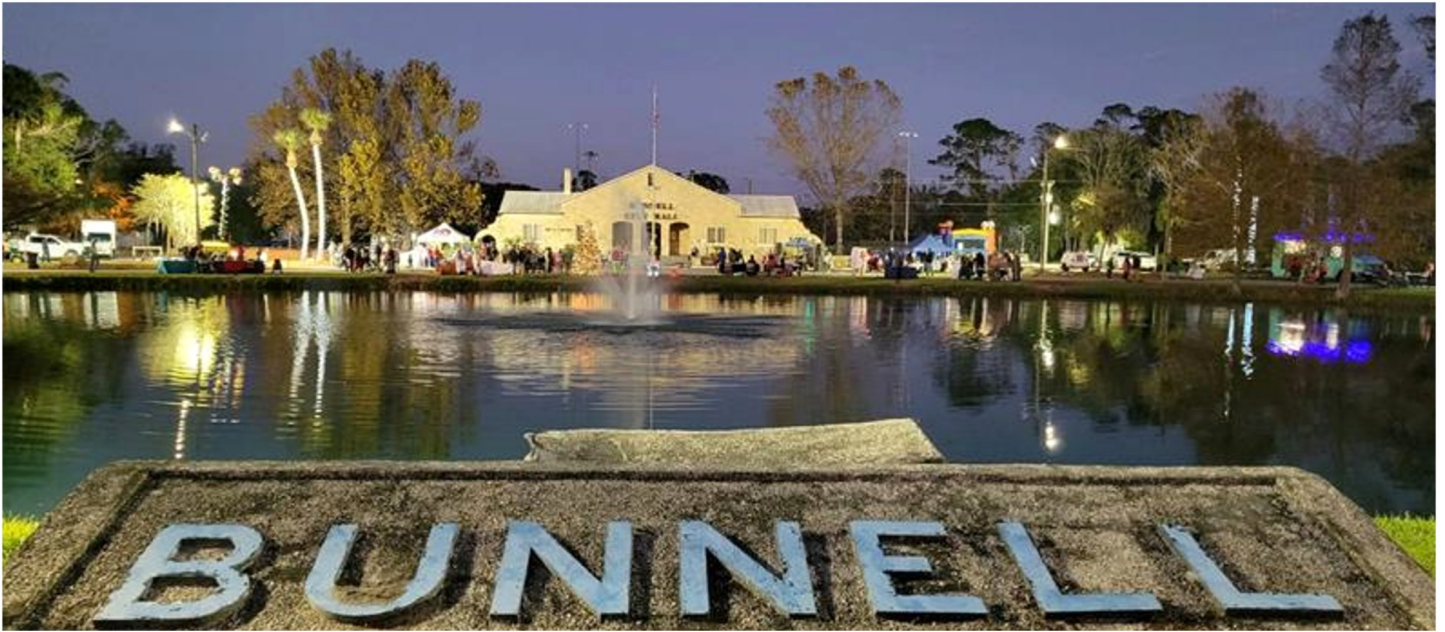


# City Manager's Monthly Report



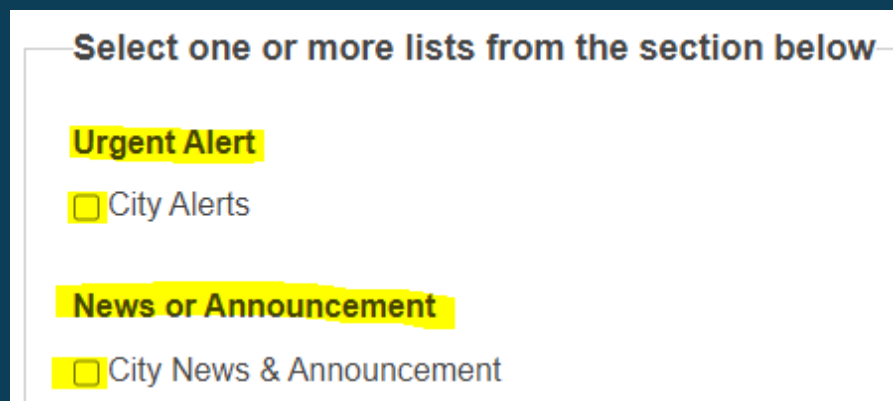
**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For June 2023**

Published: July 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.
  - Design is 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 was released in March and the City is working on a contract with a construction company so the first phase of the restoration of the hall can begin.
  - To fully restore Coquina City Hall (given current construction costs), the City will need to invest over \$1 million into the facility,
- 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

Repaired the radio bridge. All cameras in the Public Works and Wastewater treatment plant are back up and operational now. Also installed additional storage on the recorder.

Following an incident at 604 E. Moody Blvd. where a rock was evidently thrown and broke a pane of glass on one of our suites, Chief suggested the addition of cameras in each of the suites looking out to the parking lot. Purchase the equipment Chief recommended, along with 2 additional cameras. Installed the 6 cameras, and the NVR. This replaces the system of 3 cameras that was already in place in Finance.

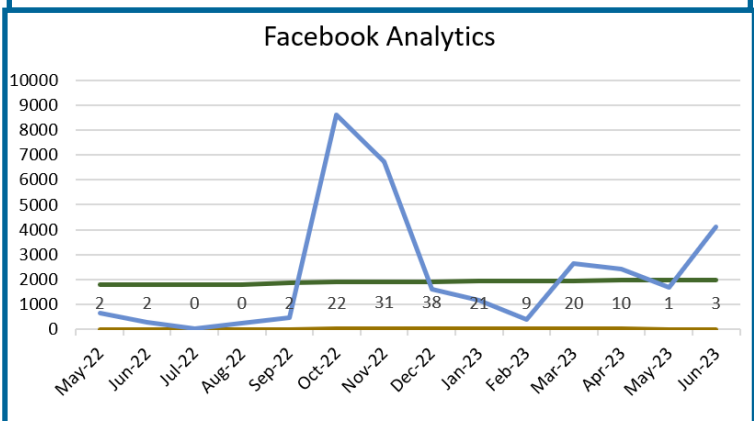
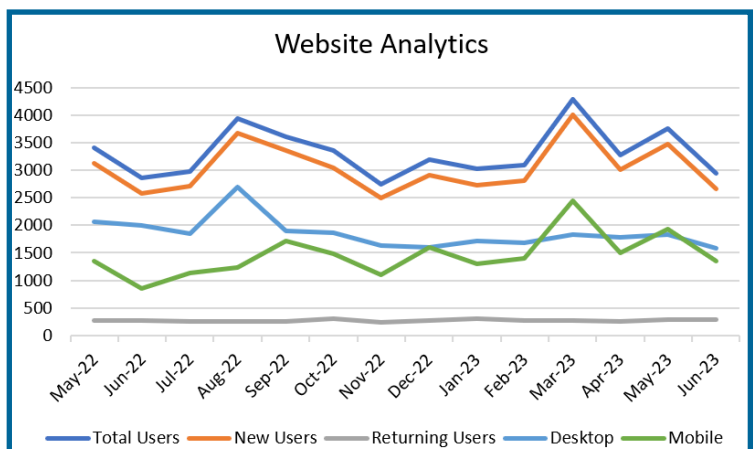
Working with the various vendors on the licensing for the Cybersecurity grant. The State is providing licensing for various security products. Attended kickoff meetings, and started receiving access to various portals.

Had some issues with the phone system in the PD. The phones ride their internet connections. They prior had an intermittent connection issue with the internet. But this time it seemed different as they were not having problems accessing any websites. Opened a ticket with Spectrum, and TPx (phone vendor). This time TPx noticed an issue in the call logs, and made changes to the network. They also suggested updating the firmware on the phones. These 2 actions seemed to have resolved the issue.

Setup a Linked In corporate page, and a PD subpage at the request of the PD. They wish to start using it as a recruiting tool. Made this available to our HR Manager as well.

### Top 10 web pages:

- |                     |                      |
|---------------------|----------------------|
| 1. Home Page        | 6. Community         |
| 2. Open Positions   | 7. Solid Waste       |
| 3. Building Permits | 8. Human Resources   |
| 4. Police           | 9. Contact Directory |
| 5. Agendas          | 10. Forms            |





## City Clerk Office

The City Clerk Office published and noticed all agendas for the City's Public meetings held in June. Public Meetings are City Commission meetings, workshops and Executive Strategy Sessions, and 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.
- The RFP for Coquina Reconstruction Phase 1 was released on March 27, 2023 and Bid Opening occurred on May 9, 2023. The Selection Committee met and the City is working to negotiate a contract with a construction firm at this time. The City is still in negotiations with the contractor. Work cannot start until a contract is approved by the State and executed between the City and contractor.
- Release of RP 2023-02 Solid Waste Dumping Fees; creating addendums as needed to answer questions. RFP bid submittal date is July 13, 2023 at 10:00 AM

## Business Tax Receipts (BTRs)

All notices for FY 23/24 were mailed out to the address of record for each registered business the last week of June. If you have not received the notice or have questions about your renewal, please contact the Deputy City Clerk at 386-263-8981.

Businesses should pay their BTR Renewal fees by September 30, 2023 to avoid paying penalties and/or code enforcement action. 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. The City does not have the authority to waive penalties.

In the month of June, 6 businesses either renewed their BTR or received their initial BTR. The City collected \$953.00 in BTR and Fire Inspection fees for June 2023.

***Businesses with questions about their BTR should call the City Clerk Office at 386-437-7500 x 5 or email the Deputy Clerk at [bgunnells@bunnellcity.us](mailto:bgunnells@bunnellcity.us)***

**ANNIVERSARIES:**

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

Joseph Robinson—6/6/2005

Scott Schalk—6/11/2012

Shane Groth—6/24/2013

Bernadette Fisher—6/6/2022

Jeffrey Gibson—6/20/2022

Alexander McCarthy—6/20/2022

Kathryn Brumley—6/20/2022

Jefferson Traylor—6/20/2022



**NEW EMPLOYEES:**

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

Erica Jurjo— Assistant Project Manager

**WE ARE HIRING. OPEN POSITIONS:**

Police Officer

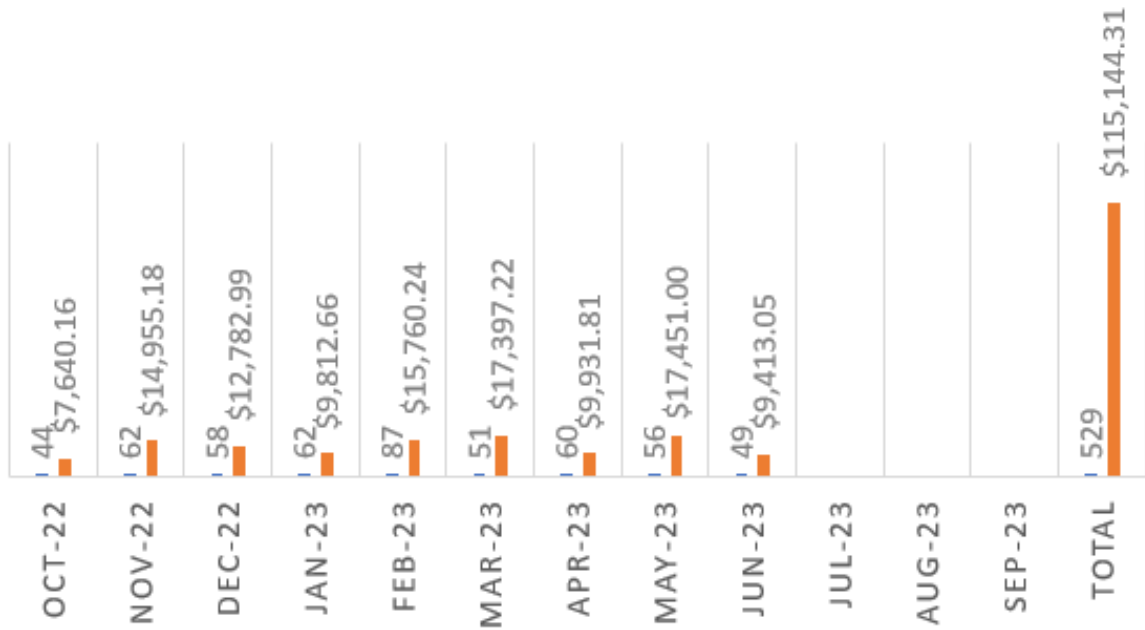
Police Officer Sponsorship



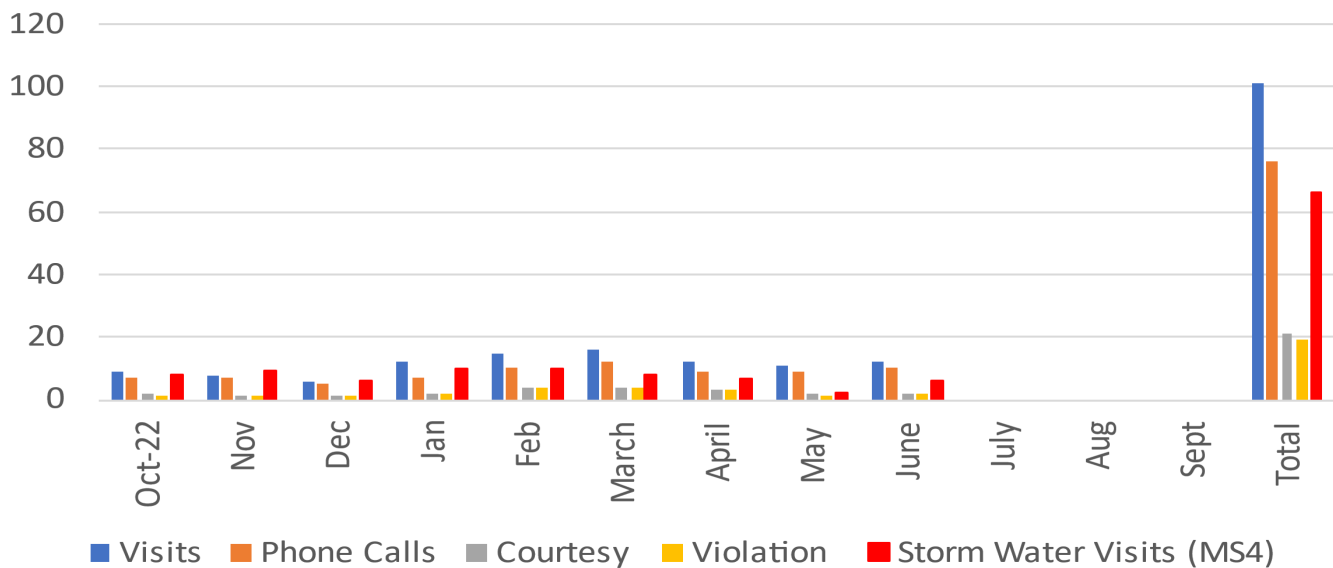
## Community Development

### PERMITS

# of Permits    Permit Amount



### Code Enforcement

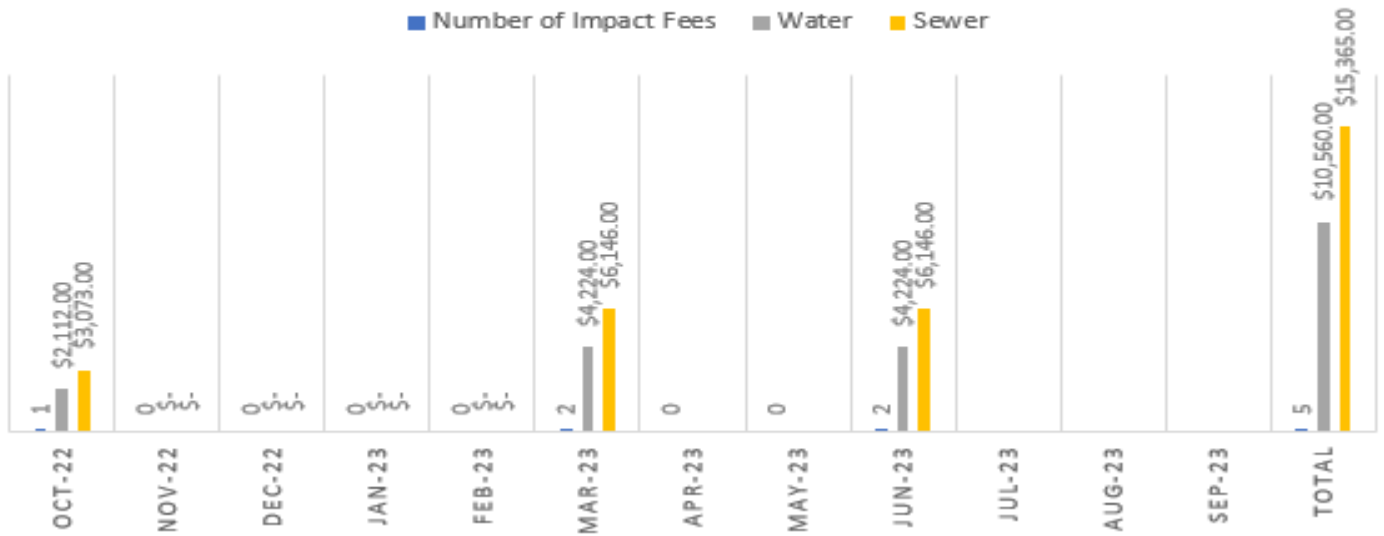




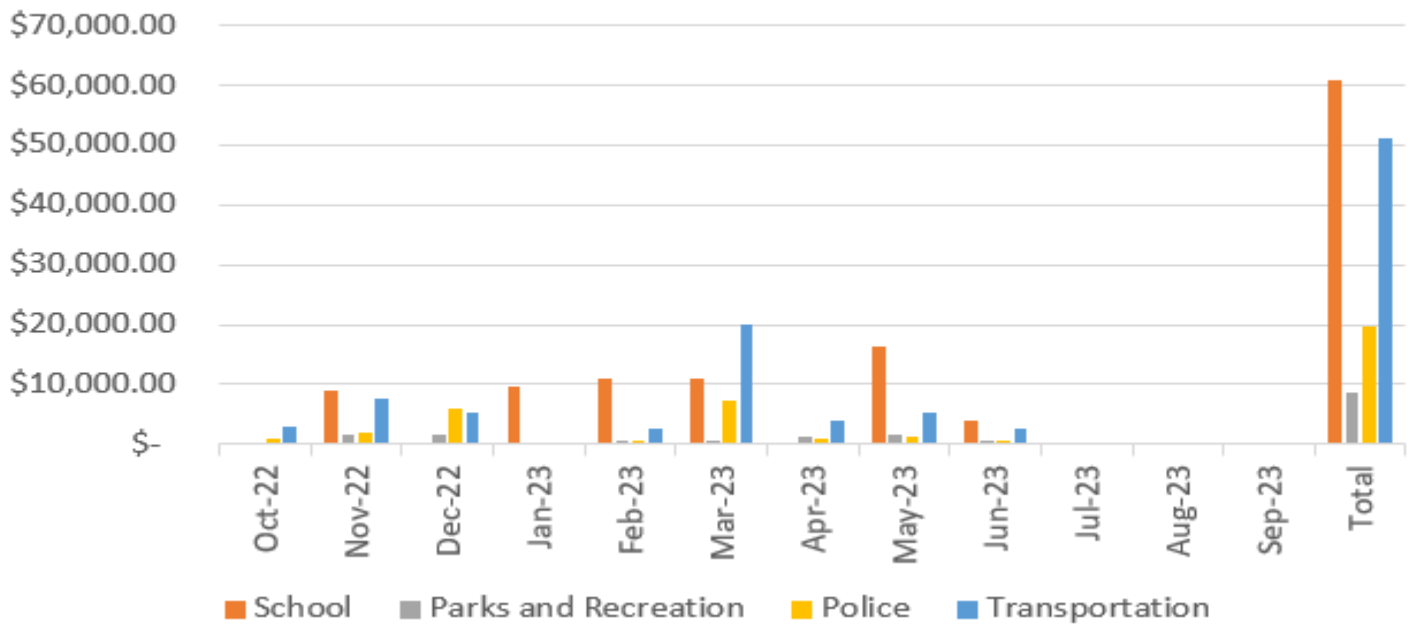
## Community Development

### IMPACT FEES WATER/SEWER

■ Number of 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.

#### HMGP Permanent Generator:

\$ 300,000

Purchase and installation of a 150kw backup generator with 500-amp ATS and docking station. When the new Administration/PD building is constructed, this will ensure the City of Bunnell's Police Department and essential staff are able to conduct operations in the event of loss of power during natural emergencies.

Project scoring approved at LMS meeting. Application in process.

### Master Plan Projects / Capital 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 was awarded CMAR Preconstruction Phase Services at the May 22 Commission Meeting. Contract fully executed.

#### MP Gravity Collections System Renewal & Replacement:

\$ 63,620

Annual 10-Manhole Repair and Line.

Proposal received. Staff Report in process.

### Capacities WTP/WWTP

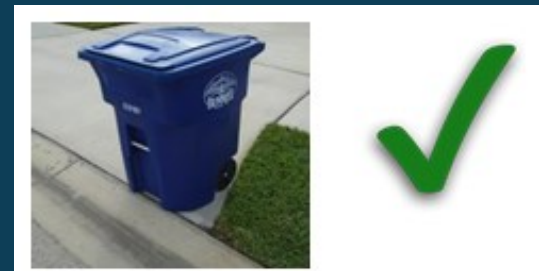
- Capacity for the WWTP in June 2023 was 68% with a total of 8.35" of rainfall. Total influent flow for the month was 12.164MG, with a Daily Average flow of 0.405MGD
- Total Reclaim Flows June 2023 8.235MG with Daily Average flow of 0.275MGD.
- The WTP produced 12.700MG of drinking water, with a daily production average of 0.410MGD in June 2023.
- Total Billed Meters June- 2200

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	129.45 Tons	9.95
Residential Recycle	29.31 Tons	2.25
Yard Waste	68 Yards	3.4
Commercial Garbage	226.71 Tons	17.43
Commercial Cardboard	21.91 Tons	1.68
Scrap Metal	0 Tons	0
Construction & Demolition and Bulk debris	42.61 Tons	12.17
Waste Tires	0 Tons	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 6/30/23))
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	1973.78 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	1162.44 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	416.04 Tons
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	3108 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	283.33 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	22.47 Tons
<b>Yearly Total</b>	<b>5848.71</b>	<b>5897.34</b>	<b>5942.57</b>	<b>6966.06</b>

***The City has already exceeded the prior fiscal year total collections by 1,023.49 Tons; this is a 17.22% increase over the last fiscal year***