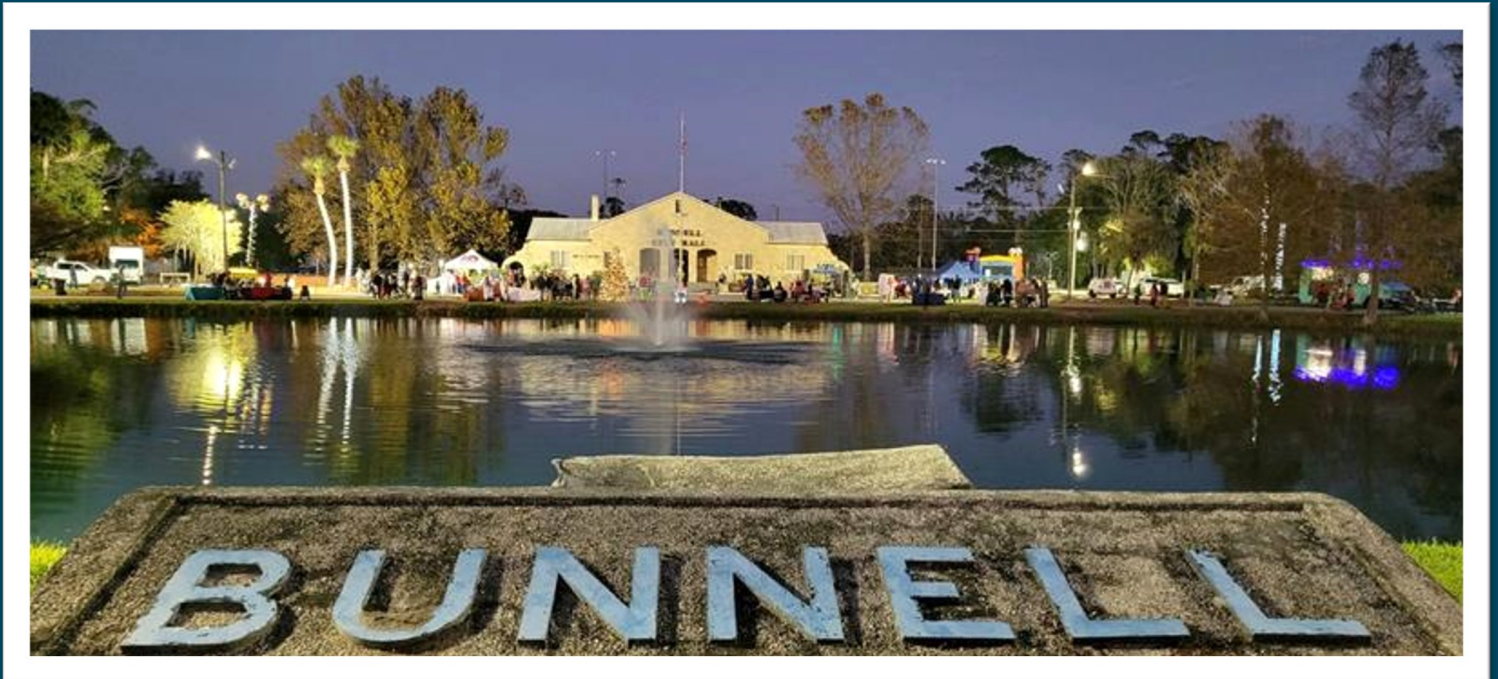


# City Manager's Monthly Report



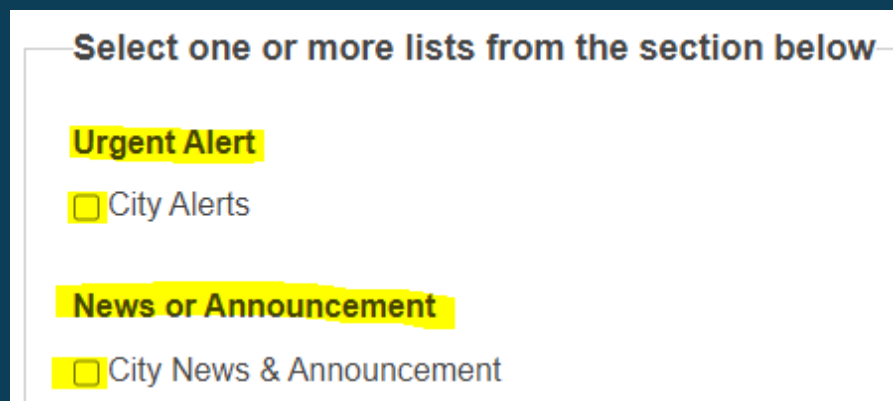
**Dr. Alvin B. Jackson, Jr.**  
**City Manager**  
**For November 2023**

Published: December 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

Community Development relocated into Suite 3. Wired the suite, and tied it into Suite 4. From stock, installed network switches to accommodate the phones and computers. Assisted in the relocation of the department.

Spending a lot of time in to the design of the new building. Reviewing power and network requirements. Meeting with vendors on quotes and estimates.

Installed new software on officer's laptops for their new body camera system. Assisted in the deployment of a new docking station for their new Tasers.

Assisted Finance in generating the calls for the Precautionary Boil Water Notice. Assisted the new Finance Supervisor in getting acclimated to our systems.

We started having an issue with one of our vendors. They are a contractor for Verizon, and provide GPS, and dash cams for some of our fleet. Evidently there is an AP issue that has been addressed. We never received the invoices for the original equipment that was ordered some years back. Finance worked with the vendor to get this resolved.

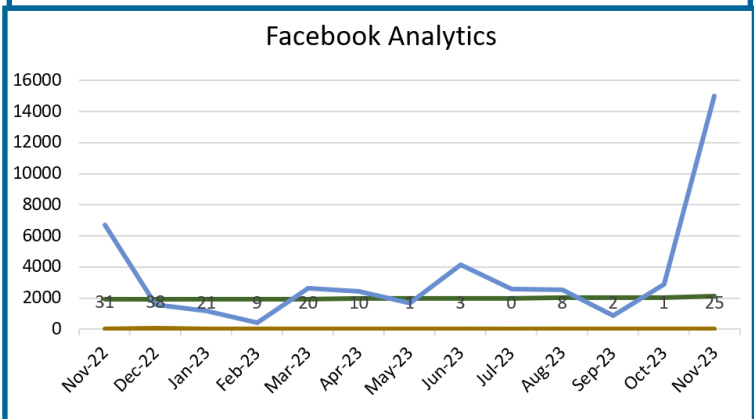
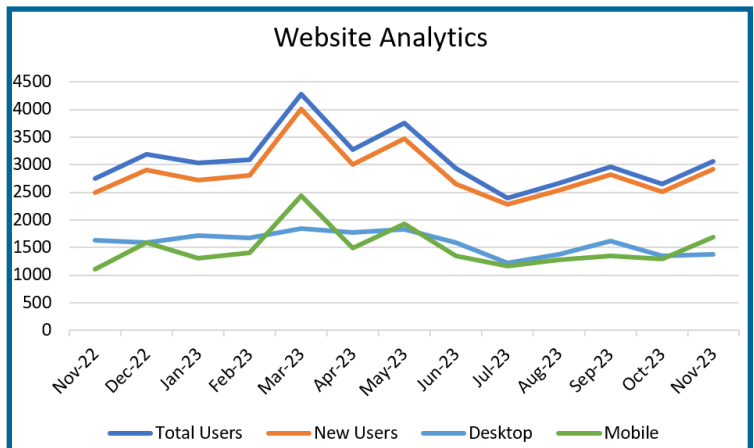
Spent quite a bit of time troubleshooting an issue with one of the software programs we received from the State as part of the Cybersecurity Grant. Wound up escalating the ticket to a higher level of support, and eventually got it worked out.

We have a number of contracts coming to term by the end of the calendar year. Working with Microsoft, Dex Imaging (copiers), and Civic Plus (web hosting), on contract renewals.

### Top 10 web pages:

- |                        |                      |
|------------------------|----------------------|
| 1. Home Page           | 6. Police            |
| 2. Alert: City Wide    | 7. Agendas           |
| Precautionary          | 8. Contact Directory |
| Boil Water Notice      | 9. Community         |
| 3. Open Positions      | 10. Press Release:   |
| 4. Advanced Search     | Precautionary        |
| 5. Building Permitting | Boil Water Ntce      |

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## City Clerk Office

The City Clerk Office published and noticed agendas for the City's Public meetings held in August. Public Meetings are City Commission meetings, workshops and Executive Strategy Sessions, Union Meetings, 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 Loci Architects 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 . A reduced scope of work is being prepared and plans will need to be approved by the State before the contract can be executed with the selected contractor for the actual construction work to begin.
- Contacts with the State regarding appropriation money awarded to the City for Coquina City Hall Phase 2 work. Phase One work needs to be approved by the State to be able to execute the contract for Phase 2.
- Planning for Christmas in Bunnell.
- Planning for the January 2024 Commission Advance started. Advance is planned for January 26, 2024.
- Working with Finance for Solid Waste Impact Fee Study to be approved by the City Commission.

## 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 questions about BTR 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 November \_\_\_\_ businesses either renewed their BTR or received their initial BTR. The City collected \$ \_\_\_\_ in BTR and Fire Inspection fees this month; this includes the fees for renewals and newly issued local business tax receipts.

***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:**

Laura Lindsey—11/20/2006

Vince Smith—11/1/2013

Shannon Warrell 11/14/2022



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

Nelson Santos—Utilities Maintenance Technician 1

Melissa Fecher—Financial Service Coordinator

Forrest Ware—Meter Reader / Maintenance Technician 1 Trainee

**WE ARE HIRING. OPEN POSITIONS:**

**WE ARE ACCEPTING APPLICATIONS:**

Police Officers

Utilities Maintenance Technician I

Utilities Maintenance Technician II

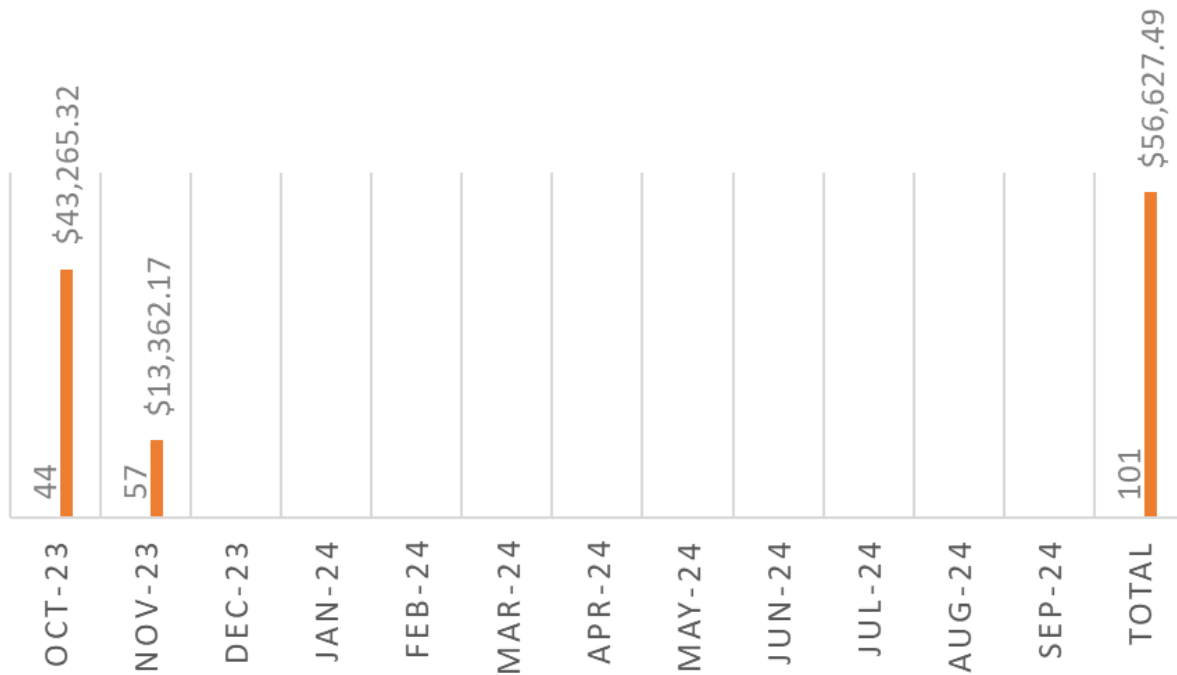
Utilities Maintenance Technician III



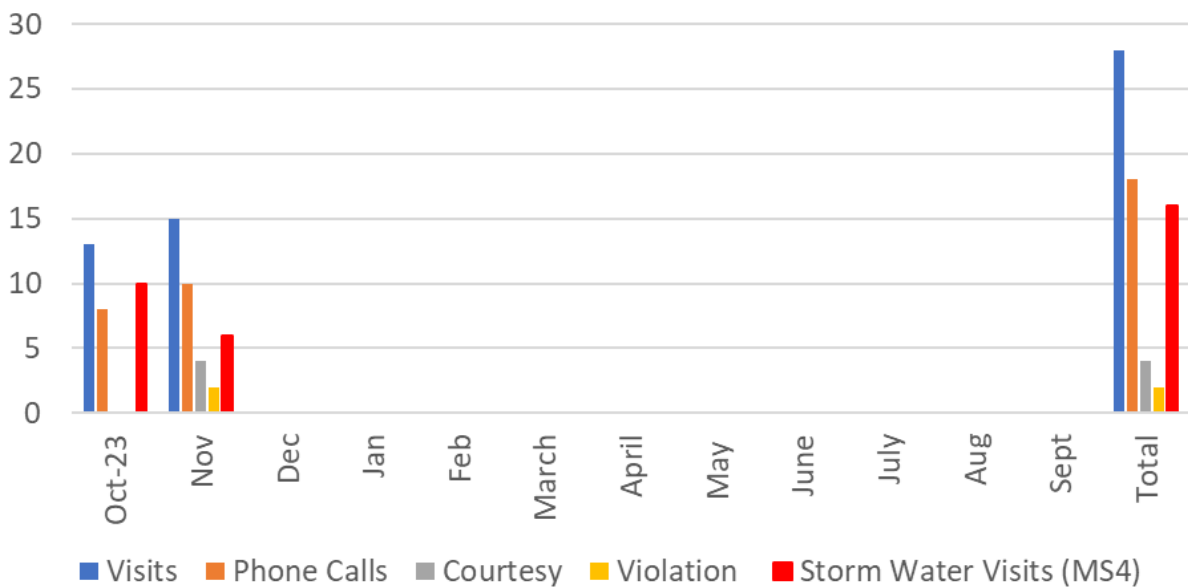
## Community Development

### PERMITS

# of Permits   Permit Amount



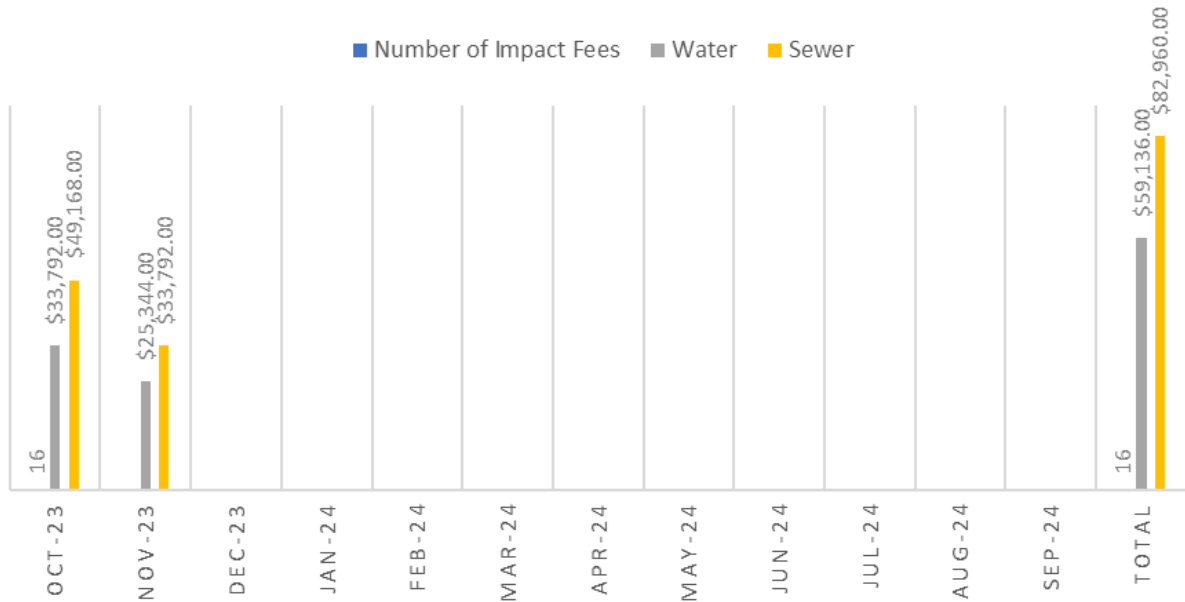
### Code Enforcement



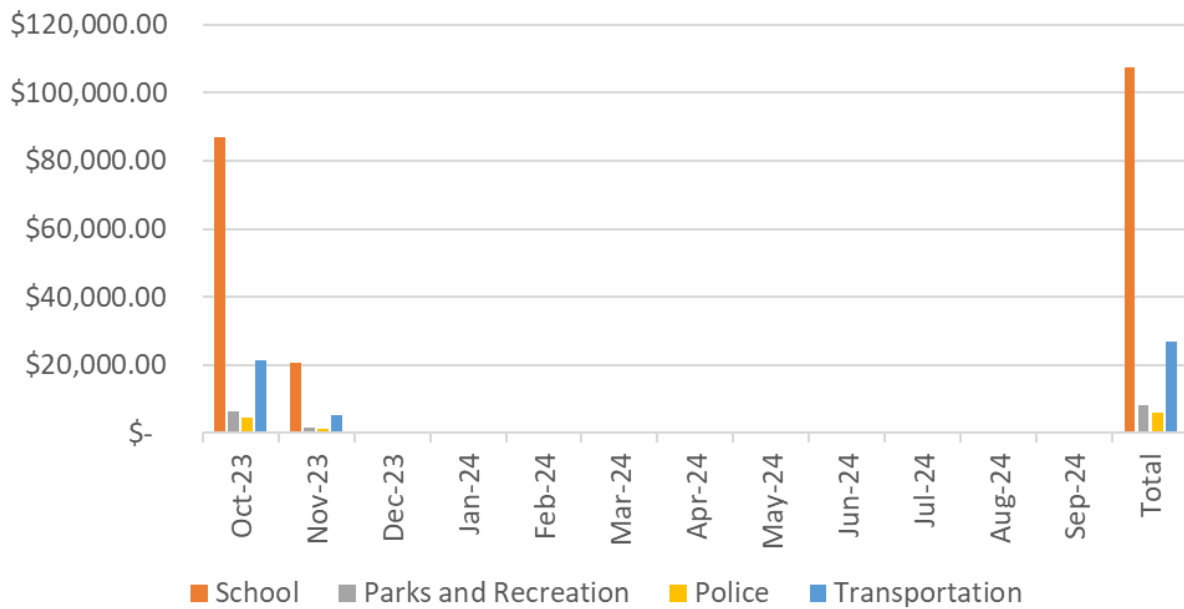


## Community Development

### IMPACT FEES WATER/SEWER



### Impact Fees General Fund



## Projects

### Grant Projects:

### Expense

### Grant Amt

#### Community Development Block Grant (CDBG) - Hymon:

\$ 19,250

\$ 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.

In the process of receiving permits and completing plans and specs for DEO approval.

#### 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.

Application submitted on 08/29/2023 via the FDEM portal.

### Master Plan Projects / Capital Projects:

### Expense

### Funding Amt

#### Wastewater Treatment Plant Rehab/Expansion Construction:

\$448,208

\$ 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.

Under slab piping inspection completed, awaiting final report. Stormwater retention pond design in process. Relocation of building materials and electric in process. Material storage Conex enclosures onsite.

#### MP Brackish Water RO

\$4,500,000

Design and construct a reverse osmosis (RO) system to treat brackish water and conduct a pilot study to determine the most effective treatment for the RO system. The City of Bunnell operates two brackish potable water wells (#7 and #8) that provide groundwater from the Upper Floridian Aquifer to blend with source water from the confined surficial aquifer. This Project will address brackish water by utilizing RO to treat and distribute finished water. By implementing an RO system, the levels of Total Dissolved Solids (TDS) and Chlorides (Cl) will be reduced, improving finished water quality, and allowing full use of Wells 7 and 8. The City has requested assistance under this authorization to design and construct an RO system and its associated components including: raw water main installation; RO skid installation and associated piping; and valves and controls. Construction will also cover structural additions/modifications to house the RO skid.

LPA0481 agreement staff report created for the December 11 meeting.

### Capacities WTP/WWTP

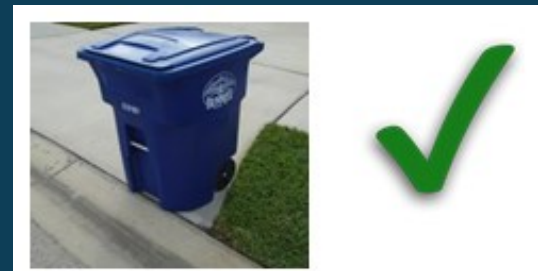
- Capacity for the WWTP for November 2023 was 91% with a total of 6.26" of rainfall. Total influent flow for the month was 16.844MG, with a Daily Average flow of 0.543MGD. Maximum daily flow was 11/17/2023 at 0.974MGD, 162% capacity for the day.
- Total Reclaim Flows November 2023= 9.007MG with Daily Average flow of 0.300MGD.
- The WTP produced 10.600MG of drinking water, with a daily production average of 0.343MGD in November 2023. Maximum daily flow was 0.556MGD
- Billed meters November 2023- 2193

## Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	12.18 Tons	9.86
Residential Recycle	26.21 Tons	2.01
Yard Waste	36 Yards	1.8
Commercial Garbage	209.42 Tons	16.1
Commercial Cardboard	20.1 Tons	1.54
Scrap Metal	0 Tons	0
Construction & Demolition and Bulk debris	20.64 Tons	5.89
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 20/21	FY 21/22	FY 22/23	FY 23/24
<b>Commercial Solid Waste</b>	1995.58 Tons	2374.65 Tons	2622.54 Tons	447.52 Tons
<b>Residential Solid Waste</b>	1546.61 Tons	1446.87 Tons	1527.89 Tons	247.14 Tons
<b>Cardboard &amp; Recycle</b>	623.3 Tons	582.61 Tons	594.12 Tons	100.38 Tons
<b>Yard Waste</b>	1153 Yards	1203 Yards	3333 Yards	112 Yards
<b>Construction &amp; Debris (C&amp;D)</b>	574.58 Tons	319 Tons	346.56 Tons	43.37 Tons
<b>Scrap/Misc.</b>	4.27 Tons	16.44 Tons	29.26 Tons	0
<b>Yearly Total</b>	<b>5897.34</b>	<b>5942.57</b>	<b>8453.37</b>	<b>950.41</b>

## Police Department

### November 2023

	This Month	Same Month Last Year	Year to Date
<b>Residential Burglaries</b>	0	1	7
<b>Vehicle Burglaries</b>	1	1	6
<b>Business Burglaries</b>	0	1	6
<b>Auto Thefts / Recovered</b>	0 / 1	2 / 2	4 / 14
<b>Traffic Crashes</b>	16	13	192
<b>Traffic Stops</b>	375	424	3,287
- Citations	72	83	658
- Written Warnings	93	199	1180
<b>Warrants Attempted / Served</b>	14 / 12	16 / 3	133 / 63
<b>Reports Written</b>	123	186	1,203
<b>Arrests</b>	24	27	260
- Felony	10	11	112
- Misdemeanor	14	16	148
<b>Criminal Charges Filed</b>	36	41	377
- Felony	13	15	176
- Misdemeanor	23	26	201
<b>Public Records Requests</b>	34	52	374
<b>Security Checks</b>	2,243	1196	17,598
<b>Community Policing</b>	143	297	2,344