

City Manager's Monthly Report



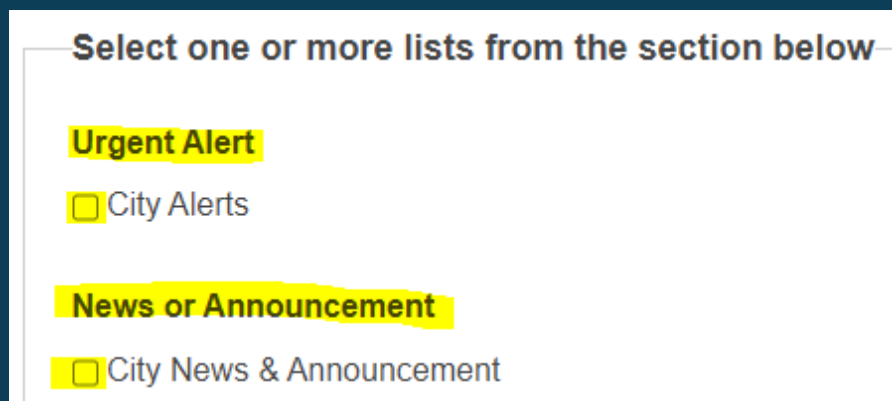
Dr. Alvin B. Jackson, Jr.
City Manager
For November 2022

Published: December 2022

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.

2023 Municipal Election: MARCH 7, 2023

The next scheduled election for the City of Bunnell is March 7, 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; candidates can only run in one race, not both.

The Candidate Handbook was available for pick up as of October 24, 2022. This is a very useful tool for anyone considering running for City Office. It provides very important dates and deadlines for qualifying, explains qualifying to run for office, provides due dates for all campaign reports, discusses campaigns and provides very useful resources about running for office.

To be placed on the ballot you must qualify to run. There are two ways to qualify to run which are explained in the Handbook.

The City Clerk is the Municipal Elections Officer. If you have questions about the upcoming election, contact the City Clerk.



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.
 - The State grant agreement has been signed.
 - The RFP for construction should be released in January 2023. 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

Working with the vendor on a security review / audit of our various network systems. The intent is to review and identify any weaknesses in our security profile, and ways to improve them. Also to produce a plan for moving forward which should allow us to apply for grant funds to accomplish the improvements. Pushing out a new endpoint security software as part of this review.

The new poles for the surveillance cameras and license plate readers have been installed and inspected by the Building Department. 4 of the 6 new poles have been connected to FP&L. Found out the License Plate Readers which is part of this project have been backordered by Motorola. No indication on when they might be available as yet. Cameras are to start to be installed in December.

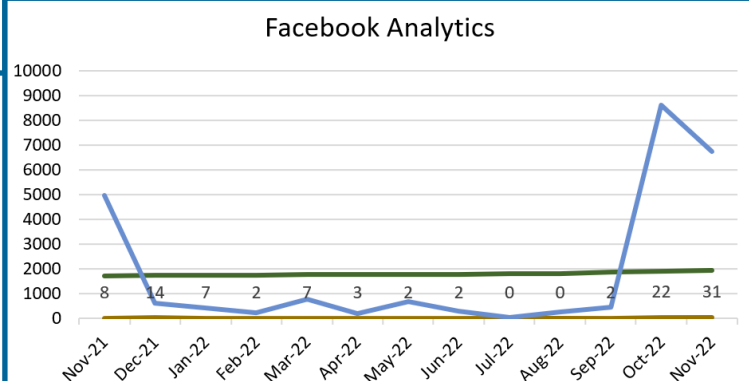
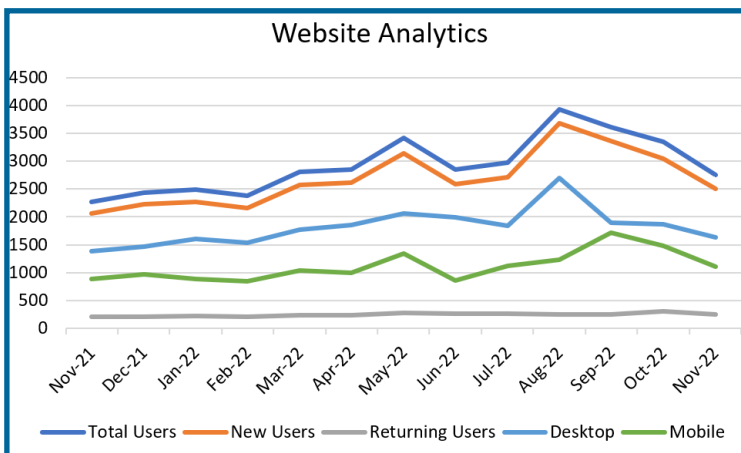
Deployed new cell phones for PD Officers.

Spent considerable time pulling video from JB King park for vandalism, and an assault in the park. Provided video to the PD.

In doing this, discovered one of the recorders was not storing enough video for records retention. Working with the vendor to increase the storage space on the recorders to be in compliance.

Top 10 web pages:

- | | |
|---------------------|-----------------------|
| 1. Home Page | 6. Community |
| 2. Open Positions | 7. Contacts Directory |
| 3. Building Permits | 8. SW Holiday Sched |
| 4. Police | 9. Bids-RFQ2022-02 |
| 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 October. Public Meetings are City Commission meetings and any volunteer Board meetings such as the Planning, Zoning and Appeals Board and the Code Enforcement Board.

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

- Facility projects— Municipal Park move
- 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)
- RFQ for New Administration and Police Department Complex
- 2023 Municipal Election
- On-going Hurricane Ian and Nicole Recovery efforts
- Assistance to Community Development
- Christmas in Bunnell Planning
- 42 hours spent on records requests (on those taking more than 30 minutes to complete)

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 will begin in January 2023.

In the month of November, 159 businesses renewed their BTR or received their initial BTR. The City collected \$15,539.60 BTR and Fire Inspection fees for BTRs renewed/issued in November 2022.

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:

- Vince Smith, November 1st (2013)
- Karen Fair, November 17th (2014)
- Laura Lindsey, November 20th (2006)



NEW EMPLOYEES:

The City wants to give a warm welcome to our newest employees :
Shannon Warrell, Accountant (Finance)

WE ARE HIRING. OPEN POSITIONS:

Police Officers

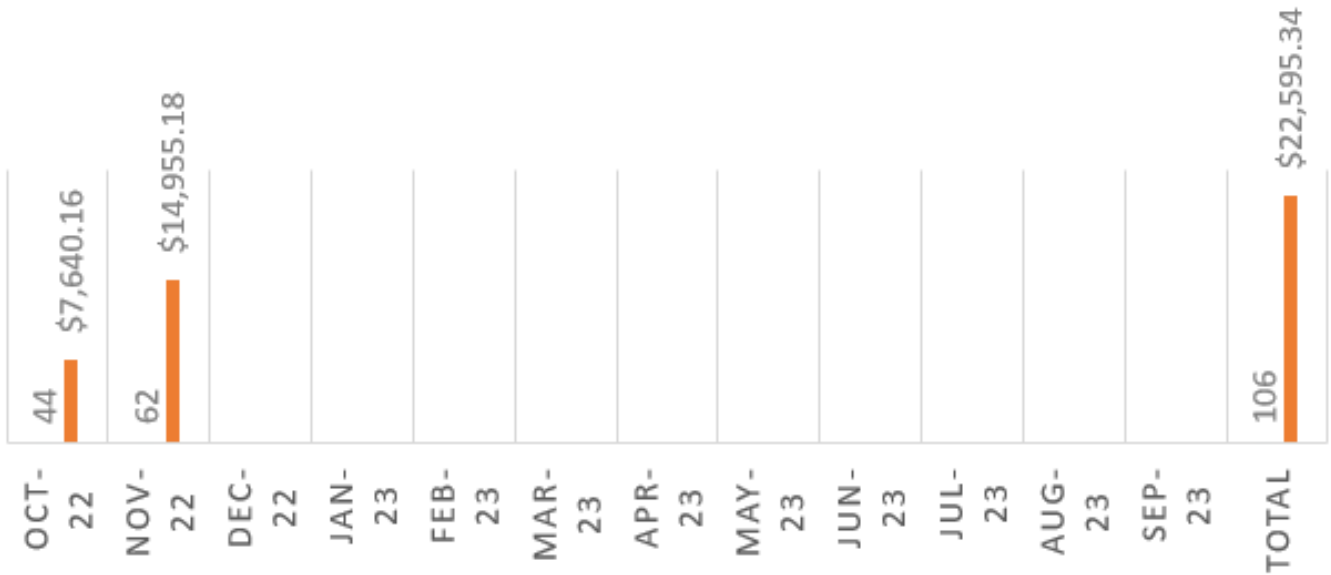
Wastewater Plant Operators



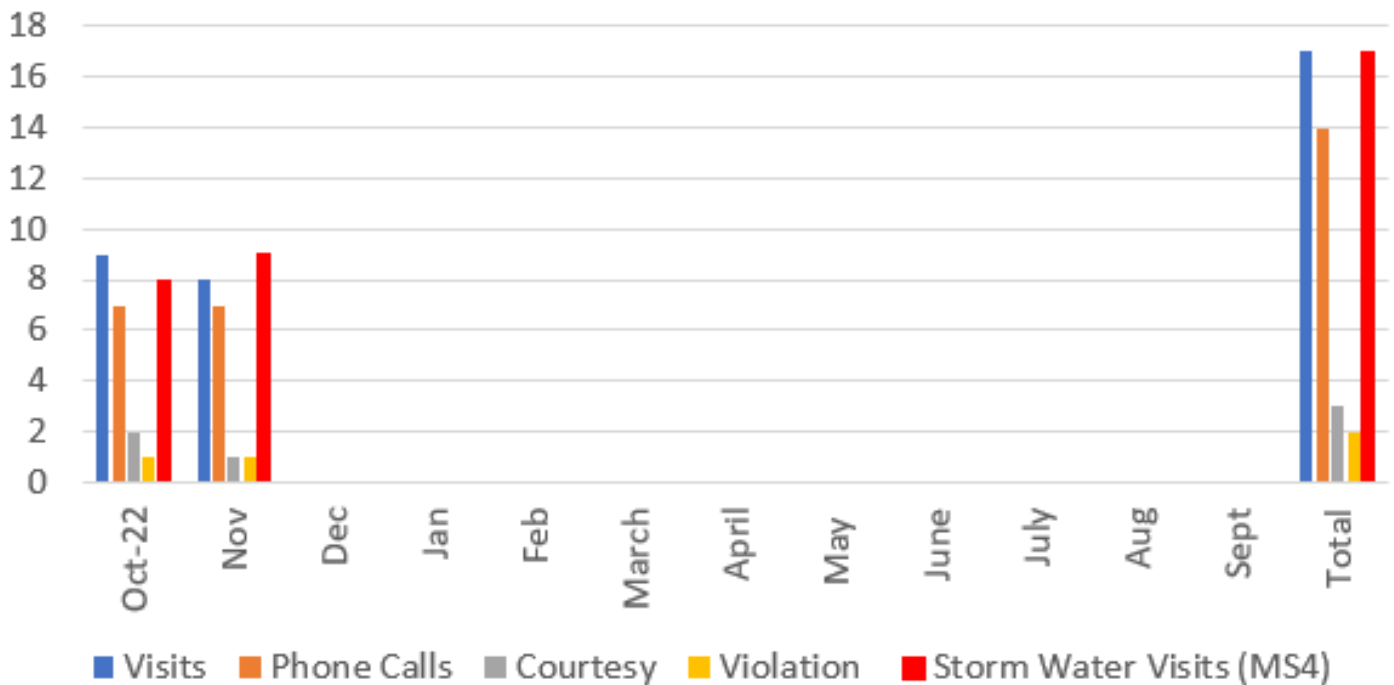
Community Development

PERMITS

■ # of Permits ■ Permit Amount

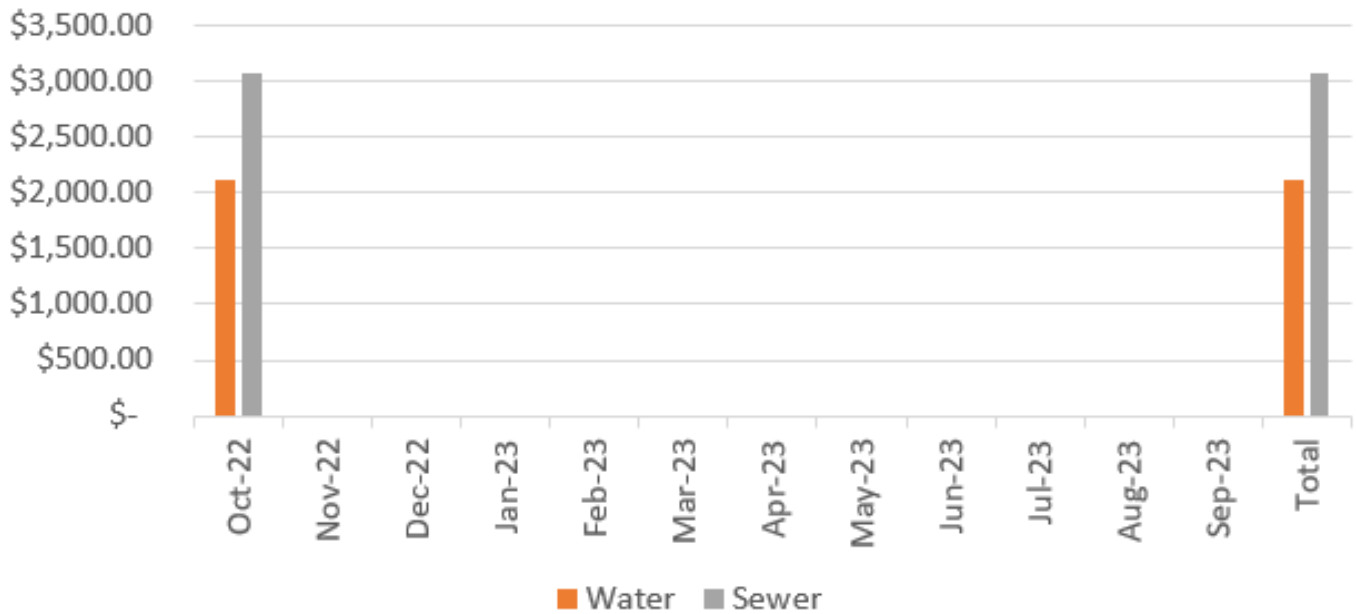


Code Enforcement

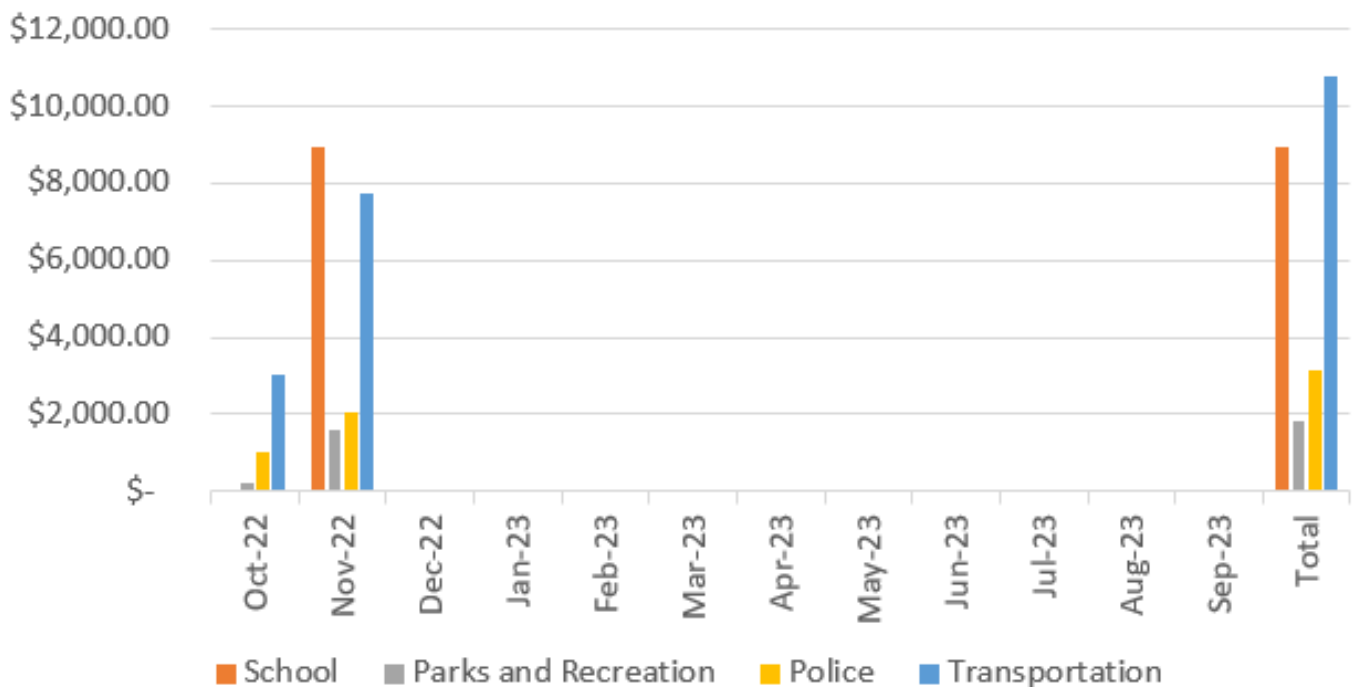


Community Development

Impact fees Water/Sewer



Impact Fees General Fund



Projects

Grant Projects:

	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hyman:	\$ 11,750	\$ 700,000

This project would install underground storm conveyance pipes and catch basins along both sides of Hyman 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 Hyman 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 and bid documents in process. The Environmental Review process is nearing completion. The City anticipates submitting the request for release of funds in the early part of the 4th quarter of 2022. The city does not anticipate any delays in completing the project by the grant ending date.

Master Plan Projects:

Funding Amt

WWTP Rehab/Expansion Construction Funding:

SRF Loan

\$12,000,000

Agreement fully executed. On priority list for \$2,160,022 loan for FY23.

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 in process.

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.

In-House Projects

FEC Railway Barricade

\$ 8,632

FEC Lease Violation

Installed barricades at new parking areas and replaced existing damaged barricades. Repaired guardrails at Palm south to Lambert, south of Moody, south of W Court.

Capacities WTP/WWTP

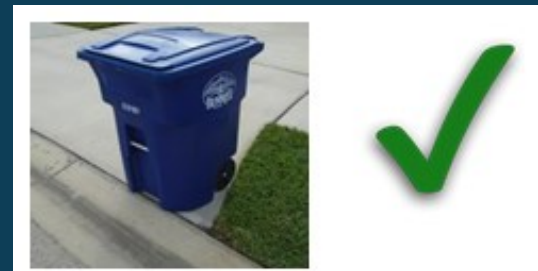
- Capacity for the WWTP in November 2022 was 75% with a total of 3.85" of rainfall. Total influent flow for the month was 13.562MG, with a Daily Average of 0.0452MG
- The WTP produced 13.700MG of drinking water, with a daily production average of 0.441MGD in November 2022.
- Total Billed Meters November- 2191

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	122.41 Tons	9.41
Residential Recycle	12.89 Tons	.99
Yard Waste	146 Yards	7.3
Commercial Garbage	230.84 Tons	17.75
Commercial Cardboard	26.37 Tons	2.02
Scrap Metal	0	0
Construction & Demolition and Bulk debris	19.52 Tons	7.3
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 11/30/22)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	433.58 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	259.91 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	70.36 Tons
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	2470 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	53.80 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	0
Yearly Total	5848.71	5897.34	5942.57	3287.65