

City Manager's Monthly Report



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

April 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.



March Recognitions

During the month of March, the City Commission issued several Proclamations, thanked Randy Jaye for his work submitting 2 City facilities for historic designation and also recognizes Harry Kuleski for his service to the Bunnell Police Department.



Information Technology

Completed installing the 9 new replacement PCs in various offices. The machines being replaced were installed either for new positions, or in less critical locations such as security camera monitors, etc. Placed 3 machines in the main conference room replacing even older machines which are used for training and when the conference room is utilized as an EOC during activations. Also ordered 2 replacement servers.

Setup email addresses, tablets, etc. for new City Commissioners.

Created a how to and provided training to staff on how to stream closed captioned meeting videos to YouTube and Facebook.

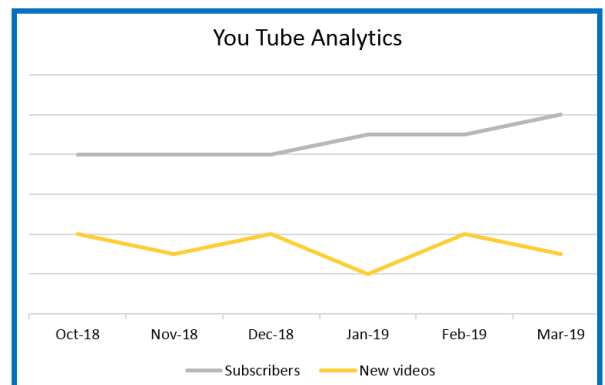
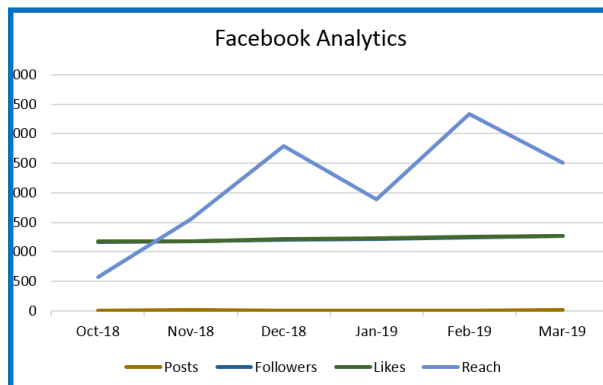
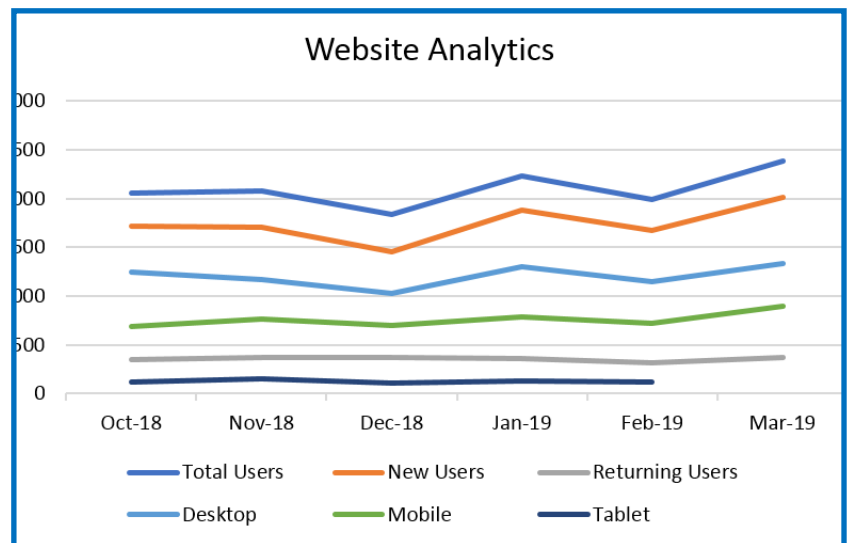
Created the Motion Photography Production Permit Application, and made it electronically fillable. It is currently in review prior to being placed in production.

The City Manager and HR are working on new employee evaluation forms. Assisted with reformatting the documents as requested. Then converted them electronically fillable PDF documents. Used Java Script to program the forms to require certain fields depending on the input of other fields. The first of these forms are completed and is currently being reviewed and tested.

Partnered with ADT, and Coastal Lock to install an access control system on certain doors within City Hall. This system provides card access to the various doors.

Top 10 web pages:

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



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	FINAL Plat reviewed by the PZA Board in March. FINAL Plat will be brought before the Commission for review and approval in the next month.
Grand Reserve Phase 2 RePlat	Review	Preliminary Plat	1/14/19	Proposed plat is under staff review. Comments were sent to applicant 4/3/19.
Porchlight (SR100 LLC 240 unit multi-family project)	Review	Site Plan	4/24/18	Second City comment letter sent 7/24/18. As of March 2019, a revised site plan addressing the last set of City comments has not been provided to the City. No other contact from the applicant either.
Steel Rail Landscape Depot	Review	Site Plan	9/24/18	Initial City Comments sent to the applicant. 4/4/19 Pending revised site plan and comments answered before going to PZA Board meeting, May 21, 2019.

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. Site Plan meeting held and site plan received 4.5.19. Should be heard by PZA in May.
Bolotina Company (Steel Rail Industrial Park)	Review	Site Plan	1/25/19	Zoning permissions granted in February. Site Plan to be reviewed by PZA in April.

Infrastructure (Formerly Utilities and Public Works)

Staff Updates

- We are proud to welcome Mary Anne Atwood to the Infrastructure team as our new Project Manager. Also, we are proud to welcome as Manny Portela as a maintenance tech II.
- Interviews were held during the last week of march for the Admin II position for the Infrastructure Department.

Service

- Distribution crew installed/replace 4 broken curb stops. This will now allow the proper locking/shut off of service for future failure to pay.
- Collections crew completed 35 residential water/sewer final inspections. The Grand Reserve development is filling in quickly.
- All daily tasks, inspections, preventative maintenance completed in timely manners.

Capacities WTP/WWTP

- Capacity for the WWTP in March 2019 was 64% with a total of 1.79" of rainfall. Total influent flow for the month was 11.890MG.
- The WTP produced 7.704MG of drinking water, with a daily production average of 0.249MG in March 2019. With our WTP putting out only 7.704MG and our WWTP receiving 11.890MG, we treated 4.186MG of storm/ground water.

Projects/Maintenance

- MS-4 response to Florida DEP was submitted March 25th. FLDEP has recognized receipt of submittal and we awaiting to hear results. This submittal included many upgrades/corrections to current s.o.p. and inspection forms/tracking as well as updated training for staff and residents.

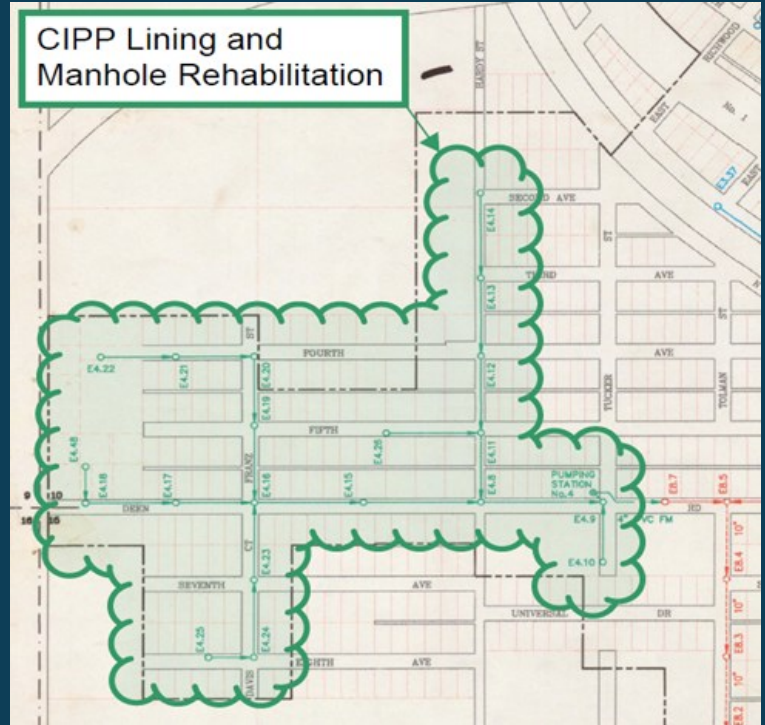
Projects

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.

We are still waiting on the conflict manholes to be delivered so installation can be completed.

The City hosted an onsite meeting with the residents on February 27, 2019 for concerns to be voiced. After reviewing the concerns DB Civil Construction will be addressing some of the items. These include several concrete bag headwalls to alleviate residents safety concerns. And a couple of additional culverts. We are awaiting contractors to complete the work.

This project is partially funded by a grant from



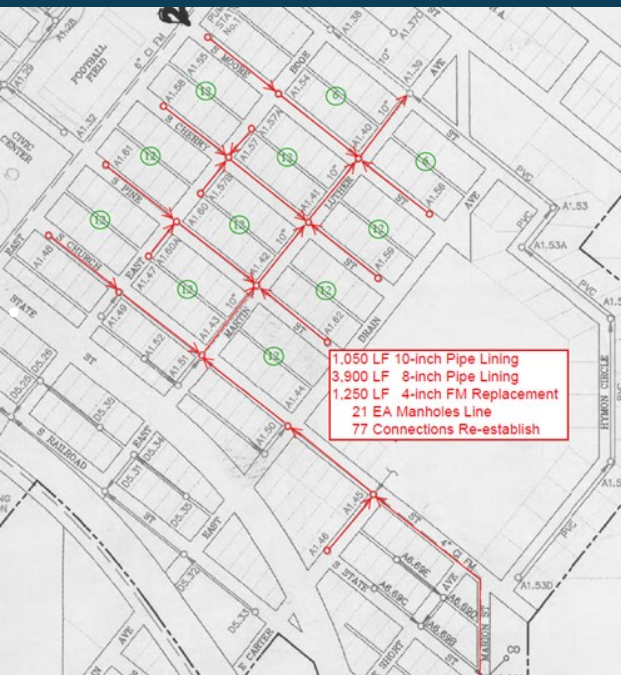
the St. Johns River Water Management District (SJRWMD) Rural Economic Development Initiatives (REDI) Grant program. Additional funds are from the Wastewater Enterprise fund.

Infrastructure: South Side Sewer and Drainage

Project: Project Number 2017-03 - This project is to 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 started March 27th when City staff held a community engagement meeting for the residents affected by this project. Insituform started the cleaning and inspection of the gravity sewer lines.

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.



Projects

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 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 been working on the construction of this small park located on the northwest corner of State St and Moody Blvd for several months. This park is being funded through the Florida Department of Environmental Protection Florida Recreation Development Assistance Program. Because of the size of the park and the funds available, the City did not receive any bids to complete this park and as a result, all work has been done “in house” by City staff. It is near completion and will be finished in April 2019. Once all construction is done, a dedication ceremony will 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.

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



Police Department



The Early Learning Coalition of Flagler & Volusia (ELCFV) kicked off a partnership on March 11th with the Bunnell Police Department to bring the “Officer Friendly” Program to the City of Bunnell. Each month, Bunnell Police Officers will visit selected early learning programs to read stories to preschool aged children. Stories will focus on building children’s self-esteem, developing their social skills and creating positive relationships with police officers. ELCFV will provide each early learning program with play-based activities which will enrich their existing curriculum and extend the learning well after the officer has left the program, leaving a lasting impression on the children.

“The Bunnell Police Department is excited to be part of this valuable program. We believe that community engagement and early intervention with our children, is an investment for the future of our community. We hope to develop trust with our youth and look forward to our continued partnership with the Early Learning Coalition of Flagler and Volusia.” Chief Tom Foster



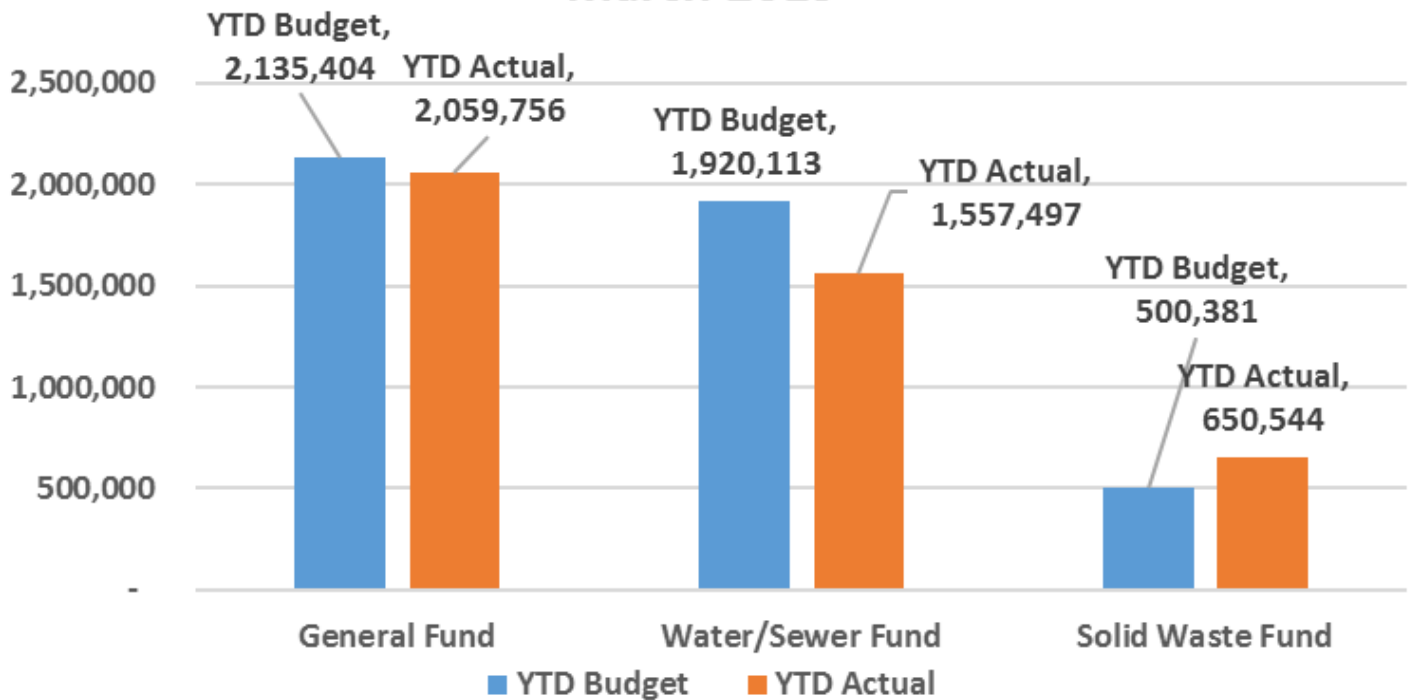
Solid Waste

Type Collected	Amount
Solid Waste	264.21 Tons
Yard Waste	78 Yards
Construction & Demo Debris	6.7 Tons



BUDGET PERFORMANCE FISCAL YEAR 2019

Major Operating Funds Revenue March 2019



March is the sixth month of the fiscal year which represents 50% of the fiscal year. The graph above reflects fiscal year to date revenues in the City's three major funds.

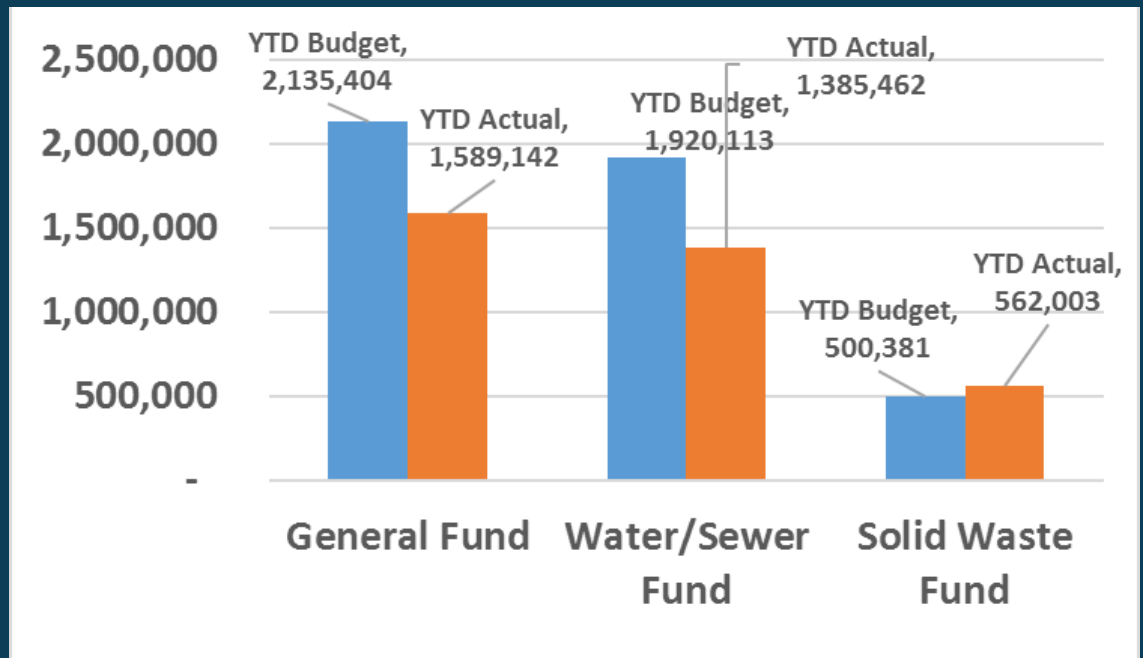
General Fund-Revenues are below anticipated levels by 4%. This shortfall is primarily due to the timing of grant revenue. Almost 84% of Ad Valorem tax revenue has been received by March. In addition, the sale of the surplus Fire truck resulted unbudgeted \$31,475 of unbudgeted revenue. All major shortfalls in General fund revenue are due to the delay in construction of grant funded projects. It should be noted that new construction activity has not progressed as quickly as anticipated in the budget. Building related revenues are 4% below expected levels as of the end of March.

Water Sewer-Fund operating revenue are below anticipated levels by 19% 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 30%. This is due to the unbudgeted host fee revenue collected of \$11,867 and loan proceeds of \$278,000 (for the purchase of a new garbage truck).



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 26%, 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 by 28% 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 12% 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 to the right represents year to date revenue and expenses for the City's three major funds through February 2019.

