

# City of Chipley

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TO: Mayor and Council  
City Administrator

FROM: Patrice A. Tanner, Asst. City Administrator/City Clerk

DATE: December 8, 2023

SUBJECT: Finance Office Report – November 2023

For the month of November, the finance staff processed the following:

	<u>October</u>	<u>November</u>
Number of utility bills for the normal billing cycle	2,040	2,027
Number of new accounts opened during the month	26	24
Number of accounts closed during the month	14	36
Number of accounts transferred during the month	5	4
Credit Card Payments at Counter/By Phone	299	286
Credit Card/E-check Payments Online	381	363
Issued Work Orders	173	90
Issued Availability of Service Forms	3	2
Issued Business Tax Licenses	15	6
Purchase Orders Issued	97(\$119,185.05)	102(\$149,354.53)
Accounts Payable Checks Issued	129(\$505,913.70)	193(\$754,845.69)

The following information pertains to disconnection of customer services for non-payment:

Number of customers with delinquent accounts	401(10/17/23)	440(11/16/23)
Door knockers and telephone calls made to customers	61	67
Number of customers with delinquent accounts	165(10/30/23)	112(12/05/23)
Actual disconnection of services for the month	56	37

Disconnects began on December 5, 2023.

Other Information:

1. We are continuing to work on fiscal year-end preparing for the FY 2022-2023 audit.
2. We have continued working with Civic Plus on a Meeting Management Program to help prepare our monthly City Council Packets and save valuable time in the process. We were able to utilize the new system in preparing our agenda packets this month. We ran into a couple of programming issues that we were able to quickly resolve with Civic Plus. You will notice some changes to the packets this month which include a new format for the agenda along with a staff report which explains each item that is included on the agenda. This new system allows us to click a button and the agenda and packet are created from the information that has been uploaded into the system and click another button and the agenda and packet are posted to the city website. Now all citizens will be able to review the packet online. We plan to utilize the system for a couple of months to make sure we do not have any additional issues that need to be tweaked, and then we will train the departments to also use the system.

3. We are working toward a Purchasing Card Program for city purchases. We have reached out to local banks to see if they offer a P-Card Program, and we are working with them to discuss their program offerings and see what will work best for the city. We are also working on a policy for the Purchasing Card Program that will, once complete be brought to the Council for approval. We are continuing to reach out to banks. We have met with one bank at this time and the program will definitely be of great benefit to the city. We would like to see what else is out there before we make a final decision. We plan to bring the policy for the Purchasing Card Program to the Council in January.
4. We are working on gathering information on a Performance Management Program which will allow for an annual employee performance evaluation in place of the current employee evaluation we have in place, which is outdated. Along with this performance management program we will prepare a scale with an appropriate minimum and maximum pay for each position. We plan to bring this to the City Council in February.
5. We are continuing to reach out to companies and are researching further to see what else may be available. Since the inception of COVID there are now many companies that are offering these kiosks, and we want to make sure we choose the most beneficial kiosk for the city.
6. We are continuing to work with Wheeler EMC, Inc. on Hurricane Michael, Hurricane Sally and ARPA funding paperwork.
7. The vehicle for the City Administrator position has been received.
8. We plan to order an employee identification card system in the next couple of weeks. This will allow us to design and prepare ID cards for all employees.
9. We are working with ADG on the program changes in order to include the \$1.00 donation for Christmas Beautification on the monthly utility bill. They will have this complete in time for the utility bills printed at the end of December.
10. We are working with ADG on a work order program that will benefit us by allowing most work orders to be computer generated instead of handwritten, which will speed up the process as well as be more efficient. We plan to have this complete and ready to use by February.
11. We have been working with ADG on a backflow program that will benefit the City Hall and Public Works Departments in tracking annual backflow certifications.

Please let me know if you have any questions or if you need additional information.

**City of Chipley**  
**Schedule of Federal Financial Assistance**

Federal Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
<b>ARPA Coronavirus Funding</b> U.S. Department of the Treasury, Coronavirus State & Local Fiscal Recovery Funds	Y5052	Government Services	21.027	\$ 1,808,070	09/03/21	12/31/26	\$ 383,542.00
Reporting Period - Annually	Costs incurred between 03/03/21 and 12/31/24.						Balance \$ 1,424,528.00
<b>Speed Reduction Efforts</b> Florida Department of Law Enforcement Edward Byrne Memorial Justice Assistance Grant Program, Florida JAG Direct	2021-JAGD	Purchase Speed Radar Sign	16.738	\$ 1,434	10/01/22	09/30/23	\$ 1,434.00
Reporting Period - Quarterly					<b>Closed</b>		Balance \$ -
<b>2022 Bulletproof Vest Program</b> United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2022 BVP	Purchase Bulletproof Vests	16.607	\$ 1,600 50% Match Required	09/21/22	08/31/24	\$ 1,600.00
Reporting Period - N/A	Costs incurred between 04/01/22 and 08/31/24.						Balance \$ -
<b>Chipley Lift Station Generators Project</b> Federal Emergency Management Association, Florida Division of Emergency Management	H0767	Engineering Purchase Generators	97.039	\$ 117,520	10/12/21	01/31/24	\$ -
Reporting Period - Quarterly							Balance \$ 117,520.00
<b>Chipley Lift Station Generators Project Matching Funds</b> U.S. Department of Housing & Urban Development, Florida Department of Economic Opportunity, Community Development Block Grant/State's Program and Non-Entitlement Grants in Hawaii	M0143	Engineering Purchase Generators	14.228	\$ 38,561	07/25/22	04/03/23  Extension: 12/31/24	\$ -
Reporting Period - Quarterly							Balance \$ 38,561.00

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<b>NW Stormwater System Restoration</b> U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant/State's Program and Non-Entitlement Grants in Hawaii	M0014	Administration Engineering Construction CEI David H. Melvin, Inc. Engineering & CEI	14.228	\$ 2,916,119	04/25/22	04/24/25	\$ 73,140.00  Balance \$ 2,842,979.00
Reporting Period - Monthly and Quarterly							
<b>FEMA - Hurricane Sally</b> Federal Emergency Management Agency, Public Assistance Program	Z2581 F#308	Hazard Mitigation Library	97.036	\$ 97,046.34	09/23/20		\$ 97,046.34  Balance \$ -
Reporting Period - Quarterly							
<b>FEMA - Hurricane Sally</b> Federal Emergency Management Agency, Public Assistance Program	Z2581 F#394	Hazard Mitigation Fire/Police	97.036	\$ 47,812.50	09/23/20		\$ 24,642.00  Balance \$ 23,170.50
Reporting Period - Quarterly							
<b>FEMA - Hurricane Sally</b> Federal Emergency Management Agency, Public Assistance Program	Z2581 F#493	Hazard Mitigation City Hall	97.036	\$ 178,104.42	09/23/20		\$ 178,104.42  Balance \$ -
Reporting Period - Quarterly							
<b>Chipley Police Vehicles</b> United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 21-30	Purchase Police Vehicles	10.766	\$ 92,400 Required Contribution \$ 30,880	09/03/21	09/03/24	\$ 92,400.00  Balance \$ -
Reporting Period - Quarterly					<b>Closed</b>		

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<b>Chipley Public Works Equipment</b> United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 22-28	Purchase PW Equipment	10.766	\$ 75,000 Required Contribution \$ 27,985			\$ 75,000.00  Balance \$ -
Reporting Period - Quarterly					<b>Closed</b>		
<b>Chipley Fire Truck and Equipment</b> United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 22-31	Purchase Fire Truck	10.766	\$ 238,000			\$ -  Balance \$ 238,000.00
Reporting Period - Quarterly							
<b>Chipley Fire Truck and Equipment</b> United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 22-31	Purchase Fire Truck	10.766	\$ 100,000			\$ -  Balance \$ 100,000.00
Reporting Period - Quarterly							
<b>Chipley Effluent Disposal Project</b> United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Waste Disposal Systems for Rural Communities	Resolution No. -01, 21-07, 22- eries 2022 Bon	FDEP SRF Loan Payoff Construction	10.760	\$ 2,404,000 Loan			\$ 2,404,000.00  Balance \$ -
Reporting Period - Quarterly					<b>Closed</b>		

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<b>Chipley Effluent Disposal Project</b> United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Waste Disposal Systems for Rural Communities	Resolution No. -01, 21-07, 22-	Planning Engineering Construction CEI Mott MacDonald Planning/Engineering/CEI	10.760	\$ 5,437,000 Grant			\$ 5,089,147.23  Balance \$ 347,852.77
Reporting Period - Quarterly		\$1,575,750.55					
<b>Chipley Mongoven Building</b> U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant/State's Program and Non-Entitlement Grants in Hawaii	M0041	Engineering Construction CEI David H. Melvin, Inc. Engineering/CEI	14.228	\$ 852,800	04/14/22	04/14/24	\$ 33,400.00  Balance \$ 819,400.00
Reporting Period - Monthly and Quarterly		\$62,500.00					
<b>Chipley Peach Street Lift Station Improvements</b> U.S. Department of Housing and Urban Development, Community Development Block Grant/State's Program and Non-Entitlement Grants in hawaii		Administration Engineering Construction CEI Mott MacDonald Engineering/CEI In Negotiations (\$)	14.228	\$ 700,000 Match Funds \$ 240,825			\$ -  \$ 700,000.00
Progress Reports - Quarterly							
<b>Citywide Flooding Resiliency Improvements</b> U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program		Administration Engineering Construction CEI David H. Melvin, Inc. Engineering/CEI	14.228	\$ 2,936,950			\$ -  Balance \$ 2,936,950.00
Progress Reports - Quarterly		\$422,000.00					

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<b>City Hall Generator</b> Federal Emergency Management Association, Florida Division of Emergency Managment		Engineering Purchase Generators	97.039	\$ 126,000			\$ -  Balance \$ -
Reporting Period - Quarterly							
<b>2023 Reconnecting Communities Improvement Project</b> U.S. Department of Transportation, Neighborhood Access and Equity, Reconnecting Communities and Neighborhoods (RCN) Program			20.205	\$ 6,002,198.21			\$ -  Balance \$ -
Reporting Period - Semi-Annually							
<b>Public Works Building Solar Panel Project</b> Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program		Installation of Solar Panels	81.041	\$ 200,000.00 (Waiting on Agreement)			\$ -  Balance \$ 200,000.00
Reporting Period - Monthly							

Funding Pending Approval  
\$ 6,128,198.21

<b>Total Federal Financial Assistance Expenditures</b>	<b>\$ 8,453,455.99</b>
<b>Total Approved Federal Project Funding</b>	<b>\$ 18,042,417.05</b>
<b>Total Federal Projects (\$) to be Completed</b>	<b>\$ 9,588,961.06</b>

**City of Chipley  
Schedule of State Financial Assistance**

State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
<b>Chipley Downtown Improvement Plan</b> State of Florida Department of Commerce, Community Planning & Technical Assistance Grants		Planning		\$ 50,000 (Working with FDEO on Agreement Information)			\$ -  Balance \$ 50,000.00
Reporting Period -							
<b>Chipley Stormwater Drainage Study</b> Florida Department of Economic Opportunity, Regional Community Development and Infrastructure, Rural Infrastructure Fund	D0190	Planning David H. Melvin, Inc. Engineers \$291,785	40.042	\$ 291,785	11/12/21	11/12/23	\$ 79,035.00  Balance \$ 212,750.00
Reporting Period - Quarterly							
<b>Chipley WW Effluent Disposal Project</b> Florida Department of Environmental Protection, WW Treatment and Stormwater Management Trust Fund, WW Treatment Facility Construction	WW670111	Planning Engineering Construction	37.077	\$ 2,695,456 Loan	08/02/20	05/15/23  Extension: 2/15/2024	\$ 2,695,456.00  Balance \$ -
Reporting Period - Quarterly							
<b>Chipley Effluent Disposal Project</b> Florida Department of Environmental Protection, Small Community WW Grant, Federal Grants Trust Fund	WSG670112	Planning Engineering Construction	37.075	\$ 3,981,821 Grant	08/02/20	05/15/23  Extension: 2/15/2024	\$ 3,942,287.48  Balance \$ 39,533.52
Reporting Period - Quarterly							
<b>Historical Society Museum</b> Florida Department of State, Division of Historical Resources		Planning	45.031	\$ 50,000			\$ -  Balance \$ 50,000.00
Reporting Period - Quarterly							



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State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date	Project Expenditures
<b>Bennett Drive Improvements</b> Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57 (Waiting on Agreement)			\$ -  Balance \$ 794,759.57
Reporting Period - Quarterly							
<b>First Responder Emergency Equipment</b> State of Florida Department of Commerce, Local Economic Development Initiatives	HL175	Purchase of Truck & Equipment	40.038	\$ 500,000			\$ 90,905.00  Balance \$ 409,095.00
Reporting Period - Quarterly							
<b>Purchase of Fire Equipment</b> Florida Department of Agriculture & Consumer Services, Florida Forest Service, Volunteer Fire Assistance Grant		Equipment Purchase		\$ 6,725 Match Requirement \$ 6,725			\$ -  Balance \$ 6,725.00
Reporting Period -							
<b>Chipley Lead Service Line Replacement</b> Florida Department of Environmental Protection, Drinking Water State Revolving Fund, Bipartisan Infrastructure Law		Planning Engineering Construction Technical Services		\$ 275,000 \$540,000 \$8,800,000 \$640,000 \$ 10,255,000.00			\$ -  Balance \$ -
Reporting Period -							
<b>Shivers Park Project</b> Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000			\$ -  Balance \$ -
Reporting Period - Tri-Annually							

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<b>Gilmore Park Project</b> Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP) Reporting Period - Tri-Annually		Development	37.017	\$ 50,000			\$ -  Balance \$ -
<b>Falling Waters State Park Water &amp; Sewer Project</b> Florida Department of Environmental Protection, Resilient Florida Grant Program Reporting Period - Quarterly		Planning Engineering Construction		\$ 4,998,042 Grant			\$ -  Balance \$ -
<b>Falling Waters State Park Water &amp; Sewer Project</b> Florida Department of Environmental Protection, Resilient Florida Grant Program Reporting Period - Quarterly		Equipment	43.006	\$ 47,235			\$ -  Balance \$ 47,235.30

Funding Pending Approval  
\$ 15,503,042

<b>Total State Financial Assistance Expenditures</b>	<b>\$ 6,807,683.48</b>
<b>Total Approved State Project Funding</b>	<b>\$ 8,417,781.87</b>
<b>Total State Projects (\$) to be Completed</b>	<b>\$ 1,610,098.39</b>