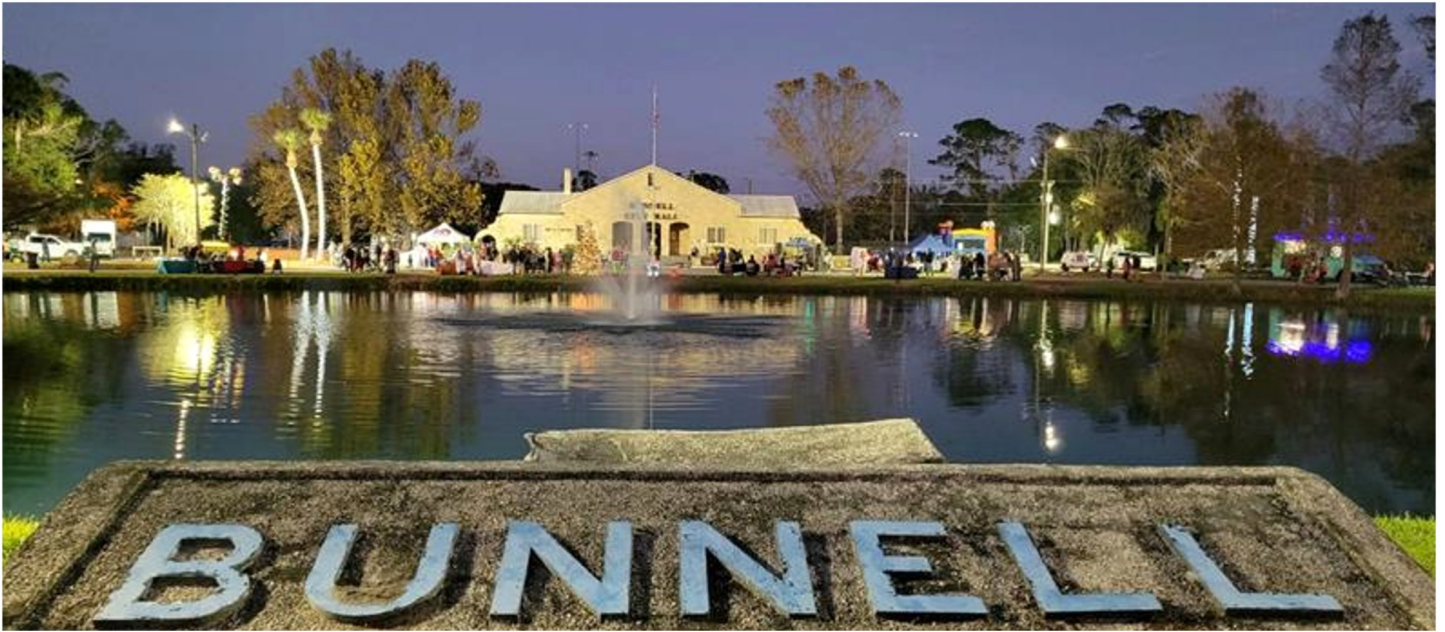


# City Manager's Monthly Report



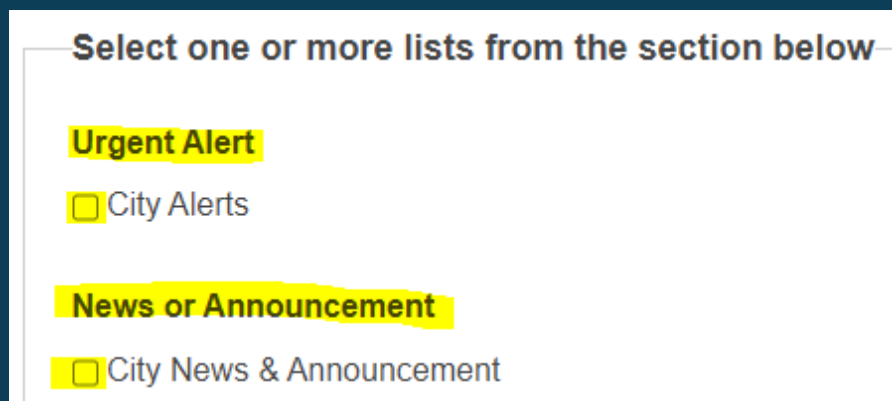
**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For April 2023**

Published: May 2023

## City News, Announcement and Alerts

The City uses it's website to send out important notifications. This could be storm related information and alerts, emergency operations information, boil water notices, City event details and any other information the City may need to share with citizens quickly.

If you are not currently subscribed to get notifications from the City, please register now. You register from [www.bunnellcity.us](http://www.bunnellcity.us) , click the subscribe button in the middle of the page and then complete the fields on the next page. To get the alerts the City sends out, make sure that the buttons next to City Alerts and City News & Announcements are checked.



Select one or more lists from the section below

**Urgent Alert**

☒ City Alerts

**News or Announcement**

☒ City News & Announcement

## Did you know?

The City Manager Report is published with the second Commission Meeting agenda of each month; however, it is also published to the City's website. You can see back issues of the report and see what is going on within the City by reviewing this report every month.

## 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!

## 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.

## Park Updates, Facility Rentals and Garage Sale Permits

All City parks are open. Parks operate during daylight hours (ie. dawn to dusk).

The City is accepting applications for the rental of parks and other available facilities. Applicants are required to turn in a completed application with sufficient time to process the rental request. Applications can be obtained at the Bunnell Customer Service Office located at 604 E. Moody Blvd. Unit 6 or on the City website [www.bunnellcity.us](http://www.bunnellcity.us) under FORMS.



### FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
  - The remediation of the hall was completed in August/September. The City is working with the design consultant for the construction plans to design the restoration of the building.
  - Design is about 95% complete and approved by both the State and Federal governments. Because of the historic designation on this building, any design plans need to be approved by the State and Division of Historical Resources.
  - The RFP for construction should be released in March 2023 once the plans are approved. Any information on the RFP will be found on Demand Star and the City Bid Page (under Finance Department).
- Municipal Park is at its new location: 1307 E. Howe Street (former Clegg Property)

### Garage Sale Permits:

The City is accepting requests for Garage Sale Permits. Residents need to make their request to the Utility Billing Department. Per the City Code of Ordinance, there is a limit on the total number of garage sale permits that can be issued to a property/address point in a calendar year. Speak with the staff in Utility Billing for any questions regarding Garage Sale Permits 386-437-7500 x 3.

## Information Technology

Finalized the 5 year maintenance agreement for the camera and license plate reader equipment, the cost of which is already included in the project.

Got the parts, and the security cameras at the Wastewater Treatment Plant all back up and running, and a storm rolled through and took out a radio on the O2 Ditch. Having to order more parts.

Received and installed our hardware refresh. Installed 7 new desktop computers, and 10 laptops.

Last May we ordered some new network switches for suites 4, 5, and 6. These were severely backordered. Was able to receive the hardware through another vendor. Met with the local vendor and discussed the programming of the equipment. Spent a weekend afternoon installing the new switches.

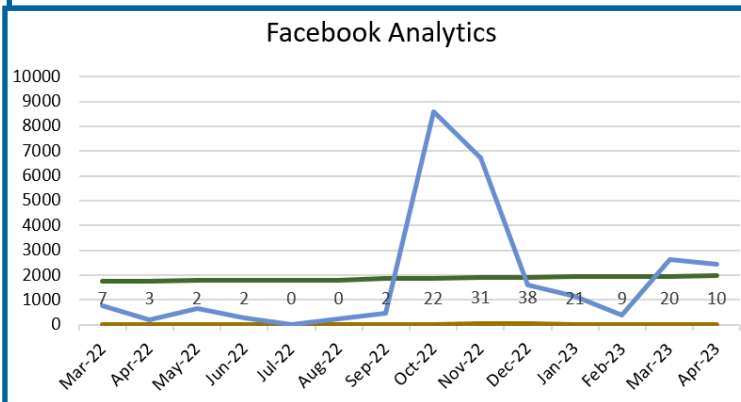
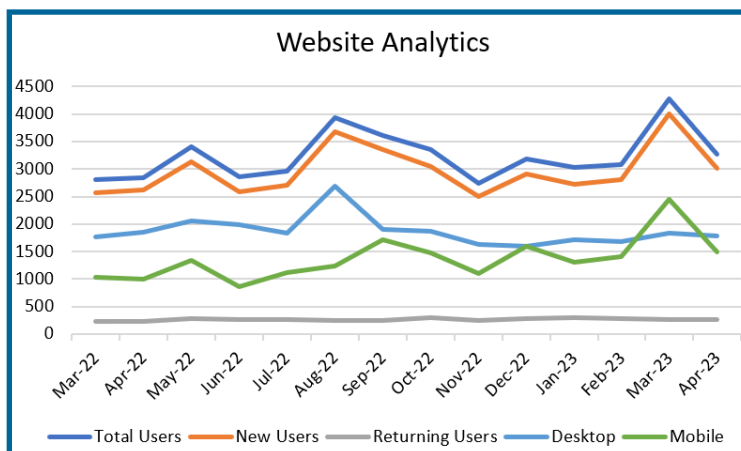
Spent quite a bit of time working on the PD's network. They were having an intermittent connection issue causing them to drop calls, and websites not to load properly. Spectrum monitored the circuit and could not find a problem. Spectrum sent a technician out and test the signal strength. He could not find an issue, but he replaced their equipment just to be sure. Strangely enough the problem was resolved following that.

Worked with the Sheriff's Office and a couple of vendors to get our new surveillance camera feeds into the SO's Real Time Crime Center.

On the evening of April 20th, Tyler Technologies performed a major upgrade to their systems. The migration seemed to have gone well. However they evidently did not check to make sure their web services we back up and running. A good part of April 21st was spent opening and closing tickets. We could log into the systems, but could not process payments, input time, and our residents could not access the online bill pay or interactive voice response system for several hours.

### Top 10 web pages:

- |  |                      |
|--|----------------------|
| 1. Home Page                             | 6. Agendas           |
| 2. Open Positions                        | 7. Community         |
| 3. PR:Precautionary<br>Boil Water Notice | 8. Contact Directory |
| 4. Building Permits                      | 9. Volunteer Boards  |
| 5. Police                                | 10. News             |





## City Clerk Office

The City Clerk Office published and noticed all agendas for the City's Public meetings held in April. Public Meetings are City Commission meetings and workshops, any volunteer Board meetings such as the Planning, Zoning and Appeals Board and Code Enforcement Board.

The Clerk's Office also worked on the following issues throughout the month:

- Working with contractor for the design for reconstruction of Coquina City Hall and on-going contact with Department of State for the Historical Resources Grant for the restoration of Coquina City Hall (agreements executed in October); design plans are 100% complete. Because this is a National Historic Building, both the State and Federal Historic Preservation offices have to approve any changes to the building. The plans are approved. RFP was released March 27, 2023. Bid Opening scheduled for May 9, 2023.
- Work and meetings on RFP 2023-01 Restoration of the Coquina City Hall Phase 1
- Preparation for Swearing in of Newly Elected Officials and State of the City Address; both events in April.
- On-going Hurricane Ian and Nicole Recovery efforts and FEMA reporting
- Drafting RFP for Solid Waste Dumping fees as current contract expires September 30, 2023

## Business Tax Receipts (BTRs)

Notices for BTR renewals were mailed out June 24, 2022. The City sent out 1,317 BTR Renewal notices for all registered businesses, this includes both in City and out-of-the-City businesses.

Businesses should have paid their BTR Renewal fees by September 30, 2022 to avoid paying penalties. Florida Statute and the City's Code of Ordinance require penalties be added to a BTR if not paid by **September 30th**. The required penalties are as follows: 10% October 1st; 15% November 1st; 20% December 1st; and 25% January 1st.

In the month of April, 19 businesses either renewed their BTR or received their initial BTR. The City collected \$1,538.55 in BTR and Fire Inspection fees for April 2023.

***Businesses with questions about their BTR should call the City Clerk Office at 386-437-7500 x 5***

**ANNIVERSARIES:**

**The City acknowledges and celebrates the following for their continued commitment to the City and her citizens and business owners:**

Tonya Gordon – 4/13/2020

Dustin Vost – 4/3/2017

Michelle Wichman – 4/2/2017

Jason Palmer – 4/7/2014

John Rogers – 4/11/2011

Chester Turner – 4/3/1995

Catherine Robinson – 4/11/1994



**NEW EMPLOYEES:**

**The City wants to give a warm welcome to our newest employees:**

Michael Fansler– Police Officer

Kenton Gibson– Parks and Rec  
Maintenance Technician I

**WE ARE HIRING. OPEN POSITIONS:**

Police Officer

Police Officer Sponsorship

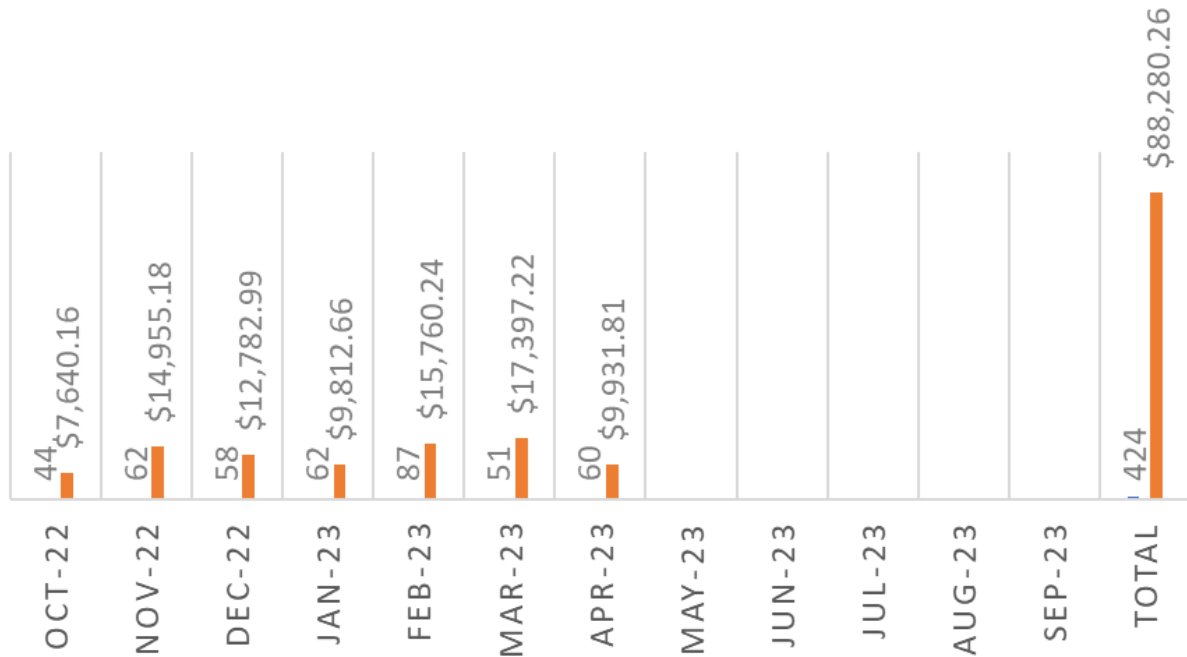
Fleet Manager



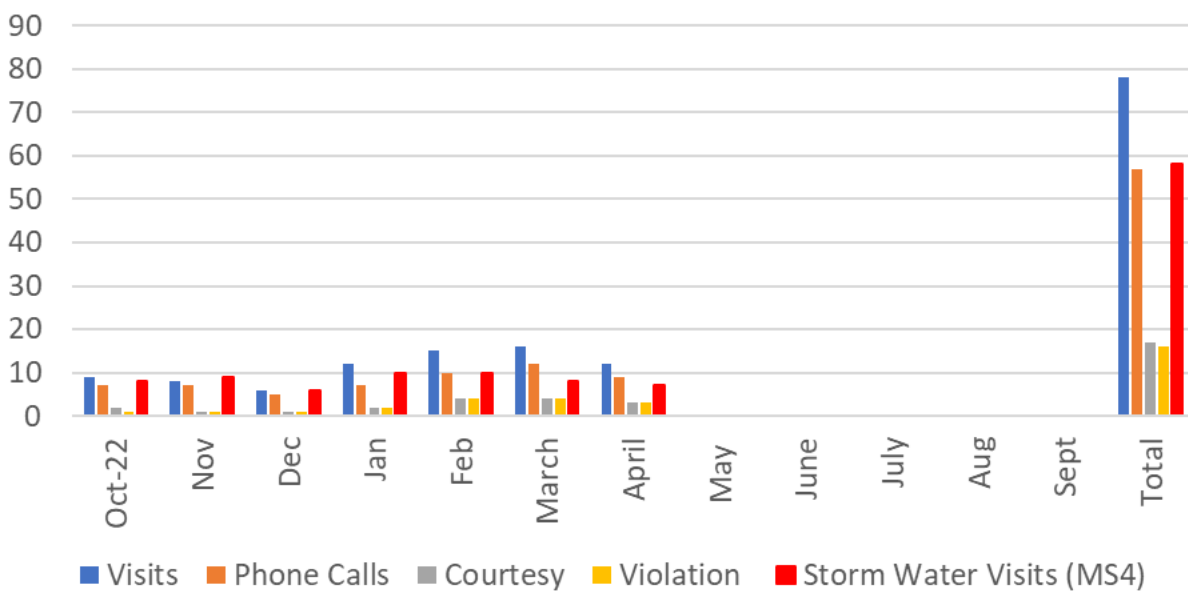
## Community Development

### PERMITS

■ # of Permits ■ Permit Amount



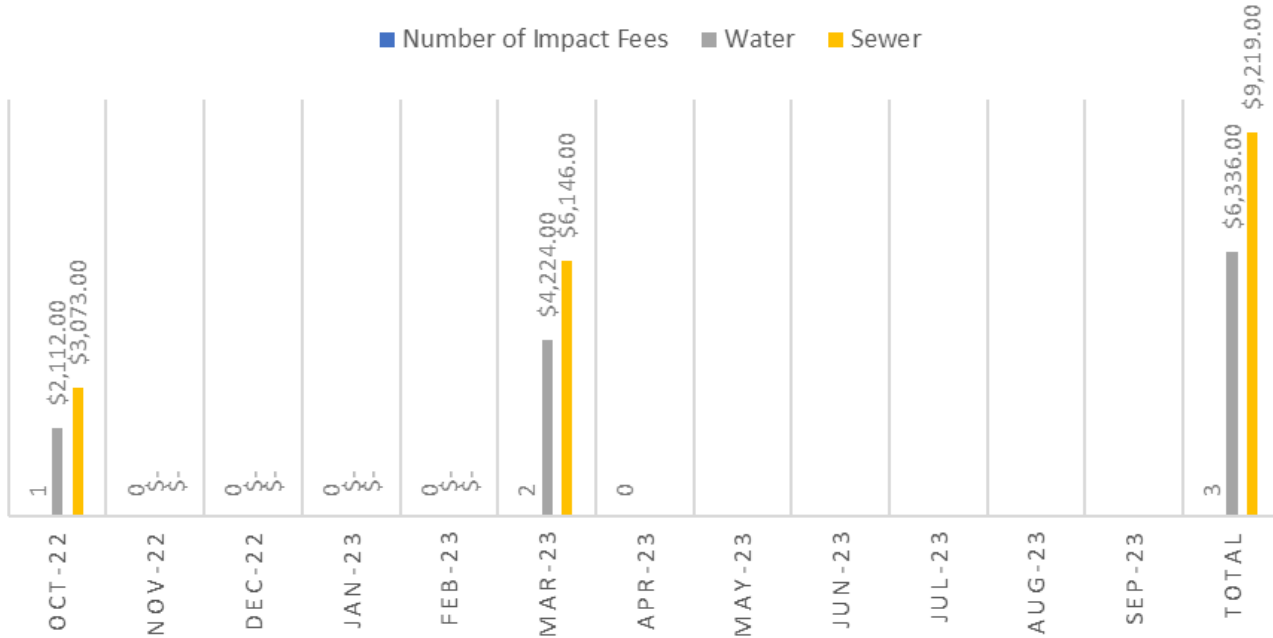
### Code Enforcement



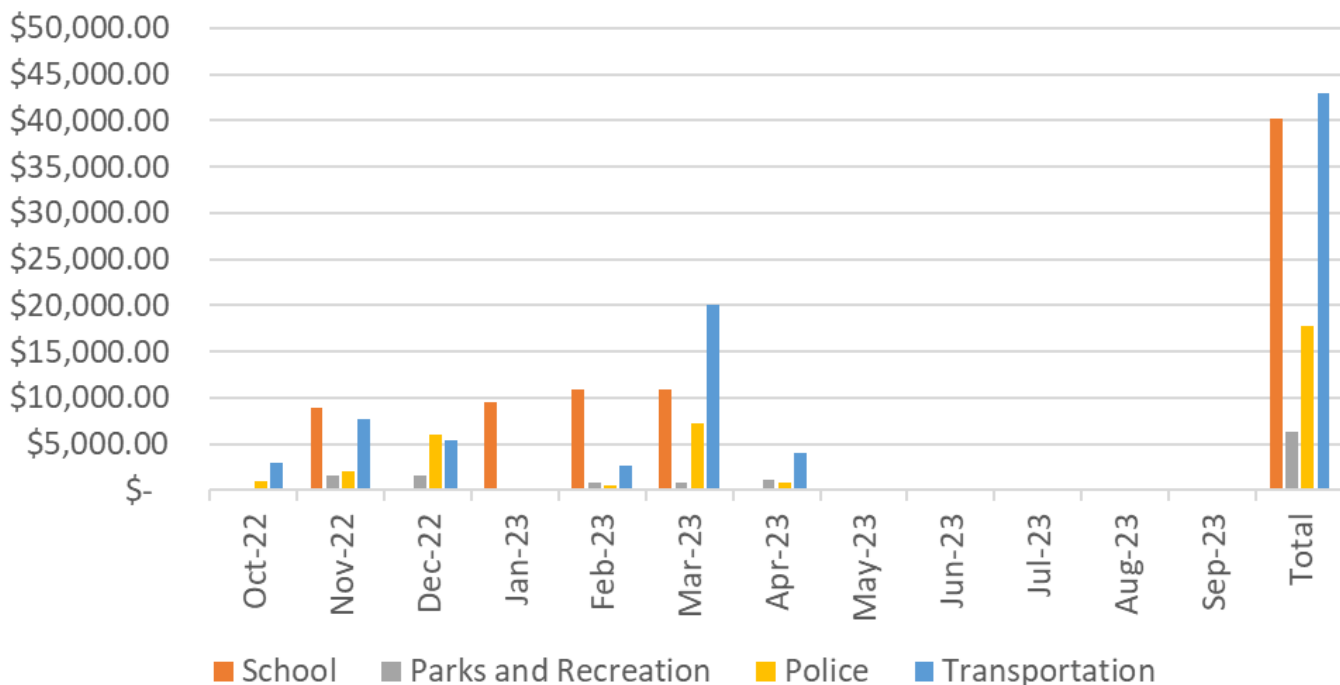


## Community Development

### IMPACT FEES WATER/SEWER



### Impact Fees General Fund



## Projects

### Grant Projects:

### Expense

### Grant Amt

#### Community Development Block Grant (CDBG) - Hymon:

\$ 15,250

\$ 700,000

This project would install underground storm conveyance pipes and catch basins along both sides of Hymon Circle allowing rainwater to properly drain instead of consistently flooding the residents' front yards. Also, included in this project would be the clearing and widening of the main drainage canal running from E. Short St. and Hymon Circle south along US1 to our MS4 outfall. This will increase drainage capacity for the entire southeastern quadrant of the city. Finally, a dirt service road would be constructed to access the canal for future maintenance by the city.

Design 90% complete, currently in the permitting process with FDEP and SJRWMD. Site visit with SJRWMD on 04/25/2023 regarding permitting and wetlands.

### Master Plan Projects:

### Funding Amt

#### Wastewater Treatment Plant Rehab/Expansion Construction:

\$ 33,820,022

The project entails design, permitting, funding assistance, and construction administration services to rehabilitate the existing plant and expand the treatment capacity to 1.20 MGD. PC Construction contract for Task Order No. 1 received and is currently under attorney review. Site visits with PC Construction senior project managers 04/12/2023.

#### Street Microsurfacing

\$ 108,320

\$ 106,000

Microsurface approximately 1.478 miles westside and northside areas of the city.

#### Well 3 Replacement

\$ 35,900

\$ 71,800

Well #3 Rehabilitation: Project complete 04/14/2023. FDEP clearance received 04/26/2023.

### Capacities WTP/WWTP

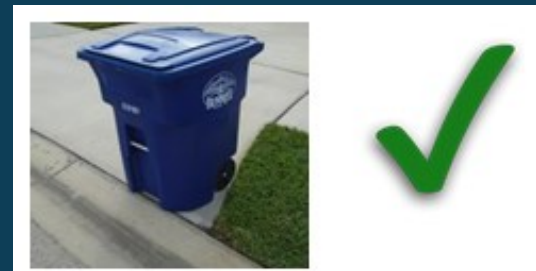
- Capacity for the WWTP in April 2023 was 70% with a total of 9.02" of rainfall. Total influent flow for the month was 12.619MG, with a Daily Average flow of 0.421MGD
- The WTP produced 10.600MG of drinking water, with a daily production average of 0.342MGD in April 2023.
- Total Billed Meters March- 2207

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	124.57 Tons	9.36
Residential Recycle	30.55 Tons	2.35
Yard Waste	145 Yards	7.25
Commercial Garbage	224.88 Tons	17.29
Commercial Cardboard	21.71 Tons	1.67
Scrap Metal	0	0
Construction & Demolition and Bulk debris	29.53 Tons	8.43
Waste Tires	0	0

### Cart Placement Regulations and Guidelines

- ⇒ Face lid opening of cart toward the street (handles & wheels facing house)
- ⇒ Place front of cart within 3 feet of street edge
- ⇒ Allow 2 to 3 feet of clearance on each side of all carts and ANY obstruction
- ⇒ Do NOT fill carts with construction debris, dirt or yard waste
- ⇒ It is recommended to place carts out the night before. The driver is not able to turn around if your cart is not out when the truck has passed your location
- ⇒ Do not place carts near parked cars, fences, mailboxes, trees, other carts, or any other obstruction that could interfere with the truck picking up your cart.



***Failing to follow the guidelines may result in service interruption (i.e. the City won't be able to collect your solid waste that day)***

## Solid Waste Fiscal Year Comparisons

	FY 19/20	FY 20/21	FY 21/22	FY 22/23 (as of 4/30/23)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	1503.31 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	896.31 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	309.05 Tons
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	2928 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	208.75 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	15.98 Tons
<b>Yearly Total</b>	<b>5848.71</b>	<b>5897.34</b>	<b>5942.57</b>	<b>5861.40</b>

*The City is 6 months into this Fiscal Year. With half a fiscal year to go, the City will exceed the previous years' dumping amounts by a significant amount.*