

City Manager's Monthly Report



Dan Davis
City Manager
For November 2017

December 2017

Information Technology

- Worked with Community Development to modify the Irrigation Permit process and added the Irrigation Inspection request form to the website. Developers can request Water Connection, Sewer Connection, and Irrigation Connection inspections via the website
- Assisted Community Development to simplify the sign permit
- One of the City's newer servers failed. Fortunately, with the redundancy built into the server it continued to operate until the part could be replaced
- Modified the Public Works, Solid Waste, and Utilities Departments sites on the website by making them their own department webpages
- Modified the search groups in the phone system to accommodate the new Administrative Assistant in Public Works
- Working on issues with Spectrum to relocate the internet access from the Fire Station to the new Water Plant
- Assisted the Clerk's Office with developing Proclamations, printing and publishing agendas for both Board meetings this month
- Worked with the Police Department on installation of the recorder and requested cameras on the exterior of the Coquina Building. These cameras are available to the PD through a web interface
- Discussions underway regarding the installation of cameras at other facilities in the City
- Worked with Tyler Network Services to free up significant storage space on the City's database server

Human Resources:

- Assisted Sam's Club with renewals and new memberships for employees
- Met with 1 new employee
- Attended 2 Christmas meetings
- Attended three Police Department Interviews & Field tests
- Conducted 1 interview for Temporary Utilities Maintenance Tech Trainee
- Setup 2 new employees in system
- Posted 4 positions: Utility Billing Specialist, Utility Maintenance Tech Trainee, Code Enforcement Officer and Administrative Services Director
- Assisted Community Development and Clerk's Office as needed
- Helped coordinate the Christmas in Bunnell event
- Attended 2 days of Tyler Technology Training



Community Development Department

Community Development: Update:

Received 3 site plans:

- 3330 Steel Rail Drive
- All About Price to be located at 1025 N. State Street
- S. Holland Street development to be located at 101 S. Holland Street

Released permits for a new commercial development at 1600 N. State Street. This project will include a 7-unit office building and a second building with warehousing space for the tenants in the front building.

Attended the Ribbon Cutting and Grand Opening of the remodeled Flagler Playhouse.



PZA Update: The following items were on the November 21, 2017 PZA Agenda:

The following items were on the November 21st PZA Agenda and may have already appeared on the City Commission Agenda:

The applicants requested a variance to reduce the rear setback from 20 feet to 18 feet at 1200 Lincoln Street. The rear setbacks will be reduced to allow for an addition to be built on the existing residential structure. Completed required advertisements and adjacent property notifications. There were no objections from the public. The Planning Board voted to approve this request.

The applicant, Beutlich Development LLC, requested site plan approval for the project known as US 1 Business Park to be located at 7 Otis Stone Hunter Road. The project consists of two 20,000 square foot warehouse buildings. The proposed site plan meets the standards established in the Bunnell Land Development Code. The Planning Board voted to approve the proposed site plan.

Ordinance 2017 - XX: Amending the Land Development Code Chapter 10 Floods and Stormwater Management Article II Flood Damage Prevention. In January 2017, representatives from the State of Florida Division of Emergency Management Floodplain Management Office conducted a site visit to evaluate construction which occurred in Flood Plain A and to review the City's current flood management regulations. The proposed ordinance is the State Model ordinance as drafted and recommended by the State Emergency Management Floodplain Management Office. Any changes to the proposed ordinance will need to be approved by the State. The Planning Board voted to recommend approval of the proposed ordinance.

Administration:

November 13th the City presented a certificate of appreciation to EPIC Church for their volunteerism to the City. Giving Tuesday Proclamation also presented to Amy from the Flagler County Humane Society.



- Started planning for Christmas in Bunnell. Event to be held December 15th

Per the Interlocal Agreement with Flagler County Tax Collector, renewal notices in the form of either an email or a postcard were mailed to all Bunnell businesses with a current business tax receipt (BTR) in mid July 2017. BTRs should have been paid through the Flagler County Tax Collector's office by September 30, 2017 to avoid penalties. As of November 20, 2017, 308 business located in the City of Bunnell have not renewed their BTR. In December, staff will begin reaching out to all businesses to remind them of the renewal prior to starting the Code Enforcement process in January 2018. When possible, staff will also reach out to the 300+ businesses outside the City of Bunnell who have failed to renew. Code Enforcement action cannot be taken on the businesses outside the City and those BTRs will be terminated for failure to pay the renewal fees as needed.

Code Amendment Update:

Staff submitted a draft for the rewrite of the Code of Ordinance Chapter 10 Animals to the City Attorney for review and assistance with revision for livestock in the downtown core.

The Commission also identified the Code of Ordinance Chapter 26 Junk vehicle section of the code for a rewrite. Towing vehicles from private property is a unique situation. Additional research is still needed.





Police Department

- Daytona State College hosted a job fair for law enforcement recruiting potential candidates for the Bunnell Police Department
- Conducted a police candidate oral board and physical fitness testing. Continuing to test two excellent candidates. Human Resources was present throughout the testing process and wanted to run the PT test!
- Participated in the Veteran 's Day celebration at Bunnell Elementary
- Actively participating in the planning board for the "Christmas in Bunnell" event



Fire Department

- Attended Planning sessions for Christmas in Bunnell
- Attended Thanksgiving in Bunnell
- Working with county staff to ready the fire station for the transition to county staffing
- Started training the volunteers with the county volunteers
- Removed the old engine (E62) from service
- Internet services has been removed from the station and moved to the water plant
- Working with County IT to get their internet services installed in the fire station



Engineering

- MS4 Stormwater Drainage Report submitted in November for period June 2016 through June 2017
- Pipes crossing Deen Road are now successfully installed and in operation
- Completed design, cost estimates, and preparing bid documents for the Southside Sewer Project, continuing to confer with the Utilities Department and Alliant Consulting Firm
- Placed Booe Street Park project out for competitive bids, held pre-bid meeting onsite; answered all questions under contract administration; issued 2 addendums
- Advised Public Works on specific work items needing to be accomplished prior to the commencement of park construction
- Attended TPO Meetings
- Assisted the Community Development Department with Site Plan Reviews for:
 - Holland Street Industrial
 - Steel Rail Subdivision
 - All About Price Auto Sales
- Consulted with Public Works Director on various existing drainage issues

Attended Bid Opening and assisted in bid

Attended Bid Opening and assisted in bid evaluation process for the Reclaimed Water Extension

Public Works

Parks and Recreation

- Construction completed on interior of Old City Hall, and it is now available for rental
- Cameras have been installed in hopes of reducing vandalism at the Coquina City Hall
- Accessible timer button has been installed at the E.J. Park tennis courts
- New employee has enabled us to roll out an easier more evenly accepted schedule for Park opening and closing

Fleet

- Status Quo maintaining and repairing our aging fleet

Public Works

Staff Updates:

- Certification of appreciation granted to Mary Anne Atwood and Lisa Moore
- New employees:
 - Michael Boileau Public Works Administrative Assistant
 - Doug Hamilton Parks and Recreation Maintenance Technician
- Rollout of Public Works Department memos addressing attendance issues
- Presented proposed Public Works Organization structure change to City Manager for approval
- Director attended coaching and mentoring management training in Orlando
- Administrative assistants completed several Microsoft training webinars

Administration:

- Work Order system upgrades creating increased tracking and productivity
- Storm Water management informative brochure created, and presented to City Manager for approval
- Development of work assignment tracking system to coordinate with newly proposed org structure
- 6 inches of rainfall has been recorded over the Thanksgiving holiday, adding to already unseasonably heavy rains this month. Prior to this, the City would flood at 3 inches; because of our post Hurricane Irma remediation this problem has been resolved

Solid Waste

Citizen concerns about storm debris have been addressed and communicated through social media, City website, and media outlets. We have completed 100% storm debris clean up.

Solid Waste was asked by City of Palm Coast to assist them with their storm debris clean up. Scott Schalk worked in Palm Coast several days a week and removed quite a large amount of debris in a short period of time. Palm Coast sent a big thank you to the City for our assistance. The City of Bunnell charged the FEMA rate for our services.

Thanksgiving Holiday schedule was observed without any service issues.

The very first Currotto Can that services the carts was sent out for a complete steel rebuild. 7 years of tens of thousands of lifts finally needed a makeover. We expect it back in service mid-December. Look for the new anti-corrosive paint job, trust me you will notice the new safety color paint scheme.

Utilities Department

Staff Updates:

- Hired temporary Utility Tech Trainee
- New employee David Harlan started November 15th, 2017

Utility Crews Service Calls:

- Water/Sewer Breaks – 1
- Sewer Backups – 7
- Pep Calls - 5
- New Sewer/Water Connections: 1
- Assisted PW with cleaning culverts and swells throughout the city with VacCon

Wastewater Treatment Plant received new portable testing equipment for instant monitoring of Nitrates, ORP, Conductivity, DO and enable quicker process control.

Recorded **6-inches** of rainfall for the month of November 2017 (This rainfall was concentrated over a short time period, 5.9” in 4-day span and of that 4.44 happened in 1 single day).

For the month of November 2017, the Wastewater Treatment Plant capacity was only exceeded for 3 days. The average monthly capacity reported as 75%.

Administration:

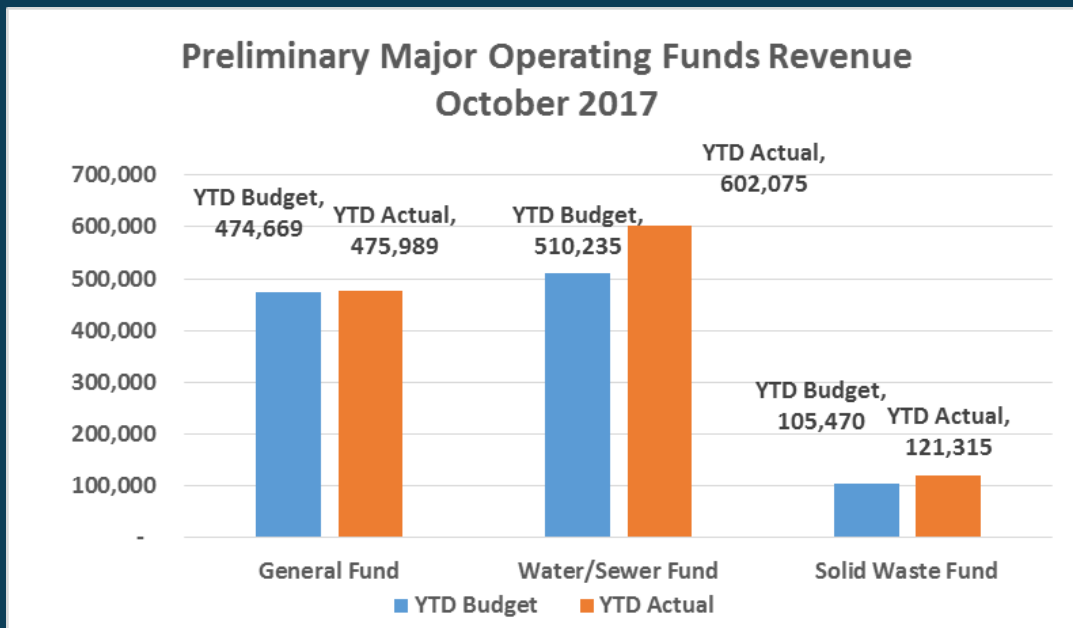
- Submitted Bi-Weekly reports to SJRWMD for Projects #30306 and #31866
- Changes to the scope of work for the CBDG Grant for Southside sewer habitation have been approved by the Department of Equal Opportunity (DEO) and the City Commission
- Awaiting amended contract from DEO for execution
- SJRWMD FY17 REDI – Received construction bids for reclaim water main; held bid opening Nov, 15th at 2:00pm
- Bid Selection Committee met on Nov, 16th and selected the JD Weber who provided the lowest responsible bid
- Approve Irrigation permits for Grand Reserve
- SJRWMD FY17 Cost Share – QLH submitted project/design proposal approved and PO has been issued

Projects:

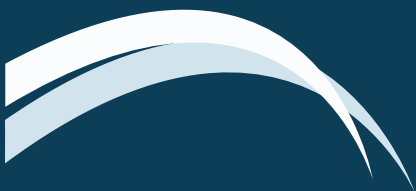
- Underground company broke a 2” sewer lateral underground. This caused a response that included DEP Notification, FDOT Permitting, Emergency pumping, new service line installation and repairs. Job Completed on 11/16/17 and all reporting is being completed
- Master Lift station at WWTP replaced pump #2 and #1 pump sent for repairs on 11/21/17
- Started replacing corroded pump control boxes at Master Lift station for WWTP
- Work completed on the rehab of West BTU sweep arms with new seals and hardware adjustments
- Utility diesel storage tank inspections completed on 11/29/17. All In-Compliance
- WTP performed routine maintenance on chlorine monitoring and feed equipment



BUDGET PERFORMANCE FISCAL YEAR 2018

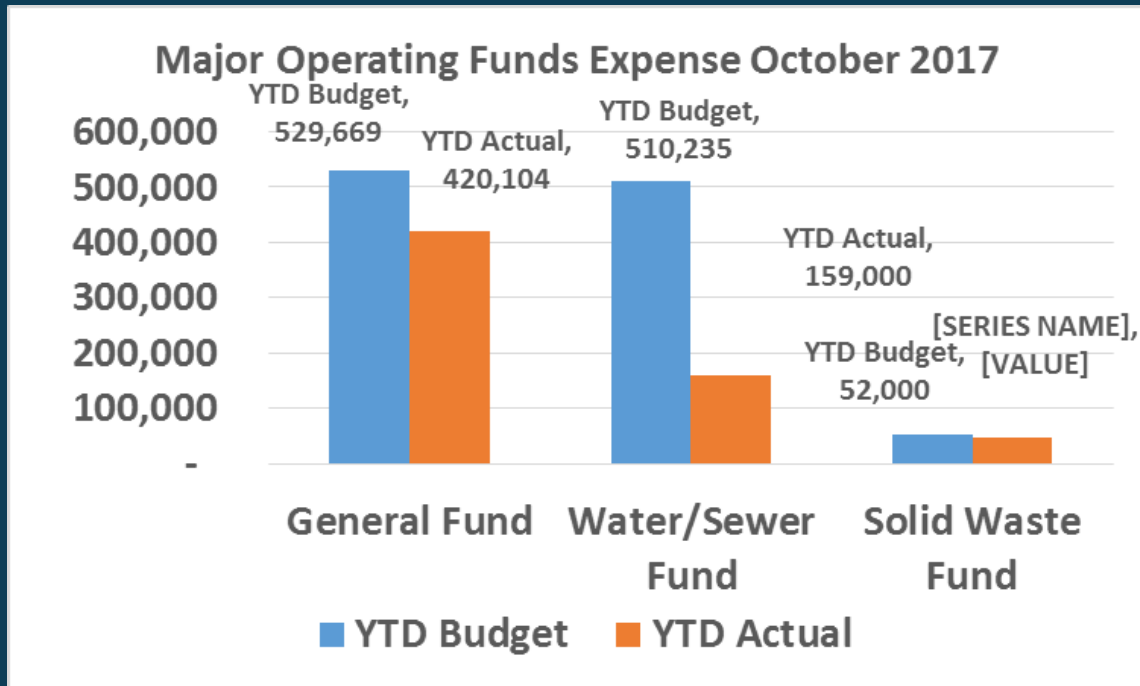


The end of November is the second month of the new fiscal year. Revenues in the General Fund are at anticipated levels. A large majority of General Fund property tax revenue will be received in December and January. The Water Sewer fund operating revenue is above anticipated levels. This is the result of collection of more than anticipated impact fees. The Solid Waste fund operating revenues are slightly above anticipated levels.





BUDGET PERFORMANCE FISCAL YEAR 2018



General Fund and Water Sewer Fund expenditures are lower than expected due to timing of capital projects and expense payments. Solid Waste Fund expenditures are slightly below expected levels.

Fiscal Year 2017 Closing and Audit

Both the General Fund and Water Sewer fund expect to show an increase to the unrestricted funds balance at the close of fiscal year 2017. The Solid Waste fund is still anticipated to be in a deficit unrestricted fund balance. The City has not received the FEMA and State reimbursement for Hurricane Matthew or Hurricane Irma expenditures. We anticipate 87.5% of the Solid Waste hurricane expenditures to be reimbursement by FEMA. The City's required match for hurricane expenditures in Solid Waste is about \$25,000. The City is participating in the expedited debris removal program with FEMA for both hurricanes.



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. Recently, City staff escalated Hurricane Matthew reporting problems to a higher level in FEMA. We have been successful in insuring claims were corrected by FEMA and are now in the federal approval process. While none of the surrounding local governments have received funding for Hurricane Matthew or Hurricane Irma, staff believes the Hurricane Matthew projects will be approved by the end of December. However, we do not expect cost reimbursements until next calendar year.

Finance staff participated in several training activities including State required CDBG training.

Finance staff assisted Public Works and the Utilities departments on several bids and grant projects.





Grant Status

- **Local Mitigation Strategy (LMS) grant program** -The City submitted a project for hardening City Hall. The State has indicated that funding outlook is very positive
- **St. John's Water Management (SJWMD) Reclaim Water Main Extension** - Bid responses for the project construction bid have been received. The recommended contractor will be presented to Commission on December 11, 2017 for approval
- **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. QLH cost proposal has been approved and accepted by commission
- **Community Development Block Grant (CDBG) Southside Sewer Rehab** - The State has approved the design changes recommended by the City Engineer. The amendment to the agreement is forthcoming. The City will provide fair housing information to the public during the Christmas in Bunnell event. Fair Housing activities are required every quarter by the grant
- **Florida Recreation Development Assistance Program (FRDAP) Booe Street Park** - Bids for construction were received. The bid selection committee will meet on December 7, 2017 to make recommendations to the City Commission
- **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 has been received by the City for the Design Phase. The City is exploring funding options for the construction of this project
- **Hurricane Loss Mitigation Program (HLMP) formerly (Residential Construction Mitigation Program (RCMP)** - Finance staff has accepted applications and documented initial assessments of the applicate homes. Home inspections are schedule for December 7, 2017 through December 15,2017. The City was awarded \$194,000 for this program
- **Community Oriented Policing Services (COPS)**-The City has received notice that we were not selected for this grant

