

City Manager's Monthly Report



Dr. Alvin B. Jackson, Jr.
City Manager
For April 2019

May 2019

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

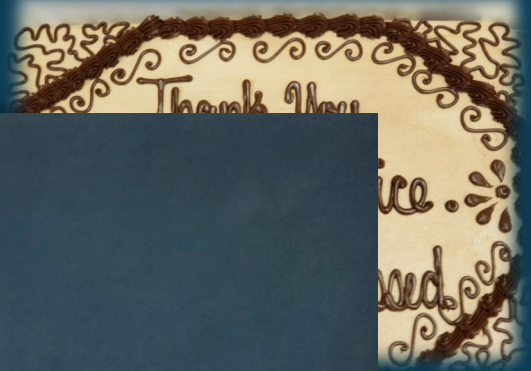
The City of Bunnell will provide its residents, businesses, visitors, partners and staff with value centric leadership to create a safe, sustainable, attractive, strong and vibrant community while building on our rich heritage as the foundation to improve the City's economic future and to achieve the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

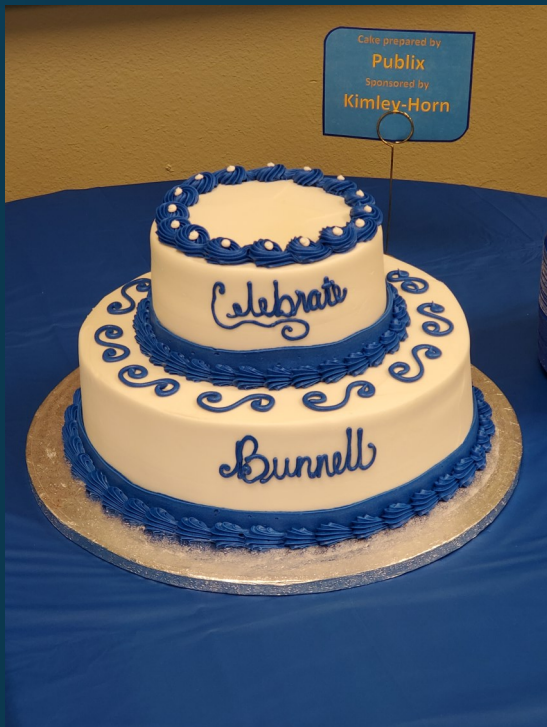
April 8th

At the April 8th City Commission meeting, the City said “goodbye” to Commissioner Tucker . The City also swore in Mayor Robinson, Commissioner Baxley, Commissioner Nobles and Commissioner Reeger.



April 22nd– State of the City

In accordance with the City Charter, the State of the City was held on April 22nd. With the assistance of Kimley Horn, the City shared a meal with those in attendance. The meeting opened with a Proclamation for Telecommunicators Week and then we swore in Officer Jake Sanders and Officer William Roberts. Mayor Robinson revisited events from the past year and a brief glance at current City initiatives.



Other Events



April 10, 2019 the City was well represented at the Boys Scout Golden Eagle Dinner which honored John Subers for his work within Flagler County and with the Boy Scouts.

April 6, 2019: Household Hazardous Waste Collection Day

Latex Paint	140 gallons
Solvent based paints	40 gallons
Petroleum Products	65 gallons
Aerosols	127 units
Fluorescent bulbs	34 units
Propane Cylinders	8 units
Tires	13 units
Fire Extinguishers	3 units
Electronics	600 pounds
Batteries	160 pounds
Liquid pesticides	60 pounds
Granular pesticides	15 pounds
Pool chemicals	15 pounds
Cleaning supplies	30 pounds



Information Technology

For our Infrastructure Department created a new Stormwater page with information on the Municipal Separate Storm Sewer (MS4) program.

Worked with Administration and HR in creating a new employee evaluations for management, and staff. Utilizing Adobe Acrobat, and Java Script, made the files fillable, and programmed the forms to do the math and require certain fields depending on the user's input. These have both been circulated around for review.

Met With Granicus who is the parent company for our agenda creation and meeting software. Novus Agenda, to discuss ADA compliance and how we get to that point with the agendas. Granicus is working on modifying their website to be ADA complaint for the online version of the agenda. Them systematically making the PDF version is going to take some additional research on their part. Regardless, we will have to teach our folks how to update and make documents complaint. Also suggested updating our bid specs so that anything we receive as a deliverable form a vendor needs to be complaint.

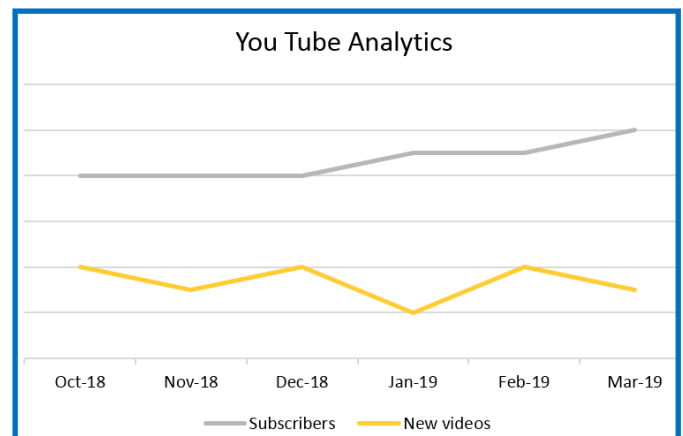
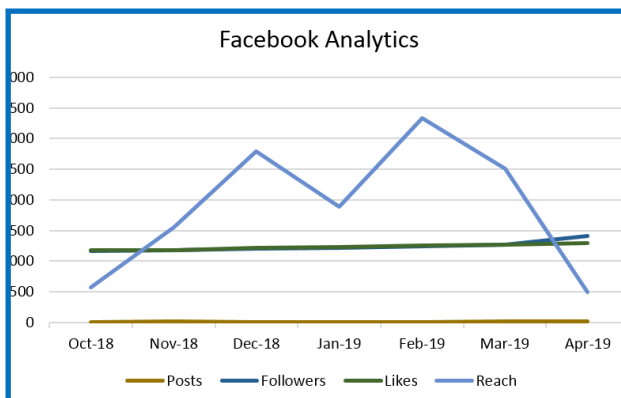
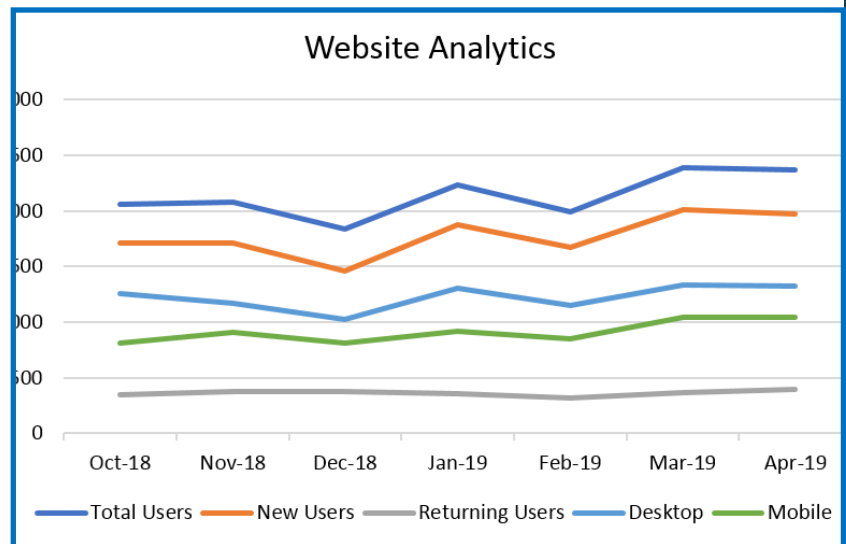
The Finance Director and Chief Technology Officer went to Dallas for the Tyler Technologies users conference called Connect. We attended classes and new product demonstrations. Tyler Technologies appears to be heading in a good direction.

Received and installed 2 servers. One of them is now the database server for Incode (our financial and community development software). The other is a domain controller for the PD.

Created a workflow in our service orders module for Parks and Recreation. We will be assigning a tablet to Lisa, and she will be able to assess facilities after a rental, and report the results on the Mobile Service Order app, take pictures, and a report, and provide that information electronically to Finance for deposit processing.

Top 10 web pages:

1. Home Page
2. Open Jobs
3. Contacts
4. PD Home Page
5. Building Dept
6. Infrastructure
7. Agendas
8. City Commission
9. Planning
10. City Manager



Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 1 A and 1 B RePlat	Review	FINAL RePlat	4/4/18	FINAL Plat reviewed by the PZA Board in March. FINAL Plat will be brought before the Commission for review and approval in May.
Grand Reserve Phase 2 RePlat	Review	Preliminary Plat	1/14/19	Sent Staff comments to Grand Reserve 4/3/19
3360 Steel Rail Dr.	Approved with Conditions	Site Plan	4/2/18	Pending building permit application and BTR compliance 5/31/19
Porchlight (SR100 LLC 240 unit multi family project)	Review	Site Plan	4/24/18	Second City comment letter sent 7/24/18. As of February 2019, a revised site plan addressing the last set of City comments has not been provided to the City.
Steel Rail Landscape Depot	Review	Site Plan	9/24/18	4/4/19 Pending revised site plan and comments answered before going to PZA Board meeting, May 21, 2019

Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Carver Gymnasium Addition	Review	Site Plan	11/17/18	Site Plan Review process 4/5/19. Going to PZA, May 21, 2019
Bolotina Co	Site Plan Review	Building Permit Application	1/25/19	Site plan to PZA 4/16/19

Infrastructure (Formerly Utilities and Public Works)

Staff Updates

- We are proud to welcome Deb Blair to the Infrastructure Department as our new Admin II

Capacities WTP/WWTP

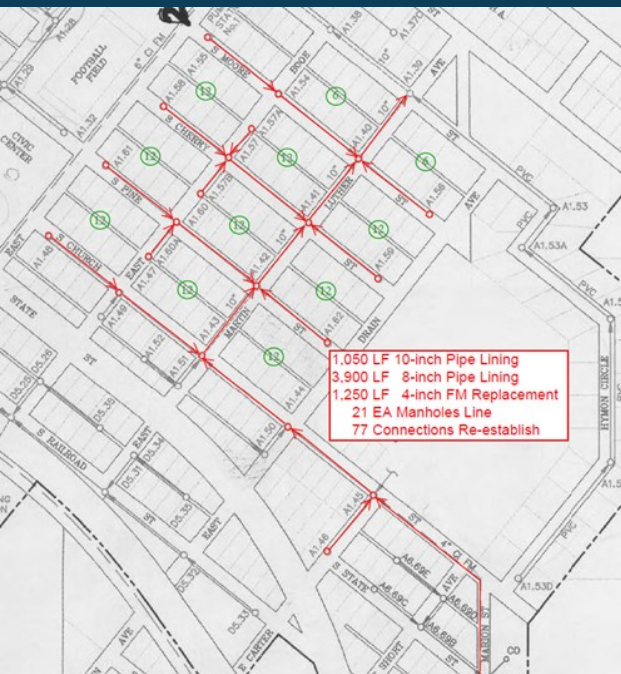
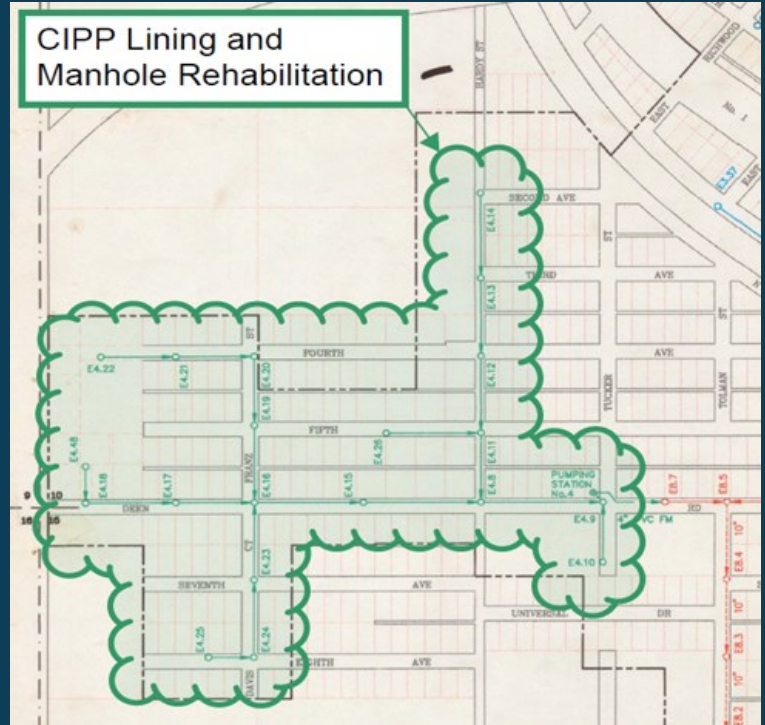
- Capacity for the WWTP in April 2019 was 66% with a total of 1.79" of rainfall. Total influent flow for the month was 11.969MG.
- The WTP produced 7.898MG of drinking water, with a daily production average of 0.254MG in April 2019. With our WTP putting out only 7.898MG and our WWTP receiving 11.969MG, we treated 4.071MG of storm/ground water.
- The WTP produced 6.174MG of drinking water, with a daily production average of 0.199MG in February 2019. With our WTP putting out only 6.174MG and our WWTP receiving 12.690MG, we treated 6.516MG of storm/ground water.

Projects

Infrastructure: West Side Sewer and Drainage Rehabilitation: Project Number 2018 01 This project is to rehabilitate manholes, install a pipe liner, and provide storm water improvements by repairing, replacing and reshaping the swales in the western section of the City. Primarily along Deen Rd, and some of the side streets. The purpose of this project is to better storm water drainage in the area as well as mitigate storm water from getting into the wastewater collection system and overloading the wastewater plant during wet weather.

West side storm and sewer project was pretty much at a standstill during the month of April. This was due to delays in the manufacturing of the conflict manholes from Change Order #2. Progress was made in the erosion control portion of the project, the city sent off soil samples for testing and found a hydroseed product that will work with our swale slopes. This hydroseed will be Change Order #4, which will be presented to the commission May 13th.

This project is partially funded by a grant from the St. Johns River Water Management District (SJRWMD) Rural Economic Development Initiatives (REDI) Grant program. Additional funds are from the Wastewater Enterprise fund.



Infrastructure: South Side Sewer and Drainage

Project: Project Number 2017 03 This project is to install a pipe liner, and increase the size of a force main in the southeastern area of the City. The purpose of this project is to mitigate storm water from getting into the wastewater collection system and overloading the wastewater plant during wet weather.

During the month of April, Insituform cleaned and camera inspected all gravity sewer mains in the project area. Insituform also completed all of the gravity sewer line slip lining. During the camera inspections of the gravity mains, it was found there were no broken mains. Broken mains were an item budgeted for on this project. Therefor the city should be looking at a deductive change order in the future. Contractors will be working on lateral

Projects

lining and inspection in May as well as force main installation.

This project is funded in part by a Community Development Block Grant from the Florida Department of Economic Opportunity. Remaining funds are from the Wastewater Enterprise Fund.

Parks and Recreation: Heritage Trail Park: Project Number 2017 05 City Staff has finished the construction of Heritage Park in accordance with the guidelines and restrictions of the Florida Department of Environmental Protection Florida Recreation Development Assistance Program. The grant would only pay for certain items and features. City staff is working in conjunction with Fred Fox to complete the close out package and submit it to the State. A ribbon cutting will be scheduled in June once the State recognizes the grant is closed out.

Infrastructure: Reclaim Waterline Extension Phase II: The City was awarded \$493,176.41 grant from the SJRWMD REDI program to further extend a reclaim water line along East Moody Blvd to bring reuse irrigation water to more commercial customers in the area.

This project is still in the design phase with Alliant Engineering. We are hoping to go out for bid in mid June 2019.

Utility Master Plan: 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 first in a series of Town Hall Meetings to provide information to our residents and customers have been schedule.

Lift Station #2: The last commission approval for the rehabilitation of Lift Station #2 is being presented to the commission at the May 13th meeting. Once all items are ordered and received Infrastructure Crews will begin the much needed rehab of L.S.#2

Police Department

The City of Bunnell Police Department receives 2 Awards of recognition this month for Outstanding Community Service.

- Fund Raising and Participation in the 11th Annual Christmas with a Deputy/Cop from the Flagler County Sheriff's Office on April 7th.
- "Going Beyond the Call of Duty" Award, presented to Chief Tom Foster at the Allen Chapel AME Church, Daytona Beach service on Palm Sunday from Rev. Dr. Nathan Mugala and Dr. Tammarynd Flynt.

The Bunnell Police Department and Chief Foster provided breakfast to the Flagler County Sheriff's Communication Center in honor of National Public Safety Telecommunicators Week.

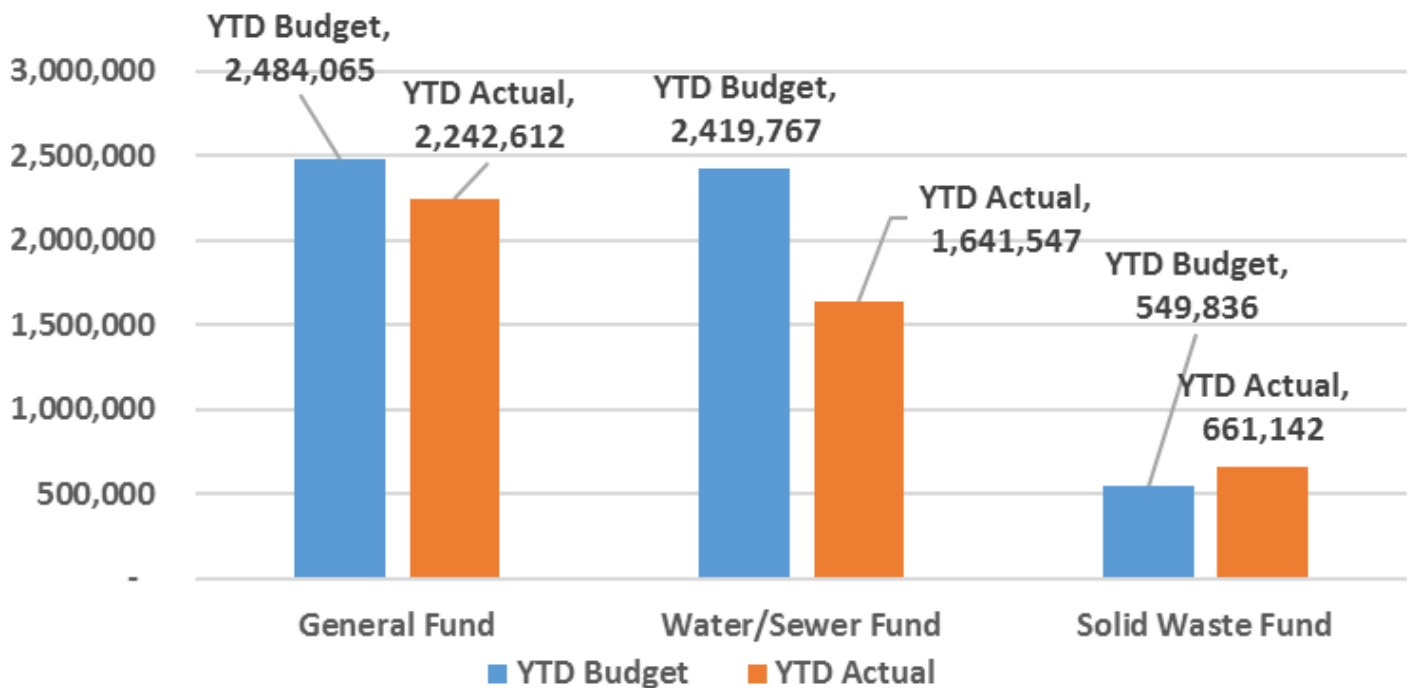
Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential	113.86 Tons	8.75
Commercial	179.73 Tons	13.82
Yard Waste	118 Yards	5.9
Construction & Demolition and Bulk debris	20.31 Tons	5.8



BUDGET PERFORMANCE FISCAL YEAR 2019

Major Operating Funds Revenue April 2019



April is the seventh month of the fiscal year which represents 58% of the fiscal year. The graph above reflects fiscal year to date revenues in the City's three major funds.

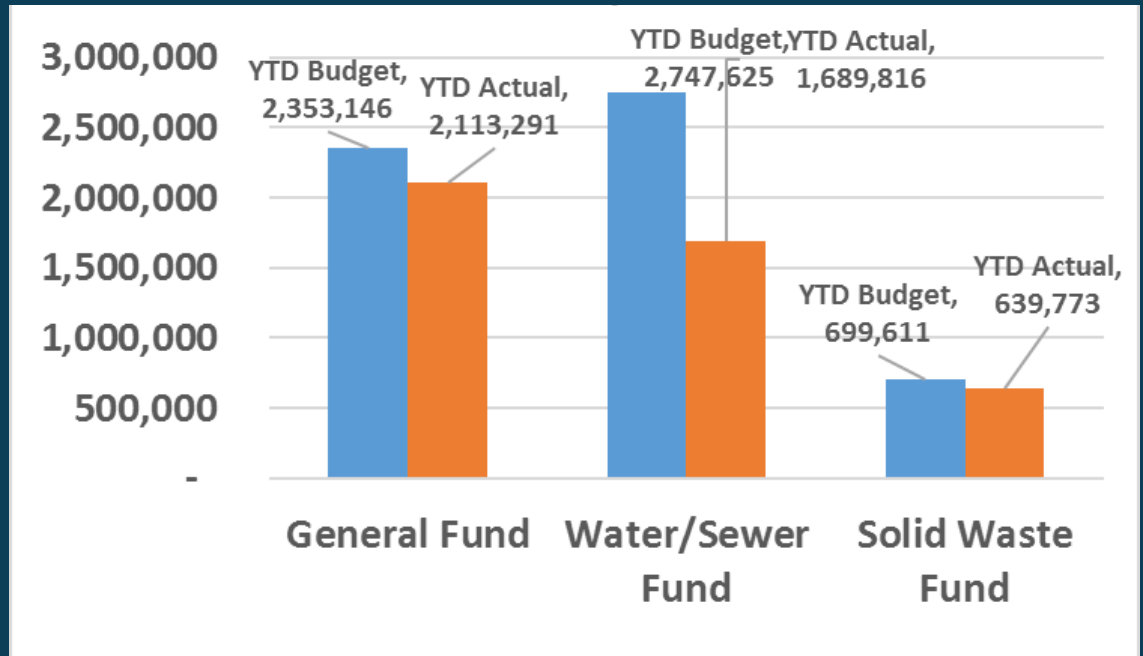
General Fund Revenues are below anticipated levels by 10%. This shortfall is primarily due to the timing of grant revenue which accounts for \$382,262 of annual revenue. Just over 90% of Ad Valorem tax revenue has been received by April. In addition, the sale of the surplus Fire truck resulted unbudgeted \$31,475 of unbudgeted revenue. All major shortfalls in General fund revenue are due to the delay in construction of grant funded projects. The anticipated new construction activity is now progressing as anticipated in the budget.

Water Sewer Fund operating revenue are below anticipated levels by 32% year to date. This shortfall is due to the construction timing of several grant projects. Revenue of \$970,197, for these projects will not be received until construction activities occur. Please note below a corresponding decline in anticipated expenditures due to the timing of these projects. We anticipate annual budgeted revenue to be in line with projections by the end of the fiscal year.

Solid Waste Fund operating revenues are above year to date budget by 20%. This is due to the unbudgeted host fee revenue collected of \$20,959 and loan proceeds of \$278,000 (for the purchase of a new garbage truck).



BUDGET PERFORMANCE FISCAL YEAR 2019



The graph above reflects fiscal year to date expenditures in the City's three major funds.

General Fund Expenditures are lower than expected due by 11%, due to timing of capital projects and expense payments. The major partially completed project include is the Deen road storm water improvements.

Water Sewer Fund Expenditures are significantly lower than anticipated by 63% of the year to date budget. The timing of capital construction projects expenditures is the major contributing factor. The projects include the Deen road sewer improvements, Waste Water treatment plant improvements, and the CDBG Southside sewer improvements.

Solid Waste Fund expenditures are 9% below anticipated year to date expenditures. The expenditures include the purchase of a new garbage truck for \$278,717. Other expenditures are below expected levels due to the delay in debt repayment because of the new bank loan for the garbage truck.

The graph to the right represents year to date revenue and expenses for the City's three major funds through April 2019.

