

# City Manager's Monthly Report



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

August 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.



## Officer Matt Hirschi Honored



At the July 22, 2019 Commission meeting, Ed Fuller from Crime Stoppers of Northeast Florida recognized Officer Matt Hirschi as the recipient of the Spirit Award.

Officer Hirschi was recognized from all the officers in four counties, Flagler, Volusia, St. Johns and Putnam– for the actions he took in an August 2018 traffic stop which resulted in saving the life of a Flagler County Deputy, the perpetrator and most likely himself.



## Information Technology

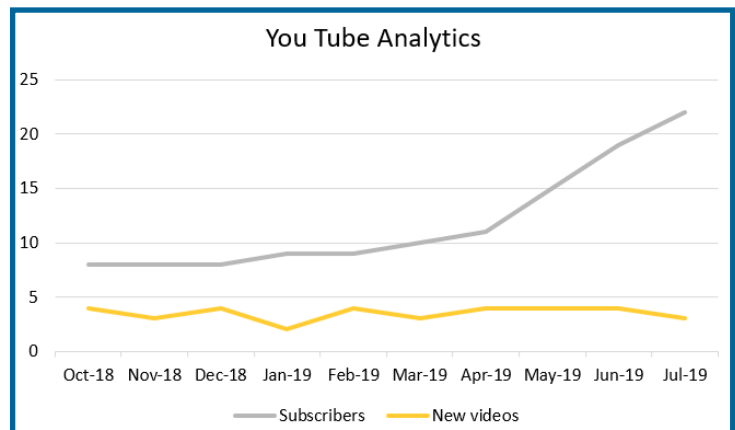
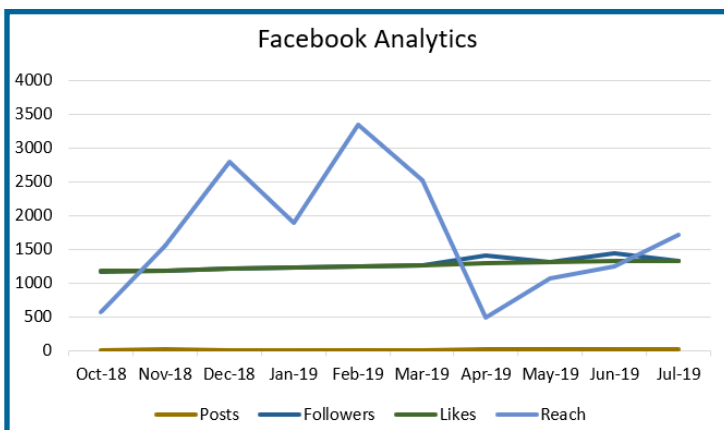
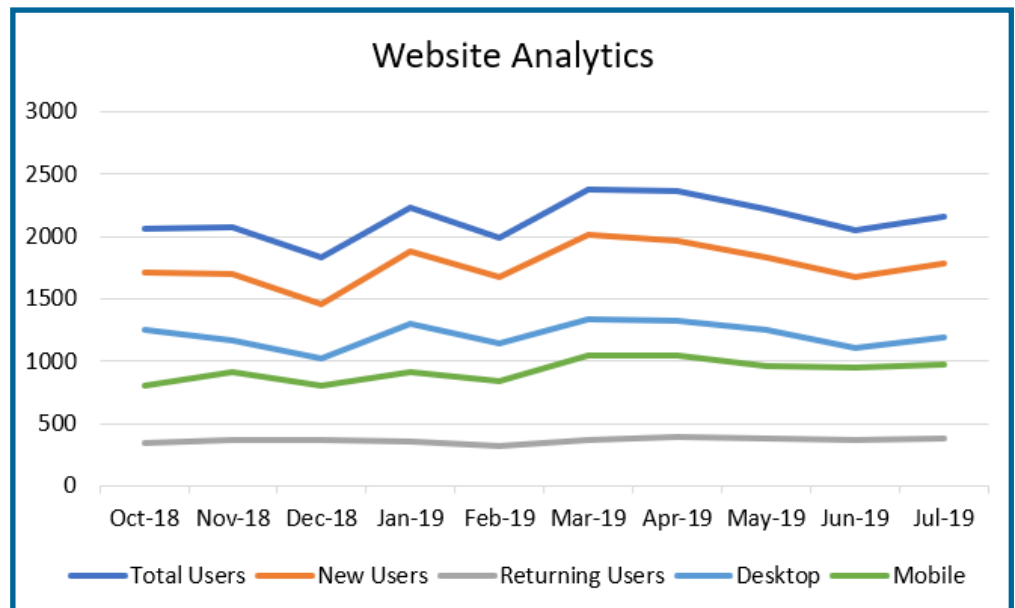
Completed migrating the City's streaming of meetings off of Live Stream and onto You Tube. The City started using Live Stream several years back when it was offered as a free service. Within the last couple years, they began charging for this service. Once the City was able to take over the You Tube account, it was decided to let this subscription lapse and use the free service of You Tube. Folks may subscribe to our You Tube channel by going to our home page, and clicking on the You Tube icon.

Repairs to the failed copy room copier, were taking longer than anticipated. The machines the vendor had just weeks before indicated they were still being manufactured and we should have no problems getting parts.... Were having problems getting parts. Worked with the vendor to essentially replace 4 machines for roughly the same amount of money the City is currently paying. The lease agreements goes to the Board the first meeting of August.

As part of a demonstration of a new product, sent out a fake phishing (pronounced fishing) email to most of our users. This is to get an idea of the cyber security training we need to do with our users. 5 of our users clicked on the links in the email. Had it been a real phishing scheme could have been a security issue for us. This is a product we are looking to implement in next year's budget. We can setup regular tests, and provide education and training to our folks on the importance of cybersecurity, both at work and at home.

### Top 10 web pages:

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



## 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	Staff reviewing comments received from DR Horton on Grand Reserve 6/30/19
3360 Steel Rail Dr.	Approved with Conditions	Site Plan	4/2/18	Approved by the PZA 2/19/19 Pending building permit approved pending BTR compliance 6/30/19
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	Site plan approved by PZA Board May 31, 2019. Pending building permit.
Carver Gymnasium Addition—Phase 1 & 2	Review	Site Plan	11/17/18	Site plan approved by PZA Board May 31, 2019 .Pending Building Permit
Robert Little	Commission Mtg Ordinance (2 readings)	Annexation—1.354 acres	3/4/19	Commission approved annexation. Pending rezoning through PZA and Commission then Site Plan approval

## Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Q17 Holdings, LLC	Commission Mtg Ordinance	Annexation 33.6 acres	3/4/19	Commission approved annexation. Pending rezoning through PZA and Commission. Then Site Plan approval.
Bolotina Co	Reviewed by Staff	Site Plan	1/25/19	PZA approved site plan. Pending building permits being approved as of 6/30/19
Flagler County's Sheriff's Building	Reviewed by Staff	FLUM & rezoning	5/2/19	Approved by PZA 5/31/19. Scheduled for City Commission 7/8/19.
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Site Plan	4/23/19	Changing Rezoning's and Pending comments back from technical review committee on Site Plan

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential	114.98 Tons	8.84
Commercial	176.33 Tons	12.56
Yard Waste	94 yards	4.7
Construction & Demolition	34.3 Tons	17.15

## Infrastructure (Formerly Utilities and Public Works)

### Capacities WTP/WWTP

- Capacity for the WWTP in July 2019 was 69% with a total of 6.0" of rainfall. Total influent flow for the month was 12.779MG.
- The WTP produced 8.130 MG of drinking water, with a daily production average of 0.274MG in June 2019. With our WTP putting out 8.494MG and our WWTP receiving 12.779MG, we treated 4.649MG of storm/ground water. This is an increased amount due to increased rainfall, however it is a vast improvement over months of similar rainfalls. Cipp lining is showing improvements in wet weather flows.



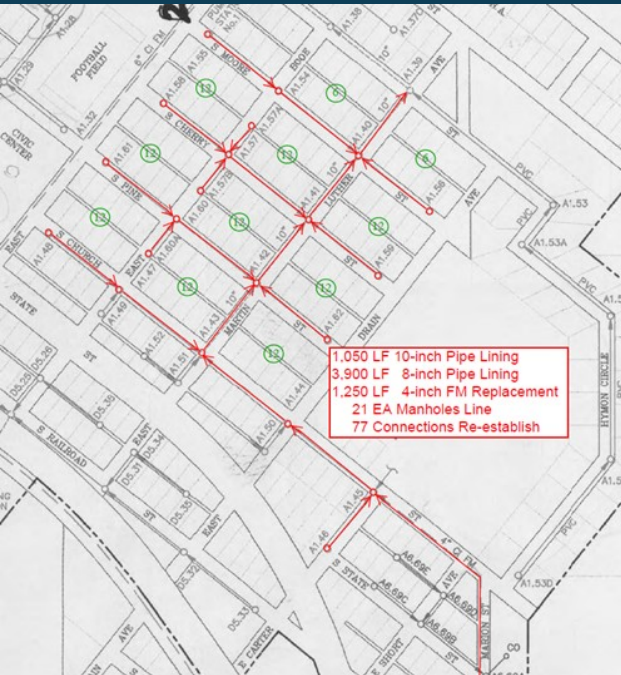
## Projects

**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 still underway. During July contractors completed the conflict man hole installations, as well as fixed/repairs a couple concrete bagged headwalls. Ditch redressing was completed at the end of the month, and Hydroseeding along with final punch out are all that is left with this project. It is anticipated to be completed by August 15th.

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.

Clean out installations are completed. 64 total cleanouts were replaced/installed. Cipp lining on all gravity mains is completed. Lateral lining is currently underway. New pumps, pipe, wire, panel, and lid have been installed on LS#2. Lining is scheduled for August 5th. Surveying for Wester Hills lift station is completed and force main installation is scheduled for August.

**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. This is in the design phase, expect to go out for bid August 12th.

**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

## Projects

City Hall. The Utilities Master Plan team, comprised of Kimley-Horn, CPH, and Abelita LLC, 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.

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



## Police Department

Members of the Sheriff's Office and Bunnell Police Department participated in the PAL 'Fun Day' with the kids conducted at the Carver Center. Had fun with the kids!

