



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, August 23, 2019

City Manager's Weekly Update

Upcoming Events

August

- | | | |
|----|-----------|---------------------------------|
| 27 | 6:30 p.m. | City Council Workshop |
| 28 | 9:00 a.m. | Code Special Magistrate Hearing |

September

- | | | |
|----|-----------|---------------------------------|
| 3 | 6:30 p.m. | City Council Regular Meeting |
| 11 | 9:00 a.m. | Code Special Magistrate Hearing |
| 17 | 6:30 p.m. | Regular City Council Meeting |
| 24 | 6:30 p.m. | City Council Special Meeting |
| 25 | 9:00 a.m. | Code Special Magistrate Hearing |
| 26 | 5:30 p.m. | Planning Commission Meeting |

Police Department

- During the 2019 Labor Day holiday, the Port Orange Police Department will partner with the U.S. Department of Transportation's National Highway Traffic Safety Administration to get drunk drivers off the roads and help save lives. The high-visibility national enforcement campaign, *Drive Sober or Get Pulled Over*, runs from August 14 through September 2, 2019. During this period, local law enforcement will show zero tolerance for drunk driving. Increased state and national messages about the dangers of driving impaired, coupled with enforcement and increased officers on the road, aim to drastically reduce drunk driving on our nation's roadways.

Finance

- The Budget Team continued working with Departments to finalize the FY20 Budgets for the Non-General funds including; Operating, Capital, Debt Service and Special Revenue funds, the preliminary budgets will be submitted to City Council for review and will be posted on the City's website by Friday, August 23, 2019. A budget workshop will be held with City Council to present and discuss the tentative budgets for all funds in preparation for the first public budget hearing scheduled for Tuesday, September 11, 2019.
- A new Budget Team member – The hiring process for the vacant Budget Analyst position has been completed and Darlene Barrett was selected to join the City and our team. Her starting date is scheduled for Tuesday, September 3, 2019. We are excited to have Darlene join the budget team as we move forward into the Workday era.
- The City of Port Orange received \$485,030.33 for the Police Pension Fund portion of the 2018 state Premium Tax Distribution amount and the Fire Pension Fund received \$395,108.25. The funds were wired to the pension funds within five days of receipt as required. State Premium Tax Distribution amounts represent a percentage of gross receipts on policyholder premiums collected on property insurance policies covering property located within our City. The net tax proceeds are used to supplement firefighters' pension trust funds and police officers' retirement trust funds.
- Finance staff continues their due diligence on building and testing Workday as part of the implementation process.

On the horizon

- A budget workshop is scheduled for City Council on Tuesday, August 27, 2019 at 6:30 p.m. for the FY20 Budget.

- City Council will hold special City Council meetings for the first public hearing for the FY20 Budget on Wednesday September 11, 2019, with the second hearing scheduled for Tuesday, September 24, 2019.

Administrative Services

- GIS staff completed work on data submittals for the FEMA National Flood Insurance Program (NFIP) Community Rating System (CRS) review. GIS began collaborating with Community Development in May for the CRS five-year cycle visit. The project entailed extensive data analysis using GIS software to identify areas within the city that would contribute points in the CRS system. Point accumulation affects the overall rating for the city and can result in reduced flood insurance premiums for citizens of Port Orange. GIS successfully identified parcels designated as open space, city owned open space, conservation, and ponds to submit for points in the CRS system.
- Interactive online flood zone maps are available to citizens of Port Orange on the external website and internally for staff via SharePoint. Online mapping resources available to staff contain additional resources such as, 100-year and 500-year flood models, parcel owners that have been sent notifications, and professional surveys of Port Orange storm water infrastructure. Both resources have been tailored to provide information unique to the City of Port Orange as well as online services directly from FEMA.
- A tentative agreement has been reached with the NAGE. The union held a vote on Monday August 19th and the tentative agreement was voted up by the membership. This will now go to City Council for a ratification vote on September 3rd.
- Dramatic Training Solutions was on site this week and conducted diversity & inclusion training for employees. This was a high-energy interactive training that was well-received by employees. We encourage all employees to continue to do their part in creating a respectful workplace for all.
- Staff is finalizing ERP End2End test scenarios in all functional areas and is planning and preparing for the upcoming user acceptance and user experience testing.

Fire & Rescue

- Fifty-seven new P25 Phase II handheld portable radios went into service with the assistance of Communications International. The new radios will meet P25 compliance that the County will begin implementing shortly and allow a seamless transition in the future.

- The Fire Marshal is working with Corey Kingsbury in IT for a solution to a secondary station alerting system that will help POFR gain some additional ISO points.
- Transports for the week are 21 emergent dispatches with 14 transports and 6 non-emergent dispatches with 2 transports. Response times are 6 minutes 24 seconds for emergent calls and 7 minutes 57 seconds for non-emergent calls. We were sent outside of our corporate border 2 times this week. To date, we have been sent to 413 emergent calls and transported 268 patients and 158 non-emergent calls with 108 patients transported.

Community Development

- Lowe's Home Improvement has submitted an application to amend the Port Orange Gateway Center Master Development Agreement (MDA) and Conceptual Development Plan (CDP) to allow outdoor display of goods, outdoor storage, and outdoor display of seasonal goods and merchandise in limited locations on the subject property. The proposed amendment is anticipated to be considered by the Planning Commission and City Council in the Fall. A yellow "Zoning Amendment" public notice sign was posted on the property along Yorktowne Blvd. on Friday.



Map indicating the Port Orange Gateway Center PCD and Lowe's proposed amendment area.

Parks & Recreation

Parks Maintenance Report

- The Historical Trust Building is near completion of replacement of all the windows. The old windows were leaking and beyond repair. A new bike rack was installed at City Hall.



Photo of Historical Trust Building with new windows



Photo of new bike rack at City Hall

Upcoming Events

- July 22-Aug 23: Adult sports registration
- Youth Fall Baseball and Softball registration will be from Aug 5-Sept 6
- Basketball games will start September 3rd
- September 7th-8:00am Halifax Health Hospice 5k at City Center

Public Works

Building Maintenance

- Sanded and painted dedication plaques at City Hall and Public Works.



Before and After photos of the City Hall plaques

- Prepped and painted an office in Finance at City Hall.



Photos of employees painting

- A licensed contractor replaced a/c units and air handlers at Fire Station 72 and the Clerks storage area at the DLH City Center Annex.
- Annual roof inspections were completed by a certified roofing company to help maintain roof warranties at City Hall, Fire Station 73 and the Police Department.

Drainage

- Crews completed emergency drainage pipe repair at the intersection of Charles Street and 2nd Street. A portion of the stormwater pipe had a hole in the bottom of the concrete pipe in the middle of the roadway due to joint separation from ground movement.



Photos of the Drainage crew repairing a pipe on Charles Street

- Crew repaired the catch basin apron at 109 Wimbledon Ct. The concrete surrounding the catch basin had deteriorated over time and had to be replaced in order to ensure proper service.



Before and After photos of repair catch basin apron on Wimbledon Ct.

- The Vac-con was at 527 Newton Road to clean out a drainpipe which was part of their routine inspections.



Photos of the Vac-Con truck

Roads

- Crews filled in a pothole on City Center Boulevard with asphalt to improved vehicular safety.



Before and After photos of pothole repaired

- A sign on the corner of Isabelle Avenue and Roberts Street was up righted to improve pedestrian and vehicular safety.



Before and After photos of a repaired sign

- The striping contractor was working in the Water's Edge Subdivision redoing the crosswalks to improve pedestrian safety.



Photo of newly painted crosswalk

Upcoming sidewalk repairs for August/September 2019 **Weather Permitting**

- Bike Path/Curbing-**Willow Run** Starting on 8/26/19
- Tracy Drive-**Willow Run** Starting on 8/26/19
- 5805 Wales Drive-**Cambridge**
- 110-112 Stratford Sq.-**Cambridge**
- 216 London Pl- **Cambridge**
- 143 Wimbledon CT-**Cambridge**
- 362 Bent Oak Dr-**Wood Lake**
- 222 Leisure Circle-**Leisure Villa**
- 4810 Woodcove Dr-**Wood Lake**
- 1593 Brandon Ln-**Lone Oak**
- 363 Hearthstone Tr-**Bent Oak**
- 4607 Barnacle Dr-**Woodlake**
- 4591-93 Barnacle Dr-**Woodlake**
- 91 Woodlake Dr-**Woodlake**
- 5415 James St-**Maplewood**
- 5419 James St-**Maplewood**
- 15 Lawrence St-**Southern Pines**
- 585 Moonpenny Dr-**Foxboro**
- 5568 Mossy Oak Ln-**Foxboro**
- 5628 Touro Dr-**Foxboro**

Grounds

- Crews completed various tree trimming Citizen's Requests City wide to improve vehicular and pedestrian safety.

- Crews removed a dead tree from Conrad Street median.



Before and After photos of tree removal

Public Utilities Department

Lab Operations

- Monitor wells were sampled as required in the Water Management Consumptive Use Permit (CUP). Lab analysis began on 8/14/19.



Photo of sampling equipment used to sample City groundwater monitoring wells

- Lab staff performed routine inspections on multiple grease interceptors within the City. Restaurants are required to have a grease interceptor to keep grease from entering the sanitary sewer system. A properly maintained grease interceptor can significantly reduce the number of sewer backups in the sewer collection system.



Photo of Paul Salerno sampling a grease interceptor at a local restaurant

Water Reclamation Facility

- On Thursday, August 15, 2019, staff received training on Hepatitis A from the Volusia County Health Department. Staff was informed of the recent outbreak of Hepatitis in Central Florida. Shots were made available to those who needed the vaccination at Florida Health Care on Dunlawton Ave.



Photo of Ms. Smith and Grace Stewart at the Hepatitis A training last week at the Water Reclamation Facility

City Attorney

- The Riverwalk public trail and park is scheduled to be completed in late November, as a result of a Developer's recent request for an extension. As part of the extension, the City will be able to park cars for special events in a new grassed area, convenient to the Riverwalk park.
- Legal continues to work with the Contract Manager for Dunlawton medians and lighting.

City Manager

- Staff continue to work with FEMA representatives on reimbursements for Matthew and Irma. We have provided 90% of the items requested last week, but with each submission FEMA requests additional information.
- The Assistant City Manager has finished coordinating with the County and other cities on a presentation for the city and county managers covering the history of the local option fuel tax (LOFT). The presentation will be provided to the group of managers next week in preparation for obtaining ideas on new calculations for the interlocal agreement. We hope to have a new calculation for distribution of the LOFT by the time we renew next summer.
- The Assistant City Manager and the City Clerk's office held a session to work towards completion of the division's strategic plan. The goal of the plan is to create objectives that link to the city's goals and help staff visualize their link to the overall success of the city.
- City Manager was the guest host this week on WSBB 1230 AM 106.9 FM.



A photo of City Manager at the radio station being a guest host of WSBB

- The 3rd Annual Port Orange University started on Monday with Session 1 titled, “Local Government 101.” Thirty citizens will be participating over the next 10 weeks.



Photos of the first session of Port Orange University, the city’s citizen academy

ERP Update

- The first round of ERP Workday testing has gone really well and after 5 weeks of hard work the HR and Payroll team have executed 2,898 test scenarios and the Finance team have executed test 1,459 scenarios. The target pass rate for the first round of testing is 80%, which most of our teams met, and even went beyond, for example Recruiting reached a 100% pass rate, and Budget reached 99%! Next, the teams will go back through and test any scenario that was missed during the first round, or that failed and was fixed so they can re-test it. Also starting on September 9, we will start bringing in some end users for testing. Testing should not be confused with training and just a handful of end users will come in for end user testing, whereas all staff will receive Workday training as we head towards go live. Invites are being sent this week to the end users. As usual, there has been a fantastic effort by the Port Orange project team and our partners Collaborative Solutions. Knowledge transfer to project team members is occurring ongoing in weekly workstream meetings and other avenues so that are prepared for a successful go live in Workday come December 2019.

Bids

8/19 Status of Bids and Proposals					
City of Port Orange Procurement Projects					
Type	Bid #	CURRENT PROJECTS	Dept	Status	
1	ITB#	19-01 Police Shooting Range Facility	PD	COMPLETED 5/2019	
2	ITB#	19-02 Concrete Installation, Repairs and Replacement	PW	COMPLETED 2/2019	
3	ITB#	19-03 N. Spruce Creek Sidewalk SR5 to Angelina (LAP Project)	CD	COMPLETED 8/2019	
4	ITB#	19-04 Athletic Field Pest Control and Fertilization Services	PR	COMPLETED 2/2019	
5	ITB#	19-05 Chemicals for Water and Waste Water Plant	PW	COMPLETED 4/2019	
6	ITB#	19-06 Hunt Club Lease	PR	COMPLETED 3/2019	
7	ITB#	19-07 Wrecker Towing Services Agreement	PD	COMPLETED 4/2019	
8	ITB#	19-08 Landscape Maintenance Services of City Right of Way	PW	COMPLETED 7/2019	
9	ITB#	19-09 Removal and Replacement of Kitchen Cabinets Fire Station	FD	COMPLETED 4/2019	
10	ITB#	19-10 Fence and Backstop Replacement	PR	COMPLETED 5/2019	
11	ITB#	19-11 Install, Replace Pedestrian School Signs	PW	COMPLETED 5/2019 - Bid Submittal Received (Rejected over Budget 05-16)	
12	ITB#	19-12 South Commonwealth Water Main Improvements	PW	Bid Release 07-15 Pre-Bid Meeting 07-29 Bid Opening 08-26	
13	ITB#	19-13 Saw Palmetto Berry Harvest	PR	COMPLETED 7/2019 NO Bids Received	
14	ITB#	19-13 Saw Palmetto Berry Harvest	PR	COMPLETED 5/2019 NO Bids Received on 2nd re-bid	
15	ITB#	19-14 Water Reclamation Facility Bar Screen Replacements	PW	COMPLETED 8/2019	
16	ITB#	19-15 SR 421 Dunlawton Median Landscaping Beautification (LAP)	CD	off HOLD 08-08 Rev #2 COMPLETED 08-20 - Need/EJCDC contact from Legal	
17	ITB#	19-16 YMCA Exterior Painting	PR	COMPLETED 5/2019	
18	ITB#	19-17 Virginia Avenue & Monroe Street Drainage Improvements	PW	Final Draft Completed 08-20 - Need/EJCDC Contact review by Legal	
19	ITB#	19-18 Major Thoroughfare Landscape Maintenance	PW	COMPLETED 8/2019	
20	ITB#	19-19 Rehabilitation of Sanitary Sewer Manholes	PW	COMPLETED 8/2019	
21	ITB#	19-20 Palm Tree Trimming - Professional Services	PW	COMPLETED 5/2019	
22	ITB#	19-21 Backflow Maintenance, Certification, Inspections	PW	Waiting to be Entered into Civic Clerk 04-18	
23	ITB#	19-22 Landscape Services for Retention Ponds Mowing	PW	COMPLETED 5/2019	
24	ITB#	19-23 Electrical Services	PW	Cancelled	
25	ITB#	19-24 Landscaping for Public Utilities Facilities and Lift Stations	PU	Bid Release 08-14 Pre-bid Meeting 08-28 Bid Opening 09-18	
26	ITB#	19-25 Cured in Place (CIPP) for Stormwater Pipe Rehabilitation	PW	COMPLETED 8/2019	
27	ITB#	19-26 WRF Sludge Trailer Storage Lot	PU	Waiting to be Entered into Civic Clerk 04-25	
28	ITB#	19-27 Directional Drilling Tumblebrook Stormwater Pipe	PW	Waiting to be Entered into Civic Clerk 04-25	
29	ITB#	19-28 City Hall Fire Alarm Replacement	PW	Bid Release 08-20 Pre-Bid Meeting 9/3 & 9/5 Bid Opening 09-26	
30	ITB#	19-29 Police Motorcycle Lease	PD	Bid Release 08-08 Pre-Bid Meeting n/a Bid Opening 08-22	
31	ITB#	19-30 Scanning of Hard Copy Record	CD	In Process by Purchasing and Community Development	
32	ITB#	19-31 TBD	PW	TBD	
33	ITB#	19-32 Temporary Employee and Employee Leasing Services	HR	In Process by Purchasing of completing & Need Contract from Legal	
34	ITB#	19-33 Lakeside HVAC & Ceiling Replacement	PR	Final Draft Completed 08-20 - Need/AIA Contact from Legal	

1	RFP#	19-01	Physical Facility Security and Surveillance	IT	Draft completed 08-20
1	V	RFQ#	19-04 Pre-owned Polaris Gem E4 Electric Vehicle	VM	COMPLETED 3/2019
2	V	RFQ#	19-05 Labor Compliance Monitoring	FIN	COMPLETED 3/2019
3	V	RFQ#	19-06 Awning for Cypress Head Maintenance Building	PR	COMPLETED 4/2019 - Bid Submittal Received (Rejected over Budget 04-23)
4	V	RFQ#	19-07 Fire Service Fee Implementation Services	CM	COMPLETED 3/2019
5	V	RFQ#	19-08 Consulting Services to Select Software Digitized Records	CM	COMPLETED 5/2019 - Bid Submittal Received (Under Evaluation 07-22)
6		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)
7	V	RFQ#	19-10 Sign Shop Materials	PW	COMPLETED 5/2019 - Awarded 07-19
8	V	RFQ#	19-11 Workday Cloud Connect for Third Party Payroll Service	IT	COMPLETED 07/2019 - Awarded 07-19
9		RFQ#	19-12 Portable Toilet Rental and Services	PW	Rough draft completed 8-7-19
10		RFQ#	19-13 Concession Supplies	PR	Rough draft in progress Need Specifications
1		RSFQ#	19-01 Design and Permitting Services for LAP Projects	CD	Awaiting Specifications & approval in Clerk Approval 02-28
		Type	Bid #	COMPLETED PROJECTS	Dept Status
1	V	ITB#	19-02	Concrete Installation, Repairs and Replacement	PW COMPLETED 2/2019 - Department Awarded 03-05
2	V	ITB#	19-04	Athletic Field Pest Control and Fertilization Services	PR COMPLETED 2/2019 - Department Awarded 02-21
3	V	RFQ#	19-04	Pre-owned Polaris Gem E4 Electric Vehicle	VM COMPLETED 3/2019 - Department Awarded 03-11
4	V	ITB#	19-06	Hunt Club Lease	PR COMPLETED 3/2019 - Department Awarded 05-16
5	V	RFQ#	19-07	Fire Service Fee Implementation Services	CM COMPLETED 3/2019 - Department Awarded 04-15
6	V	RFQ#	19-05	Labor Compliance Monitoring	FIN COMPLETED 3/2019 - NO Bids Received
7	V	ITB#	19-07	Wrecker Towing Services Agreement	PD COMPLETED 4/2019 - Department Awarded 05-08
8	V	ITB#	19-05	Chemicals for Water and Waste Water Plant	PW COMPLETED 4/2019 - Department Awarded 04-25
9	V	RFQ#	19-06	Awning for Cypress Head Maintenance Building	PR COMPLETED 4/2019 - Bid Submittal Received (Rejected over Budget 04-23)
10	V	ITB#	19-09	Removal and Replacement of Kitchen Cabinets Fire Station	FD COMPLETED 4/2019 - Department Awarded 04-24
11	V	ITB#	19-01	Police Shooting Range Facility	PD COMPLETED 5/2019 - Department Awarded 05-16
12	V	RFQ#	19-08	Consulting Services to Select Software Digitized Records	CM COMPLETED 5/2019 - Bid Submittal Received (Under Evaluation 05-15)
13	V	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)
14	V	ITB#	19-11	Install, Replace Pedestrian School Signs	PW COMPLETED 5/2019 - Bid Submittal Received (Rejected over Budget 05-16)
15	V	RFQ#	19-10	Sign Shop Materials	PW COMPLETED 5/2019 - Awarded 07-19
16	V	ITB#	19-16	YMCA Exterior Painting	PR COMPLETED 5/2019 - Department Awarded 07-19
17	V	ITB#	19-10	Fence and Backstop Replacement	PR COMPLETED 5/2019 - Department Awarded 07-19
18	V	ITB#	19-22	Landscape Services for Retention Ponds Mowing	PW COMPLETED 5/2019 - Department Awarded 07-19
19	V	ITB#	19-13	Saw Palmetto Berry Harvest	PR COMPLETED 5/2019 NO Bids Received
20	V	ITB#	19-20	Palm Tree Trimming - Professional Services	PW COMPLETED 7/2019 - Department Awarded 07-19
21	V	ITB#	19-13	Saw Palmetto Berry Harvest Re-Posted	PR COMPLETED 7/2019 NO Bids Received - Reposting 07-01 - NO Bids Received
22	V	RFQ#	19-11	Workday Cloud Connect for Third Party Payroll Service	IT COMPLETED 07/2019 - Department Awarded 07-19
23	V	ITB#	19-08	Landscape Maintenance Services of City Right of Way	PW COMPLETED 7/2019
24	V	ITB#	19-03	N. Spruce Creek Sidewalk SR5 to Angelina (LAP Project)	CD COMPLETED 8/2019
25	V	ITB#	19-18	Major Thoroughfare Landscape Maintenance	PW COMPLETED 8/2019 - Department Awarded 08-14
26	V	ITB#	19-25	Cured in Place (CIPP) for Stormwater Pipe Rehabilitation	PW COMPLETED 8/2019 - Department Awarded 08-15
27	V	ITB#	19-14	Water Reclamation Facility Bar Screen Replacements	PW COMPLETED 8/2019
28	V	ITB#	19-19	Rehabilitation of Sanitary Sewer Manholes	PW COMPLETED 8/2019