

# City Manager's Monthly Report



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

September 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.

## Swearing In Ceremony: Officer Daniel Toblin



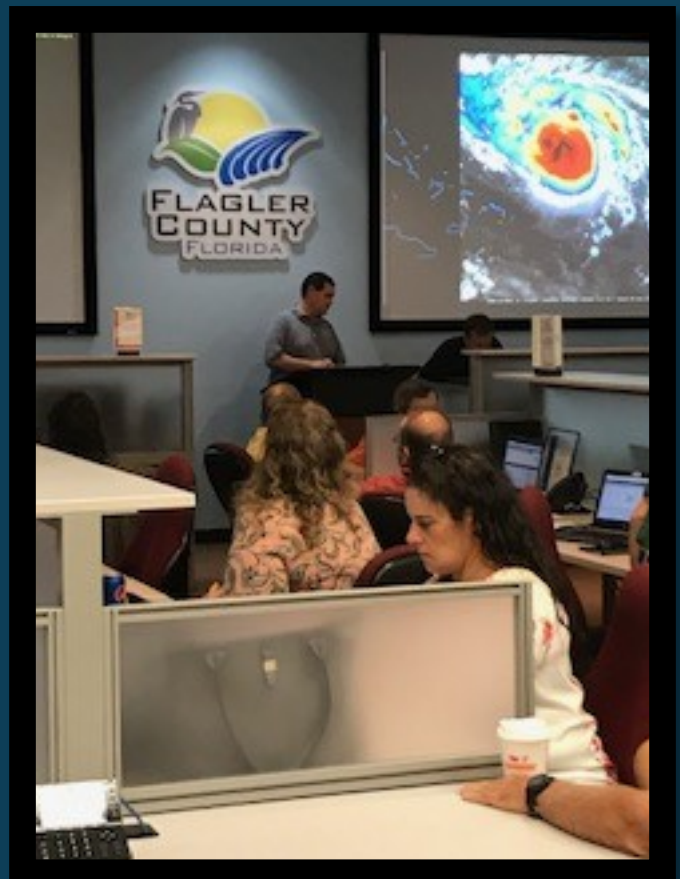
At the August 12, 2019 City Commission Meeting, Chief Tom Foster swore in Officer Daniel Toblin





## Hurricane Dorian

The last week of August, the eastern coast of Florida was threatened by Hurricane Dorian. Starting August 28, 2019 the City entered storm prep mode. On August 29, 2019 we declared a local state of emergency via Resolution 2019-14. For 7 days, City staff prepped, waited and was ready to respond to whatever happened as a result of this hurricane. Overall, the City was as prepared as it could be to face whatever Dorian may have given us to deal with.



## Information Technology

Attended a class at Daytona State on creating ADA compliant Microsoft Office documents, and PDF files. In the near future will be setting up a training session for the Administrative Assistants on this information to help with out on going ADA compliance.

Successfully completed Local Agency Security Officer (LASO) training and certification. This annual training is required by the FBI and administered by the FDLE.

Spent quite a bit of time working with Administration and temporary employees trying to keep Finance Department operations in the absence of employees. Modified some internal processes to allow for the City Manager to review and approve purchase requisitions, and review and approve checks.

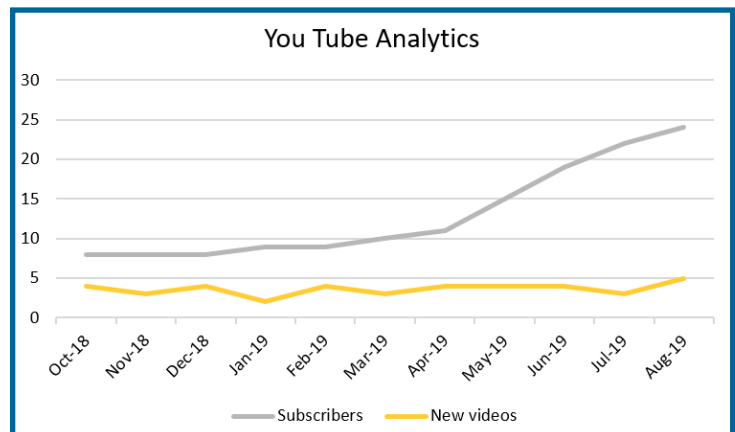
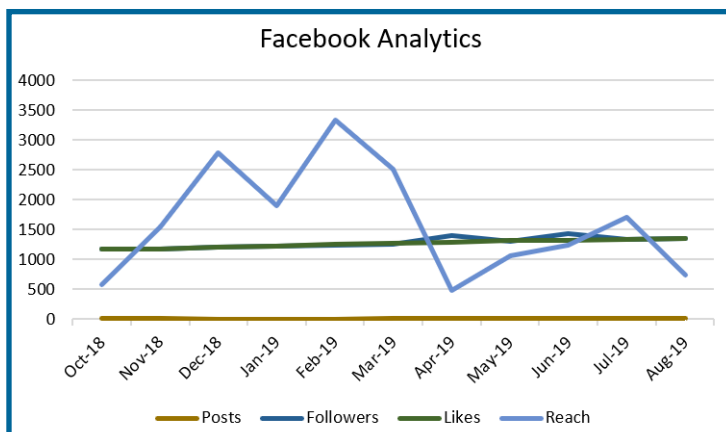
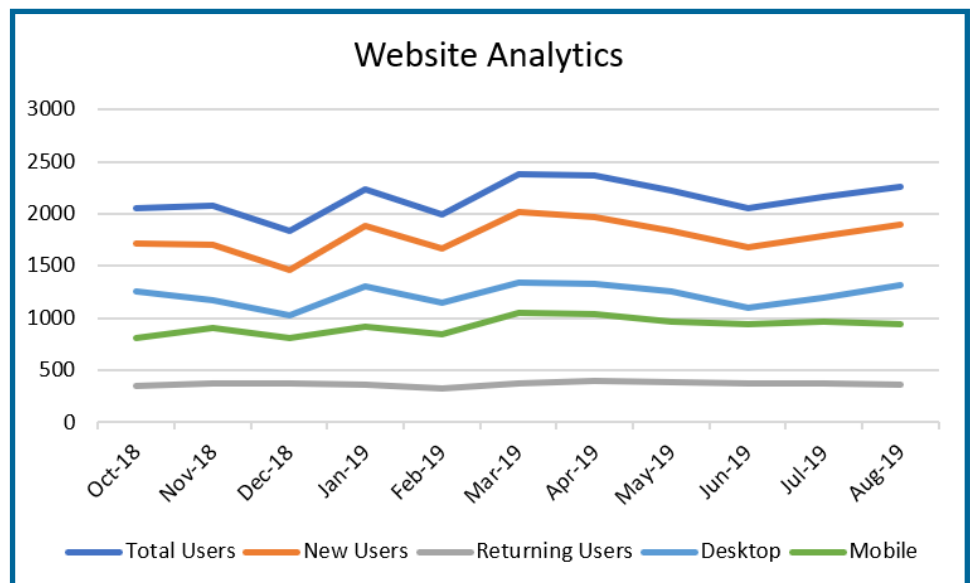
Had a failure of the access control system in City Hall. Worked with the vendor to get the failed card replaced, and the system back operational.

Took delivery and setup 4 new copiers. The older machines were taken by the vendor as trade ins. Had to install new printer drivers on several machines.

Working with Community Development and the Clerk's Office to port data from Incode to iWorq. With a non disclosure agreement with have with Tyler Technologies, I could not simply send them the database as the table and field names would be transmitted as well. Ported the data to Excel and re-named the fields.

### Top 10 web pages:

1. Home Page
2. Open Jobs
3. Contacts
4. Agendas
5. Police Department
6. Building Dept
7. Bids page
8. Infrastructure
9. Community Development
10. City Commission



## Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 2 RePlat	Review	Preliminary Plat and construction of 117 units.	1/14/19	Pending City Commission 9/9/19
3360 Steel Rail Dr.	Pending	Building Permt Application	4/2/18	Building permit approved pending Gate completion 9/30/19.
Porchlight (SR100 LLC 240 unit multi-family project)	Review	Site Plan	4/24/18	Review Site Plan 4/24/18 Initial City Comment letter provided 5/10/18 while still waiting on information requested from applicant to obtain the E-911 addresses for the entire project; Received an amended site plan on 7/5/18, but all City comments were not addressed/resolved; Second City comment letter sent 7/24/18. As of 1/7/19 pending owner to respond and address all City comments
Steel Rail Landscape Depot	Review	Site Plan	9/24/18	Pending building permit approval 9/30/19
Carver Gymnasium Addition—Phase 1 & 2	Review	Site Plan	11/17/18	Pending Building Permit issued by the County.
Robert Little	PZA Board 8/20/19	FLUM & Re-zoning 1.354 acres	7/8/19	PZA & City Commission Boards tehn Site Plan approval.

## Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Q17 Holdings, LLC	PZA Board 8/20/19	FLUM & Re-zoning 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
Flagler County's Sheriff's Building	Reviewed by Staff	Site Plan	5/2/19	Pending PZA Board 9/17/19
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Rezoning, FLUM / Site Plan	4/23/19	PZA Board Rezoning – FLUM 9/17/19 and Site Plan Pending comments back from technical review committee on Site Plan
Jump for Joy	Reviewed by Staff	Special Excep- tion to exceed 10k sq ft.	7/30/19	Pending Building Permit.

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	96.03 Tons	7.38
Commercial Garbage	186.04 Tons	14.31
Yard Waste	130 Yards	6.5
Construction & Demolition and Bulk debris	64.84 Tons	18.53

## 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 is nearing completion. Hydroseed applied and growing, providing much needed erosion control. Engineer's punch list has been completed. Unfortunately, due to storm prep and city closure we have been unable to review with Contractor. Remaining scope is upstream conflict manhole bars to be installed per design and punch list.

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 rehabilitate manholes, 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. 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.

Lateral lining is underway. Conduit run and prep complete for FPL to run power to Lift Station #2.

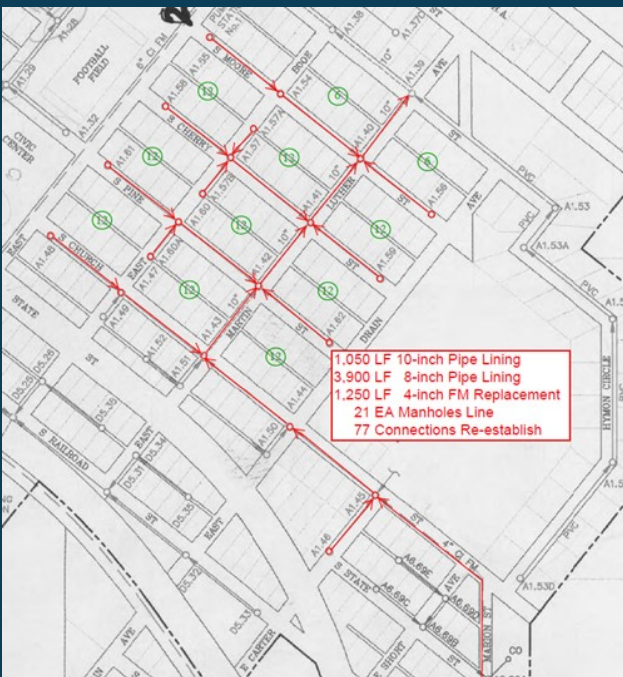
**Infrastructure: Reclaim Waterline Extension Phase II:**

The City was awarded \$493,176.41 grant from the SJRWMD REDI program to further extend a reclaim water line 4500 feet along East Moody Blvd to bring reuse irrigation water to more commercial customers in the area. Bid Opening held August 29th. Selection

Committee will meet after Dorian.

**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 City of Bunnell conducted a second town hall meeting on Tuesday, June 4th at the Coquina City Hall. The Utilities Master Plan team, comprised of Kimley-Horn, CPH, and Abelita LLC,





## Projects

presented information about the master plan, economic development funding strategies, and community engagement. Notices regarding the town hall meetings were disseminated via the city's website, Facebook page, handbills given out at the Bunnell Bonanza, email distribution, and word-of-mouth. The meeting had five attendees beyond those representing the city and project team. The attendees participated in the discussion by asking questions or making comments about what was presented and expressed appreciation to the city for providing early information.

The city's online survey, launched on April 5, 2019, closed on June 10th. The survey was available through a link on the city's website and Facebook page. Announcements about the survey were made at each of the town hall meetings, the community champions' meeting with the city manager, and periodic email reminders. A total of 95 people participated in the survey, with a 100% completion rate, representing the highest participation rate of prior survey results for Bunnell. All participants answered all six questions on the survey, and some provided additional responses to open-ended questions. Of the 95 participants, 52 provided recommendations to the city concerning its communications and engagement with the community. Additionally, 56 participants provided an email address to receive communications from the city, of which 14 were duplicates of those already in the city's database and 43 were new entries. Full details of the survey results are being provided by Abelita LLC to the city in the near future.

The WWTP Capacity Analysis Report was completed by Kimley Horn and submitted to the Florida Department of Environmental Protection. This report showed the WWTP is indeed at capacity and soon to exceed its permitted capacity. By submitting this report to FLDEP, the state is going to require action on WWTP improvements to take place quickly. We have decided to push the WWTP portion of the Master Plan to top priority.

## Infrastructure Department (formerly Utilities)

### Staff Updates

- No new/changes in staff.

### Capacities WTP/WWTP

- Capacity for the WWTP in August 2019 was 59% with a total of 4.95" of rainfall. Total influent flow for the month was 11.018 MG.
- The WTP produced 8.659 MG of drinking water, with a daily production average of 0.279MG in August 2019.
- With our WTP putting out 8.659MG and our WWTP receiving 11.018MG, we treated 2.359MG of storm/ground water. This is an decreased amount due to less rainfall, and dry grounds. Slip lining is showing improvements in wet weather flows.

## Police Department

On August 6th the members of the Bunnell Police Department participated National Night Out held at FPC High School. This annual event is a community-building campaign meant to enhance relationships between neighbors and law enforcement to make our community safer.

On August 17th the Bunnell Police Department participated in "Back to School" Bash providing hundreds of needed school supplies to our local children. Great interaction with the children of the community!

On August 28th, Chief Foster, Chief Doughney, Sheriff Staly and county fire department Chief's attended the Flagler County Association of Realtors meeting in Bunnell to discuss concerns and preparations for Hurricane Dorian. It was a positive information sharing meeting and excellent turn out.



**6th Annual**  
*Back to*  
**School**

**G.W. Carver Community Center**  
201 E. Drain Street Bunnell, FL  
**August 17th 10am-2pm**

**free**

- Entertainment
- Haircut gift certificates
- School supplies
- Demonstrations
- Food & Games
- Backpacks

**MOVE TO IMPROVE**

For more information call 386-385-8228 or visit [www.jearlyn.org](http://www.jearlyn.org)  
Sponsored by: Jearlyn Ministries Inc. & Move to Improve Flagler