

City of Chipley

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TO: Mayor and Council
City Administrator

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

DATE: February 7, 2024

SUBJECT: Finance Office Report – January 2024

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

	<u>December</u>	<u>January</u>
Number of utility bills for the normal billing cycle	2,026	2,033
Number of new accounts opened during the month	15	27
Number of accounts closed during the month	18	13
Number of accounts transferred during the month	2	3
Credit Card Payments at Counter/By Phone	273	290
Credit Card/E-check Payments Online	375	371
Issued Work Orders	105	110
Issued Availability of Service Forms	3	3
Issued Business Tax Licenses	3	4
Purchase Orders Issued	31(\$162,291.87)	123(\$64,180.79)
Accounts Payable Checks Issued	123(\$665,260.75)	126(\$265,440.06)

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

Number of customers with delinquent accounts	379(12/19/23)	424(01/17/24)
Door knockers and telephone calls made to customers	49	71
Number of customers with delinquent accounts	145(01/03/24)	145(02/01/24)
Actual disconnection of services for the month	43	42

Disconnects began on February 1, 2024 and were not complete at the time of this report.

Other Information:

1. We are continuing to work on fiscal year-end preparing for the FY 2022-2023 audit.
2. 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 March.
3. We are continuing to reach out to companies about kiosks and are researching further to see what else may be available. We want to make sure we choose the most beneficial kiosk for the city. The purchasing manual update with help to move this process forward more expediently. We plan to bring this before Council in

March.

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. This should be completed and ready for use by the Department Heads in March.
5. We are working on gathering information about GPS Systems for our city vehicles. We plan to bring this to Council for approval in March. The purchasing manual update will help to move this process forward more expediently.
6. We are continuing to work with Wheeler EMC, Inc. on Hurricane Michael, Hurricane Sally and ARPA funding paperwork.
7. We plan to order employee identification cards from a vendor during the month of February. We will also be purchasing a less expensive machine so we can make ID cards in case of an emergency.
8. 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 April.
9. 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. We plan to have this complete and ready to use by April.

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

**City of Chipley
Schedule of Projects**

Federal or State Agency	Agreement Number	Type of Work	CSFA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Chipley Downtown Redevelopment Plan Florida Department of Commerce, Community Planning Technical Assistance Grant	P0501	Planning	40.024	\$ 50,000	07/01/23	06/30/24
Project: This funding will be used to develop a Downtown Redevelopment Master Plan for the CRA District. We have advertised for a consultant and it closes on 02/21/2024. We are meeting with the state to determine if they are willing to give us an extension since it took 6 months to get a n agreement in place.						
Chipley Stormwater Drainage Study Florida Department of Commerce, Rural Infrastructure Fund	D0190 Project Consultant: Melvin Engineering	Planning	40.042	\$ 291,785	11/12/21	11/12/23
Project: This funding will be used to do a city-wide drainage study and develop a Preliminary Engineering Report (PER) to include recommended mitigation actions, preliminary plans and proposed mitigation activity project costs. We are currently waiting on an extension through May 2024. The engineers are currently working on the draft review of the PER, and should have it to the City in March 2024. Once reviewed it will be placed on the agenda for Council consideration.						
Chipley WW Effluent Disposal Project Florida Department of Environmental Protection, WW Treatment Facility Construction and United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Waste Disposal Systems for Rural Comm.	WW670111 Series 2022 Bond Project Consultant: Mott MacDonald	Planning Engineering Construction	37.077 10.760	\$ 6,677,277 Loan/Grant \$ 7,841,000 Loan/Grant	08/02/20	02/15/24
Project: This funding was used to install sewer force main approximately 13 miles, build a new sprayfield at Pike Pond, relocate a force main to remove it from the Davidson Sprayfield and install a new liner in the reject pond at the WWTP. The project is in the final stage of the punch list which is to address the last remaining item, the spray heads. The spray head issues should be resolved in the next week, and the project will close out by the deadline of 02/15/24.						
Fire Equipment Purchase Florida Department of Financial Services, Volunteer Firefighter Grant Assistance Program	FM809	Equipment	43.006	\$ 47,235.30	10/16/23	06/30/24
Project: This funding will be used to purchase five (5) Self Contained Breathing Apparatus for the Fire Department in the amount of \$47,235.30 from Ten-8 Fire Equipment. The equipment has been received and we are now working on submitting a request for reimbursement to the State and closing the grant.						

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Historical Society Museum Florida Department of State, Division of Historical Resources	24.h.sm.100.018	Planning	45.031	\$ 50,000	07/01/23	06/30/24
Project Consultant: Baker Design Build (contingent upon negotiations and approval)						
Project: This funding will be used to procure a consultant to determine the condition of the Washington County Historical Society Museum, which is a city-owned building. City Council approved the contract for Baker Design Build on January 11, 2024, and they have started work on the project.						
Bennett Drive Improvements Florida Department of Transportation, Small County Outreach Program (SCOP)		Design Construction CEI	55.009	\$ 794,759.57		
Project: This funding will be used for drainage and resurfacing improvements to Bennett Drive from East Church Avenue to Glenwood Avenue (approx. 0.52 miles). This project has been approved for funding in the State Fiscal Year 2024-2025, at which time we will receive an agreement.						
First Responder Emergency Equipment State of Florida Department of Commerce, Local Economic Development Initiatives	HL175	Fire Tanker and Equipment	40.038	\$ 500,000	07/01/23	06/30/24
Project Consultant: Liberty Partners of Tallahassee						
Project: This funding will be used to purchase a Freightliner 1,250 gallon Tanker Truck, along with nine (9) SCBA Packs, twenty (20) SCBA Cylinders, nine (9) SCBA Facepieces, one (1) Charging Station, and six (6) Battery Packs. The tanker truck has been ordered and has an estimated arrival date of mid 2025 and all of the equipment has been ordered and received. The State is working on an extension for this project.						
Purchase of Fire Equipment Florida Department of Agriculture & Consumer Services, Florida Forest Service, Volunteer Fire Assistance Grant	Bunker Gear	Equipment	10.66	\$ 4,300 Match \$ 4,300	11/02/23	
Project: This funding will be used to purchase two (2) sets of bunker gear. The equipment has been received and we are now working on submitting a request for reimbursement to the State and closing the grant.						

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Chipley Lead Service Line Replacement Florida Department of Environmental Protection, Drinking Water State Revolving Fund		Planning Engineering Construction Technical Services		\$ 275,000 \$540,000 \$8,800,000 \$640,000 \$ 10,255,000.00		
Project: This grant/loan funding will allow us to perform a system evaluation and compile a lead service line inventory by inspecting available records, creating a set of engineering plans and specification to assist in the construction of new service lines to replace the existing lead service lines Fund construction of the lead service line replacement based on the inventory and plans and specifications. The funding application was submitted in November 2023 for the Planning and Engineering phases of the project in the amount of \$815,000.00. We will bring a resolution for approval on February 13, 2024.						
Shivers Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 200,000		
	Project Consultant: Fred Fox Enterprise					
Project: The City applied for this grant in September 2023 and we hope to have a funding answer by June/July 2024. If approved, this funding will be used to construct pickleball courts, an ADA playground and sidewalks to the new courts and playground, along with renovations to the existing parking lot, playground area, picnic pavilion and restrooms.						
Gilmore Park Project Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (FRDAP)		Development	37.017	\$ 50,000		
	Project Consultant: Fred Fox Enterprises					
Project: The City applied for this grant in September 2023 and we hope to have a funding answer by June/July 2024. If approved, this funding will be used to construct a new playground, picnic pavilion and security lighting, along with renovations to the existing playground, restrooms and parking lot.						
Old Chipley City Hall - Phase II Florida Department of State, Division of Historical Resources		Planning	45.031	\$ 50,000		
Project: This funding will be used to procure a consultant to do additional assessments to the building to include mold, electrical, mechanical and ADA recommendations. The architectural and structural assessments were completed in Phase I of this project.						
Council Chambers Audio/Visual/Livestream Upgrade FDEM ARPA Funding						
Project: The Council Chamber upgrades are being funded with ARPA funds. This will include audio and visual upgrades, as well as livestreaming capabilities. We have reached out to the vendors to get updated quotes and make a few changes to the original quotes. We have received one quote back and we should have the other quote back for approval on February 13, 2024.						

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2023 Bulletproof Vest Program United States Department of Justice, Bureau of Justice Assistance, Bulletproof Vest Partnership	2023 BVP	Bulletproof Vests	16.607	\$ 1,275 Match \$ 1,275	04/01/23	08/31/25
Project: This funding will be used to purchase three (3) bulletproof vests. Bulletproof Vests have a life of five (5) years and then they are required to be replaced. This grant covers up to 50% of the cost of the vests.						
Chipley Lift Station Generators Project Federal Emergency Management Association, Florida Division of Emergency Managmeent and Florida Department of Commerce, Comm. Development Block Grant	H0767 M0143 Project Consultant: Wheeler EMC	Generators	97.039 14.228	\$ 117,520 Match \$ 38,561	10/12/21 07/25/22	07/31/24 12/31/24
Project: This funding will be used to purchase one (1) generator for John Teal Lift Station and one (1) generator for Vo-Tech Lift Station. These generators will help during power outages related to hurricanes and prevent sewage spills. The estimated arrival date for the generators is June 2024.						
NW Stormwater System Restoration U.S. Department of Housing & Urban Development Florida Department of Commerce, Community Development Block Grant	M0014 Project Consultant: Melvin Engineering	Administration Engineering Construction CEI	14.228	\$ 2,916,119	04/25/22	04/24/25
Project: This funding will be used to clean, reshape and stabilize ditches, construct new lateral outfall ditches, and expand existing crossdrains in the in the Northeast section of the City. This will include new culverts and a major box culvert at Griffin Road. Project locations will be on or near the following: west of Griffin Road, Griffin Road, North and South Railroad Avenue, Old Bonifay Road, the corner of North Railroad Avenue and Rustin Drive, 1st Street, Watts Avenue, 2nd Street and Glenwood Avenue. This project is currently in the surveying and design phase.						
Washington County Industrial Park Project				\$ 7,714,100.00		
Project: This is a joint effort between the County and the City to develop water, sewer and gas infrastructure, along with a roadway in the Washington County Industrial Park.						

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City Hall Generator Federal Emergency Management Association, Florida Division of Emergency Managment	Project Consultant: Wheeler EMC	Generator	97.039	\$ 126,000		
Project: The City applied for this funding in August 2023. If approved, it will provide a generator at City Hall for hurricane related power outages. FDEM has reached out to us and asked additional questions about this project so we are hoping for approval.						
Chipley Fire Truck and Equipment United States Department of Agriculture Pass-through Florida Department of Agriculture and Consumer Services Community Facilities Loan and Grant Program	Resolution No. 22-31 Project Consultant: SERCAP	Fire Pumper and Equipment	10.766	\$ 338,000 Loan/Grant \$ 330,000 ARPA Funds		
Project: This funding will be used to purchase a new fire pumper apparatus and equipment to ready it for use. The truck has been ordered and is expected to be received between March and June 2024. The equipment for the pumper has been ordered and received.						
Chipley Mongoven Building U.S. Department of Housing & Urban Development Florida Department of Economic Opportunity, Community Development Block Grant	M0041 Project Consultant: Melvin Engineering	Engineering Construction CEI	14.228	\$ 852,800	04/14/22	04/14/25
Project: This funding will be used to purchase the Mongoven Building property, demolish the building, and build a nice park area. The property has been purchased and the demolition bids have been received. The contract will be on the agenda for approval on February 13, 2024.						
Chipley Peach Street Lift Station Improvements U.S. Department of Housing and Urban Development, Community Development Block Grant	H2567 Project Consultant: Fred Fox Enterprises/Mott MacDonald	Administration Engineering Construction CEI	14.228	\$ 700,000 ARPA Funds \$ 240,825	01/01/23	07/31/25
Project: This funding will be used to replace the Peach Street Lift Station and if the funds are available also complete septic to sewer on 1st Avenue. This project is currently in the environmental review phase.						

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Federal or State Agency	Agreement Number	Type of Work	CFDA Number	Funding Amount	Agreement Effective Date	Agreement End Date
Citywide Flooding Resiliency Improvements U.S. Department of Housing and Urban Development, Community Development Block Grants (CDBG-MIT) General Infrastructure Program	MT148	Administration Engineering Construction CEI	14.228	\$ 2,936,950	01/19/23	01/19/27
Project: This funding will be used to clean, reshape and stabilize existing ditches, construct new lateral outfall ditches; restore and expand existing cross drains to ensure proper conveyance to the stormwater management facility. This project is currently in the surveying phase.						
2023 Reconnecting Communities Improvement Project U.S. Department of Transportation, Neighborhood Access and Equity		Downtown Redevelopment	20.205	\$ 6,002,198.21		
Project: The City applied for this funding in September 2023. If approved, it will provide for redevelopment of the downtown area to include lighting, ADA upgrades, sidewalk upgrades, landscaping and parking.						
Public Works Building Solar Panel Project Florida Department of Agriculture & Consumer Services, Florida's Fiscally Constrained Energy Efficiency Program	30764	Construction	81.041	\$ 200,000.00		09/30/25
Project: This funding will be used to install a 40 kilowatt photovoltaic solar power system at the Public Works Building. The panels will be placed on the roof of the building. This project has been advertised for bids with a bid closing date of 01/31/24. We will have the engineers recommendation for bid award for approval on February 13, 2024.						
Communications Tower Federal Emergency Management Association, Florida Division of Emergency Management, and ARPA Funds.	Z0890 Y5052 Project Consultant: Wheeler EMC	Construction	97.036 21.027	\$ 99,194.00 ARPA Funds \$ 264,214.00 Insurance Funds \$ 38,768.00		
Project: This funding will provide a new Communications Tower for the City. The project was advertised for bids and Council approved Sabre Communications to construct the new tower. The Environmental Surveys & Studies and the Geotechnical Report have been completed. We are looking at an estimated construction start date of March/April 2024.						

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2023 PHMSA Infrastructure Grant U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Natural Gas Distribution Infrastructure Safety and Modernization Grant	Project Consultant: Florida Gas Utility	Construction	20.708	\$ 677,130.00		
Project: This funding was applied for in August 2023. If approved, it will include gas main and service line replacement, retiring existing gas mains and service lines, and replacing inoperable valves.						
Voluntary Annexation Project 1237 Panhandle Lane - Parcel #00-2245-0003 1447 Main Street - Parcel #00-2222-0001	Project Consultant: Emerald Coast Regional Council					
Project: Emerald Coast Regional Council has been working on the voluntary annexation of the two listed parcels in the City. These two ordinances are on the agenda for first reading on February 13, 2024.						