

City Manager's Monthly Report



Dan Davis
City Manager

October 2017

Information Technology

- Assembled and installed the new plotter / scanner. This will be utilized for scanning large documents for Community Development and Utilities Departments.
- Installed the 3 servers purchased last fiscal as part of an insurance claim.
- Routinely updated the website with information on storm recovery.
- Spent quite a bit of time assisting Community Development and the Clerk's Office. Community Development, helping to train a new employee, modifying form templates, project templates, inspections and fees. Also assisted in issuing special events permits.
- Clerk's Office in organizing and producing agendas, PowerPoints, and other documents as needed. Also arranged to have a shredding service visit the Admin Complex, and destroyed 22 boxes of records that had reached their retention period.

Human Resources:

- Posted two existing positions to fill
- Updated ICMA agreement to include loans
- Attended Flagler Cares meeting
- Worked Bunnell EOC during Hurricane Irma
- Assisted other departments as needed



Community Development Department

Community Development: Update:

- Hurricane Irma preparations and recovery efforts. Processed emergency permits needed to prepare for and repair damage created by Hurricane Irma
- Released 7 more new single family residential permits for Grand Reserve. DR Horton now has 53 permits for new construction in Grand Reserve
- Issued a Certificate of Occupancy for 1 more home. There are now 3 completed new single-family residences in Grand Reserve
- Attended the grand opening for DGreene Art in the Coastal Business Center
- Attended the ribbon cutting for Grand Reserve

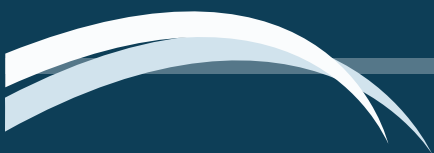
Code Amendment Update:

- At the direction of the City Commission following its September 18th meeting, drafted amendment regarding the sale of alcohol on Saturdays until 2:00 a.m. Sunday. This item may have appeared on the Commission agenda already
- Continuing to work on the adoption of the State's model ordinance for flood plain regulations
- City Attorney reviewing the proposed changes to Chapter 10 Animals

PZA Update: The following items were on the September 19, 2017 PZA Agenda:

(These items may have already appeared on the City Commission Agenda)

- Ordinance 2017-XX: Changing the Future Land Use Designation of approximately 1.61 acres of property to Bunnell Agriculture, The applicants, Swayne and Carlee Strickland, requested the land use designation on their property at 2430 County Rd 304 be changed from Bunnell Agriculture and Silviculture to Bunnell Agriculture. The Planning Board voted to approve this request
- Ordinance 2017-XX: Changing the Zoning Designation of approximately 1.61 acres of property to Bunnell AG, Agricultural. The applicants, Swayne and Carlee Strickland, requested the zoning designation on their property at 2430 County Rd 304 be changed from a Flagler County designation to the Bunnell designation Agricultural. The Planning Board voted to approve this request
- Variance request to reduce the front setback to 14 feet and the corner side setback to 8 feet at 301 S. Main St. The applicants, Robert & Denise Hass, requested the front and corner side setbacks be reduced. They wanted to move an existing car port to the front yard, but the carport would encroach on the required setbacks. All required advertisements were run and all adjacent property notification letters were sent. There were no objections from the public. The Planning Board voted to approve this request





Hurricane IRMA

The police department had a busy month with Hurricane IRMA! I am extremely proud of our men and women in blue. Our officers conducted themselves professionally by exhibiting their dedication and work ethic throughout the event. The officers were well prepared prior to the hurricane, planned a safe facility for their families and brought enough provisions to sustain 24 hour operations for 3-4 days. After the hurricane, we teamed up with our Fire Department who made things easier as we acted as field observers assessing damages and reporting them to the EOC. In addition, all sworn personnel patrolled the city and made contact with our citizens to ensure they were safe and provided information on food, water, and reassured them FPL was working to restore power. We are already preparing for the next....!

Operation Heat Seeker: Joint Agency Initiative, keeping the City safe!

Operation Heat Seeker began in May with an aim to identify and arrest violent felons within the community that were dealing drugs and guns. Sheriff Rick Staly held a press conference with members of ATF, FDLE, Northeast Florida HIDTA, the Bunnell Police Department, the US Attorney's Office and the 7th Circuit State Attorney's Office regarding the outcome of the operation.

During the operation, federal and state search warrants were served at three Flagler County locations. Operation Heat Seeker took seven firearms ranging from a stolen AR-15 rifle and a shotgun to revolvers and semi-automatic pistols off the streets of Flagler County and out of the hands of convicted felons and drug dealers. Marijuana, ecstasy pills, over two ounces of crack and powder cocaine was also seized, previous convictions ranging from burglary, to resisting arrest, to homicide are now – or will soon be – off the streets of Flagler County.



Engineering

Performed several Site Plan Reviews thru the Community Development Department which included: US 1 Business Park , Flagler Commons, and Crossfit Bearcat

Met with Public Works Director and FDOT Engineers concerning flooding on Deen Road as it relates to contribution of off-site flow north-to-south across from and under SR 100, north of Deen Road and west of the railroad. Worked with the Public Works Director to convince FDOT engineers that an additional stormwater transmission pipe under Deen Road, near the intersection of SR 100 and Deen Road was warranted by the FDOT. Permission granted to the FDOT to install the additional 24" diameter pipe to help avoid or minimize future flood damage eastward from this location along the north side of Deen Road.

Participated in staff planning discussions with the Public Works Director, Utilities Manager, and engineering design consultant concerning the application of a construction grant for stormwater and sanitary sewer improvements within the Deen Road area of the City (northwest quadrant).

Continued my evaluation of the Southside Sewer Project Design and Grant Application, making several positive suggestions for the overall improvement to our wastewater collection system's effectiveness.

Assisted the City's Utilities Manager and city staff with research resulting in several cost effective design alternatives to implement through the CDBG approval process.

Public Works

Hurricane Irma Impacts:

- Successfully cut and tossed debris from roadways with no injuries
- Deployed teams to clear and clean swales
- Deen Road flooded affecting a dozen homes
- Elm Street flooded affecting several homes but pumps were used to keep it under successful control
- Spent two days to partially clear a collapsed cross-street culvert pipe due to the swales being silted-in

Parks & Recreation:

All City parks are now staffed 7-days a week due to excessive vandalism

Parks open at dawn and close at dusk and are staffed during open hours

The initial road clearing produced a significant step toward recovery. Deen Road was the first road cleared

Staff worked through out the Hurricane event keeping generators running, including the traffic signals and the Bunnell EOC

Solid Waste:

The garbage truck was returned back to service with a new engine

Utilities Department

Staff Updates:

- Conducted a Class on PVC Pipe Welding at the WTP with Harrington Plastics
- Completed 2 employee annual evaluations and provided assistance to crew leaders

Utility Crews Service Calls:

- Installed 30 Smart Meters
- Water Breaks – 3
- Sewer Backups – 2
- Service Work Orders – 21

Hurricane Irma:

- Assisted other departments on pre-storm preparations, boarding up facilities, cleaning, and staging
- Coordinated with Florida Rural Water Association (FRWA) to stage storm relief in the City; fortunately, we did not have to utilize them
- Utility staff started 24hr shifts on 9/10 to provide coverage throughout the storm
- Responded to sewer overflow calls in the areas of Deen Road, Forsyth, Street N., Lemon Street, and Elm Street
- Coordinated emergency pumping truck service to provide relief to sewer system
- Replaced PEP Tank in Sawmill due to collapse from Storm/Flooding
- Repaired Well 3 due to storm damage

Administration:

- Submitted Bi-Weekly reports to St Johns River Water Management District (SJRWMD) for the Reclaim Expansion Program
- Worked with City Engineer on grant project designs for Community Development Block Grant (CDBG), FY17 Rural Economic Development Initiative (REDI) and SJRWMD Cost Share
- CDBG Southside Sewer Rehabilitation Grant: Environmental Study is completed. Staff is communicating with Department of Economic Opportunity (DEO) on proposed changes to the scope of work
- SJRWMD FY17 REDI Status - Design is near 100%, and the contract review is complete
- SJRWMD FY17 Cost Share - Selected QLH as project design engineer through RFQ

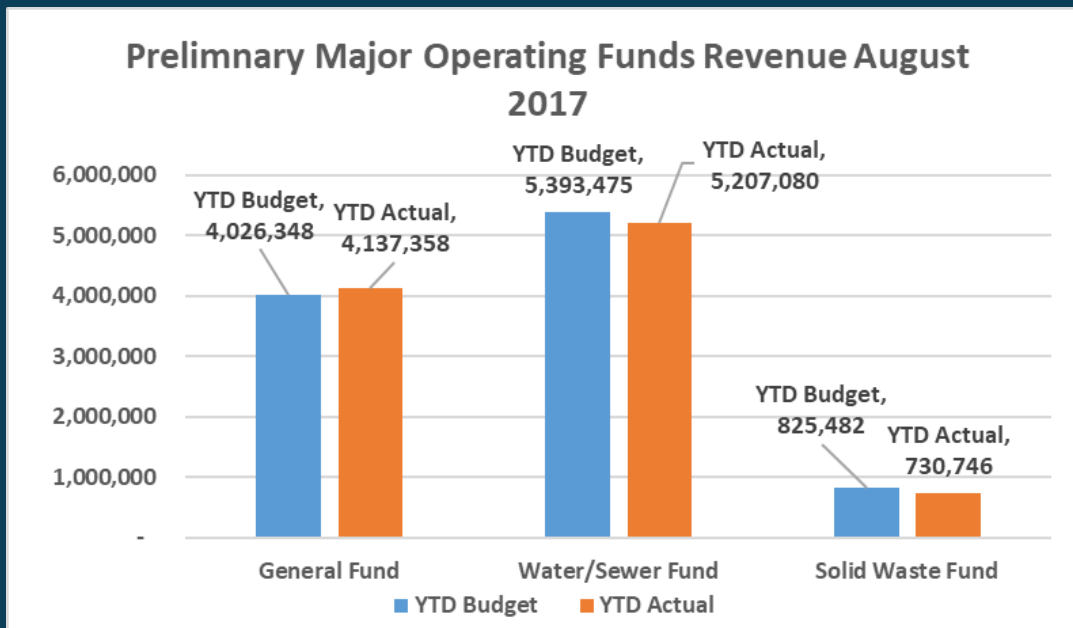
Projects:

- Repaired Inline Effluent Flow Meter at Waste Water Treatment Plant (WWTP), new control board.
- WWTP O₂ Ditch Aerator issues, completed oil service and troubleshooting
- WWTP completed required River Study and Toxicity Testing
- Relocated the 300KW Generator from Water Treatment Plant (WTP) to City Hall for emergencies
- Completed year end parts inventory for Water/Sewer
- Relocated \$100,000 of WTP Resin under covered storage
- Assisted DBI on repairs on SR-11/SR-100 intersection
- Met with SCADA design and hardware vendors to improve lift station monitoring
- Assisted Public Works with clearing culverts and swells throughout the city with the VacCon

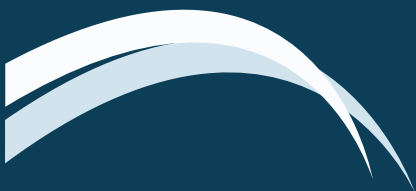
Finance Focus



BUDGET PERFORMANCE FISCAL YEAR 2017



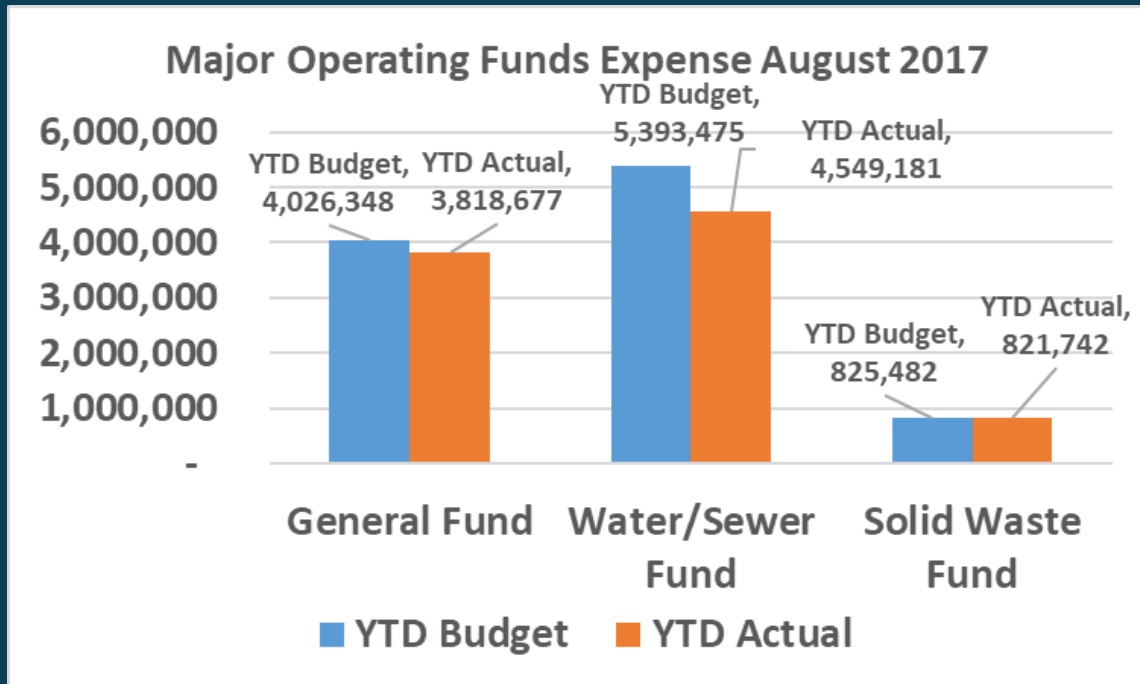
The end of September 2017 completes the fiscal year. The revenues shown on the chart above are preliminary and do not reflect year end accruals. Revenues in the General fund are above anticipated levels. Building related fees are driving greater than anticipated revenue. The Water Sewer fund operating revenues are slightly below anticipated levels. This is the result of projects which were not completed and will be carried over into Fiscal year 2018. The Solid Waste fund operating revenues are slightly below anticipated levels due to unpaid FEMA reimbursement for Hurricane Matthew.



Finance Focus

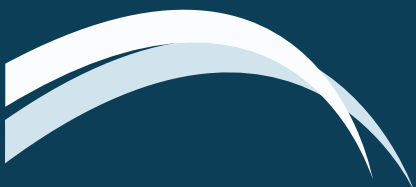


BUDGET PERFORMANCE FISCAL YEAR 2017



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 expenditures have yet to be posted to this fund. This fund is projected to be in a deficit position by fiscal year end close out.

The City has not received the FEMA and State reimbursement for Hurricane Matthew or Hurricane Irma for 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 is participating in the expedited debris removal program with FEMA for both hurricanes. It will probably be necessary to loan funds to the Solid Waste fund to maintain the cash flow adequate for normal operations.



Fiscal Year 2017 Audit

Fiscal year 2017 audit has begun. An auditor has already reviewed Water and Sewer inventories, utility billing, and some payroll samples. 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 impacted by two Hurricanes. The Solid Waste fund continues to have a negative unrestrictive fund balance. A rate increase was proposed in the fiscal year 2018 budget to make improvements in this fund.

Fiscal Year 2018 Budget

The first budget hearing was delayed due to Hurricane Irma. It was held on September 25, 2017. The second hearing is scheduled for October 2, 2017.

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 or Hurricane Irma. We do not expect cost reimbursements until next calendar year
- Finance staff participated in several training activities
- Finance staff assisted Public Works and the Utilities departments on several grant projects





Grant Status

- **FEMA Public Assistance grant, Hurricane Matthew** - The City is awaiting FEMA
- **FEMA Public Assistance grant, Hurricane Irma** – Finance is accumulating data required by 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** - The bid was awarded to QLH for engineering services for \$266,000. This grant is for improvements to the Waste Water Treatment plant and to build a Rapid Infiltration Basin
- **Community Development Block Grant (CDBG) Southside Sewer Rehab** -The bid was awarded to Fred Fox Enterprises for administrative services for this grant. Also, the environmental review is in process. The City is meeting regarding the City Engineer is recommending design changes
- **Florida Recreation Development Assistance Program (FRDAP)**
 - The Booe Street Park bid will be issued in October for construction
 - Heritage Trail Park: The City has received notice of Commencement. Staff is working with the County regarding design changes
- **Florida Department of Transportation (FDOT) Commerce Parkway**-Final disbursement request have been sent to FDOT for the design
- **USDA Ion Exchange Project** - The generator was installed in August. Final close out should occur in October
- **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):** Finance staff has accepted applications and documented initial assessments of the applicant's homes. The City was awarded \$194,000 for this program
- **Community Oriented Policing Services (COPS):** Finance assisted the Police Department in preparing the application for this grant. If awarded the grant will reimburse the City for 75% of salary and benefits for 2 new police officers