



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 25, 2019

City Manager's Weekly Update

Upcoming Events

October

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

Police Department

- Biketoberfest was a safe and successful event for Port Orange. The Motor Unit issued 189 traffic citations and there were no serious crash investigations.
- Asst. Chief Proctor spoke at the Port Orange Citizens Academy on Monday evening. A variety of topics related to the police department were covered along with an equipment demonstration.



Photos of Port Orange University participants viewing a police car during their final session

- POPD will be participating in the DEA Drug Takeback on Saturday, October 26 between 10:00 am - 2:00 pm. This is a great opportunity to clean out your medicine cabinet and properly dispose of unused/unwanted medications.

Public Utilities Department

Field Operations

- Crews replaced a broken water service on Trailwood Dr. with a new water service from the water main to the meter.



Photo of new service line that distribution crews installed in Trailwood

Lab Operations

- Justin Kealhofer started on Monday 10.21.19. He will be working temporarily in the lab while Natalie is on maternity leave. He has started reading our SOP's and Quality Assurance Manuals.



Photo of Kerri performing chloride proficiency tests in the Central Lab

Water Reclamation Facility

- The Maintenance staff has scheduled return of the mixer gearbox from the A/O structure to SPX Flow. Once repaired, this mixer will be a spare for the mixing zones. SPX Flow will have to disassemble the mixer gearbox and then they will be able to give us a repair quote.

Parks & Recreation

Athletics

- We had a great time at Pop-up-Parks last Friday at Riverwalk Park.



Photo of the Parks and Rec Table



Photo of the Football Toss Challenge Inflatable



Photo of the Pop-Up-Park at Riverwalk

- Youth Soccer registration ends on November 10.

Upcoming Events

- 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.

- On Saturday, November 9th, 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 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.
- On Saturday, November 16th, 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

Building Maintenance

- Continued light checks and repairs at City facilities and right of ways.



Photo of employee checking a walk light

- Sprayed wasp nests at City Hall.

- Annual fire extinguisher inspection was completed at the Police Department by a licensed contractor.
- Rain gutters were checked and cleaned at Fire Station 74.



Photo of employee checking rain gutters

- Primed and painted 16 safety bollards at Fire Station 72.



Photo of painted bollards

- Welcomed Andrew Baldwin to the Facility Maintenance Crew with a steak and shrimp lunch.



Photo of crew members (Welcome Andy!)

Drainage

- Cleaned catch basin and pipe outfall at Riverside Drive and Kirby Place.



Photo of vaccon cleaning catch basin on Riverside Drive

- Cleaned pipes, catch basins, and regraded swales at Woodbriar Trail and North Swallowtail Drive.



Photos of regraded swale on Woodbriar Trail and North Swallowtail Drive

- Kaiser continued cleaning Horizon ditch.
- Drainage crew prepared for a Tropical Storm over the weekend by cleaning drain inlets, lowering pond levels, and clearing headwalls and outfalls.

Roads

- Crews cleaned off sidewalk between 528-532 Orange Avenue due to the residence having a dirt driveway which reduced visibility of the sidewalk.



Before and after photos of cleaned sidewalk

- Asphalt patch was completed on Wimbledon Court to cover a replaced stormwater pipe.



Before and after photos of asphalt patch

- Sign repair completed around Dunlawton Avenue and 95 off ramp.



Before and after photos of sign repaired

Grounds

- Crews removed 2 palm trees that were diseased on Town West Boulevard and a dead oak in Summer Trees Subdivision.



Before and after photos of removed Oak tree

- Crews have been working on irrigation on Dunlawton Avenue to repair broken heads.
- Crews have completed tree uplifting in multiple areas City wide.

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.

Administrative Services

- A mandatory pre-proposal meeting and site visit with potential bidders for RFP 19-01 Physical Facility Security & Surveillance will be held on Tuesday, October 29th, in the City Council Chambers. As part of the meeting, staff will take potential bidders to the Reclaimed Water Plant and the Public Works facility to discuss shovel ready projects and allow the bidders to propose line item pricing on those projects to include with their submittals.
- Open Enrollment for employee insurances kicked off this week and will run through November 8th. This is a passive enrollment so only employees who want to make a change will need to log in to the PlanSource system to do so.
- Hiring managers will need to begin making final preparations to filling vacancies. Job offers must be made to external candidates by November 1st. Any vacancies after that date will have to go through the complete recruitment process in Workday after go-live.
- Staff began Cycle 2 of parallel payroll testing in Workday. Cycle 1 was completed at 99%. This testing involves running the identical payroll from Naviline in Workday and identifying any discrepancies. This process will be repeated for a total of 3 payroll cycles and will be ongoing into November.

Community Development

- A pre-application meeting was held to discuss the development of a new Splash carwash facility and motor vehicle storage lot at the southeast corner of Nova Road and Herbert Street. The property is currently zoned Highway Commercial (HC) and current zoning permits the proposed uses. According to the project engineer, the submittal of a development application is anticipated in December 2019.



Location map of subject property located at 956 Herbert Street

- At their October 21st Environmental Advisory Board (EAB), the EAB will be provided with an update by Michael O. Sznajstajler, Cobb Cole, on the Excavation and Disposal Management Plan/Source Removal Plan for the designated Brownfield area at 5811 Williamson Boulevard. Michael O. Sznajstajler represents the current property owner, Advent Health. According to Mr. Sznajstajler, Advent Health plans to proceed with clean-up of the site in December 2019, pursuant to the approved Site Rehabilitation Agreement, and has prepared a remedial plan for the removal of identified construction debris (concrete, asphalt, wood, tile, etc.) and potentially contaminated soil prior to developing the property with a 24-hour emergency room building and a separate medical office building.



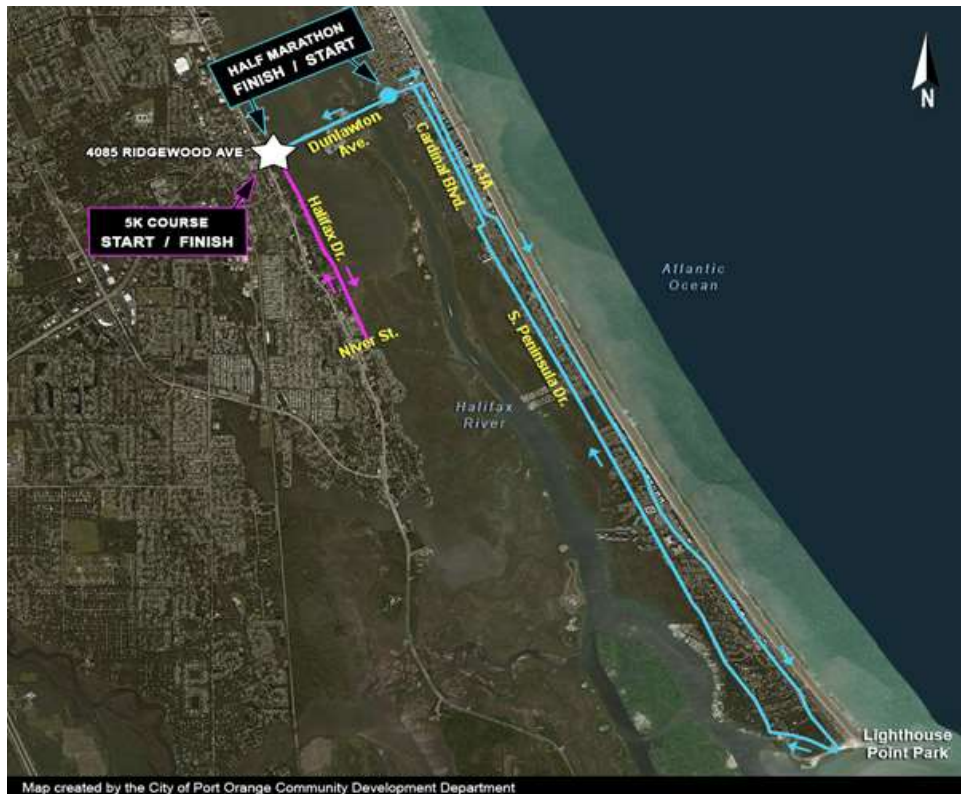
Location map of subject property located at 5811 Williamson Boulevard

- The Riverwalk public trail is nearing completion with almost all decorative pavers being installed and the removal of the overhead power lines and poles. Over the next few weeks the contractor will be installing landscape materials, walk lights, and site furnishings (benches, trash cans, and bike racks) along the trail. According to the Riverwalk MDA, the trail, associated landscaping, and site furnishings are to be completed by November 20, 2019. The areas to the east and west of the trail will remain under construction for the next year as the developer transitions to developing the permanent parking lot and restaurant on the point.



Map indicating site of Riverwalk Public Trail & Park (central segment) and general location of utility corridor, located east of Ridgewood Avenue, south of Ocean Avenue.

- West Volusia Runners Club is hosting the 8th Annual Lighthouse Loop Half Marathon & 5K from 5:00 a.m. until 12:00 p.m. on Saturday, October 26th. The half marathon begins at 7:00 a.m. on the access road to Dunlawton Avenue near the Deck Down Under restaurant, and will traverse the cities of Port Orange, Daytona Beach Shores, and Ponce Inlet. The 5k course will begin at 8:00 a.m., on Halifax Drive, on the south side of Dunlawton Avenue near the parking lot located at 4085 Ridgewood Avenue. Both races will finish in the parking lot located at 4085 Ridgewood Avenue. The Half Marathon and 5K have received approval from Daytona Beach Shores, Ponce Inlet and Volusia County. The Port Orange Police and Volusia County Sheriff's Office will be providing Motor Patrol Units to assist with both traffic control and pedestrian safety for the duration of the event.



Map outlining course of the 8th Annual Lighthouse Loop Half Marathon and 5K.

Finance

- Finance has started the recruitment process for the position of Assistant Finance Director, the position has been posted both internally and externally until 10/31/19.
- Customer Service is currently reviewing applications for a PT position to be filled. Interviews for the candidates will begin next week.
- 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.
- The budget team has also been meeting with the different departments to look over Year End Projects and the Carry Forward of Budgets for FY20.
- Auditors from James Moore are scheduled to be on-site next week to conduct field work. This year they will focus on Customer Service utility billing.
- The Budget Manager and the Grants Accountant attended the FGFOA Quarterly Luncheon with item in the agenda that included GASB and a case study on Fraud.

On the horizon

- Finance is preparing for the Auditors to be on-site during the last week of October/first week of November.
- On the Agenda for Finance is the GE Pension Board meeting which will be held Monday October 28, 2019.
- The FY19 Budget Appropriation and Budget Execution Review (BER) and FY20 Carryover budget resolutions is scheduled to go to City Council on November 19, 2019.

Fire & Rescue

- The Fire Chief attended the monthly meeting of the municipal CARE providers at the VC EOC. We were allowed to view a statistical dashboard for system status monitoring that the county plans to share with the 5 CARE providers. Many different metrics related to response times, unit availability and certain performance metrics of the medics working on the transport unit can be viewed real time.
- Port Orange hosted this month's meeting of the Volusia County Fire Chiefs Association, held at our training room. Main topics included another desire to merge all fire and EMS reporting to one common database. The biggest discussion point was who pays for it and who would be responsible for housing it.
- Staff conducted a product demonstration to other county Fire Chiefs on the new paperless apparatus and fire station checking system our units are testing. POFR recently added a paperless web-based inventory and check-out system we use for daily equipment checks and apparatus inventory. Our members are quickly adapting to it and we are receiving positive feedback.
- Transports for Week 28: 24 emergent dispatches with 16 transports and 8 non-emergent dispatches with 8 transports. Response times are 6 minutes 37 seconds for emergent calls and 8 minutes 4 seconds for non-emergent calls. We were sent outside of our corporate border 2 times this week. To date, we have been sent to 626 emergent calls and transported 424 patients and 233 non-emergent calls with 165 patients transported.

Emergency Management

- Emergency Management Coordinator participated in the monthly Alert Florida Group conference call that deals with mass notification during a disaster. This group networks to learn from different demographics and social backgrounds to better serve the communities we live in. Emergency Management Coordinator also met with the American Red Cross Regional Communications Manager to help build a new relationship between the city and their organization. We are in discussions with them to host another Smoke Detector Canvass in our city. Projected dates have yet to be determined.
- Public education spent time at two local schools this week. We visited Cypress Creek Elementary and Horizon Elementary to discuss fire safety. The crews came out and displayed the truck and demonstrated how to put on our gear. We had a lot of fun speaking with both groups.

City Manager

- Staff has been working the majority of the week to resolve the Click2Gov issue. We hope to have it resolved soon but will provide an update as soon as we have it.
- The Assistant City Manager held the first meeting of the year with the new Youth Leadership Program participants after their completion of Port Orange University. We will meet again next month to determine what project they would like to tackle during the rest of the program.
- Port Orange University concluded its 3rd year on Monday, October 21 with learning about the city's Police Department. Also, the City joins cities across the state in celebrating Florida City Government Week, October 21-27, 2019, with the theme, "My City: I'm Part of It, I'm Proud of It." Florida City Government Week focuses on the importance where residents understand how their city operates, the services it provides, and the importance of their active involvement. Florida City Government Week, sponsored by the Florida League of Cities, is a time to showcase cities and recognize the significant role played by city government in the lives of its citizens. The League is the official organization of the municipal governments in Florida, designed and established to meet and serve the needs of Florida's cities and their citizens. **On the horizon:** The group will be recognized by the Mayor and City Council on Tuesday, November 5 in Council Chambers.



Photos from the last session of Port Orange University at the Police Department



Mayor Burnette reading the Florida City Government Week Proclamation

ERP Update

- Our POW! Project Teams continue to ramp up towards our Workday go live in December and again we thank them for all the hard work.
- Last week, the following employees attending the ‘Workday Rising’ conference in Orlando with over 13,000 attendees!
- **Port Orange Rising attendees**

Michelle Peterson – IT, Jennifer Roberson – Comm Dev/IT, Cynthia Burges – Finance, Deanie Tuley – Finance, Jamie Miller – Admin Services, Jane Davis – ERP Project Manager.

At the Workday Public Sector User Group meeting Jane Davis moderated a panel, with Jamie Miller participating on the panel, on change management with an audience of 200 government leaders who came together to share best practices regarding their Workday technology transformations! Workday customers are able to collaborate exceptionally well together as they are on the same version of Workday so conversations are meaningful and great information can be shared about streamlining business processes. Jane also presented a session on our Port Orange Workday journey so far along with Larry Fitch who is a value manager at Workday.



Photos of city staff at the Workday rising event during the week of October 14

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#	19-21	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	Bid Release 10-29 Pre-Bid Meeting 11-12 Bid Opening 12-05	Open	10/29
ITB#	19-27	Sweetwater Hills Drainage Improvements	PW	Bid Release 11/05 Pre-Bid Meeting 11-19 Bid Opening 12-10	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	Bid Release 10-28 Pre-Bid Meeting 11/11 Bid Opening 12-03	Open	10/28
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	
ITB#	19-35	FY2020 Paving Program	PW	Need Specs 10-21 Need Entered in Civic Clerk 10-21	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	

51	YTD - TOTAL QUANTITY of BIDS
36	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
17	CURRENT STATUS
7	Released and in que for receiving Bids
3	Draft started n/completing and/or waiting on approval or information (Financial, Specs, Data, LEGAL, Civic Clerk Approvals)
6	Waiting on being entered <u>or</u> approved into Civic Clerk
0	On HOLD
1	Cancelled