



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 20, 2019

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *September*

24	5:30 p.m.	City Council Special Meeting
25	9:00 a.m.	Code Special Magistrate Hearing
26	5:30 p.m.	Planning Commission Meeting
30	5:30 p.m.	City Council Special 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

- Community Shred Day is this Saturday! There is no charge for the event, scheduled on September 21<sup>st</sup> 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 Files
- Business Invoices
- Court Records
- Bank Statements
- Envelopes
- Passes
- Folders
- Credit Cards

**UNACCEPTABLE ITEMS**

- Broken Glass
- Batteries
- Oil and Grease
- Medication
- Plants
- Food
- Large Potted Plants
- Bio Waste
- Trash

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

- POPD will once again be participating in the DEA Drug Takeback on Saturday, October 26<sup>th</sup> between 10:00 am and 2:00 pm. This event is great for people to safely get rid of unwanted or unused medications.

## Public Utilities Department

### Field Operations

- Crews performed a reclaimed water tap for the new phase of Crane Lakes. Adding additional reclaimed customers helps with disposal of reclaimed water per the City's FDEP permit.
- Crews replaced a PVC reclaimed pipe at the YMCA with brass piping due to a conflict with a drainage pipe. Replacing the PVC pipe with a brass line will ensure the reclaimed pipe will not break due to the conflict with a concrete drainage pipe.



**Photo of staff performing a reclaimed tap at Crane Lakes and replacing a 2" PVC reclaimed line at the YMCA**

### Lab Operations

- MDL (Method Detection Limit) & PQL (Practical Quantification Limit) studies are completed for all nutrient analyses. The first round of Proficiency Testing is completed for analyzing and certifying the City lab for nutrient analysis. The 2nd round of Proficiency Testing will be completed in October. The operating procedures have been finalized, which is the final requirement for the state to audit in February and certify the lab to perform these vital analysis in-house.

- Public Works put down the new sod around the Lab Operations building. They did a great job!



**Photo of newly installed sod at the Central Lab building**

### **Water Reclamation Facility**

- Maintenance staff at the WRF have been inspecting the facility to improve safety. They are replacing safety guards on all pumps/motors in the facility this week. These locations have shafts that spin at a high rate of speed and pose a serious safety hazard if not properly isolated. Staff is doing a great job ensuring all hazards are eliminated.



**Photo of a new safety guard installed on a sludge pump at the WRF**

- WRF staff is preparing for the upcoming Port Orange University tour on September 23. Staff is excited to host such an event and showcase their facility.

## Water Production

- Staff hosted the Port Orange University attendees this week. The presentation included classroom discussion/presentation and a tour of the facility.



**Photos of Port Orange University citizens getting a tour of the city's water treatment plant and a classroom discussion on the operations.**

## Engineering

- Staff held a meeting to start moving forward with a new sewer force main river crossing. A single 20" pipe transmits all wastewater from Ponce Inlet and Daytona Beach Shores into Port Orange. The existing pipe is 35 years old. This project will require almost a mile of pipe to be bored under the Halifax River. Being proactive with replacing aging infrastructure can lead to avoiding costly fines when a pipe fails and damage to the environment.

## Public Works

### Building Maintenance

- Pressure washed patio and alcoves at City Hall and checked all GFI outlets on light poles around the lake to prepare for Family Days.
- Kitchen remodel has started at Fire Station 71. The kitchen has been painted and the new cabinets are being prepared for installation.

## Drainage

- Swale in front of 4810 and 4830 Spruce Creek Road was restored to its original depth to improve stormwater conveyance off the roadway.



**Before, During, and After photos of swale restoration on Spruce Creek Road**

- Curbing along Willow Run Blvd and Willow Run Drive was cleaned and cleared of overgrowth and new swale was constructed to the inlet to improve stormwater conveyance.



**Photo of employee using a skid steer on Willow Run Boulevard**



- Gradall was used to clean the 5<sup>th</sup> Street ditch.



**Before and After photos of the 5<sup>th</sup> Street ditch**

- Kaiser is continuing to clean and mow in the Horizon Ditch.
- Crews repaired a separated and leaking concrete stormwater pipe at 6277 Paradise Island Court.
- Debris removal continued from land clearing at Halifax Drive and Dunlawton Avenue.
- Assisted Code Enforcement by removing sandbags from in front of a property on Katherine Street. Residents had built up a berm to prevent the stormwater from Ridgewood to flow past their driveway causing the neighboring property to hold water.



**Photo of sandbag berm**



**Photos of removed sandbags that created the berm**

### **Roads**

- Crews installed a sign at the entrance of the property north of the Police Department.



**Photo of newly installed sign**



- Crews were maintaining signs in the Brandy Hills Subdivision and repairing signs along Riverside Drive.
- Crews assisted Code Enforcement by removing trash and debris left at a homeless camp east of Coastal Grill & Raw Bar on Dunlawton.

Upcoming sidewalk repairs for September 2019:

**\*Weather Permitting**

- 15 Lawrence Ct-**Southern Pines**
- 585 Moonpenny Dr-**Foxboro**
- 5568 Mossy Oak-**Foxboro**
- 5628 Touro Drive-**Foxboro**

## Grounds

- Crews completed various tree trimming Citizen's Requests City wide to improve vehicular and pedestrian safety.
- Mowing crews pushed back the wood lines/ditches along 5<sup>th</sup> Street and at the Reclaimed Facility.



**Before and after photos of 5<sup>th</sup> Street**



**Before and after photos of the ditch at the Reclaimed Facility**

## Next Week's Schedule

- Drainage staff will be tending to immediate drainage repairs due to deteriorated stormwater pipe.
- Road staff will be working on signage maintenance and sidewalk issues throughout the City.

- Grounds staff will be attending to Citizen requests for tree trimming will continue throughout the City.
- Building staff will continue with facility maintenance around the City.

## Fire & Rescue

- We are continuing to work with our radio vendor, CI International, on a programming issue with our new two-way portable radios. Certain channel scanning features that we thought would be included with this new system, isn't meeting our expectations. A work around has been completed for the interim, until firmware updating can be completed in October.
- Staff and line personnel have been working together to update the appearance of some of our older and spare fire apparatus. In an effort to make all our response vehicles look as uniform as possible, new signage and striping are being updated. This has turned out to be a great team building experience by having our line and staff officers work together to ensure our brand markings and identity are consistent and uniform.



**Photos of response vehicles with new signage and striping are being updated to look as uniform as possible.**

- Amkus was on site this week performing annual inspections and maintenance on department tools.
- The Fire Marshall's office had acceptance testing of the Knox/SOS gate at Woodhaven. This will allow fire department apparatus access to gated communities by using their sirens to open the gate in lieu of a key or code.
- Inspector Lafond attended an Arson Investigation class in Ocala this week. This class provides necessary training to achieve his Fire Investigator Certification.

- Transports for the week are 23 emergent dispatches with 17 transports and 9 non-emergent dispatches with 7 transports. Response times are 6 minutes 41 seconds for emergent calls and 8 minutes 2 seconds for non-emergent calls. We were sent outside of our corporate border 1 time this week. To date, we have been sent to 504 emergent calls and transported 336 patients and 187 non-emergent calls with 127 patients transported.

## Emergency Management

- Emergency Management has been updating the emergency plan since the last activation and attending webinars for public assistance. EMC also attended the Volusia prepares in Daytona to learn more about mitigation measures taking place county wide. This is a quarterly meeting of leaders that network to accomplish many different preparedness goals and initiatives.
- Public Education and Station 71 went to Imagination Station for a fire safety class. The crew displayed the truck and equipment for the group of 25 preschoolers. A lot of fun was had by all.

## Administrative Services

### Administrative Services

- Staff attended a career fair at Atlantic High School where students had the opportunity to learn more about services that the City provides and career opportunities within the City.



**Photo of Amanda Sarjeant from HR at career fair at Atlantic High School**

- GIS and Community Development staff are working together to create an online interactive map with current development review projects. Staff hopes to have this project completed and showcase it at Port Orange University on October 7th.

## Finance

- Finance staff continues to process budget transfers, submit journal entries, and close purchase orders all in preparation to produce the FY19 Budget Execution Review (BER) and FY20 Carryover budget resolutions going to City Council in order to close out the Fiscal Year 2019.
- Finance staff continues their due diligence on building and testing Workday as part of the implementation process. The Workday implementation project is at the point where it allowed a few end users who have not been as directly involved with the project yet to do some testing on some of the day to day functions they will do in Workday before we go live in December 2019.
- The Finance Director attended the South Daytona Chamber of Commerce Reception for the 2019 Leadership Seminar on September 16, 2019. The seminar is designed to develop high level leadership skills by introducing participants to community resources. Upon completion of the program, attendees will receive a Graduation Certificate and become a member of the Leadership Alumni Association, an organization working to improve the quality of leadership in our area. The Leadership program will take place during the week of September 16, 2019 to December 4, 2019.
- Purchasing held bids on the Landscaping for Public Utilities Facilities & Lift Stations, ITB #19-24 this Wednesday in Council Chambers
- Customer Service is currently recruiting for 2 full time Customer Service Representatives. Interviews are scheduled this week, as well as next week, to accommodate all the top applicants.
- The Customer Service Manager and Supervisor finished their 8-week Supervisory training course this week.
- Customer Service started with 118 delinquent accounts which resulted in 84 accounts having their water service discontinued for non-payment.

### On the horizon

- The Assistant Finance Director and the Accounting Manager will be attending the Workday Rising Conference in Orlando from October 14<sup>th</sup> through October 16<sup>th</sup>.
- The Finance Director, Assistant Finance Director, Accounting Manager, and the Cash Accountant will be attending various investment training courses throughout October to fulfill their annual investment continuing education requirement for 2019.
- The Finance Director will be attending the Florida Benchmarking Consortium on October 17<sup>th</sup> and 18<sup>th</sup> in New Smyrna Beach, hosted by FBC. It is focused on the Strategic Planning for performance Management.



## Community Development

- A clearing permit has been issued for the vacant property at 4370 Spruce Creek Road, located on the west of Spruce Creek Road and north of Little Town Road, for the removal of Brazilian Pepper, vines, small palmettos, low growing vegetation, fallen trees and debris. The permit states trees in required buffers and no trees over six inches (6”) in diameter in the interior of the site will be removed. At this time, no development plans have been submitted. Staff met on-site with the property owner and the contractor and according to the property owner, the clearing of the underbrush is to make the appearance of the property better for marketability as a development site. The subject property has a Future Land Use designation of *Office/Residential Transition*, which allows for a mixture of office, commercial, and multi-family uses, and zone Planned Unit Development but does not have an active Master Development Agreement (MDA). Therefore, any proposed development on the site will require the property to be rezoned to conventional zoning district or approval of a new MDA.



**Location map of 4370 Spruce Creek Road**

- On Thursday, September 26, 2019, the Planning Commission will consider the following items:
  - A request to establish the Fleur de Sol Townhomes Planned Unit Development (PUD) Master Development Agreement (MDA) and Conceptual Development Plan (CDP) for a 14.4-acre property located on the south side of Fern Park Drive, east of Taylor Road (1727 and 1737 Fern Park Drive). The proposed PUD is to allow the construction of a ±84-unit townhouse development (5.8 units/acre) and also requires a Future Land Use Amendment to change from Volusia County Urban Low Intensity (0.2-4 units/acre) to City of Port Orange Urban Medium Density (4-8 units/acre) and add a policy in the Comprehensive Plan to limit the density of the subject property to a maximum of 6 units/acre.

- A request to amend the Master Development Agreement (MDA) and Conceptual Development Plan (CDP) for the Port Orange Gateway Center Planned Commercial Development (PCD) to update the requirements in the MDA related to outdoor storage and display of merchandise and seasonal products for the Lowe's Home Center located at 1751 Dunlawton Avenue.
- A variance request from ICI Homes to reduce the side setback for residential air condition units from 2.5-foot to 1.5-foot. If approved the new side yard setback would apply to the single-family home lots in the Woodhaven Phase 1 Subdivision currently owned by ICI.
- Filling and grading of the two outparcels adjacent to the Springs Apartments located at the northwest corner of Williamson Blvd. and Summer Trees Road commenced this week. The sites will be brought up to grade for future development. All existing trees within the Williamson buffer will remain and be supplemented with new plant material to provide the required landscape buffer.



**Photo showing clearing and grading of the two outparcels adjacent to the Springs Apartments.**



**Map indicating location of filling and grading of the two outparcels at Springs Apartments.**

- Staff recently met with a representative from FDOT regarding the proposed improvements to revitalize the Down Under area of the River District that previously have been presented to City Council. The proposed improvements include re-establishing master signage program for this area, adding site furnishings (railings, benches, bike rack, trash cans, tables, etc.) and landscape to the area, adding additional parking, and colored up lighting and murals on the concrete bridge pilings and walls under the bridge. FDOT is finalizing an amendment to the existing lease agreement between the City and FDOT to allow the City to move forward with the proposed improvements. The amendment to the lease agreement will be brought to Council for review later this year.



**Down Under draft conceptual plan, located on the beachside underneath the Dunlawton Avenue bridge**

## City Manager

- The Assistant City Manager has been working with Finance and Emergency Management on the reimbursement process for Hurricane Irma and we recently received notice that some of our projects have been obligated by FEMA. This is good news as it means our requests are finally getting through the process. However, it still needs to get through the State review before we start seeing checks.
- The Assistant City Manager continues to work with Clear Channel Outdoors on their billboard leases along I-4 to renegotiate their contracts. We hope to bring in more revenue with these leases if all goes well starting in January.
- In our POW! Port Orange Workday project this week we will finish up our end-user testing which is the first time many of our staff have had an opportunity to get into Workday and give it a test drive. The response has been very positive so far with just a few areas we need some more work on and it's also awesome to see our City project team leads transition into really owning the product. A big thanks goes out to our project team and testers for getting us through this process and to our implementation partners Collaborative Solutions! Below are some of our end-user comments from the testing feedback.

\* “The GUI is great, and navigating is very easy and intuitive. This is going to be a great transition for our organization. I am looking forward to being part of the change.”

\*“If you can use a phone...you can use this!”

\* “I liked it! Loved how easier is to view and deal with P-card transactions. Also loved how the search bar makes it easier to find the area that I would like to work in. Will make my life much easier. Looking forward to begin using it.”

- On Wednesday, September 17, city hosted a ribbon cutting ceremony at Causeway Park for the Frank E. Scofield Memorial Boat Ramp Dedication.




**Photo of Mayor, City Council in front of the Frank Scofield Memorial Boat Ramp Dedication sign**

#### **On the horizon**

- Next week, we will be doing an educational push on the ceasing glass recycling campaign via a press release, social media, a video, etc. The ceasing of glass will commence on Tuesday, October 1, 2019.



# Bids

9/16		Status of Bids and Proposals			
					
<b>City of Port Orange Procurement Projects</b>					
Type	Bid #	CURRENT PROJECTS	Dept	Status	
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	off HOLD 08-08 ITB Rev #3 COMPLETED 08-26 Needs approval FDOT 08-26	
ITB#	19-17	Virginia Avenue & Monroe Street Drainage Improvements	PW	Final Draft Completed 08-20 - Need/EJCDC Contact reviewed by Legal 08-22	
ITB#	19-21	Backflow Maintenance, Certification, Inspections	PW	Waiting to be Entered into Civic Clerk 04-18	
ITB#	19-26	WRF Sludge Trailer Storage Lot	PU	Need EJCDC from Legal 09-05	
ITB#	19-27	Sweetwater Hills Drainage Improvements	PW	Draft Completed 09-18 - Needs approval in Civic Clerk	
ITB#	19-28	City Hall Fire Alarm Replacement	PW	Bid Release 08-20 Pre-Bid Meeting 9/10& 9/12 Bid Opening 09-26	
ITB#	19-30	Scanning of Hard Copy Record	CD	In Process by Purchasing and Community Development	
ITB#	19-31	TBD	PW	TBD	
ITB#	19-32	Temporary Employee and Employee Leasing Services	HR	In Process by Purchasing of completing & Need Contract from Legal 08-14	
ITB#	19-33	Lakeside HVAC & Ceiling Replacement	PR	Final Draft Completed 08-20 - Needs approval in Civic Clerk	
RFP#	19-01	Physical Facility Security and Surveillance	IT	Draft completed 08-20	
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 07-22)	
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 - Awarded 07-19	
RFQ#	19-11	Workday Cloud Connect for Third Party Payroll Service	IT	COMPETED 07/2019 - Awarded 07-19	
RFQ#	19-12	Portable Toilet Rental and Services	PW	Quotations due 9-19-19 by 2:30pm	
RFQ#	19-13	Concession Supplies	PR	Quotations due 9-26-19 by 2:30pm	
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	Need Specifications 02-28	