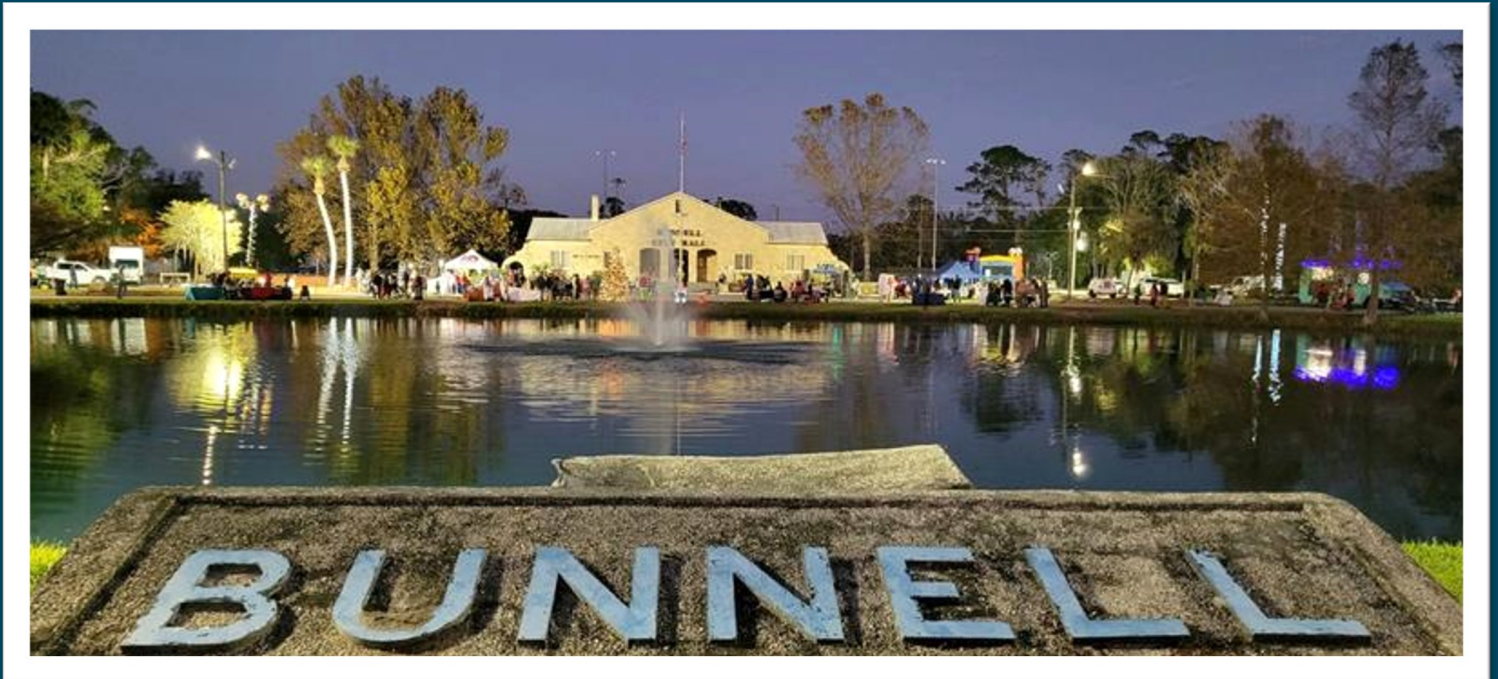


# City Manager's Monthly Report



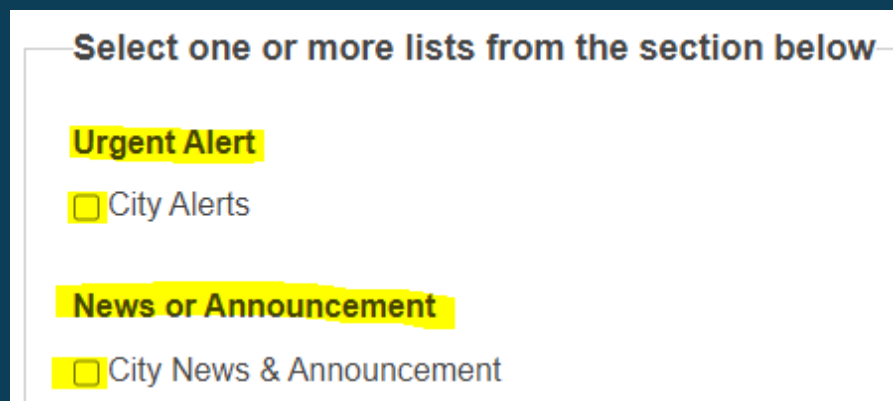
**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For February 2023**

Published: March 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

Worked with the vendor and our Legal staff on a 5 year maintenance agreement for the camera and license plate reader equipment, the cost of which is already included in the project.

Wastewater Treatment Plant was having some issues with their security cameras. Second camera arrived, and went to install that, and could not get it to boot up. Started another ticket with the vendor, and found out it requires more voltage than our network switches cannot provide. Ordered an adapter called a power injector. Received that and went to install it, was the wrong part. So returning that one and ordering the correct one.

Completed rolling out the new security features of Microsoft 365. This includes multi factor authentication, password reset through the internet, and other features. Still testing the Endpoint Security, and configuring the remote installation of software.

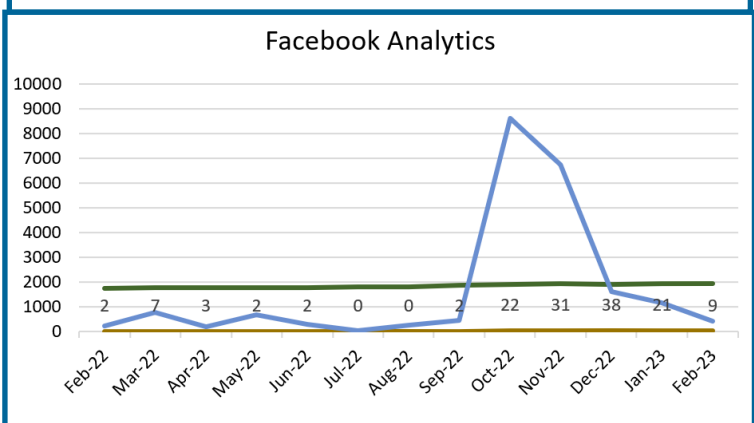
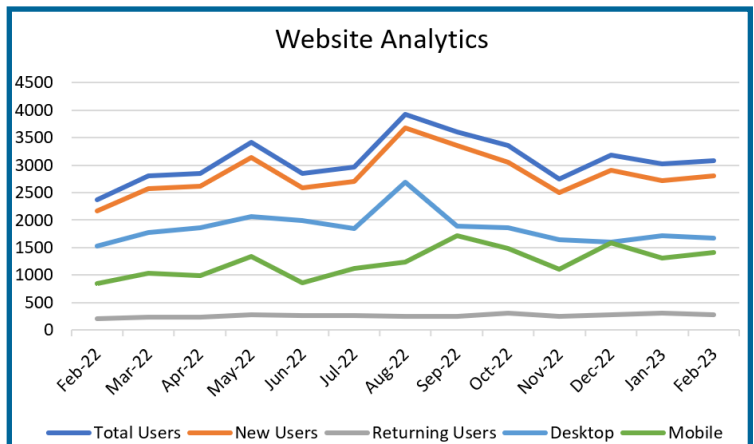
Finalized and ordered our hardware refresh.

Continuing to work with the security consultant on the network. They ran external scans on our network firewalls, and reported no significant findings. Working with them on a state Cyber Security grant.

The Clerk's office and Community Development have been working with Tyler Technologies on the ongoing issues we have with Incode 9. The departments have decided to look for another software solution for these modules. Coordinated software demos for evaluation. Also informed Tyler we would be dropping these modules from maintenance, and requested a quote to export the data.

### Top 10 web pages:

- |                     |                      |
|---------------------|----------------------|
| 1. Home Page        | 6. Human resources   |
| 2. Open Positions   | 7. Chief's Corner    |
| 3. Police           | 8. Contact Directory |
| 4. Building Permits | 9. Community         |
| 5. Agendas          | 10. Volunteer Boards |





## City Clerk Office

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

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 about 90% complete. Because this is a National Historic Building, both the State and Federal Historic Preservation offices have to approve any changes to the building.
- 2023 Municipal Election— candidate paperwork is still pending
- On-going Hurricane Ian and Nicole Recovery efforts and FEMA reporting
- Working with vendors to preview new development software
- Repairs to the Heritage Park Fence

## 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.

***Code Enforcement action for delinquent BTRs began in January. There are still businesses who have NOT renewed their FY 22/23 BTR.***

In the month of February, 48 businesses renewed their BTR or received their initial BTR. The City collected \$4,874.95 in BTR and Fire Inspection fees for February 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:**

Ronnie Jones– 2/22/2010

Donald Wines– 2/17/2014

Mary Ann Atwood– 2/8/2016

Bridgitte Gunnells– 2/6/2020

David Brannon– 2/28/2022



**NEW EMPLOYEES:**

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

Richard Coury– Police Officer

Jason Zuromski– Utilities Maintenance Technician I

Louis A. Granda- Utilities Maintenance Technician I

**WE ARE HIRING. OPEN POSITIONS:**

Police Officer (2)

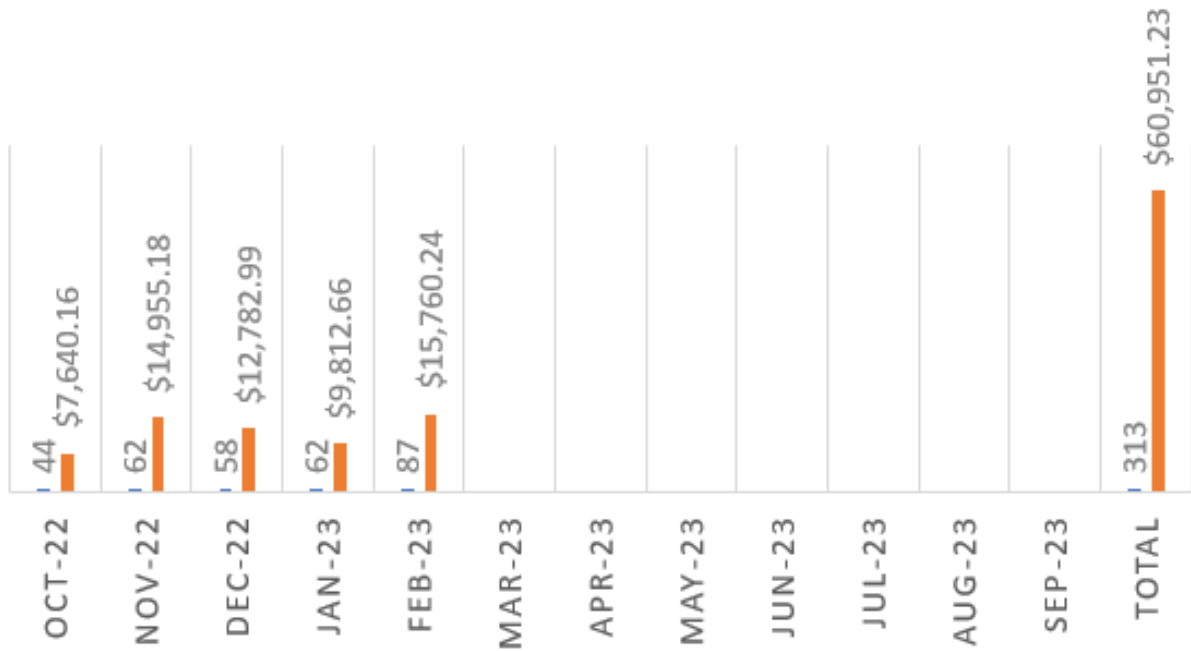
Police Officer Sponsorships



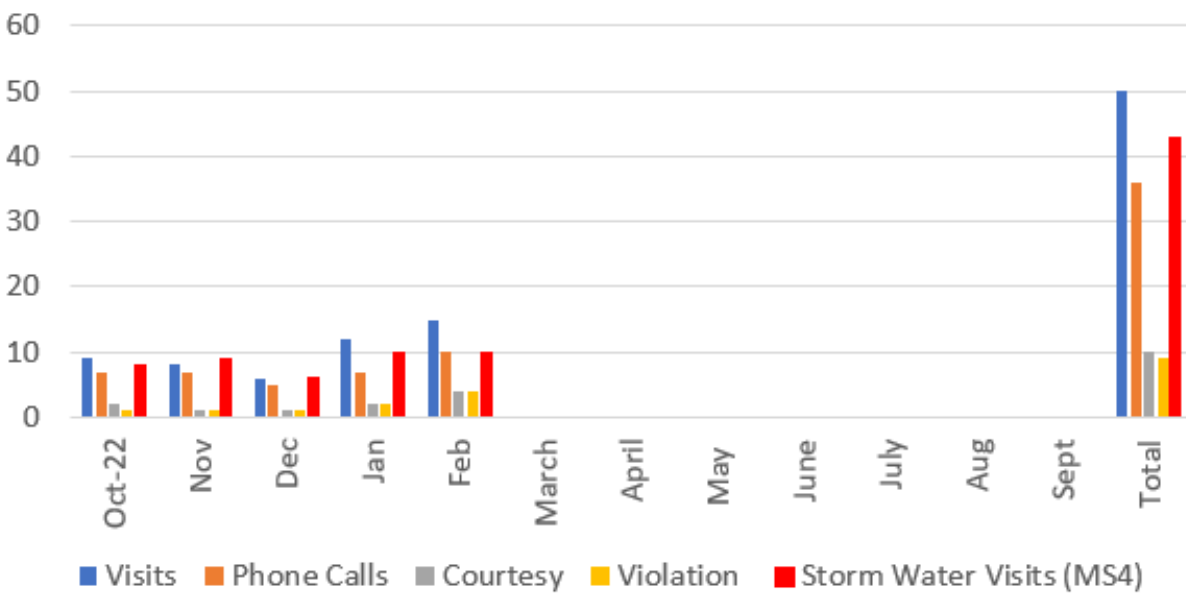
## Community Development

### PERMITS

# of Permits   Permit Amount



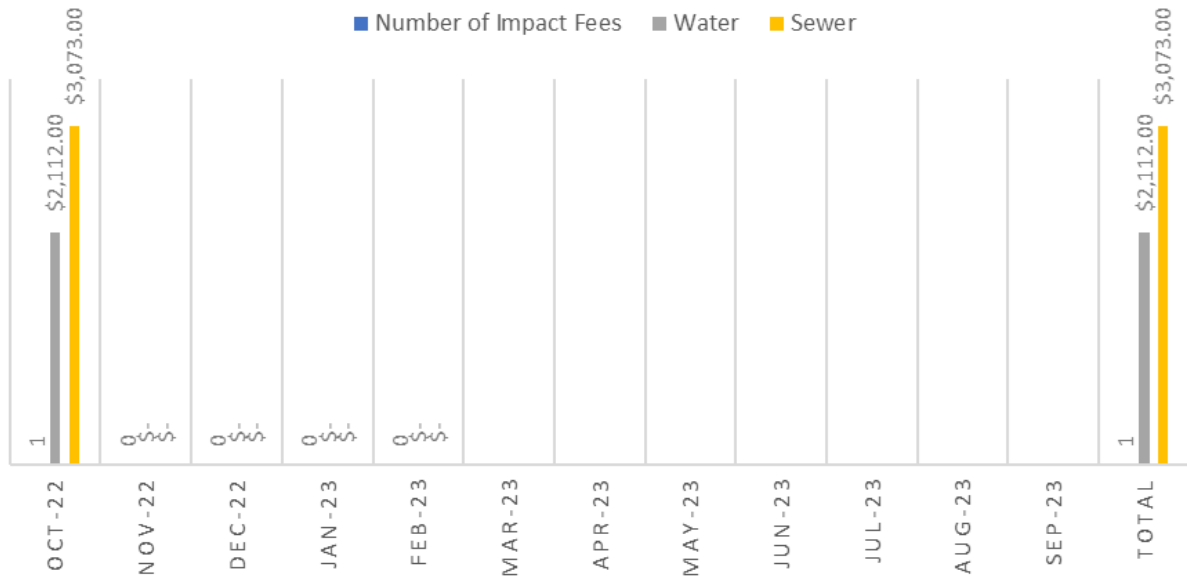
### Code Enforcement



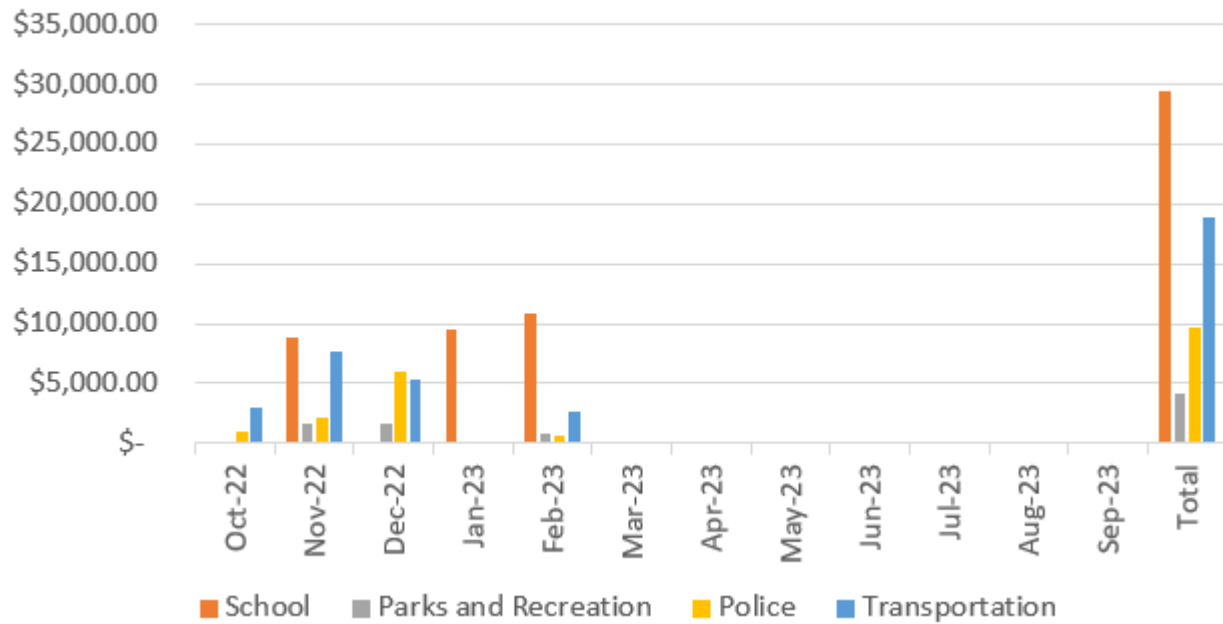


## Community Development

### IMPACT FEES WATER/SEWER



### Impact Fees General Fund



## Projects

### Grant Projects:

	Expense	Grant Amt
<b>Community Development Block Grant (CDBG) - Hymon:</b>	<b>\$ 15,250</b>	<b>\$ 700,000</b>

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.

### Master Plan Projects:

### Funding Amt

#### WWTP Rehab/Expansion Construction Funding:

##### SRF Loan

**\$ 14,160,022**

Pending Amendment 1 execution for FY23 \$2,160,022 addition to loan

##### SJRWMD REDI Grant

**\$ 500,000**

Agreement fully executed.

#### Water Protection Grant Funding

**\$ 14,160,000**

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. Agreement fully executed.

#### ACOE Grant Funding

**\$ 15,000,000**

Army Corp of Engineers Section 5061, WRDA07 Environmental Infrastructure Funding.

Concurrence on the agreement and signed self-certification of financial capability approved and signed. Agreement fully executed.

#### Well 3 Replacement

**\$14,360**

**\$ 71,800**

Well #3 Rehabilitation Project began in FY22, extended to FY23 due to damages beyond repair. Options being discussed to move forward.

#### Capacities WTP/WWTP

- Capacity for the WWTP in January 2023 was 55% with a total of 1.49" of rainfall. Total influent flow for the month was 9.308MG, with a Daily Average flow of 0.332MGD
- The WTP produced 11.600MG of drinking water, with a daily production average of 0.376MGD in January 2023.
- Total Billed Meters January- 2186

#### Wastewater Treatment Plant Rehab / Expansion Construction

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.

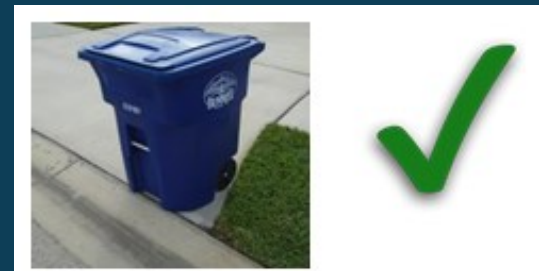
RFQ 2023-01 opening was held February 24th with one response. Selection Committee members determined, and meeting scheduled for March 7th.

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	118.85 Tons	9.14
Residential Recycle	29.73 Tons	2.29
Yard Waste	83 Yards	4.15
Commercial Garbage	203.99 Tons	15.69
Commercial Cardboard	18.73 Tons	1.44
Scrap Metal	5.94 Tons	1.7
Construction & Demolition and Bulk debris	17.49 Tons	5
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 2/28/23)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	1049.6 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	605.72 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	206.3 Tons
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	2731 Tons
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	152.46 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	11 Tons
<b>Yearly Total</b>	<b>5848.71</b>	<b>5897.34</b>	<b>5942.57</b>	<b>4756.08</b>

*The City is only 5 months into this Fiscal Year, but only 1,186.43 Tons behind the collection of solid waste and recycling for all of last year. At the pace the City is on, it will exceed previous years' collections in the next few months.*

## Police Department

### FEBRUARY 2023

	This Month	Same Month Last Year	Year to Date
<b>Residential Burglaries</b>	0	1	1
<b>Vehicle Burglaries</b>	0	0	2
<b>Business Burglaries</b>	2	0	3
<b>Auto Thefts / Recovered</b>	1 / 2	2 / 5	1 / 5
<b>Traffic Crashes</b>	14	14	36
<b>Traffic Stops</b>	171	106	373
- Citations	43	14	86
- Written Warnings	73	28	163
<b>Warrants Attempted / Served</b>	11 / 7	7 / 1	32 / 14
<b>Reports Written</b>	95	77	226
<b>Arrests</b>	16	18	30
- Felony	10	8	19
- Misdemeanor	6	10	21
<b>Criminal Charges Filed</b>	27	35	56
- Felony	14	17	25
- Misdemeanor	13	18	31
<b>Public Records Requests</b>	41	35	76
<b>Security Checks</b>	936	453	1832
<b>Community Policing</b>	255	586	636