

City Manager's Monthly Report



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

June 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.

National Day of Prayer: May 2

On Thursday, May 2nd, the City participated in its ninth National Day of Prayer Event. The theme this year was "Love One Another." Vice Mayor Rogers was the Master of Ceremonies and Dr. Jackson read the National Prayer at 12:01 PM. Following the prayer, Judge Herbert Grimes provided an uplifting talk.



Health Fair: May 6th

On Monday, May 6th, the City co-sponsored an event with the Flagler County Fire Department. The event had 18 vendors who were present to share information with the community about the resources available to them.



**Bunnell
Bonanza:
May 18th**

On Saturday, May 18th, the City co-sponsored an event with the Flagler County Chamber of Commerce.



Best Wishes Stella



Friday, May 10th, was Finance Director Stella Gurnee's last day. She is moving on to Holly Hill. City Staff had a farewell get together to wish Stella the best in her new job.

Retirement- Perry Mitrano, Solid Waste Director



After being hired by the City in December 2010 to assist with the creation of and management of the City's Solid Waste Department, on May 28th, Perry Mitrano, was honored by the City Commission and City. After almost 9 years of service, Perry retired from the Solid Waste business. His service and dedication to the City is appreciated and will be missed. But, we send him lots of positive thoughts and best wishes as he embarks on a new journey as a local business owner.

Information Technology

Provided the annual budget input training to Admin Assistants, and Directors. This is for the departments to prepare their Fiscal Year 2019—20 budget requests.

Met with the City's copier vendor to discuss pricing for a couple of new machines. Community Development currently operates using a machine we own outright, and is not covered under a maintenance contract. Propose replacing this machine due to it's age.

Purchased 2 licenses of software to assist with ADA remediation of PDF documents for the website and public records requests. Likely will include additional licenses in next year's budget.

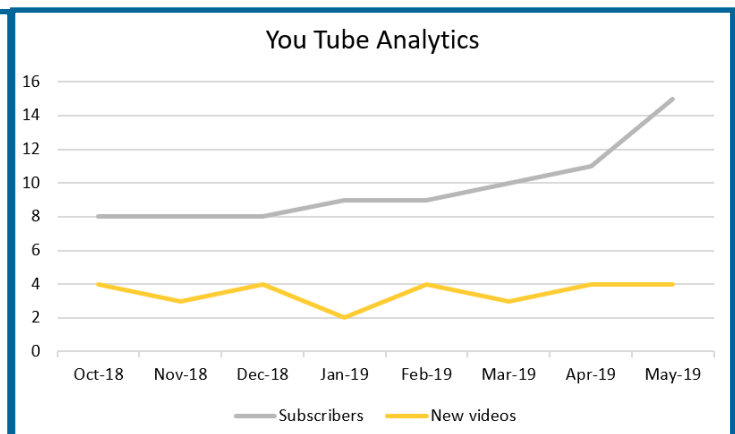
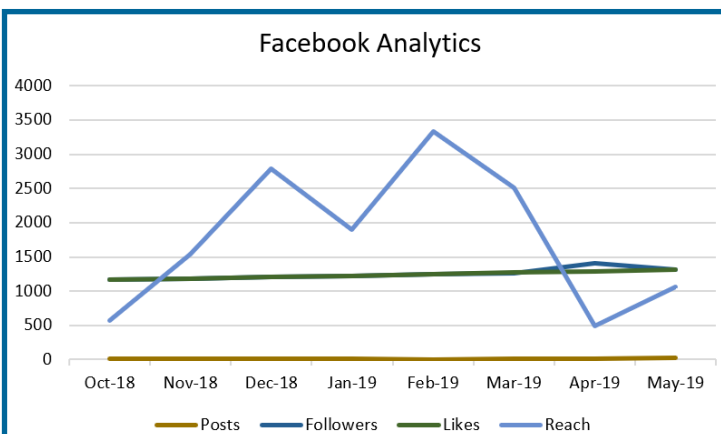
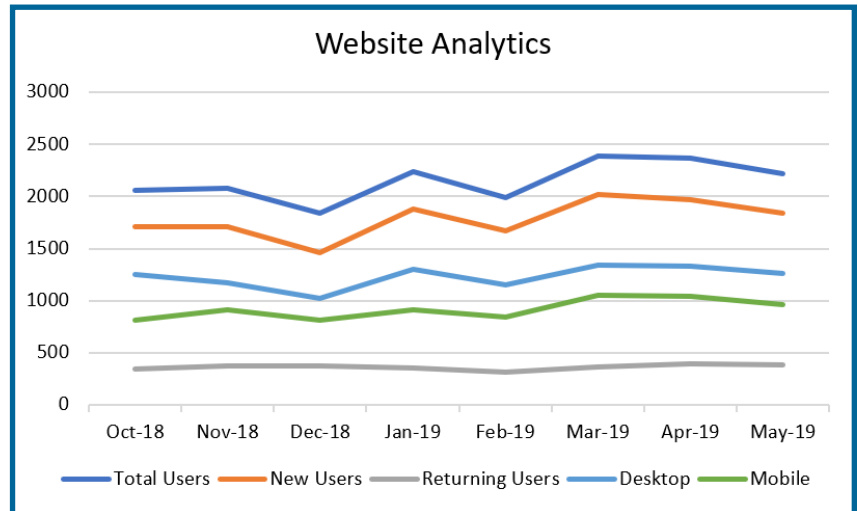
Had an interesting months long situation we finally got resolved. It seems a website from a company out of Ormond was advertising a phone number that was assigned to one of our directors cell phone as the customer service number for the company. The director was receiving phone calls all the time requesting information on the status of their order. We did not get any response form the company by sending an email through their contact page. We could not call as that would have been calling our director. Made attempts through the domain registration to email or even call a domain administrator. Finally did a google search for the company name on the domain registration, and called the company and left a voice mail. They called back the same day and removed the phone number from the website in question.

Deployed a new software for 2 factor authentication for the Police Department.

Spent quite a bit of time working on the budget for next fiscal year.

Top 10 web pages:

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



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 approved by the City Commission at the May 13, 2019 meeting.
Grand Reserve Phase 2 RePlat	Review	Preliminary Plat and construction of 117 units.	1/14/19	Staff reviewing comments received from DR Horton.
3360 Steel Rail Dr.	Approved with Conditions	Site Plan	4/2/18	Approved by the PZA 2/19/19 Pending building permit application and BTR compliance 4/5/19
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

Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Carver Gymnasium Addition	Review	Site Plan	11/17/18	Site plan approved by PZA Board May 31, 2019 .
Bolotina Co	Reviewed by Staff	Site Plan	1/25/19	Pending building permits as of 5/31/19
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 6/24/19
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Site Plan	4/23/19	Pending comments back from Technical Review Committee

Infrastructure (Formerly Utilities and Public Works)

Staff Updates

No new/changes in staff.

Service

- Woodland culvert project was completed in May. The storm water culvert passing under Woodland Ave. was in desperate need of replacement. Upon removing the road, we found a rather large hole in the middle of the street. Acknowledgement goes to the Road's crew for finding the signs of wash outs on this culvert. Through multi-department team work we were able to replace the 36" culvert without issue.

Capacities WTP/WWTP

- Capacity for the WWTP in May 2019 was 54% with a total of 2.3" of rainfall. Total influent flow for the month was 10.079MG.
- The WTP produced 8.619MG of drinking water, with a daily production average of 0.278MG in May 2019. With our WTP putting out 8.619MG and our WWTP receiving 10.79MG, we treated 1.46MG of storm/ground water. This is an improved amount assisted by dry weather and slip line completion.

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.

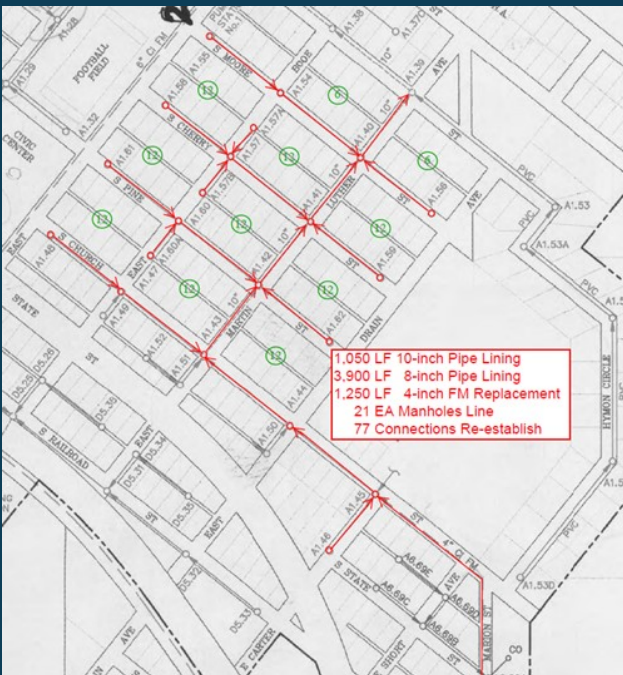
This project was at a standstill during the month of May. Primarily due to delays in the delivery of the conflict manholes from Change Order #2, and the contractor's inability to schedule crews. Change order #4 was approved by commission May 13th. This change order allowed for a construction contract time extension and to switch out sod for hydroseed. We are now looking at a recommencement of construction/work starting June 13th finishing June 28th.

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.



Lateral line camera and inspection was completed. Clean out installations started and are expected to be complete by end of June. The Infrastructure Department is currently awaiting arrival of all parts/pumps/panels for lift station #2. Once all items are received Infrastructure Crews will begin the rehab of L.S.#2 We are still in the process of

obtaining quotes for lining of the lift station. Surveying for Wester Hills lift station is expected early June, followed by force main installation.

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.

Projects

Parks and Recreation: Heritage Trail Park: Project Number 2017-05 – City Staff has completed building the small park located on the northwest corner of State St and Moody Blvd. Formerly referred to as the “Pocket Park”. This project was designed in conjunction with the Flagler County Historical Society. Our new park is being funded through the Florida Department of Environmental Protection Florida Recreation Development Assistance Program. We are awaiting the approval of the closeout package from the state.

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.

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

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential	108.32 Tons	8.33
Commercial	183.08 Tons	14.08
Yard Waste	60 yards	3
Construction & Demolition and Bulk debris	22.56 Tons	6.45

Police Department

Attended the City Manager 's staff team building luncheon at Hijacker's restaurant.

Attended the Public Safety Coordinating Council meeting at the Emergency Management Center.

Participated in the Flagler County Sheriff's Office Crime Maps public media presentation that was covered by numerous new media outlets.

Officers from the Bunnell Police Department and other local law enforcement and fire departments were honored at the annual Hero's dinner (photo at right top) sponsored by local business owner, Sam Royer.

Participated in the Law Enforcement Memorial Candle Light Vigil (photo at right center) at the old Flagler County Sheriff's Operation Center.

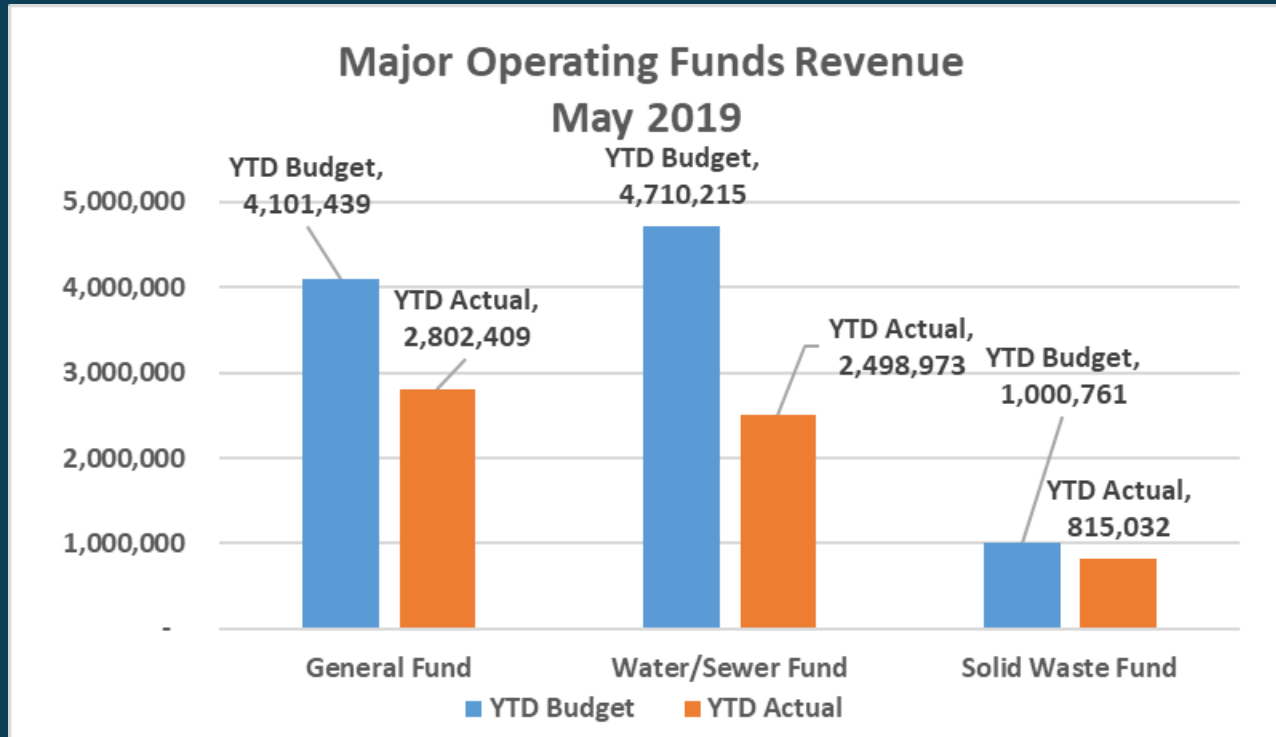
The State of Florida Accreditation team visited our facility to review as we start this long process.

Kiwanis Club Law Enforcement Luncheon & Awards Ceremony (photo at right bottom), honors Officer Michelle Wichman, and two award winners from Flagler Beach and the Flagler County Sheriff's Office.





BUDGET PERFORMANCE FISCAL YEAR 2019



May is the eight month of the fiscal year which represents 66.67% 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 1.65%. This surplus is primarily due to the timing of grant revenue being accrued which accounts for \$382,262 of annual revenue. Just over 91% of Ad Valorem tax revenue has been received by May. 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 8.67% 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 24%. This is due to the unbudgeted host fee revenue collected of \$20,959 and loan proceeds of \$278,000 (for the purchase of a new garbage truck).



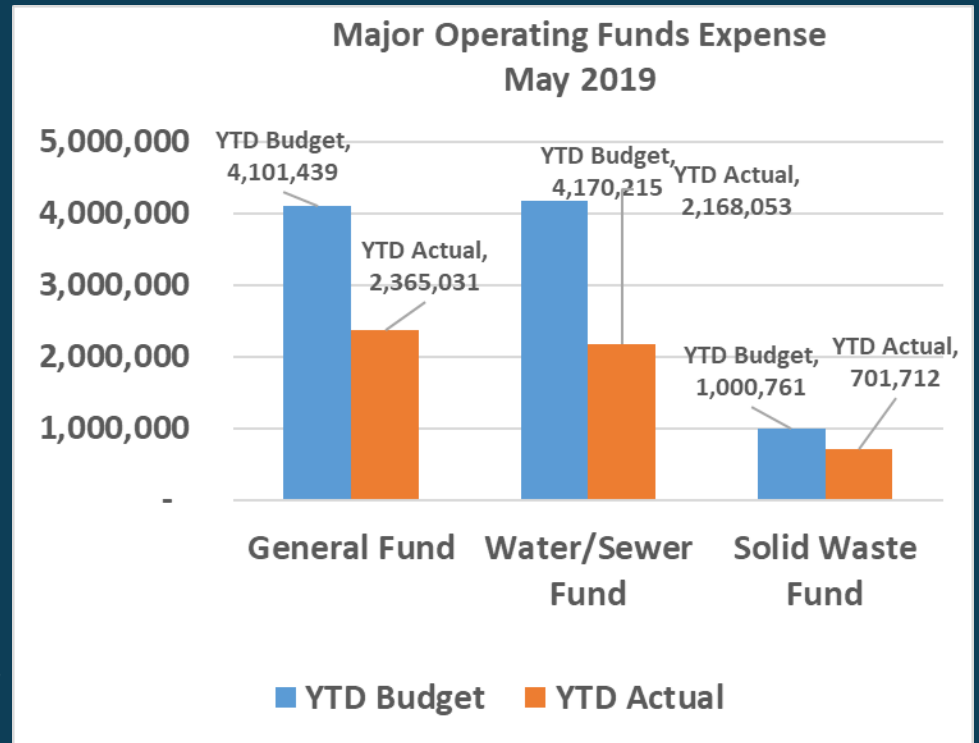
BUDGET PERFORMANCE FISCAL YEAR 2019

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 9.67%, 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 20.67% 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 4.4% below 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.

