



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, March 1, 2019

City Manager's Weekly Update

Upcoming Events

March

05	6:30 p.m.	Regular City Council Meeting
13	9:00 a.m.	Code Special Magistrate Meeting
27	9:00 a.m.	Code Special Magistrate Meeting
28	5:30 p.m.	Planning Commission Meeting

April

02	5:00 p.m.	Golf Advisory Board Meeting
02	6:30 p.m.	Regular City Council Meeting
10	9:00 a.m.	Code Special Magistrate Meeting
16	5:15 p.m.	Parks & Recreation Advisory Board Meeting
16	6:30 p.m.	Regular City Council Meeting
22	5:15 p.m.	Environmental Advisory Board Meeting
23	6:30 p.m.	City Council Workshop
24	9:00 a.m.	Code Special Magistrate Meeting
25	5:30 p.m.	Planning Commission Meeting

Police Department

- The 2019 Citizens Police Academy is now underway. The next class will be held at the Volusia County Emergency Operations Center, where students will see the inner workings of the 911 dispatch system and countywide emergency management efforts.

Administrative Services

- GIS staff developed a spatial based Information Kiosk that will serve as a tool for the 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. Staff plan to link the kiosk on the city's website next week and will work with the PIO to promote it.
- HR partnered with Results Performance Consultants to conduct a day long mandatory management training course for supervisors and managers covering Employee Relations, Employment Law, The Role of Managers and Supervisors, Providing Feedback to Employees, and Performance Management.
- Staff continues to work on the architecture and design of the new ERP system Workday for topics to include recruitment, benefits, talent/performance, time and absence.

Fire & Rescue

Fire Administration

- Port Orange Fire hosted an 8-hour training session on Leadership for aspiring fire officers and firefighters. Retired Fire Chief Rick Kolomay from Schaumburg, Illinois spoke to attendees from Port Orange and throughout Volusia County about the importance of mentoring our crews, setting high expectations of our younger members and reminding everyone the citizens we serve expect us to take on high levels of personal and professional risks when someone's life is in danger.



Photos show the retired Fire Chief Rick Kolomay from Schaumburg, Illinois, who spoke to attendees from Port Orange and throughout Volusia County about the importance of mentoring our crews

- Just under 4 hours after our Leadership training concluded, line crews responded to a working structure fire near Lafayette and Oak Street on Wednesday night. First arriving crews arrived in just under 5 minutes and found a single-story house with heavy fire venting thru the roof. An aggressive and coordinated interior fire attack was immediately started, resulting in the discovering and rescue of a 79-year-old male resident who suffered significant burns. Patient was removed from the house and treated by fire department members, then transferred care over to Volusia County EMS. He was declared a trauma alert and was quickly airlifted to Orlando Regional Medical Center. The cause and origin of the fire is under investigation by Fire Marshal Beau Gardner with assistance from the Florida State Fire Marshal's Office but appears to be accidental.



Photos show our firefighters responding to a working structure fire near Lafayette and Oak Street.



Photo shows our firefighters at the scene of a structure fire near Lafayette and Oak Street.

- Our Training Division completed another 40-hour class instructing area firefighters on Fixed Alarm systems. With the continuing development of new multiple occupancy commercial and apartment buildings, it is vital our crews maintain skill sets on how these complex fire alarm systems operate.

Emergency Management

- Met with our partners in the Finance Department to get up to speed on the cost recovery process related to Hurricane Irma. A future meeting is being planned with our FEMA caseworker to ensure a smooth transition now that Port Orange has a new Emergency Manager in place.

Public Utilities

Water Production -Garnsey Water Plant

- Work continues on the capital improvement backwash project. A preliminary punch list is being developed.

Field Operations

- Staff Replaced a Fire Hydrant on Viking Drive



Crew Replacing Fire Hydrant on Viking Dr.

Water Reclamation Facility

- The capital Influent Bypass Project achieved substantial completion this week. Only cleanup of site is remaining.



Influent Bypass Project complete except for the clean-up and painting

- The facility operating permit renewal application and supporting information was submitted to Florida Department of Environmental Protection. The current permit expires August 20, 2019 and renewal applications must be submitted 6 months in advance.

Public Works Department

Fleet Division

- Took delivery of a new 2019 Ford F350 4X4 Utility Truck for Public Utilities Field Operations and a new 2019 Nissan Frontier 4X4 for Public Utilities Water Production.



A photo of a 2019 Ford F350 4X4 Utility Truck



A photo of a 2019 Nissan Frontier 4X4 Pickup

Building Maintenance

- Staff continued assisting staff settling in the DLH City Center Annex.

Drainage

- Gradall is working on Jackson St. just North of Dunlawton cleaning out the ditch until next week.
- The spider excavator finished cleaning out the ditch behind Sleepy Hollow and the project has been completed.



Sleepy Hollow Before



Sleepy Hollow After

- Crews have started working on the Yorktowne sidewalk drainage project and will continue until completed for the next several weeks.



Yorktowne Side Drainage work In Process

- Cambridge pump station is the process of having a new SCADA system installed to monitor/operate the pumps remotely.

Grounds

- Staff graded and filled in the ruts on Dunlawton Ave in various areas from cars driving on the grass.
- Crews string trimmed the corner of Dunlawton Ave. and Taylor Ave.



Taylor Road Before



Taylor Road After

- Grounds removed moss and dead trees on Dunlawton Ave.
- Staff mowed the City owned lot at Monroe and Oak St (formally known as the Bruno Property).

Roads

- Sign Maintenance was completed in Forest Preserve Subdivision due to a sign survey done by Police Department.
- Shoulder repairs done on Oak Street and various areas around the city due to hazardous and unsafe drop-offs on the edge of the road.

- Installing delineators at various medians on Dunlawton Ave due to vehicles running off the roadway.



A photo showing Dunlawton median Before



A photo showing Dunlawton median After

Parks & Recreation

Special Events

- This Sunday, the 6th Annual Get Fit Port Orange Health & Fitness Challenge will Kick off at the Lakeside Community Center. The ten-week Challenge aspires to teach and motivate participants to live an active, balanced lifestyle to improve health and lose weight. Through a culmination of physical activities and nutritional guidance, participants are encouraged to "Get Fit!". The program has once again sold out at 150 registered participants.

YMCA Pool Renovations

- The pool resurfacing has been completed! Final inspections are scheduled for Friday and they are finishing up on the deck clean up.



YMCA POOL



YMCA POOL & DECK

Upcoming Events

- March 1st and 2nd-Spruce Creek High School softball tournament at Coraci Sports Complex
- March 6th-Port Orange Rec night at the Embry Riddle Aeronautical University Lacrosse game at 4&7pm
- Get Fit program dates are March 3rd-May 9th
- Youth Spring Baseball and Softball Opening Day is Saturday, March 9 at City Center Sports Complex
- March 28th-31st, all day: Spring Fair & Food Festival at City Center Park

Parks Maintenance Report

- Recently at Riverwalk Park, a fire was started in the restroom destroying many components. The estimated cost from a Company for this repair was \$9,213.62. Parks crew decided to strip the room of all the burnt parts, repainted the walls by using a solvent-based stain-blocking primer first then painting the color and replaced all restroom components saving the City \$6,074.48 by doing the repairs themselves.



A photo showing Riverwalk restroom that caught fire



A photo showing the repairs after the fire



A photo shows repairs being done after the fire



A photo shows the completion of painting

Community Development

- On Wednesday, a pre-application meeting was held with the NexCore Group to discuss a proposed assisted living facility at the southeast corner of Williamson Boulevard and Oak Water Lane. The NexCore Group is based in Denver Colorado and develops healthcare facilities for hospitals, assisted living facilities, health systems, and physicians. The proposed development would include approximately 150 beds (66 independent living units, 60 assisted living units, and 24 memory care units) in one building.



ORANGE CITY



PALM COAST

NexCore Group architectural rendering examples from Orange City (top rendering) and Palm Coast (bottom rendering) assisted living facilities.

In addition to the assisted living facility, a community-scale multi-tenant commercial building may also be developed. The subject property is +/-18.7-acres and 13-acres has a Future Land Use designation of *Commercial* and the remaining 5.7 acres has a Future Land Use designation of *Conservation* that consists of wetlands that will remain. The property has been zoned Planned Commercial Development (PCD) since 1999, but it does not have a Master Development Agreement (MDA). The proposed development will require an MDA to be established and the MDA will go before the Planning Commission and City Council. If the MDA is approved, a site plan then will be submitted for staff to review for compliance with the Land Development Code, Florida Building Code, and the MDA. The applicant plans to hold a neighborhood meeting with the Ashton Lakes HOA prior to submitting their applications to the City.



Location map of proposed Assisted Living Facility

- A temporary Certificate of Occupancy (CO) was issued to Giuseppe’s Steel City Pizza to allow the restaurant to open to the public from February 28 to April 8. The official CO for the restaurant will be issued once the former restaurant building is demolished and the parking lot and site landscaping is completed. According to the owners, the remaining site work and demolition of the former restaurant is to begin in March and be completed by April 7.



Aerial image of Giuseppe’s Steel City Pizza and location of remaining site improvement to be completed

- To assist in getting information out to residents about what requires a building permit according to Section 105.1 of the Florida Building Code, the Building Division created the following Public Service Announcement (PSA) that will be posted on social media and at public locations in City buildings:

What requires a BUILDING PERMIT

Building permits are required for the following, but are not limited to:

✓ Accessory building (shed, carport, barn, etc.)	✓ Drywall/Cement Board	✓ Mobile homes (new & replacements)	✓ Siding
✓ Addition	✓ Duct work	✓ New building	✓ Solar
✓ Alterations/Repairs	✓ Electrical	✓ Paver patio/driveway	✓ Spa (outside)
✓ Boathouse	✓ Fence	✓ Plumbing	✓ Storm shutters
✓ Concrete driveway/walkway	✓ Fireplace installation	✓ Renovation interior/exterior	✓ Swimming pools (including resurfacing)
✓ Deck	✓ Gas	✓ Roof (new & re-roof)	✓ Walls
✓ Demolition	✓ Garage Door	✓ Screen enclosure	✓ Water heater/water conditioning system
✓ Dock	✓ Generator	✓ Sea wall	✓ Window replacement
✓ Door Replacement (exterior)	✓ HVAC change out (A/C)	✓ Security System (low voltage)	
	✓ Mechanical		

If you have further questions, please contact the Building Division at (386) 506-5602 **before starting** any work to determine if a permit is required.

Per Section 105.1 of the Florida Building Code - Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the Building Official and obtain the required permit.

PENALTY FEE FOR WORKING WITHOUT A BUILDING PERMIT

Any work requiring a building permit that begins prior to issuance of a building permit is subject to the following penalties in addition to the applicable permit fee (Section 14-48 of the Code of Ordinances):

- Before submittal of permit application - \$500 or double the applicable permit fee, whichever is greater
- After submittal of permit application, but before permit is issued - \$300 or the applicable permit fee, whichever is greater

BE AWARE ←

Work that may not require a permit:

- ▼ Minor non-structural interior alterations/repairs (wall/ceiling repair, flooring, interior doors)
- ▼ Painting; floor coverings (carpet, tile, wood)
- ▼ Sink, faucet, valves, and trap replacement/repair; garbage disposal, clogged drains, existing sewer lines
- ▼ Appliance replacement/repair (any appliance with factory-affixed cord into existing outlet)
- ▼ Install refrigerators, freezers, ranges, cook tops
- ▼ Portable heating, A/C units (wall or window); however, new electrical wiring requires an electrical permit

COMMUNITY DEVELOPMENT - BUILDING DIVISION
 Please, contact us for more information at (386) 506-5602
www.port-orange.org

A flyer that shows “What Requires a Building Permit”

Finance

- The Grants Manager and Victim Advocate Coordinator prepared and submitted the 2019-2020 Victims of Crime Act (VOCA) grant application. Purchasing held the pre-bid conference for Lease of the Hunt Club, ITB 19-06, Tuesday February 26, 2019.
- Applicants for the Revenue/Capital Projects Coordinator position are being reviewed to determine a short list for interviews.
- Staff continues working with the audit team from James Moore & Co. to complete the 2018 fiscal year-end audit. Staff also 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.
- Staff is working on the proposed FY20 Budget Calendar that is now scheduled to go before City Council on April 2, 2019.
- The Finance Director continues to meet with each of the Department Directors to establish open communication and feedback on any outstanding issues.
- Purchasing continued to work with Collaborative Solutions this week on integrations with the SunTrust P-Card system and Staples for the office supply contract.
- Customer Service started with 266 delinquent accounts on the shut off list. After reaching out to the customers on the list, the final count for shut offs was 98.

On the horizon

- The FY20 Budget Calendar is currently scheduled to go before City Council on April 02, 2019.
- The annual submittal of unclaimed property is due to the State by May 1, 2018 in accordance with Florida Statute 717.

City Attorney

- The city contract documents are completed with vendors for the following projects:
 - ITB 19-04 with TruGreen for athletic field spray services
 - ITB 19-02 with Sparks Concrete for concrete services
 - Sunshine State Officials for umpires and scorekeepers
 - DataWorks Plus regarding software maintenance and support
 - Task Authorization for the Police Shooting Range
 - ITB 17-31 SR 421 regarding lighting from Spruce Creek to US1
- A canvassing board is required to oversee the votes for the Special Election on April 30th for the District 1 Council member. Legal has prepared the documentation and guidance with the assistance of the City Clerk.
- The abandoned church property on Madeline Avenue continues to present a challenge. Legal is working with Community Development and Code Enforcement to resolve.


City Manager

- City Manager and Police Chief kicked off a public education campaign on WSBB radio this week about panhandling in Port Orange. The radio segment is posted on the city's website, social media, etc. for citizens to listen and get educated on the city's stance on the issue.



A photo of City Manager, Jake Johansson and Police Chief Tom Grimaldi talking to WSBB about the issue of Panhandling.

Bids

2/28/19 Status of Bids and Proposals					
					
Type	Bid #	CURRENT PROJECTS	Dept	Status	
ITB#	17-29	Dunlawton Medians Landscaping Spruce Creek RD to I-95.	PR	Revising Specifications.	
ITB#	19-01	Police Shooting Range Facility	PD	Awaiting Legal Contract 2-22-19	
ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	COMPLETED 2/2019	
ITB#	19-03	N. Spruce Creek Sidewalk SR5 to Angelina (LAP Project)	CD	Awaiting Specifications	
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	COMPLETED 2/2019	
ITB#	19-05	Chemicals for Water and Waste Water Plant	PW	Awaiting Civic Clerk Approval 2-6-19	
ITB#	19-06	Hunt Club Lease	PR	Bid Release 2-12 Pre-Bid Meeting 2-26 Bid Opening 3-19	
ITB#	19-07	Wrecker Towing Services Agreement	PD	Bid Release 3-1 Pre-Bid Meeting 3-15 Bid Opening 4-5	
ITB#	19-08	Landscape Maintenance Services of City Right of Way	PW	Awaiting Draft ITB Approval and Civic Clerk Approval 2-12-19	
ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station No.71 and No.74	FD	Bid Release 3-12 Pre-Bid Meeting Scheduled 3-26 & 4-2 Bid Opening 4-23	
ITB#	19-10	Fence and Backstop Replacement	PR	Awaiting Civic Clerk Approval 2-15-19	
ITB#	19-11	Install, Replace Pedestrian School Signs	PW	Awaiting Civic Clerk Approval 2-14-20	
ITB#	19-12	South Commonwealth Water Main Improvements	PW	Awaiting Specifications and Civic Clerk Approval 2-21-19	
ITB#	19-13				
ITB#	19-14				
RFP#	19-01	Physical Facility Security and Surveillance	IT	Awaiting Specifications and Civic Clerk Approval 1-29-19	
RFP#	19-02	Saw Palmetto Berry Harvest	PR	Awaiting Civic Clerk Approval 2-14-19	
RFP#	19-03				
RFP#	19-04				
Type	Bid #	COMPLETED PROJECTS	Dept	Status	
V	ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	Bid opened on 2-15-19 Council Review for approval 3-5-19
V	ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	Bid opened on 2-19-19 Council Review for approval 3-5-19
Type	Bid #	FUTURE PROJECTS	Dept	Status	
		YMCA Exterior Painting	PR	Est: Early April	
		Recreation Design	PR	Est: Early April	
		Internet & Voice-over IP Contract (renewal contract)	IT		
		Virginia Monroe drainage	PU		
		Howes Street drainage	PU		