

# City Manager's Monthly Report



Alvin B. Jackson, Jr.  
City Manager  
For September 2018

October 2018

### Information Technology

- Assisted HR in systematically generating new Personnel Action Forms for the employees for the 2.7% COLA. Also assisted in updating the pay plan spreadsheet with the increase.
- Assisted the Building Department while the Acting Director was on vacation.
- Compiled the monthly City Manager's Report.
- Purchased and installed replacement hard drives in a mass storage device at the water treatment plant. 2 drives in the device were about to fail.
- Purchased and installed a new hard drive, replacing a failed drive in a digital video recorder.
- Assisted in creating a press release for the water main break resulting from an auto accident. Created a web graphic, uploaded to the website, and Facebook. Assisted Finance in creating an outgoing message on the phone system auto attendant. Coordinated with the County for deploying Code Red for emergency notifications.
- Assisted in creating a press release FY 19 budget highlights, and announcing the new City Manager.
- Prepared 3 new laptops, and 2 upgraded laptops for deployment to the PD.

### Human Resources:

- Assisted Departments as needed.
- Attend 1 interview , Completed paperwork for 1 new employee
- Helped plan and coordinate Interim City Manger Thank you party
- Conducted employee meetings
- Attended Commission Meeting
- Assisted the New City Manager as needed

### Administration:

- Provided staff support to the Charter Review Advisory Committee at weekly meetings.
- Oversaw, advertised and published 9 agendas
- Prepared and posted Public Notices for 4 community events Commissioners may have attended during the month.
- Scheduled, organized and obtained all items for the Ribbon Cutting for the Commissioner Louis L. Jackson Park. Media release prepared and event advertised on all City recourses.
- Arranged the Commission “Thank you” luncheon to Interim City Manager Tom Foster.
- Began preliminary Planning for Christmas in Bunnell; scheduled for Friday, December 14th



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### Code Amendment Update:

- Junk Vehicles– This is the last section of the code identified for amendment in 2017. The City Attorney contacted other jurisdictions regarding how junk vehicles are handled. Discovered that some jurisdictions do have similar regulations on towing of vehicles. City staff to explore what if any towing companies are interested or able to be utilized by the City for the towing of vehicles.







# Ribbon Cutting September 26, 2018: Commissioner Louis L. Jackson Park





September 26, 2018:  
Thank you Tom Foster!

THANK YOU

Thank you for  
all that you  
have done Tom!




## Community Development Department

- Maintained contact with NUE Urban Concepts regarding the Impact Fee Study authorized by the City Commission in December 2017. Obtained copy of final report to be used in a workshop to be held in October.
- Assisted the Solid Waste/Public Works Director with drafting amendments to the Code of Ordinance Chapter 50 Solid Waste regulations.
- Worked with owner of 601 Deen Rd. regarding cleaning up the property.
- Special Event Reviews begun for the following:
  - ⇒ Trunk or Treat (First Baptist Church and First Baptist Christian Academy; co-sponsored by City of Bunnell)
  - ⇒ Fall Festival (Flagler County Housing Authority)
  - ⇒ Trick or Treat Event (First Methodist Church)
- Continued on-going work for various projects in Grand Reserve

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**PZA Update:** The following items were on the September 18, 2018 PZA Board Agenda. Some of these items may have already appeared before the Commission .

- Special Exception Request to allow the use of shipping containers as permanent buildings at 3360 Steel Rail Dr.: The applicant, Steel Rail LLC., is in the site plan approval process. They requested permission to utilize shipping containers as permanent buildings in the development of their site. As shipping containers are not defined as permanent buildings in the Land Development Code, they needed permission for the use of these containers as buildings. There were objects from the public about the request. The Planning Board voted to deny the request. The applicant exercised their right to appeal this decision and the item was placed on the next possible City Commission agenda.
  - Request for Preliminary Plat of Phase 1-A and 1-B in the Grand Reserve Subdivision: The applicant, DR Horton and Deer Run CDD, requested preliminary plat approval for the next 2 phases of development in the Grand Reserve Subdivision. These 2 phases are covered by the PUD Agreement adopted in May 2018. In order to begin construction on any private or public utilities, preliminary plat approval must be granted. The project will also need to go through Final Plat approval and will be heard by both the Planning Board and the City Commission.
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## Update: Pending Development Projects

| PROJECT NAME  | STATUS                            | PROJECT TYPE | DATE STARTED | NOTES  |
|---|-----------------------------------|--------------|--------------|--|
| Grand Reserve Phase 1-A and 1-B RePlat                              | Review                            | RePlat       | 4/4/18       | Preliminary Plat approved by the Planning, Zoning and Appeals Board 9/18/18. Preliminary Plat scheduled for the City Commission to review at its 10/8/18 meeting. Final Plat approval will also need to be completed by both Board. Final Plat has not been submitted to the |
| Grand Reserve Amenity Center  | Approved                          | Site Plan    | 2/28/18      | PZA Board approved the site plan on 7/17/18; Building permit released  |
| Flagler Commons (15 unit multi-family project)                      | Review                            | Site Plan    | 10/19/17     | Latest City Comment letter sent 1/16/18; (fourth set of City comments); Awaiting resubmittal to City; have contacted developer several times, per e-mail from developer on 4/10/18, the project is still moving forward  |
| Flagler Commons II (15 unit multi-family project)                   | Review                            | Site Plan    | 10/19/17     | Latest City Comment letter sent 1/16/18; (fourth set of City comments); Awaiting resubmittal to City; have contacted developer several times, per e-mail from developer on 4/10/18, the project is still moving forward  |
| Bunnell Land Holding Material Recovery Facility (1050 Hwy 100 West) | Approved 6/14/18; Amended 7/20/18 | Site Plan    | 12/8/17      | Under construction; conditional CO can be issued for scale house pending the rest of the site development per the approved site plan, the FDOT permit and the SJRWMD permit being completed; rest of site development to be completed no later than 2/1/2019                 |



## Update: Pending Development Projects Con't

| PROJECT NAME  | STATUS | PROJECT TYPE | DATE STARTED | NOTES   |
|---|--------|--------------|--------------|---|
| 3360 Steel Rail Dr.                                     | Review | Site Plan    | 4/2/18       | Site Plan still under review. Applicants request to use shipping containers as permanent buildings was denied by the Planning board at its 9/18/18 meeting. Applicant needs to provide a revised site plan which meets the requirements of all applicable chapters of the City's Land Development Code. |
| Porchlight<br>(SR100 LLC 240 unit multi-family project) | 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      |
| Werner Electrical<br>(3240 Steel Rail Dr)               | Review | Site Plan    | 7/23/18      | All City Comments address; to be reviewed by the Planning, Zoning and Appeals Board at the October 16, 2018 meeting   |
| Steel Rail Landscape Depot                              | Review | Site Plan    | 9/24/18      | Proposed development of a vacant lot in the Steel Rail Industrial Park. Staff reviewing the proposed pages and comments pending as of writing of the City Manager report deadline.  |





## Police Department

- ◆ Office of Governor – Compliance Florida Statue 960.001, for victim’s rights guidelines and brochure. Our department victim’s rights guideline brochure is in compliance with section 960.001 Florida State Statue.
- ◆ Cpl. Dominic Guida awarded the 2018 National Highway Traffic Safety “Click it or Ticket” safety campaign award for his contribution to help keeping the roadways safe in the city. The Click it, or Ticket safety awareness campaign motto; “One Team, One Goal, Save Lives.”
- ◆ Participated in a Mock Table Top exercise regarding field readiness to evaluate response capability.
- ◆ Participated in Railroad Safety “Operation Clear Track”!

## Public Works

### Projects

Coquina Building Remediation awaiting plumbing and carpet installation estimates.

FPL completed 100% LED light conversion City wide.

Commissioner Louis L. Jackson Park Grand opening pre-work included final sod, mulch, “No Parking” signs, surrounding area tree & Shrub pruning, and surrounding lot debris clean up.

### Administration

Closeout of FY 17.18 has been completed with the Finance Department, including the First ever issue free warrant.

Administrative Assistant, Engineering, and PW Director met with the Heritage Crossroads group at their monthly meeting, introducing Michael as the Project Management for the new Heritage Park. 1<sup>st</sup> week of November tentative groundbreaking, pending Commission approval. Is that good for Y’all???

### Service

Trimmed area trees to assist in Solid Waste route pick ups

EJ Park lighting repaired.

Hurricane Emergency trailer fully equipped with water pumps and all equipment tested. Thankfully we have not had to use this, but we are prepared none the less.

## Engineering

**MS-4** Contacted key staff members for records, in order to pull together 2017-2018 (June-June) Annual Report due to FDEP in December, 2018. Construction project inspections were conducted. Builders continually being contacted regarding installation of and maintenance of silt fence screening by our new code enforcement officer. To begin working on Annual Report Update to FDEP in Sept.

**FDOT and City Public Works Director City-wide Drainage.** (Reviewing drainage outfalls, clearing and cleaning ditches city-wide.) and on existing Major Drainage Issues within the City ; ( SR-100 east , Anderson, Bacher, Woodland ) etc. 3 Major Outfalls now cleared by City Crews! Woodland Drainage Pipe replacement being planned for later this year by City staff.

**Southside Sewer Project** – Bid awarded by City Commission after contract approval was executed by Grantor agency , Preconstruction meeting being scheduled for October. Project to commence soon.

**Westside Storm Water / Sanitary Sewer System Improvements.** Consultant, Alliant Engineering has completed survey / design work. Plans / bid documents approved by city staff. Revised project completion schedule requested of engineering consultant. Project being placed out for competitive bids in October.

**Commissioner Louis L. Jackson Park** – Final Inspection and final payments made. As-built drawing generated. Note: work completion had been delayed slightly due to late delivery of playground and picnic equipment materials. Park now open with Ribbon Cutting a grand success! Fred Fox notified to complete grant reimbursement process. City staff provided Fred Fox all necessary back-up information.

**Heritage Park Design completed,** Grant Agreement - Second amendment drafted and forwarded to FDEP (Grantor Agency ) , amendment approved by the City Commission on Sept. 10th. Cost Quotes continuing to be solicited by staff and received on materials and contract work. City staff now in position to begin actual purchasing and installation of all required amenities by contractors and city forces.

**Commercial Site Plans / Single Family / Residential Site Plan Reviews** - Continuing to review building and site plans (approximately 10 -15) to be placed under construction in reference to grading and drainage issues affecting residential lots of record, Grand Reserve, and commercial site development plans. This also now includes clearing and filling and driveway permit applications.

**Sewer Plant Rapid Infiltration Basin (Rib) Project** - Project under construction Bid awarded by City Commission to Cline Construction. Contract signed for project being and Purchase Order Issued. Preconstruction Meeting and Notice to Proceed took place on 8-2-18 in order to allow construction of project underway to meet SJRWMD Grant completion deadline of January 31, 2019. Construction progressing nicely, and back on schedule. Rib Pond now in use, actively working.



## Utilities Department

### Projects/Maintenance

On Sept 6th, a vehicle accident caused damage to a fire hydrant and led to a large water break with interruption of services to the City, and ultimately a boil water notice (PBWN)

Sampling completed and PBWN rescinded in 48 hours

After-action report completed and submitted to City Commission

New isolation valve and hydrant installed on 9/13

Installed new flushing valve and 200' of pipe on 700 block of N. Peach. Flushing valves automatically flushes water at preset intervals to move fresh water in the distribution system

Installed new water services at Grand Reserve Fountain US<sub>1</sub> and Comm. Louis L. Jackson Park

Collected quarterly samples from Wastewater Treatment Plant (WWTP) for Bioassay and River Study per DEP requirements

Ongoing pressure washing of WWTP storage tank as weather and scheduling allows

Water Treatment Plant (WTP) Raw Water Well #4 is offline due to failed testing and water quality. Suspect compromised casing and will require inspection and repair

WTP Raw Water Wells #7 and #8 are testing high in conductivity and does not meet DEP standards. Currently not using well #7/8 until water quality improves

On-going repair: Deen Rd. Sewer repair, line has been cleaned, sewer camera inspections have not helped. Attempted repair: De-watered site, began excavation, did not find break before ground was unsafe to work in. Created scope of work to contract repair. Waiting for reply proposals and PO's

Cleaned lift stations #2, #3 and #4, removing grease build-up, plastics and rags from sewer system

### Grants/Administration/Management

Received permit revision for WWTP for modifications to include Sludge Drying Bed and modifications to reuse water capacities that affect the total discharge limits of commercial users

Submit bi-weekly reports to SJRWMD for Projects # 30306, # 31866, and # 32717

CBDG Grant for Southside Sewer Rehab

Bid approval and contract is with DEO for approval

SJRWMD FY17 REDI –Completed – No further updates or reports to follow

SJRWMD FY17 Cost Share – WWTP Improvements and RIB Site

SE Cline installed SOD in affected areas after excavation was completed

SGS Contractors onsite to verify placements of equipment that are on order

Pay-App #2 received/signed/processed

Next Construction meeting with Contractor and Engineer scheduled for Nov 7th

SJRWMD FY18 REDI – Westside Sewer and Storm Water Improvements

Project design 90% complete

Project bid docs and contracts proposed to be published 10/5/18

Bid opening scheduled for Oct 23rd, with award and NTP on Nov 12th

Assist Community Development in site plan and building permit reviews

### Monthly Capacity and Averages

Recorded 1.68 inches of rainfall for the month of September 2018

The WWTP treated 11.289MG of city sewer, with an average flow of 0.376 MG at 63% capacity

The improved weather greatly helped this month at the WWTP

The Water Plant produced 8.01MG for the month with a daily production average of 0.261MG

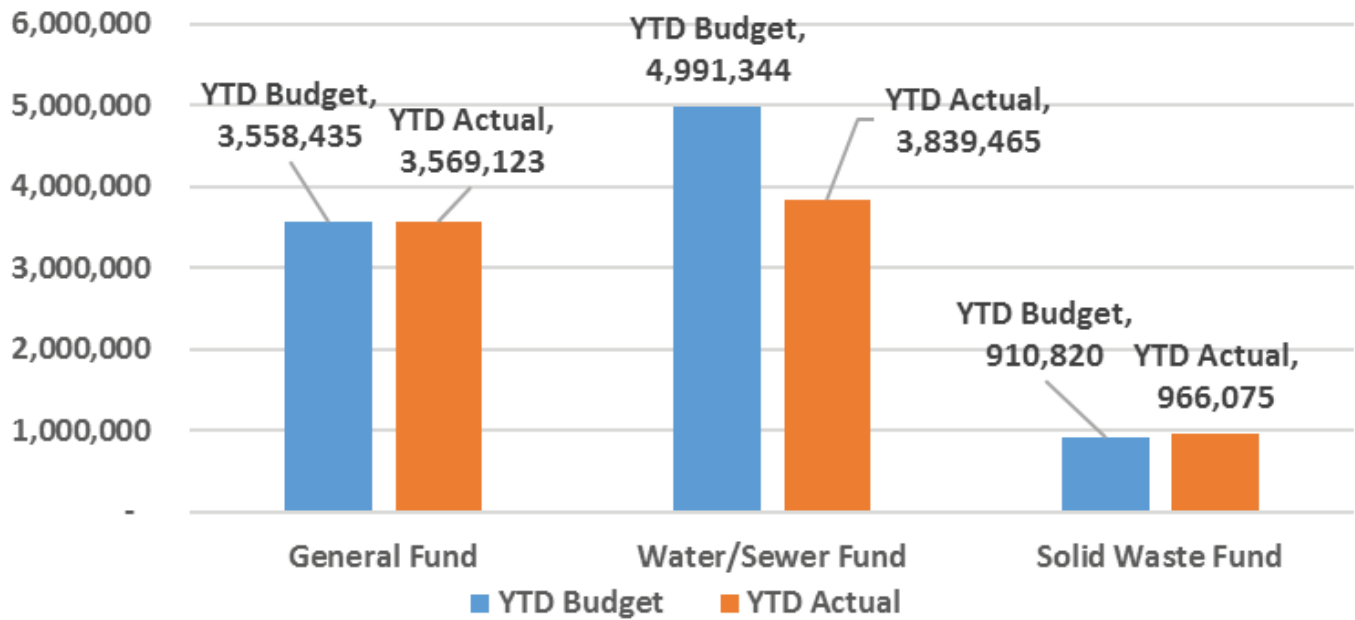






**BUDGET PERFORMANCE FISCAL YEAR 2018**

**Preliminary Major Operating Funds Revenue  
Preliminary September 2018**

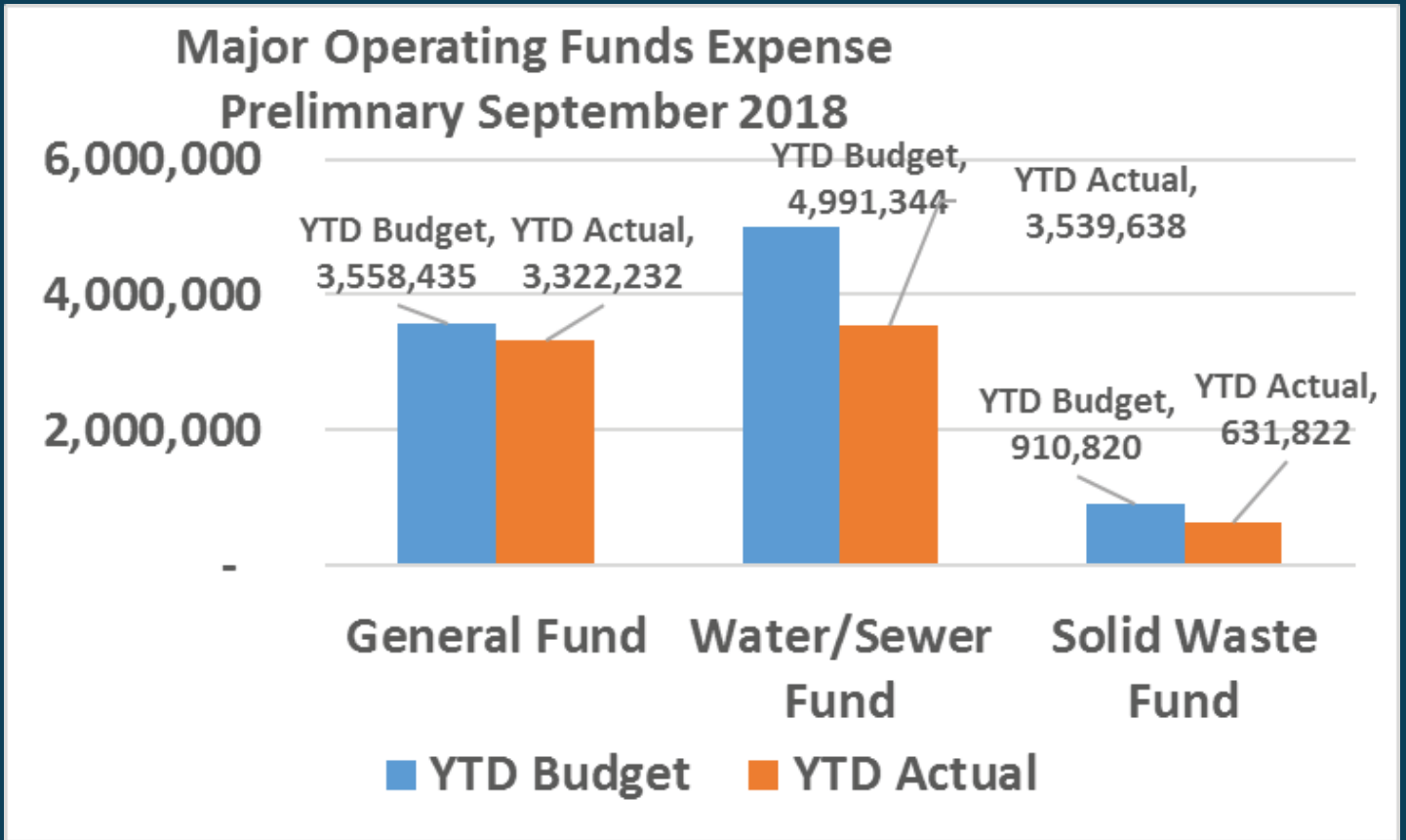


September is the end of the fiscal year. The preliminary results, shown in the graph above, reflect preliminary anticipated revenues. It will be several months before the fiscal year end close and audit are finalized. Revenues in the General Fund are at anticipated levels. The Water Sewer fund operating revenue are below anticipated levels due to the timing of several grant projects. Revenue for these projects will not be earned until construction activities occur. Please note below a corresponding decline in anticipated expenditures due to the timing of these projects. The Solid Waste fund operating revenues are slightly above anticipated levels due to an increase in rates and number of customers. In addition, an internal loan in the amount of \$278,000 was given to the Solid Waste fund for the purchase of a new garbage truck.





BUDGET PERFORMANCE FISCAL YEAR 2018



General Fund expenditures are lower than expected due to timing of capital projects and expense payments. Water Sewer Fund expenditures are significantly lower than anticipated due to timing of capital construction projects. Solid Waste Fund expenditures are below expected levels because internal loan funds of \$278,000, for the purchase of a new Garbage truck, have not been expended. The truck delivery is not expected until January 2019.

Fiscal Year 2018

Fiscal year 2018 budget performance is expected to be positive in both then General fund and Water/Sewer fund. The Solid Waste fund may result in a small increase to fund balance however it is anticipated that the fund reserve will not reach the recommended level. Finance will be working the fiscal year end close and audit for the next several months.

Fiscal Year 2019

The Commission has approved the proposed fiscal year 2019 budgets.



## Finance Department



WELCOME TO THE  
**FINANCE  
DEPARTMENT**  
WHERE  
EVERYBODY  
COUNTS!

### We are making Progress

- The State released the funds for the City's Hurricane Matthew related expenditures. Payment was received on September 21, 2018.
- Finance continues to work with the State and FEMA on the requests for assistance for the City's Hurricane related costs for Hurricane Irma.
- Finance has been working on ways to improve Utility billing and collections. Finance has shortened the cutoff for non-payment by 4 weeks due to a change in the method that the City's software assesses penalties. Also, we are assisting with the meter automation project, researching collections alternatives, changing deposit amounts and increased monitoring. Changes to the City's Utility ordinance will be forwarded to the Commission for consideration.
- Finance is implementing the software for the remote turn on/off water valves. Testing will be done with five valves. Two will be installed at Palm Pointe and three valves at other locations.
- The Commission has approved a new credit card provider. Implementation of the new program is underway.
- Finance is coordinating the final State construction inspections for the close out of the Hurricane Loss Mitigation grant for six low income residences.
- Finance attended several meetings with the County wide Local Mitigation Strategy group. The City plans on applying for the upcoming Hurricane Mitigation Grant program to fund two lift station generators.
- Staff attend communications training event.
- Staff is performing a comprehensive review of all utility accounts before the auditors arrive.
- Staff is preparing a bid for the City Hall hardening project. This project is fund through a federal grant.
- Staff is assisting an outside Engineering firm in the preparation of a invitation to bid for the Deen road utility and drainage project. This project is funded through a St. Johns Water management district grant.







## Grant Status

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FEMA Public Assistance Grant, Hurricane Matthew- The City received final payments for all claims from this storm on September 21, 2018.

FEMA Public Assistance Grant, Hurricane Irma- Finance has submitted data to FEMA and responding to FEMA's additional information requests.

Local Mitigation Strategy (LMS) grant program- The City has received the grant award for the project of hardening City Hall for wind storms. The City will issue a bid in early October for this project. Also, the City has applied for the upcoming grant cycle to fund two generators for major City lift stations.

St. John's Water Management (SJWMD) Reclaim Water Main Extension- Construction is complete. The final request for reimbursement has been submitted.

St. John's Water Management (SJWMD) Wastewater Improvements- The bid award was approved at the July 9, 2018 Commission meeting. Construction is approximately 40% complete.

St. John's Water Management (SJWMD) Deen Road Drainage and Wastewater Improvements- The City has received a grant award of \$462,000 for drainage and wastewater improvements in the Deen road area. Engineering design services are currently ongoing. The bid for construction is scheduled for issuance in early October. A town hall event will also be held in October for this project.

St. John's Water Management (SJWMD) Reclaim extension phase II- The City is applying for a REDI grant in October to extend the reclaim system from east highway 100 west towards the core City area.

Community Development Block Grant (CDBG) Southside Sewer Rehab- The City has awarded the bid for the project this project. Contract approval was received from the Florida Department of Economic Opportunity. Notice to proceed will be issued in October.

Florida Recreation Development Assistance Program (FRDAP)

Commissioner Louis L. Jackson Park- Construction is complete. A park opening event was held in September.

Heritage Trail Park- City has received notice of Commencement. City Engineer is working on design plans.

Hurricane Loss Mitigation Program (HLMP) formerly (Residential Construction Mitigation Program (RCMP)- The construction on six (6) residential homes was completed in June. Close out inspections with the State will be forthcoming.

