



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, April 5, 2019

City Manager's Weekly Update

Upcoming Events

April

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

May

07	6:30 p.m.	Regular City Council Meeting
08	9:00 a.m.	Code Special Magistrate Meeting
21	6:30 p.m.	Regular City Council Meeting
22	9:00 a.m.	Code Special Magistrate Meeting
23	5:30 p.m.	Planning Commission Meeting
28	6:30 p.m.	City Council Workshop

Public Utilities

Field Operations

- The Field Operations staff handled the following items this week:
 - 8 water service leaks
 - 28 hydrants serviced
 - 2 sewer laterals repaired
 - 2399 feet of sewer mains cleaned
 - 109 line locates completed
- The Field Operations staff installed the first drinking water sampling station for the lab. These stations will avoid using private homes to obtain routine samples for required drinking water analysis. The stations will also provide a better sample since it is connected directly to the City's water main. The entire projects include the installation of a total of 40 stations.



Photo of Crews installing a new water sample station



Photo of Lab Analyst Kerri Rodgers, Lab Tech, utilizing new sample station

Lab Operations

- The Laboratory Manager, Paul Salerno, represented Port Orange and the Florida Society of Environmental Analysts in the State Science and Engineering Fair of Florida. Paul helped review and judge science fair projects from students all around the State and helped award scholarship funds.

Water Reclamation Facility

- Spring irrigation demand has started. Flow to the Reuse Distribution System increased during March 2019 to an average daily flow of 5.43 million gallons per day (MGD). Flow through the treatment facility over the last week was 5.29 MGD. Water from the reclaimed lakes was used to make up the difference from influent to demand.

- The maintenance staff continues to replace and update lighting around the facility to increase employee safety and reduce electrical costs.



Photo of old light fixture being removed



Photo of new light fixture installed

- Maintenance staff replaced the conveyor bearings at the dewatering presses. The sludge, also called biosolids, from the Water Reclamation Facility is pressed to remove water. This in turn reduces the cost of transporting the biosolids from the facility to the ultimate disposal site. The conveyors move the dry biosolids from the presses to the tractor trailers where it is transported away from the facility.



Photo of conveyor with new bearings installed by the Maintenance staff

Police Department

- Rachael Emerson began her employment this week as an Academy Recruit. Rachael will transition to the role of a sworn police officer and begin the Field Training program upon graduation in December.
- April is Distracted Driver Awareness month in Florida. "Distracted driving and its deadly consequences have the ability to affect all who travel on Florida's roadways, despite age, class, race or gender. The Florida Police Chiefs Association knows that each and every day, law enforcement must inform families that their loved ones have been killed or injured as a result of distracted driving," said Florida State University Police Chief David Perry, President of the Association. "This April, the FPCA reminds you to put down your phone and other distracting items while driving so you can focus on getting where you need to go quickly and safely. Life can be lost in the blink of an eye-let's all do our part to create safer roadways for those who live in and visit our great state!"
- On Wednesday, April 3rd, the Rockledge Police Department (Brevard County) recovered a vehicle stolen from a Port Orange neighborhood overnight. The vehicle was left unlocked and with the keys inside. Additionally, numerous vehicle burglaries to unlocked vehicles occurred in the same neighborhood where the vehicle was stolen. Rockledge Police Department arrested several people related to the stolen vehicle and burglaries. Port Orange Detectives responded to Rockledge and were able to obtain confessions for the several car burglaries that were committed in Port Orange that night.

Fire & Rescue

Fire Administration

- Command staff met this week with retired Port Orange Fire Chief Tom Weber, who now works for Verisk, which is an adviser to the Insurance Services Offices, or ISO. Retired Chief Weber has been assisting us in building a "road map" on attainable and affordable process improvements and departmental initiatives, POFR can make to further reduce our ISO score. With the Fire Department already taking on hydrant flow testing, adding a 40-hour fire inspector, stepping up our community outreach/education programs and adding additional apparatus to our spare fleet, we feel confident we have already gained enough points to move from an ISO Class 3 to an ISO Class 2. Based on an unofficial and preliminary re-score we worked on, we feel our ISO points should add up to a score in the mid-80th percentile. We need to make it to the 90th percentile to become a Class 1, which is our 3 to 5-year organizational goal. To make it to that score, it appears we will need to add an additional company in the future, which will hopefully be a second

full time transport unit. We currently plan to request ISO make an official re-class visit later this year, to hopefully make any ISO score improvements official.

- Division Chief Gardner attended a P25-Encryption meeting at the Volusia County EOC. As radio system and alerting system upgrades are moving quickly, all the stakeholders are meeting more frequently to discuss options, efficiencies and cost exposure.
- The Fire Chief attended a mandatory pre-bid meeting with our partners in Purchasing and met with another contractor who is interested in the kitchen replacement projects at two of our fire stations. The two mandatory pre-bid meetings have been completed and we now look forward to next stage in replacing two outdated kitchens.
- Many thanks to our partners in facilities management, who donated some used cabinets that came out of the police station. We will be adding these to the workshop area at Station 73.
- A-1 Assets made a visit to POFR this week to take several thousand feet of old, outdated firehose that has been sitting around unused for years. We continue our efforts to clean up and declutter all of our work areas.

Emergency Manager/Public Educator

- Met with the Fire Chiefs and Emergency Managers of Ponce Inlet and South Daytona to discuss an updated sheltering agreement for the employees of those two sister cities. Should a hurricane necessitate the need for their employees to shelter with ours, we are working to update an outdated agreement that expired several years ago.

Finance

- Finance has received two Code Enforcement Lien Reduction Program settlements, one from an original lien in April of 2014 and one in May of 2018. Under this program established by Council in Ordinance 2016-12, a property owner pays either 20% of the outstanding lien amount or the city's actual abatement, administrative, and prosecutorial costs incurred during enforcement, whichever is greater. Under the program, the remaining lien amount is written off. These two settlements reflect a total write-off of \$9,132.05.
- Purchasing held the pre-bid conference for the Police Shooting Range, ITB 19-01 Thursday April 4th and the bid opening for the Wrecker Towing Services, ITB 19-07 Friday April 05th and lastly, Purchasing held the second pre-bid conference for the Removal and Replacement of Kitchen Cabinets for Fire Stations #71 & #74, ITB 19-09.
- Purchasing has now provided p-card inquiry access for review of expenditures to most of the Departments. Training is in the process of being scheduled.

- A contingent offer of employment was made to the top candidate for our Revenue/Capital Improvement Coordinator position and was accepted. A start date will be decided upon once the pre-employment process is completed. Deb Gill was hired as a Customer Service Rep I. as a backfill position for Michael Hall.
- Heather McDonald, Utility Account Clerk has resigned with an effective date of April 19, 2019. Heather has been with the city for 10 years and has played a major role in our Customer Service Department. She will be moving to Texas to be close to her family. Please join us in wishing her well.
- Customer Service Manager is setting up demonstrations with the “final three” software vendors that Community Development has determined that best fits their needs. CS will be reviewing those vendors for their Utility Billing/Cashiering products.
- Customer Service Shutoffs started with 108 accounts and was able to reduce to 64 accounts.

On the horizon

- The Cash Accountant will be in Orlando next week to attend Unclaimed Property training presented by the Florida Department of Financial Services in preparation for the annual submittal of unclaimed property which is due to the State by May 1, 2019 in accordance with Florida Statute 717.

Administrative Services

- Staff are obtaining quotes to purchase 25 additional licenses of Foxit Phantom Business PDF. This application is similar to Adobe Acrobat but much lower in cost and will allow staff in various departments to continue to make improvements to documents on the city’s website by making them more accessible.
- Starting Monday, Precision Contracting Services will be installing tracer wire in approximately 1.5 miles of conduit containing fiber optic cable beginning in the FPL easement behind the City Center soccer fields and heading east across Nova Rd. and down Oak St. Tracer wire allows for locators to identify precisely where the conduit is to avoid cutting it during construction. Staff will work with the PIO to inform residents on social media and the city’s website.
- HR staff worked with the Police Department to come up with a tentative plan in having the police officer employment application housed in Workday. Currently, applicants apply in paper format.
- Staff presented at the ERP update meeting Monday and discussed some of the upcoming features for employees and managers in Workday to include employee and manager self-service, employee performance evaluations in the system with goals and tracking capabilities to help employees achieve them, the ability to capture employee talents and skills such as languages,

certifications, & professional affiliations and the ability to project how much paid time off an employee will have as of a future date.

Public Works Department

Building Maintenance

- Crews finished the wall repairs and painting in the old Public Utilities area on the 2nd floor of City Hall. Community Development will begin office moves on Friday, April 5th.
- Staff installed a new mail box at the DLH City Center Annex.



Photo of New Mailbox installed at DLH City Center Annex

- Crews installed umbrella bags and stands at the entrance doors of City Hall and the DLH City Center Annex to help prevent slippery floors on rainy days.

Drainage

- Contractor removed the fence on the east side of the Dunlawton Bridge and South Peninsula Drive. Staff also cleaned the ditch with the Spider to improve drainage in this area.



Drainage Area under Dunlawton Bridge Before



Drainage Area under Dunlawton Bridge After

- Crews repaired a hole in the drainage pipe at 5460 West Bayshore Dr.
- Staff used the Vac-con to remove leaves and branches from the corner of Oak Forest Circle and Squirrel Nest Lane.



Oak Forest Circle Before Cleaning



Oak Forest Circle After Cleaning

- Crews are currently working on the Turton and Barhydt drainage project. The project involves hard piping an open ditch. Work will continue for the next several weeks.



Photo of Staff working on the Turton and Barhydt Drainage Project

Roads

- Staff trimmed trees branches on Orange Ave and various other areas on Herbert street due to limbs blocking the signs.



Orange Ave. Before Trimming



Orange Ave. After Trimming

- The pothole at the corner of Niver Street and Pineland Ave was repaired.
- Staff meet with Contractor to go over the new concrete contract and provided them a list of sidewalks that need to be addressed. Once this list is complete and inspected, the city will provide the contractor with another list of said areas to be addressed. Please see list below.

	ADDRESS
1	3948 Sunset Cove-Sunset Cove
2	6101 Del Mar Drive-Riverwood
3	6102 Del Mar Drive-Riverwood
4	6108 Del Mar Drive-Riverwood
5	363 Sagewood-Tree Top
6	Knotty Pine/Del Mar-Riverwood
7	5995 Pelham Drive-Central Park
8	6868 Broken Bow Ln-Central Park
9	5908 Peggy Drive-Long Oak
10	500 Legume/653 Boardshed-Hamlet
11	708 Memmac Drive-Hamlet
12	568 Hamlet Drive-Hamlet
13	441 Dylan/Memmac-Hamlet
14	486 Wiltshire-Cambridge
15	201 Devon St-Cambridge
16	205 Britany-Cambridge
17	203 Cambridge Drive-Cambridge
18	5805 Wales Drive-Cambridge
19	568 Hamlet Drive-Hamlet
20	222 Leisure Circle-Leisure Villa
21	226 Leisure Circle-Leisure Villa
22	110 Stratford Sq-Cambridge
23	216 London Pl-Cambridge
24	362 Bent Oak Drive-English Oak
25	4810 Woodcove Drive-Wood Lake

Graphic Showing Current Contractor List for Sidewalk Repairs

Grounds

- Grounds has cleared several light poles in Ashton Lakes subdivision of obstructions to ensure better lighting for residents' safety.
- Staff worked on the Irrigation system on Ridgewood and Dunlawton Ave. this week.

- Crews removed trees and cleared debris behind the gas pumps at the DLH City Center Annex building.



DLH Gas Pump Area Before



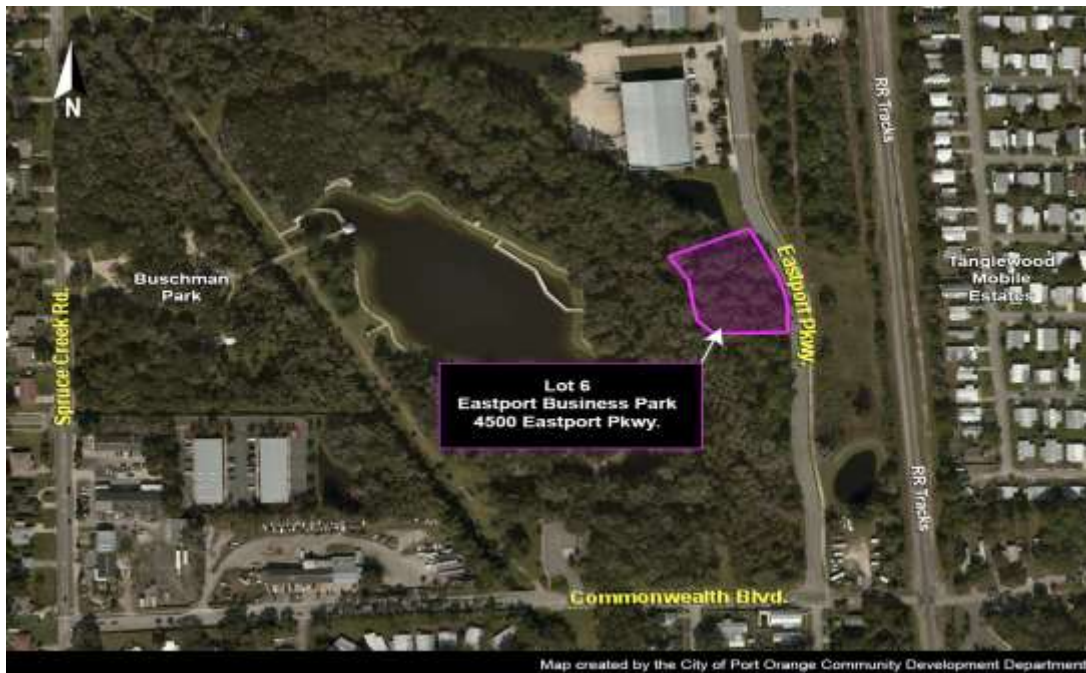
DLH Gas Pump Area After

Next Week's Schedule

- Drainage staff will still be working on the Barhydt and Turton Drainage Project.
- A contractor will be removing and installing a new Medjool palm tree at the corner of Dunlawton and Spruce Creek Ave.

Community Development

- During the Eastport Community Redevelopment Agency (CRA) meeting on March 26th, 2019, the CRA inquired about the timeline for development at 4500 Eastport Parkway, which was sold to US Glass Holdings in October 2018. US Glass anticipates submitting a site plan for development this year. US Glass is proposing to submit a permit to begin the site clearing prior to the site plan approval. US Glass has 25 employees with an average wage of \$16 per hour.



Location map of 4500 Eastport Parkway

- On Friday, a yellow “Zoning Amendment” sign was posted at 908 Taylor Road (vacant property) and 904 Taylor Road (Port Orange Christian Church), located at the southwest corner of Taylor Road and Boggs Ford Road. The property owners are requesting to change the Future Land Use for +/- 4.4 acres from *Office/Residential Transition* to *Commercial* and rezone from Professional Office to Community Commercial. The proposed request by the applicants expands the uses allowed and reduces the intensity (square-footage) that can be developed on the properties. The development applications are currently being reviewed by staff and will be heard at the April 25th Planning Commission meeting.



Location map of the FLU and Rezoning subject property at the southwest corner of Taylor Road and Boggs Ford Rd.

- On Friday, a yellow “Zoning Amendment” sign was posted at 119 Howes Street (American Legion Post 270) for an administrative request to rezone the property from Volusia County R-4 to City of Port Orange Neighborhood Preservation (NP) to correct an error on the City’s zoning map from the early-2000’s. If approved, the American Legion Post 270 intends to build a new building to replace the former building that was recently damaged by a fire. According to the NP zoning district, the use “clubs, lodges, and fraternal organizations” is permitted if it existed on the property before 2015.



Location map of 119 Howes Street

- Construction is progressing at Giuseppe’s Steel City Pizza to finish the parking lot on the southern end of the site where the old building used to stand. The contractor anticipates finishing the parking lot and landscaping by April 12th. The Temporary Certificate of Occupancy has been extended to April 19th to allow time for as-built preparation, final site inspection and final acceptance.



Photo of construction at the Giuseppe’s site.

Parks & Recreation

Special Events

- 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 13th at 2pm at the Port Orange Adult Center (4790 S. Ridgewood Ave). For more details, please call 386-506-5867.
- April 6th-Paddle Out Poverty
- April 13th-Relay for Life
- April 20th-Egg Stravaganza
- April 27th-Sandy Point Kayak & SUP Demo
- April 27th-City of Port Orange Earth Day Celebration
- This Saturday, April 6, the Amphitheater will host the first annual Spring Fest Craft and Vendor Expo. The event will take place from 10am-3pm and will include live entertainment, food vendors, and crafters. For more information, visit <https://www.facebook.com/FTLOSFL/>

The Spring Food Fest took place at City Center last weekend, including a carnival, business expo, lots of food vendors, and live entertainment. The weather was perfect and the event was well attended. Operationally, the event ran smoothly thanks to the efforts of multiple City departments. See photos below.



Photos of the Spring Food Festival

Upcoming Events

- April 6th, 10:00am-3:00pm: Festival of Spring and Craft Show at City Center Park
- April 12th-Pop Up Parks at City Center Sports Complex from 6pm-8pm
- April 13th-Health & Wellness Expo for Volusia County Schools at Volusia County Fairgrounds
- April 14th, 10:00am-3:00pm: No Dough VW Bus Show at City Center Park
- April 20th, 10:00am: Port Orange Easter Egg Hunt at the Amphitheater
- April 21st, 9:00am: Our Lady of Hope Easter Mass at the Amphitheater
- April 26th and 27th, 9:00am-9:00pm: Lakeside Jazz Fest at the Amphitheater
- April 29th-May 31st: Adult co-ed kickball registration


City Attorney

- Our staff met with Code Enforcement Staff and Public Works to provide guidance on enforcement of non-franchised roll-off containers.
- The City Attorney attended the International Municipal Lawyers Association's mid-year conference in Washington, DC. Sessions of note included topics regarding constitutional issues associated with managing homeless encampments, Section 1983 police legal defense and the regulation of animals.
- Our office has prepared a request for FMIT to reconsider its denial of the claim related to the watermain break along Spruce Creek Road.

City Manager

- On Wednesday, April 10, City Manager will be informing residents at Atria Port Orange, an assisted living facility, about the ½ cent sales tax.

Bids

4/4/19 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 SRS 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 Released 3-25 Bid Opening 4-22
ITB#	19-06	Hunt Club Lease	PR	COMPLETED 3/2019 - Bid Opening 3-19 Bid Tabulation Completed 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	Bid Release 4-10 Pre-Bid Meeting 4-24 Bid Opening 5-15
ITB#	19-11	Install, Replace Pedestrian School Signs	PW	Bid Release 4-25 Bid Opening 5-23
ITB#	19-12	South Commonwealth Water Main Improvements	PW	Draft Completed 2-20 Awaiting Specifications & Contract 2-21
ITB#	19-13	Saw Palmetto Berry Harvest	PR	Bid Release 5-14 Pre-Bid Meeting 5-28 Bid Opening 6-17
ITB#	19-14	Water Reclamation Facility Bar Screen Replacements	PW	Draft Completed 3-14 Awaiting Specifications 3-13-19
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification	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	Virginia Monroe Stormwater System	PW	Awaiting Specifications and Civic Clerk Approval 4-2
ITB#	19-18			
ITB#	19-19			
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 COMPLETED 3/28/2019 - NONE RESPONSIVE BID RECEIVED
RFQ#	19-06	Awning for Cypress Head Maintenance Building	PR	Draft WIP Work in Process 3-27
RFQ#	19-07	Fire Service Fee Implementation Services	CM	Draft WIP Work in Process 4-1
RFQ#	19-08			
RFQ#	19-09			
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
✓ ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	COMPLETED 2/2019 - Council approved 3-5
✓ ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	COMPLETED 2/2019 - Council approved 3-5
✓ RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED 3/2019 - Department Awarded 3-11
✓ 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	
		Howes Street drainage	PW	
		Miscellaneous guardrail replacements	PW	

