



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 27, 2019

City Manager's Weekly Update

Upcoming Events

September

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

Parks & Recreation

Parks Maintenance Report

- Fence at the Train Depot is being removed.



Before and after photos of fence removed from the Train Depot

Athletics

- Youth Tennis online registration will end on Sunday, October 6.
- Next Pop Warner Football home game at Coraci Sports Complex is Saturday, October 5.
- Youth Soccer registration is from October 7 – November 10.
- Youth basketball is halfway into its season, and it has been a SLAM DUNK season so far.



Photo of Co-ed 7yr & 8yr basketball league



Photo of Rec Man at the Basketball game

Upcoming Events

- The next Pop Up Park will be held on Friday, October 18 at Riverwalk Park from 6 pm – 8 pm.
- Port Orange Halloween Fest Thursday, October 31st from 5:30 pm to 8:00 pm at City Center Complex.

Public Utilities Department

Field Operations

- Port Orange University participants were given an in-depth tour of the Sewer Collections Department on September 23. City staff showed them a few pieces of equipment used to keep our sewer system operating smoothly. The camera truck and Vac-con truck were the stars of the show that night.



Photo of Jeremie & Shawn demonstrating how the Vac-con truck operates

- City staff performed two wet taps for the new King's Landing subdivision this week on potable water and reclaimed lines.



Photos of City staff making wet taps in King's Landing for contractor

Lab Operations

- The lab received the results from the first round of Proficiency Testing on September 18. All nutrient analyses that were performed passed. The second round of nutrient proficiency testing required for certification will be performed in October. This is the last round of testing we will have to complete before trying to certify for in-house nutrient analyses in February.

Water Reclamation Facility

- On September 23, Port Orange University was held at the Water Reclamation Facility from 18:00 to 20:30 hrs. Participants were eager to see the facility and ask some good questions during the facility tour.



Chris Wall leading the tour at the Water Reclamation Facility for Port Orange University

- Staff reviewed the draft permit from FDEP for the water reclamation facility permit renewal. Public notification for the permit renewal is set for Tuesday, Oct 1.

Water Production

- The south filter at the water treatment facility is finishing up a filter rehab. New filter nozzles have been installed and now new media (sand, gravel, anthracite) is next to be installed. Staff is currently taking delivery of media materials.



Jeff unloading media for the filter rehab at the Water Treatment Facility

- Staff welcomed Port Orange University on September 16 at the Water Treatment Facility.



Port Orange University participants enjoying a tour of the softener unit



David providing the tour for Port Orange University at the Water Treatment Facility

Engineering

- Staff finalized the bid documents for the Virginia/Monroe Stormwater Project. The Grant agency approved the design and the project is going out for bid.
- Staff met with Daytona Beach Shores this week to discuss the new sanitary sewer river crossing project and potential for future needs and joint grant funding opportunities.

Police Department

- POPD attended a recruiting event at St. Johns River State College in St. Augustine. This was a law enforcement specific event targeted toward current academy students and those who have already completed the academy.

- Community Shred Day was a great success! In total, 3,065 pounds of paper was shredded, and the event was well received by those who participated. This event was part of the department's Community Policing and Identity Theft prevention initiatives. Due to the success and positive feedback, we will work to make this an annual event.



Photograph of the shredding truck in the process of lifting a bin full of documents with sensitive information into the truck for shredding.

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

Administrative Services

- Kristine Martin is the newest recipient of Risk Management's Above & Beyond Award. At Public Works' Third Thursday training last week, Kristine was the only employee to correctly respond to questions about safety training and received a 30-ounce stainless steel tumbler. CONGRATULATIONS, KRISTINE!



Photo: Ronny Buttrum, Kristine Martin, Tom DiEulio

- On Thursday, September 26th, Marla Callanan, on behalf of the Safety Advisory Committee organized a First Aid Training in the City Hall Conference Room. Fire & Rescue personnel, presented training in basic first aid, use of the AED and CPR. In addition to this basic training, Risk Management is working to provide a complete first aid training leading to certification.



Photos: City employees participating in first aid training lead by Fire & Rescue personnel

- Mike Marinan, Director of Public Relations with Preferred Risk Underwriting, presented Public Utilities with a check for \$4,616.50. The check represents a 50% reimbursement through the TIPS matching grant program for the purchase of replacement life rings for the Water Reclamation Facility. The City may apply for up to \$5,000 reimbursement per fiscal year for expenses incurred for safety-related products and services.



Photo: Chris Wall, Mike Marinan, Steve Parnell, Grace Stewart

Public Works

Building Maintenance

- The new sign located on the front of City Hall was installed.



Port Orange City Hall Sign installed on the building

- HVAC contractor repaired damaged duct work in Community Development.



Photos of damaged ducts in Community Development

- Finished pressure washing the patio and alcoves at City Hall in preparation for Family Days.
- Electrical contractor replaced two faulty GFI outlets on the light poles around the lake at City Hall.
- Continued working with contractors at Fire Station 71 and 74 during the kitchen remodel and painted the kitchen at Fire Station 74.



Before and after photos of Fire Station 74 Kitchen

Drainage

- Crews utilized the Vac-con Truck to repair a failing storm drainpipe at 616 Hamlet Drive. The pipe was repaired and the system was placed back in service.



Photo of Vac-con truck and stormwater pipe

- Crew went out and mowed along the Cambridge Canal banks from Hopi Court to Apple Court.



Before and after photos of canal bank

- The mini excavator was utilized to repair the shoreline at Riverside Drive and Katherine Street.



Photo of the mini excavator stabilizing the bank

Roads

- Sidewalk grindings completed in the Woodlake Subdivision to improve pedestrian safety.



Before and after photos of sidewalk grindings

- Asphalt work completed at the corner of Country Lane and Village Trail, the corner of Melrose and Christiancy Avenue, and areas in the Kingswood Subdivision. These repairs were required due to utility work (water, sewer, drainage).



Before and After photos of asphalt repairs

Grounds

- Crews picked up hurricane debris left in front of the businesses along Dunlawton Avenue.
- Crews cleaned up the area around the Public Utilities Master Lift Station in Ponce Inlet to improve aesthetics and functionality of the property.



Before and after photos of Ponce Inlet Master Lift Station

Finance

- Lori Bockelman, our Assistant Finance Director submitted her resignation, effective October 18. During her career at Port Orange, which started in 2013, Lori has held the positions of Proprietary Funds Accountant, Compliance Manager, and Assistant Finance Director. After the untimely death of Tracy Riehm, Lori assumed the duties of Acting Finance Director along with her responsibilities as Assistant Finance Director. We are grateful for her service to this City and will miss her greatly.
- Finance staff continues to process budget transfers, submit journal entries, and close purchase orders all in preparation for year-end accounting activities and 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.
- Purchasing has attended Supplier Accounts and Procurement Workstream Meetings along with the Weekly Team Meeting with Collaborative. Purchasing staff also received training this week on the use of GovDeals to be utilized for electronic auctions of surplus property.
- Customer Service is interviewing applicants for the CSR position that is vacant. We will finish the interviews this week and will make an offer of employment early next week.
- Customer Service started with 86 delinquent accounts and was able to reduce this list to 56 accounts on the final list.

On the horizon

- The FY20 Operating and Capital Budgets will be presented to City Council for final adoption on Monday, September 30, 2019 (Second Hearing) continued from 9/24/2019.
- The Accounting Manager and the Proprietary Funds Accountant will be attending the Workday Rising Conference in Orlando from October 14th through October 16th.
- The 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.

Fire & Rescue

- The Fire Chief attended the monthly meeting of the Volusia County Fire Chiefs Association, held in Edgewater. Important topics included the presentation the Association provided at the recent Roundtable of Elected Officials meeting. The Port Orange Fire Chief will be prepared to offer his briefing on this presentation at the October 15th City Council meeting.
- Command Staff members attended two meetings this week with the other municipal CARE providers and staff of VC EMS. The CARE program continues to exceed expectations on the response time improvements and transport numbers, and we are finally beginning to see consistent monthly collection distributions coming in. Another topic covered was initial discussions on allowing VC EMS to use one or possibly two of our fire stations, as a statically deployed posting locations for their ambulances. The new VC EMS Director, Jason Brady, has approached the Fire Chief about possibly keeping two of their ambulances at Stations 71 and 75. More information to follow as we navigate this arrangement.
- Port Orange Fire training division conducted a State of Florida certification class for POFR employees and firefighters from Orlando, Edgewater, Palm Coast, Deltona Flagler Beach and Port Orange. Fire Service Building Construction (ATPC2120) is required by the State of Florida to qualify candidates to take the State Fire Officer I. Members who complete this series and testing will be qualified to sit for various Fire Officer positions throughout the fire service.



Photos of Port Orange Fire training division conducting a State of Florida certification class for POFR employees

- Transports for the week are 18 emergent dispatches with 15 transports and 16 non-emergent dispatches with 11 transports. Response times are 6 minutes 40 seconds for emergent calls and 8 minutes 1 second for non-emergent calls. We were sent outside of our corporate border 1 time this week. To date, we have been sent to 522 emergent calls and transported 351 patients and 203 non-emergent calls with 138 patients transported.

Emergency Management

- Emergency Management had a kick-off meeting for the new WEBEOC software. WEBEOC is an asset management software that allows for a smoother operation of the Emergency Operations Center (EOC) during a disaster. This software will enhance the city's ability to respond to and recover from a disaster through integration with both the State EOC and the Volusia County EOC. We expect to have all personnel trained on the software by next hurricane season.
- Public Education Coordinator had a busy week planning for many different fire prevention activities for Fire Prevention Week. This year, the week will be celebrated the week of October 6-12. It is also that time of year when you should check all smoke detector to ensure that they are working properly. We recommend that you check the batteries once a month and if you need assistance with installation please contact our office.

Community Development

- A pre-application meeting was held to discuss the development of a $\pm 14,000$ sq. ft. motor vehicle repair facility, at 4451 Eastport Parkway, located within the Eastport Business Center CRA. According to the project engineer, the submittal of the site plan is anticipated in the Fall.



Location map of proposed motor vehicle repair facility within the Eastport Business Center CRA

- A development application was submitted for a proposed office and self-storage facility at 1763 Taylor Road, located on the east side of Taylor Road, across from Crane Lakes Golf and Country Club. The ± 10 -acre property is currently zoned Planned Commercial Development (PCD) but does not have an active Master Development Agreement (MDA) and Conceptual Development Plan (CDP). The site was previously approved for two medical office buildings for Halifax

Hospital with a combined square-footage of $\pm 43,800$ square feet. The developer, Andy Clark, All Aboard Properties, has submitted a new MDA and CDP to establish dimensional and development regulations for the property to be developed with a three-story storage building, seven (7) one-story storage buildings, covered RV and boat storage spaces, and a one-story office building for a total overall building footprint of $\pm 73,000$ square feet. The proposed development will also require a Small-scale Future Land Use Map Amendment application to apply a City land use designation of *Office/Residential Transition* to the ± 3.8 -acre portion of the property recently annexed into the City last year. These items are anticipated to be considered by the Planning Commission and City Council in late 2019. A yellow “Public Notice” sign was posted at the property off of Taylor Road across from Crane Lakes Golf and Country Club on Friday.



Location map of proposed office and self-storage facility at 1763 Taylor Road

- The contractor working on the Dunlawton Avenue streetlighting project has begun replacement of the sidewalk panels removed earlier this year for installation of the 62 light pole foundations. The concrete pours are ongoing; currently 50% of the sidewalk panels are complete. Light pole installation is expected late 2019.
- The contractor working on the Kings Landing Subdivision completed the utility work that necessitated lane closures on Hensel Road this week. Staff was not made aware of any complaints or issues resulting from the temporary lane closures.

City Attorney

- Legal staff has four major construction contracts in progress for the following projects: ITB 19-14 Waste Reclamation Facility Bar Screen Replacement; ITB 19-19 for Rehabilitation of Sanitary Sewer Manholes; ITB 19-12 for S Commonwealth Water Main Improvements; and ITB 19-03 for N Spruce Creek Rd Sidewalks.
- Deputy City Attorney attended the International Municipal Lawyers Association's (IMLA) 84th Annual Conference, which took place in Atlanta, Georgia. Some of the more notable subjects related to legal updates in micromobility, telecommunications and code enforcement topics.

City Manager

ERP Update

- This week, we signed off on End to End testing, and user acceptance testing in Workday. We thank all employees and the project team who participated in the Workday user acceptance testing and will possibly put on a few more sessions so stay tuned.

Workday goes live in December 2019, when City employees will start to use the Workday software system for HR related functions such as entering and requesting time off, managing pay related information, benefits, and personal information. City staff will also use Workday for financial and procurement business processes such as creating requisitions, paying vendors, and processing journals. Training and support will be provided to all staff ahead of and after Workday goes live.

- Beginning Tuesday, October 1, glass will no longer be accepted in recycle bins for Port Orange residents. Information was sent to citizens to notify them of this change via a video uploaded to social media, as well as through a mailer. An article will be part of the upcoming city newsletter as well as in the Hometown News. Additionally, info can be found on the city's website.



A graphic stating the state of recycling in Port Orange, which was part of the video sent to citizens about the no glass recycling education campaign

On the horizon

- Twenty Girl Scouts with seven adults from Girl Scouts of Citrus will be coming to City Hall on Tuesday, October 1, to learn about local government and earn their “Inside Government” badge. They will take the necessary steps to earn their badge by participating in a few activities we are putting together. The program will end by the girls attending a City Council meeting that evening. Girl Scouts of Citrus includes Brevard, Lake, Orange, Osceola, Seminole and Volusia counties.

Bids

9/23 Status of Bids and Proposals				
City of Port Orange Procurement Projects				
Type	Bid #	CURRENT PROJECTS	Dept	Status
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	ITB Rev #3 COMPLETED 08-26 Needs approval FDOT 08-26
ITB#	19-17	Virginia Avenue & Monroe Street Drainage Improvements	PW	Bid Release 10-02 Pre-Bid Meeting 10-16 Bid Opening 11-06
ITB#	19-21	Residential Backflow Testing Services	PW	FINAL Draft Complete 9/24 Needs approval in Civic Clerk
ITB#	19-26	WRF Sludge Trailer Storage Lot	PU	FINAL Draft Complete 9-24 Need approval in Civic Clerk
ITB#	19-27	Sweetwater Hills Drainage Improvements	PW	FINAL 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 10-03
ITB#	19-30	Scanning of Hard Copy Record	CD	In Process by Purchasing and Community Development
ITB#	19-32	Temporary Employee and Employee Leasing Services	HR	Need Contract from Legal 08-14 Needs approval in Civic Clerk
ITB#	19-33	Lakeside HVAC & Ceiling Replacement	PR	Bid Release 10-01 Pre-Bid Meeting 10/15 & 10/17 Bid Opening 11-07
RFP#	19-01	Physical Facility Security and Surveillance	IT	FINAL Draft completed 09-24 Needs Approval
RFP#	19-02	Utility Billing	CS	Need Entered in Civic Clerk 9-23
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
Type	Bid #	FUTURE PROJECTS	Dept	Status
		Internet & Voice-over IP Contract (renewal contract)	IT	
		Riverwalk Park South (Phase 3)	FD	
		Training Tower (Contracting Services)	FD	
		Stormwater Pond Mowing	PW	
		Stormwater Pipe Replacement - Willow Run & Canal View	PW	
		Howes Street drainage	PW	
		Miscellaneous guardrail replacements	PW	
RSFQ		LAP project design	CD	
RSFQ		LAP project design for Phase 1 Madeline Trail	CD	
RSFQ		LAP project design for Phase 2 Madeline Trail	CD	