

City Manager's Monthly Report



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

Published: November 2022

Municipal Park

The City of Bunnell thanks EPIC Church for their assistance with the rebuilding of the last element for the move of Municipal Park. On October 23, 2022, volunteers from EPIC helped the City with the plantings needed for the Butterfly Garden.



Halloween 2022

Rain delayed the Annual Trunk or Treat with the First Baptist Christian School, but we were able to have the event October 30, 2022



Halloween 2022

Sawmill Estates/Colony Park: October 31, 2022



City News, Announcement and Alerts

Throughout the storm, the City participated in unified messaging with all governmental Public Information Officers and out of the County EOC. Messages and alerts were sent out through the City's website.

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

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.

CALENDAR OF EVENTS

The City's homepage www.bunnellcity.us has a Calendar of events. It lists City meeting days, City events, when offices are closed and information about other known governmental events going on in the community.

MARK YOUR CALENDAR: Christmas in Bunnell is Friday, December 16, 2022
Check the City website and Facebook page for event details



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 plans to restore the building and worked with the State to complete the grant agreement. Once the State Grant Agreement is completed and accepted, the RFP can be released to find the contractor to complete the reconstruction.
- 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

The issue with Facebook has finally been resolved. The Administrator account has been locked out of one of our pages. Facebook indicated it had something to do with an upgrade they rolled out, that it removed the Admin privileges.

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.

Following the impacts of Hurricane Ian, relocated the servers back to the PD trailer from the County data center.

The County is working on a major upgrade to the Aegis system (Computer Aided Dispatch CAD). Setup an additional VPN to the SO for testing purposes. The County has confirmed connectivity to the new servers.

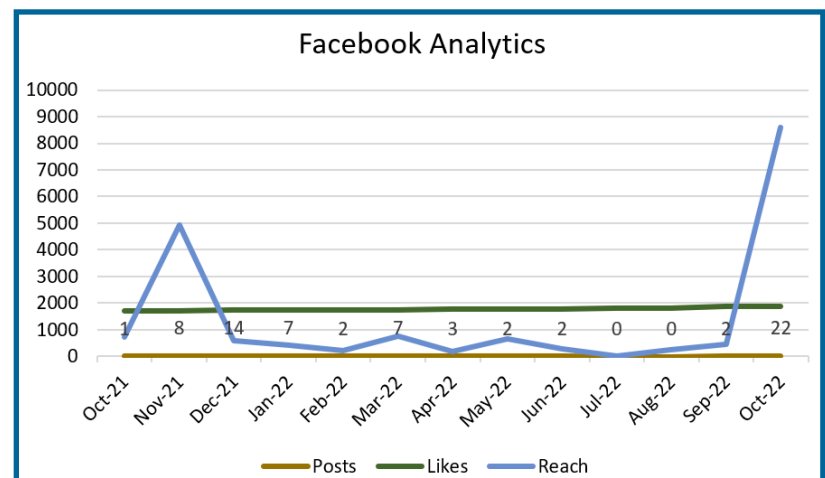
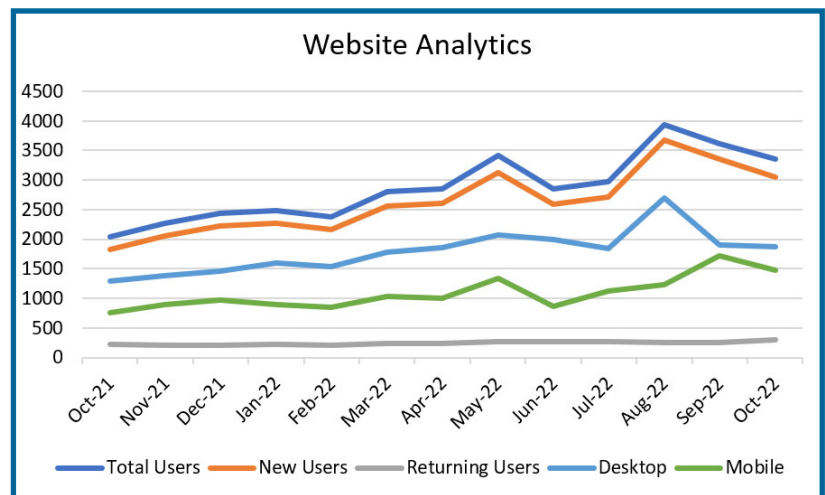
Completed the network wiring in 604 E. Moody Suite 5 for Infrastructure. New network switches were purchased for all 3 suites to tie them all together as one location. The switches have been backordered, and currently scheduled to be shipped the end of November. We have older switches we can put in place in the interim.

Following the discovery of more damage at JB King, went back through the video, and found where 3 teens appear to have damaged a water fountain at the park. Pulled images of the teens, and shared them with Parks & Rec. They reported it to the PD who requested the video. Pulled the video and provided it 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. Ian PR 9/29 |
| 2. Agendas | 7. Community |
| 3. Open Positions | 8. Contacts Directory |
| 4. Police | 9. Bids |
| 5. Building Permits | 10. Bids-Admin Complex |



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 released
- Preparing for records destruction in accordance with guidelines
- Preparing for the 2023 Municipal Election
- Staffing EOC during Hurricane Ian
- Coordinating with County EOC and FEMA for Hurricane Ian Recovery efforts
- Assistance to Community Development
- **52.5** 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.

In the month of October, 159 businesses renewed their BTR or received their initial BTR. The City collected \$19,192.55 in BTR and Fire Inspection fees for BTRs renewed/issued in October 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:

- Adrian Calderin (18 October 2021)
- Alvin B. Jackson (1 October 2018)



NEW EMPLOYEES:

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

October 10– Yolanda Roberts, Utility Clerk/Cashier



WE ARE HIRING. OPEN POSITIONS:

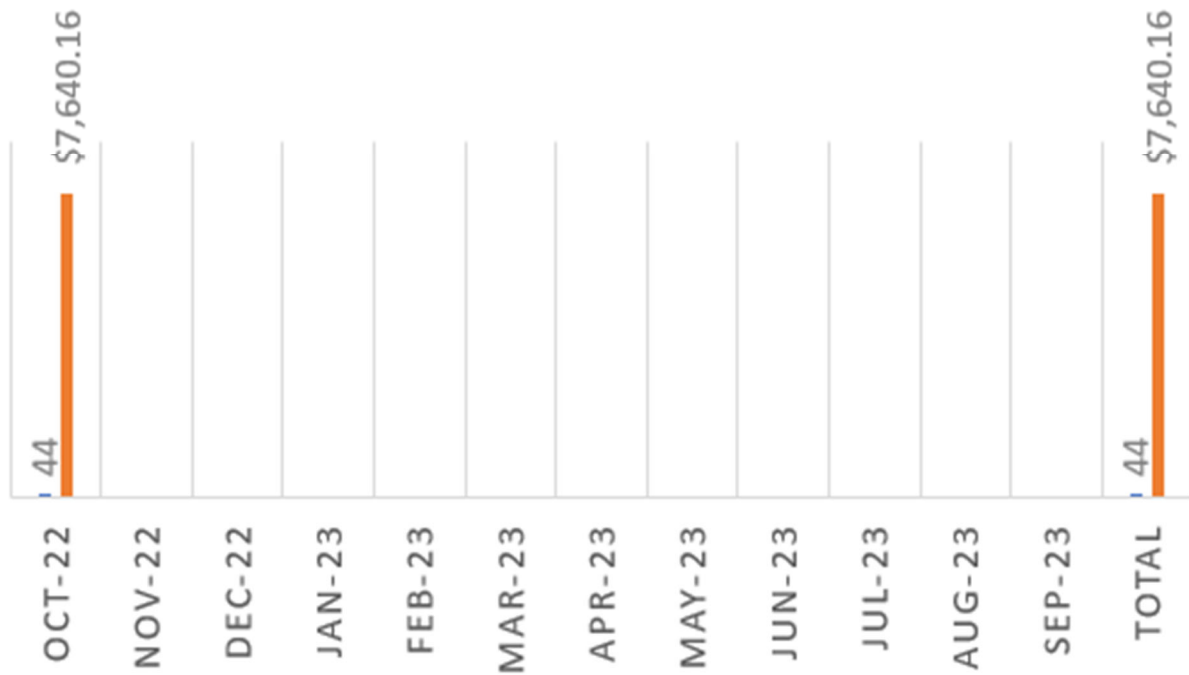
Police Officers

Wastewater Plant Operators

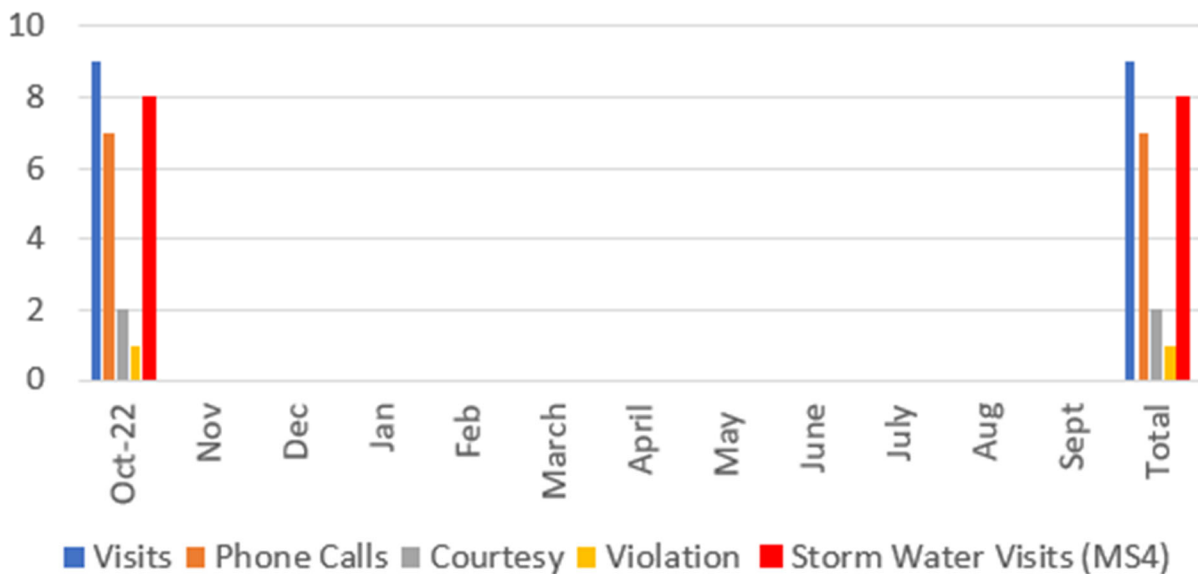
Community Development

PERMITS

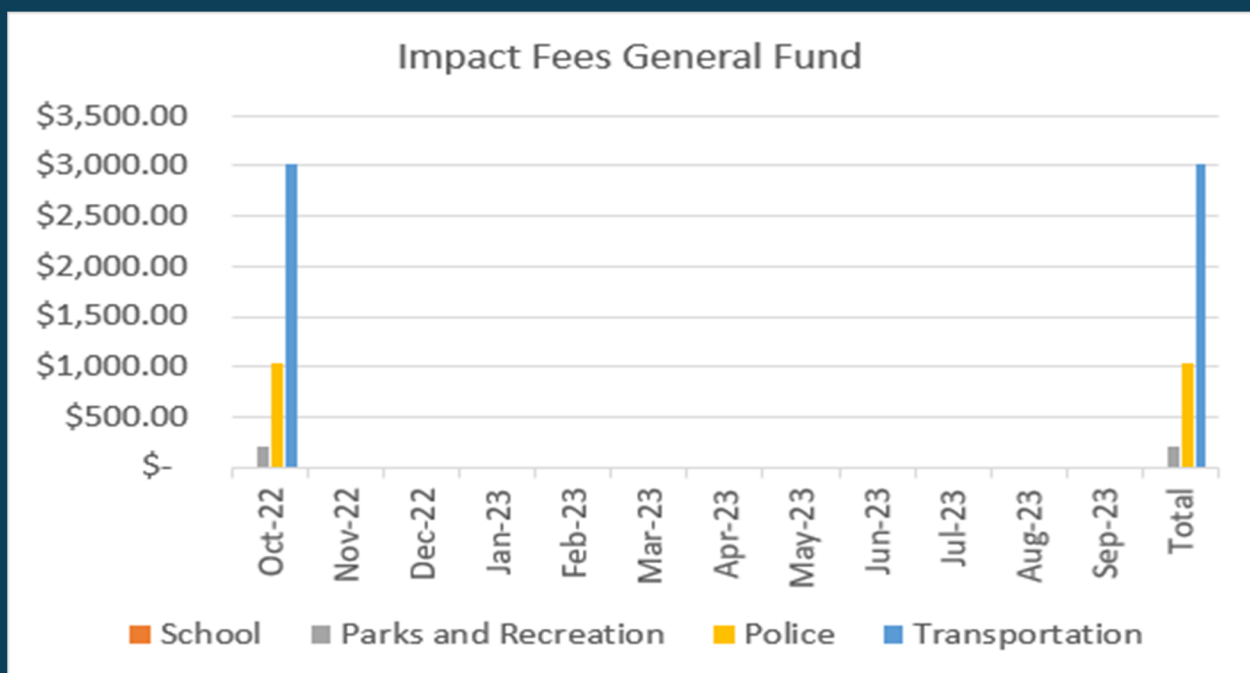
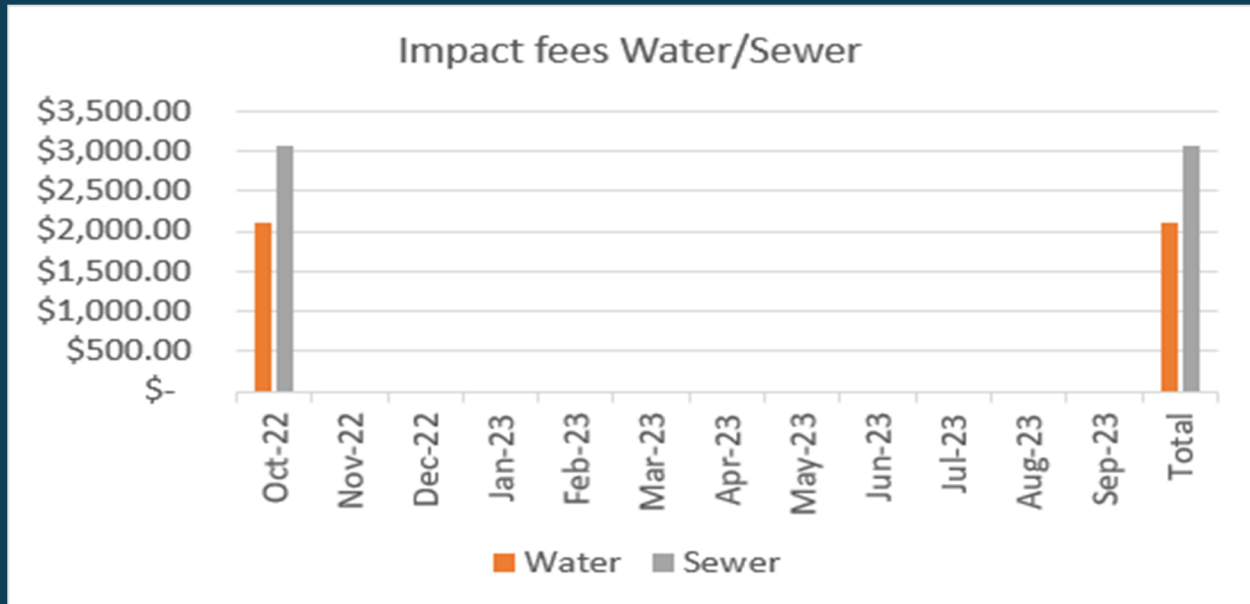
■ # of Permits ■ Permit Amount



Code Enforcement



Community Development



Infrastructure

Capacities WTP/WWTP

- Capacity for the WWTP in October 2022 was 81% with a total of 2.74" of rainfall. Total influent flow for the month was 15.146MG, with a Daily Average of 0.489MG
- The WTP produced 13.000MG of drinking water, with a daily production average of 0.419MGD in October 2022.
- Total Billed Meters October- 2148

Projects

Grant Projects:

	Expense	Grant Amt
Community Development Block Grant (CDBG) - Hymon:	\$7,500	\$ 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 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
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Agreement received for review and signature. On priority list for \$2,160,033 loan for FY 23.

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.

Gravity Collection System Renewal & Replacement

\$71,675

\$ 100,000

Manhole Repair and Line Project extended from FY22 due to Hurricane Ian. 10 manholes have been repaired and lined.

Lift Station Renewal & Replacement

\$ 6,140

\$ 100,000

LS-13 County Jail Infiltration Control Project extended from FY22 due to Hurricane Ian. Lift station infiltration control completed.

Project Schedules

Administration Building / Police Dept Complex

RFQ Advertised on	October 17, 2022
Pre-Selection Meeting	October 26, 2022
RFQ's Due	November 14, 2022
RFQ Opening	November 14, 2022
Review & Selection of RFQs by Selection Committee	December 5, 2022
Recommendation to Commission	January 2023 (TBD)
Execute Agreement	February 2023
Design - Completed by	June 2023 (90 Days)
Build - Completed by	December 2024 (Estimate 18 months)

Flagler Central Commerce Parkway

Present ILA between City & County to Commission	November 28, 2022 (depends on County)
FDOT to Execute Agreement with County to Encumber FDOT funding of \$6.8 M	December 12, 2022
Roadway and Utility Plans Updates	December to April 2023 (4 months)
County to Advertise for Construction Services	May 2023
Bid Opening and Award	June 2023
Bid Award Date	July 2023
Execute Contract	July 2023
Pre-Construction Date	August 2023
NTP Contractor	August 2023
Construction Duration	August 2023 to January 2025 (18 months)
Substantial Completion	February 2025
Final Acceptance	April 2025

Hymon Circle Drainage Project

Review of 90% submittal	November 2022
Permitting with the FDEP and SJRWMD	December 2023 to February 2023
Alliant Plans & Specs Updates per SJRWMD	December 2023 to February 2023
Advertise for Construction Services	March 2023
Bid Opening and Award	April 2023
Bid Award Date	May 2023
Execute Contract	May 2023
Pre-Construction Date	June 2023
NTP Contractor	June 2023
Construction Duration	June 2023 to December 2023 (6 months)
Substantial Completion	December 2023
Final Acceptance	January 2025

Coquina City Hall Project

Remediation Completed	08/01/22
Execute State Grant Agreement	10/10/22
Execute 1st Amendment Design Consultant	10/24/22
Anticipated Release of RFP for Construction Contractor	11/30/22
Bid Opening RFP Construction Contractor	Dec-22
Award Contract Construction	Jan-23
Begin Construction	TBD
Construction Determination	TBD

Waste Water Treatment Plan Project

RFQ Advertised on	December 2022 (TBD)
Pre-Selection Meeting	December 2022 (TBD)
RFQ's Due	January 2023 (TBD)
RFQ Opening	January 2023 (TBD)
Review & Selection of RFQs by Selection Committee	February 2023 (TBD)
Recommendation to Commission	February 2023 (TBD)
Execute Agreement	March 2023 (TBD)
Design - Completed by	June 2023 (90 Days)
Build - Completed by	December 2025 (Estimate 24 months)

Land Development Code Updates and Revisions

Advertisement of RFP	January 2023
Pre-Selection Meeting	February 2023
RFQ's Due	February 2023
RFQ Opening	February 2023
Review & Selection of RFP by Selection Committee	March 2023
Recommendation to Commission	March 2023
Execute Agreement	March 2023
60% Due to City	June 2023 (90 Days)
60% Review by Staff	August 2023 (45 Days)
90% Due to City	October 2023 (60 Days)
90% Review by Staff	November 2023 (30 Days)
Present Final to Commission	January 2024

Camera Project

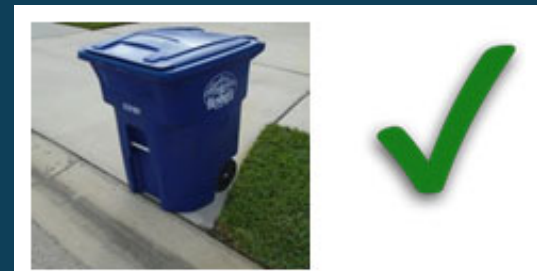
Right-of-Way Permits	Have Been Issued
New Pole Installs	Week of November 7th 2022
Electrical Work and Inspections	TBD
FP&L Connections	TBD
Installation of Equipment	To Follow FPL Connections
Training	TBD

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	137.50 Tons	10.42
Residential Recycle	9.71 Tons	0.74
Yard Waste	2,324 Yards	27
Commercial Garbage	202.74 Tons	15.59
Commercial Cardboard	21.39 Tons	1.64
Scrap Metal	0	0
Construction & Demolition and Bulk debris	34.28 Tons	9.79
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
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	
Yearly Total	5848.71	5897.34	5942.57	