

City Manager's Monthly Report



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

March 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!

A hand holding a blue marker next to the text "WHY ARE WE HERE?". The text is written in a light blue, sans-serif font. The hand is positioned on the right side of the image, with the marker pointing towards the text.

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.

Information Technology

The new firewalls are installed. The new replacement machines have been received, and most have been installed. Several of them had to be sent to the County to install software utilized by the PD. I have started installing these for the officers.

One server that was ordered at the same time as the other hardware has yet to ship. Evidently with the disruption of shipments coming from China, the hard drives for the server are not available. Not sure when this piece of equipment will arrive. Also have a machine covered under warranty machine that is down and awaiting parts for the same reason.

Completed the design of the new home page. The vendor will take a couple weeks to get back to me as they are coding the new site. Once complete, we will look at the individual department pages, and begin the migration.

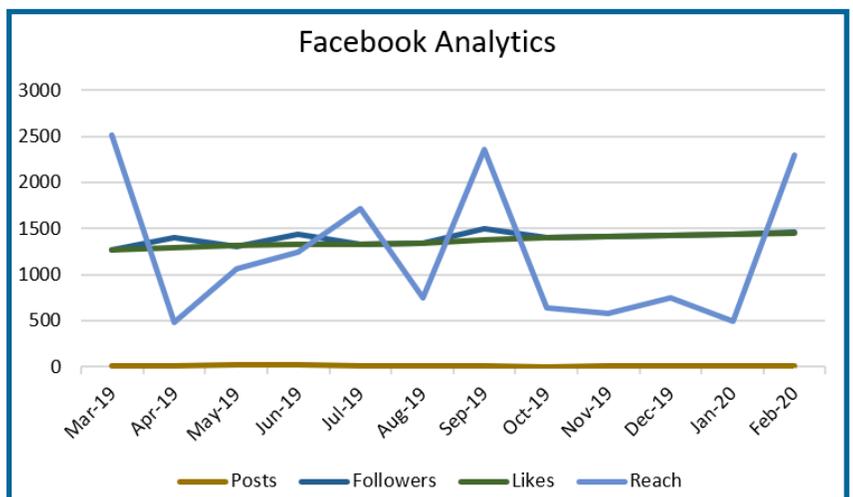
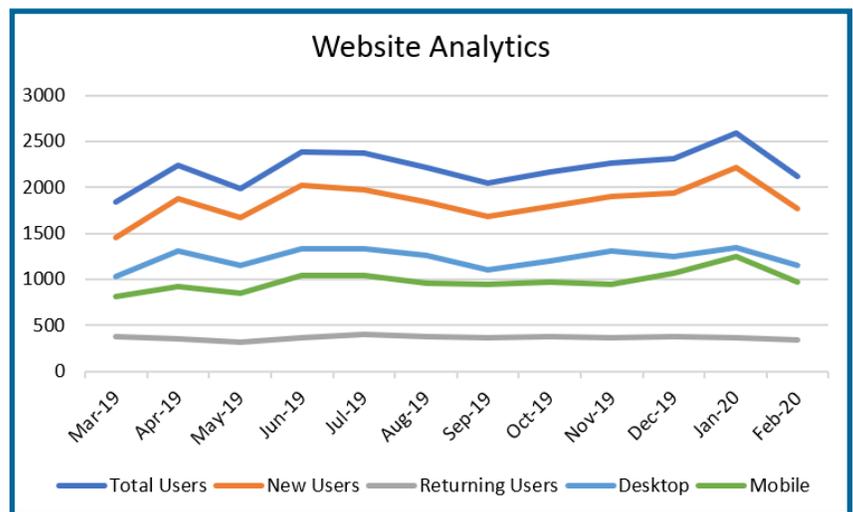
Installed a replacement camera at the Wastewater Treatment Plant. That system is fully operational now.

Finalized a workorder with Florida Power and Light to install 3 flood lights on existing poles to help cover the parking lots on the west side of the complex. The lights take 6 weeks to manufacture. Once they are received by FP&L, they will put them on the construction schedule to have them installed.

Assisted Infrastructure in replacing an Uninterruptable Power Supply (UPS) that had failed within the water plant.

Top 10 web pages:

- | | |
|--------------|--------------------------|
| 1. Home Page | 6. Building |
| 2. Open Jobs | 7. Bids |
| 3. Contact | 8. Infrastructure |
| 4. Agendas | 9. Community Development |
| 5. PD Home | 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 is the Qualify Officer for Bunnell Municipal Elections.

4 candidates have qualified for these 2 seats.

⇒ John Rogers

⇒ Jan Reeger

⇒ Tonya Gordon

⇒ Tina-Marie Schultz

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 February 28, 2020 there were a number of businesses which had not renewed their FY 19/20 local business tax receipt– 148 businesses within the City and 245 out-of-city businesses/contractors who had not renewed yet. With the current penalties due, this is an estimated \$24,500.00 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. For those businesses outside the City limits and who have not responded to contact efforts, the BTRs are being terminated.

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

Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Steel Rail Landscape Depot Carver	Review	Site Plan	9/24/18	Building Permit issued under construction.
Gymnasium Addition Phase 1 & 2	Review	Site Plan	11/17/18	Site plan approved by PZA. Pending construction.
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. Under construction.
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. Pending cost analysis to move forward with 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 pending construction.
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Rezoning FLUM / Site Plan	4/23/19	Approved FLUM, rezoning, & site plan. Project under construction
Jump for Joy 10000 SF bldg	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)	Review by Staff	Site Plan	12/18/19	PZA approved site plan at the 1/21/2020 meeting. Under construction
Baptist Church 500 Pine St	Reviewed by Staff	Special Exception	12/18/19	PZA approved special exception 1/21/20 meeting

Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Pechmann Development 3455 Steel Rail Dr	Reviewed by Staff	Site Plan	12/12/19	Pending PZA approval at 3/17/20 meeting
Houndstown 3455 Steel Rail Dr	Reviewed by Staff	Special Exception	12/2/19	Pending PZA approval at 3/17/20 meeting
Baxter Tech 3485 Steel Rail Dr	Reviewed by Staff	Site Plan	12/12/19	Pending PZA approval at 3/17/20 meeting
Patricia D 105 S. Anderson St	Reviewed by Staff	Special Exception	1/31/19	Pending PZA approval at 3/17/20 meeting
Premier Food Trucks 401 N. Pine St	Reviewed by Staff	Site Plan	2/20/20	Pending PZA approval at 3/17/20 meeting

Solid Waste

Successfully switched Grand Reserve garbage service days from Tuesday and Friday to Monday and Thursday.

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	101.09 Tons	7.78
Residential Recycle	20.57 Tons	1.58
Yard Waste	97 Yards	4.85
Commercial Garbage	148.32 Tons	11.41
Commercial Cardboard	18.37 Tons	1.41
Construction & Demolition and Bulk debris	21.47 Tons	6.13

Projects

Project	Expenses To Date	Grants
<p>West Side Sewer and Drainage Rehabilitation: Project Number 2018-01 - Westside Storm and Sewer project is complete. Awaiting final invoicing from Alliant Engineering.</p>	\$740,178.08	\$462,000.00
<p>South Side Sewer and Drainage Project: Project Number 2017-03 - The Southside Sewer Rehab is complete. Awaiting final invoicing from Alliant Engineering.</p>	\$742,265.34	\$700,000.00
<p>Reclaim Waterline Extension Phase II: This project is complete, awaiting final invoicing from Alliant Engineering.</p>	\$438,241.20	\$371,268.00
<p>2020 SJRWMD REDI Slip Lining Project Grant agreement approval February 10, 2020. Geoffrey Sample of SJRWMD presented ceremonial check to City. Budget Resolution completed/approved at the February 24, 2020 Commission Meeting. Contractor solicitation in process.</p>	\$6,735.00	\$500,000.00
<p>Waste Water Treatment Plant Rehab / Expansion project – request for qualifications complete. Selection Committee met and will enter into negotiations with CPH Engineering.</p>		
<p>Hymon Circle Drainage CDBG application – working on getting information from CATF volunteers to request appointment from Commission at a March meeting. Infrastructure is proposing a drainage project for the Hymon Circle community. This project would install underground storm drains along both sides of Hymon Circle allowing rain waters to properly drain instead of consistently flooding the residents front yards. Also, included in this project would be the clearing and widening of the main drainage canal running from E. Short and Hymon Circle south along US1 to our MS4 outfall. This will increase drainage capacity for the entire south eastern quadrant of the City.</p>		
<p>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.</p>	\$309,665.51	
<p>The Master Plan was presented to the Board at the “Advance” January 31, 2020. And approved by the Board on March 9, 2020.</p>		
Totals:	\$2,237,085.13	\$1,531,535.76

Infrastructure (Formerly Utilities and Public Works)

Capacities WTP/WWTP

Capacity for the WWTP in February 2020 was 58% with a total of 2.42” of rainfall. Total influent flow for the month was 10.170MG, with a Daily Average of 0.351MG

The WTP produced 7.202MG of drinking water, with a daily production average of 0.232MG in February 2020. With our WTP putting out 7.202MG and our WWTP receiving 10.170MG, we treated 2.968MG of storm/ground water, 1.600MG less than the previous month. We continue to see these positive impacts of the City’s slip lining efforts.

Police Department

Pinning Ceremony Officially Promotes 2

“I am proud to announce the promotions of Corporal Dominic Guida to the rank of Sergeant and Officer Scott Bagwell to the rank of Corporal. These outstanding young men are well deserving and have taken the next step in leadership” Chief Tom Foster

Sergeant Guida has been with Bunnell PD since 2016 and was with the Flagler County Sheriff’s Office for 11 years prior. Officer Bagwell was hired as a full-time officer by Bunnell PD in 2014 after graduating from Daytona State.



FDLE Audit of DAVID

The Florida Department of Law Enforcement conducted an audit of the Bunnell PD’s use of the Driver and Vehicle ID (DAVID). The Auditor found the Bunnell Police Department complies with the program requirements. The auditor reviewed the activity of ten users at the audit; no misuse was found. The auditor ran a six-months activity audit report on the agency POC, Dominic Guida, and found no misuse. The auditor had no recommendations. Well done BPD!



Initiating an Officer Friendly Reading at the First Baptist School

The Bunnell Police Department is excited to be part of new reading program. We believe that community engagement and early intervention with our children, is an investment for the future of our community. We look forward to our continued partnership with the First Baptist of Bunnell.

Police Department

Bunnell Welcomes New Detective

“We are very excited to add Detective Kyle Totten to our team. His experience will assist in delivering better customer service and have a positive impact on our case clearance rates.” Police Chief Tom Foster

Detective Totten brings 26 years of Law Enforcement & Correctional experience as well as 7 years of Military experience to the Bunnell Police Dept.

He retired from the Daytona Beach Police Department in 2016 as a Sergeant after a career of assignments in Patrol, Criminal Investigations, Dignitary Protections, and Crime Suppression. Detective Totten also served as a Law Enforcement Inspector and Correctional Officer with the Florida Department of Corrections.

He is the recipient of numerous awards for his law enforcement service to include the Daytona Beach



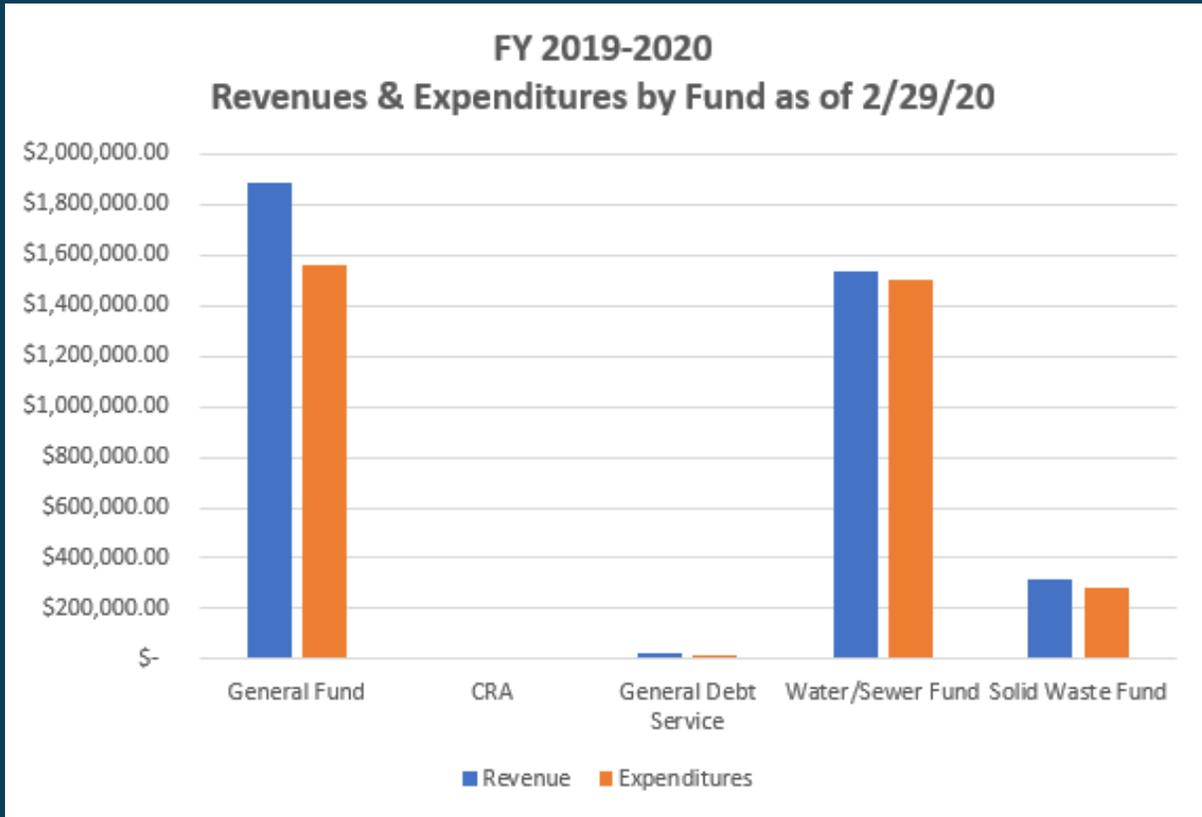
Police Medal of Honor and Medal of Valor.

He has attended over 3000 hours of criminal justice training to include a variety of investigative subjects such as gangs, sex crimes, internal affairs, persons & property crimes.

Detective Totten served in the US Army during the Cold War, Desert Shield/Desert Storm, and Operation Iraqi Freedom and has received the U.S. Army Combat Infantryman's Badge. Detective Totten is married to The Honorable Judge Andrea Totten and they have 3 children.



BUDGET PERFORMANCE FISCAL YEAR 2019



February was the fifth month of Fiscal Year 2019/2020. The approved 2019/2020 budget, including amendments, totals \$10,454,308 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 \$1,886,119 while expenditures currently total \$1,557,673.

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.

Water/Sewer Fund – The Water and Sewer Fund received a grant reimbursement in the amount of \$371,268 in February bringing the total revenues up to \$1,534,949. The expenditures total \$1,498,490.

Solid Waste Fund – The Solid Waste Fund has revenues of \$315,166 and expenditures of \$281,173.