

# City Manager's Monthly Report



Dan Davis  
City Manager

September 2017

## Community Development Department

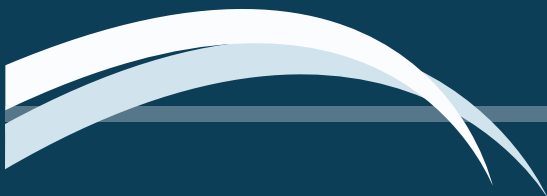
### Community Development: Update:

- Grand Reserve -On August 3, 2017, a Certificate of Occupancy was issued for another model home
- Code Enforcement complaints from citizens continue to rise. The City continues to receive on-going complaints about signs, overgrown vegetation, junk vehicles, unpermitted construction, animals and unpermitted special events in the City
- Chamber of Commerce “Meet and Greet” for the 3 candidates interviewing for Chamber President
- Heart of the City- special event review for events from 9/2/17 to 12/31/17

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### Code Amendment Update:

- Staff continues to work on the re-write of Chapter 10 Animals. The City Attorney is reviewing the proposed ordinance
- The City is working with Florida Division of Emergency Management regarding the City’s Floodplain regulations. The City will need to amend all of the Land Development Code Chapter 10 Floods and Stormwater Management. While the City will be adopting the state model ordinance, we will be keeping our higher standards and the regulations we currently have for development in floodplain X



## Community Development Department

### PZA Update:

The following items were on the August 15<sup>th</sup> PZA Agenda:

Special Exception Request to allow a material recovery facility at 141 Opossum Lane: The applicant, Josh White Site Development, requested permission to operate a material recovery facility for processing land clearing debris and vegetation. At the June 20, 2017 Planning Board meeting this same applicant was granted permission to operate a borrow pit at this same location. All required advertisements were run and all required notification letters were sent to adjacent property owners within the City of Bunnell. The Planning Board voted to approve the request with the following conditions:

- The facility only handle and process vegetation and land clearing debris
- If the applicant wants to expand to other debris, they request additional permissions from the Planning Board before filing to change the required state permit
- The Planning Board review the impact of this use in 18 months. The applicant should provide the City with any necessary documents or reports to document their impact to the property and any adjacent properties
- The facility have adequate fire protection available, such as a pond or tanker trucks on-site, in the event a fire breaks out in the stored land clearing debris
- All finished product be removed within 60 days
- The operational height for stacking piles for unprocessed materials should not exceed 20 feet in height
- The stacking and storage height of processed materials should not exceed 10 feet in height
- The FEMA formula per acre should be used once the operational foot print is determined/established  
$$43,560 \text{ SF} \times 10 \text{ FT} \div 27 = 16,133 \text{ CY}$$
- The facility operates during normal working hours Monday to Saturday, but not open earlier than 6:00 AM. Scales must close for inbound materials by 6:00 PM. Outbound materials should not ship out past 7:00 PM
- The facility be gated

## Administrative Services

### Information Technology

- Emergency Notification System: Worked out the glitches found during our attempt to activate an emergency announcement in our call flow. Essentially the issue was we didn't tell the system what to do in the event it received a voice mail. So it kept repeating the opening statement.... This is the City of Bunnell with an important message
- Coquina City Hall: The projector screen will automatically drop down when the projector is turned on. We also created a wireless access user agreement for people who rent the facility who want to use the projector
- Police Department Support: Completed a software update and prepared their computers for the pending Computer Aided Dispatch (CAD) update.
- Water Treatment Plant Technology Failure: The data storage device that was installed at the Water Plant for our off-site backup suffered a failure of 2 of the drives. The system is back in service. The security camera recording system at the Water Plant failed. It is back up and running.

### Human Resources:

- Conducted two interviews for the Utilities Maintenance Tech Trainee Position
- Processed paperwork for the new employee
- Attended schedule planning meeting with Public Works
- Assisted the City Clerk with Commission Meeting
- Attended Pay Plan Meeting
- Assisted Finance, City Clerk & City Manager with Pay Plan information
- Completed one exit interview





## 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”.

The Bunnell Police Department is continuing to participate 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.



- August 5<sup>th</sup>  
Hosted by the Masonic Lodge and held at the Carver Center
- August 6<sup>th</sup>  
Hosted by the Church on the Rock and held at their facility
- August 13<sup>th</sup>  
Hosted by Pastor Jeralyn and held at the Carver Center

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



## Public Works

### Solid Waste:

- Successfully sold approximately 35 excess dumpsters through bid (from canceled school contract)
- Competed motor repair to the Mack truck ahead of schedule

### Fleet:

- Assisted the buyers with the transfer of items from the auction

### Public Works:

- Implemented a rotating staffing schedule to keep our parks open 7-days from dawn till dusk
- Administrative Assistant completed a new task management work order tracking system
- Completed auction of surplus equipment
- Ran street sweeper during early morning hours several times this month

Completed auction of surplus equipment

Ran street sweeper during early morning hours several times this month

## Utilities Department

### Staff Updates:

New Full-Time Maintenance Tech Trainee  
*Andrew Arlotta* Started August 16<sup>th</sup>, 2017

### Service:

- Utility Crews Responded to
- 1 Water Break
- 2 Sewer Backups
- Installed 97 Smart Meter Registers with antennas

Recorded **11.96 inches** of rainfall for the month of August 2017. This excess rainfall has saturated the ground and brought the water table higher. For the month, the WWTP capacity has reached near 90% due to excess rainwater and inflow into the sewer system

### Projects:

- Completed the installation of a new 300KW Emergency Generator at the WTP to improve the City's water supply reliability
- Repaired 2" service line on CR13 damaged by construction crew
- Installed new 2" water meter at high consumption laundry mat to help to monitor water use and improve efficiency
- Conducted maintenance on Well #5 for Irrigation of Medians
- Installed new Psi Transmitters that were faulty at the WTP

### Administration

- Utility Manager and Field Crew Supervisors attended the FRWA Conference in Daytona Beach to network with vendors on product discovery, attend training and safety classes, and participate in the Best Tasting Water competition
- Submitted Bi-Weekly reports to SJRWMD for Reclaim Expansion Progress
- Sent 3 employees for Training in Wastewater Collections, Facility Management, and Backflow at the Fall State short school in Ft. Peirce the week of Aug 14-19<sup>th</sup>
- Sent 2 employees for pumps and electrical safety training in Debary on Aug 23<sup>rd</sup>
- Met with Vendors for monitoring options on lift stations
- Received quotes to do welding repairs on BTU at WWTP

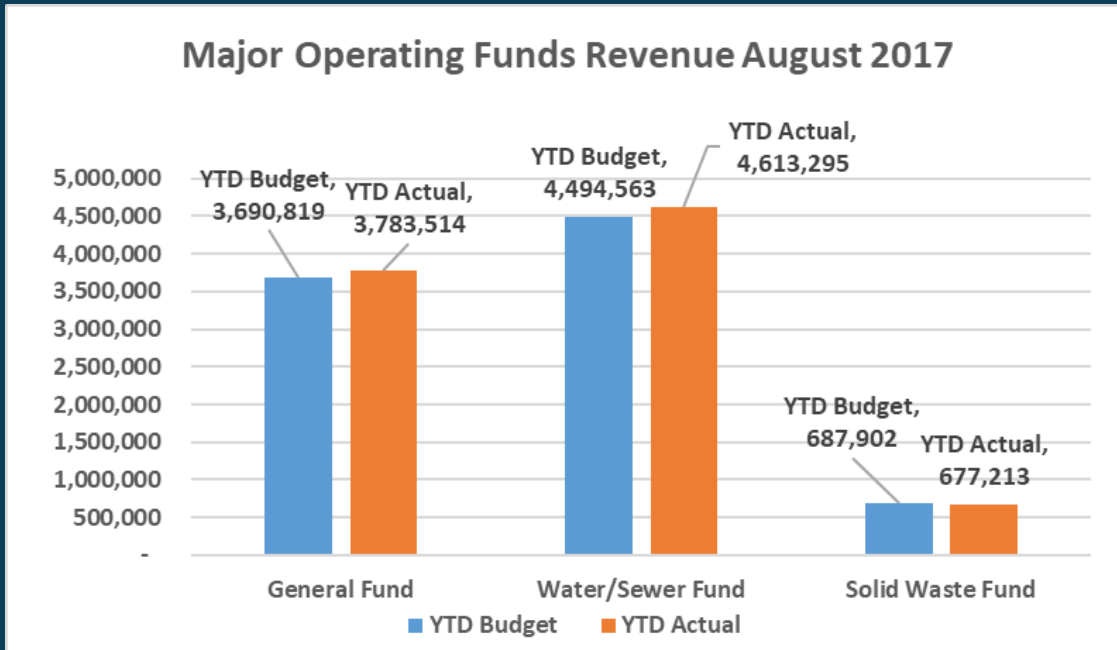
### Projects: (Continued)

- Installed new air release valves for raw water wells
- WWTP crew replaced the plumbing for the plant service water pump to stop leaking
- WWTP repaired relays and timers on FE Tank panel to properly cycle pump operation
- Installed coded keypad at WWTP entrance gate for emergency staff
- Received new pumps and duplex lift station panel for County Jail Lift station

# Finance Focus



## BUDGET PERFORMANCE FISCAL YEAR 2017



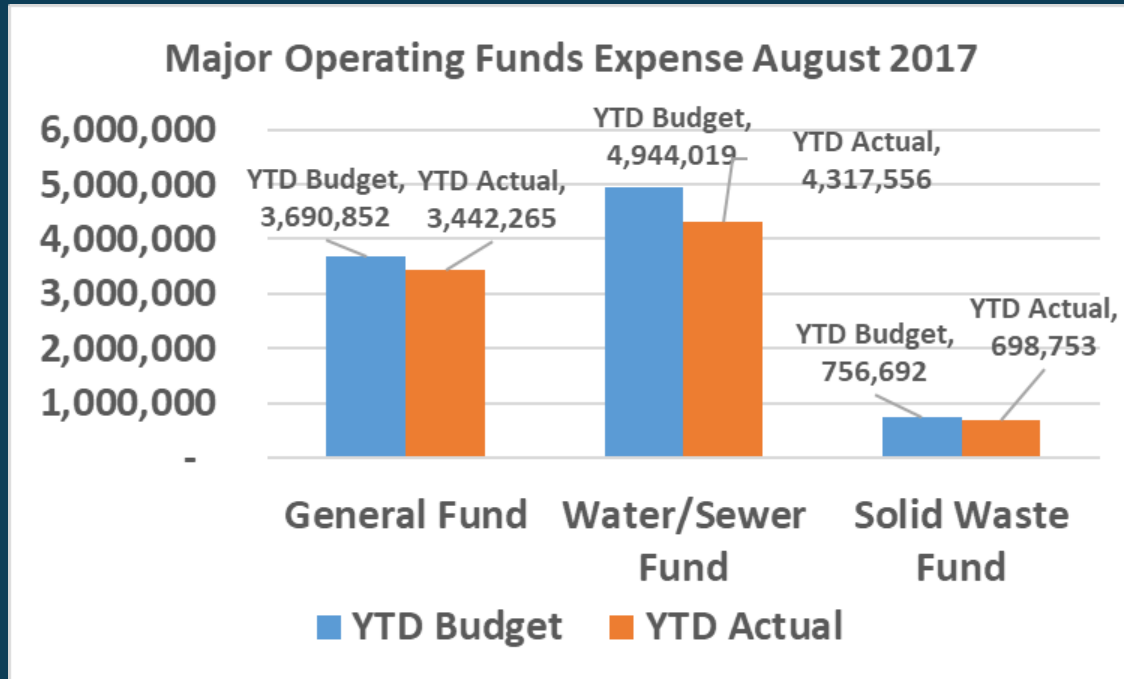
The end of August 2017 completes 92% of the fiscal year. Revenues in the General fund are above anticipated levels for this point in the year. Building related fees are driving the greater than anticipated revenue due to increases in building activities. The Water Sewer fund revenue operating revenue 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.



# Finance Focus



## BUDGET PERFORMANCE FISCAL YEAR 2017



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 slightly below expected levels. However, major vehicle repair of more than \$35k occurred during the month that will be recorded in September. This along with Hurricane Irma is projected to leave the fund in a deficit position.

The City has not received the FEMA and State reimbursement for Hurricane Matthew Solid Waste expenditures. We anticipate 87.5% of these expenditures. The City's required match for hurricane expenditures in Solid Waste is 12.5% or about \$25,000. The City plans on participating in the expedited debris removal program with FEMA for hurricane Irma. The FEMA reimbursement should be between 80% to 85% depending upon the time necessary to complete the project. It will probably be necessary to loan funds to the Solid Waste fund to maintain the cash flow adequate for normal operations.

# Finance Focus

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## Fiscal Year 2017 Audit

- Fiscal year 2017 audit will begin in September. We anticipate that the General Fund and Water/Sewer Fund will show improvement in their respective unrestricted Fund Balances even though these funds have been impact by two Hurricanes. 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.

## Fiscal Year 2018 Budget

- Two budget workshops was held in August to finalize the proposed budget for the City's Fiscal year 2018.

## 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
- The Finance Director participated in Leadership training. Finance staff participated in Utility Customer service training
- Finance reviewed applications for Hurricane Loss Mitigation Program. The program is designed to assist low to moderate income families improve the wind envelope of their house to protect from windstorms.
- Finance staff is prepared a request for proposal for engineering services for the St. John's Water Management District grant for the waste water treatment improvements





## 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-**A RFP was issued for engineering services related to this grant award of \$266,000. This grant is to make improvements to the Waste water treatment plant and build a Rapid Infiltration Basin
- **Community Development Block Grant (CDBG) Southside Sewer Rehab-**A RFP was issued for administrative services for this grant. Also, the environmental review is in process. The City Engineer is recommending design changes. The City is to schedule a meeting regarding these changes to the project
- **Florida Recreation Development Assistance Program (FRDAP)**
  - Booe St. Park-An amendment to the agreement was approved by the Commission in August
  - Heritage Trail Park- City has received notice of Commencement. City is working with the County regarding design changes
- **Florida Department of Transportation (FDOT) Commerce Parkway-**Final disbursement request sent to FDOT for the design
- **USDA Ion Exchange Project-** The generator was installed in August. Final close out should occur by October.
- **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 have been purchased. Remaining funds will not be used. A grant close out is in process
- **Hurricane Loss Mitigation Program (HLMP) formerly (Residential Construction Mitigation Program (RCMP))-** Finance staff has accepted applications and documented initial assessments of the applicator's homes. The City was awarded \$194,000 for this program