donation of the stuffed "BEARS ON PATROL" for children in need of comfort.

My police officers and I will keep the bears in our patrol vehicles ready to comfort small children who have been traumatized, victimized, or even suffer an illness so that we may bring a smile to their faces.



Bunnell Represents at the Polar Plunge

Saturday March 7, 2020 was pretty chilly for the annual Polar Plunge. The City of Bunnell was well represented. Mayor Robinson, City Manager Jackson, Chief Foster, Sgt. Mortimer, Sgt. Guida, and Officers Wichman took part in the event to raise funds for the Special Olympics.



COVID-19

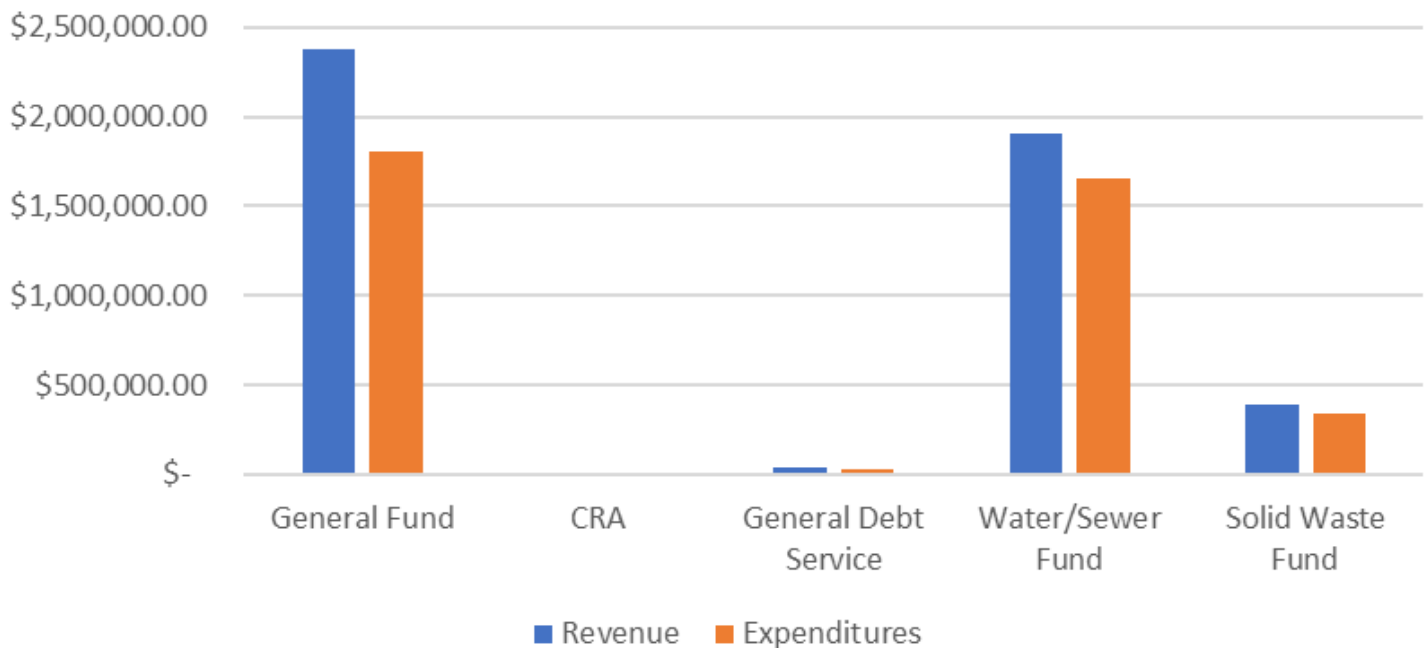
The Bunnell Police Department & City of Bunnell Management Team prepares for COVID-19 meeting daily with our City Manager. Our goal is to Stay Healthy and Stay Safe while continuing dedication to serving our community during this difficult time.





BUDGET PERFORMANCE FISCAL YEAR 2019

FY 2019-2020 Revenues & Expenditures by Fund as of 3/31/20



March was the sixth month of Fiscal Year 2019/2020 so we are half way through. The approved 2019/2020 budget, including amendments, totals \$10,458,241 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.

General Fund – The General Fund has total revenue of \$2,377,670 while expenditures currently total \$1,807,949.

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. Monthly, \$5,633 (equal to 1/12th of the debt service payments) is transferred from the General Fund to the Debt Service Fund and the payments are processed quarterly. The second quarterly payment was made in March.

Water/Sewer Fund – The Water and Sewer Fund has total revenue of \$1,907,313. The expenditures total \$1,660,100.

Solid Waste Fund – The Solid Waste Fund has revenues of \$390,793 and expenditures of \$339,863.