

City Manager's Monthly Report



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

December 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.

Information Technology

Worked 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. We are looking into getting out of this contract as the system does not appear to perform as needed.

Worked with the copier vendor. They had to upgrade the internal memory of one of the new machines. It appears to have fixed the issue Community Development was having with multiple copies from a complicated print job. Also coordinated with them the return of one of the machines that was replaced, back to the leasing company.

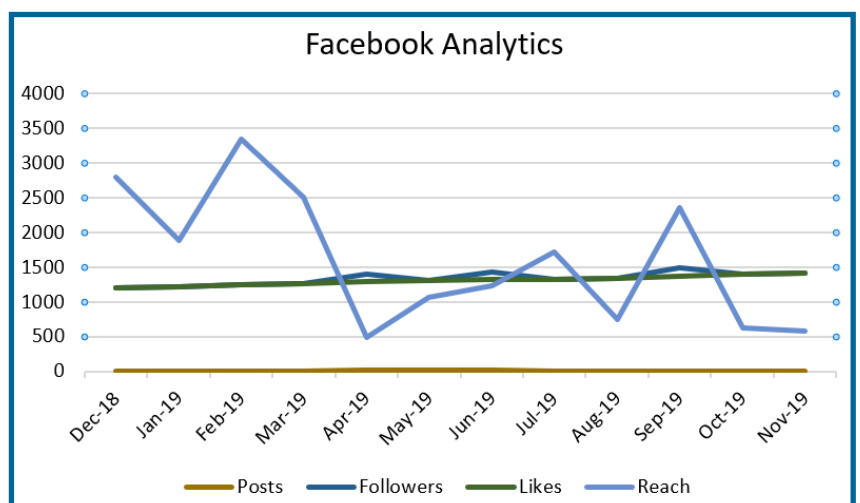
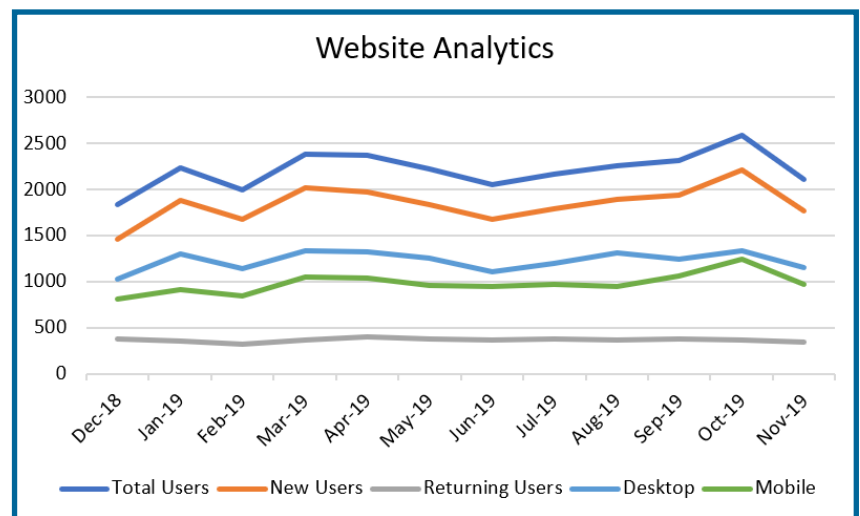
Configured our Cyber Security training for end users. Our baseline testing, mentioned in the last report, did not go as well as one had hoped. About a week prior to the baseline test, IT sent an email to everyone warning of a malware that was being circulated that was formatted to look like it was from HR, and the attachment was titled Employee Raises. The test that was sent out, was sent the day after a Board meeting, formatted to look like it was from HR, and the email and attachment discussed a newly approved leave policy. Approximately 70% of our users tried to open the attachment. And a handful actually entered their username and password. Good thing this was a test, as they may have given a malware the keys to the city. This baseline test only stresses the need for ongoing IT and end user training in this area.

Following our baseline testing, a basic security training for all of our users was sent out. Further configured the system for ongoing testing / training. The system will randomly select users and email formats to send to our users. If they spot and delete the email great. If not, and they click to open, they will be automatically assigned "remedial training".

Started getting pricing for replacement firewalls, and servers.

Top 10 web pages:

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



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 Office revised the 2020 Candidate Handbooks. These books are available for pick up now. This is an important resource when seeking to run for office for the City of Bunnell. Each handbook must be signed for when it is picked up.

The City Clerk is the Qualify Officer for Bunnell Municipal Elections.

There are forms that must be filed with the City BEFORE anyone can start campaigning.

Dates to Remember:

⇒ Qualifying Period is 8:00 AM January 6, 2020 to 12:00 PM January 10, 2020

The following have started the Qualification Process by filing initial paperwork:
(Note: they have not been qualified to run yet as there are other steps that must be completed during the Qualifying Period)

⇒ Tonya Gordon

⇒ Tina-Marie Schultz

⇒ Commissioner Jan Reeger

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 November 30, 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 November 30, 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
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

The Total of all OUTSTANDING FINES AND LIENS = \$1,511,505.41

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 Exception to exceed 10k sq ft	7/30/19	Pending building permits

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	88.39 Tons	6.8
Residential Recycle	16.92	1.3
Yard Waste	133 Yards	6.65
Commercial Garbage	161.35 Tons	12.41
Commercial Cardboard	18.4 Tons	1.42
Construction & Demolition and Bulk debris	28.86 Tons	8.25

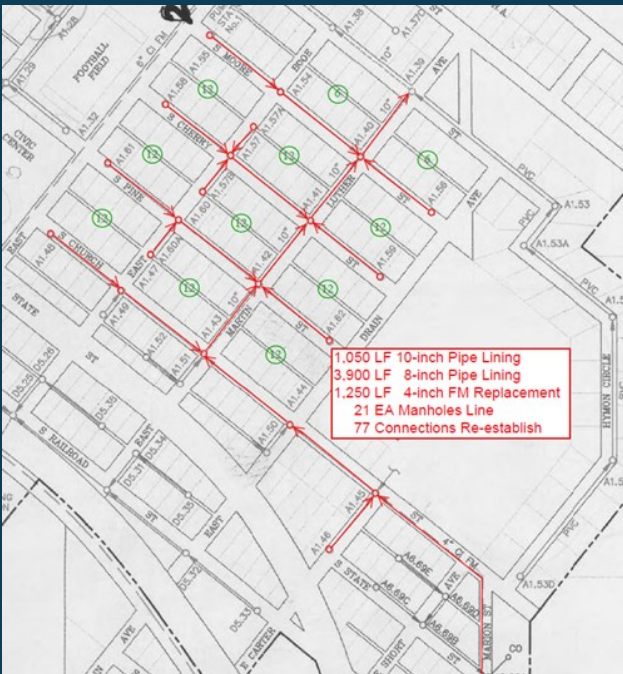
Projects

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. Certificate of Completion sent to SJRWMD noting the project has been completed and functionally delivers the intended benefits of the agreement. 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 CDBG project is nearing completion. Force main tie in complete. Punch list items remaining – pending scheduling by Contractor. LS#2 remaining scope (concrete, driveway, and fence) is complete.

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 – pipe installation is 80% complete, and directional drilling is 90% complete.

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.

Master Plan draft review was held. Addition of Commerce Park to plans has been requested.

Information to be supplied to Engineers. Preparation of presentations for retreat to begin.

Total Projects Cost: \$2,648,956

Total Grants: \$1,543,685

Infrastructure (Formerly Utilities and Public Works)

Capacities WTP/WWTP

Capacity for the WWTP in November 2019 was 72% with a total of 3.92" of rainfall. Total influent flow for the month was 12.986MG.

The WTP produced 7.440MG of drinking water, with a daily production average of 0.240MG in November 2019. With our WTP putting out 7.440MG and our WWTP receiving 12.986MG, we treated 5.546MG of storm/ground water.

Police Department

Crisis Intervention Team Law Enforcement Officer of the Year

On September 3, 2019 Officer Matthew Hirschi was dispatched and responded to a “disturbance with weapons” call occurring at a local campground in the City of Bunnell. Upon arrival with other officers, it was soon determined that two individuals, a boyfriend and girlfriend, had committed aggravated assault with an AR15-22 rifle and a “billy club” baton on one of their neighbors.

After interviewing witnesses and establishing probable cause for two arrests, Officer Hirschi made contact with the male suspect who was unarmed at the time, was placed under arrest, and positioned into the back seat of the patrol car. Meanwhile, the female suspect refused to surrender and barricaded herself inside their small camper.

After Officer Hirschi questioned the male suspect to determine the location of the rifle. The male suspect was not cooperative at first, however Officer Hirsch was eventually able to calm the suspect down by gaining his trust and subsequently determining the location of the rifle.

Officers on the scene continued trying to talk the female suspect out of the camper via the PA system but to no avail. Officer Hirschi then had the male suspect call his girlfriend so Officer Hirschi could establish communication with her. During a thirty-minute phone conversation with the female, Officer Hirschi was able to appease her and arranged a safe surrender if she agreed to exit unarmed. As a result of Officer Hirschi’s patience and ingenuity, the female suspect was secured without incident. The weapon and rifle were subsequently located and taken as evidence.

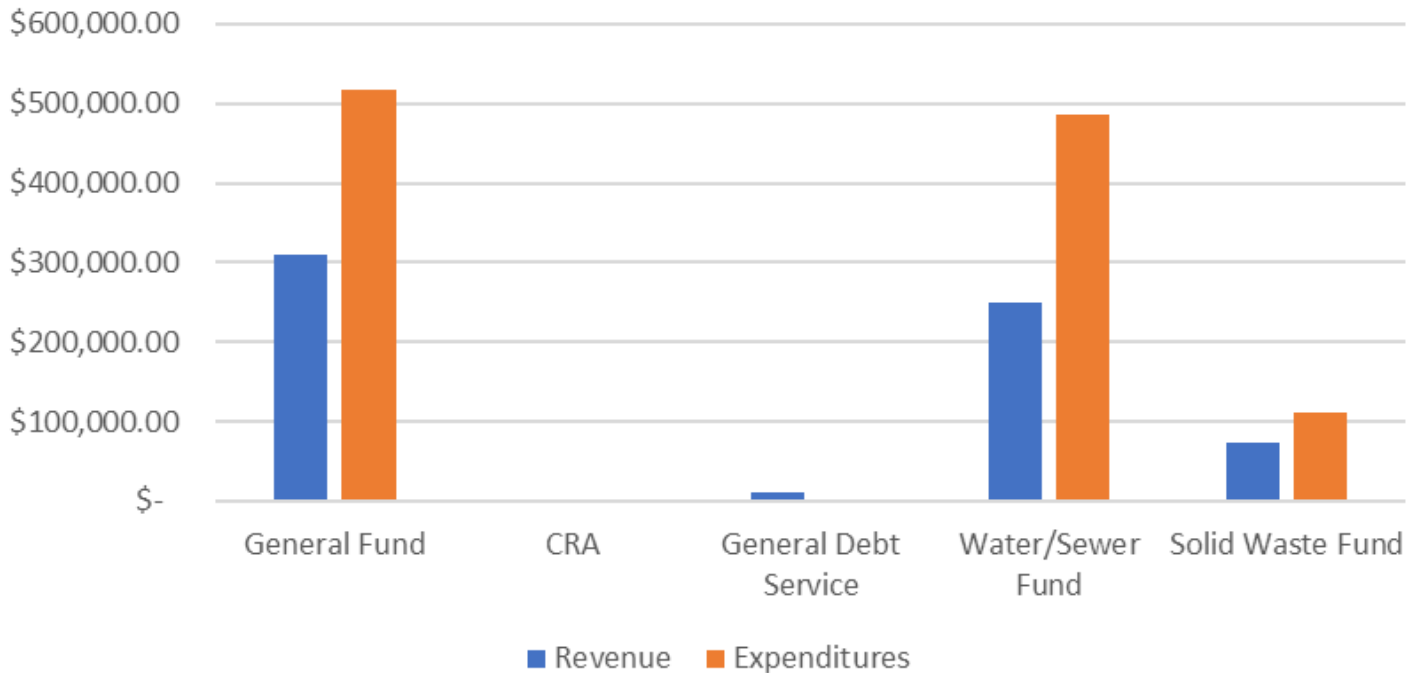
Due to Officer Matt Hirschi’s prior CIT training, he was able to utilize learned techniques to successfully gain control and circumvent a potentially violent encounter. Officer Hirschi is well deserving of the CIT Officer of the Year Award, and was the only finalist from Flagler County.





BUDGET PERFORMANCE FISCAL YEAR 2019

FY 2019-2020 Revenues & Expenditures by Fund as of 11/30/19



November was the second month of the Fiscal Year. The approved 2019/2020 budget, including amendments, totals \$9,777,592 and includes all anticipated revenues and expenditures of the city from October 1, 2019 through September 30, 2020. The chart shows year to date revenue and expenditures by fund.

General Fund – The General Fund expenditures totaling \$517,181.79 exceed revenue totaling \$309,710.14 by \$207,471.65. This is primarily due to Ad Valorem taxes not yet being received. Ad Valorem taxes are the largest funding source in the General Fund and are generally received from the Tax Collector between November and June with the largest receipts in December. The first Ad Valorem tax deposit was posted on December 3rd so revenue will increase significantly in the General Fund on the next report.

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. There is currently a balance of \$11,266 in the Fund. Principal and interest payments are due quarterly on January 1st, April 1st, July 1st and October 1st

**BUDGET PERFORMANCE FISCAL YEAR 2019**

therefore, no expenditures will occur until late December when the check for the January 1st payment is processed.

Water/Sewer Fund – The Water and Sewer Fund revenues of \$248,759.46 are less than the expenditures of \$485,554.78 by \$236,795.32. This is primarily because of the way the Thanksgiving Holiday fell this year. Since offices were closed November 28th and 29th, the utility bills were not processed until Monday, December 2nd. Therefore, the accrual for the utility revenue for November did not post until December 2nd and the next monthly report will show revenue for both November and December.

Solid Waste Fund – The Solid Waste Fund has revenues of \$73,574.13 and expenditures of \$110,323.17. As stated in the Water/Sewer Fund narrative, because of the holiday, the utility bills were not processed until Monday, December 2nd. Therefore, the accrual for the revenue for November did not post until December 2nd and the next monthly report will show revenue for both November and December.