



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, October 4, 2019

City Manager's Weekly Update

Upcoming Events

October

8	5:30 p.m.	Special Workshop to discuss renovation plans for The REC
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

November

5	6:30 p.m.	City Council Regular Meeting
13	9:00 a.m.	Code Special Magistrate Hearing
19	6:30 p.m.	Regular City Council Meeting
21	5:30 p.m.	Planning Commission Meeting

Public Works

Building Maintenance

- Staff worked with contractors at Fire Station 74 to finish the kitchen remodel.



Photos of Fire Station 74 remodel

- Assisted contractor with the delivery of a generator at Fire Station 74.



Photo of new generator at Fire Station 74

- Removed bushes in front of transfer switch at Fire Station 75 to provide easier access.



Photo of employee clearing bushes at Fire Station 75

- Moved 100 file boxes from City Hall to the Clerks file storage at the DLH City Center Annex.



Photo of employee moving file boxes

Drainage

- Kaiser is continuing work in the Horizon ditch.



Photo of the Kaiser

Roads

- Asphalt repairs were completed on Charles Street and 2nd Street (stormwater pipe repair), Samms Avenue and Hugh Street (road depression), and the entrance to Deck Down Under and Peninsula Drive (damaged shoulder.)



Before and after photos of shoulder repair by Deck Down Under

Public Utilities Department

Field Operations

- Crew repaired a 4-inch water valve on Dunlawton Ave. A planned water outage was issued to two businesses and water was restored within a couple hours.



Photo of Field Ops staff repairing a 4-inch valve on Dunlawton Ave

Lab Operations

- The lab collected water samples on the newly installed water main at Crane Lakes. The new lines are being installed as part of the subdivision expansion. Sampling started on 9/26/19 and was completed on 9/27/19.



Photo of staff collecting water samples at Crane Lakes

- The lab collected samples for the precautionary boil water notice on Dunlawton Ave on 10/1/19. All samples passed and the boil water notice was rescinded on 10/2/19.

Water Reclamation Facility

- Public Works crews trimmed palm trees and removed underbrush at the Ponce Inlet master lift station. The lift station is in need of a new roof and exterior painting. Staff is currently working on gathering quotes for this project.



Photo of Ponce Inlet master lift station after Public Works trimmed the palm trees

- The Water Reclamation Facility was presented with a check for almost five thousand dollars as part of a safety grant. Life rings were replaced around the facility near open tanks. In the event of a person falling into a tank, these life rings will be utilized to provide floatation until staff can retrieve them.



Photo of new life rings installed around the Water Reclamation Facility

Engineering

- City Forester Steve Edgar performed a prescribed burn near the reclaimed lakes on 9/30/19. The prescribed burns improve the health of the forest and are required per our land management plan.



Photo of prescribed burn at the reclaimed lakes

- Contractors flushed and “pigged” the newly installed water and reclaimed mains in Kings Landing. Pigging a line consists of placing a foam plug in the newly installed lines. Water flushes the pig to the end of the line and confirms that the line is free from obstructions.



Photo of water and reclaimed mains being flushed “pigged” in Kings Landing

Police Department

- Family Days was an all hands-on deck effort from the police department. From foot patrols and traffic enforcement to reading events and dunk tanks, officers from POPD took part in a variety of functions at the event. Thank you to our officers for their commitment to protecting and serving the City of Port Orange.
- Interviews for the newly created Crime Analyst position were held recently, and a conditional offer has been made to a highly qualified applicant.

Parks & Recreation

Parks Maintenance Report

- Tennis court re-surfacing at Airport Road Park is near completion.



Photo of resurfacing tennis courts at Airport Road Park

- Park crews repaired and broken sprinkler mainline at the Seemore Dog Park.



Photo of broken sprinkler under sidewalk Photo of repair completed at Seemore Dog Park

Special Events

- We had a fantastic Rec Rangers activity on 10/2/19. We met at Doris Leeper Spruce Creek Preserve and completed a mile hike up to the creek. We saw many neat critters along the way, and we learned how the Timucua Indians utilized the natural area to live and survive. Our next Rec Rangers activity will be on Wednesday Nov 6th at 5pm at Coraci Park (topic TBD). The activity is free and is open to all children ages 7-14. Registration is required and will open on Oct 7th. For more information and to register, visit www.port-orange.org/rechrangers



Photo of the Rec Ranger group participants

- On Saturday October 5th, the Daytona Beach Indie Fest will take place at the Kenneth W. Parker Amphitheater. This event is scheduled to run from 3pm to 10pm and will feature live music from local artists. This event is free and open to the public. For more information check out the event Facebook page at <https://www.facebook.com/events/638367966590777>

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.

Upcoming Events

- The next Pop Up Parks will be held on Friday, October 18 at Riverwalk Park from 6 pm – 8 pm.
- The Adult Center will host “The Ridiculous Comedy and Magic Show” featuring Todd Bogue Saturday, October 26 from 2:00pm – 3:30pm. Port Orange Halloween Fest Thursday, October 31 from 5:30 pm to 8:00 pm at City Center Complex.

Administrative Services

- In anticipation of addressing changes necessary to implement Next Generation 911 (NG 911) in Volusia County, GIS staff attended the initial county-wide addressing committee meeting. Topics covered included discussion of current addressing practices in municipalities, conforming to USPS addressing standards (chosen NG 911 standard), and brainstorming on best practices to begin implementing changes now. Most members agreed that abbreviations and street naming conventions are the biggest hurdle to implementation.
- Staff began parallel payroll testing in Workday this week. This involves running the identical payroll from Naviline in Workday and identifying any discrepancies. This process will be repeated for 3 payroll cycles, over an 8-week period.
- HR hosted a flu shot clinic this week where 42 flu vaccines were administered.

Finance

- As required by Florida Law – Truth in Millage (TRIM) requirements the millage rate adopted by Council on 9/30/2019 was electronically submitted to the State on 10/02/2019.
- The Budget Team has resumed workstream meetings related to Workday implementation.

- Purchasing will be opening bids for City Hall Fire Alarm Replacement, ITB 19-28 this Thursday afternoon at 2:30 PM in Council Chambers.
- Customer Service made an offer of employment to two applicants for Full time positions who are now going through the pre-employment process. We hope to have them on board in two weeks once the process has finalized.
- Customer Service started with 167 delinquent accounts which resulted in 71 shut off customer service.
- Representatives from the Finance Department attended the Port Orange University session this past Monday and delivered a presentation about the Fundamentals of Finance, Grants and Purchasing procedures, Utility Billing, Call Center and some useful information regarding Click-2-Gov and Aquahawk.
- The Finance Director attended the Public Funds Investment seminar Wednesday, October 3, 2019. The Public Funds Seminar is approved for 8 hours of Technical Business CPE by the Florida Department of Business & Professional Regulation (FDB&PR) and fulfills the City's Investment Policy requirement to complete a minimum 8 hours of continuing education annually in subjects or courses of study related to investment practices and products.

On the horizon

- 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 and the Budget Manager will be attending the Florida Benchmarking Consortium Annual Conference October 17th and 18th which focuses on Strategic Planning for Performance Management.

Fire & Rescue

- The meeting held last week between POFR staff and the leadership of Volusia County EMS to discuss using two of our fire station as posting locations went well, however the operations and scheduling of our deployment methodology and theirs, appears to be an issue that will need resolved before moving forward. Our resources are statically deployed based on calls for service within that geographical area thru a three platoon (24 on/48 off) assignment system. Their initial posting idea would be to rotate multiple crews throughout the station on a daily basis (12-hour shifts) while leaving that particular unit in a dynamic deployment system. The Fire Chief has concerns about having as many as 12 different EMS crews rotating thru our stations in a 72-hour period. Several alternatives were discussed to reach or more palatable deployment method and we look forward to meeting with their leadership again soon.

- Transports for the week are 26 emergent dispatches with 22 transports and 6 non-emergent dispatches with 5 transports. Response times are 6 minutes 38 seconds for emergent calls and 8 minutes for non-emergent calls. We were sent outside of our corporate border 2 times this week. To date, we have been sent to 548 emergent calls and transported 373 patients and 209 non-emergent calls with 143 patients transported.

Emergency Management

- Emergency management worked with IT to set up some new technology for use in the EOC. This technology will improve communication before, during and after a disaster. This will also be a vital part of the WEBEOC software that will be rolling out soon. EM also spoke with FEMA and is happy to report that we are entering a new phase in the Irma reimbursement process. FEMA representative is very happy with our current progress. EM would like to thank Alison Sylvester from Port Orange Finance Department and Assistant City Manager Alan Rosen for all their hard work and getting these projects submitted.
- Public education Coordinator spent Saturday at Lowes Home Improvement to display the apparatus and answer questions from the public. Port Orange Fire also participated in the Walk to School at both Cypress Creek and Spruce Creek Elementary. As a reminder Fire Prevention Week starts next week with many events and appearance planned.

Community Development

- A pre-application meeting was held with the development team proposing to reestablish the Master Development Agreement (MDA) and Conceptual Development Plan (CDP) for the previously approved Intercoastal Oasis Marina Planned Commercial Development (PCD) to create the zoning framework for a marina. The subject property is located east of Seabird Island Mobile Home Park, south of the Dunlawton Avenue Bridge, within the Town Center CRA. The subject property is +/- 4.5 acres and is completely submerged. The original MDA and CDP for the subject property was approved by City Council in 2009 and included +/- 1.2 acres of the site being filled to support the parking lot, stormwater vault, and user building, and a 102-slip marina (Intracoastal Oasis Marina).

According to the new development team, the development proposal is not anticipated to change from the approved 2009 development plan. As with the previously approved MDA, the new development team is offering to construct public benefits to the causeway area as part of their project. The MDA approved in 2009 included installation of public sidewalks in the causeway area, purchase and installation of entry signage and informational/directional signage throughout Causeway Park, widening of the southern access drive to create a third lane that will be used as a stacking lane for boaters waiting to launch their boats at the public boat launch facility, designation of a slip for government use only, and other off-site improvements. The development team also plans to hold a neighborhood meeting to discuss their proposed project with nearby residents, prior to this item going to a public hearing. At this time, the developer has not selected a location of date for the neighborhood meeting.



Location map of proposed Intercoastal Oasis Marina located east of Seabird Island Mobile Home Park, south of the Dunlawton Avenue Bridge, within the Town Center CRA

- City Staff has been working to amend the existing Lease Agreement between the City and FDOT for the Down Under to allow the City to implement the planned improvements to the Down Under area. The Down Under is the commercial area located under the Dunlawton Avenue Bridge, west of South Peninsula Drive. The Down Under is one of 5 districts identified in the Port Orange Town Center CRA Plan. The Down Under revitalization project is listed in the FY 20 Capital Improvements Plan, and the proposed improvements are to make the area a unique destination in the River District.

These proposed improvements to the Down Under are to build upon the recent private redevelopment in this area (e.g. DiMucci building, Hunter building, DJ's Deck, Jimmy Hula's) and improve the aesthetics and vitality of the area. The proposed improvements include murals and ground-mounted lighting on the concrete bridge pilings and walls under the bridge, site furniture, native, drought-tolerant landscaping, master sign replacement, living shoreline improvements, and repaving and striping of the shared parking. Funding is anticipated to be a combination of City funding, funding from community partners and business owners in the Down Under area and grants.



Conceptual plan for the Port Orange Down Under area

- Staff recently met with a developer considering the development of a proposed senior congregate living facility at the +/-12-acre site located at the southwest corner of Town West Boulevard and Williamson Boulevard. According to the developer (Resort Lifestyle Communities), the proposed development would be an age-restricted independent senior living development, that would include an all-inclusive resort-style community with live-in managers, a 24/7 medical alert system and concierge service, gourmet chefs, housekeepers, maintenance staff, a full-time lifestyle director, etc. The subject property is located within the Workplace District in the Westside Planned Community (PC-A zoning) and the zoning on the subject property currently allows for commercial uses (some example uses include convenience stores with or without fuel operations; game/recreation facilities; hotel/motel; and restaurants with or without drive-throughs). The proposed senior congregate living facility use would be a lower intensity use and generate less vehicular trips than a majority of the commercial uses already allowed by the current zoning on the subject property. In order to develop the property as a senior congregate living facility, the developer will need to submit a Land Development Code (LDC) amendment to add congregate living facility as a permitted use in the PC-A Workplace District. The developer plans on scheduling a neighborhood meeting with adjacent residents to discuss their proposal prior to submitting an LDC Amendment and going before the Planning Commission and City Council. This would also further minimize the traffic using the Dunlawton Interchange (less than other commercial uses already allowed in the proposed property).



Location map of proposed senior congregate living facility at the southwest corner of Town West Blvd and Williamson Blvd.

- The following is an update on the site located at the corner of Madeline Avenue and Williamson Boulevard: According to the contractor, the exterior renovations to the building and roof are underway and anticipated to be completed in late-October. The property owner intends to start site work in January 2020. The site improvements include landscape buffers, 8-foot wide sidewalks along Madeline Avenue and Williamson Boulevard, parking lot, foundation landscaping, and stormwater and utility infrastructure. The property owner has until May 31, 2020, according to the Town Park PCD Amended and Restated MDA, to complete all required site and building improvements. City staff has been and will continue to work with the development team to show continuous progress in completing the required site and building improvements and keeping the site in code compliance.



Picture of front of building located at the corner of Williamson Blvd. and Madeline Ave.

City Manager

- This week, we continue to work on parallel testing for payroll in Workday, comparing our payroll cycles out of Naviline (our current ERP system) to our new Workday system that will go live in December 2019. The Port Orange project team is working on wrapping up some final decisions and tasks as we continue to finalize the configuration of Workday. The next big task we will be working on is the ‘Cutover Plan’ where we set dates and times where we will discontinue certain tasks in Naviline and move over to Workday as we transition to go live in Workday come December.
- The Assistant City Manager continues to work on proposed formulas for the next Local Option Fuel Tax (LOFT) interlocal agreement among the other cities and the County, which is up for renewal next August. The subcommittee working on this project will begin presenting formula ideas to the wider group of City Managers for consideration this month.

- The PIO participated in the FPRA Volusia/Flagler Media Day 2019 with TV and print media and radio personalities. It was a morning of building relationships and connecting with people of the media, as well as other PR professionals in Volusia County.



Photos of TV and print media and radio personalities during FPRA Media Day 2019

On the horizon

- The PIO will be attending a subcommittee meeting, set up by the county, to discuss 2020 Census awareness plans, which will be a time to share ideas and discuss challenges. The meeting will take place on Thursday, October 10 at 3 pm at the county. The PIO is part of the Intergovernmental Subcommittee with all other city PIOs in the county.

Bids



9/30 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	FINAL Draft Complete 9-26 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 09-24 Needs approval in Civic Clerk
ITB#	19-26	WRF Sludge Trailer Storage Lot	PU	FINAL Draft Completed 09-24 Need approval in Civic Clerk
ITB#	19-27	Sweetwater Hills Drainage Improvements	PW	FINAL Draft Completed 09-18 Needs approval in Civic Clerk
ITB#	19-30	Scanning of Hard Copy Record	CD	Draft is process Needs Contract - Legal
ITB#	19-31	Mechanical Street Sweeping Services	PW	Draft is process Needs approval in Civic Clerk
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
ITB#	19-34	Herbicide/Pesticide Treatment	PW	Need Specs 10-01 Need Entered in Civic Clerk 10-01
RFP#	19-01	Physical Facility Security and Surveillance	IT	FINAL Draft completed 09-24 Needs Approval
RFP#	19-02	Utility Billing	CS	Need Specs 09-23 Need Entered in Civic Clerk 09-23
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	FINAL Draft completed 09-24 Needs Approval
RSFQ#	19-02	20" Force Main River Crossing	PW	Need Specs 10-01 Need Entered in Civic Clerk 10-01
RSFQ#	19-03	Architectural Services Public Operations Building	PW	Need Specs 10-02 Need Entered in Civic Clerk 10-02
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	
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	