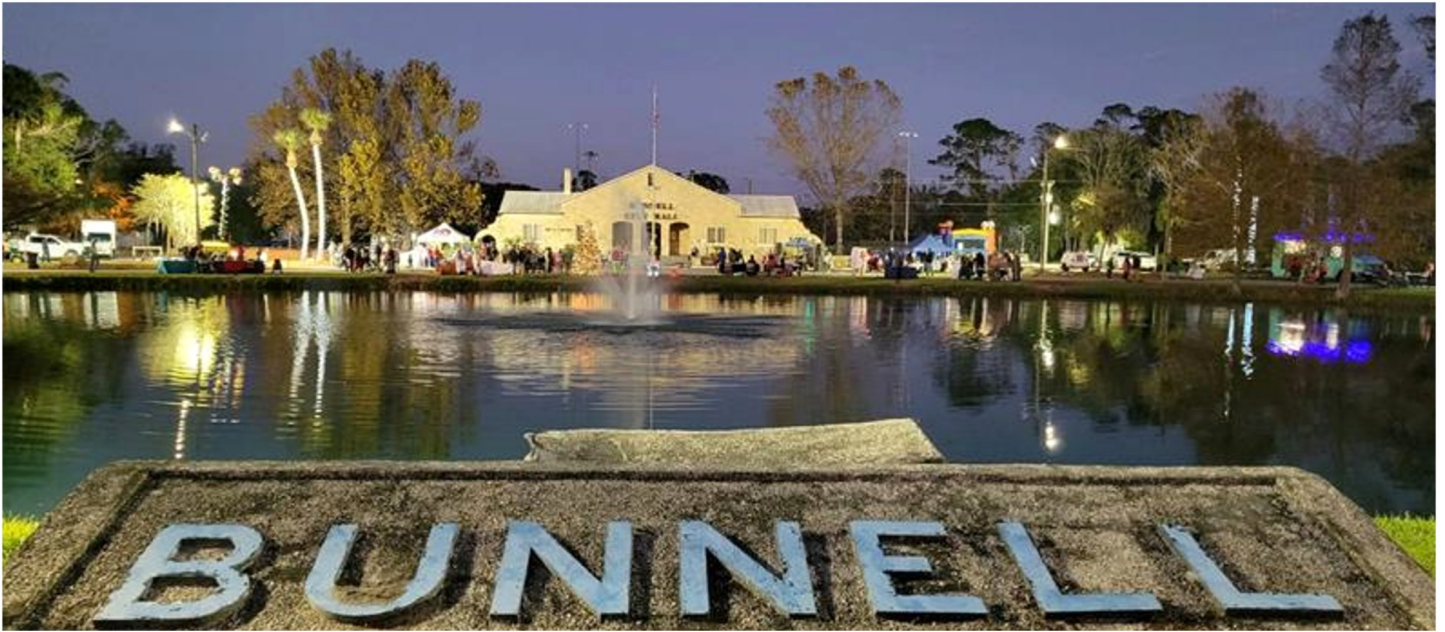


City Manager's Monthly Report



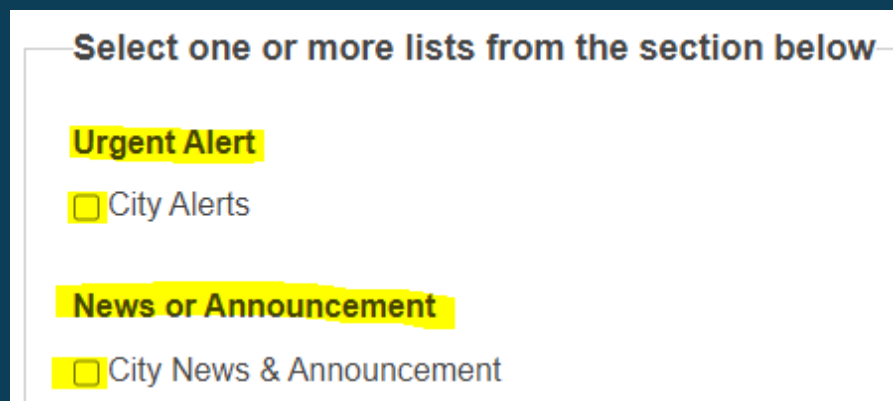
Dr. Alvin B. Jackson, Jr.
City Manager
For May 2023

Published: June 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 , 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 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 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.
- 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

A storm rolled through, shortly after getting the camera system at the Public Works complex back up and running, and took down a wireless bridge. Need to order a replacement radio.

The County is testing an upgrade to the Computer Aided Dispatch (CAD) system. They requested installing the new software on a desktop, and a couple of the laptops for testing purposes, and to attempt to identify problems. Installed it on the training computer, and 3 of the MDTs.

Community Development added a Planner to staff. Ordered equipment, ran some additional network cabling, and assisted in remodeling their offices to allow room for the new planner.

Upgraded a database utilized by Fleet, migrated them to the cloud offering by the same publisher. This allows them to open the database from a tablet within the bays.

The PD hired 3 new Officers. Ordered new phones, WiFi, and setup accounts and equipment for the new officers.

The lease agreement for most of our fleet of copiers comes to term in the next fiscal year. Met with the copier company to discuss refreshing our hardware, and if we need to include funding in the upcoming budget.

Assisted the Clerk's Office with a number of meetings, minutes, etc.

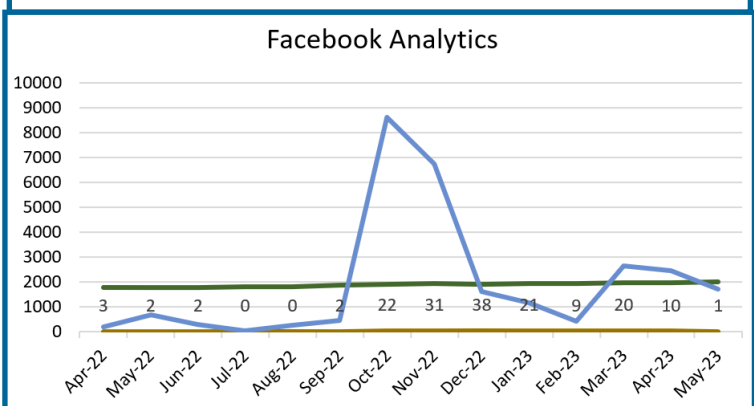
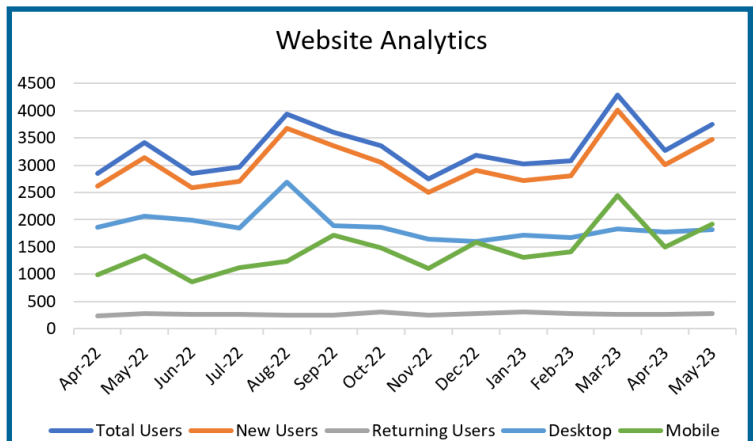
Provided the Annual Budget Input Training. We haven't done this in person for a couple years. Updated the slide deck, and provided it in person and via Teams.

Received notification from the Florida Department of Management Services of a Cybersecurity Grant award. The state is to provide licensing for Cybersecurity capabilities.

Assisted the SO Real Time Crimes Center with access to, and exporting video from the Avigilon Camera System.

Top 10 web pages:

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



City Clerk Office

The City Clerk Office published and noticed all agendas for the City's Public meetings held in May. 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.
- 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)

The City is preparing for the FY 23/24 renewal notices to be sent out. All notices for FY 23/24 will be mailed out to the address of record for each registered business before July 1, 2023. If you have changed your mailing address, you need to update it now.

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.

In the month of May, 21 businesses either renewed their BTR or received their initial BTR. The City collected \$1,551.53 in BTR and Fire Inspection fees for May 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

ANNIVERSARIES:

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

Bradley Reed– 5/23/2022

Marcus DePasquale– 5/10/2022

Garry Harris– 5/26/2020

Robert Chandler– 5/18/2020

Greg Gilyard– 5/2/2016

Morris Long– 5/28/2013

Kristen Bates– 5/24/2011



NEW EMPLOYEES:

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

Joseph Parsons– Planner

Fabian Rosado– Wastewater Treatment Operator

Brandon Beane– Police Officer

Dawn Harris– Police Sergeant

Lyle Tripp– Police Sergeant

WE ARE HIRING. OPEN POSITIONS:

Police Officer

Police Officer Sponsorship

Fleet Mechanic

Utility Clerk/Cashier

Assistant Project Manager

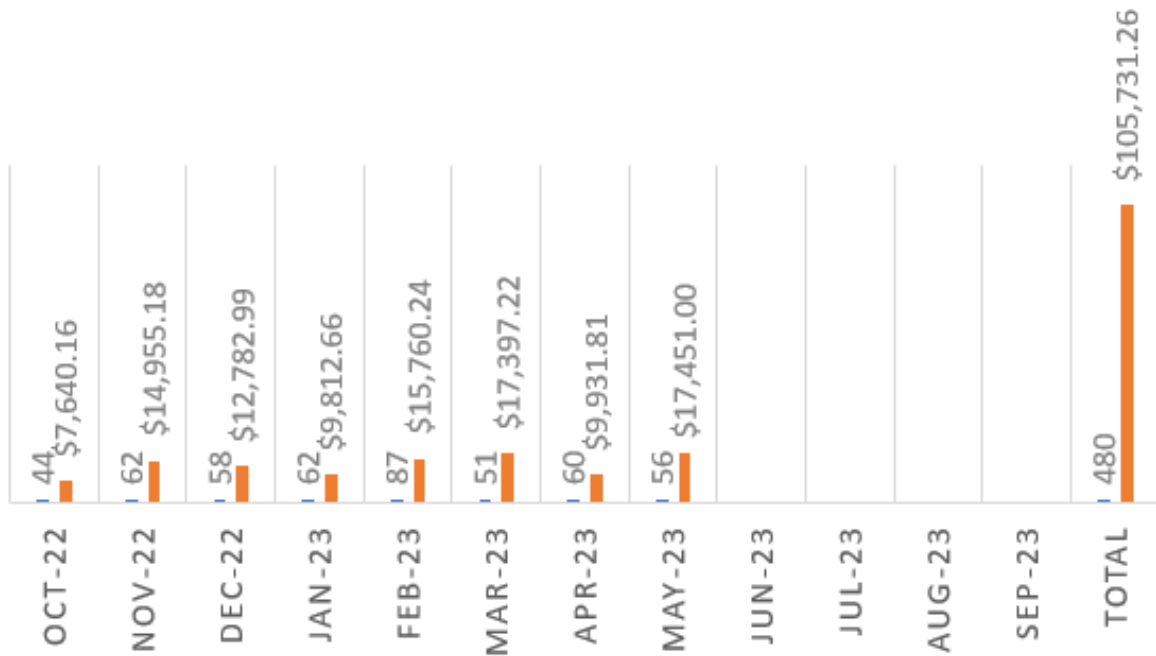
Parks and Rec. Maintenance Technician



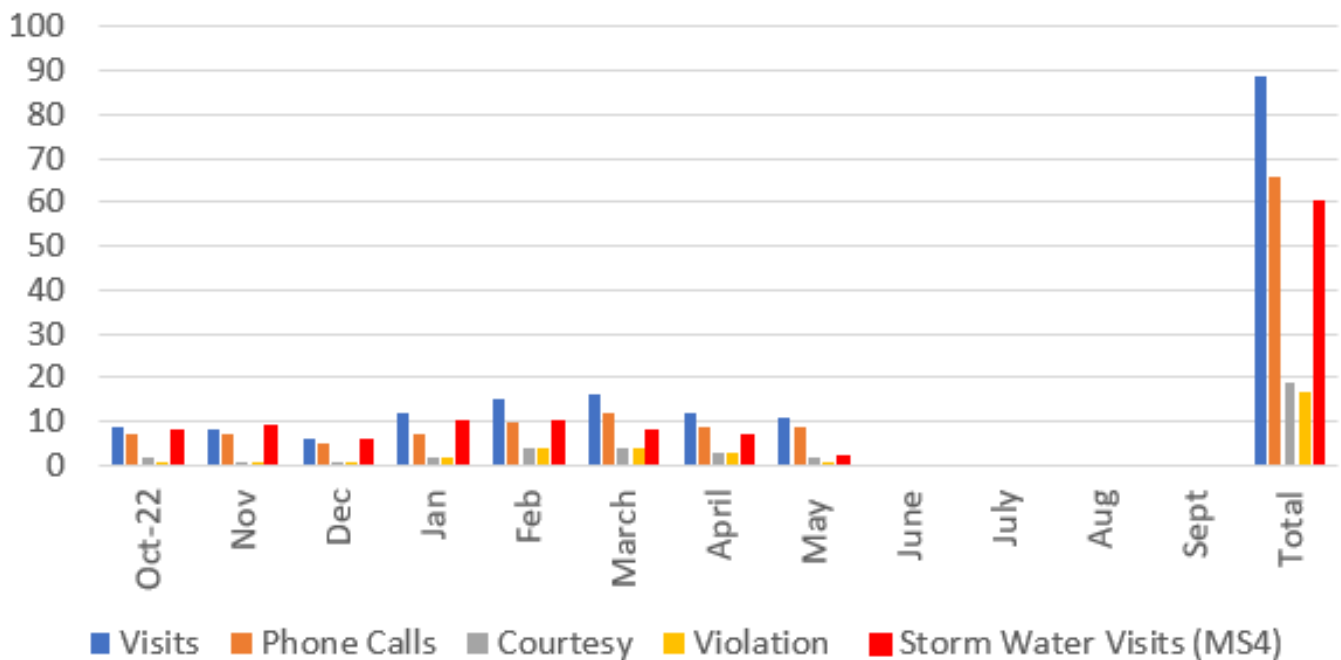
Community Development

PERMITS

■ # of Permits ■ Permit Amount

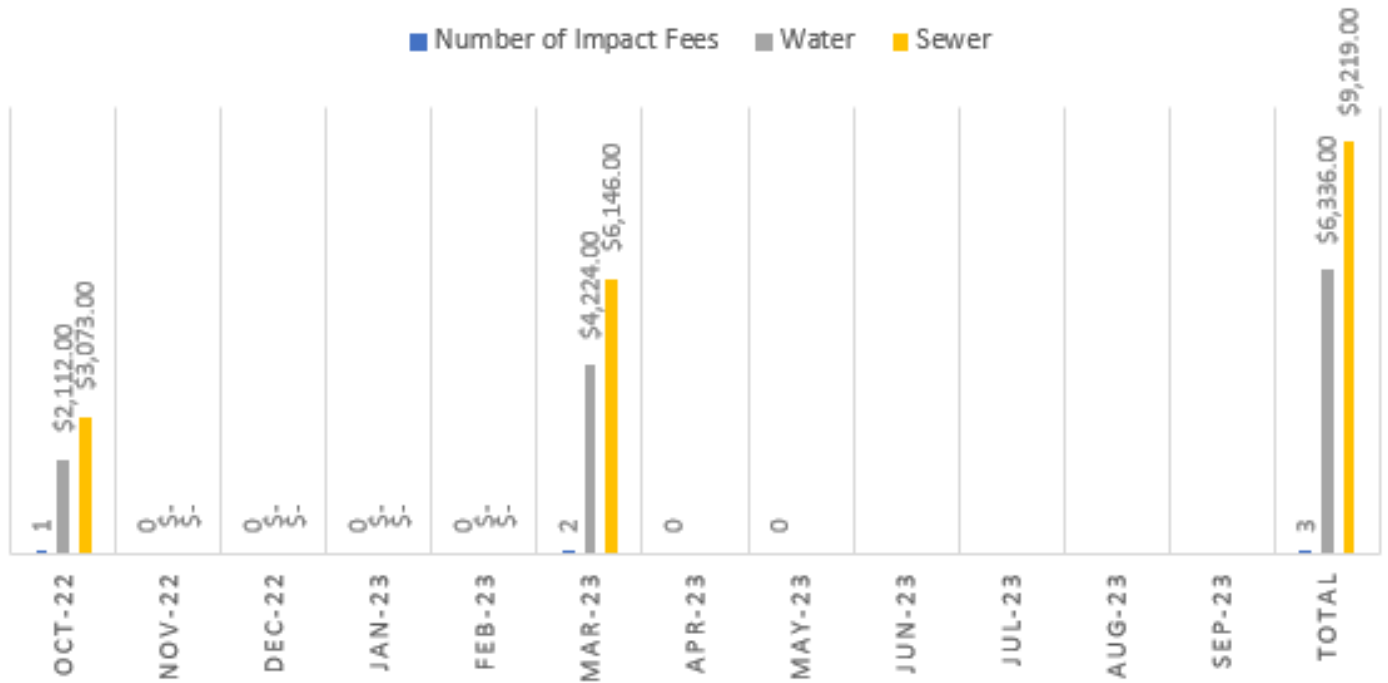


Code Enforcement

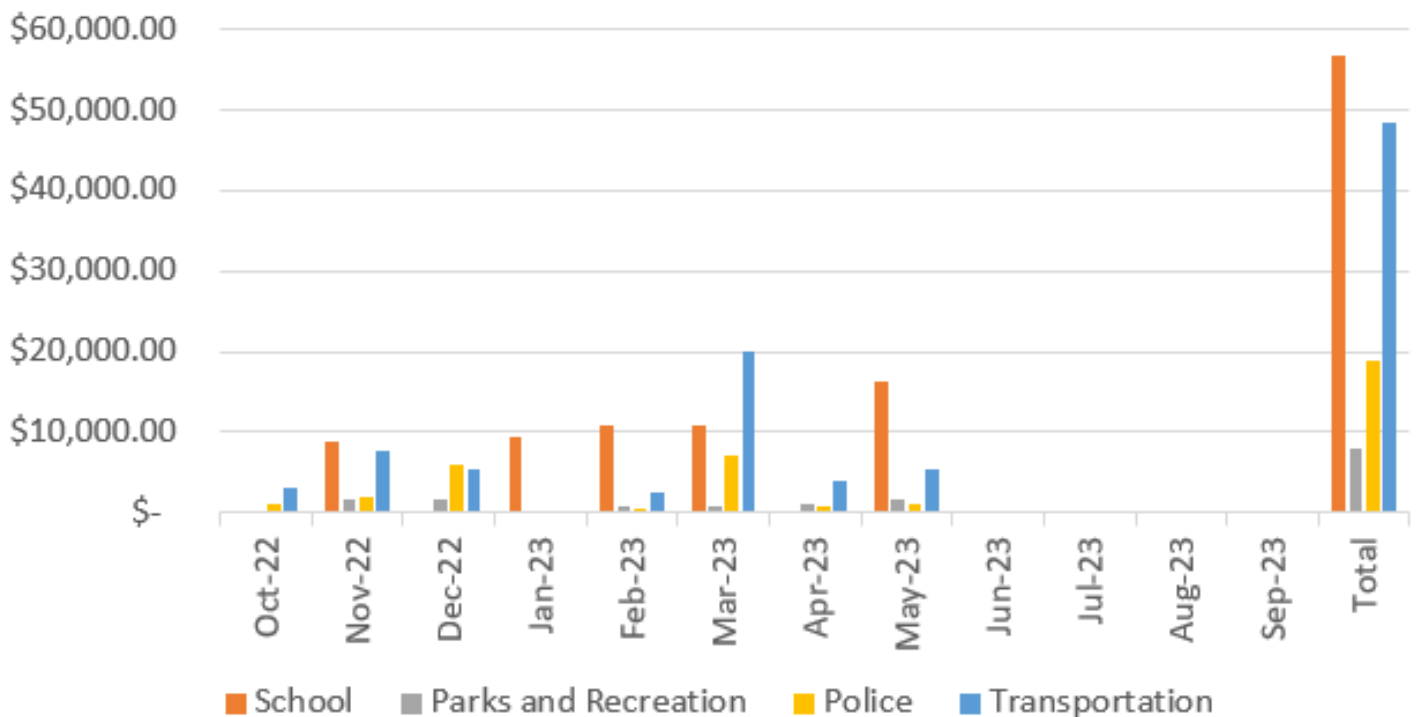


Community Development

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.

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 was awarded CMAR Preconstruction Phase Services at the May 22 Commission Meeting. Contract fully executed.

Capacities WTP/WWTP

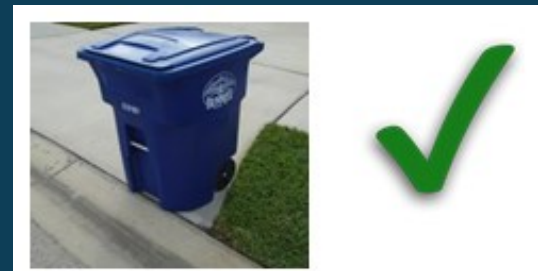
- Capacity for the WWTP in May 2023 was 60% with a total of 2.13" of rainfall. Total influent flow for the month was 11.191MG, with a Daily Average flow of 0.361MGD
- Total Reclaim Flows May 2023 9.029MG with Daily Average flow of 0.291MGD.
- The WTP produced 11.200MG of drinking water, with a daily production average of 0.361MGD in May 2023.
- Total Billed Meters May- 2200

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	136.68 Tons	10.51
Residential Recycle	35.55 Tons	2.73
Yard Waste	112 Yards	5.6
Commercial Garbage	243.76 Tons	18.75
Commercial Cardboard	20.22 Tons	1.55
Scrap Metal	3.06 Tons	.87
Construction & Demolition and Bulk debris	31.97 Tons	9.13
Waste Tires	3.43 Tons	2

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)

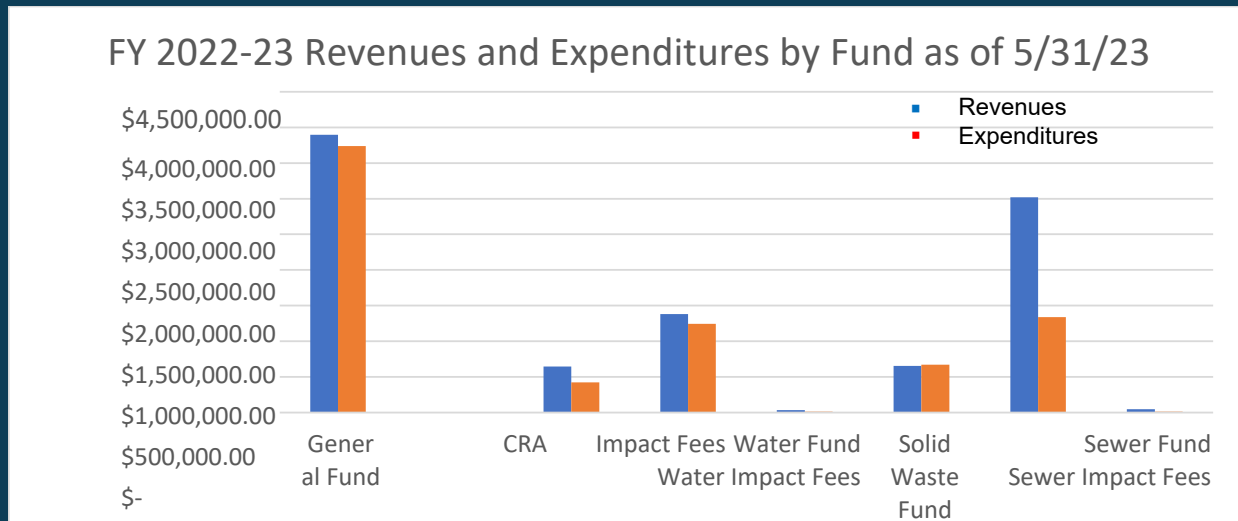
Solid Waste Fiscal Year Comparisons

	FY 19/20	FY 20/21	FY 21/22	FY 22/23 (as of 5/31/23)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	1747.07 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	1032.99 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	364.82 Tons
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	3040.0 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	240.72 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	22.47 Tons
Yearly Total	5848.71	5897.34	5942.57	6448.07

The City is 7 months into this Fiscal Year. With 4 more months remaining, the City has already exceeded the prior fiscal year total collections by 505.5 Tons (8.37% increase over last year).

BUDGET PERFORMANCE FY 2022/2023

May was the eighth month of Fiscal Year 2022/2023. The approved 2022/2023 budget, including amendments, totals \$42,097,679 and includes all anticipated revenues, expenditures and reserves of the city from October 1, 2022 through September 30, 2023. The chart shows year to date revenues and expenditures by fund.



General Fund – The General Fund has total revenue of \$3,894,848 while expenditures currently total \$3,736,700. The General Fund's primary source of revenue is Ad Valorem (Property Taxes) and receipts generally occur at the end of November or beginning of December which allow for cashflow to fund expenditures for the rest of the fiscal year.

CRA Fund – The balance in the CRA Fund is \$3,631. There are no revenues or expenditures anticipated in the fund for FY 2022/2023.

Impact Fees – This fund accounts for Law Enforcement, Parks and Recreation and Transportation impact fees. Current revenue totals \$644,909 and expenditures are \$421,987.

Water Fund – The Water Fund has total revenue of \$1,370,037. The expenditures total \$1,245,725.

Water Impact Fees – The Water Impact Fee Fund has total revenue of \$35,032. The expenditures total \$10,544.

Solid Waste Fund – The Solid Waste Fund has revenues of 652,439 and expenditures of \$671,726.

Sewer Fund – The Sewer Fund has total revenue of \$3,020,162. The expenditures total \$1,338,829

Sewer Impact Fees - The Sewer Impact Fee Fund has total revenue of \$46,747. The expenditures total \$10,544.