

# City Manager's Monthly Report



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

January 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.



# Christmas in Bunnell

**WHERE:** 200 S. Church St., Bunnell  
Coquina City Hall  
**WHEN:** **Friday, December 13<sup>th</sup>**  
**TIME:** 5:00 PM to 8:30 PM

## SCHEDULE OF EVENTS

KIX Country Remote Broadcast	4:00 pm – 6:00 pm
Christmas Characters (Photo opportunities)	5:00 pm – 8:30 pm
Food Truck Vendors	5:00 pm – 8:30 pm
Petting Zoo	5:00 pm – 8:00 pm
Games	5:15 pm – 8:15 pm
Bubble Snow (under 5)	5:30 pm – 8:00 pm
Buddy Taylor Band	5:30 pm – 6:00 pm
Christmas Tree Lighting	5:45 pm
Santa Arrives	6:00 pm
Santa Greets Children	6:00 pm – 8:15 pm
Story Time (on half hours)	6:00 pm – 8:00 pm
Wadsworth Elementary Chorus	6:15 pm- 6:45 pm
<b>SNOW</b>	6:30 pm- 8:00 pm
Odessa & Ralph Brown Singing	7:15 pm- 8:00 pm



**Winter Advisory: Bring your mittens or gloves**





## December 13, 2019: Christmas in Bunnell





December 13, 2019: Christmas in Bunnell



## Information Technology

Worked quite a bit trying to configure iWorq they way we need it to work with all of the functions we are attempting. Some of the functionality we are requiring does not seem to be an option within this system. Without web based payments, we will not get the full benefit of this system. The deal breaker seems to their systems inability to handle multiple addresses for a parcel.

Spent quite a bit of time soliciting quotes from vendors for the Office 365 renewal. Quotes are in, the agenda item approved, and the PO issued.

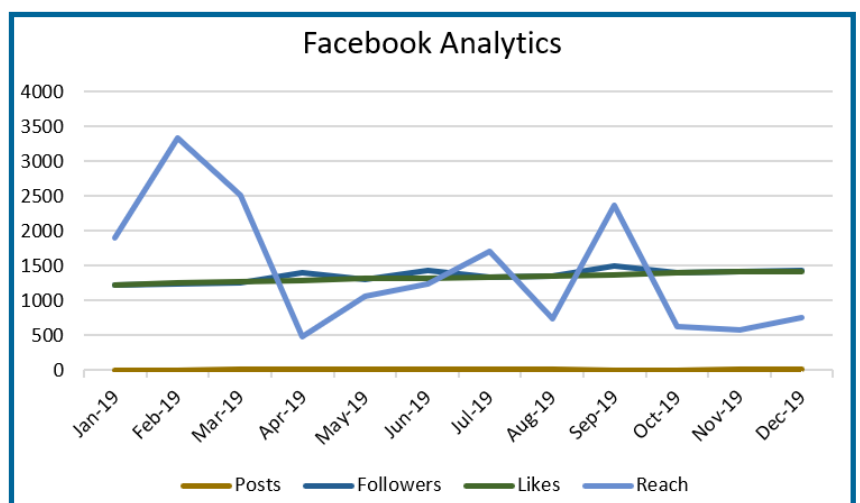
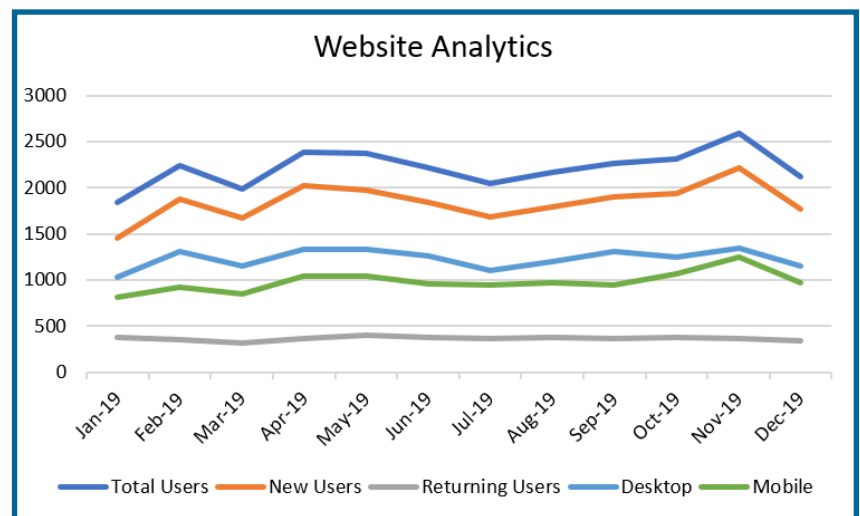
Spent some time soliciting vendors for end of year promotions dealing with website hosting. One vendor was offering to waive all design fees, and we only pay the hosting fee. Proposed that to the Board on the December 18th agenda, and it was approved. Following the holidays have put together a design committee and will start working on the new design.

Setup initial training for all of our users on Cyber Security. The system subscribed to provides training and testing of end users. If they open an item they should not have during testing, the system automatically assigns them to remedial training.

Met with representatives of Verizon to discuss a number of items. Including Automatic Vehicle Location (AVL), fleet management, and the possibility of deploying more tablets in the field. The fleet management system has the ability to do an equipment check list similar to the paper report that is necessary now. If we go this route we can assign a tablet to the equipment, and electronically check off the status of the equipment. Then Fleet receives an email of a deficiency. Instead of having to review all of the paperwork daily.

### Top 10 web pages:

1. Home Page
2. Open Jobs
3. Contact
4. PD Home
5. Agendas
6. Building
7. Solid Waste
8. Bids
9. Solid Waste Holiday Schedule
10. Infrastructure



## City Clerk Office

### 2020 Municipal Elections

March 17, 2020 is the next Municipal Election.

There will be two commissioner seats up for election on this day.

The City Clerk Office revised the 2020 Candidate Handbooks. These books are available for pick up now. This is an important resource when seeking to run for office for the City of Bunnell. Each handbook must be signed for when it is picked up.

The City Clerk is the Qualify Officer for Bunnell Municipal Elections.

There are forms that must be filed with the City BEFORE anyone can start campaigning.

### **Dates to Remember:**

⇒ Qualifying Period is 8:00 AM January 6, 2020 to 12:00 PM January 10, 2020

The following have started the Qualification Process by filing initial paperwork:  
(Note: they have not been qualified to run yet as there are other steps that must be completed during the Qualifying Period)

⇒ Tonya Gordon

⇒ Tina-Marie Schultz

⇒ Commissioner Jan Reeger

## 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 November 30, 2019, there were a number of businesses which had not renewed their FY 19/20 local business tax receipt- 288 businesses within the City and 480 out-of-city businesses/contractors who had not renewed yet. With the current penalties due, this is an estimated \$47,727.00 still due to the City. Florida Statute Chapter 205 does not allow Code Enforcement action to be started until 180 days from notice (done in July 2019) has passed. The City can start code enforcement after January 1, 2020. Efforts to contact those businesses are being made to reduce the amount of work and expense it takes to open a code enforcement case.



## Code Enforcement

\*As of November 30, 2019

\* Per *F.S. 162.10 Duration of Lien* Code Enforcement Liens cannot continue for a period longer than 20 years, unless within that time an action pursuant to s. 162.09(3) is pursued in a Court of competent jurisdiction

Case #	Address	Lien Amount/Balance	Expires
01-001	604 Fourth St.	\$330,933.91	7/1/2021
01-004	205 S. Forsyth St.	\$3,240.00	1/17/2022
06-148	500 S. Cherry St.	\$116,250.00	3/14/2027
06-154	1201 S. Bay St.	\$68,425.00	3/14/2027
14-074	1201 S. Bay St.	\$9,450.00	9/10/2034
07-010	816 Marion St. (aka: 3 Marion St.)	\$116,225.00	3/15/2027
07-126	106 N. Railroad St.	\$900.00 (have been receiving payments since 2/2018)	11/14/2027
08-037	S. State Vacant Parcels (Lake Point Villa PUD properties)	\$96,800.00	8/12/2028
09-006	601 Deen Rd.	\$201,709.90	* In Court at this time
10-047	S. Moore St. & MLK St. Lots 1 & 2	\$236,925.00	4/13/2031
11-142	600 N. Moore St.	\$1,000.00	5/9/2032
13-040	516 S. Pine St.	\$250.00	5/9/2033
14-062	401 S. Church St.	\$675.00	*Commission authorized foreclosure proceedings
16-037	401 S. Church St.	\$450.00	*Commission authorized foreclosure proceedings
15-042	504 S. Moore St.	\$5,000.00	10/14/2035
16-002	S. Pine St. & MLK St.	\$500.00	6/8/2036
17-035	210 S. Anderson St.	\$16,700.00	9/9/2037



## Code Enforcement Con't

\*As of November 30, 2019

\* Per *F.S. 162.10 Duration of Lien* Code Enforcement Liens cannot continue for a period longer than 20 years, unless within that time an action pursuant to s. 162.09(3) is pursued in a Court of competent jurisdiction

Case #	Address	Lien Amount/Balance	Expires
17-056	410 S. State St.	\$642.00	8/9/2037
17-063	410 S. State St.	\$1,034.00	11/8/2037
17-057	3360 Steel Rail Dr.	\$121,250.00	8/8/2038
17-066	205 N. Cherry St.	\$75,800.00	11/8/2037
18-006	607 E. Moody Blvd.	\$45,000.00	4/11/2038
17-040	103 Deen Rd.	\$2,100.00	9/13/2039
19-003	508 S. Railroad St.	\$250.00	8/15/2039
19-012	701 E. Woodland St.	\$11,300.00	8/15/2039

## Utility Liens

\*As of October 31 2019

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

**The Total of all OUTSTANDING FINES AND LIENS = \$**



## Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 2 Preliminary Plat	Review	Site Plan: Pre- liminary Plat and construc- tion of 117 units.	1/14/19	Pending City Commission approval 10/14/19.
3360 Steel Rail Dr.	Pending	Building Per- mit	4/2/18	Building permit approved pending Gate completion 9/30/19
Steel Rail Landscape Depot	Review	Site Plan	9/24/18	Building Permit issued
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 and re- zoning 1.354 acres	7/8/19	PZA & City Commission Boards, then Minor Site Plan approval—TRC.

## 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 pending construction.
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 Exception to exceed 10k sq ft	7/30/19	Pending building permits

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	113.66 Tons	8.74
Residential Recycle	27.94 Tons	2.15
Yard Waste	107 Yards	2.35
Commercial Garbage	182.48 Tons	14.03
Commercial Cardboard	25.74 Tons	1.98
Construction & Demolition and Bulk debris	21.35 Tons	6.1

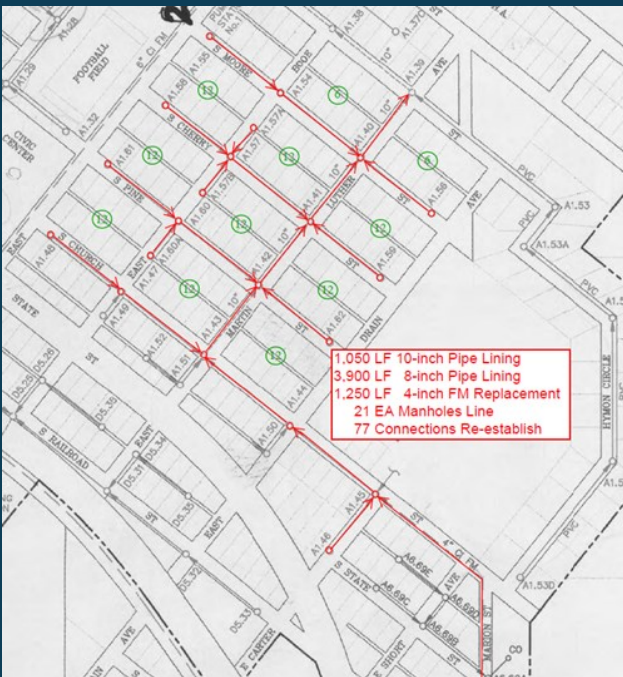


## Projects

**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.

Westside Storm and Sewer project is nearing completion. City is still working with Contractor to make some changes to possibly alleviate future maintenance concerns.

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.

The Southside Sewer Rehab CDBG project is nearing completion. Punch list and Substantial Completion form received from Engineer for next Commission Meeting. Punch list complete.

**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 underway nearing completion – Structures delivered and installed for auto release valve. Punch list and Substantial Completion form received from Engineer for next Commission Meeting.

SJRWMD REDI program grant of \$500,000 for additional slip lining has been approved. We are looking to slip line a portion of the North side of the City.

## Projects

**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 Engineers are working on their presentations for the Board.

Total Projects Cost: \$2,648,956

Total Grants: \$1,543,685

## Infrastructure (Formerly Utilities and Public Works)

### **Staff Updates**

- Bill Baker has transferred to become the new Water Treatment Operator Trainee
- Nick Dewind has transferred to become the new Wastewater Treatment Operator Trainee
- Manny Portela was promoted from Distribution Maintenance Tech II to Distribution Crew Chief.

### **Capacities WTP/WWTP**

Capacity for the WWTP in December 2019 was 69% with a total of 6.18" of rainfall. Total influent flow for the month was 12.783MG.

The WTP produced 7.331MG of drinking water, with a daily production average of 0.236MG in December 2019. With our WTP putting out 7.331MG and our WWTP receiving 12.783MG, we treated 5.452MG of storm/ground water.



### Bunnell Police Chief's Burglar Box Depot

Another successful year of the Chief's burglar box, a trend now copied by numerous other Central Florida law enforcement agencies.

Avoid telegraphing your Christmas gift purchases to the "Grinch who stole Christmas!" Placing your gift boxes in front of your house may be sending an unintentional yet unwanted signal to a would-be thief. It may just tell them the very item they are shopping for is inside your home.

Stay safe throughout the holidays by recycling your empty gift boxes. Please break them down and drop them off at the Police Chief's Burglar Box Depot. The recycle bins are located on S. Pine St behind the Coquina City Hall. Protect your home and your new treasures, by utilizing this free service.

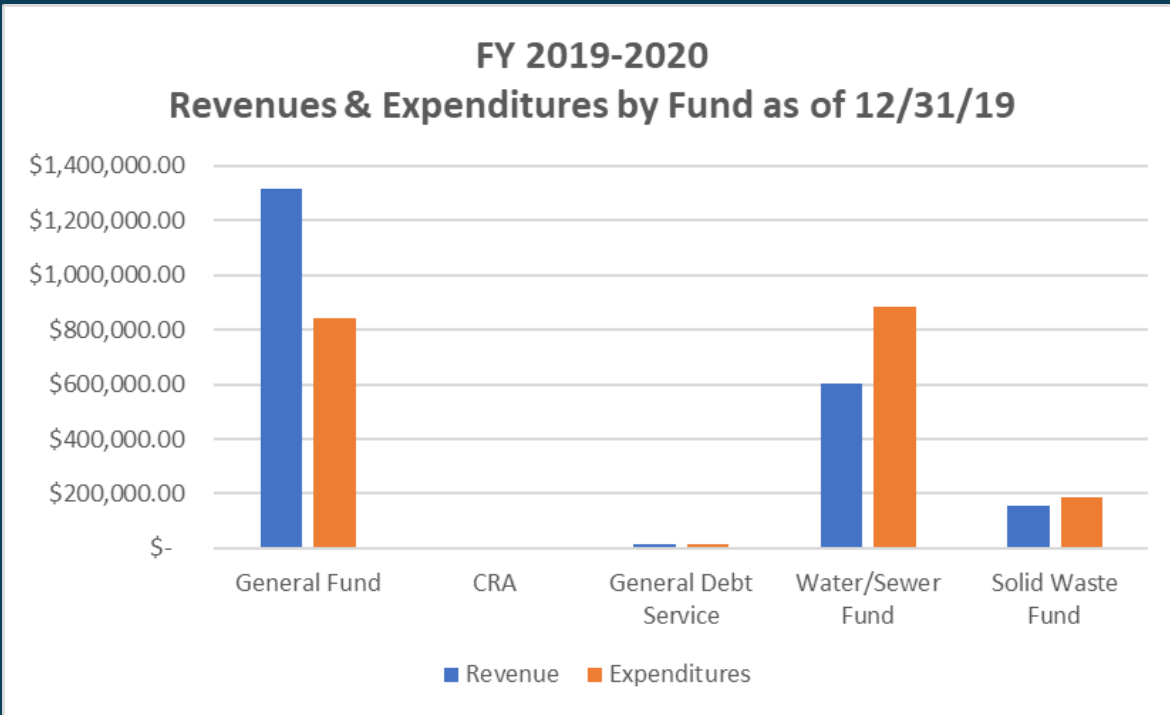


### Shop with a Cop December 13th

On December 13th, four officers of the Bunnell Police Department participated in the Christmas with a Deputy/Cop.



## BUDGET PERFORMANCE FISCAL YEAR 2019



December was the third month of the Fiscal Year and we have completed the first quarter of FY 2019/2020. The approved 2019/2020 budget, including amendments, totals \$9,789,092 and includes all anticipated revenues and expenditures of the city from October 1, 2019 through September 30, 2020. The chart shows year to date revenue and expenditures by fund.

**General Fund** – The General Fund received ad valorem distributions in December bringing total revenue up to \$1,316,804.10 while expenditures currently total \$842,298.84.

**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, \$5,633.00 (equal to 1/12th of the debt service payments) is transferred from the General Fund to the Debt Service Fund. The first quarterly payment due on January 1st in the amount of \$16,899.00 was processed in December.

**Water/Sewer Fund** – The Water and Sewer Fund revenues of \$600,829.39 are less than the expenditures of \$883,156.39 by \$282,327.00. This is primarily because of several large payments that were made for both the SR 100 Reclaim Water project and the South Side Sewer Improvement project. Additionally, the semi-annual payments for the State Revolving Fund loans were processed in December.

**Solid Waste Fund** – The Solid Waste Fund has revenues of \$157,736.25 and expenditures of \$185,285.48. The semi-annual payment for the garbage truck loan was processed in December.