

City Manager's Monthly Report



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

July 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!



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.

Habitat for Humanity Dedication: June 7th



On June 7, 2019, Habitat for Humanity had a dedication ceremony for 818 Hymon Circle. This house was destroyed by fire in 2017 and rebuilt with the help of Habitat for Humanity. The City attended and spoke as part of the ceremony.



Support for Community Programs: June 19th

On June 19, 2019, the Executive Team showed it's support for the Bunnell Library Branch Summer Program. The first program in the summer line up was Mark Wade, Ventriloquist. This is a free program offered to the public at the Coquina City Hall on Wednesdays in June and July. It was a great show!



Commissioner Louis L. Jackson Park: June 20



On June 20, 2019, Mayor Robinson and Chief Tom Foster met with the surviving family members of Commissioner Jackson at the park dedicated to him in September 2019. They came down from Jacksonville during a family reunion to view the park. They were presented with a Proclamation from the Mayor further honoring Commissioner Jackson. The family was very touched by the honor showed to Commissioner Louis L. Jackson and they really enjoyed the park.

Information Technology

Worked on getting quotes for sound system and AV equipment for renovations to the Board Chambers. These included: A new sound system with wired and wireless mics. New monitors for the Board. Large Screen monitors for the audience. Provided budgetary numbers to Administration.

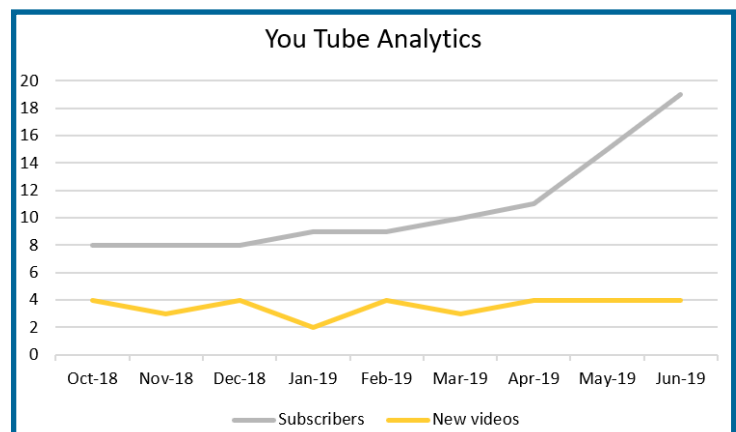
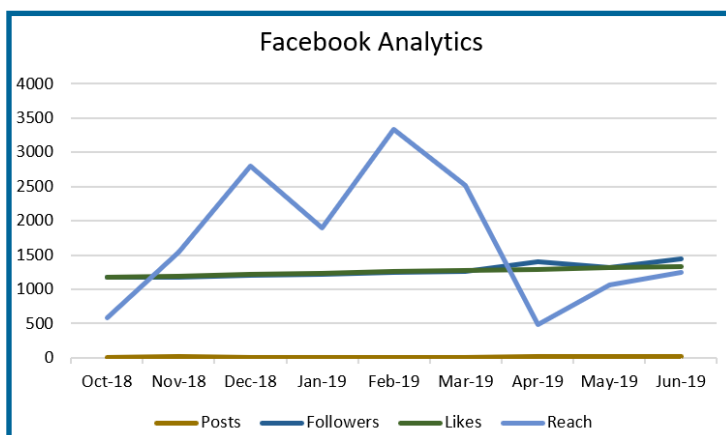
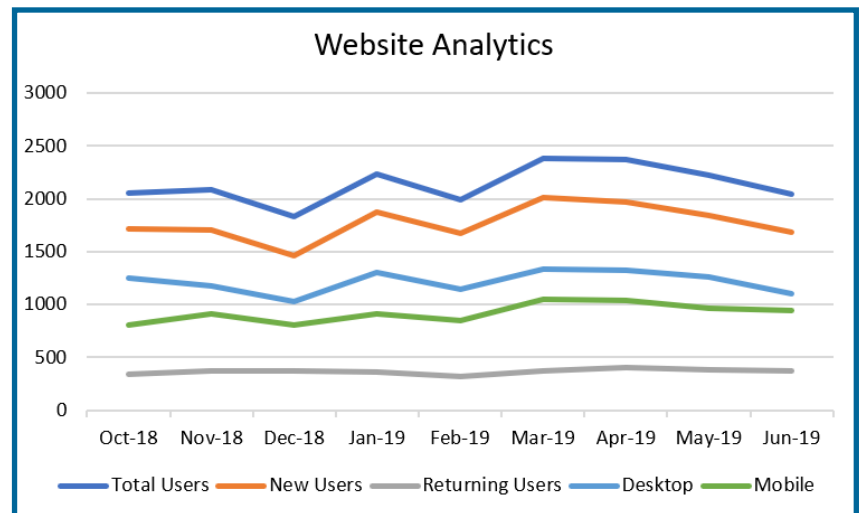
Worked up budgetary estimates for placing security cameras at some of our parks.

Repaired a security camera at the Coquina Building.

Worked with our copier vendor on a revision to the copier lease. The copier in the copy room had a failure, and took a couple weeks to get the parts. The vendor provided us a loaner printer to use in the mean time. The copier in the Police Department is the same generation machine. The City owns these, but pays maintenance on them

Top 10 web pages:

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



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 & re-zoning	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	110.63 Tons	8.51
Commercial	157.75 Tons	12.13
Yard Waste	88 yards	4.4
Construction & Demolition and Bulk debris	18.56 Tons	5.3

Infrastructure (Formerly Utilities and Public Works)

Capacities WTP/WWTP

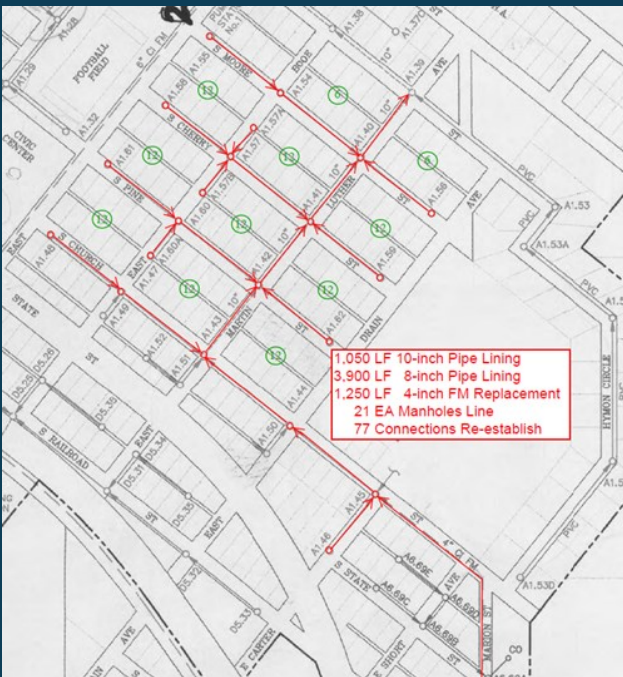
- Capacity for the WWTP in May 2019 was 68% with a total of 9.31" of rainfall. Total influent flow for the month was 12.257MG.
- The WTP produced 8.494MG of drinking water, with a daily production average of 0.274MG in June 2019. With our WTP putting out 8.494MG and our WWTP receiving 12.257MG, we treated 3.763MG of storm/ground water. This is an increased amount due to increased rainfall, however it is a vast improvement over months of similar rainfalls. Slip 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 construction/work has recommenced. Culverts have been installed at the last two residential drive ways (work from change order #3). Conflict manhole installation began June 15th. Three of the four conflict structures and associated pipe crossings are installed. Inclement weather and subcontractor's continuing inability to schedule crews have caused more delays. Remaining scope is to install last conflict structure, redress ditches, and hydro seed the ditches. We expect completion end of July.

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 project is approximately 40% complete. Clean out installations are complete per Pay Request #3. Lateral lining is scheduled to begin July 22nd. Infrastructure crews began the rehab of Lift Station #2. Plumbing is

completed, it is tied in, graded and leveled for concrete. We are requesting Commission approval at the July 22nd meeting for lining. Surveying for Western Hills lift station is complete. Force main installation to be scheduled.

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 is in the design phase, expect to go out for bid mid-July.

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 City of Bunnell conducted a second town hall meeting on Tuesday, June 4th at the Coquina 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

Bunnell Police Department Represents at the Crime Stoppers Awards!

Officer Matt Hirschi awarded the Crime Stoppers Spirit Award. This prestigious award is presented to the overall top law enforcement officer for Flagler, St. John's, Putnam, and Volusia Counties.

Officer Hirschi responded as a backup officer for the Flagler Sheriff deputies who were conducting a traffic stop in the City of Bunnell. As one of the deputies was approaching the drivers side of the vehicle, Officer Hirschi cautiously approached the passenger side without the driver's knowledge. As the deputy instructed the driver to exit the vehicle, Officer Hirschi saw the driver reaching for a handgun he was sitting on. Without hesitation, Officer Hirschi immediately drew his firearm, simultaneously yelling "gun", alerting other deputies of the driver's initial actions, consequently changing the driver's mind. The driver was taken into custody without incident and the firearm was recovered.

Chief Tom Foster stated, "We are very proud of Officer Matt Hirschi and because of his immediate action, attentiveness and training, a deadly force encounter was avoided, and a fellow law enforcement officer went home safe to his family that night."



The Cookie Citation is BACK!

The Bunnell Police Department has teamed up with Luke, Tim and the staff at Sarafinas to seek out all good kids in our neighborhoods. From July 1st through August 9, 2019 our officers will issue a Cookie Citation good for one free cookie to all kids observed doing the right thing. The "Recipe for a Citation" is detailed on the citation:

Be Respectful
Be Honest
Be Responsible
Be Grateful
Be Kind



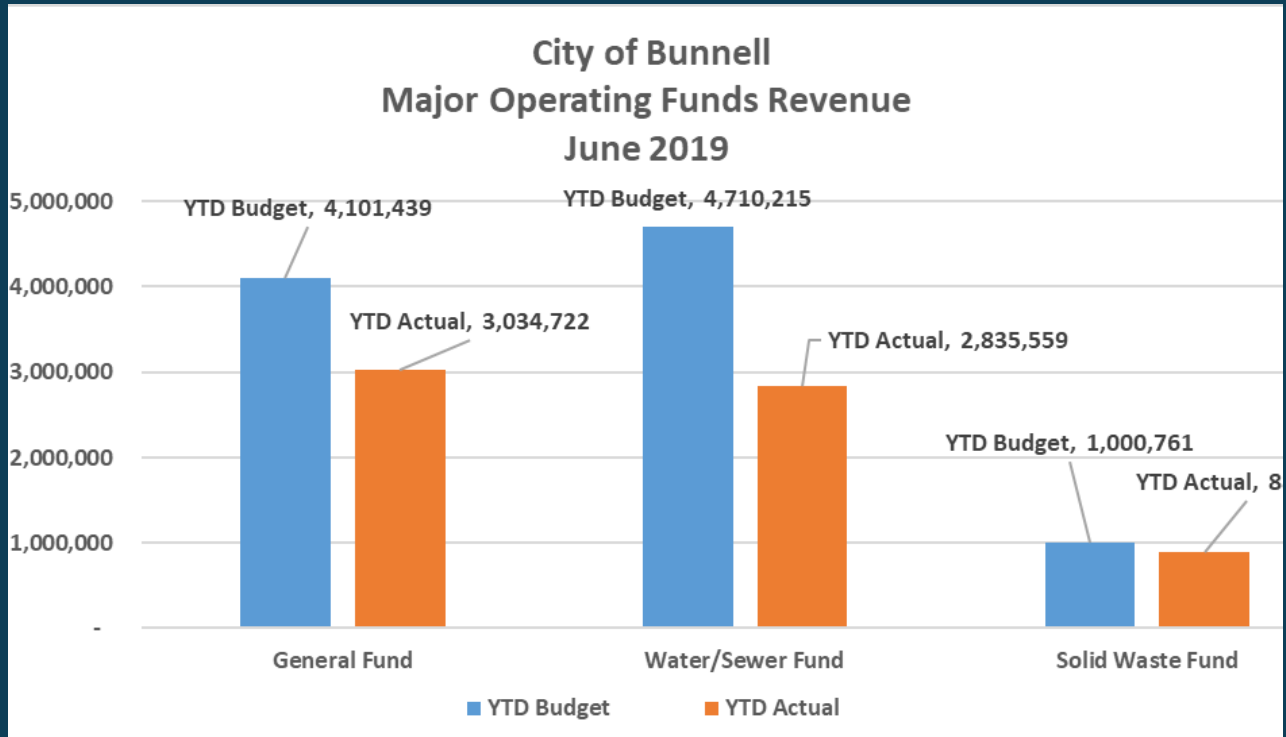
This program gets the Officers out of their vehicles and encourages the following:

- Promotes a positive one-on-one experience with a police officer.
- The kids see officers as friends and mentors.
- Help build bridges of trust, understanding and civic responsibility.
- And is an investment in our community.

Our Police Department advocates, "Building community relationships through integrity, trust and communication and the Cookie Citation initiative will help build relationships in a positive setting."
Chief Tom Foster



BUDGET PERFORMANCE FISCAL YEAR 2019



June is the ninth month of the fiscal year which represents 75.00% 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 1.01%. This surplus is primarily due to the timing of grant revenue being accrued which accounts for \$382,262 of annual revenue. Just over 98% of Ad Valorem tax revenue has been received by June. In addition, the sale of the surplus fire truck resulted in unbudgeted \$31,475 of unbudgeted revenue. The anticipated new construction activity is now progressing as anticipated in the budget.

Water Sewer-Fund operating revenue are below anticipated levels by 14.8% year to date. This shortfall is due to the construction timing of several grant projects. Revenue of \$970,197, 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.

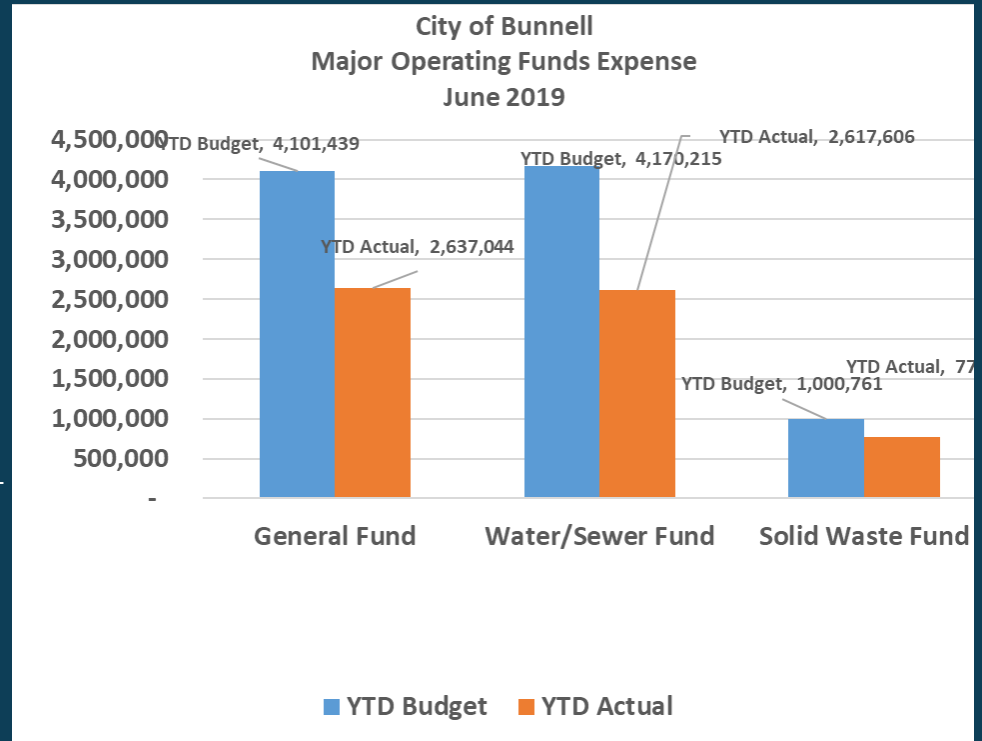
Solid Waste-Solid Waste fund operating revenues are above year to date budget by 13.5%. This is due to the unbudgeted host fee revenue collected in the amount of \$30,292 and loan proceeds of \$278,000 (for the purchase of a new garbage truck).



BUDGET PERFORMANCE FISCAL YEAR 2019

The adjacent graph reflects fiscal year to date expenditures in the City's three major funds.

General Fund - Expenditures are lower than expected due by 10.71%, due to timing of capital projects and expense payments. The major partially completed project include is the Deen Road storm water improvements.



Water Sewer Fund - Expenditures are significantly lower than anticipated by 32.23% of the year to date budget. The timing of capital construction projects expenditures is the major contributing factor. The projects include the Deen road sewer improvements, Waste Water treatment plant improvements, and the CDBG Southside sewer improvements.

Solid Waste Fund - expenditures are 2.04% above 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 above represents year to date revenue and expenses for the City's three major funds through April 2019.

