



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, May 24, 2019

City Manager's Weekly Update

Upcoming Events

May

28 6:30 p.m. City Council Workshop

June

04 5:00 p.m. Golf Advisory Board Meeting
04 6:30 p.m. Regular City Council Meeting
12 9:00 a.m. Code Special Magistrate Meeting
18 6:30 p.m. Regular City Council Meeting
25 6:30 p.m. City Council Workshop
26 9:00 a.m. Code Special Magistrate Meeting
27 5:30 p.m. Planning Commission Meeting

Parks & Recreation

Special Events

- The training for our Summer Camp staff took place on Tuesday evening at the DLH City Center Annex. There were 19 seasonal full-time staff members who have been hired to staff the two camp sites from June 10th-Aug 2nd. The Elementary Program has sold out and the Teen Travel Program has only 9 spots left. Camp registration will continue until camp starts or until all spots are filled.

The City's Annual Memorial Day Ceremony event will take place on Monday, May 27th at 10 am at Veterans Park in City Center. The VFW Post 3282 will host the ceremony, which will feature a display of colors, speeches and a 21-gun salute.

Parks Maintenance Report

- The Parks crews are busy beautifying the Veterans Park at City Center for our Memorial Day Ceremony celebration being held Monday, May 27th starting at 10:00 am.



Photo of pressure washing at Veterans Park



Photo of mulched rose bed at Veterans Park

Upcoming Events

- Adult co-ed Kickball league is registering until May 31st
- May 27th 10:00am-Memorial Day Ceremony at Veteran's Park in City Center
- June 11th-Special Election at the gym
- June 14th-Movie Under the Stars at the Kenneth W. Parker Amphitheater
- June 17th- Youth basketball registration starts
- June 19th-Coaches Appreciation Dinner at Lakeside at 6pm
- June 22nd-10am: All Children First Fun Run beginning at Veteran's Park in City Center

Public Utilities

Field Operations

- Crews repaired twelve (12) water service leaks, repaired five (5) fire hydrants, completed eighty-nine (89) underground locate tickets, and replaced a broken sewer lateral.

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Photos of sewer clean out installed on a clay sewer line

Lab Operations

- Reclaimed water plant augmentation wells were sampled for chlorides and fecal coliform on the 20th.
- The wetland monitoring sites were checked for presence of standing water and necessity to sample on 5/16/19. The sites were dry and will be checked again.



Photo of Water Quality Station located in the wetland at the reclaimed lakes

Water Reclamation Facility

- The bioassay scheduled for May 14th and May 15th went off without a hitch. Samples were collected and sent out to see if small fish and little shrimp like creatures can live in the reclaimed water that goes to the river. This test is scheduled every six months when there is flow to the river instead of to the Reuse Water Distribution System.
- A new Hazardous Energy Control Program (Lockout/Tagout) policy is being drafted to ensure the safety of employees while repairing, replacing, and/or simply maintaining the equipment.

Fire & Rescue

Fire Administration

- On Tuesday evening, line crews responded to a working structure fire on Elda Lane that turned out to be suspicious, intentionally set fire. Upon further investigation and with assistance from POPD and the Florida Fire Marshal's Office K9 unit, a male subject was placed under arrest for aggravated arson. This is the second arson related arrest made in the month of May, after our Fire Marshall initiated a fire investigation, upon determining suspicious circumstances, while conducting his on-scene fire investigation, that lead to an arrest.
- "C" shift crews and staff conducted a complex extrication last Friday following a two-vehicle head-on collision on Taylor Road near Hensel. Patient was declared a trauma alert on scene and transported by ground to Halifax Daytona Beach.



Photo of a two-vehicle head-on collision on Taylor Road near Hensel Rd.

- Halifax Hospital-Port Orange treated all our “B” shifters who were working on Wednesday of this week to a pancake breakfast in honor of National EMS week. POFR is a bigger part of the EMS system in Volusia County with our transport unit and we appreciated their kindness and show of appreciation.



Photo of “B” Shifters of the POFR team celebrating National EMS Week with a pancake breakfast, courtesy of Halifax Hospital-Port Orange

- The Fire Chief attended the monthly meeting of the Volusia County Fire Chiefs Association, held in Holly Hill this month. Notable topics included the significant increase of Hepatitis “A” in our homeless population and how it is being dealt with. We also received a status report from VC Emergency Medical Administration that nearly every municipal ambulance provider in the county is in the process of adopting the CARE agreement, which started here in Port Orange.
- Our Fire Training Division completed another 40-hour class this week in Fixed Alarm and Fire Detection Systems. Several area firefighters participated in this 40-hours of training that is a prerequisite class to challenge the Fire Officer 2 state certification.
- Transport numbers: To date, we have been sent to 115 emergent calls and transported 76 patients with an average response time of 6 minutes 27 seconds. Only six (6) of those calls have been “outside” our corporate boundaries, with four (4) of those being on either Tomoka Farms Road or I-95. The remaining two (2) were on Reed Canal Road. We have been sent to 32 non-emergent calls and transported 17 citizens with an average response time of 7 minutes and 53 seconds. None (0) of these have been outside our city.

Emergency Management/Public Education

- EMC was busy with hurricane preparations for the upcoming season. He met with the Knights of Columbus to plan a hurricane seminar coming up on 5/28/2019. This event will cover all aspects of a hurricane from landfall until complete recovery is achieved. Just a reminder hurricane season starts June 1 and ends November 30.

- EMC along with Senior Administrative Assistant Krista Williams took part in a State of Florida Reimbursement Seminar in Ormond Beach. This seminar provided an update to the changes for reimbursement for the 2019 hurricane season.
- Public Education Coordinator is planning a smoke detector neighborhood canvassing event for June. This event will provide free smoke detectors for the area around the location of a fatal fire earlier this year on Lafayette Street.
- Public Education Coordinator participated in a conference call with the NFPA Public Educator of the Year for 2019 Barry Brickey of the Kingsport Fire Department in Tennessee. The call provided great insight into the program and will help plan future events for Fire and Life safety education programs here in Port Orange.

Administrative Services

Administrative Services

- The HR Manager and Finance Director met with the City's Regional representative Torri Pilla from ICMA-RC to review the annual Plan Service Report. This is a review of all the funds that ICMA-RC has to offer and how they benchmark against other entities' funds for performance as well as the number of participants in each fund. Some discussion was held around participants only invested in 1 fund and how to provide targeted information about diversification. In addition, Torri will be going out to other departments throughout the remainder of the year to provide educational seminars as well as still meet individually with employees.
- HR Staff is preparing to roll out several training programs this summer. The City has partnered with Daytona State College to bring Skills for Supervising in house to first line supervisors. There are 25 supervisors who will participate in 8 half-day training sessions beginning June 12th. Topics of training will include Time Management, Professional Communication & Effective Listening, Inspiring Loyalty & Trust, Managing Conflict & Performance Problems and many other important topics. Also, an interactive business theater company called Dramatic Solutions will be on-site in August to conduct Diversity and Inclusion training for all employees over a 2 days period. Training content includes interactive business theatre scenarios about inclusion, a communications game about stereotypes, and an illustration inference and unconscious bias. In addition, HR will be rolling out an ethics video for compliance purposes for all employees to view.
- Continued NAGE negotiations are scheduled for May 30th, 2019.

- The first test of the ACE2000 automated closed captioning appliance occurred during the Spectrum Channel 498 live broadcast of Wednesday night's City Council meeting with mixed results. Staff are researching options to improve the accuracy of the captioning as well as alternatives to the automated appliance.

Finance

- Finance submitted the annual FHWA-536 Local Highway Finance Report to the Florida Department of Transportation (FDOT) who collects and compiles data from local government entities on receipts and expenditures used for transportation purposes. FDOT then submits the report, which summarizes funding used for roads, streets and bridges, to the Federal Highway Administration (FHWA) and permits the FHWA to develop national tables depicting the financing activities of highways at the local level.
- The FY20 Budget process continues with individual meetings, between Finance and City departments, being scheduled to review their initial FY20 Expense Budget requests. These meetings will continue through the first week of June. Individual meetings to review the FY20 Expense Budget requests, between the City Manager, City departments and Finance, are scheduled to take place from June 20th through June 27th, 2019. The first draft of the FY20 Budget is expected to be compiled by the end of June.
- Purchasing held the pre-bid conference and site visit for Painting of the YMCA Building, ITB 19-16 this week as well as the pre-bid conference for Landscaping of Retention Ponds, ITB 19-22.
- Finance staff continues to participate in Customer Confirmation Sessions with Collaborative Solutions as part of the Workday software implementation process. In addition to the management team, these sessions will limit availability of all Accounting, Budget, Grants, and Purchasing staff.
- Finance held interviews with several candidates for ERP Support Specialist, Accountant II position and is currently in the final reviewing process for selection of the candidate. Customer Service has a full time CS Representative position and a part time no benefit CS Representative position currently open. The full-time position will be advertised internally only until Tuesday, 5/28/19 at 4:30pm; employees may apply online via the SharePoint homepage.
- **Customer Service did not have any delinquent customers for shut off this week!**

On the horizon

- A high level preliminary FY20 Budget will be presented to City Council at a budget workshop scheduled for May 28, 2019.

Police Department

- The following police officers were recognized by City Council this week for their exemplary police work! These officers will be featured in the next issue of the Orange Peel.
 - **Photo of Officer Justin Sorrell with City Council received an Award of Merit.**



- **Photo of the Bravo Platoon with City Council who was awarded a Unit Citation for exemplary police work.**



- **Photo of Detective Benzette, Detective Silvio Portillo, and Officer Nicole Avila with City Council who received an Award of Achievement.**



- **Photo of Officer Crysta McBride and Officer Alevisatos / K9 Nico with City Council who received an Award of Merit.**



Community Development

- Kings Landing developer's Biological Consultant, Zev Cohen and Associates, Inc. (ZCA) has captured and relocated the gopher tortoises according to the permit issued by the Florida Fish and Wildlife Conservation Commission (FWC) and submitted the After-Action Report to FWC. With the relocation of the gopher tortoises in Phase 1 completed, and silt fence installed, the site contractor has been approved by the City to begin land clearing. After land clearing is completed, the site contractor will begin site work (lot grading, installing utilities, stormwater, and roads) for Phase 1. Phase 1 (**pink boundary line**) consists of 24 single-family lots (23 one-acre lots and 1 - 20,000 square-foot lot). The developer anticipates a 9-month timeframe to complete the Phase 1 site work.



Location map for King's Landing Subdivision, Phase 1.

- The contractor for the Springs at Port Orange Apartments will be conducting an early morning concrete pour beginning at 5 a.m. on the following dates
 - Building 5 - Tuesday, May 28th (if the contractor anticipates encountering rain, the date will be moved to May 29th at same time); and
 - Building 10 - Thursday, May 30th (if the contractor anticipates encountering rain, the date will be moved to May 31st at same time).

The contractor previously sent out an email to the neighboring subdivisions alerting them to the upcoming early pour dates and will provide additional notification to the adjacent subdivisions of the approved date and time of the early pours. The contractor anticipates additional early morning concrete pours over the next 5 weeks.



Location map of the Springs at Port Orange Apartments early morning concrete pour area.

Public Works Department

Safety Awareness

- New reflective safety shirts were ordered for field crews.



Photo of Drainage Supervisor, Brett Matter, with new safety shirt

Building Maintenance

- Worked on plumbing at the DLH City Center Annex.



Photo of employee working on the plumbing at the DLH City Center Annex

- Replaced broken flag ropes at Public Works.



Photo of new flags and ropes on poles

Drainage

- The Gradall is continuing work on the Tanglewood/FEC ditch.
- Crew cleaned storm drains at the end of 4th street.



Photos of drainage area on 4th St. before and after cleaning

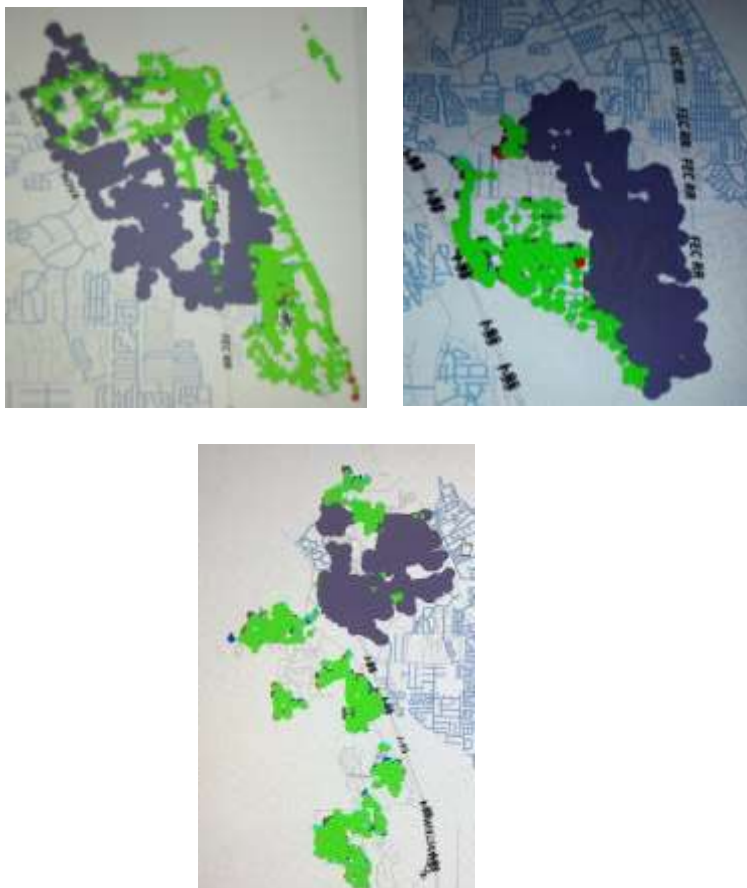
- Swales were reshaped, and hydro seeded on Boggs Ford Road completing the pipe install.



Photos of pipe install on Boggs Ford Rd

Roads

- IMS continues to complete sidewalk surveys throughout the City with 3 separate crews. Estimated completion is at 50%. The below maps show the completed zones in Green.



3 Photos of IMS mapping sections completed throughout the city

- Asphalt work done on Herbert street due to hazardous sink in the roadway just west of the railroad tracks.



Photos of Herbert St. asphalt repairs

- Trimming on Canalview Boulevard to improve sight distance for signage.



Photos of speed limit sign before and after trimming

- Sign installation on Old Sugar Mill Drive with placing pedestrian ahead signs before the oncoming pedestrian crossings.



Photos of pedestrian signs installation on old Sugar Mill Road

- Crews are continuing to maintain all irrigation in the city. Crews replaced an old irrigation box on Nova Rd.



Photo of new irrigation box on Nova Road

- Crews trimmed and sprayed crack grass along US 1/ Ridgewood Ave.

City Attorney

- Legal staff prepared the MOU dissolving the Southeast Regional Marine Patrol Unit.
- Deputy City Attorney is working with the Police Department to develop outdoor feeding regulations aimed at curbing the feral cat population.
- Our staff is also working with the City's Emergency Management to develop an emergency shelter agreement with South Daytona and Ponce Inlet.
- Florida/Federal Department of Transportation has worked with the local city and county governments to develop DOT standard contracts for construction Engineering and Inspection Services. This new contract improves communication and streamlines the city's responsiveness for proposed construction projects impacting Dunlawton Avenue, Spruce Creek Road and Ridgewood Avenue.

City Manager

- The Assistant City Manager is heading up a committee made up of staff from other cities and the County to begin discussing the local option gas tax interlocal agreement calculations for next year. Any interlocal agreement will only be successful if the cities that make up the majority of population within the county sign off.
- **ERP Update**

Customer Confirmation Sessions Complete

Once again the Port Orange Team has worked really hard and has finished up 4 weeks of customer confirmation sessions with Collaborative Solutions (our Workday ERP implementation partners). The sessions were very positive, and the Port Orange team are feeling very good about the project and where we are and kudos to them for fantastic continued effort. The team are now working on follow up items out of the sessions ahead of building out our Workday tenant ready for the testing phase which will start in July.

City of Port Orange Presented at GFOA Conference

Our ERP Project Manager Jane Davis was a speaker and moderator at the National GFOA Conference this week (after being invited to do so by GFOA), on a session called "ERP – Your Next Scary Movie". The session was well attended at over 400 people! Jane spoke alongside the following:

Tasha Tervalon, Assistant City Manager – City of Berkeley

Michael Jamison, Deputy CFO/Director of Financial Planning & Analysis – City of Detroit
James Kupfer, Chief Financial Officer – Kenosha County – Public Works & Development Services

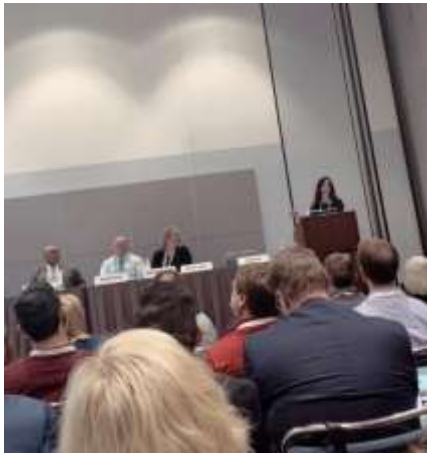



Photo of ERP Project Manager Jane Davis, speaker and moderator at the National GFOA Conference

Key takeaways and learning objectives for this session included

- Learn how other governments have managed complex ERP projects
- Learn lessons from organizations that are in various stages of implementation (Planning, Implementation, and Post Implementation)
- Learn how success is highly dependent on managing non-technology issues

Bids

5/23 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	COMPLETED 5/2019
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	Revised FINAL DRAFT COMPLETED 5-10 Submitted to CD for LAP FDOT approval
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	COMPLETED 4/2019
ITB#	19-06	Hunt Club Lease	PR	COMPLETED 3/2019
ITB#	19-07	Wrecker Towing Services Agreement	PD	COMPLETED 4/2019
ITB#	19-08	Landscape Maintenance Services of City Right of Way	PW	Bid Release 06-25 Bid Opening 07-30
ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station	FD	COMPLETED 4/2019
ITB#	19-10	Fence and Backstop Replacement	PR	COMPLETED 5/2019
ITB#	19-11	Install, Replace Pedestrian School Signs	PW	COMPLETED 5/2019 - Bid Submittal Received (Rejected over Budget 05-16)
ITB#	19-12	South Commonwealth Water Main Improvements	PW	Draft Completed 05-14 Awaiting approval of draft and EJCDC Contract 05-14
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 05-14 Awaiting approval of draft and EJCDC Contract 05-14
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	(Revising) Draft Completed 03-19 Awaiting Specifications 03-21
ITB#	19-16	YMCA Exterior Painting	PR	Bid Release 05-08 Pre-Bid Meeting(s) 05-21 & 05-23 Bid Opening 06-13
ITB#	19-17	Virginia Avenue & Monroe Street Drainage Improvements	PW	Rough Draft Completed 03-29 Awaiting Specifications 04-09
ITB#	19-18	Major Thoroughfare Landscape Maintenance	PW	Bid Release 06-27 Bid Opening 08-01
ITB#	19-19	Rehabilitation of Sanitary Sewer Manholes	PW	Draft Completed 5-20 Awaiting additional information from Dept 05-15
ITB#	19-20	Palm Tree Trimming - Professional Services	PW	Bid Release 05-21 Pre-Bid Meeting 06-04 Bid Opening 06-25
ITB#	19-21	Backflow Maintenance, Certification, Inspections	PW	Awaiting Entered into Civic Clerk Approval 04-18
ITB#	19-22	Landscape Services for Retention Ponds Mowing	PW	Bid Release 05-09 Pre-Bid Meeting 05-23 Bid Opening 06-13
ITB#	19-23	Electrical Services	PW	Awaiting to be Entered into Civic Clerk Approval 04-25
ITB#	19-24	Landscaping for Public Utilities Facilities and Lift Stations	PU	Draft Completed 05-03 Awaiting Specifications and Civic Clerk Approval 04-25
ITB#	19-25	Cured in Place (CIPP) for Stormwater Pipe Rehabilitation	PW	Draft Completed 05-20 Awaiting Civic Clerk Approval 04-25
ITB#	19-26	WRF Sludge Trailer Storage Lot	PU	Awaiting to be Entered into Civic Clerk Approval 04-25
ITB#	19-27	Drainage Improvements for Tumblebrook	PW	Awaiting to be Entered into Civic Clerk Approval 04-25
ITB#	19-28	City Hall Fire Alarm Replacement	PW	Awaiting to be Entered into Civic Clerk Approval 04-25
ITB#	19-29	Police Motorcycle Lease	PD	DRAFT Completes RUSH ITB - ON HOLD UNTIL FINANCIAL APPROVAL 5-20
ITB#	19-30			
RFP#	19-01	Physical Facility Security and Surveillance	IT	Draft Completed 2-11 Awaiting Specifications 01-29
RFP#	19-02			
RFP#	19-03			
RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED 3/2019
RFQ#	19-05	Labor Compliance Monitoring	FIN	COMPLETED 3/2019
RFQ#	19-06	Awning for Cypress Head Maintenance Building	PR	COMPLETED 4/2019 - Bid Submittal Received (Rejected over Budget 04-23)
RFQ#	19-07	Fire Service Fee Implementation Services	CM	COMPLETED 3/2019
RFQ#	19-08	Consulting Services to Select Software Digitized Records	CM	COMPLETED 5/2019 - Bid Submittal Received (Under Evaluation 05-15)
RFQ#	19-09	12 x 30 Pergola with Optional Benches for Riverwalk Park	PW	COMPLETED 5/2019 - Bid Submittal Received (Rejected over Budget 05-14)
RFQ#	19-10	Sign Shop Materials	PW	COMPLETED 5/2019 - Bid Submittal Received (Under Evaluation 05-21)
RFQ#	19-11			
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	Draft Completed 03-11 Awaiting Specifications and Civic Clerk Approval 02-28
RSFQ#	19-02			
Type	Bid #	COMPLETED PROJECTS	Dept	Status
ITB#	19-02	Concrete Installation, Repairs and Replacement	PW	COMPLETED 2/2019 - Department Awarded 03-05
ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR	COMPLETED 2/2019 - Department Awarded 02-21
RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED 3/2019 - Department Awarded 03-11
ITB#	19-06	Hunt Club Lease	PR	COMPLETED 3/2019 - Department Awarded 05-16
RFQ#	19-07	Fire Service Fee Implementation Services	CM	COMPLETED 3/2019 - Department Awarded 04-15
RFQ#	19-05	Labor Compliance Monitoring	FIN	COMPLETED 3/2019 - NO RESPONSIVE BIDS RECEIVED
ITB#	19-07	Wrecker Towing Services Agreement	PD	COMPLETED 4/2019 - Department Awarded 05-08
ITB#	19-05	Chemicals for Water and Waste Water Plant	PW	COMPLETED 4/2019 - Department Awarded 04-25
RFQ#	19-06	Awning for Cypress Head Maintenance Building	PR	COMPLETED 4/2019 - Bid Submittal Received (Rejected over Budget 04-23)
ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station	FD	COMPLETED 4/2019 - Department Awarded 04-24
ITB#	19-01	Police Shooting Range Facility	PD	COMPLETED 5/2019 - Department Awarded 05-16
RFQ#	19-08	Consulting Services to Select Software Digitized Records	CM	COMPLETED 5/2019 - Bid Submittal Received (Under Evaluation 05-15)
RFQ#	19-09	12 x 30 Pergola with Optional Benches for Riverwalk Park	PW	COMPLETED 5/2019 - Bid Submittal Received (Rejected over Budget 05-14)
ITB#	19-11	Install, Replace Pedestrian School Signs	PW	COMPLETED 5/2019 - Bid Submittal Received (Rejected over Budget 05-16)
RFQ#	19-10	Sign Shop Materials	PW	COMPLETED 5/2019 - Bid Submittal Received (Under Evaluation 05-21)