

City Manager's Monthly Report



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

November 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.

Commission Meeting Presentations



October 14, 2019, the Bunnell Police Department thanked the businesses and citizens who aided them during Hurricane Dorian. These businesses and citizens provided food for the officers who were on duty throughout the event as they were stations at the City Admin Complex in the event they were called to action by the Emergency Operation Center.



October 25, 2019: Trunk N Treat Event

The First Baptist Christian School and City co-sponsored the Trunk N Treat event held at Lake Lucille on October 25th. The City even decorated cars to participate. Over 500 children come through this safe, family friendly event each year. It was a very successful night, enjoyed by many families.



C is for Cookie: City Manager



Under the Sea: Infrastructure

Bunnell Honors Local Eagle Scout

October 28, 2019 the City of Bunnell honored Eagle Scout AJ Grasso of Bunnell Troop 400. AJ earned his Eagle Scout designation and continues to give back to his troop through his leadership and experience.



Information Technology

Worked quite a bit with the new Finance Director, assisting with an e-checks debacle, and helping Finance understand the relationship between Tyler Technologies and Open Edge.

Worked quite a bit trying to configure iWorq they way we need it to work with all of the functions we are attempting. We seem to be making progress. There are still some issues we are working through. But it does not look like we will be accepting payments through the web interface. Which means folks can apply for various things. But when it comes to the payment, they will have to come into the office.

Worked with the County on the interlocal agreement for GIS services.

Worked with the copier vendor. Some of the new machines are not reporting their meter readings like they are supposed to. Another is having an issue with complicated print jobs.

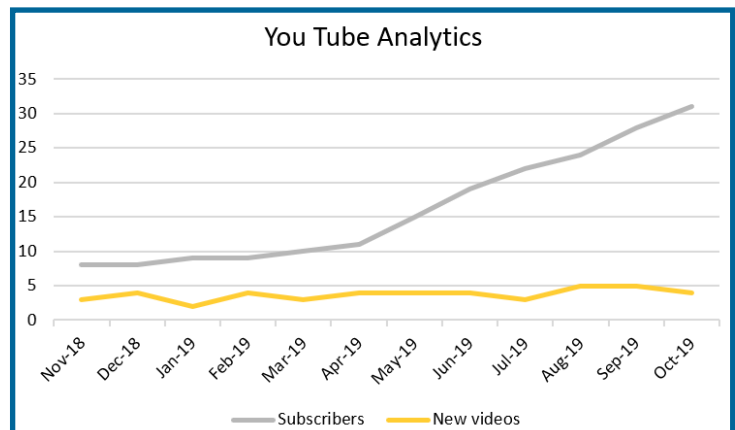
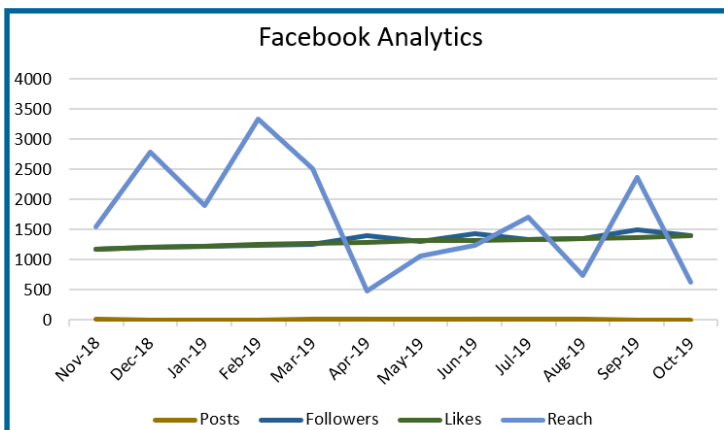
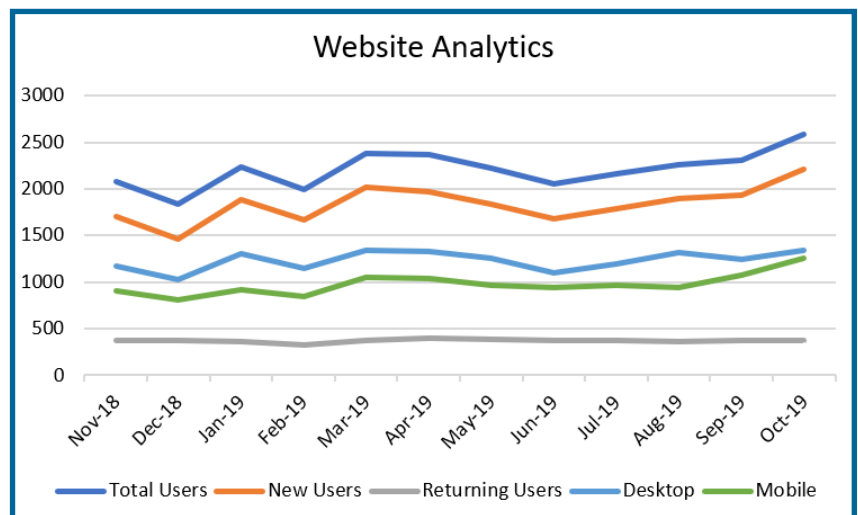
Performed the ADA remediation on the adopted Strategic Plan, Fiscal Year 2018 Financial Statements, and 2020 Budget and posted them to the website in accordance with a new state law.

Configured our Cyber Security training for end users. By the time this is published, our first baseline test email has been sent testing our employees. This system intentionally generated a malware email and sends it to our employees as a test to see if they would open the email or open any attachments or links in the email. The purpose being to identify individuals who may need additional training in recognizing such emails in an effort to minimize the likely hood of an attack.

Due to budget cuts, the last meeting to be streamed live to the internet was the Board Meeting of October 28, 2019.

Top 10 web pages:

1. Home Page
2. Open Jobs
3. Agendas
4. Contacts
5. PD Home
6. Infrastructure
7. Community Development
8. Building
9. Search Page
10. Job Descriptions



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:

- ⇒ December 9, 2019 at 12:00 PM– all petitions must be turned into the Supervisor of Elections Office if attempting to qualify to run via the petition process
- ⇒ 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)

- ⇒ Tonya Gordon

Code Enforcement

*As of October 31, 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.	\$329,733.91	7/1/2021
01-004	205 S. Forsyth St.	\$3,240.00	1/17/2022
06-148	500 S. Cherry St.	\$115,650.00	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.)	\$115,625.00	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.	\$200,509.90	* In Court at this time
10-047	S. Moore St. & MLK St. Lots 1 & 2	\$235,125.00	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 September 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.	\$115,250.00	8/8/2038
17-066	205 N. Cherry St.	\$73,400.00	11/8/2037
18-006	607 E. Moody Blvd.	\$45,000.00	4/11/2038
17-040	103 Deen Rd.	\$1,500.00	9/13/2039
19-003	508 S. Railroad St.	\$250.00	8/15/2039
19-012	701 E. Woodland St.	\$8,900.00	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 = \$1,494,955.41

Community Development: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 2 Preliminary Plat	Review	Site Plan: Preliminary Plat and construction of 117 units.	1/14/19	Pending City Commission approval 10/14/19.
3360 Steel Rail Dr.	Pending	Building Permit	4/2/18	Building permit approved pending Gate completion 9/30/19
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	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	Going to Commission for approval (two readings)
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	Minor Site Plan approved by TRC 10/1/19
Bob LaCasse & Co 700 S. State St	Reviewed by Staff	Rezoning FLUM / Site Plan	4/23/19	PZA approved site plan – 9/17/19 and Commissioners approved FLUM and Re-zoning 9/23/19
Jump for Joy	Reviewed by staff	Special Excep- tion to exceed 10k sq ft	7/30/19	Pending building permits

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 nearing completion. Engineer's punch list has been reviewed with Contractor. Remaining scope is punch list completion – includes gate repair, headwall repair/replacement, rip rap headwall repair. Substantial completion form signed on October 14, 2019. As-builts received for review. Final reimbursement from SJRWMD received.

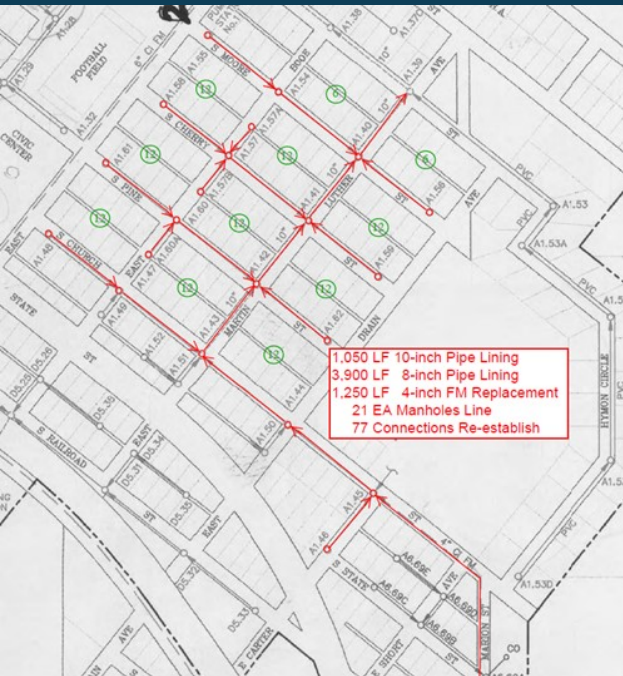
This project is partially funded by a grant from the St. Johns River Water Management District (SJRWMD) Rural Economic Development Initiatives (REDI) Grant program. Additional funds are from the Wastewater Enterprise fund.

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 nearing completion. Force main pressure test successful – tie in is pending DEP permit; remaining scope is manhole #2 lining, asphalt clean-up and punch list. LS#2 remaining scope is cement and fencing (delay scheduling due to issues with requisitions being entered for new FY).

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 – mobilization to site, well pointing, and soft digging began October 21.



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 wastewater and fiber plans are complete and being reviewed for quality control. In process of updating recommendation to FDEP from MBR to traditional means of treatment. Reclaim and stormwater plans are expected to be complete first week of November. Overall report for these plans is scheduled for November 11th. CPH is in process of merging the Water Distribution System Analysis Report with the Water Master Plan. The first draft expected to be complete early November.

Total Projects Cost: \$2,377,000

Total Grants: \$1,655,176

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	93.08 Tons	7.16
Residential Recycle	25.9 Tons	1.98
Yard Waste	188 Yards	9.4
Commercial Garbage	178.36 Tons	13.72
Commercial Cardboard	74.26 Tons	5.71
Construction & Demolition and Bulk debris	21.7 Tons	6.2

Police Department

During Rail Safety Week, Operation Clear Track, police visit hundreds of railroad crossings at high incident locations. Once, the law enforcement officials enforce grade crossing and trespassing laws. They write citations and issue warnings to violators. They also distribute cards with railroad safety tips to the public. The Bunnell Police participated in this important safety event to help raise awareness of rail tragedies and keep our citizens safe!



The Bunnell Police Department renews the Early Learning Coalition of Flagler & Volusia Officer Friendly Program to the City of Bunnell.

“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

Infrastructure (Formerly Utilities and Public Works)

Staff Updates

- Nathan Randolph passed his Water Treatment Operator C test and is now licensed with Florida DEP.
- Fabian Rosado passed his Wastewater Treatment Operator C test and is awaiting his licensing from Florida DEP.

Maintenance

On 10/22/2019 the distribution system experienced a 6” water main break at the N. Orange and E. Magnolia intersection. We were able to isolate the break shutting off only 30 residents. Despite being directly across the street from Bunnell Elementary, the schools water service was never interrupted. Our crew repaired the water main and returned service to the 30 affected homes. This water main repair was a major success and a step forward in the correction of Bunnell’s out of date distribution system.

Capacities WTP/WWTP

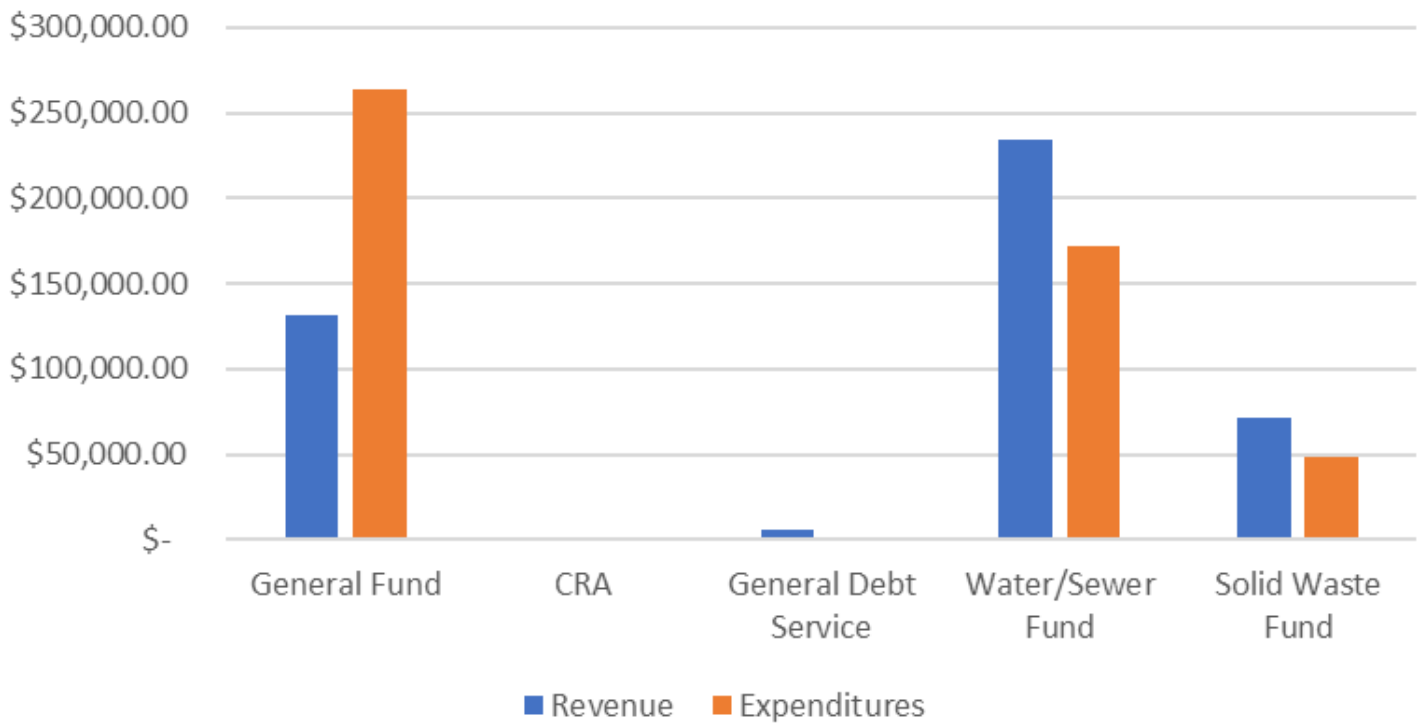
Capacity for the WWTP in September 2019 was 75% with a total of 6.8” of rainfall. Total influent flow for the month was 13.868MG.

The WTP produced 8.470MG of drinking water, with a daily production average of 0.0273MG in October 2019. With our WTP putting out 8.470MG and our WWTP receiving 13.868MG, we treated 5.398MG of storm/ground water.



BUDGET PERFORMANCE FISCAL YEAR 2019-2020

FY 2019-2020 October 2019 Revenues & Expenditures by Fund



October 1st began the new Fiscal Year! The adopted 2019/2020 budget totals \$9,775,842 and includes all anticipated revenues and expenditures of the city from October 1, 2019 through September 30, 2020. During the first month of the Fiscal Year, the City received a total of \$442,187.25 in revenue and spent \$483,597.59. The chart below shows revenue and expenditures by fund.



BUDGET PERFORMANCE FISCAL YEAR 2019-2020

General Fund – The General Fund expenditures totaling \$263,669.35 outpaced revenue totaling \$131,427.67 by \$132,241.68 for the month of October. 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.

CRA Fund – The balance in the CRA Fund is \$3,628. There were no revenues or expenditures in October and there isn't any anticipated activity 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. Principal and interest payments are due quarterly on January 1st, April 1st, July 1st and October 1st 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 \$233,910.49 outpaced expenditures of \$171,621.75 by \$62,288.74 in October. The department has several large purchases budgeted including equipment leases/purchases as well as capital improvement projects that will be expensed later throughout the year.

Solid Waste Fund – The Solid Waste Fund is trending right on track for October with \$71,216.09 in revenue and \$48,306.49 in expenditures for the month of October. The department has \$25,000 budgeted for small equipment that will be purchased later in the year and debt service payments budgeted that aren't due until January 1st and July 1st.