



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 8, 2019

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *March*

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

## Parks & Recreation

### Special Events

- The Get Fit Port Orange Health and Fitness Challenge kicked off this past Sunday. The Kickoff and first workout had excellent attendance and the group is excited for the next 10 weeks of activities.



**A photo of first workout of Get Fit**



**Photo of kickoff at Lakeside Center**

- We received our new carts at Cypress Head Golf Club. Long time volunteers Wayne and Ronnie Roberts receiving service award for playing Santa and Mrs. Claus for over 15 years.



**Photo of Susan Lovallo, Wayne Ronnie Roberts, Jake Johansson**



**A photo of new golf carts**

## Parks Maintenance Report

- The dock at Shamrock Street was removed and the parts were repurposed. The decking lumber went to the Fire department for their training facility. The Parks crew picked up the pilings and will reuse the materials at Buschman Park.



Photo of the dock before it was removed



Photo of the dock after it was removed

## Upcoming Events

- Get Fit program dates are March 3<sup>rd</sup>-May 9<sup>th</sup>
- Youth Spring Baseball and Softball Opening Day is Saturday, March 9 at City Center Sports Complex
- March 14<sup>th</sup>-Senior Games Opening Ceremony at the Port Orange Adult Center at 1:00 pm
- April 6<sup>th</sup>, 10:00am-3:00pm: Festival of Spring and Craft Show at City Center Park

## Police Department

- Chief Grimaldi and City Manager Johansson continued with the anti-panhandling education campaign by talking about our strategy on the Mark Bernier Show on WNDB.
- Officers ate lunch with the students at Spruce Creek Elementary School on Wednesday. The increased presence at schools through the D.A.R.E. program, Walk and Talks, and additional efforts has been well received by administrators, teachers, and parents alike.
- Charlie Platoon had their semi-annual training day covering weapons qualifications, defensive tactics, and less-lethal training.

## Administrative Services

- Representatives from Florida Health Care Plans gave staff a tour of the new extended care hours facility located in the Florida Health Care Building at 740 Dunlawton Ave. Employees can now use this location as part of the Workforce Wellness Clinic networks if they are covered until our health insurance plan for \$10. They also provided an Executive Summary of the Employee Personal Health Assessments conducted and the Employee Wellness Fair in January. Initial discussions we held regarding have FHCP staff come on site on a regular basis to provide information on health and wellness topics such as healthy eating habits, smoking cessation, etc.
- Staff participated in the last of the architecture and design sessions of the new ERP system Workday. The topics this week included Compensation and Payroll.
- The annual Student Government kick off day was held this week at Atlantic High School. HR Administrator Amanda Sarjeant will be representing Human Resources. Ashlee Malone will be representing Information Technology. This year's IT project will be a joint GIS and Parks & Recreation Project and the assigned students will work together to determine a location for a new park in Port Orange using population and zoning data housed in GIS.
- Staff will begin meeting with departments next week to discuss any personnel needs for the FY20 budget process.
- Next Wednesday and Thursday staff will be providing training to a subset of the Police Department on the time and attendance system as a beta group for moving the team to an electronic time keeping system.
- GIS staff is working with Community Development to create an online development progress map to better visualize the status of various building development projects in the city. Once completed, this map will be available on the city's website under the 'Maps and Geographic Information Systems' link.
- Thursday morning, at approximately 9:00 am, an issue at Spectrum's Orlando network operations center caused a widespread voice-over-IP phone outage to their customers which also impacted our city offices. Notices were posted to the city's website and to social media informing residents of our loss of phone service. Service was restored by Spectrum at approximately 12:00 pm. Staff is meeting with Spectrum representatives next Friday to discuss the outage and what they can do in the future to mitigate issues such as this.

## Public Works Department

### Building Maintenance

- Annual termite inspection was performed by a licensed contractor at the Police Department.
- Monthly cleanup was performed at Public Works around the woodshop and storage sheds.



**A photo of one of our staff blowing off the Public Works parking lots**

- Painted a Detectives office at the Police Department.



**A photo of Detective's Office Painted by Staff**

## Drainage

- Crews continue work on Yorktowne Blvd. installing stormwater drain pipe along the sidewalk.



**A photo of Yorktowne Blvd. where a stormwater drain pipe is installed**

- Mowing crew was out cutting and trimming around the police impound lot.
- Gradall is out cleaning and digging out the Oak street ditch from Jackson St. to Dunlawton Ave.

## Grounds

- Irrigation batteries were checked and replaced on Dunlawton Ave., Nova, and US 1.
- Weed control sprayed along Dunlawton Ave., Nova, and US 1 concrete curbs.

## Roads

- Crews installed a sign at Raintree Subdivision to receive input from the residents. This historic Oak tree that has severely damaged the road. The roadway is heaved up approximately 12-14” near the tree. It is a safety hazard especially when cars are parked along the sides of the road (for residential visitors to the homes), which cause vehicles to bottom out when the drive over the raised area of the roadway. The island is narrow. Any cutting of the tree roots would severely damage the tree because the roots are larger than 4”. Options are under review. Staff is working with the Environmental advisory board.



**A photo of the sign posted by the tree on Raintree Drive**



**A photo of the current condition of a roadway on Raintree Drive**



**A photo of the current condition of the roadway on Raintree Drive**



**A photo of the current condition of the roadway on Raintree Drive**



- Pot holes filled in with asphalt under the Dunlawton Bridge and by the boat ramp.



**A photo of pavement repairs under Dunlawton Ave. Bridge**

- Placed signs on Dunlawton Ave and Ridgewood Ave for the up and coming bike week event.



**A photo of signs installed in preparation of Bike Week**

- Shoulder repair done at the corner of Willow Run Blvd. and Hidden Lakes Dr. due to a hazardous drop-off.



A photo of Hidden Lakes Dr. during repairs



A photo of Hidden Lakes Dr. after repairs

## Community Development

- The Go Make a Difference 5K, hosted by All Aboard Storage, will take place this Saturday, March 9, 2019, from 6:30 a.m. until 10:00 a.m. The 3.1-mile race route is entirely within the Port Orange city limits. The race will start and finish in the parking lot at the Clark Office Building located at 5111 Ridgewood Avenue. Runners will head east on Katherine Street, turn right and proceed south on Riverside Drive and turn around just past Oak Street. Participants will be running within the streets listed above. This is the 2<sup>nd</sup> annual event for the Go Make a Difference 5K and the race route has not change since 2018. No incidents or Code violations were reported as a result of the race in 2018.

## Fire & Rescue

### Fire Administration

- Received notification this morning the 79-year old male citizen who was rescued from a house fire late last week, has passed away from his burn injuries. This is the second fire fatality Port Orange has suffered in the past year and a half. Staff will be looking at ways to increase public awareness on the importance of having working smoke detector within every home, focusing on areas of Port Orange that are economically challenged.
- After nearly 18 months of equipment purchase and core level training, our POFR Technical Rescue/Confined Space Rescue team (TRT) has been fully integrated in to the Volusia County 911 centers dispatch procedures. In the event anything of a technical rescue related event were to occur in Southeast Volusia County, highly trained members from POFR, Edgewater, New Smyrna Beach and South Daytona will be simultaneously alerted to respond as a group to mitigate the emergency. Special thanks again to Director Stevens and her commitment to help us get this team up and running.



**Photos of the POFR Technical Rescue/Confined Space Rescue Team (TRT)**

- Our line crews received training this week on confined space rescue operations at the Tiger Bay training center, thanks to the expertise provided by our very own TRT members.

### **Emergency Management/Public Education**

- Has been researching any addition needs or documentation to finalize Hurricane Irma recovery costs. Some things have remained stagnant since the departure of our previous EMC and we are working to get our new EMC acclimated to the process of hurricane recovery.
- Is preparing for Hurricane season 2019 by looking at debris removal contractor options and researching the contracts of those we currently have in place.

## **Finance**

- Representative Leek introduced two bills this week to the House Appropriations Subcommittees requesting funding for Port Orange projects. The bills are HB3789 REC Center-Phase I and HB3791 Howes Street and Orange Avenue Drainage and Stormwater Quality Improvements.
- Finance Managers and staff spent the full week with Collaborative Solutions in various architect and integration sessions to build the framework for implementation of Workday Finance.
- Applicants for the Revenue/Capital Projects Coordinator position were reviewed and candidates were short listed 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.

### **On the horizon**

- The FY20 Budget Calendar is currently scheduled to go before City Council on April 2, 2019.

- The FY2018 Comprehensive Annual Financial Report is scheduled to be presented by James Moore & Co. for acceptance by City Council on April 2, 2019.
- The annual submittal of unclaimed property is due to the State by May 1, 2019 in accordance with Florida Statute 717.

## Public Utilities

### Field Operations

- Crews repaired a manhole on Greenfield Drive which was causing a depression in the easement. This is part of the ongoing inflow and infiltration (I&I) project to stop rain or ground water from entering the sewer collection system.



**A photo of a connection to the repaired manhole**



**A photo of the inside of the manhole after repairs**



**A photo of surface restoration after the manhole repairs**

- The 10-inch Ponce Inlet water meter on South Atlantic Avenue was replaced as part of the meter replacement project. This is one of two pipelines that feed Ponce Inlet. The old meter registered over 7.5 million gallons prior to replacement. The work was done on Saturday, March 2<sup>nd</sup>, to reduce impact to businesses. Notices of the work were delivered to each location that would be impacted a few days prior to the work. It took the crew 8 hrs. to complete the job. A boil water notice was issued to 50 residences on S Atlantic Ave., Wilber By the Sea, and Ponce Inlet.



**A photo of an old 10-Inch water meter removed**



**A photo of a new 10-Inch water meter installed**

### **Central Lab Operations**

- Samples were taken and tested for a precautionary boil water notice affecting 4257 through 4357 South Atlantic Ave between 3/2 and 3/4/19. The required two rounds of sampling passed analyses and the event was rescinded on 3/4/19.

### **City Attorney**

- Deputy City Attorney and Police Legal Advisor, Matt Jones, has spent this week training with statewide law enforcement and legal advisor officials.

### **City Manager**

- The Assistant City Manager continues to work with the Youth Leadership Program students on their capstone project. This year they have chosen to research single-use plastic straws. The students have already researched the science behind the environmental issues, legislative changes around the country and voluntary behavioral and economic changes by the public. Currently, the students are interviewing restaurant business owners in the city to see if they are doing anything differently or are willing to change their behavior. The result of all of their work will be a presentation to the Environmental Advisory Board and City Council this spring to showcase what they have done and what they have learned.

- Thursday was the Kickoff Event for Student Government Day with juniors at Atlantic High School. Department head representatives supported the students by giving them project issues for their mock trial in April.



**Photos during the “Student Government Day Kick Off Event 2019” with students and department head representatives from Atlantic High School**


## ERP Update

- It’s a busy time for the POW! Project Team as we continue to work through what are called ‘Architect’ sessions where the Collaborative Solutions and City leads gather requirements and information on how we will set up Workday for HR, Payroll, and Finance. The sessions are mostly all day, every day, and have been running since Feb 20<sup>th</sup>, and will continue until March 21<sup>st</sup>.

As the City HR and Finance teams work through the Architect sessions, they are excited to see many of the efficiencies that Workday will bring. The Collaborative Solutions leads are very knowledgeable and helpful, plus Workday also provides constant oversight and support. Currently most of the activities involve just the project teams, however over the coming months we will be re-engaging more City staff back into the project for testing and training.



# Bids

3/7/19 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	<b>Bid Release 3-21 Pre-Bid Meeting 4-4 Bid Opening 5-2</b>
ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	<b>COMPLETED 2/2019</b>
ITB#	19-03	N. Spruce Creek Sidewalk SRS to Angelina (LAP Project)	CD	Awaiting Specifications
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	<b>COMPLETED 2/2019</b>
ITB#	19-05	Chemicals for Water and Waste Water Plant	PW	<b>Bid Release 3-25 Bid Opening 4-22</b>
ITB#	19-06	Hunt Club Lease	PR	<b>Bid Release 2-12 Pre-Bid Meeting 2-26 Bid Opening 3-19</b>
ITB#	19-07	Wrecker Towing Services Agreement	PD	<b>Bid Release 3-01 Pre-Bid Meeting 3-15 Bid Opening 4-05</b>
ITB#	19-08	Landscape Maintenance Services of City Right of Way	PW	<b>Bid Release 3-26 Pre-Bid Meeting Scheduled 4-09 &amp; 4-16 Bid Opening 5-01</b>
ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station	FD	<b>Bid Release 3-12 Pre-Bid Meeting Scheduled 3-26 &amp; 4-02 Bid Opening 4-23</b>
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	Saw Palmetto Berry Harvest	PR	Awaiting Civic Clerk Approval 2-14-19
ITB#	19-14			
RFP#	19-01	Physical Facility Security and Surveillance	IT	Awaiting Specifications 1-29-19
RFP#	19-02			
RFP#	19-03			
RFP#	19-04			
Type	Bid #	COMPLETED PROJECTS	Dept	Status
ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	<b>Bid opened on 2-15-19 Council Review for approval 3-5-19</b>
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	<b>Bid opened on 2-19-19 Council Review for approval 3-5-19</b>
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	
		Riverwalk Park South (Phase 3)	FD	
		Training Tower (Contracting Services)	FD	
		Stormwater Pond Mowing	PW	
		Palm Tree Trimming	PW	
		Stormwater Pipe Replacement - Willow Run & Canal View Blv	PW	
		WRF Influent Screens (2) equipment & Installation	PW	
		WRF Sludge Trailer Storage Lot	PW	
		Directional Drilling Tumblebrook Stormwater Pipe	PW	
		Virginia Monroe Stormwater system	PW	
		Howes Street drainage	PW	
		Miscellaneous guardrail replacements	PW	