

# City Manager's Monthly Report



Dan Davis  
City Manager

October and November 2016

## Community Development Department

- New Residential Building Permit issued for 910 Gallberry Ct.
- Commercial Addition Site Plan Review completed & Building Permit issued for 703 N. State St.
- Continuing to work on the Bunnell Sidewalks project with TPO and local community agencies.

Kristen Bates, Deputy City Clerk,  
Acting Community Development Director



## Volunteer Fire Department

### Hurricane Matthew:

- Staffed station 24 hours per day from 10/6/2016 through 10/11/2016
- Personnel contributed a total of 538.5 hours during this time period
- Personnel ran 8 calls for service prior to the hurricane's arrival
- After hurricane passed, 9 personnel worked hand-in-hand with City police and public works doing initial damage assessment as well as cutting and tossing debris from roads
- After the initial damage assessment from 10/07/16 through 10/11/16, crews ran an additional 23 calls for service
- Participated in After Action Review

### Miscellaneous:

- Interviewed and processed one new volunteer
- 4 personnel attended Fall Festival at Bunnell Elementary School
- Attended Public Safety Job Fair 2015 on October 23 at Daytona State. Gave out approximately 10 applications

### Halloween in Bunnell

- Attended planning meetings and prepared IAP
- 7 personnel assisted with the event
- Participated in After Action Review

## Police Department

### Hurricane Matthew:

I am proud of our performance and perseverance prior, during and after the storm. The Bunnell Police Department truly echoed "Serve & Protect" our residents during this trying and difficult time away from our families.

### National Breast Cancer Awareness:

The Bunnell Police Department is showing its support for National Breast Cancer Awareness during the month of October by displaying pink badges on officers' uniforms.

"It is our hope to increase awareness of this dreadful disease and to raise funds for research into its cause, prevention, diagnosis, treatment and cure," according to the news release. Officers bought their own badges, and 10% of all sales is donated to the national cancer fund.

### Pastor Appreciation Day Oct 16<sup>th</sup>

The chief attended Pastor appreciation day celebration at the Carver Gym for Reverend Eli Emanuel and spoke to the church congregation and other attendees.

### Coffee with a Cop event Oct. 21.

The event was held at 8 a.m. at the State Street Diner at 601 N. State Street in Bunnell. Bunnell Police Chief Tom Foster and officers met and spoke with residents. Twenty-seven individuals showed up to participate in the inaugural event, which was a great success.

The event was designed to eliminate obstacles "such as radios, patrol cars and cell phones" so officers can have relaxed conversations with community members and build relationships and problem solve with citizens. No specific speeches or topics were on the agenda, just informal conversations about what matters to our Bunnell residents! The department will be hosting another event in 2017.

### Halloween in Bunnell Oct 31<sup>st</sup>

The success of this event was due to the great teamwork of the City of Bunnell team!

The Bunnell Police Department teamed up with Flagler County PAL, Kimberly Hale, who donated over 2000 pieces of candy for the event. Great costumes and fun times!

### "Back the Blue" Appreciation Day

Grace Academy, a Christian base school, located in Ormond Beach hosted, "Back the Blue" police appreciation day and invited the Bunnell Police Department to participate. The school invited police representatives from jurisdictions their students reside. Great presentations and songs were performed by the students and was much appreciated.



## Administrative Services Department

### City Clerk:

**Hurricane Matthew:** The Administrative Department served 8 hour shifts at the Flagler County EOC as the City's Liaison. IT supported where needed, and kept the website up to date. Made modifications of the phone system as needed. Had Bright House add an "Announcement" to the system so we could put storm related information out on the phone system prior to the auto attendant on the main number.

Lessons learned:

- Need 3 staff dedicated to this Emergency Support Function at the EOC
- Addition training to address the communication between the County EOC and the City EOC
- Need additional training regarding mission/incidents reporting through the use of the Share-Point process
- Need additional backups of critical City systems.

**Novus Agenda:** IT and the Deputy Clerk initiated a new agenda process. Worked with vendor to create agendas for all of the City's Boards and Committees meetings and provided staff training.

Utilized Novus Agenda to produce the agenda for the first meeting in November. Assisted the various departments with agenda item entry. Created an email / cheat sheet of the most common problems experienced in round one and how to avoid them.

The second meeting in the month went smoothly. Updated the website with the new interface to access the agendas. Provided preliminary training for the Commissioners to access the website enabling them to view the agenda online, and during a meeting.

**Human Resources:** Processed 3 New Hires 1-part time to full time.

Launched a new cafeteria plan with Colonial Life to offer employees option insurance coverage.

Completed organizing all employee files. Participated in Halloween organization. Started a training program for employees through Target Solutions. Assisted other departments as needed.

### Information Technology

**SJRWMD Surplus Hardware:** Used the donated equipment to combine the memory, and shuffle some of the hard drives around to build:

- 4 servers to be utilized in various departments
- 2 of the servers have been deployed to the Police Department
- 1 was sent to the Water Treatment Plant, and the last will be deployed to Public Works

The server at the water plant also had a large data storage device attached to it. This combination of equipment, and the associated software will be utilized to store the backup of the data in City Hall off site. The water plant being our newest building has a climate controlled communications room, and has a generator for power backup. The backup of the data will happen through the internet at night between the sites.

**WebCAD:** As part of the Computer Aided Dispatch (CAD) upgrade that was done the end of September by the County, a new product called WebCAD was deployed. Once reviewed and approved by the Fire Chief; a laptop was setup in the same office with access to the web interface. This frees up software licensing.

**Police Department:** Installed new security cameras in the new / renovated evidence room in City Hall. Installed the server software and started testing Dell Data Protection (DDP) on some spare PD laptops. DDP is the additional layer of security for the officer's laptops. Set up 3 new laptops, a new firewall, and the 2 servers mentioned above for the PD. These will be used with 2 projects scheduled in the budget.

**Water Plant:** Installed additional security cameras

**SharePoint:** Rolled out a couple new SharePoint sites, and made them available to the Department Heads. These can be utilized by departments to share information, review and modify documents, etc. This is an introduction to SharePoint.

## Public Works

### Public Works:

#### October

- Re-organized operating procedures
- Scheduled right-of-way mowing, median up-keep and equipment maintenance
- Developed action plan for the off season

#### November

- Storm related clean-up
- Cut and removed hazardous trees and limbs
- Repaired emergency building damage
- Assisted with damage assessments
- Cleaned storm debris from canals
- Implemented seasonal swale and canal rehabs
- Conducted weekly briefings with PW crews

### Solid Waste:

#### Hurricane Matthew

- Worked with Finance and City Manager to permit FEMA and DEP approved DMS site
- Experienced minimal service interruptions
- Completed debris clean-up within 30-days
- Minimal complaints throughout the event
- Disposed of 10k+ cubic yards of yard waste
- Operations were back to normal within 7 - days

### Utilities:

- Met with contractors regarding roof issues and to close out the WTP grant
- Continued the bi-weekly supervisors empowerment meetings
- Submitted the SJRWMD re-use water grant application
- Prepared for Hurricane Matthew
- Restocked sandbags, sand & fueled all generators
- Meetings with EOC by conference calls
- Alerted disaster contractors
- Managed Utilities WWTP and WTP operations with plant operators
- Worked from City's EOC during and after the hurricane event
- Received guidance from City Manager and Finance Director during the recovery phase
- Dealt with power failures at the WWTP and WTP
- Issued a boil water notice due to low system pressure due to failure of the main generator at the WTP
- Opened roads and cleared power lines
- Received grant award from SJRWMD for \$500k for the WWTP
- Received grant award from CDBG \$700k for the WWTP
- Received \$92k from USDA for a new Genset for WTP
- Approved repairs to WWTP air conduit system.

# Finance Focus



## **Budget performance:**

The close of fiscal year 2016 is in progress, but will take several months to complete. We anticipated increases to unrestricted reserves in both the General Fund and Water and Sewer Fund. We are unable to forecast the Solid Waste fund outcome for fiscal year 2016 at this time.

The end of November is 17% of the way through the City's fiscal year 2017.

Unfortunately, due to the Hurricane Matthew, salary and benefit expenses for the fiscal year to date are over budget by 3%.

The City anticipates recovering 87.5% of these costs through State and Federal (FEMA) aid.

In an effort to preserve City reserves, we have asked City Departments to closely review their annual budget.

If Departments are able to generate sufficient savings in the normal operating funds, for this shortfall, the current balance of reserve funds should be achieved.

## **We are making Progress:**

Finance staff attended numerous trainings, briefings, and inspections related to the filing FEMA requests for assistance, for the City's Hurricane related costs.

In addition, insurance claims were submitted for damage to the City's buildings resulting from Hurricane Matthew.

Finance also assisted with several grant applications and grant monitoring functions during this report period.

Finance staff completed another step of the pooled cash implementation project. Community Development and Business Taxes are now part of the pooled cash system. Also these payments can now be made with a credit card.

