



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 18, 2019

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *October*

22	6:30 p.m.	City Council Workshop
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 Utilities Department

## Field Operations

- Water Distribution crews performed a waterline tap for the new King's Landing subdivision.



**City staff performing a waterline tap in King's Landing.**

- Crews repaired several water leaks due to the excessive rainfall last week. Excessive rainfall raises the water table and leaks that normally drain into the ground now show up on the surface. Although excessive rainfall isn't desired, it does help the Water Distribution crew find leaks in the system.
- Field Operations finished up flushing force mains on 10/16/19. The City of Port Orange uses excess reclaimed water to flush its force mains. The City of Port Orange is a pioneer for using reclaimed water to flush its force mains. Alternative methods to accomplish flushing of force mains require special equipment and is very costly.

## Lab Operations

- Laboratory Technician, Kaylee Weaver, has completed the rest of her IDOC's (Initial Demonstration of Capability) for the analyses in the lab. Her last IDOC was for fecal coliform by membrane filtration.

- The lab completed clearance sampling at King’s Landing on 10/10/19 and 10/11/19. All samples were free of any bacteriological contamination. The site was cleared Saturday, 10/12/19.



**Kaylee taking a clearance sample at King’s Landing and Kerri performing a test in the Central Lab**

### **Water Reclamation Facility**

- Congratulations to Matt Hunt for passing his Wastewater Treatment Plant Operator exam.
- Jim Parrish will be starting as the new Assistant Reclaimed Water Production Manager on 10/28/19. Jim comes from the City of Deltona and has an extensive background in project management and treatment plant operations.
- Port Orange University toured the reclaimed lakes on 10/5/19. Chris Wall and Lynn Stevens led the tour and answered questions the group had.
- The Vineyards lift station panel was “tagged” with some graffiti. Lift Station Mechanics made quick work of cleaning up the mess with a solvent kept on their trucks.



## Water Production

- Staff at the Water Treatment Plant started to dispose of polymer barrels that have accumulated over the years. For proper disposal of any closed container, it must first be cleaned out and then cut longways for the landfill to accept it.



**Barrels ready for disposal**

- Staff continues to receive media for the filter rehab. Staff is now coordinating the installation of the new media in the coming weeks.

## Parks & Recreation

### Athletics

- On Saturday, October 12, we had youth tennis placements at Willow Run Park. We have 58 kids signed up in the program.



**Kids participating in tennis placements**

- On Saturday, October 12, REC MAN made an appearance at the Daytona State Homecoming event.



**REC Man in a line with other mascots**



**REC Man playing Cornhole**

- Youth baseball and softball teams are practicing. Games will start on Saturday, October 19 at City Center Sports Complex. We have 546 kids signed up in the program.
- Youth Soccer registration ends on November 10.

### **Parks Maintenance**

- On Saturday October 12, four teenagers jumped the fence at the Russell Property. They vandalized the barn and office causing a significant amount of damage. The suspects were caught in the act by the police. The estimated damages are around \$5,000.00.



**Russell Property Damage**



- Irrigation repairs completed at the Causeway Park



**Irrigation before and after repairs**

## Upcoming Events

- Come join the fun at Riverwalk Park for our October Pop-Up Park. Friday October 18th from 6 pm-8 pm. To celebrate football season, we are tailgating. The first 200 people will get a free hot dog, chips and water. We will have games, inflatables and other fun activities.
- The Adult Center will host “The Ridiculous Comedy and Magic Show” featuring Todd Bogue Saturday, October 26 from 2:00pm – 3:30pm.
- The Port Orange Halloween Fest will be Thursday, October 31 from 5:30 pm to 8:00 pm at City Center Complex.
- Saturday, November 9<sup>th</sup>, the City of Port Orange, in association with Dave and Busters, and the Port Orange Community Trust, will be presenting Toy Story 4 at Riverwalk Park from 6 pm-8 pm. Bring your favorite blanket, cooler, and chair for this free event. Come out and enjoy a night of family fun, that will include free popcorn. Call 386-506-5934 for additional information.
- Saturday, November 16<sup>th</sup>, the City of Port Orange, in association with Dave and Busters, and the Port Orange Community Trust, will be presenting The Secret Life of Pets 2 at Riverwalk Park from 6pm-8pm. Bring your favorite blanket, cooler, and chair for this free event. Come out and enjoy a night of family fun, that will include free popcorn. Call 386-506-5934 for additional information.

## Public Works

### Drainage

- The Kaiser continues to clean the Horizon ditch. The ditch is about a mile long and the operator is mowing both sides as he moves along.



### Progress made on the Horizon Ditch with the Kaiser

### Roads

- Road setup signs, cones and light towers for Biketoberfest.
- Crews completed asphalt repairs on Orange Ave, 6<sup>th</sup> Street and Ichabod Court.



### Asphalt repair on Ichabod Court

## Grounds

- Crews removed a tree that was split in half on Craig Ct. and Hidden Lake Dr. due to a safety concern.



**Before and after of the tree removed on Craig Ct.**

## Police Department

- POPD has placed purple ribbons on marked patrol vehicles to recognize Domestic Violence Awareness Month. October is designated as National Domestic Violence Awareness month to bring consciousness to an issue that effects three out of four Americans who either personally knows someone who is or has been a victim of domestic violence.
- Department recruiters attended a hiring event at Naval Air Station – Jacksonville. This event focused on employing individuals with prior military service.
- POPD will be participating in the DEA Drug Takeback on Saturday, October 26 between 10:00 am - 2:00 pm.



## Administrative Services

### Information Technology

- As part of a comprehensive technology security plan, IT staff held a cybersecurity awareness training class, which included topics such as how to spot a malicious email, safe internet browsing techniques, avoiding social engineering, and more. Another class is scheduled for the 22<sup>nd</sup> at 1:00 PM in the 2<sup>nd</sup> floor conference room at City Hall and is open to all city employees.
- Bruce Campbell, Senior IT Specialist, has announced he will be retiring next week after 8 years with the IT division. Bruce started with the City as an IT Specialist at the Police Department and was promoted to Senior IT Specialist several years ago. He will be missed!
- GIS staff, along with Community Development staff, will be presenting a GIS based dashboard for viewing development activity throughout the city at the City Council workshop on the 22<sup>nd</sup>. This dashboard, created entirely in-house using existing GIS software, is a dynamic real-time view of all current and proposed development projects in Port Orange and will replace the existing static monthly report. This project is another step towards utilizing the power of GIS tools to visualize data in an efficient and effective matter.

### Risk Management

- The Safety Advisory Committee held its quarterly meeting on Wednesday. In recognition of Fire Safety Month, Ronny Buttrum, with input from Beau Gardner, presented valuable information about fire safety awareness, fireproofing the workplace and home, and basic fire extinguisher information. The Risk Manager will be working with Fire & Rescue to make hands-on fire extinguisher training available for our employees. In addition, Ronny and Bobby Bryant will be working to install signs throughout City facilities indicating the location of fire extinguishers. Marla Callanan was elected to fill the position of Vice Chair that was vacated with Tracy London's departure.
- Risk Management recovered \$19,679.37 in a subrogation claim as reimbursement for expenses incurred to repair City property damaged as a result of a single vehicle accident.
- The Risk Manager will be out of the office beginning October 19 and returning on November 4. The Human Resources Division will be assisting with risk management matters during this time, but the Risk Manager will be monitoring emails and is available in an emergency.

## Human Resources

- As discussed in last week's ERP meeting, the deadline for making employment offers to new hires will be November 1<sup>st</sup> with a hire date of Nov 25<sup>th</sup>. This is so the HR Division may transition to the Workday recruitment system, which will be open on Dec 23<sup>rd</sup>.
- HR Administrators Amanda Sarjeant and Jason Keller attended a half-day workshop on legislative updates. Topics included reasonable accommodations under the ADA, Title VII and FMLA; recent class action rulings & trends; the impact of recent legislative updates in the HR community; and equal pay lawsuits and claims.
- Staff completed Cycle 1 of payroll parallel testing in Workday with a 98% passing ratio. There will be 2 more payroll parallel test cycles to fine tune the system to achieve 100%.
- The City's regional representative from ICMA was on site Tuesday at the Fire Department to meet individually with employees and gave a presentation on saving and investing goals.

## Fire & Rescue

- Two members of POFR have completed their one-year probationary period this week. Firefighters Justin Kaufman and Austin Hodgins were treated to a cake celebration to honor their achievements. FF Hodgins is a third generation Port Orange firefighter; his Grandfather Roy Hodgins retired after 26 years of service to Port Orange and his father Dan Hodgins is currently the "A" shift Battalion Chief and is in his 23rd year with the department.
- The Fire Chief attended a quarterly meeting with the other five Fire Chiefs of the Southeast region. A regional active shooter policy is being distributed for training purposes and discussions continue on how to better regionalize certain functions of fire services including consolidated training, controlled substance purchases and resource sharing.
- Transports for Week 27: 24 emergent dispatches with 16 transports and 9 non-emergent dispatches with 9 transports. Response times are 6 minutes 37 seconds for emergent calls and 7 minutes 56 seconds for non-emergent calls. We were sent outside of our corporate border 4 times this week. To date, we have been sent to 602 emergent calls and transported 408 patients and 226 non-emergent calls with 158 patients transported.

## Emergency Management

- The Emergency Management Coordinator spent time with Port Orange University this week. The group learned about both emergency management and fire public education. The presentation was very well received with a question/answer session at the end. The group was very interested in how fire and emergency management operate within the city.

- The Public Education Coordinator continued outreach to our preschool citizens. We sat down with them and showed them how firefighters help them during an emergency and everybody's favorite is an up-close view of the engine. We also spent time with Sugar Mill Elementary going over some safety plans for the students and staff and discussed future events for fire safety education classes.

## Finance

- This past week was the last week for Lori Bockelman, our Assistant Finance Director. Her knowledge, dedication and commitment to the City 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.
- The Budget Team completed the new Local Government Financial Reporting requirement requesting municipal budget officers to provide information regarding the final FY20 Adopted Budget to the Office of Economic and Demographic Research (EDR). With FY20 being the first year of this requirement, historical supplemental information for the past 5 years (FY2014-15) was also requested.
- Staff continues to work with Departments to process budget transfers as necessary to successfully close out FY19 and is also preparing for the upcoming visit from the auditors.
- Purchasing has been diligently processing the new FY20 purchases. They have posted a Workday Deadline for Finance. Please be aware of possible delays in processing payments to vendors during this time.
- Purchasing held mandatory pre-bid conferences for the Lakeside HVAC Ceiling Replacement, ITB 19-33 this week as well as the pre-bid conference on Virginia Monroe Stormwater System, ITB 19-17.
- Legislative appropriations requests were submitted to Rep. Leek and Sen. Wright's Offices for the following projects: Howes Street Drainage Improvements, License Plate Readers, and REC Center Phase II. The 2020 Volusia County Legislative Delegation meeting will be held on November 20<sup>th</sup> and an overview of the projects will be provided at that meeting.
- Customer Service had a starting shut off list of 122 delinquent accounts. The final list of shut offs were 96.
- The Finance Director and the Budget Manager attended the Florida Benchmarking Consortium Annual Conference this week, which focused on Strategic Planning for Performance Management.

- The Accounting Manager and the Proprietary Funds Accountant attended the Workday Rising Conference in Orlando this week.

### On the horizon

- Finance is preparing for the Auditors to be on-site during the last week of October/first week of November.

## Community Development

- The Staff Development Review Committee (SDRC) met to review a Site Plan Modification to the Chick-Fil-A restaurant at 1761 Dunlawton Avenue. The proposed improvements include: 1) relocating the accessible parking spaces from the side of the building to the front, so the spaces are not blocked by vehicles stacked in the drive-thru lane; 2) adding a second drive thru lane; 3) the addition of approximately 486 square feet to the rear of the building for a kitchen expansion; 4) adding a canopy structure over the drive-thru; and 5) interior and exterior building renovations.



Location map indicating area of proposed improvements at the Chick-Fil-A restaurant

- A pre-application meeting was held to discuss an amendment to the Home Depot Planned Commercial Development (PCD) Master Development Agreement (MDA) and Conceptual Development Plan (CDP) to address Home Depot's outdoor display and equipment rental needs. Home Depot is requesting to designate the area along the front of the store as a merchandise display area, add equipment rental as a permitted use, and identify the anticipated location on the Home Depot site for an outdoor tool equipment rental area and a +/- 2,000 square foot building addition. The project engineer anticipates submitting applications to amend the MDA/CDP and modify the Home Depot site plan by the end of 2019.



**Location Map of Home Depot property**

- On Thursday, October 24, 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 for approval of the Subdivision Plat and Plans for Phase 2 of the King's Landing Subdivision. Phase 2 consists of ±41-acres, located on the east side of the property, and includes 45 single-family lots (13 one-acre lots and 32 - 20,000 square-foot lots).
  - A proposed amendment to Chapter 16 of the Land Development Code (LDC) to allow restaurant owners the ability to designate their outdoor dining area as dog friendly, pursuant to Florida Statute 509.233.



- A certificate of occupancy was issued for the Seagrass Assisted Living Facility located at 1710 Yorktowne Boulevard. The site and building were built in accordance to the Land Development Code and the Gateway Center Master Development Agreement (MDA) related to building setbacks, building height, landscape buffers, stormwater, and parking lot lighting. According to the property owner, the ALF is anticipated to open in late November 2019.



**Seagrass Assisted Living Facility**

- Staff from Community Development and Public Works/Utilities met with the River 2 Sea TPO to discuss the scope of services for Feasibility Studies for three City CIP projects. The Feasibility Studies aim to uncover the strengths and weaknesses of the proposed transportation improvement projects and identify the resources and costs required to design and construct. If these projects are identified as feasible, and the City chooses to fund the design and construction, the projects will require a 10% local government match and the remaining cost will be funded by FDOT.
  - Project 1 - Feasibility Study to extend existing left-turn lanes along Dunlawton Avenue: This project was submitted to the TPO in April 2019. The Feasibility Study will look at design options for extending the existing left-turn lanes along Dunlawton Avenue at the intersections of Yorktowne Boulevard (westbound), Clyde Morris Boulevard (westbound), and Victoria Gardens Boulevard (westbound). Increasing the stacking area of the left-turn lanes will improve traffic flow thru the intersections, reduce delays for turning vehicles, improve traffic roadway capacity, and reduce damage and maintenance costs to the grass/landscape median. These left-turn lanes experience congestion throughout the day, most notably in the morning (school hours) and late afternoons.
  - Project 2 – Feasibility Study for the addition of right-turn lanes at various Clyde Morris Boulevard intersections. This project was submitted to the TPO in April 2019. The Feasibility Study will look at design options to determine if right-turn lanes on Clyde Morris Boulevard at Madeline Avenue, Willow Run Boulevard, and Reed Canal Road are feasible. The construction of these turn lanes will add roadway capacity at these

intersections, reduce delays for Clyde Morris Boulevard thru traffic and traffic turning right, improve traffic flow, and improve intersection safety.

- Project 3 - Feasibility Study to identify improvements to reduce crashes, improve sidewalks and crosswalks for pedestrians, minimize delay to traffic at the Taylor Road and Williamson Boulevard intersection, and along the Taylor Road/Dunlawton Avenue corridor at I-95, and improve roadway capacity. The objective of this Feasibility Study is to identify specific intersection and roadway improvements for both vehicles and pedestrians and provides cost estimates for the proposed improvements. This Feasibility Study request was submitted to the TPO in April 2017.

## City Manager

- Sent a press release about the news of Matt Jones hired as the new City Attorney.
- The Assistant City Manager met with representatives from Clear Channel Outdoors to discuss the possibility of extending billboard leases on I-4. Staff will review the proposals and determine whether to move forward and recommend those proposals to Council or whether a different course of action should be considered.
- The City Manager will be attending the International City/County Management Association Conference most of the coming week in Nashville, TN. The Assistant City Manager will be out of the office Monday and Tuesday and Jamie Miller will be on the dais Tuesday night. However, Alan will be available if needed until Jake returns.
- The Assistant City Manager has been working with colleagues from around the State (in his current role as Chair of the Professional Development Committee for the Florida City and County Management Association [FCCMA]) in preparing the Fall Symposium. This year the Symposium is in St. Petersburg on November 7<sup>th</sup>. The theme is “What Keeps Managers Up at Night” and covers the following topics:
  - The Future of Transportation
  - Working Effectively with FDOT
  - How to Mitigate Active Shooter Situations
  - Diversity and Inclusion, and
  - Organizational Culture

The session will be interactive and cover extremely important information on keeping city staff and visitors safe from harm and reducing liability. FCCMA members are non-members are welcomed to attend and can sign up here <https://fccma.org/symposiums/>.

## On the horizon

- Florida City Government Week is October 21-27, which was created by Florida League of Cities to raise awareness about the functions and services of city government throughout the state. The city will be celebrating with a cake during the last class of Port Orange University on Monday, October 21.

## Bids

Type	Bid #	CURRENT PROJECTS	Dept	Status		Bid Release
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	FINAL Draft Complete	Needs approval FDOT (tentative dates shown)	Open 11/5
ITB#	19-17	Virginia Avenue & Monroe Street Drainage Improvements	PW	Bid Release 10-02	Pre-Bid Meeting 10-16 Bid Opening 11-06	Open 10/2
ITB#	19-21	Residential Backflow Testing Services	PW	Bid Release 10-30	Pre-Bid Meeting 11-13 Bid Opening 12-04	Open 10/30
ITB#	19-26	WRF Sludge Trailer Storage Lot	PU	FINAL Draft Completed 09-24	Needs approval (tentative dates shown)	Open 10/22
ITB#	19-27	Sweetwater Hills Drainage Improvements	PW	FINAL Draft Completed 09-18	Needs approval (tentative dates shown)	Open 11/5
ITB#	19-30	Scanning of Hard Copy Record	CD	FINAL Draft Completed	Needs approval	Open
ITB#	19-31	Mechanical Street Sweeping Services	PW	Draft is process	Needs approval in Civic Clerk	Open
ITB#	19-32	Temporary Employee and Employee Leasing Services	HR	Need Contract from Legal 08-14		Open
ITB#	19-33	Lakeside HVAC & Ceiling Replacement	PR	Bid Release 10-01	Pre-Bid Meeting 10-15 & 10-17 Bid Opening 11-07	Open 10/1
ITB#	19-34	Herbicide/Pesticide Treatment	PW	Need Specs 10-01	Need Entered in Civic Clerk 10-01	Open
RFP#	19-01	Physical Facility Security and Surveillance	IT	Bid Release 10-15	Pre-Bid Meeting 10-29 & 10-31 Bid Opening 11-21	Open 10/15
RFP#	19-02	Utility Billing	CS	Need Specs 09-23	Need Entered in Civic Clerk 09-23	Open
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	FINAL Draft completed 09-24	Needs CD Review & Approval	Open
RSFQ#	19-02	20" Force Main River Crossing	PW	Need Specs 10-01	Need Entered in Civic Clerk 10-01	Open
RSFQ#	19-03	Architectural Services Public Operations Building	PW	Need Specs 10-02	Need Entered in Civic Clerk 10-02	Open

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
16	CURRENT STATUS
4	Released and in que for receiving Bids
6	Draft started n/completing and/or waiting on approval or information (Financial, Specs, Data, LEGAL, Civic Clerk Approvals)
5	Waiting on being entered <u>or</u> approved into Civic Clerk
0	On HOLD
1	Cancelled