

# City Manager's Monthly Report



Tom Foster  
Interim City Manager  
For August 2018

September 2018

### Information Technology

- Sat in on a demonstration with Tyler Technologies for another version of their Community Development product. Unfortunately, several of their modules are still in development, so they couldn't show us everything.
- Had a meeting with Finance to discuss migrating to another software for Community Development. They wanted to see a demo of the cashiering software and the report to be imported into Incode. Finance was not happy with the cashiering interface.
- Spoke with several vendors, and performed research on Closed Captioning our internet stream of meetings. Generated a cost estimate for close captioning.
- Met with Dell to plan an upgrade to the PD's network to provide redundancy for their systems.
- Assisted in putting together the monthly report and the quarterly newsletter.
- Utilities is trying out the Teams module of Office 365. Deployed software to their smart phones to assist in this. They are trying to make it easier for field personnel to be able to complete workorders. Assisted them with a PowerPoint presentation training on the system.
- Public Works had an upgrade performed on our fire alarm system to a wireless network. The 2 hard wired phone lines we had connected to the system are no longer necessary. Ordered them disconnected.
- Worked with tech support on a software being deployed in the PD. This software will provide 2 factor authentication for their laptops to meet FBI requirements.
- Assisted the PD in troubleshooting an issue with one of their body work cameras.
- Downloaded available video from LiveStream. Was able to take over the City's You Tube channel. Deleted some very old videos on the City. Then created Sub Channels for 2017 and 2018, uploaded all available video to the appropriate sub channel and play list. The site is available for the public.
- Ordered and received 4 replacement laptops and a replacement server. All are being prepared to be deployed.
- Battled a malware. One of our folks clicked on a link and input their credentials. This sent an email to everyone in the City, and in their address book. One other of our users clicked on this malware, and entered their credentials. Had to clean up their Outlook as they were receiving new emails, but they were being moved to deleted items. So they didn't know they were receiving new. Had to find and remove the rule that the malware planted which was doing that.
- Worked with Public Works to install the new 55" TV in the conference room. Moved the 40" TV into the City Manager's office. Once the cable was connected, neither of them came back up. Opened a trouble ticket with Spectrum who came out and fixed them.
- Posted the annual department presentations on the web site. Then created an archive for the monthly City Manager Reports on the home page.

### Human Resources:

- Assisted with preparation for Commissions Ethics Training
- Coordinated and hosted the City's first Health Day
- Attended all Commission Meetings for month of August
- Attended Flagler Cares Meeting
- Attended Quarterly Florida Health Care meeting
- Assisted with City Manager process

### Administration:

- Prepared, advertised, approved and posted 9 agendas during the month of August
- Made arrangements for the Annual Commission Ethics Training held August 8th
- August 8th– provided staff support for Charter Review Advisory Committee Workshop
- Scheduled City Manager Interview Workshops for August 20th and August 21st
  - ⇒ Rescheduled and moved the advertised Planning, Zoning and Appeals Board meeting due to the August 21st City Manger Interviews occurring at the same time and location
- Scheduled the ribbon cutting for the Commissioner Louis L. Jackson park
- Began planning and contacting local groups and agencies for Christmas in Bunnell 2018
- Assisted and provided staff support to the Charter Review Advisory Committee
- Began gathering information and data for the 2019 Elections
- Prepared the Citizen Quarterly newsletter....newsletter to be renamed “Crossroads Review” in future editions
- Ms. Gretchen Smith, Communications Manager for the Flagler County Health Department presented the City with the Healthy Community Champions award. This is the second year in a row the City has won this award.



### Code Amendment Update:

- Junk Vehicles– This is the last section of the code identified for amendment in 2017. The City Attorney contacted other jurisdictions regarding how junk vehicles are handled. Discovered that some jurisdictions do have similar regulations on towing of vehicles. City staff to explore what if any towing companies are interested or able to be utilized by the City for the towing of vehicles.




## Community Development Department

- Prepared the City presentation for the August 22nd “What is a Smart Community” event hosted by the Flagler County Department of Economic Opportunity
- Submitted the proposed Large Scale Land Use Designation Comprehensive Plan Amendment with the Department of Economic Opportunity
- Assisted Solid Waste Director with drafting revisions to Code of Ordinance Chapter 50
- Eight (8) cases scheduled for the August 8, 2018 Code Enforcement Board Meeting
- Reached out to Ms. Camp (601 Deen Rd.) regarding ways to assist her with cleaning up the property
- Spoke with Florida Department of Economic Opportunity regarding the large-scale FLUM change amendment that was submitted for review
- Met with several developers to discuss concept designs for potential projects in the City
- Drafted the proposed Facility Rental fee resolution based on recommendations made by the City Commission

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**PZA Update:** The following items were on the August 21, 2018 PZA Board Agenda. Some of these items may have already appeared before the Commission .

- Special Exception Request to allow a mixed use project at 2700 East Moody Boulevard: the applicant, Del Hydrick, requested special exception permission to convert the 2nd floor of his commercial building to a residential use. The Planning Board voted to approve the request contingent on all life safety/fire codes for mixed use projects be in place through approved building permits prior to the residential space being occupied.
  - Ordinance 2018-XX Changing the Zoning Designation of Approximately 149.82 Acres to City of Bunnell AG, Agricultural district: The City applied for a zoning change to this property. The owner, Denise Barton, annexed the property into the City in April and a large-scale FLUM amendment is currently being reviewed by the State. This is the companion zoning change request. The Planning Board voted to recommend approval of the proposed ordinance.
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## Update: Pending Development Projects

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
Grand Reserve Phase 1-A and 1-B RePlat	Review	RePlat	4/4/18	To be submitted to the Planning Board in September
Grand Reserve Amenity Center	Approved	Site Plan	2/28/18	PZA Board approved the site plan on 7/17/18; Building permit released
Flagler Commons (15 unit multi-family project)	Review	Site Plan	10/19/17	Latest City Comment letter sent 1/16/18; (fourth set of City comments); Awaiting resubmittal to City; have contacted developer several times, per e-mail from developer on 4/10/18, the project is still moving forward
Flagler Commons II (15 unit multi-family project)	Review	Site Plan	10/19/17	Latest City Comment letter sent 1/16/18; (fourth set of City comments); Awaiting resubmittal to City; have contacted developer several times, per e-mail from developer on 4/10/18, the project is still moving forward
Bunnell Land Holding Material Recovery Facility (1050 Hwy 100 West)	Approved 6/14/18; Amended 7/20/18	Site Plan	12/8/17	Under construction; conditional CO can be issued for scale house pending the rest of the site development per the approved site plan, the FDOT permit and the SJRWMD permit being completed; rest of site development to be completed no later than 2/1/2019



## Update: Pending Development Projects Con't

PROJECT NAME	STATUS	PROJECT TYPE	DATE STARTED	NOTES
3360 Steel Rail Dr.	Review	Site Plan	4/2/18	City comment letter provided 4/3/18 and 7/12/18; have met face-to-face with the applicant and their surveyor to discuss site plan requirements as listed in the Land Development Code three times awaiting resubmittal of revised site plan
Porchlight (SR100 LLC 240 unit multi-family project)	Review	Site Plan	4/24/18	Initial City Comment letter provided 5/10/18 while still waiting on information requested from applicant to obtain the E-911 addresses for the entire project; Received an amended site plan on 7/5/18, but all City comments were not addressed/resolved; Second City comment letter sent 7/24/18
Werner Electrical (3240 Steel Rail Dr)	Review	Site Plan	7/23/18	Initial City Comments provided to applicant 7/26/18; awaiting resubmittal of plans that address all staff comments



## Police Department

The Bunnell Police Department concluded a 3-month corporal promotional process to replace the needed supervisory vacancy created by the unexpected resignation of a former corporal. The exam was a 3-part comprehensive assessment that was evaluated and was scored by outside assessors; a Chief and 2- Captains. We had three eligible candidates, all of which put forth an outstanding effort in their preparation resulting in all candidates making the cut. I am very proud of all the candidates who performed at a high level knowing outside assessors recognized the talent in a small department. The top candidate who stood out, and exceeded expectations was Officer Dominic Guida... **Congratulations Corporal Guida!**

### Back to School BASH

On August 11, 2018, Corporal Dominic Guida of the Bunnell Police Department, assisted in the "Back to School Bash" held at the Carver Center. The event was very successful and our local children received backpacks and other school essentials. This annual event was organized and coordinated by Pastor Jeralyn. A warm thanks to Pastor Jeralyn for all she does for our community!

August 25, the Columbian Club of Flagler County recognized All First Responders of Flagler County, to include the Bunnell PD and two of our members, Cpl. Mortimer and Guida, in appreciation of outstanding service to the community.



## Public Works

### Staff Updates

- Vacation season has passed with a limited staff smoothly
- Projects

- Coquina Building Remediation North side complete, South side, evaluating condition of sub floor and support joists.
- Vendor weed control tested on Route 100 East and was found to not be value added.
- Commissioner Louis L. Jackson Park completed.

### Administration

- New Solid Waste Fees and Ordinance completed.
- Closeout of FY 17.18 has begun and is on schedule to be completed on Finance Department timeline.
- Administrative Assistant working with Engineering on Project Management for the new Heritage Park.

### Service

- Significant rainfall has delayed some swale work, State road mowing, and center medians.
- We have had zero residential flooding complaints even with all this rain because of the herculean efforts of our crews in the off season with Stormwater diversion.
- Hurricane Emergency trailer fully equipped with water pumps and all equipment tested.

## Engineering

MS-4 Contacted key staff members for records, in order to pull together 2017-2018 (June-June) Annual Report due to FDEP in December, 2018. Construction project inspections were conducted. Builders continually being contacted regarding installation of and maintenance of silt fence screening by our new code enforcement officer. To begin working on Annual Report Update to FDEP in Sept.

FDOT and City Public Works Director City-wide Drainage. (Reviewing drainage outfalls, clearing and cleaning ditches city-wide.) and on existing Major Drainage Issues within the City ; ( SR-100 east , Anderson, Bacher, Woodland ) etc. 3 Major Outfalls now cleared by City Crews! Woodland Drainage Pipe replacement being planned for later this year by City staff.

Southside Sewer Project – Bids opened, two bids received, award being scheduled for CC consideration in early August. After contract approval is executed by Grantor and mayor the Prebid meeting is to be scheduled in September timeframe.

Westside Storm Water / Sanitary Sewer System Improvements. Consultant, Alliant Engineering has commenced survey work. Brief pre-design meeting held with staff. Design of project currently underway and getting back on schedule. Project completion schedule requested of engineering consultant. Design meeting with staff to be scheduled soon.

Commissioner Louis L. Jackson Park – Final inspection held, punch list now complete with city crews installing mulch. Construction now complete. Work completion was delayed due to late delivery of playground and picnic equipment materials. Park now open with Ribbon Cutting scheduled for Sept 26th.

Heritage Park Design completed, Grant Agreement - Second amendment drafted by FDEP (Grantor Agency ) and scheduled for approval by the City Commission on Sept. 10th. Cost Quotes continuing to be solicited by staff and received on materials and contract work.

Commercial Site Plans / Single Family / Residential Site Plan Reviews - Continuing to review building and site plans (approximately 10 -15) to be placed under construction in reference to grading and drainage issues affecting residential lots of record, Grand Reserve, and commercial site development plans. This also now includes clearing and filling and driveway permit applications.

Sewer Plant Rib Project - Project under construction Bid awarded by City Commission to Cline Construction. Contract signed for project being and Purchase Order Issued. Pre-construction Meeting and Notice to Proceed took place on 8-2-18 in order to allow construction of project underway to meet SJRWMD Grant completion deadline of January 31, 2019.





## Utilities Department

### Staff/Training Updates

Sent 5 Employees to training in month of August

- Randy Strickland – FWRA Conference and Wastewater Treatment Troubleshooting
- Jason Palmer – Basin Electricity and Telemetry
- Billy Baker – Water Distribution II
- Nick Dewind – Water/Reclaim Distribution III
- Mike Baldwin – Water Operations B/C/D

### Projects/Maintenance

Installed new service lines at 500 and 600 blocks N Peach by tapping 6" water main and running 2" poly down to 1" poly to meters for each residence. Six homes saw an improvement in quality and pressure

Installed new water and sewer service at 603 S State for Fox Auto Sales

Replace leaking curb stop at 814 Marion. Also upgraded service line from main. Improves water service and controls water loss

Removed lead gooseneck at 301 N Church and installed new poly service line

WWTP FE Pump #1 installing and programming complete

Power surge/lightning caused damage to WWTP Flow Meter/Totalizer. New unit ordered as soon as quote and PO received. For 17 days the Plant EFF had to flow to surface water discharge due to not being able to accurately read required flows for reclaim.

Install 90' of 4" gravity sewer pipe for improved drainage along 503 - 507 N. Orange St.

Cleaned lift stations #6 and #7, removing grease build-up, plastics and rags from sewer system

Service check valves at lift station #1 and #3

### Grants/Administration/Management

Submit bi-weekly reports to SJRWMD for Projects # 30306, # 31866, and # 32717

#### CBDG Grant for Southside Sewer Rehab

Bid approval and contract is with DEO for approval

#### SJRWMD FY17 REDI –Reclaim Water Main

Final project reimbursement received from SJRWMD

#### SJRWMD FY17 Cost Share – WWTP Improvements and RIB Site



Aug 7th, 2018, Cline Construction onsite with excavator to begin pond work

Aug 9th, excavation of pond started and finished on 9-23-18

Pay-App #1 submitted/signed/processed

#### SJRWMD FY18 REDI – Westside Sewer and Storm Water Improvements

Project design is underway

### Service

Install 24 New Meters/Accounts

Continue to install meter antennas to improve read signals

Complete 9 new sewer connections for services

PBWN issued for N. Peach for service upgrades

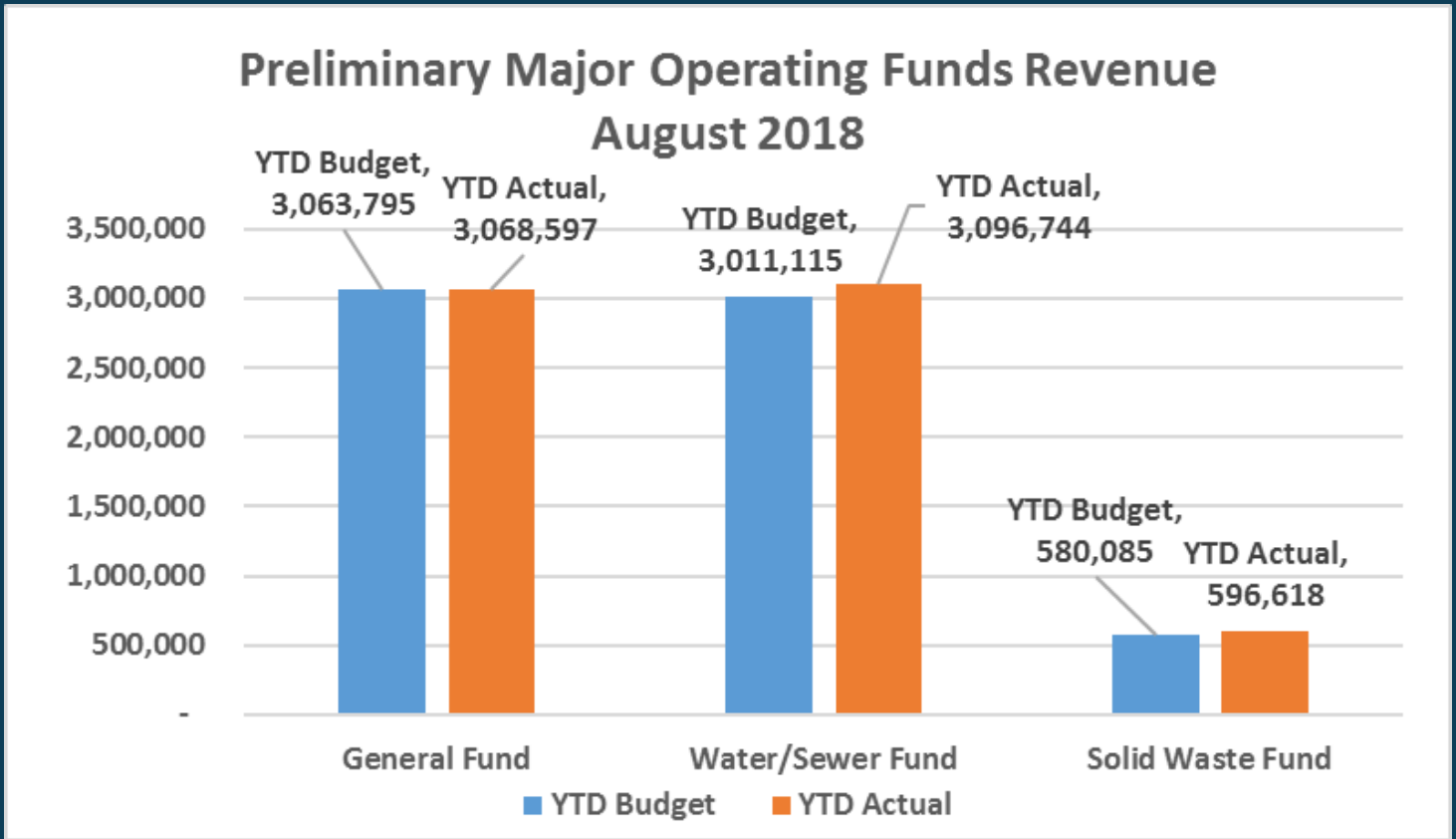
Monthly Capacity and Averages

Recorded 5.21 inches of rainfall for the month of August 2018. Rainfall recorded 16 out of 31 days!





BUDGET PERFORMANCE FISCAL YEAR 2018

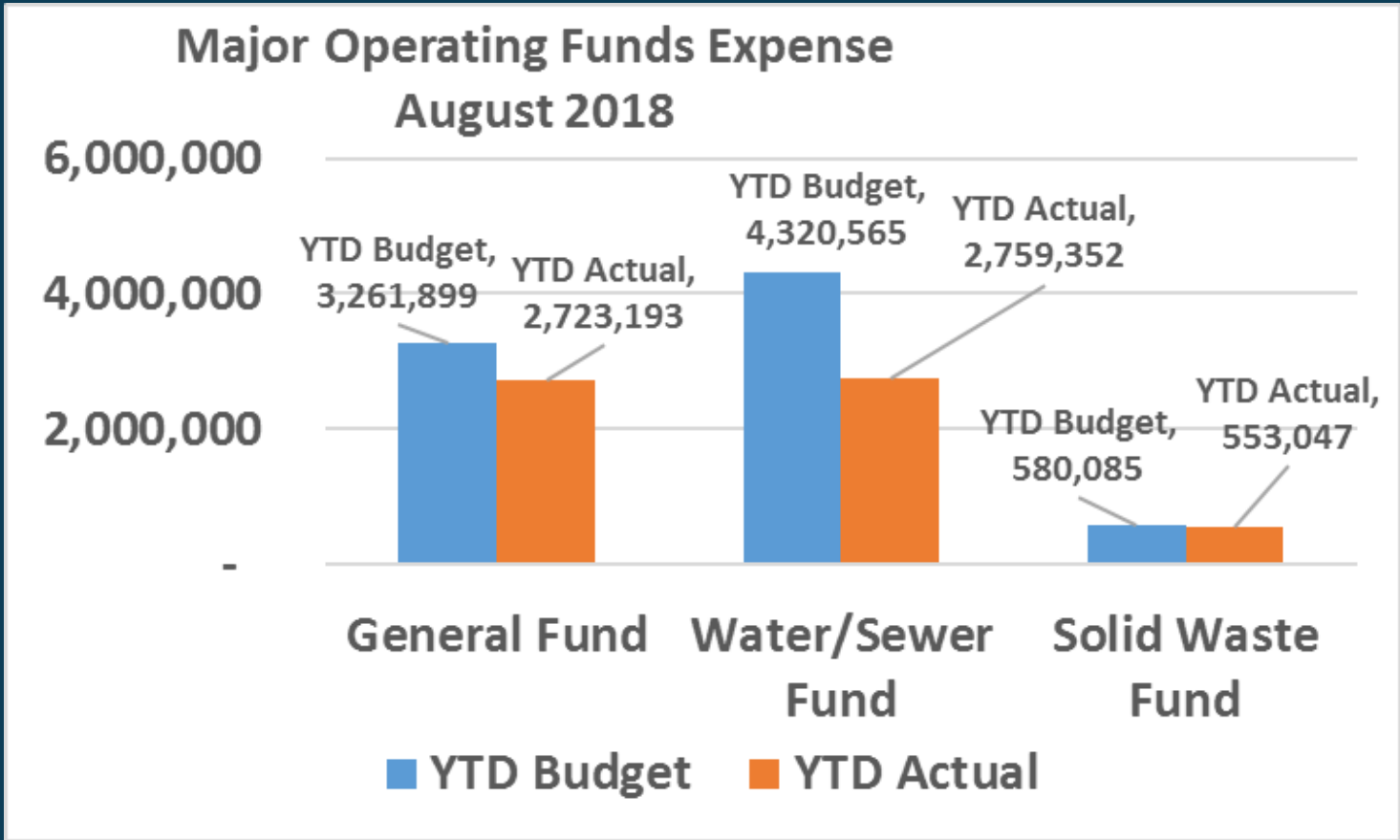


The end of August is the eleventh month of the fiscal year. Revenues in the General Fund are at anticipated levels. The full amount of the annual General Fund property tax revenue has been received by August. The Water Sewer fund operating revenue is slightly above anticipated levels due to the increase in building related connection fees and impact fees. The Solid Waste fund operating revenues are at anticipated levels.





BUDGET PERFORMANCE FISCAL YEAR 2018



General Fund expenditures are lower than expected due to timing of capital projects and expense payments. Water Sewer Fund expenditures are significantly lower than anticipated due to timing of capital construction projects. Solid Waste Fund expenditures are at expected levels.

**Fiscal Year 2018**

Fiscal year 2018 budget performance is expected to be positive in both then General fund and Water/ Sewer fund. The Solid Waste fund will be monitored closely due to the cash constraints within this fund. Finance has provided fiscal year closing instructions to City Departments.

**Fiscal Year 2019**

The Commission has be presented the proposed fiscal year 2019 budgets at several workshops. The first public hearing for the FY2019 budget is scheduled for September 10th.



## Finance Department



WELCOME TO THE  
**FINANCE  
DEPARTMENT**  
WHERE  
EVERYBODY  
COUNTS!

### 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 for both Hurricane Matthew and Irma.
- Finance has been working on ways to improve Utility billing and collections. Finance has shortened the cutoff for non-payment by 4 weeks due to a change in the method that the City's software assesses penalties. Also, we are assisting with the meter automation project, researching collections alternatives, changing deposit amounts and increased monitoring. Changes to the City's Utility ordinance will be forwarded to the Commission for consideration.
- Finance is implementing the software for the remote turn on/off water valves. Testing will be done with five valves. Two will be installed at Palm Pointe and three valves at other locations.
- The Commission has approved a new credit card provider. Implementation of the new program is underway.
- Finance is coordinating the final State construction inspections for the close out of the Hurricane Loss Mitigation grant for six low income residences.
- Finance attended several meetings with the County wide Local Mitigation Strategy group. The City plans on applying for the upcoming Hurricane Mitigation Grant program to fund two lift station generators.





## Grant Status

FEMA Public Assistance Grant, Hurricane Matthew- FEMA has approved the Debris project however, the State is reviewing the project for the third time. The payment for the Emergency protective claim has been received.

FEMA Public Assistance Grant, Hurricane Irma-Finance has submitted data to FEMA and responding to FEMA's additional information requests.

Local Mitigation Strategy (LMS) grant program-The City has received the grant award for the project of hardening City Hall for wind storms. The City will now begin the bid process for the project. Also, the City will apply for the upcoming grant cycle to fund two generators for major City lift stations.

St. John's Water Management (SJWMD) Reclaim Water Main Extension-Construction is complete. The final request for reimbursement has been submitted.

St. John's Water Management (SJWMD) Wastewater Improvements-The bid award was approved at the July 9, 2018 Commission meeting. Construction has begun.

St. John's Water Management (SJWMD) Deen Road Drainage and Wastewater Improvements- The City has received a grant award of \$462,000 for drainage and wastewater improvements in the Deen road area. Engineering design services are currently ongoing.

Community Development Block Grant (CDBG) Southside Sewer Rehab- The City has award the bid for the project this project. Contract approval should occur in September with construction beginning by September 30th.

Florida Recreation Development Assistance Program (FRDAP)  
Commissioner Louis L. Jackson Park-Construction is substantially complete.

Heritage Trail Park- City has received notice of Commencement. City Engineer is working on design plans.

Hurricane Loss Mitigation Program (HLMP) formerly (Residential Construction Mitigation Program (RCMP)- The construction on six (6) residential homes was completed in June. Close out inspections with the State will be forthcoming.

