

# City Manager's Monthly Report



**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For July 2022**

Published: August 2022

## Wishing You Well

July 18, 2022

It is with deep regret that I tender my resignation from the Bunnell City Commission, effective immediately. Due to personal health concerns I find that I must take this action.

I want to thank you, the employees, and the Commission for your excellent support during my time here with the commission. It has been a wonderful experience and I believe we have begun to build the foundation on which the future of our city will be built.

Best Regards,  
Robert E. Barnes



# Thank you

The City, the City Commission, all Volunteer Boards, City Staff and all those who live and work in the City of Bunnell thank Commissioner Barnes for the service he provided to Bunnell. He stepped in at a time of need within the City and performed a difficult job, with great thoroughness and forward thinking. We wish that he could have continued to serve and will be keeping him in our thoughts.

**THANK YOU COMMISSIONER BARNES!!!!**

## 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.
- New toddler and infant swings at the Commissioner Louis Jackson Park



### 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

Had an issue with our Facebook account. Spent quite a bit of time trying to get support from Facebook to help resolve the issue. The profile all of our FB pages were created with was called a "gray" account and is being phased out. After much back and forth was able to get it resolved.

Received quotes and ordered networking equipment for the relocation of Infrastructure to Suite 5. 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. The contractor has started working on the renovations of the suite. Will be in there shortly pulling networking wires.

To aid in routing calls, developed and deployed an auto attendant on the phone system for the Police Department. Staff indicates this has cut down on transfers by at least 80%.

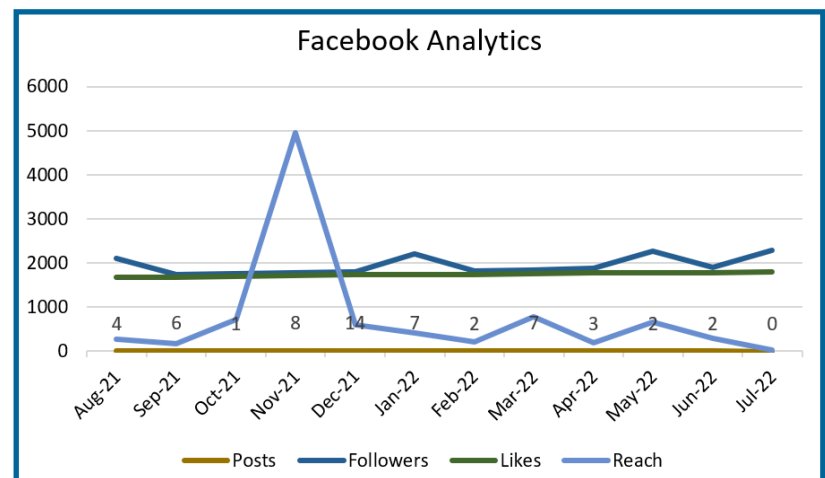
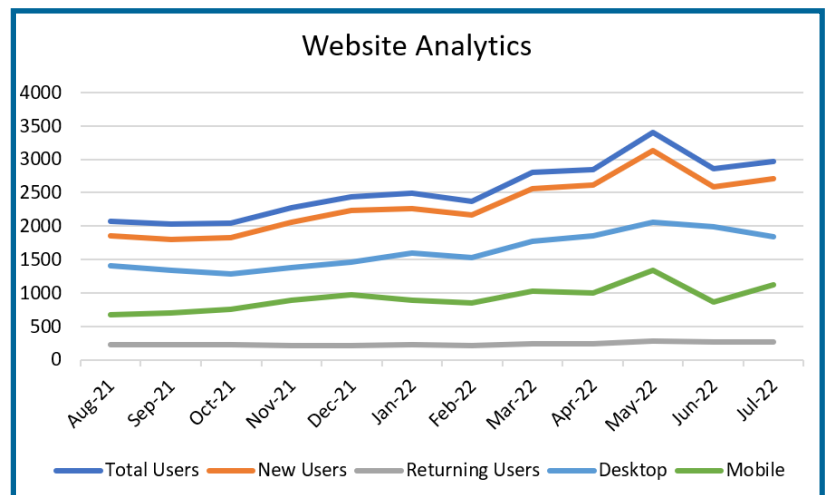
Tested and deployed an off site backup solution. With the relocation of our network servers to the water plant, all of our backups were within the same equipment rack. Adding this off site storage makes our data all the more safe. It took a couple days to send the data the first time. If we needed to pull it back down it would take time as well.

Finalized quotes, and purchased annual replacement hardware. This is usually done in January, however this year with all of the office moves, put it off in case we needed to purchase equipment to accommodate the moves. Most of the laptops have been received and are being prepared to be installed. Still have a rugged laptop, and several desktop machines yet to be shipped.

After the PD finished moving everything out of 201 W. Moody Blvd., was able to finish the decommissioning of the equipment in the building, and ordered all of the telecom and other services to the building disconnected. Had an e-waste recycler pickup decommissioned equipment.

### Top 10 web pages:

1. Home Page
2. Open Positions
3. Agendas
4. Building Permits
5. Police
6. Community
7. Contacts Directory
8. Voluntary Boards
9. Infrastructure
10. Human Resources



## City Clerk Office

The City Clerk Office published agendas for all City's Public meetings: 3 City Commission Meetings, the Planning Zoning and Appeals Board Meeting, the Code Enforcement Board Meeting and two Charter Review Advisory Committee Meetings.

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

- Facility projects– Coquina remediation; Municipal Park move
- Sale of the 201 W. Moody Blvd property preparation
- Work on and with the 2022 Charter Review Committee
- Going through official records to get ready to destroy those eligible for destruction per State guidelines; storage of official City records due to the sale of 201 W. Moody Blvd.
- RFQ2022-01 Architectural Services and Project Management for Coquina City Hall project; Bid award and project meetings
- Covering Human Resources face to face tasks and responsibilities
- Organization and correction to filing system in Human Resources
- Assistance to Community Development
- 112.25 hours spent on records requests (on those taking more than 30 minutes to complete)
- Working through on-going vehicle issues in the Solid Waste Department

## 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.

***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

The required workshop for the Charter Review Committee was held on June 22, 2022.

The Charter Review Committee began meeting in July. Once their duties are completed, a report will be submitted to the City Commission for review and consideration.

Any recommendations to amend the Charter would be voted on in a Referendum Election to be scheduled with the Regular March 2023 Municipal Election.

## 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 October.

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:

Kenneth Harris— July 6, 15 Years!

Christine Hancock— July 11, 13 Years!

Alexander Kilpatrick— July 24, 1 Year!



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

July 2— Larry Robinson, Lead Wastewater Plant Operator

July 25— Louis Granda, Wastewater Plant Operator Trainee



### **WE ARE HIRING. OPEN POSITIONS:**

Water Plant Operator

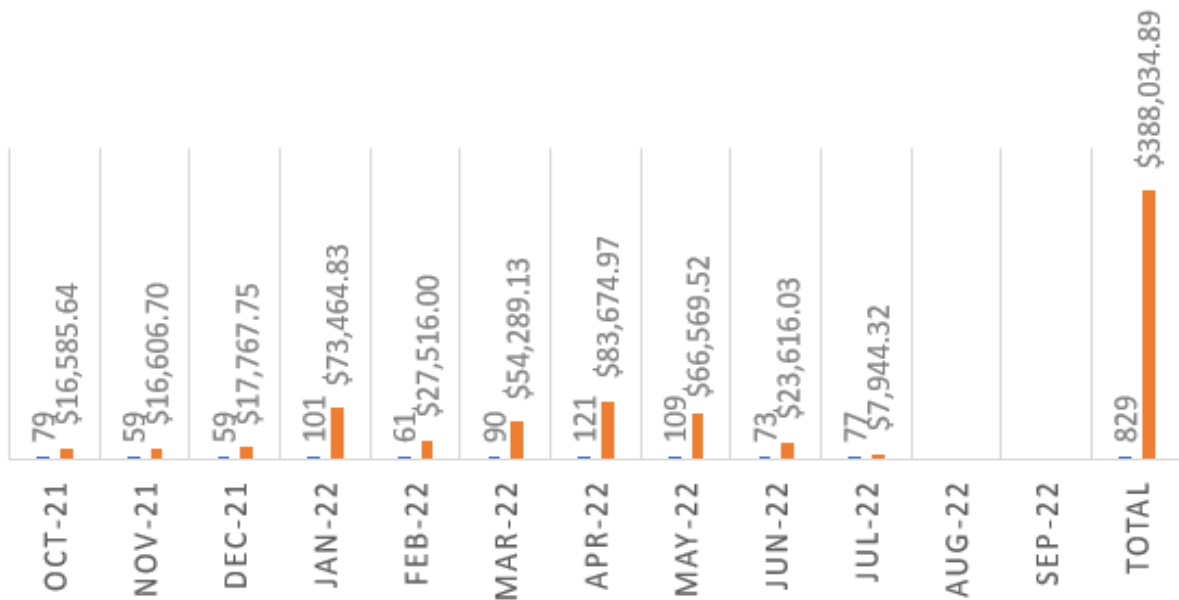
Wastewater Plant Operator



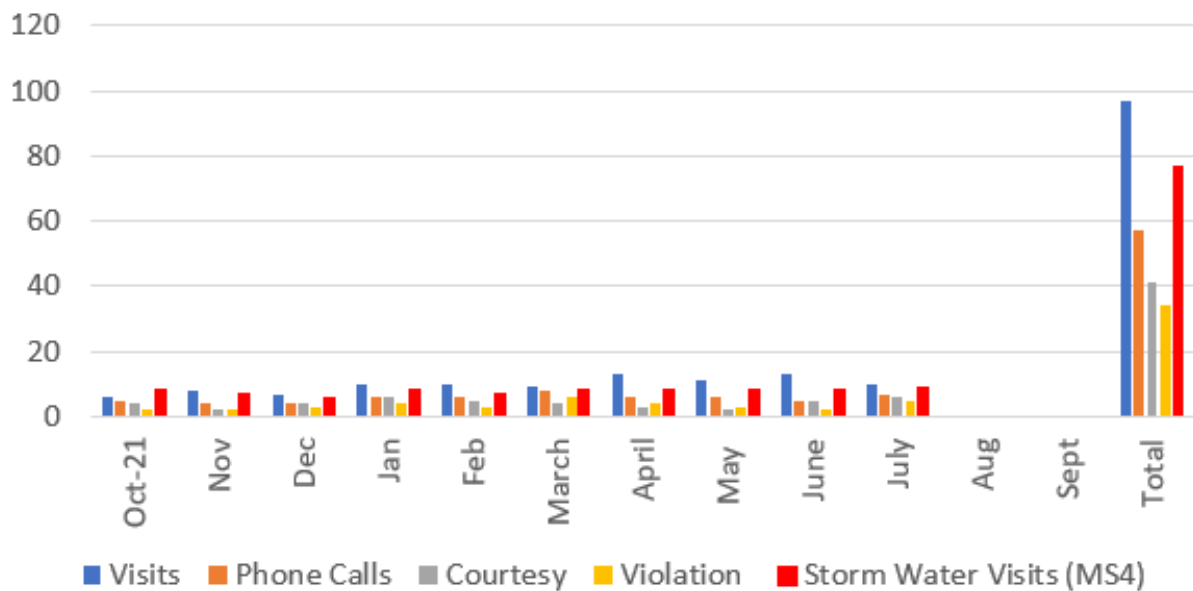
## Community Development

### PERMITS

# of Permits Permit Amount



### Code Enforcement



No impact fees collected in July.

## Projects

### Grant Projects:

	Expense	Grant Amt
<b>Community Development Block Grant (CDBG) - Hyman:</b>	<b>\$7,500</b>	<b>\$700,000</b>
Design and bid documents in process. Surveying and locating to be scheduled.		
<b>Hazard Mitigation Grant Program (HMGP) - Mobile Generators:</b>	<b>\$122,411</b>	<b>\$ 122,411</b>
Grant reimbursement and closeout in process.		
<b>2022 REDI - Sewer Slip Lining Rehabilitation - Phase 4:</b>	<b>\$441,895</b>	<b>\$ 500,000</b>
Grant reimbursement and closeout in process.		

### Master Plan Projects:

### Funding Amt

#### WWTP Rehab/Expansion Construction Funding: SRF Loan

**\$12,000,000**

Agreement received for review and signature. Awaiting FDEP Permit.

#### SJRWMD REDI Grant

**\$ 500,000**

Agreement in process.

#### Water Protection Grant Funding

**\$ 7,080,000**

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. Notice of selection for project funding received. Agreement in process.

### In-House Projects:

	Expense	Budget
<b>Stormwater Culvert Installation - 804 Fifth</b>	<b>\$5,996</b>	<b>\$15,000</b>
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.		

## Infrastructure

### Capacities WTP/WWTP

- Capacity for the WWTP in July 2022 was 69% with a total of 9.46" of rainfall. Total influent flow for the month was 12.824MG, with a Daily Average of 0.414MG
- The WTP produced 11.300MG of drinking water, with a daily production average of 0.364MG in July 2022.
- Total Billed Meters July- 2101

## Police Department

### PATROL OPERATIONS

July 2022

	This Month	Same Month Last Year	Year to Date
<b>Residential Burglaries</b>	0	1	6
<b>Vehicle Burglaries</b>	1	3	7
<b>Business Burglaries</b>	0	0	2
<b>Auto Thefts / Recovered</b>	1 / 1	1 / 3	9 / 11
<b>Traffic Crashes</b>	13	16	122
<b>Traffic Stops</b>	298	103	1463
- Citations	55	11	198
- Written Warnings	179	15	612
<b>Warrants Attempted / Served</b>	11 / 2	11 / 2	85 / 25
<b>Reports Written</b>	100	97	847
<b>Arrests</b>	22	19	154
- Felony	12	11	68
- Misdemeanor	10	8	86
<b>Criminal Charges Filed</b>	57	39	269
- Felony	28	18	108
- Misdemeanor	29	21	161
<b>Public Records Requests</b>	32	N/A	251
<b>Security Checks</b>	1157	804	5512
<b>Community Policing</b>	512	963	3743

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	125.66 Tons	9.66
Residential Recycle	24.48 Tons	1.88
Yard Waste	90 Yards	4.5
Commercial Garbage	183.18 Tons	14.09
Commercial Cardboard	16.61 Tons	1.28
Scrap Metal	0	0
Construction & Demolition and Bulk debris	20.35 Tons	5.81
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)*

