

City Manager's Monthly Report



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

February 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.

Information Technology

Worked with a number of vendors to get quotes for this fiscal year's hardware refresh. Firewalls, storage, desktops, and laptops. The Board approved the purchasing authorization. All of the equipment has been ordered.

Also spent some time setting up cybersecurity training for our end users. 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.

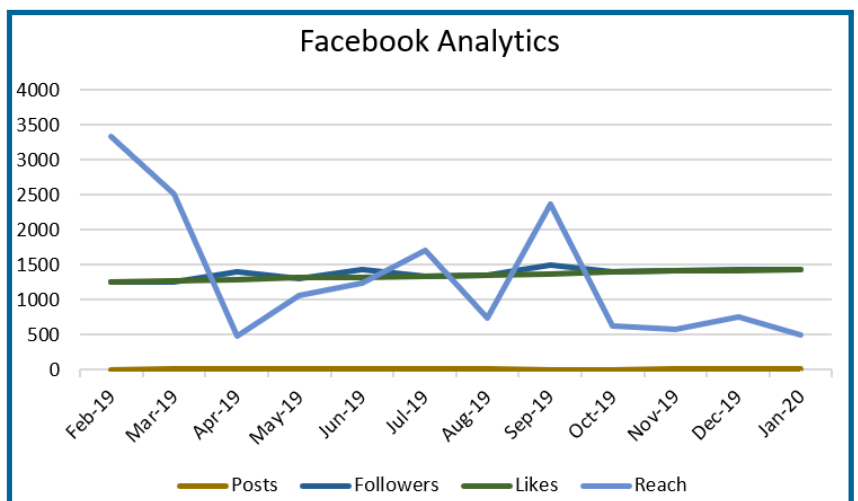
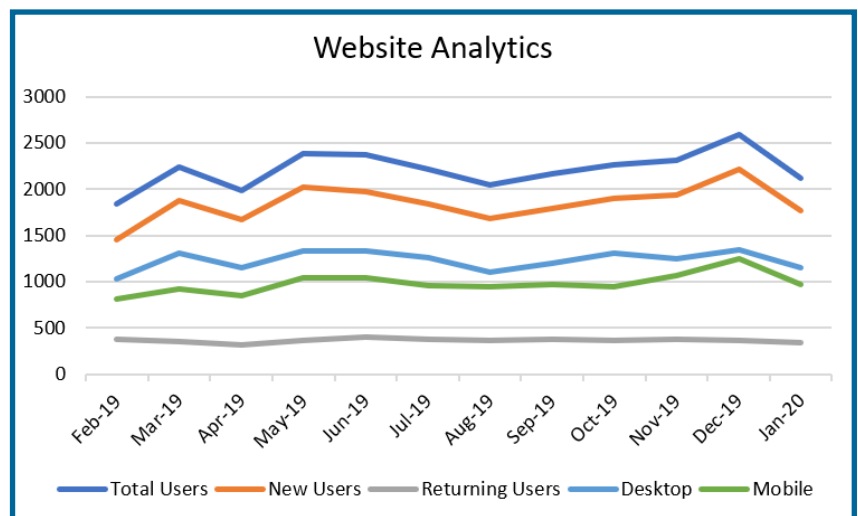
Coordinated with the vendors the installation of an access control system at the PD. The system is up and running now.

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 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.

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.

- ⇒ Tonya Gordon
- ⇒ Tina-Marie Schultz
- ⇒ Jan Reeger
- ⇒ Jon Rogers

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 December 31, 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 December 31, 2019

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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

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 Excep- tion to exceed 10k sq ft	7/30/19	Pending building permits

Solid Waste

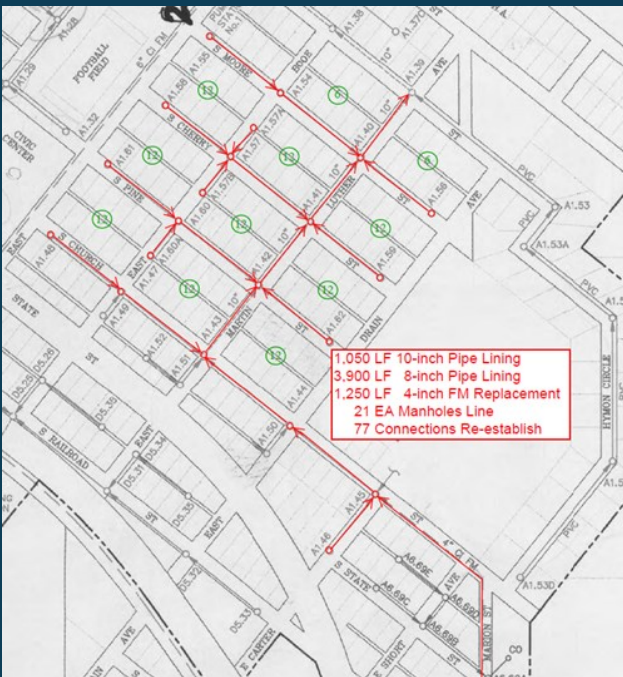
SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	98.15 Tons	7.55
Residential Recycle	30.93 Tons	2.38
Yard Waste	104 Yards	5.2
Commercial Garbage	172.99 Tons	13.31
Commercial Cardboard	16.26 Tons	1.25
Construction & Demolition and Bulk debris	24.33 Tons	6.95

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 is complete. Final reimbursement request and project close-out remaining.

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 – nearing completion – Structure covers delivered and installed for auto release valves. Sod put down. Sidewalk damage repair requested.

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 Master Plan was presented to the Board at the “Advance” January 31, 2020.

2020 SJRWMD REDI Slip Lining Project grant agreement was approved by the Board on February 10.

Total Projects Cost:	\$2,648,956
Total Grants:	\$1,543,685

Infrastructure (Formerly Utilities and Public Works)

Maintenance

Emergency Sewer Repair—8” sewer main behind the Bunnell Feed Store was completed. It was found that the gravity main that crosses SR100 was severely dropping/sagging. Due to the depth of 8-14 feet this repair needed to be contracted out to an underground construction company. Positive notes are despite the severe sagging the pipe did not break apart and no spills occurred. Now that the portion of pipe is repaired normal operation has been restored to this section of gravity sewer.

Capacities WTP/WWTP

Capacity for the WWTP in January 2020 was 65% with a total of 1.18” of rainfall. Total influent flow for the month was 12.091MG.

The WTP produced 7.505MG of drinking water, with a daily production average of 0.242MG in January 2020. With our WTP putting out 7.505MG and our WWTP receiving 12.091MG, we treated 4.586MG of storm/ground water. 0.866MG less than the previous month.

Police Department

The Police Chief attended the Florida Police Chief's Association Training Conference and received accredited up-to-date training on:

- * Strategic Mentoring for Police Force Succession and Success
- * Surviving Suicide
- * Cyber Security Threat Environment
- * Impacts of Medical and Recreational Marijuana

MLK Parade

The members of the Bunnell Police Department participated and coordinated the operations plan in order to maintain safety for all participants involved in the annual Bunnell MLK Parade. Sheriff Staly showed up in his 1920's Sheriff's patrol car.



Officer William Roberts saves an Owl he found alongside the Hwy 11 with a broken wing. We do not have an update on Ms. Owl, but she is now in good hands with the Florida Fish & Wildlife Conservation (FWC).

The Bunnell Police Department has hired an experienced detective to better serve of community.

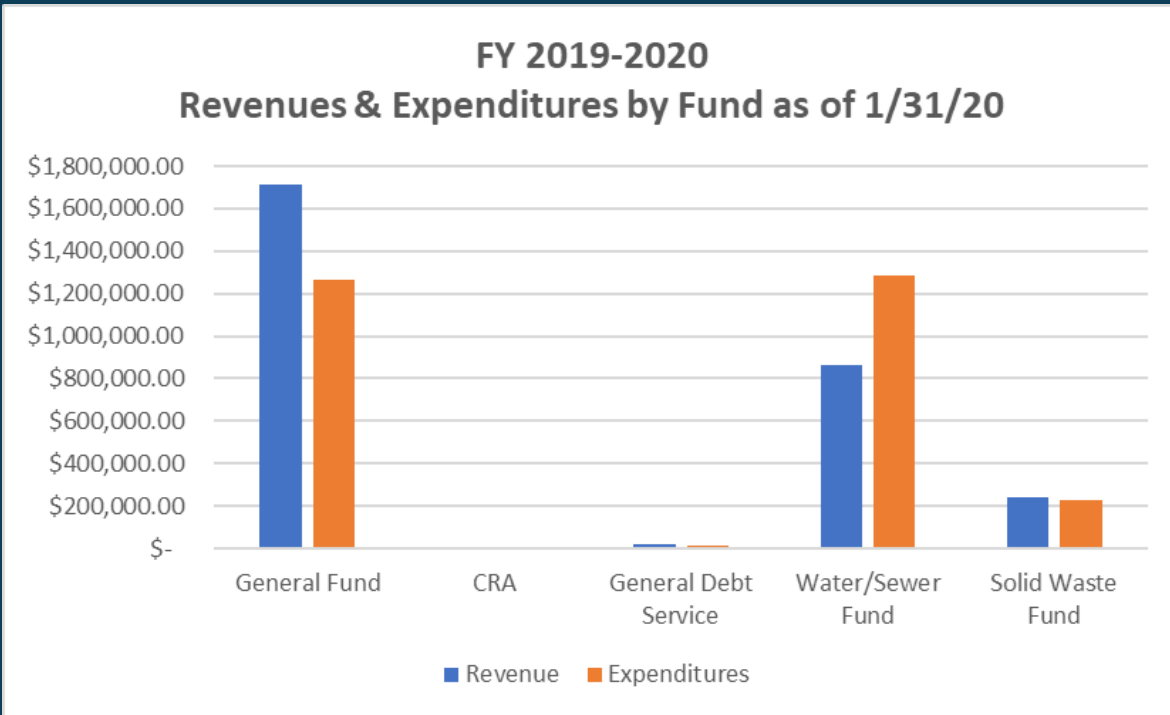
Detective Kyle Totten brings 26 years of Law Enforcement and Correctional experience and 7 years of Military experience to the Bunnell Police Dept. He retired from the Daytona Beach Police Department in 2016 as a Sergeant after a career of assignments in Patrol, Criminal Investigations, Dignitary Protections, 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 several awards for his law enforcement service to include the Daytona Beach Police Medal of Honor and Daytona Beach Police Medal of Valor and the U.S. Army Combat Infantryman's Badge. Detective Totten served in the Army during the Cold War, Desert Shield/Desert Storm, and Operation Iraqi Freedom. 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 has also completed the CMS Field Training Officer Program, Line Supervision, and Middle Management courses. Detective Totten is married to The Honorable Judge Andrea Totten. They have two children at home and an adult son who is a nurse.



Detective Kyle Totten will be officially sworn in on the second Commission meeting in February.



BUDGET PERFORMANCE FISCAL YEAR 2019



January was the fourth month of Fiscal Year 2019/2020. The approved 2019/2020 budget, including amendments, totals \$9,954,308 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 received ad valorem distributions in December bringing total revenue up to \$1,713,187.01 while expenditures currently total \$1,261,622.73.

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 and the payments are processed quarterly.

Water/Sewer Fund – The Water and Sewer Fund revenues of \$862,789.51 are less than the expenditures of \$1,282,726.46 by \$419,936.95. There were payments made in the amount of \$220,284 to complete the SR 100 Reclaim Project in January. Since this project is grant funded, reimbursement has been filed and the grant revenue is expected in February or March.

Solid Waste Fund – The Solid Waste Fund has revenues of \$238,207.16 and expenditures of \$228,725.77, trending right on track for the year.