

# City Manager's Monthly Report



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

March 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.

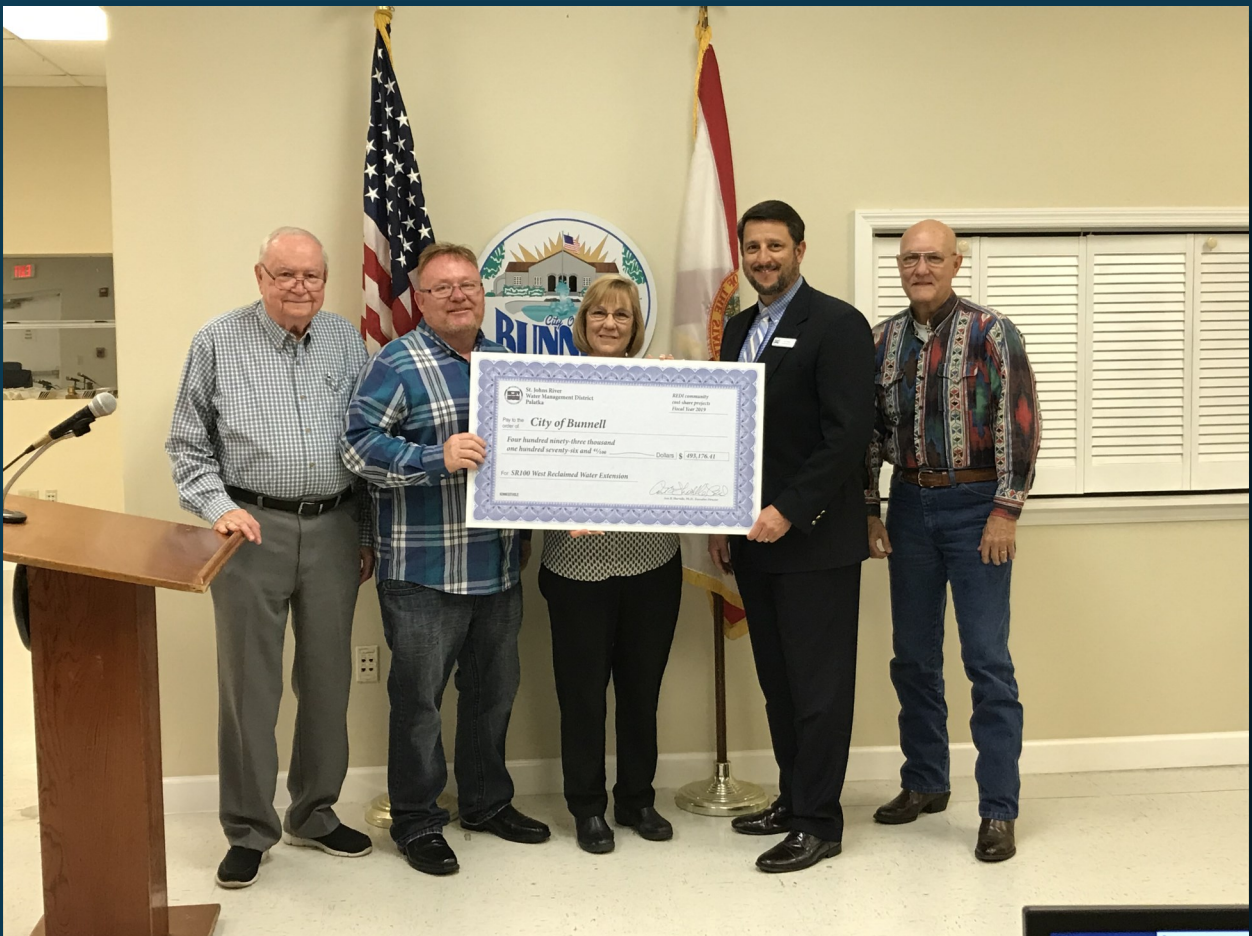
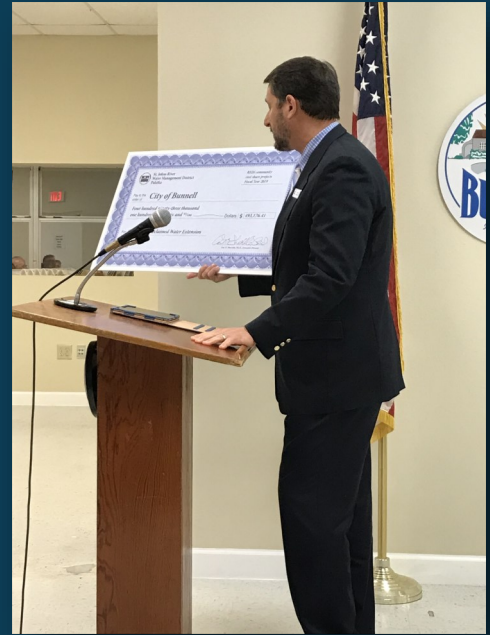
## Vision Statement

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.



## February 25, 2019: St. Johns River Water Management District Presentation

On February 25, 2019 during the City Commission Meeting, James Toriano from the St. Johns River Water Management District presented the City of Bunnell with a check for the next phase of the City's reclaim water lines.





## Information Technology

Smart Cities Council is a global organization who envision a world where digital technology and intelligent design have been harnessed to create smart, sustainable cities with high-quality living and high-quality jobs. The Smart Cities Council is a network of leading companies advised by top universities, laboratories and standards bodies. The Smart Cities Council developed the Smart Cities Readiness Challenge which is a grant application process that can provide access to subject matter experts, technical support and even financial support. Staff finalized and submitted the grant application.

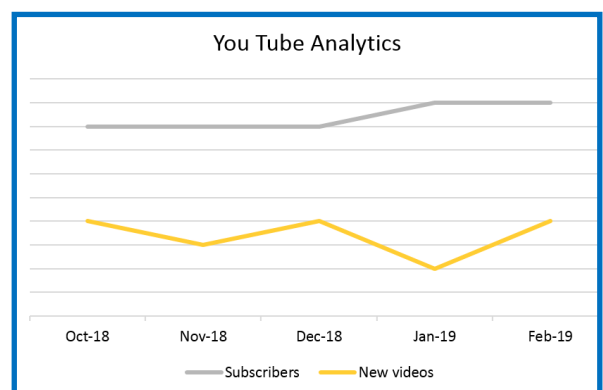
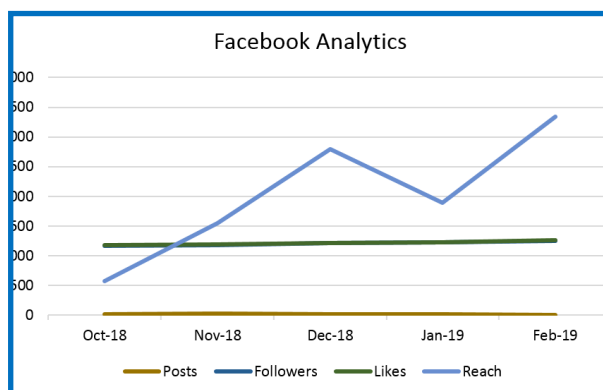
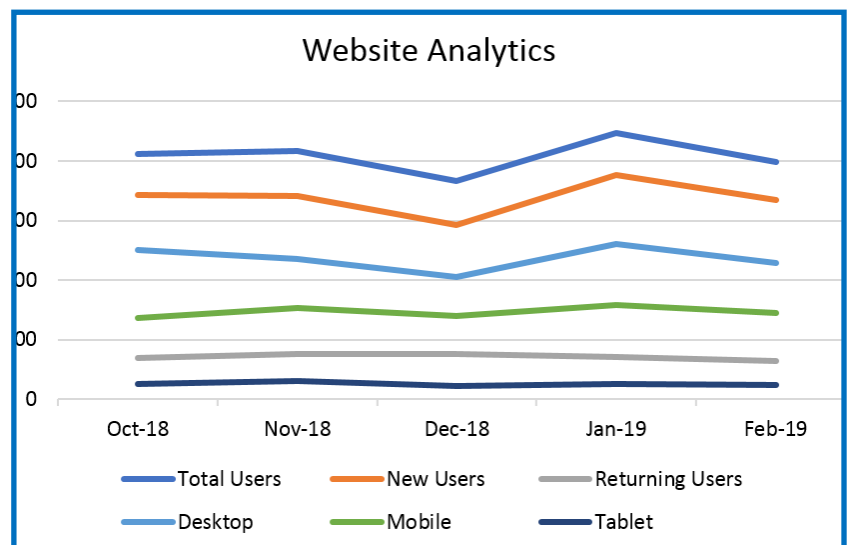
Coordinated with the County and our departments training on the Everbridge notification system. This is the system offered up by the State of Florida for emergency notifications. We will be looking into the applications of this program.

Ordered and deployed 9 new replacement computers. This is a regularly scheduled hardware refresh in the IT budget.

Upgraded licensing on the firewall, and one of our server to assist Solid Waste with their tablet project.

### **Top 10 web pages:**

- |                 |                      |
|-----------------|----------------------|
| 1. Home Page    | 6. Agendas           |
| 2. Open Jobs    | 7. Building          |
| 3. Contacts     | 8. Community         |
| 4. PD Home Page | Development          |
| 5. Utilities    | 9. Coquina City Hall |
| 5.              | 10. City Commission  |



## Administration:

- The Canvassing Board began it's activities for the March 5, 2019 Regular Municipal Election and Special Election
- Started next phase in the 2020 Census. Will again partner with Flagler County for the reporting of addresses for the 2020 Census.

## 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	Preliminary Plat approved by the City Commission at its 10/8/18 meeting. Final Plat received 10/31/18. Final Plat reviewed by staff and the City surveyor and corrections were needed. FINAL Plat set to be reviewed by the PZA Board in March.
Grand Reserve Phase 2 RePlat	Review	Preliminary Plat	1/14/19	Proposed plat is under staff review. Comments to be provided once all departments have reviewed.
3360 Steel Rail Dr.	Approved with Conditions	Site Plan	4/2/18	Approved by the PZA 2/19/19
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	Initial City Comments sent to the applicant. Pending owner to address initial City comments sent to applicant. No changes in this project since the last update.

## Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Carver Gymnasium Addition	Review	Site Plan	11/17/18	County needs to provide a proposed site plan and pay review fees for this project.
Frasers Storage- Phase 2	Approved	Site Plan	12/5/18	Site Plan approved by PZA 2/19/19

## Infrastructure (Formerly Utilities and Public Works)

### Staff Updates

- We are proud to welcome Whitney Kaliszewski to the Infrastructure team as a new WWTP Operator. As well as Nathan Randolph as a WTP trainee.
- The Infrastructure Department is starting to become properly staffed. Interviews for Maintenance Tech were held, and a candidate was chosen Feb 21<sup>st</sup>, with a start date of 3/18/2019. Only 2 positions remain to be filled Project Manager, Lead WWTP operator.
- Both Billy Baker and Nick Dewind attended the Backflow Certification course through FWPCOA. We now have 2 certified back flow testers within the department.

### Service

- Distribution crew repaired a total of 7 water services damaged by Westside project contractors.
- Collections crew completed 8 residential water/sewer final inspections.
- All daily tasks, inspections, preventative maintenance completed in timely manners.

### Capacities WTP/WWTP

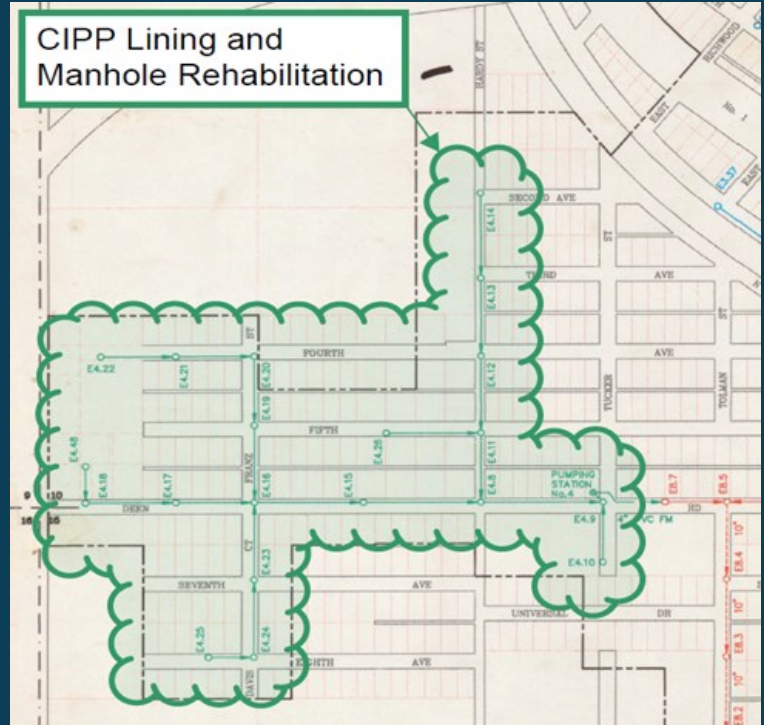
- Capacity for the WWTP in February 2019 was 76% with a total of 6.12" of rainfall. Total influent flow for the month was 12.690MG.
- 2.70" of rainfall on 2/19/19 did not show an increase in influent flows. Normally flows would increase and cause a series of high-level alarms. This was not the case. Flows stayed stable around 0.440-0.470MG and is most likely do to the recent slip lining of the sewer mains on Deen road. More time and calculations will be needed to confirm this.
- 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.

Insituform has completed 100% of the slip lining. All driveway culverts have been installed. Only street crossing culverts and swale rehab remains. Held a meeting on Feb 27, 2019 with City staff, Aliant Engineering and residents of the neighborhood to answer questions.

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.



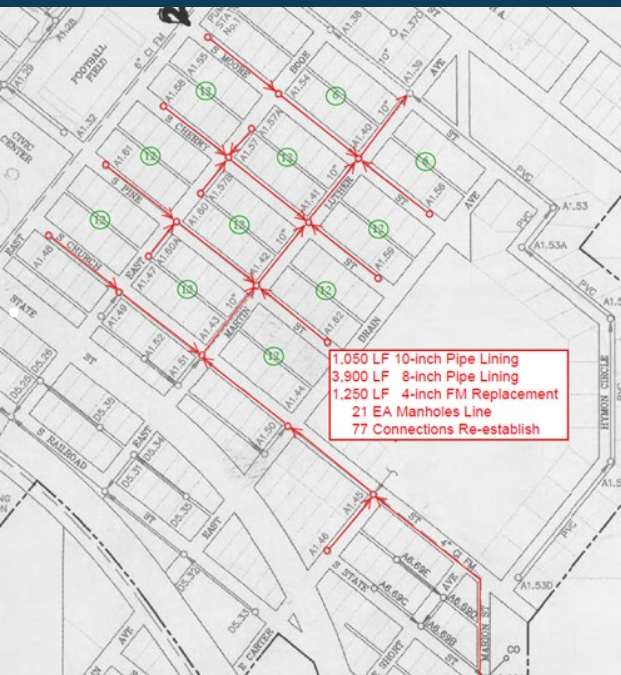
### **Infrastructure: South Side Sewer and Drainage**

**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.

This is the same contractor as the West Side project. They will move to this project as they complete their tasks on the West Side.

### **Infrastructure: Wastewater Treatment Plant**

**Improvements:** Project Number 2017-07 - This project is to expand a storage pond, clean and rehabilitate the Flow Equalization (FE) tank, install a mixer, and other miscellaneous improvements to the Wastewater Treatment Plant. Construction on this project is complete. Reimbursement



## Projects

application has been completed. Awaiting reimbursement from SJRWMD to complete the project.

**Parks and Recreation: Heritage Trail Park:** Project Number 2017-05 – City Staff has begun to building the small park located on the northwest corner of State St and Moody Blvd. Formerly referred to as the “Pocket Park”. This project was designed in conjunction with the Flagler County Historical Society. Our new park is being funded through the Florida Department of Environmental Protection Florida Recreation Development Assistance Program.

**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.

**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.

Total Projects Cost:	\$3,005,713
Total Grants:	\$2,008,427

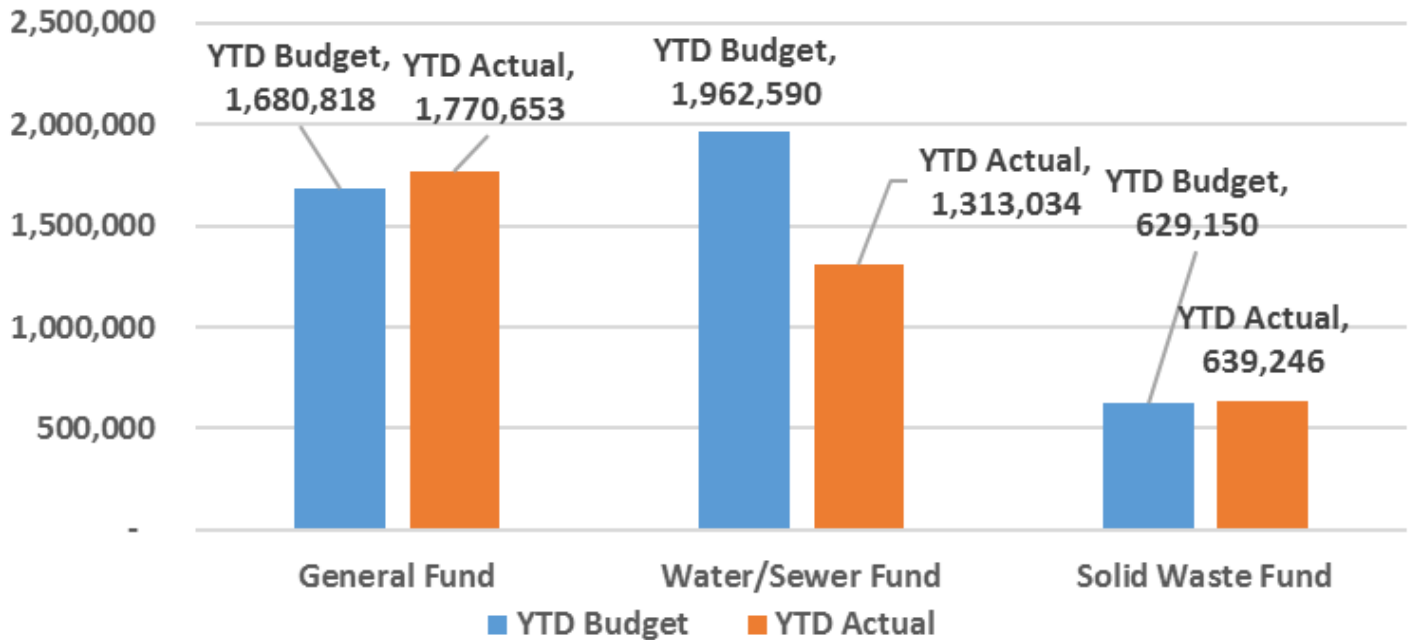






## BUDGET PERFORMANCE FISCAL YEAR 2019

### Major Operating Funds Revenue February 2019



February is the fifth month of the fiscal year which represents 42% of the fiscal year. The graph above reflects fiscal year to date revenues in the City's three major funds.

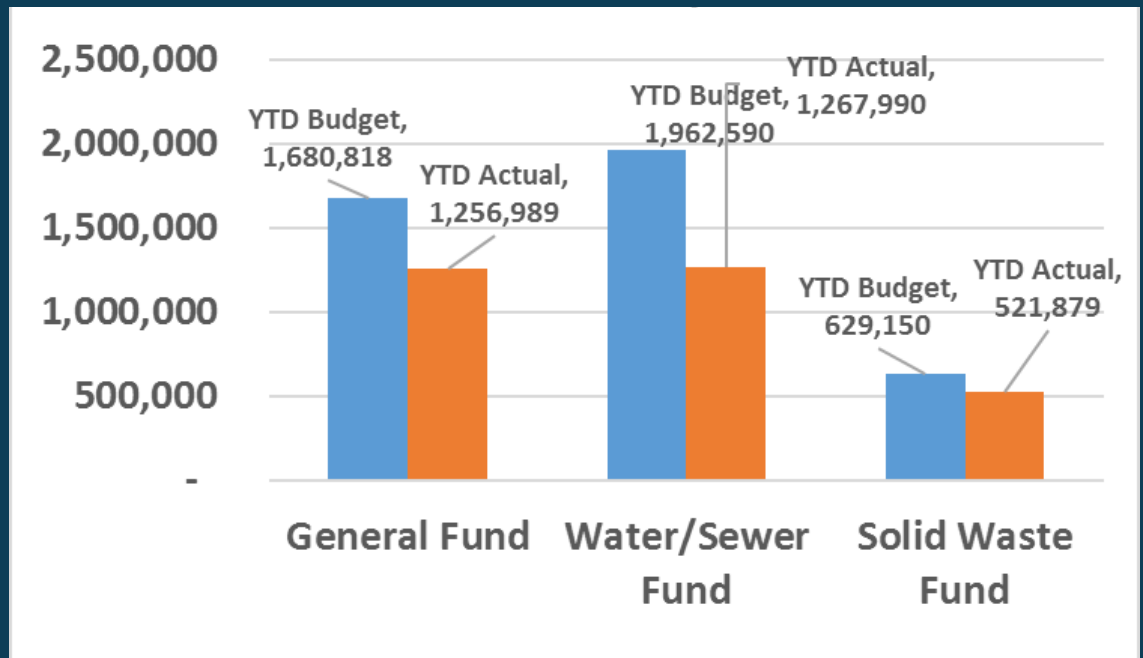
General Fund-Revenues are above anticipated levels by 5%. This increase is due to almost 81% of Ad Valorem tax revenue being received by February. In addition, the sale of the surplus Fire truck resulted in unbudgeted \$31,475 of unbudgeted revenue. All major shortfalls in General fund revenue are due to the delay in construction of grant funded projects.

Water Sewer-Fund operating revenue are below anticipated levels by 33% year to date. This shortfall is due to the construction timing of several grant projects. Revenue 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-Solid Waste fund operating revenues are above year to date budget by 2%. This is due to the unbudgeted host fee revenue collected of \$16,575.



## 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 25%, due to timing of capital projects and expense payments. The major projects include the Deen road storm water improvements and purchase of two police vehicles.

**Water Sewer Fund** - Expenditures are significantly lower than anticipated at 35% of the year to date budget. The timing of capital construction projects expenditures is the major contributing factor. These projects include the Deen road sewer improvements, Waste Water treatment plant improvements, and the CDBG Southside sewer improvements.

**Solid Waste Fund** - expenditures are at 83% of 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 February 2019.

