

# City Manager's Monthly Report



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

October 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

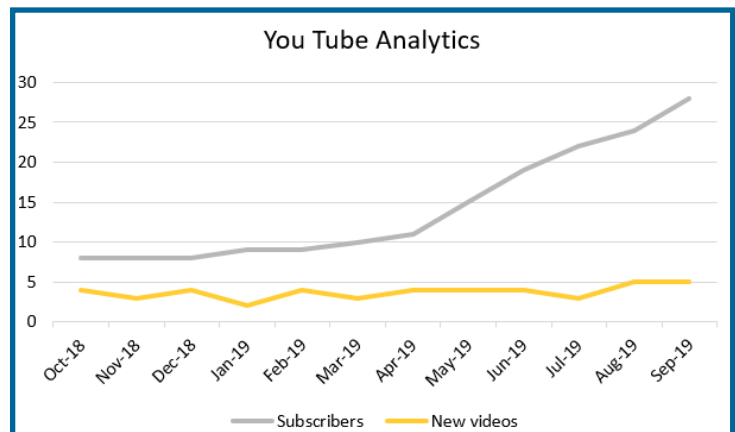
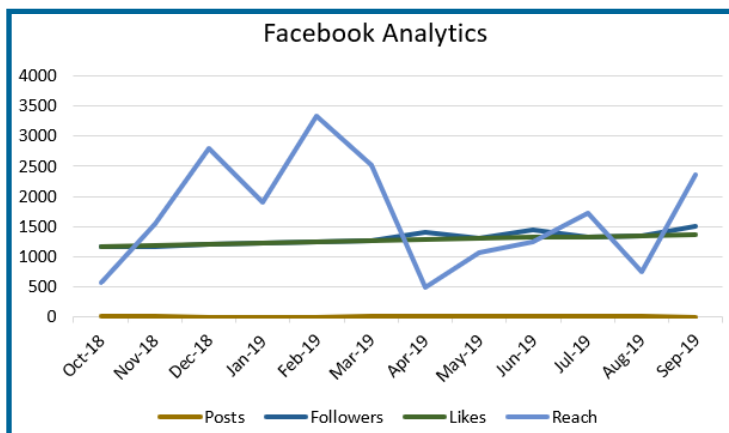
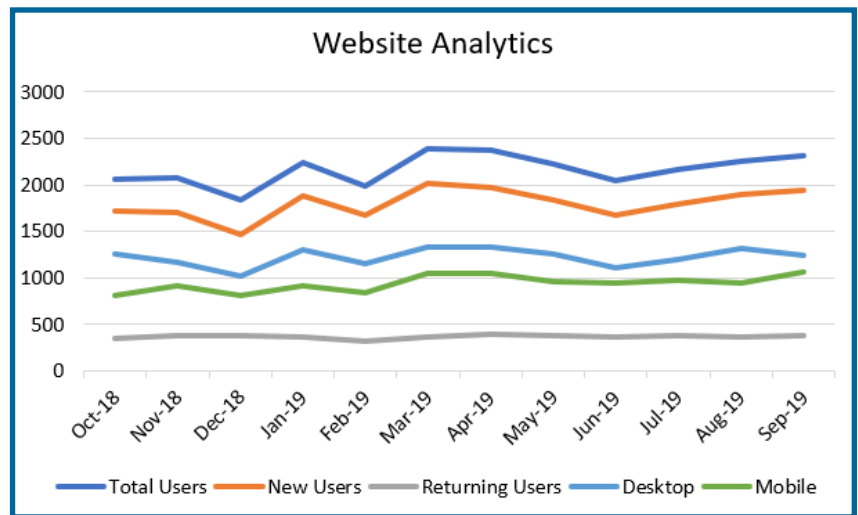
Worked quite a bit with the new Finance Director, and the temporary staff on the operations of the Finance software. Assisted wherever I could.

Worked with iWorq on the historical Community Development information currently in Incode 9. Trying to get this information ported into the new system.

Received 4 new copiers. Went around to the various computers to make sure the universal drivers worked for the machines.

### Top 10 web pages:

1. Home Page
2. Open Jobs
3. Contacts
4. Agendas
5. PD Home
6. Building Dept
7. Bids
8. Infrastructure
9. Solid Waste
10. Community Development



## 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. It is anticipated these books will be ready mid-October. 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.

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

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

### **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

## Fleet

The need to renew the City's contract with Gideon Auction House delayed the selling/auctioning of items recently surplus by the City Commission. Once the contract was renewed in August, the Fleet Division Staff have been working with staff from Gideon Auction House to get the City's items prepared for auction. Gideon Auction House was on-site at the end of September to finish up taking pictures and writing item descriptions. It is anticipated the City's items will appear for auction on the company's website around October 15, 2019.

## Code Enforcement

\*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
01-001	604 Fourth St.	\$226,133.91	7/1/2021
01-004	205 S. Forsyth St.	\$3,240.00	1/17/2022
06-148	500 S. Cherry St.	\$57,450.00	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.)	\$33,900.00	3/15/2027
07-126	106 N. Railroad St.	\$1,000.00 (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.	\$198,709.90	* In Court at this time
10-047	S. Moore St. & MLK St. Lots 1 & 2	\$194,700.00	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.	\$104,000.00	8/8/2038
17-066	205 N. Cherry St.	\$69,900.00	11/8/2037
18-006	607 E. Moody Blvd.	\$45,000.00	4/11/2038
17-040	103 Deen Rd.	\$625.00	9/13/2039
19-003	508 S. Railroad St.	\$250.00	8/15/2039
19-012	701 E. Woodland St.	\$1,300.00	8/15/2039

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential	89.05 Tons	14.60
Commercial	189.84 Tons	14.6
Yard Waste	251 Yards	12.55
Construction & Demolition and Bulk debris	20.28 Tons	5.79
Residential Recycle	14.84 Tons	1.41

## Utility Liens

\*As of September 30, 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 = \$1,185,155.31**



## 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

### Fiscal Year 2018/2019 Totals

- The Planning, Zoning and Appeals Board hear 34 cases
- The Code Enforcement Board heard 40 cases—City has \$1.2 million in outstanding Code Board liens to date.
- The City issued 665 Building Permits; 77 in the month of September

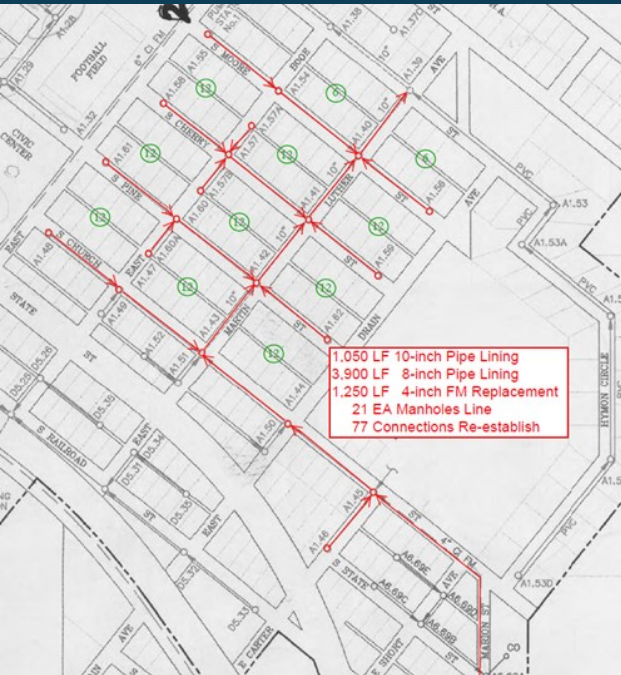
## Projects

**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 on October 14, 2019 agenda for signature.

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.

Force main replacement is underway; remaining scope is manhole #2 lining, asphalt clean-up, grass seed/mulch and punch list. FPL ran power to LS#2; remaining scope is cement and fencing.

**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. SanPik, Inc. Staff Report to request award approval and notice to proceed on October 14, 2019 Agenda.

**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 Engineers continue to evaluate City systems.

## 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)

### Capacities WTP/WWTP

- Capacity for the WWTP in September 2019 was 73% with a total of 6.49” of rainfall. Total influent flow for the month was 13.210MG. Hurricane Dorian's rains hit the City on September 3rd with 4.07” total. The Slip lining performed in the west and south side of the City helped control ground water intrusion during the storm. The WWTP received a total of 0.827MG on 9/3/19 which is 137% capacity for the day, however with the slip lining the plant received this flow in a more linear fashion rather than all at once. There were zero alarms, and zero spills for this event.
- The WTP produced 7.798MG of drinking water, with a daily production average of 0.251MG in September 2019. With our WTP putting out 7.798MG and our WWTP receiving 13.210MG, we treated 5.412MG of storm/ground water. Cipp lining is showing improvements in wet weather flows, especially with reducing surge flows.