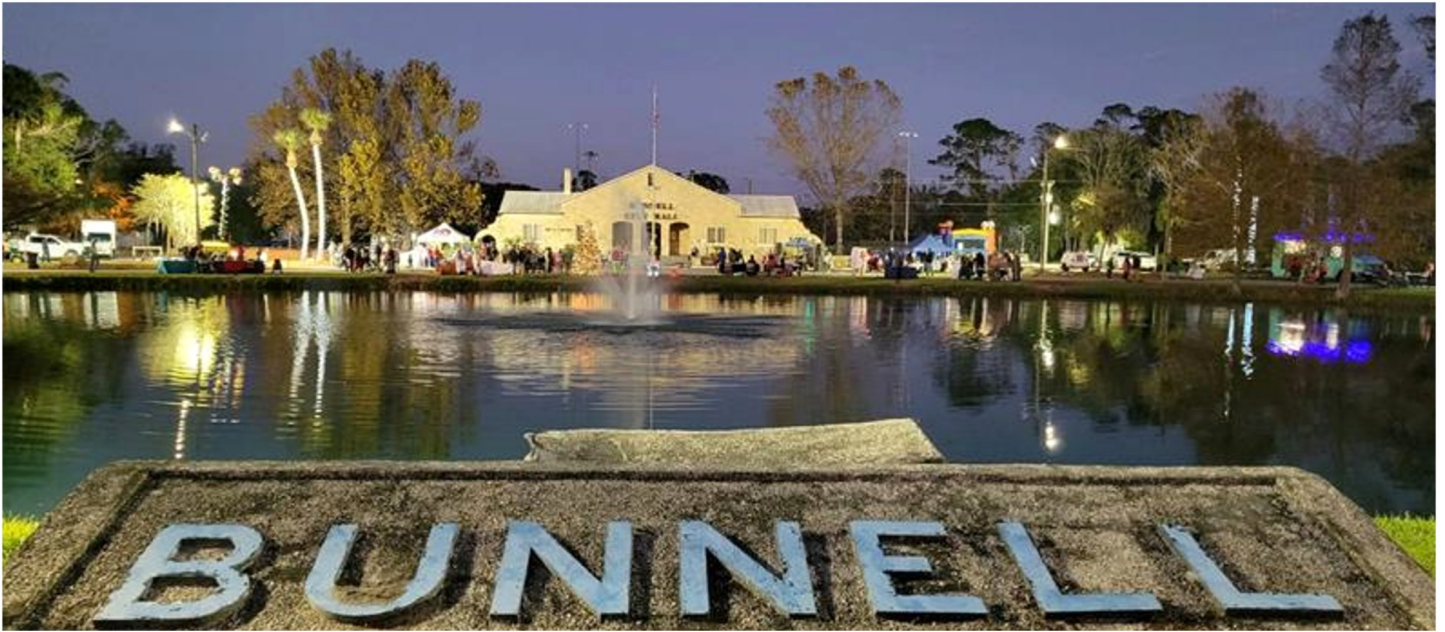


City Manager's Monthly Report



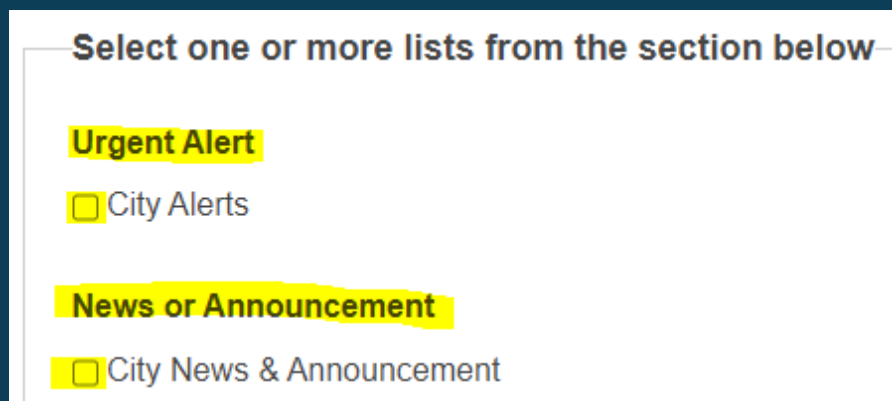
Dr. Alvin B. Jackson, Jr.
City Manager
For September 2023

Published: October 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.
 - 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

Borrowed equipment from the County once again and participated in the annual ethics training for the Board.

Spending a lot of time installing and configuring the various software we have received from the State Cybersecurity grant. The State is providing licensing for various security products. Started installing new End Point Security software. Setting up and running various security scans on our internal network to identify security concerns. Then tracking down the source and mitigating them.

And a lot of time in to the design of the new building. Participated in at least 3 half day or longer meetings on the subject. Met with Collage, and the County AV Coordinator at the GSB for a walk through of the County facility and capabilities. On top of reviewing information provided.

Upgrade the storage for the security cameras at the Wastewater Treatment Plant, and Public Works. One of the departments wanted continuous recording instead of only on motion. Added storage to the recorder, and set all of the cameras. Doesn't quite store 30 days as required by the State for retention. So we are experimenting with a recording schedule where it records only on motion at night, and continuous through a production day.

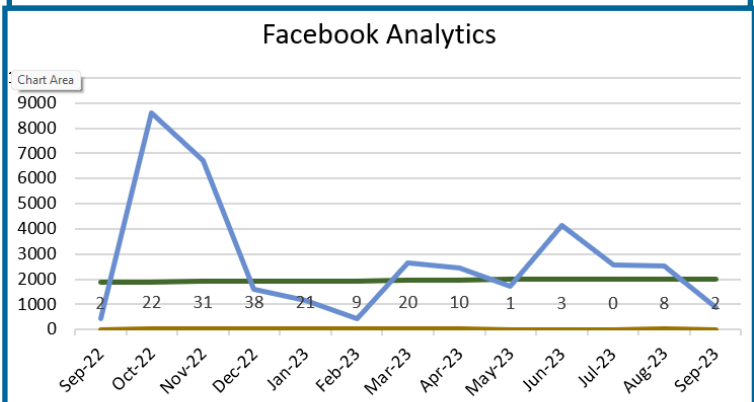
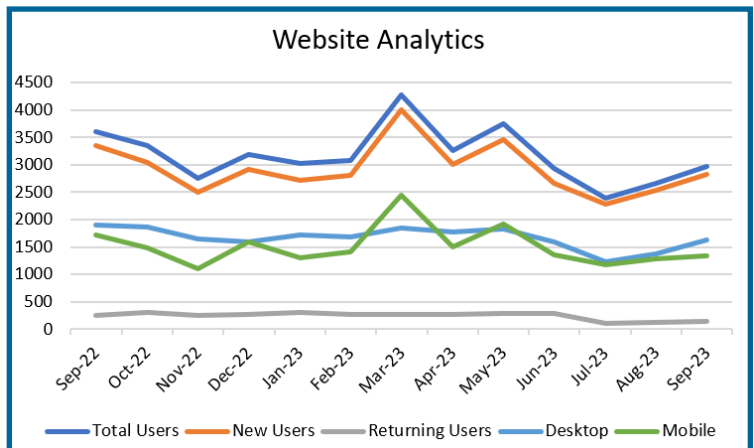
One of the desktop printers in Finance was acting up, and parts were not readily available for it. Purchased and installed a new laser printer. Also, Infrastructure purchased an inkjet printer for the Water Plant.

Upgraded the security cameras at the Water Plant. The recording software for this system was utilizing a very old Windows 7 machine. Upgraded to a similar recorder as is used at the Wastewater Plant, added a camera and reconfigured the cameras. The water plant has fewer cameras than located at Public Works and Wastewater plant. So this is retaining more than the 30 days necessary.

After these upgrades, and with the pending construction at the Wastewater Plant, Infrastructure has requested a longer period of time for retention. Going to have to do some research on how to accomplish this.

Top 10 web pages:

- | | |
|------------------------|-----------------------|
| 1. Home Page | 6. Agendas |
| 2. Police | 7. Contact Directory |
| 3. Open Positions | 8. Local Business Tax |
| 4. Advanced Search | 9. Police Chief's Bio |
| 5. Building Permitting | 10. Chief's Corner |



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 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). A reduced scope of work is being prepared and plans will need to be approved.
- Review and editing of new City Personnel Policy Manual.
- The RFP for Coquina Reconstruction Phase 1 was re-bid with a reduced scope of work. It was released on August 14, 2023. The Mandatory Pre-Bid meeting was held August 29, 2023. Bid opening was held September 19, 2023. The Selection Committee will meet to score/rank bids for a recommendation to the City Commission.
- Contract for new solid waste dumping fees negotiated and taken to the City Commission for execution.

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 September 264 businesses either renewed their BTR or received their initial BTR. The City collected \$28,694.90 in BTR and Fire Inspection fees in September; 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

ANNIVERSARIES:

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

Debra Winson—9/23/2019

Lakesha Byrd—9/26/2016



WE ARE HIRING. OPEN POSITIONS:

Police Officer

Police Officer Sponsorship

Meter Reader

WE ARE ACCEPTING APPLICATIONS:

Utilities Maintenance Technician I

Utilities Maintenance Technician II

Utilities Maintenance Technician III

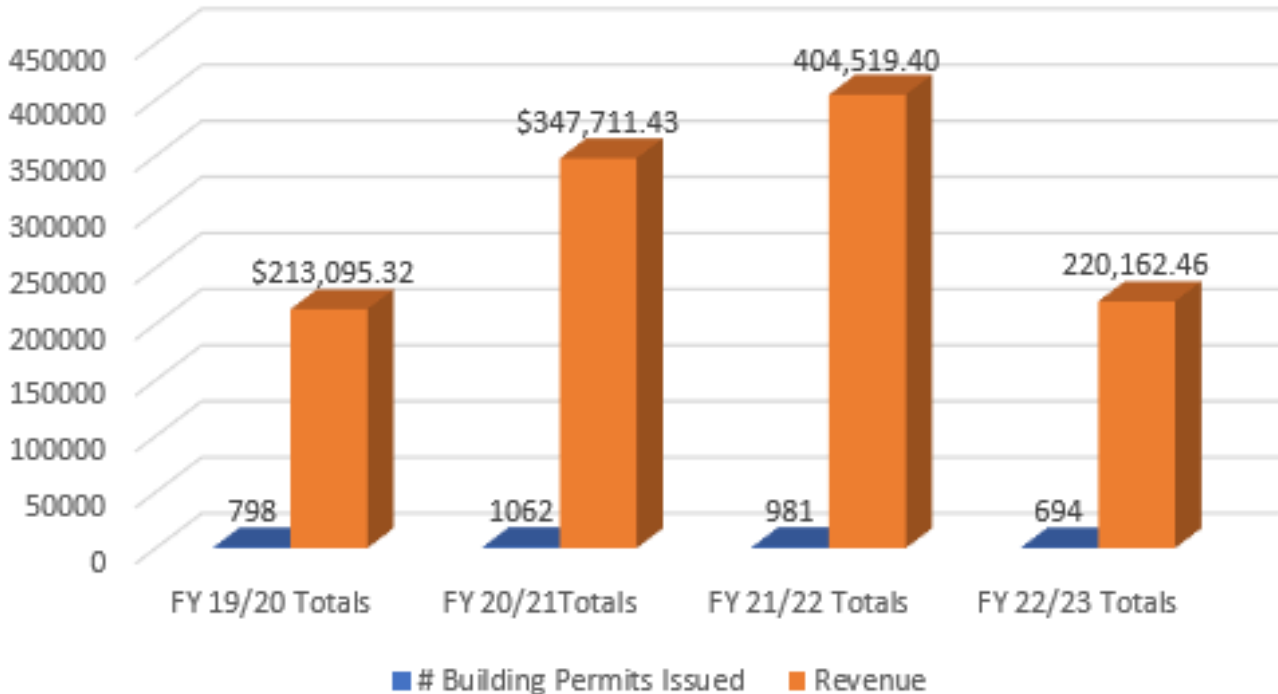
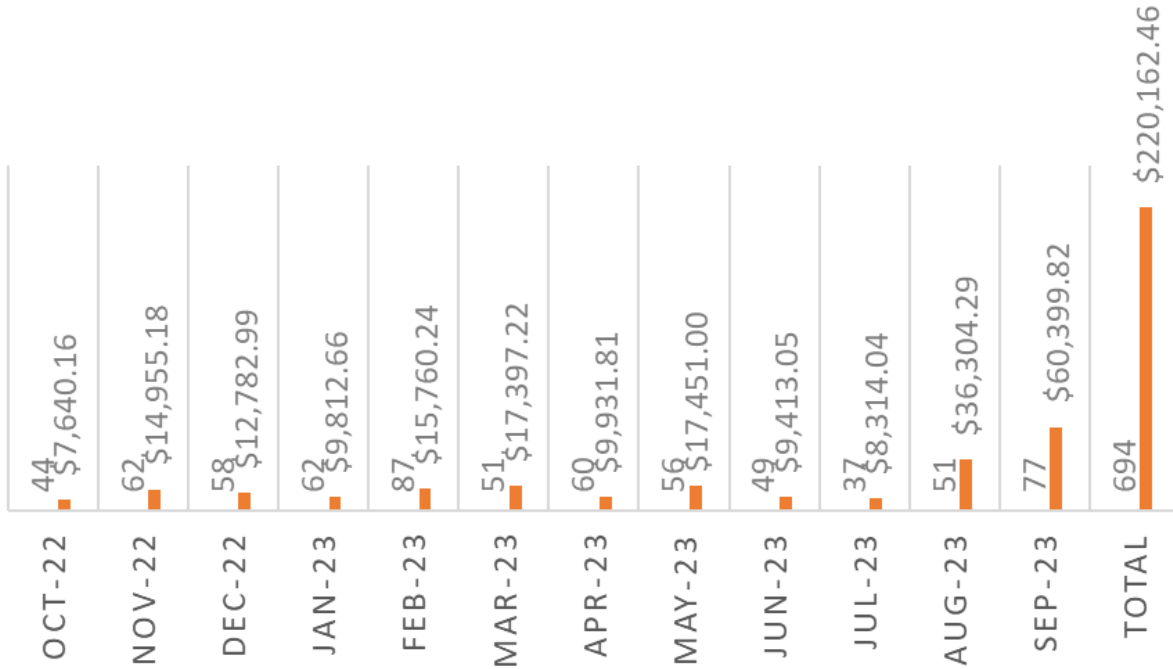
Utilities Crew Chief



Community Development

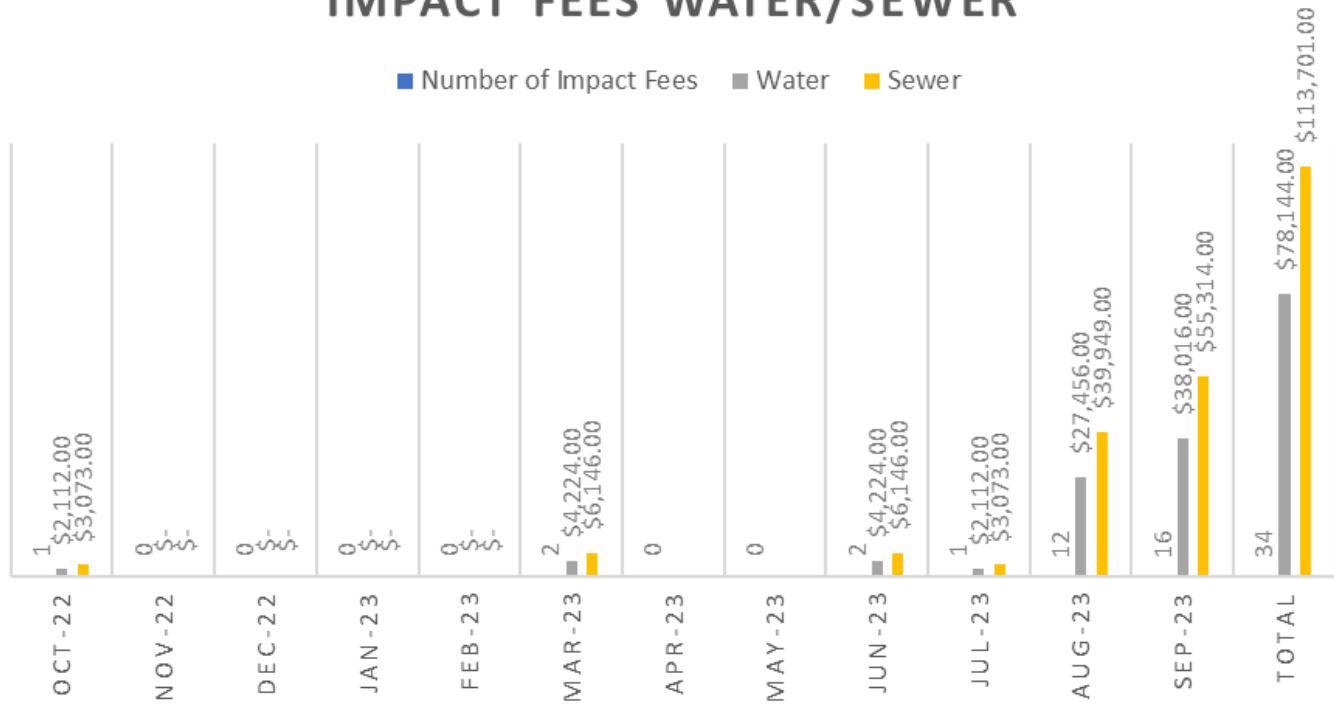
PERMITS

■ # of Permits ■ Permit Amount

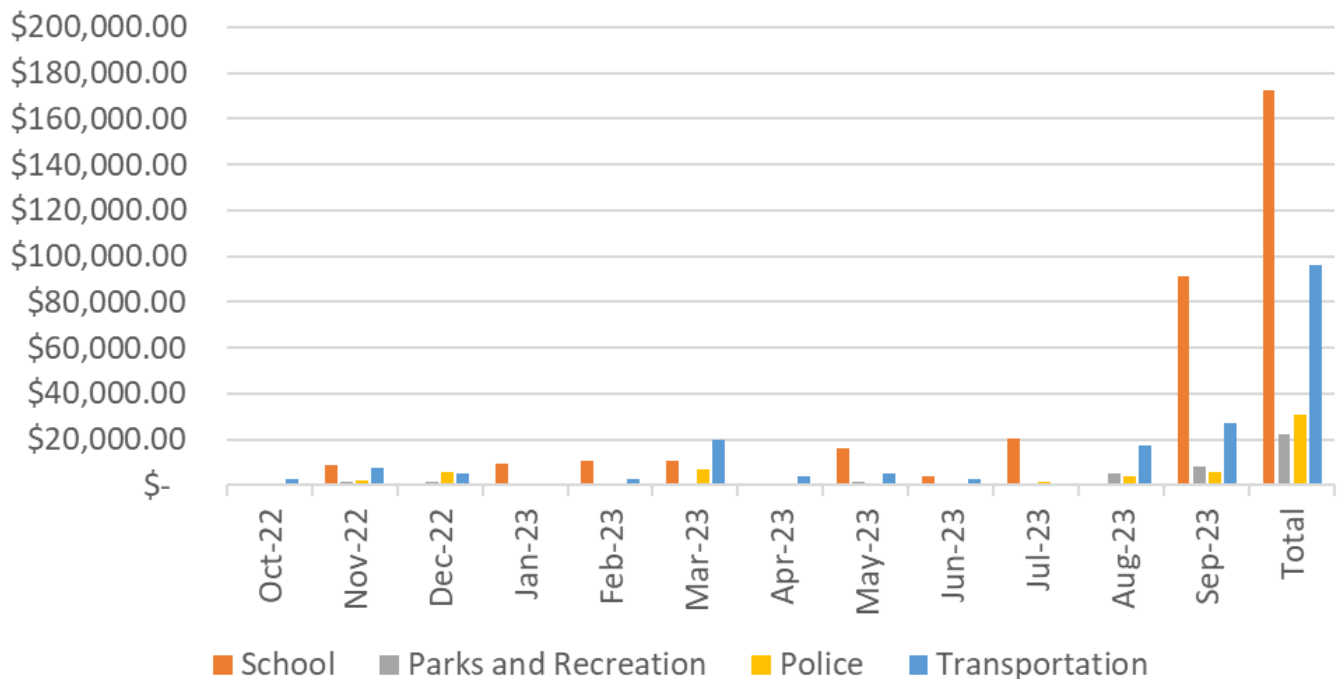


Community Development

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.

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

HMGP Permanent Generator:	\$ 300,000
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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:	\$270,699	\$ 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.

Weekly meetings continue and compiling information in preparation of 75% Estimate.

MP Gravity Collections System Renewal & Replacement:	\$59,309	\$ 63,620
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Annual 10-Manhole Repair and Line.

Lining completed. Closeout in process

Capacities WTP/WWTP

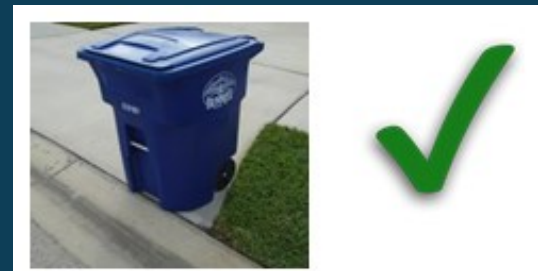
- Capacity for the WWTP in September 2023 was 69% with a total of 10.68" of rainfall. Total influent flow for the month was 12.405MG, with a Daily Average flow of 0.414MGD. Maximum daily flow was 9/30/2023 at 0.882MGD, 147% capacity for the day.
- Total Reclaim Flows September 2023 6.957MG with Daily Average flow of 0.232MGD.
- The WTP produced 12.100MG of drinking water, with a daily production average of 0.391MGD in September 2023.
- Total Billed Meters September- 2183

Solid Waste

SERVICE	AMOUNT COLLECTED	TRUCK LOADS
Residential Garbage	111.13 Tons	8.54
Residential Recycle	33.78 Tons	2.59
Yard Waste	78 Yards	3.9
Commercial Garbage	218.12 Tons	16.75
Commercial Cardboard	53.62 Tons	4.12
Scrap Metal	2.56 Tons	.73
Construction & Demolition and Bulk debris	19.01 Tons	5.43
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 8/31/23)
Commercial Solid Waste	1960.54 Tons	1995.58 Tons	2374.65 Tons	2622.54 Tons
Residential Solid Waste	1380.89 Tons	1546.61 Tons	1446.87 Tons	1527.89 Tons
Cardboard & Recycle	585.98 Tons	623.3 Tons	582.61 Tons	594.12 Tons
Yard Waste	1593.00 Yards	1153 Yards	1203 Yards	3333 Yards
Construction & Debris (C&D)	315.51 Tons	574.58 Tons	319 Tons	346.56 Tons
Scrap/Misc.	12.789 Tons	4.27 Tons	16.44 Tons	29.26 Tons
Yearly Total	5848.71	5897.34	5942.57	8453.37

The City exceeded the prior fiscal year total collections by 2510.8 Tons; this is a 42.25% increase over the last fiscal year