



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 22, 2019

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *March*

26	5:00 p.m.	Eastport & Town Center CRA Meetings
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

## Public Utilities

### Field Operations

- Staff replaced a 1982 fire hydrant in the Riverwood Subdivision, which was no longer working properly.



**Photo of Fire Hydrant Replaced in Riverwood Subdivision**

- Crews installed a new tap on the 12” potable water main. This line will serve the new Springs Apartments on Williamson Blvd.



**Photo of A New Potable Water Tap Installed on Williamson Blvd.**



**Photo of A New Potable Water Tap Installed on Williamson Blvd.**

- Meter crew replaced the water meter at the Williamson Regional lift station as part of the replacement project.



**Photo of Williamson Lift Station Water Meter before Replacement**



**Photo of Crew Replacing Williamson Lift Station Water Meter**



**Photo of Finished Installation of Williamson Lift Station Water Meter**

### **Water Reclaim Plant**

- Maintenance Staff continues work on rehabbing the chlorine feed system. They removed the old pumps and replaced with new pump skids to feed the disinfection product, chlorine.
- Review of plans and specs for the new bar screens were complete at the 60% level. Staff should receive the 100% plans and specs this coming week from Mead & Hunt.

- Dewatering Presses are used to remove water from biosolids (sludge) to decrease the cost to truck the biosolids. The Maintenance Staff removed and replaced two worn gears on Dewatering Press #4.



**Photo of Maintenance Staff installed new gears at the Dewatering Belt press #4**

### **Water Production**

- Mark Woodman was promoted to Assistant Water Production Manager. Congratulations to Mark!



**Photo of Mark Woodman is Promoted to Assistant Water Plant Manager**

## Public Works Department

### Fleet Division

- Took delivery of a new 2019 Ford Transit T-150 Van for Parks & Recreation. It replaces #1760, a 2007 Ford E150 Van in their fleet.



**Photo of a New 2019 Ford Transit for Parks & Recreation**

### Building Maintenance

- Staff worked with the electrical contractors to repair and replace lights at city facilities and right of ways.

- Staff drained, cleaned and repaired the library fountain.



**Photos of the Cleaning Activities on the Library Fountain**

- Crews patched and sanded the empty 2<sup>nd</sup> floor offices at City Hall in preparation of painting.
- Crews installed a split rail fence at Public Works to help keep unauthorized vehicles from entering the work areas of the Public Works yard.



**Photo of a New Split Rail Fence at Public Works**

## Drainage

- The new “Spider” is at Amber Circle cleaning out the Pond.
- The contractor is lining the stormwater drainage pipes on Sleepy Hollow Drive at Cove Court and at 5636 Finley Drive in Maplewood Estates.
- Crews are using the Gradall on Oak and Church Street to clean out the swales.
- The metal stormwater drainage pipe is being replacement on 5809 Wales Ave.



**Photos of 5809 Wales Ave Metal Pipe Replacement Project**

## Roads

- Sign Maintenance was completed on all the medians on Wiltshire Drive due to the condition of the signs.
- Staff dragged Bushman Park, Ken Burn, and Westridge to repair washouts and potholes.



- Crews prepped and paved a new spillway on 117 Magnolia Loop in Summer Trees. The previous spillway was eroded over time due to stormwater runoff.



**Photos of a new spillway on 117 Magnolia Loop was installed to reduce erosion**

## **Grounds**

- Staff uplifted the trees on Commonwealth, Fleming, and Christiancy Ave. for clearance for the Fire Department.
- Crews removed a branch that was destroying a light in front of DLH City Center Annex on City Center Parkway.
- Grounds crew removed tress at Barhydt in preparation for new drainage pipe installation.
- Crews mowed the drainage swale by Burger King and Dunlawton Ave.



**Photos of a Drainage Swale on Dunlawton Ave. Cleaned**

## Next Week's Schedule

- Drainage staff will be finishing the Yorktowne Project and starting the Barhydt/Turton Drainage Project.
- Repairs to previous paving will begin in the Willow Run neighborhood the week of March 25<sup>th</sup>. These will include repairs to Wild Holly, Button Bush, Robyn, Franklin, and Tammy Way. Notice to residents have been posted in the areas affected.
- Milling and paving will begin on Spruceview, Venters, Spout Lane, Touro Drive, Kristina Court, Chantel Court, Sheralee Court, Masound Court, Deneah Court, and Ashin Court. Notice to residents have been posted in the areas affected.

## Police Department

- The City of Port Orange was ranked the 2<sup>nd</sup> Safest City in the State of Florida according to home security review site, [www.SafeWise.com](http://www.SafeWise.com). The ranking was based on the most recent available FBI crime statistics. The previous ranking from SafeWise.com was #11.
- Detectives filed Burglary and Criminal mischief charges related to the March 5<sup>th</sup> overnight business burglaries that occurred to Moe's, Monterey Grill, Daily Grind, and Legend Nail Bar. The suspects are part of a group travelling the I-95 corridor from South Florida into Georgia committing burglaries and other criminal acts. Additionally, numerous other agencies have filed similar charges.
- The Port Orange Police Department has partnered with ecoATM as part of our Cyber Crimes Unit initiative with a new ecoATM kiosk located in Wal-Mart. ecoATM kiosks provide a safe, secure and innovative way for consumers to recycle their used or broken mobile devices. In communities all across the country, ecoATM is helping law enforcement identify and capture cell phone thieves and reunite victims of cell phone theft with their stolen property.

## Parks & Recreation

### Special Events

- The Parks and Recreation department is starting a new nature program for children 9-14 years old called Rec Rangers. The mission of this program is to foster young adult connectivity to nature and encourage participation and stewardship of the parks and recreation opportunities and resources within their community. The program will be held on the first Wednesday of each month for two hours, though the locations and times will vary based on the time of year and the planned activity. The program is free to attend, but pre-registration is required. The first activity, a Micro Hike, will be held on Wednesday, April 3rd at 3pm in City Center Park. During this program participants will learn about perspective and they will get to explore the world beneath their feet. Register online at [www.port-orange.org/recrangers](http://www.port-orange.org/recrangers)
- Get Fit is wrapping up the 3<sup>rd</sup> week of the Challenge. Click here for the wrap up video put together by the Week 2 & 3 Sponsor, 4Ever Fitness:  
[https://portorange.sharepoint.com/:v:/g/pr/EVbtV2nc9WFEgBiWpcojfCsBdOVcDoiY3\\_2RMGiBV92R7g?e=woNheL](https://portorange.sharepoint.com/:v:/g/pr/EVbtV2nc9WFEgBiWpcojfCsBdOVcDoiY3_2RMGiBV92R7g?e=woNheL)
- The City of Port Orange will be hosting an Adult Dance on March 23<sup>rd</sup> featuring The Moonlighters at the Port Orange Adult Center at 4790 S. Ridgewood Ave. in Port Orange. Cost is \$5/single and \$8/couple. Doors will open at 6:30pm, band plays from 7-9 pm. For info call 386-506-5867.
- Next month, we have Todd Bogue back for his “The Ridiculous Comedy and Magic Show.” This show is free and open to the public (adults only and geared, but not limited to our 55+ community). Show will be held on Saturday, April 13<sup>th</sup> at 2pm at the Port Orange Adult Center. For more details call 386-506-5867.

## Parks Maintenance Report

- Trimming at Seemor Dog Park, and removal of a 60' dead tree.



**A photo of a dead tree before removal**



**A photo of the dead tree was removed**

- Causeway north boat ramp is complete and open to the public. This was the last phase in the renovations and the ramp had been closed since hurricane Matthew.



**A photo of the Causeway Boat Ramp**

- Staff inspected the golf course last week and requested a third-party analysis of the greens and the boxes. Ellis Turf provided a report and staff is working with the management company to make some adjustments to the agronomic plan. Once the ground temperatures get above 60 degrees, we should see great improvements.



**A photo of the Golf Course Greens**

### Upcoming Events

- April 1<sup>st</sup>-3 on 3 youth basketball tournament registration
- April 1<sup>st</sup>-Youth Volleyball Registration starts
- April 6<sup>th</sup>, 10:00am-3:00pm: Festival of Spring and Craft Show at City Center Park
- April 12<sup>th</sup>-Pop Up Parks at City Center Sports Complex from 6pm-8pm
- April 13<sup>th</sup>-Health & Wellness Expo for Volusia County Schools at Volusia County Fairgrounds
- April 14<sup>th</sup>, 10:00am-3:00pm: No Dough VW Bus Show at City Center Park
- April 20<sup>th</sup>, 10:00am: Port Orange Easter Egg Hunt at the Amphitheater
- April 21<sup>st</sup>, 9:00am: Our Lady of Hope Easter Mass at the Amphitheater

## Administrative Services

- Staff is diligently working on exporting and converting data to submit to Collaborative Solutions to import into the next build of Workday, called the configuration tenant. This version of Workday will contain approximately 75% of the city's existing financial and HR data and will be used by Collaborative Solutions to develop business processes. Staff expects to have all the requested data submitted by next Wednesday.
- Managers and supervisors attended training on the updated FMLA policy and discussed the procedure for departments to follow when an employee needs FMLA.

- Staff completed all the ERP workbooks for Collaborative Solutions for payroll and HCM in order to begin the build of the Port Orange tenant for review during customer confirmation in a few weeks.
- Meetings with department continued this week to discuss any personnel needs for FY20.
- Staff is in the process of receiving quotes to review the City's Environmental Legal Liability and Storage Tank (pollution) insurance.
- The new Safety Guidelines have been approved and forwarded to Department Directors for distribution to employees. Signed, witnessed Certifications are due in the Risk Management office by Friday, March 29.

## Fire & Rescue

### Fire Administration

- Line crews participated in two days of simulated fire training at the old Giuseppe's Steel City Pizzeria at Nova and Herbert Street. Prior to the building being demolished this week, we were able to send two entire shifts of firefighters from Port Orange and South Daytona thru the building, as if it was on fire. Using simulated smoke, our Training Division created an environment within the building close to actual fire conditions with zero visibility. Crews were assigned various fire suppression tactics including incident command, hose line advancement, forceable entry and victim removal.



**Photos of the line crews participating in a simulated fire training at the old Giuseppe's Steel City Pizzeria**

- Line crews also participated in advanced level training for an active shooter event at the New Smyrna Beach middle school. Operating with members from New Smyrna Beach Fire and Edgewater Fire, firefighters were teamed up with members from various law enforcement agencies, conducting simulated entries into areas considered hot zones where victims were triaged, packaged and removed to a safe area for transport to a receiving hospital. This training has come to the forefront for first responders, as active shooting events continue to increase nationwide.
- Staff and the Leadership of the IAFF met for our monthly leadership meeting. Items of note discussed was our ongoing hydrant inspection and flow testing program and some of the equipment we need to upgrade to keep this program running smoothly. In order to meet the deadline of completing first year testing by the end of April, we may need to invest in newer flow testing meters to replace ones that have broken during field testing.

### **Emergency Manager/Public Educator**

- Received a request thru Embry Riddle University regarding taking on an intern who is going thru their Homeland Security program. An interview with this candidate will be scheduled soon with the intent of creating a special project for strengthening our preparedness for all things related to hazard mitigation/homeland security.

## **Community Development**

- On March 26, 2019, at 5pm, both the Port Orange Town Center (POTC) Community Redevelopment Agency (CRA) and the Eastport Business Center CRA will meet to review their respective CRA Annual Report. Pursuant to Chapter 163.356(3)(c), Florida Statutes, all CRAs are required to annually file a report of activities and a financial statement for the preceding fiscal year with the local governing body. The County of Volusia and Halifax Hospital, both of whom contribute to the Tax Increment Fund, are also provided a copy of the Annual Report. Notice of availability of this report has been published in the Daytona Beach News Journal to meet legal advertising requirements, and a copy of the report will be posted on the City's website for review by the public.

- On March 28, 2019, the Planning Commission will consider a variance to allow a 6' fence constructed without a building permit to remain in its current location along the Wales Avenue right-of-way line. The 6' fence was constructed in the secondary front yard (Wales Avenue) and is required to be setback 20-feet so it is in line with the front plane of the home. The subject property is on a corner lot located at 5807 Clover Lane.



**Location map for variance application located at 5807 Clover Lane**

- A building permit was issued on March 20<sup>th</sup> to demolish the old Giuseppe's Pizza restaurant located at 3658 Nova Road. Demolition of the building began on Thursday and once the former restaurant is demolished, site work will begin to finish the parking lot, site landscaping, and site lighting. According to the contractor, the demolition of the former restaurant and remaining site improvements are to be completed by April 7<sup>th</sup>.



**Photo of the old Giuseppe's Pizza building with the newly finished Giuseppe's Pizza building in the background**



## Finance

- On March 19<sup>th</sup> Volusia County Council voted to approve the \$400,000 ECHO grant application for the REC (Recreational, Educational, Cultural) Center-Phase I. The grant agreement is expected to be received later this spring.
- The FY19 Budget Book was submitted to the Government Finance Officers Association's (GFOA) Budget Award Program for consideration. The Budget Awards Program was established in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.
- Staff continues working with the audit team from James Moore & Co. to complete the FY 2018 Comprehensive Annual Financial Report (CAFR). The FY2018 CAFR is scheduled to be presented by James Moore & Co. for acceptance by City Council on April 16, 2019.
- Our Accounting/Budget Manager, Lisa Pallante, has submitted her resignation letter and will be retiring from the City effective June 14, 2019. Lisa has been with the City of Port Orange for 11 years. Her knowledge and expertise will be missed greatly, and we would like to thank her for her dedicated service to the City and wish her well.
- References are being checked on the top candidate for our Revenue/Capital Projects Coordinator position and we expect to make a contingent offer early next week.
- Finance Managers and staff have been attending various Collaborative Solutions sessions to build the framework for implementation of Workday Finance. Purchasing continued to work with Collaborative Solutions this week on integrations with the SunTrust P-Card system.
- Purchasing opened bids this past Tuesday, March 19, 2019 for Lease of the Hunt Club, ITB 19-06.
- Customer Service was able to reduce the shut off list by 50 % by reaching out and letting customers know that they were about to lose water service.

### 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 16, 2019.

- The annual submittal of unclaimed property is due to the State by May 1, 2019 in accordance with Florida Statute 717.

## City Attorney

- Contract Renewal forms have been standardized for the departmental contract managers.
- The city contract documents are completed with vendors for the following projects:
  - P&S Paving regarding Asphaltic Concrete & Removal of Existing Surface
  - Gartner for Management Consulting Services
  - Biological Services regarding the Police Shooting Range
  - Brinks for armored transportation services
  - Mead & Hunt, Arcadis, Wade Trim and Kimley Horn for engineering services
  - Maudlin International for heavy duty truck and equipment parts and service
  - Precision Contracting regarding fiber optic system services
  - Bryson Crane regarding crane rental
  - Premier Magnesia and Flowers Chemicals regarding chemicals
  - Caterpillar regarding heavy construction equipment and accessories


## Coming Up Next

- Forms will be updated for Purchase Orders, Vendor Applications and Piggyback Agreements.

## City Manager

- Candidates for District 1 and Tonya Russo from the Port Orange Observer got a tour of the reclaimed lakes this week. It was a very informative presentation given by Lynn Stevens and Steve Parnell prior to the tour.
- We continue to educate our citizens on the ½ cent sales tax through our website and social media platforms, as well as inform them about the ½ cent sales tax Town Hall Meeting on Monday, March 25 at the Port Orange/South Daytona Chamber of Commerce from 6-7 pm.

**Bids**

3/21/19 Status of Bids and Proposals					
City of Port Orange Procurement Projects					
Type	Bid #	CURRENT PROJECTS	Dept	Status	
ITB#	19-01	Police Shooting Range Facility	PD	Bid Released 3-21 Pre-Bid Meeting 4-4 Bid Opening 5-2	
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	Rough Draft Completed 2-28 Awaiting Specifications 12-07-18	
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	Bid Release 3-25 Bid Opening 4-22	
ITB#	19-06	Hunt Club Lease	PR	COMPLETED 3/2019 - Bid Opening 3-19 Bid Tabulation 3-19	
ITB#	19-07	Wrecker Towing Services Agreement	PD	Bid Released 3-01 Pre-Bid Meeting 3-15 Bid Opening 4-05	
ITB#	19-08	Landscape Maintenance Services of City Right of Way	PW	Draft Completed 2-06 Revising Specifications 03-08	
ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station	FD	Bid Released 3-12 Pre-Bid Meeting and Site Visit 3-26 & 4-02 Bid Opening 4-23	
ITB#	19-10	Fence and Backstop Replacement	PR	Draft Completed 2-22 Awaiting Final Draft Approval & Final Specifications	
ITB#	19-11	Install, Replace Pedestrian School Signs	PW	Draft Completed 2-22 Awaiting Final Draft Approval & Final Specifications	
ITB#	19-12	South Commonwealth Water Main Improvements	PW	Draft Completed 2-20 Awaiting Specifications & Contract	
ITB#	19-13	Saw Palmetto Berry Harvest	PR	Draft Completed 3-01 Awaiting Final Draft Approval & Final Specifications	
ITB#	19-14	Water Reclamation Facility Bar Screen Replacements	PW	Draft Completed 3-14 Awaiting Specs & Civic Clerk Approval 3-13-19	
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beautification	CD	Draft Completed 3-19 Awaiting Specifications and Civic Clerk Approval 3-21-19	
ITB#	19-16	YMCA Exterior Painting	PR	Draft Completed 3-22 Awaiting Specifications and Civic Clerk Approval 3-22-19	
ITB#	19-17				
ITB#	19-18				
RFP#	19-01	Physical Facility Security and Surveillance	IT	Draft Completed 2-11 Awaiting Specifications 1-29-19	
RFP#	19-02				
RFP#	19-03				
RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED 3/2019 - Department Awarded 3-11	
RFQ#	19-05	Labor Compliance Monitoring	FIN	Bid Released 3-18 Bid Opening 3-27	
RFQ#	19-06				
RFQ#	19-07				
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	Draft Completed 3-11 Awaiting Specifications and Civic Clerk Approval 2-28-19	
RSFQ#	19-02				
RSFQ#	19-03				
Type	Bid #	COMPLETED PROJECTS	Dept	Status	
V	ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	COMPLETED 2/2019 - Council approved 3-5
V	ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	COMPLETED 2/2019 - Council approved 3-5
V	RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED 3/2019 - Department Awarded 3-11
V	ITB#	19-06	Hunt Club Lease	PR	COMPLETED 3/2019 - Bid Tabulation completed 3-19
Type	Bid #	FUTURE PROJECTS	Dept	Status	
		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	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		