

City Manager's Monthly Report



Dr. Alvin B. Jackson, Jr.
City Manager
For August 2022

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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 under FORMS.



FACILITY ALERTS

- Coquina City Hall located at 200 S. Church Street is not currently available to rent.
- Municipal Park (formerly located at 201 W. Moody Blvd.) is still in the process of being rebuilt at its new location at 1307 E. Howe Street
- One of the bathrooms at the JB King Park (Pavilion A) is closed due to repairs needed due to vandalism done on August 29, 2022

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

Pulled the network wiring into Suite 5. Awaiting drywall installation and painting to terminate and test wiring. Going to upgrade the switches in all 3 suites. However supply chain issues may cause us to install an older switch temporarily in Suite 5.

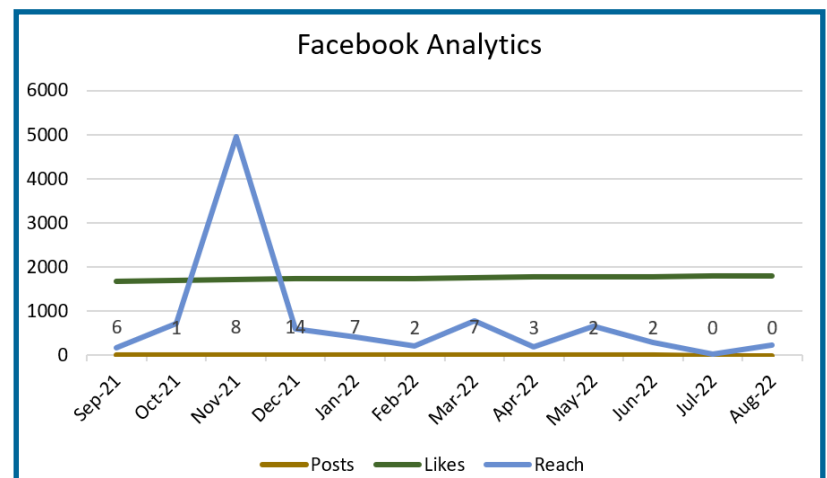
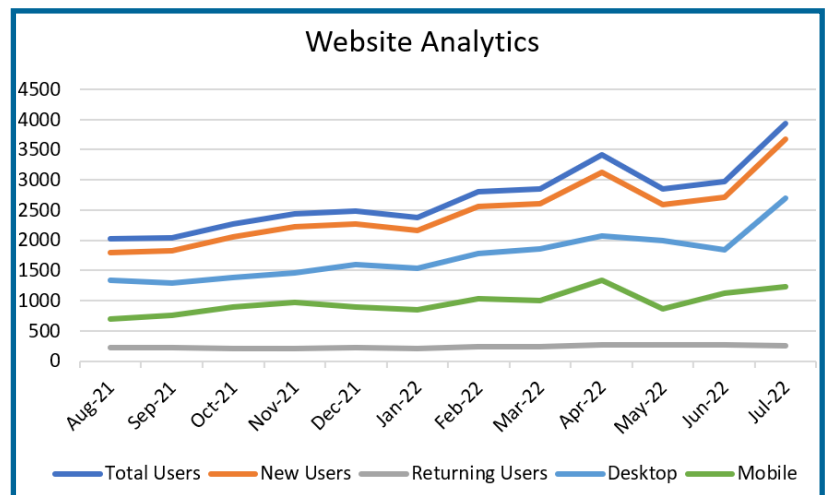
Completed deploying the new hardware as part of the annual replacement program. This is usually done in January, however this year with all of the office moves, put it off incase we needed to purchase equipment to accommodate the moves.

Spent quite a bit of time on the camera system at J.B. King Park. Finished modifying the recorders, and programmed the firewall to allow internet access to the systems. Setup schedules and tested the notifications systems when motion is detected after hours. Further, played back the video for the times of the email notifications to see how many false vs true notifications were received. The system does pretty good with the recognition. Setup notifications to the PD, but then was asked to remove the notifications and asked to find another way.

The state contract with Verizon requires a hardware refresh of our cellular devices every 2 years. Many of our phones are due for an update. Replacement phones have been ordered, but not received as yet.

Top 10 web pages:

- | | |
|---------------------|-----------------------|
| 1. Home Page | 6. Police |
| 2. Open Positions | 7. Community |
| 3. Building Permits | 8. Contacts Directory |
| 4. Agendas | 9. Volunteer Boards |
| 5. Human Resources | 10. City Commission |



City Clerk Office

The City Clerk Office published agendas for all City's Public meetings: 3 City Commission Meetings (two regular meetings and one workshop), the Planning Zoning and Appeals Board Meeting, and the Code Enforcement Board Meeting.

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

- Wrapped up the remediation of Coquina City Hall
- Facility projects— Municipal Park move; addition of infant and toddler swings at Commissioner Jackson Park, EJ Park and JB King Park; working with consultant for the design for reconstruction of Coquina City Hall
- Work on RFQ for New Administration and Police Department Complex
- Work on and with the 2022 Charter Review Committee
- Preparing for records destruction in accordance with guidelines
- Covering Human Resources face to face tasks and responsibilities
- Assistance to Community Development
- **97.75** hours spent on records requests (on those taking more than 30 minutes to complete)
- Logistics for the Annual Elected Officials Ethics and Sunshine Law training

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. Payments for FY 22/23 BTR can be processed after July 1, 2022.

Businesses should pay 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 August, 310 businesses renewed their BTR. The City collected \$38,020.35 in BTR and Fire Inspection fees for those renewals.

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

2022 Charter Review

The members of the Charter Review Advisory Committee are:

Bonita Robinson (Alternate)

Daisy Henry

Darial Williams

David Wilhite

Gary Masten

Joe Kowalsky

Joe Allen

Michelle Heider

Any recommendations to amend the Charter would be voted on in a Referendum Election to be scheduled with the Regular March 2023 Municipal Election. The Charter Review Committee is submitting their report to the Commission in September.

2023 Municipal Election

The next scheduled election for the City of Bunnell is March 2023. There will be two Commission seats up for election. There will also be a Special Election to fill the vacancy created with the resignation of Commissioner Barnes. These are two different races.

Stay tuned to the City website and this report for information on when the Candidate Handbook will be available. This is a very useful tool for anyone considering running for City Office. It provides very important dates and deadlines for qualifying and campaign reports. This handbook will most likely be ready in late October after voter registration books close.

To be placed on the ballot you must qualify to run. The City Clerk is the Municipal Elections Officer.

If you have questions about the upcoming election, contact the City Clerk.

Human Resources

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

Shanea Stankiewicz— August 26, 3 Years!

Joseph Sweeney— August 10, 2 Years!

Gerard Lampiasi— August 5, 1 Year!



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

August 8— Joshua Greiner, Water Treatment Plant Operator



WE ARE HIRING. OPEN POSITIONS:

Wastewater Plant Operator

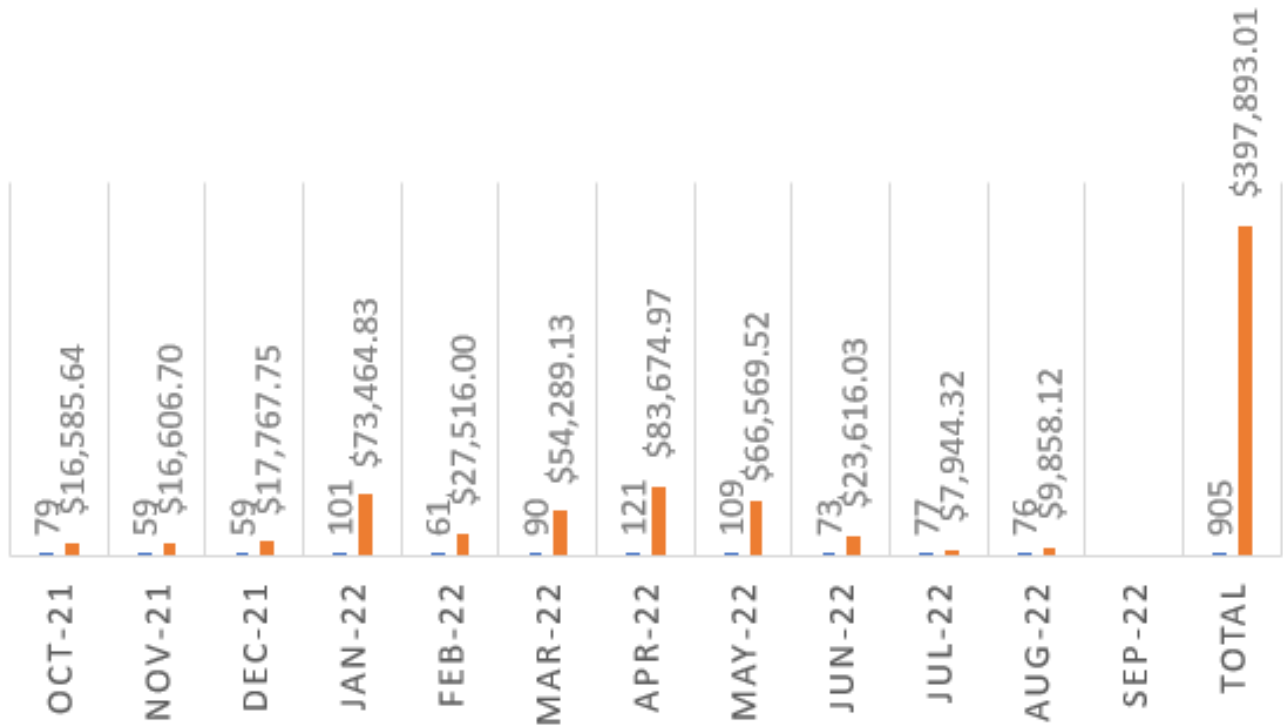
Utility Clerk/ Cashier

Utility Billing Specialist

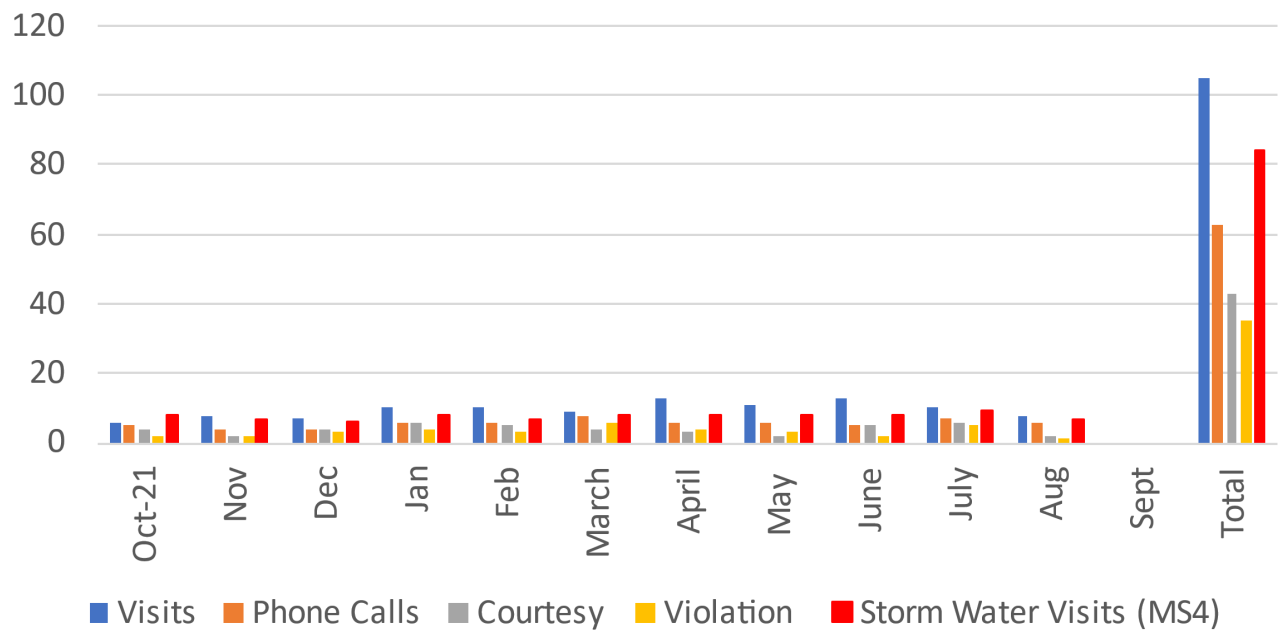
Community Development

PERMITS

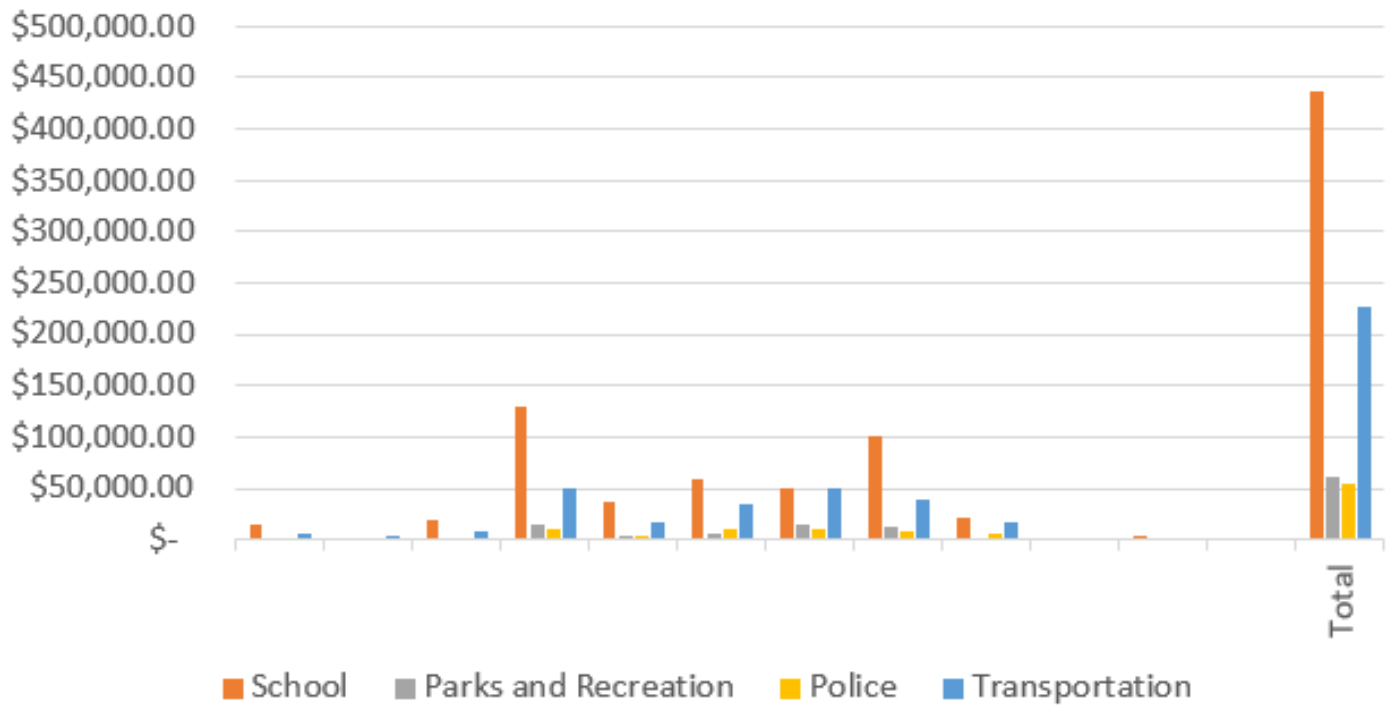
of Permits Permit Amount



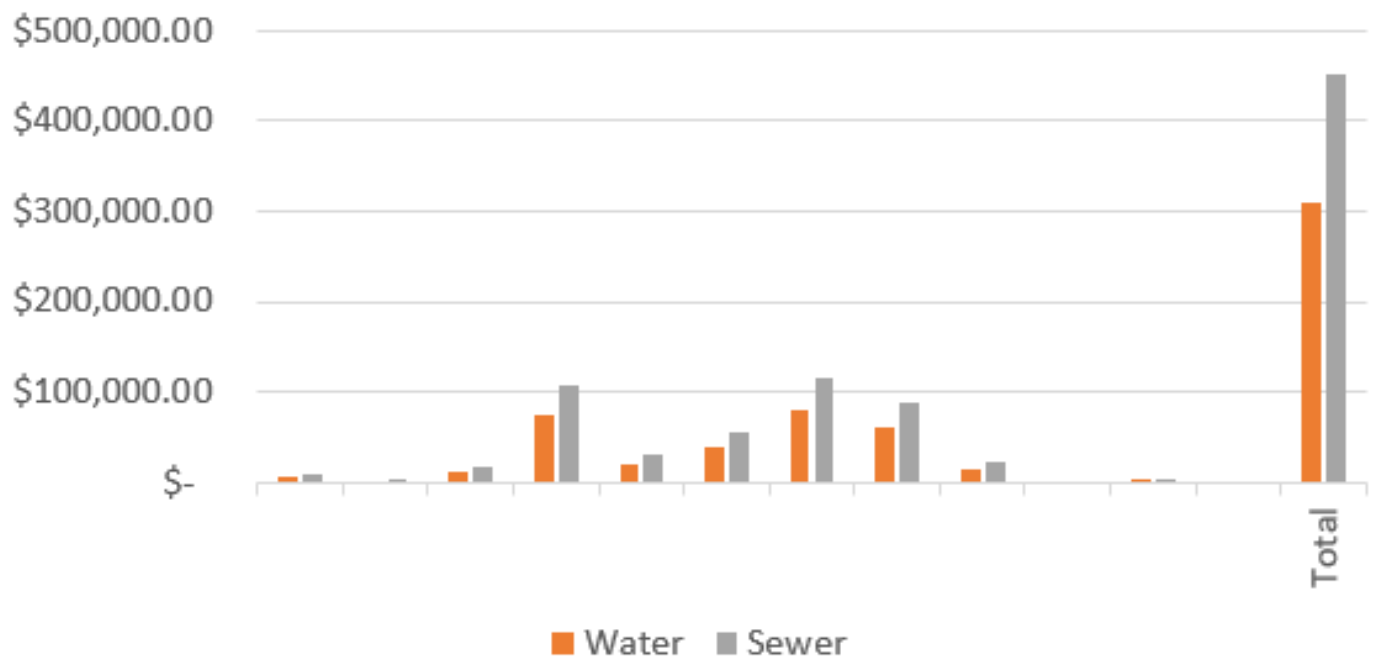
Code Enforcement



Impact Fees General Fund



Impact fees Water/Sewer



Projects

Grant Projects:	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hyman: Design and bid documents in process. Surveying in process.	\$7,500	\$ 700,000
Hazard Mitigation Grant Program (HMGP) - Mobile Generators: \$122,411 Closeout letter pending.		\$ 122,411
2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4: Project completed.	\$441,895	\$ 500,000
Master Plan Projects:		Funding Amt
WWTP Rehab/Expansion Construction Funding: SRF Loan Agreement received for review and signature. On priority list for \$2,160,033 loan for FY 23.		\$12,000,000
SJRWMD REDI Grant Agreement in process.		\$ 500,000
Water Protection Grant Funding Army Corp of Engineers Section 5061, WRDA07 Environmental Infrastructure Funding. Agreement in process.		\$ 7,080,000
ACOE Grant Funding This grant funding opportunity became available through Florida Department of Environmental Protection's Protect FL Together program. The amount applied for is 50% of the estimated construction cost with a required 50% local match. Could be used with SRF loan if awarded both. Concurrence on the agreement and signed self-certification of financial capability approved and signed. Agreement in process.		\$ 15,000,000
In-House Projects:	Expense	Budget
Stormwater Culvert Installation - 804 Fifth This is an internal project managed by the City's Infrastructure Public Works Department. Involves installation of grass retention swales and conveyance culverts in the place of the current ditches. Project completed. Closeout in process.	\$5,996	\$15,000

Infrastructure

Capacities WTP/WWTP

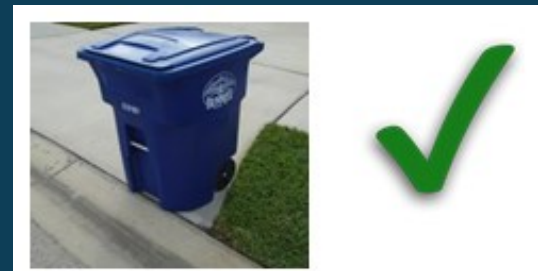
- Capacity for the WWTP in August 2022 was 62% with a total of 4.9" of rainfall. Total influent flow for the month was 11.624MG, with a Daily Average of 0.0.375MG
- The WTP produced 13.156MG of drinking water, with a daily production average of 0.424MG in August 2022.
- Total Billed Meters August- 2,115

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	103.54 Tons	7.96
Residential Recycle	20.74 Tons	1.59
Yard Waste	80 Yards	4
Commercial Garbage	232.99 Tons	17.92
Commercial Cardboard	29.79 Tons	2.29
Scrap Metal	2.71 Tons	.77
Construction & Demolition and Bulk debris	23.43 Tons	6.69
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)