

City Manager's Monthly Report



Dan Davis
City Manager

August 2017

Community Development Department

Community Development: Update:

- July 6th and July 17th - Public Works and Code Enforcement clean up at 601 Deen Rd. The City's costs for the clean-up for staff time and equipment only totaled \$2,204.86. This total does not include the dumping costs. This fine will be recorded by an Abatement Order in the Flagler County Official records. A total of \$233.00 for the City's dumping costs was added to the utility bill
- The total lien on this property as of July 31, 2017 is \$156,655.04
- Completed the Compliance Report on 601 Deen Road for submission to the Court. The property is not in full compliance. A copy of the report submitted to the Court following the clean-up was provided via e-mail during the month
- There are now a total of 43 single family residence building permits released to DR Horton for the Grand Reserve build out
- On July 31, 2017, the first Certificate of Occupancy was issued for one of the model homes in Grand Reserve
- Code Enforcement complaints from citizens are rising. Over the last month, the City has received an increase in calls about signs, overgrown vegetation, animals and unpermitted special events
- Processed an expedited special event permit request for Church on the Rock. Back to School event to be held August 6, 2017

Code Amendment Update:

- Staff continues to work on the re-write of Chapter 10 Animals

PZA Update:

The following items were on the July 18, 2017 PZA Agenda: *(These items may have already appeared on the City Commission Agenda)*

- Special Exception Request to allow multi-family housing at 100 S. Stone St in the B-1, Business district: The applicant requested permission to convert an existing commercial building into a residential use. The proposed remodeled building would have 3 residential units. The Planning Board voted to approve the special exception request.

Information Technology

- Coordinated the annual fire inspection of the Admin Complex
- Worked with various departments to modify, update and improve the functionality of software
- Supported Community Development with the input of building permits for Grand Reserve (DR Horton)
- Continuing to update the City's website to include an events calendar and helpful links to keep citizens informed of important City news
- Working with the Incode computer support to modify the Purchase Order form in the Financial system
- Working with Flagler County on the upgrade of the radio system including inventorying City radios
- Working on the City's computer backup system. The City installed an off site backup server at the Water Treatment Plant. The storage device failed. The equipment has been repaired. We are in the data recovery stage and working to get the system back online
- Continuing the installation of software to the Police Department laptops as part of the body cam initiative

Human Resources:

- Continuing to review and update personnel policies as needed for clarity
- Working with the Florida Health Care Plans' Workforce Wellness Team to focus on health educational programs





Police Department

The police department newscast is designed to provide information to the public on issues and topics that may be of interest to the community. The City of Bunnell Police Department is continually looking for ways to connect to the public and we hope this will serve that purpose. Future newscasts will include safety topics, staff highlights, and upcoming events, located on the city website under "Police Chief's Corner".

Effective July 1, 2017 the Bunnell Police Department is participating in a newly established Domestic Violence Summit monthly meeting hosted by the Flagler County Sheriff's Office for the purposes of Addressing Crime Together (ACT). All Flagler County law enforcement agencies and participating community members meet to continue the focus on finding solutions to reduce domestic violence in our community.



Bunnell PD conducts a fireworks safety awareness program at the Carver Center Day Camp.

14361 calls for service so far, handled by 7 officers for most of the year with our 8th officer hired in April. We are currently on pace to for banner year.



Engineering

Booe Park Design Site Lay-out and Equipment / Materials Selection

Sewer Project Extension discussion on Deen Road

Grand Reserve Reclaimed Waterline design review meeting and site investigation

Finalize Annual Pavement Project Planning / Preparation and Conducted Final Inspection

City Manager Meeting to discuss major work items / project management 2017 / 2018

Fire Department

Insurance Services Office (ISO) Rating:

The City of Bunnell received 4/4X on the Public Protection Classification which is effective November 1, 2017. This score is based on the community's structural fire suppression delivery system. The scores range from 1 to 10. Class 1 represents an exemplary fire suppression program and Class 10 indicates the area's fire suppression program does not meet ISO's minimum criteria.



The ISO rating is used by insurance companies to help establish fair premiums for homeowners and commercial fire insurance.

Overall, the 4/4X rating is very good for an all volunteer department.

Public Works

- 601 Deen Road clean up completed
- Mowing State Roads up to six times per month
- Conducted pothole repairs citywide
- Leveled road surfaces in preparation of resurfacing
- Handed out notices of paving door-to-door
- Assisted customer at 305 N. Anderson by adding paver filler to prevent washout after customer replaced their culvert
- PW crews removed a downed tree from Cherry St. after a rain storm
- PW crews moved speed bumps from N. Anderson to Booe St.

- PW & Utilities crews repaired the E. Moody median sprinkler system. Watering will be done in the evening
- Starting in October the street sweeper will be on early morning schedule

Parks & Rec

- Parks restrooms will be open longer during the summer months
- The problem with vandalism of the restrooms appears to be on the decline

Utilities Department

Staff Updates:

- Hired a Full-Time Maintenance Tech Trainee from external applicants
- Registered 3 employees for training in Wastewater and Backflow Management in Ft. Peirce the week of Aug 14-19th
- Register 3 employees for the annual FRWA Conference for Training and product discovery

Service:

- Utility Crews Responded to
- 3 Water Breaks
- 2 Sewer Backups
- 4 New Sewer/Water Connections
- 2 Meter Calibrations
- Installed 40 Smart Meters with antennas
- Installed 40 Smart Meter Registers with antennas

Administration

- The City received a check for \$266, 160 from St. John's River Water Management District (SJRWMD) for the Cost Share Program
- Submitted bi-weekly reports to SJRWMD for Reclaim Expansion Program
- Attended budget workshop for FY18
- Met with Alliant Engineering and CPH Engineering Firms to discuss the continuing services contract
- Prepared RFQ for Design and Engineering for the SJRWMD Project for Wastewater Plant upgrades and Rapid Infiltration Basin site was posted
- Completed 2nd quarterly update to the Department of Environmental Protection for Consent Order requirements

Projects:

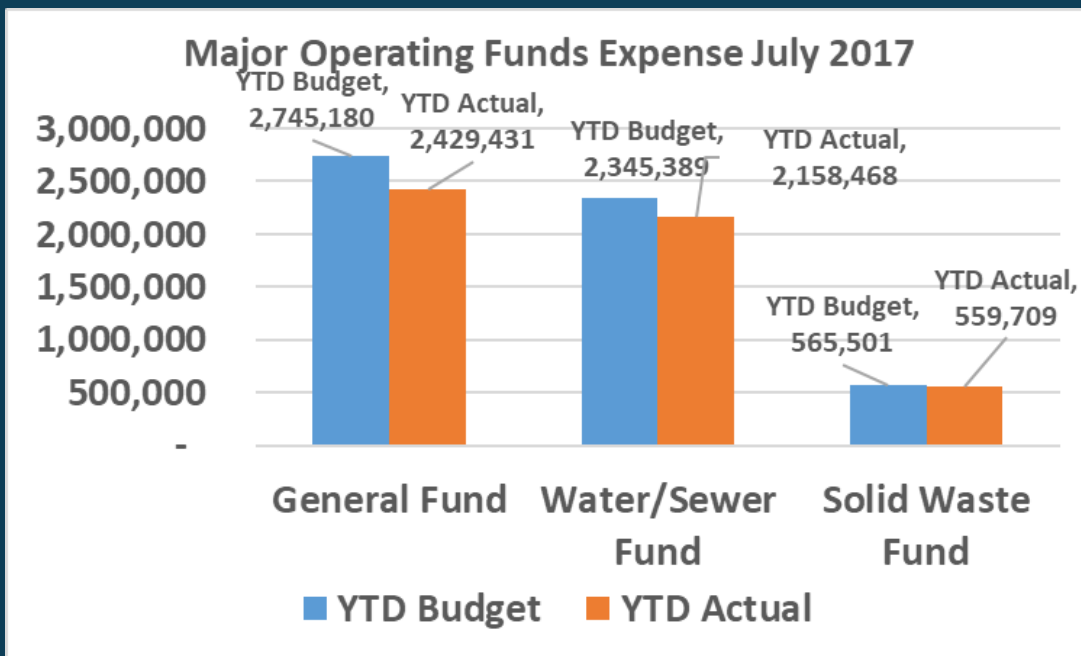
- Constructed reclaim wash pad for Public Works and Utility equipment: Poured 37 yards of concrete and repurposed old pep tank for the wash pad
- Requested quotes for electrical work to install new 300KW Emergency Power Generator at WTP
- Sewer connections and water meter installations have increased due to the new development in Grand Reserve
- Completed the installation of a continuous effluent monitoring tank for WWTP
- Repairs to WWTP roof has been completed (damaged during Hurricane Matthew)
- The City Ion Exchange Plant received a industrial cleaning to remove acid vapor damage to metal structures. The cleaning was funded by IXOM Water Care

Finance Focus



BUDGET PERFORMANCE FISCAL YEAR 2017

The end of July 2017 completes 83% of the fiscal year. Revenues in the General fund are above anticipated levels for this point in the year. Building related fees are driving the greater than anticipated revenue due to increases in building activities. The Water Sewer fund operating revenues are slightly above anticipated levels. The Solid Waste fund operating revenues are slightly below anticipated levels due to the unpaid FEMA reimbursement for Hurricane Matthew.



General Fund and Water and Sewer fund expenditures are lower than expected due to delays in grant funded projects. These expenditure delays are due to the delivery timing of the projects. Solid Waste Fund expenditures are at expected levels.

The City anticipates FEMA and State reimbursement for 87.5% of Hurricane Matthew Solid Waste expenditures. The City's required match for hurricane expenditures is 12.5% or about \$25,000. To preserve City reserves, we have asked all Departments to closely monitor their annual budget.

Finance Focus

Fiscal Year 2016 Audit

Fiscal year 2016 audit was complete in June. The audit report was presented to Commission July 24, 2017. The audit staff along with the City Manager and Finance Director met with each elected official to review the report in detail. The General Fund and Water/Sewer Fund showed significant improvement in their respective unrestricted Fund Balances. The Solid Waste fund continues to have a negative unrestrictive fund balance. A rate increase will be proposed in the fiscal year 2018 budget to make improvements in this fund.

Significant improvements were made in addressing the previous year's audit comments. In fiscal year 2015 11 auditor comments were noted. 7 of the audit comments noted in fiscal year 2015 were shown as corrected in the fiscal year 2016 report.

Fiscal Year 2018 Budget

The budget preparation for fiscal year 2018 was in full swing during the month of July. Finance met with the City Manager and Departments to finalize the submission. A budget workshop was held on July 24, 2017 to discuss the proposed budget for the City's General fund and other governmental funds.



We are making Progress

- Finance continues to work with the State and FEMA on the requests for assistance, for the City's Hurricane related costs. None of the surrounding local governments have received funding for Hurricane Matthew. We do not expect cost reimbursements until next calendar year
- Finance participated in a FEMA funding informational webinar, and Utility Customer service/billing training
- The City's received reimbursement for the damage claim due to flooding that occur in City Hall
- Finance kicked off the Hurricane Loss Mitigation Program application process, meeting with 9 applicants. The program is designed to assist low to moderate income families to improve their houses to protect against windstorm damage
- Finance staff is working with Utilities staff in developing a Debris Management plan for submission to FEMA. This plan will document actions that would be taken regarding debris in the case of an emergency





Grant Status

- **FEMA public Assistance grant, Hurricane Matthew-** The City is awaiting FEMA
- **Local Mitigation Strategy (LMS) grant program-**The City submitted a project for hardening City Hall
- **St. John's Water Management (SJWMD) Reclaim Water Main Extension-** Engineering Design Services are currently being performed by Alliant Engineering
- **St. John's Water Management (SJWMD) Wastewater Improvements-**Award letter was received for \$266,000 to make improvements to the Waste Water Treatment Plant and to build a Rapid Infiltration Basin
- **Community Development Block Grant (CDBG) Southside Sewer Rehab-** Contract was received from Florida Department of Economic Opportunity. The City Engineer is recommending design changes
- **Florida Recreation Development Assistance Program (FRDAP)**
 - Booe St. Park-An amendment to the agreement is schedule to be submitted to Commission in August
 - Heritage Trail Park- City has received notice of Commencement. City is working with the County regarding design
- **Florida Department of Transportation (FDOT) Commerce Parkway-**Final disbursement request sent to FDOT for the design
- **USDA Ion Exchange Project-** The City received the generator and installation will occur in August., to include an enclosure, and other upgrades
- **Florida Department of Environmental Protection (FDEP) Ion Project-** See status above under USDA Ion Exchange project
- **Volunteer Fire Assistance Grant Florida Forest Service-**A matching grant of \$10,000 was awarded. Tires for the Brush truck were purchased. Remaining funds will be used for protective gear
- **Hurricane Loss Mitigation Program (HLMP) formerly (Residential Construction Mitigation Program (RCMP))-** The 2017 grant cycle began in July, the 2017. Finance staff has met with 9 applications to begin the program. The City was awarded \$194,000 for this program
- **Community Oriented Policing Services (COPS)-**Finance assisted the Police Department in preparing the application to this grant program. If awarded the grant would reimburse the City for 75% of salary and benefits for 2 new Police Officers