



The *City Manager's Weekly Update* has been created to provide City Council members and staff with a weekly briefing on the status of citywide projects, programs and services.

Friday, January 25, 2019

City Manager's Weekly Update

Upcoming Events

January

28 5:15 p.m. Environmental Advisory Board Meeting

February

05 5:00 p.m. Golf Advisory Board Meeting
05 6:30 p.m. Regular City Council Meeting
19 6:30 p.m. Regular City Council Meeting
26 6:30 p.m. City Council Workshop
28 5:30 p.m. Planning Commission Meeting

Parks & Recreation

Adult Center

- We hosted the first Senior Dance of the year on Saturday, 1/19/19. We had roughly 50 participants who enjoyed light refreshments, dancing, and the 15-piece big band performance of The Sound.



The Sound performing at the dance



People dancing

- On 1/21/19, the Adult Center also hosted its first Bingo event of the year. We had roughly 80 participants come and enjoy light refreshments, bingo, and prizes.



Having fun at Bingo!

Riverwalk Park- Date night at Riverwalk Park

- Port Orange is hosting a one of a kind event at Riverwalk Park on February 15th from 6 pm-10 pm, the day after Valentine's Day! Parents do a lot for the children in our community and we figured it was time to have an event for the people that make it all possible, the parents. We will have a FREE child drop off at the Port Orange Parks and Recreation Gym for the Kids, we will have 75 spots available for children ages 6-14, registration will end 2/8/19, so register today! The Drop off at the Gym will begin at 5:30pm. The kids will be fed and entertained with all the games and toys we have available at the Gym. All children must be picked up by 10pm. After you drop your kids off at the Gym Head over to Riverwalk Park for the First Ever Date Night Event beginning at 6pm. The event will include, a S'mores Bar, Food Trucks, a Romantic Comedy movie that will be decided on by the people, adult beverages, and a romantic setting for you and a special someone. So, register your kids, bring a blanket, and come out to Riverwalk Park for the first ever Date Night Movie on February 15th from 6pm-10pm with the child drop off running from 5:30pm-10pm. For additional information, please visit www.port-orange.org/events or call 386-506-5934. Flyer below



Athletics

- Free Youth Lacrosse Clinic on Jan 30. Must RSVP to 386-506-5854
- Youth baseball and softball registration ends on Jan 27
- Youth baseball and softball coaches meeting on Monday, Jan 28th at 7:30 pm at the gym
- Placements for spring baseball and softball is on Saturday, Feb 2.
- Youth tennis registration ends on Feb 3
- Senior Games registration is going on until Feb 22

Project Update

- YMCA pool resurfacing is underway. The old surface is being brought down to the original concrete shell.



YMCA Pool getting grinded

Upcoming Events

- February 1st, 8:00 am, Bub Run 5k at City Center
- Get Fit Port Orange registration opens on February 1st and will close when 150 spots are filled.
- Get Fit program dates are March 3rd-May 9th

Police Department

- Sgt. Dean Gaver has been transferred to the Traffic Unit and will take over supervisory responsibilities on February 4, 2019.
- Detective William Harrison will be promoted to the rank of sergeant effective February 4, 2019 and has been assigned to Alpha Platoon.

Code Enforcement

- On January 4, 2019, a resident on Nancy Circle was cited for Outside Storage and Trash and Debris. The code enforcement officer monitored the progress and a re-inspection on January 21, 2019 found all items had been properly stored and all trash and debris had been removed from the property.

Before



After



Fire & Rescue

Fire Administration

- Our new Phase 1 traffic management system installation was completed this week. In an effort to reduce response times to emergency's and meet NFPA 1410 response time compliance, POFR had requested and received funding thru the CIP to install GPS enabled equipment of all our response fleet that will change traffic lights to favor emergency vehicles. This new equipment will allow our units to safely and quickly pass thru congested areas of Port Orange, starting with Dunlawton Avenue. All traffic lights on Dunlawton between Taylor Road to Ridgewood has had the new equipment installed. Special thanks to Division Chief Joe Wulfinf for managing this project from start to finish and our purchasing department for helping Chief Wulfinf get it thru the process in a timely manner. Phase 2 will begin in the next budget cycle and install additional traffic light changing equipment in additional high-volume intersections throughout Port Orange.
- Staff attended the annual Fire Rescue East show held at the Ocean Center in Daytona Beach. On display at the show is our new "Ladder 73," which will be going in service at Station 73 soon after the show.
- New Engine 71 and new Medic 73 are getting closer to being ready for service as early as next week.



Emergency Management/Public Education

- Our new Emergency Manager/Public Educator Shannon Ball from Newport, Tennessee started with us on Monday. Shannon brings 15 years of fire-based experience as a training officer, line firefighter and part time 911 operator from his home department. He holds a Bachelor's degree and a Master's degree in Emergency Management from Columbia Southern University and will be a great fit to Port Orange Fire & Rescue.



Administrative Services

Administrative Services

- GIS staff completed the prototype of a spatial based Information Kiosk that will serve as a tool for the general public. The kiosk includes information on zoning, future land use, council districts, fire stations, schools, and more and will be a helpful tool for those new to or looking to relocate to Port Orange. Once completed, the kiosk will be available on the city's website and staff will coordinate with the PIO to advertise it.
- A citizen in Port Orange working towards his doctoral degree in Computer Science interviewed the IT Manager several months ago as part of his research for a dissertation paper titled 'Exploring the Strategies Network Security Managers Need to Protect Their Networks From Backdoor Intrusions'. The dissertation has since been published and the citizen successfully fulfilled the requirements for his degree.
- Staff will be starting negotiations for a successor agreement with NAGE. An initial kick off meeting is scheduled for next week on Thursday, January 31st, 2019. It is the intent of staff to be well on their way to an agreement with the unit in preparation for the upcoming budget.

- The Employee Health & Wellness Fair was held this week, organized by Amanda Sarjeant, HR Administrator. The fair was well attended, and multiple vendors were on site to help employees to continue their focus on wellness in the new year!
- Interviews for the Finance Director will be held on January 30, 2019.

Finance

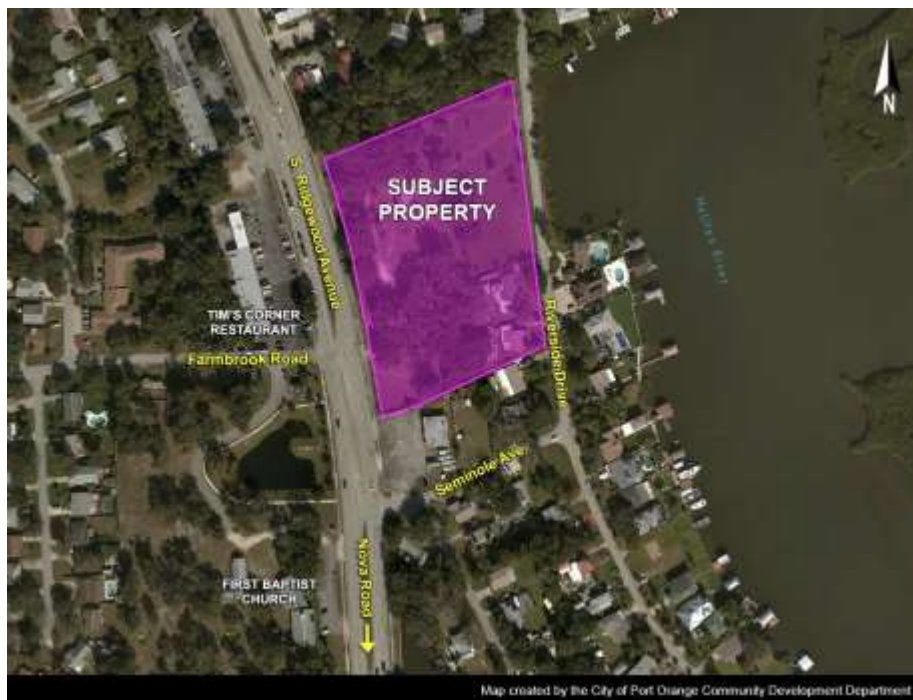
- This past Monday, the department welcomed Kacie Richardson, our Cash & Investments Accountant to Finance. Kacie holds a Bachelor's degree in Accounting from Florida Atlantic University and holds a certification as a Certified Government Finance Officer from the State of Texas. She has over twenty years of accounting and financial experience in the government sector and recently relocated, from Texas, to the Volusia County area.
- Finance is in the process of compiling the 1099-INT and 1099-MISC tax forms for tax year 2018. These forms will be mailed to recipients and filed electronically to the IRS by January 31, 2019.
- Finance staff is focused on compiling information to produce a clean trial balance for the audit team from James Moore & Co. to complete the 2018 fiscal year-end audit. Auditors are scheduled to be onsite February 4th – 15th, 2019.
- Staff continues work on compiling schedules, charts, and information for the FY19 Budget Book which will be submitted to the Government Finance Officers Association's (GFOA) Budget Award Program in early 2019.
- The Grants Manager attended the ECHO Advisory Committee's Eligibility Meeting. The final Grant Review Panel will take place on February 5, 2019 where the Committee will rank applications and make recommendations for awards.
- On Tuesday, January 22, 2019 the ECHO Advisory Committee and Volusia County staff came onsite to the Gymnasium. The Parks and Recreation Director and Assistant Director provided a presentation and tour of the facility and discussed the planned future use as the REC Center.
- Finance staff attended the Workday Community overview and intro videos on Tuesday and will be attending the Supplier Accounts and Procurement Discovery on Friday.
- Customer service was able to reduce the shut off list from 111 to 41 accounts this week.
- Finance continues the process of identifying and preparing additional records for storage at the new records center.

On the horizon

- Interviews with selected candidates for the Finance Director position will be held on January 30, 2019, with selection expected on or about February 8, 2019, and an anticipated start date of March 11, 2019.
- The audit team from James Moore & Company will be onsite for field work the weeks of February 4th – 15th, 2019.

Community Development

- On Wednesday, January 23, the Staff Development Review Committee (SDRC) met to review the proposed Harbor Landings Planned Unit Development (PUD) Master Development Agreement (MDA) and Conceptual Development Plan (CDP) for the property located between Ridgewood Avenue and Riverside Drive, north of Seminole Avenue. The subject property is 4.7 acres and was originally approved for a 49-unit townhome development (Oak Harbor Townhomes) in 1999 but not constructed. The proposed PUD would allow the development of 10 single-family homes and 16-townhome units along with associated site improvements. The proposed PUD would also require a Future Land Use Amendment to change from *Office/Residential Transition* to *Urban Median Density Residential* (4-8units per acre). It is anticipated that these applications will be reviewed by the Planning Commission and City Council in the Spring.



Location map of Harbor Landings

- The Environmental Advisory Board meets next Monday. A proposal by Public Works to remove a 60” diameter historic Live Oak tree from the Raintree Subdivision Entrance will be among the items to be discussed. The tree is located in a small median within the right-of-way of Raintree Drive south of Taylor Road. The asphalt pavement has buckled and been raised by the tree roots. The request is being made as the tree will continue to damage the roadway as the tree grows. Other options that spare the tree have been considered and determined to not be feasible.

Public Works

Fleet Maintenance

- Took delivery of a new 2019 Freightliner 114SD with a Vac-Con vacuum body for the Public Works & Utilities Department.



2019 Freightliner 114SD Vac-Con Vacuum Body

Building Maintenance

- Staff assisted the City Clerk’s office with their move to the Annex from the warehouse.
- Crews cleaned, prepped and pressure washed the Dorothy L. Hukill Annex sidewalks.

- Staff picked up and installed the new handrails for the sidewalk that goes around the City Hall Pond.



Handrails for the Sidewalk around City Hall

Drainage

- Staff completed construction of the new catch basin on Poinciana Avenue. This project is now completed.



Staff Building Drainage Structure



New Concrete Drainage Structure

- Crews hydro-seeded various areas at the DLH annex without irrigation under the oak trees.



Hydro Seeding under the Oak Trees at the Annex

Grounds

- Staff installed sod at the Police Department.
- Crews mowed the ditch on Niver St.
- Crews raked under the oak trees, installed mulch, plants and trimmed the oak trees on the south entrance at the DLH Annex.



Oak Trees trimmed at the Annex Entrance



Plants installed at the Annex to the next to the Future Flexi-Pave Sidewalk

Roads

- Sign maintenance was completed at the school crossing in front of Silver Sands School.
- Sidewalk inspections were done in the Groves Subdivision off Long Grove Lane.
- Dragging of Bushman Park due to unsafe and hazardous washouts and dips in the dirt road.
- Staff repaired and patched the asphalt in various spots in the parking lot at the Annex building. The entire parkage area was prepped for seal coat and striping by the contractor this weekend.



Annex Parking Lot Before



Annex Parking Lot After

Next Week's Schedule

- Roads staff will be working on a punch list of items that need to be completed at the DLH Annex.
- Grounds staff will be attending to citizen connects and attending to irrigation checks.

Public Utilities

- It was discovered that water from the wetlands in the Shunz Road property was not migrating under the roadways. Upon investigation between the City Forrester, Drainage crews and the Field Operations crews, it was discovered that 5 sections of the drainage pipe had collapsed and required repairs.



Investigation Reveals Failures in the Culvert System at Shunz Road

Water Reclamations Facility

- The contractor continues work on the influent bypass project. This week, the leaks in the structure walls were repaired.



Structure Leaks Before Repairs



Structure Leaks After Repair

- The stairs to the influent structure had to be removed to enable the contractor access to the 42-inch piping. The entire influent structure is being temporarily bypassed to allow the contractor to perform the required work.



Stair Removal at the Reclamation Facility Headworks

Field Operations

- Crews repaired a sewer lateral at 25 Black Jack Circle.



Sewer Lateral repaired at 25 Black Jack Circle

- Crews replaced a broken clay pipe sewer lateral on Pineland Ave. with PVC pipe.



Broken Clay Pipe on Pineland Ave.



Repaired Sewer Pipe on Pineland Ave.

Lab Operations

- Crews conducted required wetland sampling on Shunz Road property.



Lab Staff Monitor Wetlands on Shunz Road Regularly

Water Production

- Work continues on the backwash pump/pipe replacement project at the Water Plant.



18 x 20-inch Tee, 18-inch Valve, and 20-inch Valve were Installed into the existing 20-inch pipe

City Attorney

- The city contract documents are completed with vendors for the following projects:
 - Mead & Hunt, regarding US1 water main improvements for Farmbrook Road to Niver Street
 - E-Z-Go Division of Textron, regarding golf carts for Cypress Head
 - CDW Government, for the software licenses

On the horizon

- The Utilities and Legal staff are working to improve service delivery to mobile home parks owners receiving potable water service. A new ordinance will be developed for City Council's consideration. In addition to recovering the cost of metering, the ordinance will provide a greater level of water resource conservation.

City Manager

ERP Update

- Workday ERP Project activities have begun! We have three main project teams, HR, Finance, and IT, although these teams work in an integrated fashion as well; sharing information and making joint decisions where applicable. Our implantation partner Collaborative Solutions, (CS) team leads are currently meeting with the City project teams in a series of 'discovery' meetings to prepare for the 'architect' sessions. The architect sessions are day long or multiple day sessions where the CS leads' and City project team leads work together to design how Workday will be set up for the City. There is also some pre-project training that the project teams will be taking during this period so as you can imagine, this is a very busy time for all of these folks and of course they still have their day to day job functions to carry out. As the project takes up much of the project team members time, some of their usual duties will fall to the extended HR, Finance, and IT teams which is a great learning opportunity for all involved.

A formal project kick-off meeting for our upcoming Workday journey (jointly presented by Collaborative Solutions and the City) will take place on February 11th, 2pm-4pm in Council Chambers for those interested in attending.

- The Citizen Survey is "out on the street." Please make sure you share your opinion and let others know they should as well. The survey has been emailed to large numbers of people throughout the City. It has been advertised on our social media platform and there is a link on our website.

As always, if someone needs assistance in providing feedback or wants to do it on paper, they can contact the City Clerk's office. The deadline to provide feedback is March 15th at midnight. The link to the survey can be found here: <https://www.port-orange.org/CivicAlerts.aspx?AID=133>.

- City Staff have been preparing upcoming presentations regarding Stormwater and Fire Service Fees. These items will be presented to Council for further consideration on February 5th and February 19th respectively.
- Invitations were sent this week for the 16th Annual Freemanville Day Ceremony, which is set for Tuesday, February 12. A city and county proclamation will be read, and a few speakers will participate to help celebrate the day. Refreshments will be served after the ceremony.
- Registration for the 2019 State of the City Address will begin on February 1 for the public to attend this free event on February 13 at the Riverside Pavilion. The public will be able to RSVP through the city's website. Seating is limited to 125 people and lunch will be served. Details about the event will be communicated to the public on the city's website, social media platforms, etc.
- Public Information Officer attended the 2019 Florida PIO Symposium on Friday, January 25, sponsored by the Florida Association of Public Information Officers. This was a great opportunity to learn from some of the best in the field including Tom Llamas, anchor of ABC News' World News Tonight Weekend Edition and Chief National Affairs Correspondent and Mayor of the City of Parkland, Hon. Christine Hunschofsky, and how the city dealt with the school tragedy and managed the message in the media.
- In his official capacity as a member of the Public Management Matters Committee through the Florida City and County Management Association (FCCMA), the Assistant City Manager represented Port Orange and FCCMA in the City of Palatka this week. Alan presented the City of Palatka with a certificate from FCCMA recognizing 2019 as the 95th anniversary under the Commission-Manager form of government. Alan will be presenting a similar certificate to the Town of Ponce Inlet later this year.



Bids

CURRENT SOLICITATIONS

RFP#	17-08	Naviline Land File Clean-Up.	Project on Hold.
ITB#	17-29	Dunlawton Medians Landscaping Spruce Creek RD to I-95.	Revising Specifications.
ITB#	19-01	Police Shooting Range Facility	Awaiting Specifications and Permits
ITB#	19-02	Concrete Installation, Repairs and Replacement	Non-Mandatory Meeting scheduled 1-25-19
ITB#	19-03	N. Spruce Creek Sidewalk SR5 to Angelina (LAP Project)	Awaiting Bid Form Request Approvals and Specifications
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	Non-Mandatory Meeting scheduled 1-29-19
ITB#	19-06	Hunt Club Lease	Awaiting Draft Approval from Issuing Department
ITB#	19-07	Wrecker Towing Services Agreement	Awaiting Specifications
ITB#	19-08	Landscape Maintenance Services of City Right of Way	Awaiting Specifications