



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 11, 2019

City Manager's Weekly Update

Upcoming Events

October

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

Parks & Recreation

Parks Maintenance Report

- A large tree at All Children's Park had to be removed. The tree was rotting, and the trunk had a large crack in it possibly from a lightning strike.



Photo of the large tree being removed

Athletics

- 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.

Public Utilities Department

Lab Operations

- The lab will be completing clearance sampling this week for King's Landing. Sampling started Wednesday, 10/9/19. The second round of samples was collected on Thursday, 10/10/19.
- The lab has tentatively scheduled our assessment for February 12th and 13th. The lab must undergo an assessment every 2 years to ensure things are being done properly.



Photo of Lab staff (left to right) Kerri, Natalie, Kaylee, Theresa.

Water Reclamation Facility

- The deep bed denitrification filters at the Water Reclamation Facility received a performance evaluation. A representative from De Nora Water Technologies checked the filter performance against design criteria. The report usually takes 3-4 weeks before the final copy is received.



Photo of De Nora Water Tech analyzing the deep bed filters at the WRF

Engineering

- Junos Reed attended a meeting in Jacksonville on 10/8/19. The workshop hosted by FDEP Northeast District and pertained to funding sources for septic to sewer conversion projects. SJRWMD spoke on the District Cost-Share funding opportunity's for septic to sewer, FDEP spoke on the Nonpoint Source Pollution Management Grant funding opportunities, State Revolving Fund Loan Program with respect to septic to sewer projects, implementing low impact development, and stormwater management improvements during septic to sewer conversion projects.

Administrative Services

- Staff continued 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 and will be ongoing into November.
- A kick-off call was held with ADP to discuss the set-up of the City's account and Workday integration for processing payroll taxes beginning January 1, 2020.
- Staff held a conference call with H.S.A. Bank who will be the new vendor for employee FSA and H.S.A account beginning in January. More information will be provided in the upcoming weeks during open enrollment.
- IT staff met with representatives from Crown Castle, a large fiber optic backbone provider who has fiber optic cable passing near City Hall. Staff is looking for ways to possibly lease dark fiber in order to provide connectivity to facilities that aren't currently on the city's network such as the reclaimed lakes and Riverwalk Park.

Police Department

- Recruits Kaylie Manchester and Cody Rette graduated from the Basic Law Enforcement academy this week. Manchester and Rette will join William Preston and Marcus Niedner for in-house and field training over the next few weeks.
- As part of our crime prevention initiative, Officer Doyle spoke at the Florida Mobile Homeowners Association meeting to discuss safety, crime trends, and crime prevention measures.
- POPD will be participating in the DEA Drug Takeback on Saturday, October 26 between 10:00 am - 2:00 pm.

Finance

- Please join us in saying Farewell to Lori Bockelman, whose last day at the City will be Friday, October 18th. This week Finance held a small gathering for co-workers in the City to take a moment to wish her well before her departure. She has been busy transferring her knowledge, duties and responsibilities to her co-workers. Lori has been with the City of Port Orange since January 2013, she has held the positions of Proprietary Funds Accountant, Compliance Manager, and Assistant Finance Director, along with the role of Interim Finance Director during a critical time. She will be missed greatly, and we would like to thank her for her dedicated service to the City and wish her all the best in her future endeavors.
- Finance is working on fiscal year end processes and is preparing for the City's audit firm to be on-site during the last week of October/first week of November.
- Budget Team is working closely with Finance and Purchasing staff and the Departments to process the necessary budget transfers, 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 November.
- Customer Service has a new CSR, Sandy Wineka, who started Monday October 07, 2019, please extend a "Welcome Aboard" to Sandy.
- Customer Service had a starting shut off list of 164 delinquent accounts. The final list of shut offs were 124. We are currently considering other options regarding the shut off dates to ease the burden of the Meter Shop and Customer Service to complete this weekly process.

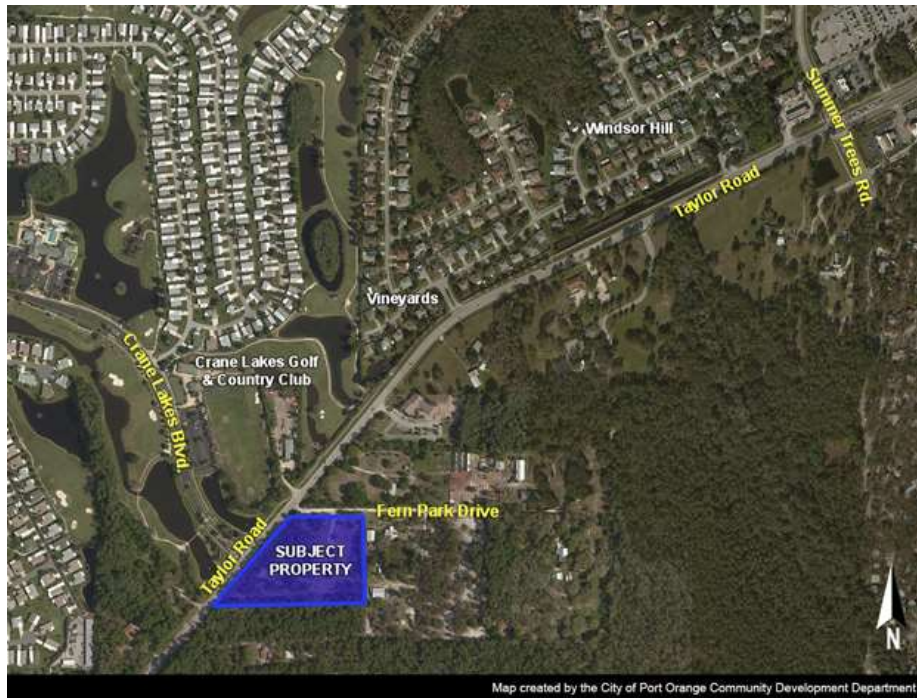
On the horizon

- 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.

Community Development

- The Staff Development Review Committee (SDRC) met to review a proposed office and self-storage facility at 1763 Taylor Road, located on the east side of Taylor Road, across from the Crane Lakes Golf and Country Club. The ±8.7-acre property is 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 to develop a self-storage facility along with professional office space for the property. The item is anticipated to be considered by the Planning Commission and City Council before the end of the year. The proposed development will also require a Small-scale Future Land Use Map Amendment to apply a City land use designation of Office/Residential Transition to the ± 3.8 -acre portion of the property annexed into the City last year.



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

Public Works

Building Maintenance

- Removed file cabinets from Community Development area at City Hall.
- Installed four wall mounted computer monitor brackets in offices in Community Development.
- Assembled chairs for Human Resources at City Hall.

- Remounted utensil holders in the breakroom at the Police Department.



Photo of remounted utensil holders

- Prepped, primed and painted the rain gutters at Public Works.



Photos of employee painting Public Works gutters

- Sprayed weeds and mold around facilities.
- Dusted and removed cobwebs around facilities.
- Continued light inspection and repairs.
- Continued building inspections and repairs.

Drainage

- Crews cut back and cleaned out drainage ditch along Powers Avenue to improve stormwater flow.



Before and after photos of drainage ditch along Powers Ave

- Crews filled in a washout at Frederick Pond.



Before and after photos of washout

- Crews filled in a large washout with concrete rubble for stabilization behind the Oakbrook subdivision along the Horizon Ditch.



Photo of large washout filled with rubble

- Crews cleaned out the ditch behind Tim's Corner Restaurant to improve stormwater flow.



Photo of the ditch being cleaned out

Roads

- Sign repairs completed on Ocean Avenue, Eagle Lake Drive, and Hidden Lakes Drive



Before and after photos of sign repairs on Ocean Avenue and Eagle Lake Trail

Grounds

- Crews have begun maintenance of Dunlawton, Nova, and Ridgewood. This maintenance is under an agreement with FDOT that includes tree trimming, sidewalk and road cutbacks, and debris/weed control.



Before and after photos of FDOT cutback

- Crews have been working on irrigation at City Hall, Dunlawton and Ridgewood to repair line breaks and broken heads.
- Staff met with Verdego and Yellowstone Landscaping companies to sign off on notice to proceeds for major thoroughfares and Right of Way mowing. Both companies have started mowing but have been battling rainstorms throughout the week.

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

- Staff conducted interviews this week for potential new members. Eleven candidates were interviewed for one vacant position which we hope to fill quickly.
- The Fire Chief met with the Buildings Manager and an HVAC Engineer from DG Meyers to discuss persistent and ongoing issues related to the HVAC equipment at Station 74 on Airport Road. Due to excessive high temperatures throughout the summer and the HVAC running nearly non-stop, the ductwork in the attic started sweating and condensation, causing water damage to the ceiling. Several alternatives have been discussed and additional interventions are being evaluated and planned to prevent further damage in areas that have already been repaired.
- The Fire Marshal attended the quarterly LEO/Fire/EMS User Group meeting at the Volusia County EOC. This meeting discussed several topics including CAD system updates to streamline call notes to all public safety units and two new communication tower sites to help with county-wide radio coverage. The Fire Marshal will be attending an upcoming training with Volusia County IT to learn their new radio maintenance/tracking software.
- The South East Regional Fire Department (SERFD) delivered hazardous materials training for all firefighters. A hazardous materials incident is defined as the release, or suspected release, of a hazardous material into the environment. Even with the best prevention methods in place, hazardous materials incidents are bound to happen. Understanding the nature of the hazardous materials you work with, and how to respond to an incident or potential incident will help us quickly manage a dangerous situation and minimize damage done to persons, the environment,

and facilities.

- The Port Orange Technical Rescue Team (TRT) continued with the completion of our confined space prop at Station 72. This prop will allow our firefighters and the (TRT) to train for confined space rescues that may arise throughout our community.



Photos of the space prop at Station 72

- Transports for the week are 30 emergent dispatches with 20 transports and 8 non-emergent dispatches with 6 transports. Response times are 6 minutes 34 seconds for emergent calls and 8 minutes 1 second for non-emergent calls. We were sent outside of our corporate border 2 times this week. To date, we have been sent to 578 emergent calls and transported 392 patients and 217 non-emergent calls with 149 patients transported.

Emergency Management & Public Education

- Fire Prevention week kicked off on Monday and Pub Education spent the morning at a 55+ community meeting. We discussed numerous fire safety topics as well as fire department operations. We were able to reach 100 individuals and installed 4 new smoke alarms in few mobile homes. On Tuesday, we visited Bright Beginnings Preschool. We spent the morning watching a Sesame Street's Visit to the Fire Station. We had 88 preschool age children and around 20 adults. On Thursday we visited Small Steps Academy. The crew came out and showed the apparatus to the kids as well as a demonstration of the turn-out gear and respiratory protection for the children and adults present. We had a great time with the 60 children and 20 adults that visited with us. On Friday we made a visit to the Benton House. We spent some time with the residents of the facility 40 in all. The ages ranged from 70-99 and we also spoke with members of the staff to answer any questions. We had a very busy week and really enjoyed spending time with our citizens!

City Attorney

- The City Attorney's Office has begun the search for an Administrative Assistant and a Paralegal.
- City Attorney's Office staff was able to participate in the ERP testing.
- City Attorney's Office staff met with Community Development and Code Enforcement to discuss the progress of stormwater improvements in Pickwick Mobile Home Park mandated by the Special Magistrate.
- Deputy City Attorney met with the City Manager, IT Manager, and City Clerk to continue the discussion regarding key steps toward going paperless.

City Manager

ERP Update

- Workday is coming – December 2019 – we are 12 weeks from go live! This week the following staff presented an all-City update on our POW! Port Orange Workday project.
 - Jane Davis – Workday Project Manager
 - Robin Fenwick – Workday Training Lead
 - Jennifer Roberson – Workday Testing Lead
 - Scott Neils – Finance Director
 - Amanda Sarjeant – Recruiting Lead




Photo of Amanda Sarjeant speaking to City staff on the ERP Update for HR

- The Port Orange project team, and employees who have been testing Workday have accomplished an outstanding amount of test scenarios and please see some stats below. We had to reach a 90% pass rate threshold and in HCM (Human Capital Management) the team actually got to a 97% pass rate, and in Finance, a 94%, with an overall satisfaction rate from our end users of 97%. We also discussed cut of dates in Naviline when we will stop making transactions and start making them in workday which is called 'cutover'. Jane Davis will be sending out that PowerPoint to all employees, especially for those who were not able to attend. Our implementation partners, Collaborative Solutions are providing excellent support and advice as we move through this project.



- The Assistant City Manager participated in a Florida Recreation and Parks Association training that covered the development of a tool to calculate the economic impact of parks. It was an informative session, and while it has been rolled out FRPA is still making improvements to the tool, but it shows great promise in providing detailed outcome information for jurisdictions around the State.
- PIO attended a meeting with the County as well as with a few other sister cities this week to discuss plans to promote Census 2020. She will present promotion ideas to the City Manager.

Bids

10/7 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	Bid Release 10-15 Pre-Bid Meeting 10-29 & 10-31 Bid Opening 11-21
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

50	YTD - TOTAL QUANTITY of BIDS
35	ITB - Invitation to Bid
2	RFP - Request for Proposal
10	RFQ - Request for Quote
3	RFSQ - Request for Statement of Qualification
34	YTD - COMPLETED Bids