



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, September 13, 2019

City Manager's Weekly Update

Upcoming Events

September

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

October

1	6:30 p.m.	City Council Regular Meeting
9	9:00 a.m.	Code Special Magistrate Hearing
15	6:30 p.m.	Regular City Council Meeting
23	9:00 a.m.	Code Special Magistrate Hearing
24	5:30 p.m.	Planning Commission Meeting
28	5:15 p.m.	Environmental Advisory Board Meeting

Police Department

- The Community Shred Day will be quickly upon us. There is no charge for the event, scheduled on September 21st between 10:00 am and 2:00 pm, and people are encouraged to come out and help prevent identity theft by properly discarding documents containing sensitive personal information.



FREE COMMUNITY SHRED DAY



WHEN
Saturday, September 21st.
10:00am – 2:00pm

WHERE
Port Orange Police Department
4545 Clyde Morris Blvd.

WHAT
Free On-Site Document Shredding
Services by Crown Shredding.

Four Box/Bag Maximum Per Person



ACCEPTABLE ITEMS

- Paper Clips
- Rubber Stamps
- Check Fasteners
- Spiral Notebooks
- Stickers
- Paper
- Folders
- Credit Cards

UNACCEPTABLE ITEMS

- Binder Clips
- Batteries
- Sharp Objects
- Medication
- Plastic
- Food
- Large Metal Objects
- No Waste
- Tires

Graphic of Free Community Shred Day announcement, to be held on September 21st between 10:00 am and 2:00 pm at the Port Orange Police Department.

- Ofc. Doyle represented POPD at the Volusia Job Fair this week to speak with those interested in a career with the City of Port Orange. Several other job fairs are scheduled for the near future in hopes of recruiting future police officers.

Parks & Recreation

Parks Maintenance Report

- The Spruce Creek Southfield Fence and Back Stop Replacement project has begun. The project is expected to be completed by the end of September.



Photos of Spruce Creek Road Park's back stop fencing being removed

- Tennis resurfacing has begun at Airport Road Park. The project will be completed within a few weeks and will include new netting and poles for each court.



Photos of the resurfacing project starting at the Airport Road Park

- The Causeway Park was the victim of vandalism when someone removed the handle from the shower and damaged the water faucet on the fish cleaning table. The damage resulted in both running continuously. Thanks to the alert Water Plant Crew who notified Parks and Rec that a water source was running, a staff member was able to repair the problem quickly.



Photos of fishing table and shower at Causeway Park

- Park Crews worked on getting the Gangways re-installed on the Causeway boat ramps after Hurricane Dorian. The large Gangways weighed over 2000 pounds.



Photos of crew removing and replacing Gangways at Causeway Park

- **Ribbon Cutting Ceremony:** September 17, 2019 5:00 pm. Causeway Park, 93 Dunlawton Ave. for the Frank E. Scofield Memorial Boat Ramp Dedication.

Upcoming Events

- September 14th: youth fall baseball/softball placements at City Center Sports Complex
- September 14th: Pop Warner football game at Coraci Sports Complex
- September 2-Oct 6: youth tennis registration
- October 18th: Pop Up Parks at Riverwalk Park

Public Works

Building Maintenance

- Inspected facilities after Hurricane Dorian to ensure there were no damages caused by wind and rain.
- Worked with vendors to have faulty smoke detectors replaced at City Hall, the DLH City Center Annex and Fire Station 74.
- Contractor installed a new fence around the generators and chillers at the Police Department.



Photo of newly installed fence at Police Department

- Assisted Purchasing with the pre-bid walkthrough for the fire alarm replacement at City Hall.

Drainage

- Staff assisted GIS in compiling a map of Public and Private ponds throughout the City.

Roads

- Crews completed sidewalk grinding on Woodcove Drive from a “Citizen Connection” to improve pedestrian safety.

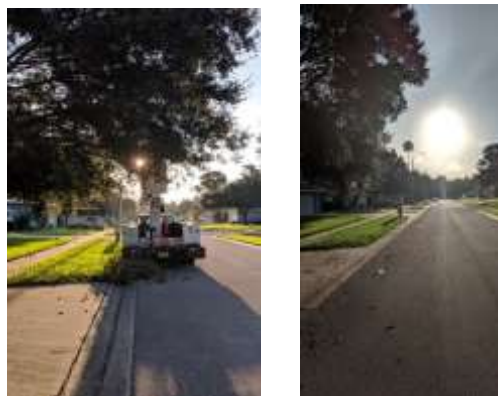


Before and after photos of sidewalk grinding

- Crews patched a few potholes around the City to improve vehicular safety.
- The contractor continues replacing sidewalk sections around town.

Grounds

- Crews have been assisting Waste Pro by picking up extra storm debris around the City and we expect to be completed with this project by early this weekend.
- Crews installed extra rock around the newly installed fence at the Police Department.
- Crews completed various tree trimming Citizen’s Requests City wide to improve vehicular and pedestrian safety.



Before and after photos of tree trimming

Administrative Services

- Congratulations go out to HR Assistant, Marla Callanan, for achieving her IPMA-CP certification. The International Public Management Association of Human Resources designates Certified Professionals who take an 8-week course and pass a rigorous exam. The IPMA-CP designation demonstrates a mastery of the technical and operational aspects of public sector Human Resources, including U.S. laws and regulations. To be recertified, one must achieve 50 recertification credits in a 3-year period in categories such as leadership, research/publishing, on-the-job training and continuing education.
- Staff continued to work on the ERP project for Workday. Data templates were extracted from Naviline and uploaded to the new Workday tenant for parallel testing. Select city employees came in to do user acceptance testing and got their first glimpse at Workday. Training will be rolled out to all employees later this year. Payroll testing continued with the Collaborative Solutions consultant on site this week.
- GIS staff attended the Central Florida GIS Workshop, September 9-10. The workshop allowed GIS staff to network with local municipalities and to discuss Hurricane Dorian response successes and areas for improvement. In addition to networking, GIS staff attended training on the latest software from ESRI, ArcGIS Pro. ArcGIS Pro will eventually replace legacy mapping software, and the training experience will help the GIS team prepare for the road ahead. The workshop also introduced the GIS group to methods for creating more user-friendly online maps, gathering feedback from users, and innovative methods for serving all city departments.
- IT staff met with staff from Parks & Recreation and Public Works to discuss options for the future of the Dunlawton LED sign. The sign is currently not functioning and unable to be repaired due to its age. There are several viable options in mind and a staff report will be prepared and presented in the near future for a decision.
- Next week, staff will be meeting with Purchasing to finalize RFP 19-1 Physical Facility Security and Surveillance and discuss the timeline for its release. The goal is to receive submittals from contractors specializing in facility security, such as proximity card readers, and IP-based surveillance camera installation and repair. There are several projects at various facilities that are already shovel-ready once a vendor is selected.
- Risk Management has been working with multiple departments regarding the upcoming Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse that will be initiated on January 6, 2020. Information has been provided to ALL city employees regarding the upcoming regulatory changes who carry a CDL, whether required by their job description or for other personal reasons.
- The Preferred TIPS program is a reimbursement program with matching training/incentives that can be applied for by any current member of PGIT. The City is eligible to apply for a matching

incentive of up to \$5,000 per coverage year, subject to availability of program funds. Risk Management submitted an application and has been approved for approximately \$4,600 as partial reimbursement for the life rings purchased by Public Utilities for use at the Water Reclamation Facility.

Public Utilities Department

Field Operations

- Crews repaired a broken clay sewer line on Farmbrook Rd. Repairing clay sewer lines can be a challenge given how brittle the clay pipe is. PVC pipe is used for the repair.



Photo of clay sewer line repair performed on Farmbrook Rd.

- Crews performed multiple waterline taps on S. Atlantic Ave. These service taps provide potable water and fire protection to the new condo on Atlantic Ave.



Photo of Robert, Derrick, and Alex performing a water tap on Atlantic Ave.

Lab Operations

- Public Works helped us clean up the landscaping around the lab on Wednesday, 8/21/19. The guys did a great job and we greatly appreciate all of their hard work!



Photo of the laboratory exterior before and after clean-up

- The lab completed clearance sampling for the Shoppes at Dunlawton. Sampling took place on 8/27/19-8/28/19. On 8/29/19, the line was cleared for use.
- Staff flushed various fire hydrants around town to ensure water quality.



Photo of Lab Analyst flushing a hydrant in Crane Lakes to ensure good water quality

Water Reclamation Facility

- Economy Electric installed a new primary electrical service breaker at the WRF. This was the final repair required for the proper operation of the auxiliary generator. The breaker that was replaced was the original unit from the 1990 plant expansion.



Photo of new primary electrical breaker being installed by Economy Electric

Water Production Annual System Maintenance

- The Water Treatment Facility is making preparations for its annual system maintenance. Public notification was posted in the newspaper on 9/11/19. Many local businesses such as doctor offices, hospitals, dentists, dialysis offices, fish aquariums and pet stores that need to be notified of a disinfection change are currently being notified by staff. The maintenance requires a change of the disinfectant used from chloramine to free chlorine. Water disinfection is a required part of water treatment and ensures the water is safe from bacteria. Once per year, the City changes from its routine disinfectant, chloramines, to free chlorine to ensure no nitrites are present in the water distribution system. During the first week of the change, residents may notice a higher smell of chlorine. This is part of the conversion process. Although there is no additional chlorine added during this time, the initial conversion produces the chlorine odor. The water remains safe for use during this time. This maintenance activity is expected to last approximately 30 days to ensure proper operation of the water distribution system.

Fire & Rescue

- Staff had their monthly Leadership meeting with the IAFF Executive Board. In an ongoing effort to build and maintain a high level, collaborative working environment, discussion points included how our overtime is awarded and ways to reduce the need for mandatory overtime. We are also looking at adding additional line personnel into the rotation of our transport unit and create a more specific in-house training curriculum for our transport medics.
- The Fire Marshal's office completed all the courtesy safety inspections for schools within Port Orange and the fire pump test at Seagrass Village Assisted Living Facility and attended a pre-bid meeting for the fire alarm project at City Hall.
- Transports for the week are 20 emergent dispatches with 16 transports and 5 non-emergent dispatches with 3 transports. Response times are 6 minutes 43 seconds for emergent calls and 8 minutes 3 seconds for non-emergent calls. We were sent outside of our corporate border 1 time this week. To date, we have been sent to 481 emergent calls and transported 319 patients and 178 non-emergent calls with 120 patients transported.
- Port Orange Fire training division with the assistance of VentEnterSearch, LLC conducted Aerial Operations class for POFR employees. This is a State of Florida certification class that builds basic to advanced skills on aerial and tower ladder operations. This program is designed to provide firefighters, driver engineers and officer's extreme confidence in their aerial mounted apparatus. With these added skills, we will provide even more safety and protection to our citizens.



POFR members aerial operations training

Emergency Management

- Emergency Management recently attend a FEMA roundtable in Tallahassee. This discussion covered many topics related to public assistance. The panel spent a significant amount of time discussing recovery from a disaster that may occur in our state. The round table provided access to other local and state leaders in the emergency management field. The ideas brought back will be carefully considered and implemented when necessary.
- The Emergency Operations Center (EOC) was activated for Hurricane Dorian and the City of Port Orange was well prepared. The lessons learned were minor and will be updated in the Comprehensive Emergency Management Plan (CEMP). The CEMP is a living document that is reviewed and updated as needed after each disaster.

Finance

- The Budget Team worked closely with the City Manager to prepare for the first budget hearing to present and recommend a tentative millage rate for the operating and capital budgets. The recommended tentative rate was approved during a special city council meeting on Wednesday, September 11, 2019.
- The FY20 operating and capital budgets will be presented to City Council for final adoption on Tuesday, September 24, 2019 (Second Hearing)
- The budget team is excited to welcome a new budget analyst, Darlene Barnett, we are quickly getting her up to speed on all things budget.
- Finance held a management review meeting with the Customer Service Manager to review internal policies and procedures. Opportunities for improvement were identified and follow up meetings will be held.
- Finance staff continues their due diligence on building and testing Workday as part of the implementation process.
- Purchasing held mandatory pre-bid conferences and site visits for the city hall fire alarm replacement, ITB 19-28 this week.
- Customer Service extended late payment fees and shut offs due to the City Hall being closed during Hurricane Dorian. For that reason, Customer service will have two days of shut offs this week. Last week's starting shut off number was 88 and it was reduced to 57. This week's shut off list started with 128 and ended with 83.

- We want to recognize Adam Gelow for being praised for his exceptional customer service to one of our new residents in Port Orange, when they were setting up service. Congratulations, Adam!

On the horizon

- City Council will hold a Special City Council meeting for the second hearing of the final budget and millage rate adoption for FY20 on Tuesday, September 24, 2019.

Community Development

- A pre-application meeting was held to discuss a development proposal for a +/-11,000 square-foot office building and design center for Paytas Homes. The subject property is located at 908 Taylor Road, between Mellow Mushroom and the Port Orange Christian Church. The property is zoned Community (CC) and current zoning permits the proposed use. According to the project engineer, the submittal of a Site Plan is anticipated in Fall 2019. The subject property is an infill site that is part of an existing commercial node surrounded by existing commercial and residential development, with access to existing infrastructure.



Location map of proposed office building and design center for Paytas Homes located at 908 Taylor Road.

- On Wednesday, the Staff Development Review Committee (SDRC) met to review the proposed 9th Amendment to the Port Orange Gateway Center Master Development Agreement (MDA) and Conceptual Development Plan (CDP). The proposed amendment is to allow outdoor display of goods, outdoor storage, and outdoor display of seasonal goods and merchandise in certain locations on the Lowe's site. The proposed amendment is anticipated to be considered by the Planning Commission on September 26th and City Council on October 15th. A yellow "Zoning Amendment" public notice sign was posted on the property along Yorktown Blvd. on August 23, 2019.



Location map of proposed 9th Amendment to the Port Orange Gateway Center PCD amendment area.

Riverwalk Update

- Second reading for the First Amendment to the Riverwalk Amended and Restated Master Development Agreement will be heard at the September 17th City Council meeting. If approved, it would extend the completion date for the 23-foot-wide public trail and park to November 20, 2019 and extend the completion for the remaining Phase 1 site improvements (parking lots, turn lanes, stormwater, landscaping, and sidewalks) to be completed by September 21, 2020.

- The public trail is taking shape with the installation of the decorative pavers and installation of underground electric which will allow the removal of the overhead power line and poles.



Photo of public trail with decorative pavers installed



Photo of public trail with decorative pavers being installed

- A pre-application meeting was held to discuss the development plan for the restaurant on “the point” of the Riverwalk project and the remaining Phase 1 site improvements. According to the project engineer, the submittal of the site plan is anticipated in mid-October.



Photo model of the proposed restaurant on the “point” at the Riverwalk project.

- The clearing of the Riverwalk site has been completed and demolition of the Cardwell Funeral Home began on Thursday.



Photo of demolition of the Cardwell Funeral Home

- A certificate of occupancy was issued for the AutoZone located at 1710 Taylor Road, between the Windsor Hill Subdivision and the Marathon Gas Station. The site and building were built in accordance to the Land Development Code related to building setbacks, building height, landscape buffers, stormwater, parking/building lighting, and screening (fence). The store is currently open to the public.



Photo of AutoZone (front and side of building) and parking lot.

- A building permit was recently issued for the Elite Plaza multi-tenant office building located at 3821 Woodbriar Trail. The building permit is for the construction of a +/- 10,000 square-foot multi-tenant office building. Building construction has begun at the site. At this time, tenants have not been identified, but according to the developer, it is anticipated to be developed with medical and professional office uses.



Location map of Elite Plaza located at 3821 Woodbriar Trail.

City Manager

- Staff continues to work with FEMA on Hurricane Irma reimbursements. Most of our items are under review and we hope to finalize all initial submissions within the week.
- The Assistant City Manager will be participating in end-user testing next week for Workday along with other staff throughout the City. This is part of the overall testing strategy to ensure Workday operates as promised.
- The City has a number of ground leases within the hunt lease area on the side of I-4 that are expiring at the end of the calendar year. We are working with Clear Channel Outdoors to determine the future of these leases.

ERP Update

This week, the POW! Port Orange Workday project team members lead end user testing sessions where Port Orange employees who have not yet had any exposure to the new Workday system have been able to get in and test some of the things they will be doing when we go live. Around 30 employees have so far been engaged in this activity, which will go on through next week. The testing is being rolled out to a smaller group of employees although full training will occur for all

staff before we go live in Workday towards the end of December 2019. So far, the feedback from our employees about the Workday system has been very positive, they have said the system seems easy to use and it will just take a little time getting used to navigating it and some of the new terminology. Thank you to everyone involved for the continued hard work and commitment to making this a success.

Workday will replace ExecuTime, so we will be doing our time and attendance, requesting leave/absences in that system come December. Workday will **not** replace Office 365/Outlook/SharePoint.

Bids

46	YTD - TOTAL QUANTITY of BIDS
34	ITB - Invitation to Bid
1	RFP - Request for Proposal
10	RFQ - Request for Quote
1	RFSQ - Request for Statement of Qualification
30	YTD - COMPLETED Bids
15	CURRENT STATUS
2	Released and in que for receiving Bids
9	Draft started n/completing and/or waiting on approval or information (Financial, Specs, Data, LEGAL, Civic Clerk Approvals)
3	Waiting on being entered into Civic Clerk
0	On HOLD
1	Cancelled
09/09/19	This week - Bids Status
0	Bid Release
2	Pre-Bid Meeting
2	Pre-Bid Site Visit
0	Bid Questions due
1	Bid Addendums Posting
0	Bid Opening