



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, November 1, 2019

City Manager's Weekly Update

Upcoming Events

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

December

3	6:30 p.m.	City Council Regular Meeting
11	9:00 a.m.	Code Special Magistrate Hearing
17	6:30 p.m.	Regular City Council Meeting
19	5:30 p.m.	Planning Commission Meeting

Police Department

- The DEA Drug Takeback was a major success with 24 boxes totaling 594.3 pounds of unwanted prescription medication turned over to the DEA.
- POPD is participating in this year's Basket Brigade for the upcoming Thanksgiving Holiday. The various units and platoons will be engaging in a friendly competition to decorate and fill the baskets with everything needed for a complete Thanksgiving dinner. In all, we hope to contribute at least 13 baskets for families in need.

Parks & Recreation

Athletics

- Youth Soccer registration ends on November 10.
- On Saturday, November 9, PAL will have a boxing event at the Port Orange Gym.
- On Saturday, November 9, the Parks & Recreation department will have a booth at the Sweetwater Elementary Carnival starting at 10am, with a special guest appearance from REC MAN.

Adult Center

- This past Saturday, October 26th from 2:00 pm -3:30 pm, we had "The Ridiculous Comedy and Magic Show" featuring Todd Bogue. We had 32 attendees at the show.



Photos from The Ridiculous Comedy and Magic Show with Todd Bogue

Parks Maintenance

- At Spruce Creek Road Park, the Park Crews added 3 new benches for the tennis court
- Park Crews began pressure washing and will be replacing decking at Spruce Creek Road Park.



Picture of a new park bench



Picture of the deck being pressure washed

- Park Crews cleaned up the fence line at Buschman Park.



Picture of the cleaned-up fence-line at Buschman Park

- The City Center sink was vandalized and replaced by Park Crews.



Photo of the broken sink



Photo of the new replacement sink

Upcoming Events

- Port Orange Halloween Fest Thursday, October 31 from 5:30 pm to 8:00 pm at City Center Complex.
- 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 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 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.

Administrative Services

- Open Enrollment for employee insurances continues 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, except for FSA which is always an active enrollment.
- Hiring managers have made final preparations to filling vacancies for this calendar year. 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 is progressing through 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.
- The Annual Employee Years of Service Award Luncheon will be held next Wednesday Nov 6th at the Lakeside Pavilion for employees who reached a milestone year of service with the City in 2019.
- IT staff will be attending a two-day long course hosted by the Florida Division of Emergency Management on 'Recovering from Cybersecurity Incidents' next week. This training focuses on connecting IT with emergency management and is intended for government and critical infrastructure personnel who have the responsibility for recovering after a cyber incident. Tactical and strategic activities will be discussed culminating in the development of an action plan.

- The Click2Gov system is operational after being offline.
- A mandatory pre-bid meeting and site visit was held this past week for RFP 19-01 'Physical Facility Security and Surveillance' with an excellent turnout. There were 11 representatives from 9 different vendors in attendance for the meeting, which included a brief Q&A as well as a site visit to the Public Works and the Wastewater Plant facilities to view shovel ready projects that staff hope to complete once a vendor is selected. Proposal opening is scheduled for Thursday, November 21st at 2:30 PM in the City Council Chambers.

Fire & Rescue

- The Fire Chief met with Volusia County EMS Director Jason Brady this week to discuss a conceptual idea of using two of our fire stations as posting locations for their EMS transport resources in a collaborative effort to reduce response times in and around Port Orange. After some extensive and unified conversation, staff doesn't see any benefit to having their resources using our facilities in their current method of dynamic deployment. Their shifts begin and end at different times, they would have multiple different crews in and out of our stations on a daily basis and their rank structure is still being changed to reflect more closely to the fire service. While the Fire Chief has left the door to future discussions with Director Brady, we don't plan to move forward with any other plans to post their resources inside our fire stations.
- Our staff and line crews were treated to a lunch time Grab-and-go at Volusia Memorial Home on Monday of this week for National First Responders Day. Staff extends a big thank you to Council member Marilyn Ford and Memorial Home Director Tracey Jackman for organizing this event.



POFR Members at the lunch grab-and-go

- Port Orange Fire training division conducted a State of Florida certification class for POFR employees and firefighters from Volusia & Flagler counties. Fire Service Course Delivery (ATPC1740) is required by the State of Florida to qualify candidates to take the State Fire Officer

I exam. Members who complete this series and testing will be qualified to sit for various Fire Officer positions throughout the fire service.

- The training division also provided American Heart Association CPR/AED training for the staff at Port Orange Nursing and Rehabilitation. Port Orange Fire Rescue strives to provide lifesaving education and training for citizens and businesses of Port Orange.
- Transports for **Week 29**: 19 emergent dispatches with 16 transports and 8 non-emergent dispatches with 8 transports. Response times are 6 minutes 38 seconds for emergent calls and 8 minutes 7 seconds for non-emergent calls. We were sent outside of our corporate border 1 time this week. Since inception in April 2019, we have sent to 645 emergent calls and transported 440 patients and 241 non-emergent calls with 173 patients transported.

Emergency Management

- Public Education Coordinator had the pleasure of speaking with a group of fire service professionals during Division Chief of Training Gary Wilson's monthly class. We discussed course design and tailoring lesson plans for all ages. It was a great discussion with a lot of networking time. The new public education curriculum was introduced to the crews. This was created after an 8-month evaluation of the old curriculum and incorporated some new and different ideas of teaching and educating the community. We also were excited to pass out candy and display the truck at Palmer Chiropractic Clinic's Trick or Treat event.

Finance

- Finance received seven applications for the Assistant Finance Director position and we are currently reviewing them.
- Customer Service conducted interviews for a part time position and will be finalizing the selection and making an offer to our top candidate by the end of the week.
- Due to Click to Gov being temporarily down both late notices and shut offs were postponed for delinquent accounts. As of Wednesday October 30th, Click to Gov is back up and running. Late notices and shut offs for delinquent accounts will resume on Monday, November 4, 2019.
- Customer Service would like to recognize Iwona Kalisiak as she celebrates 15 years with Customer Service and Kerry Wedlock, Stephanie Lauterbach, and Sheila Linssens as they each celebrate 5 years of service with the city.
- The Budget Team has been meeting with Departments to review and update their respective projects list in order to close completed projects and validate active projects to be carried forward into FY20 as part of the year end close.

- Staff continues to work with Departments to process budget transfers as necessary to successfully close out FY19.
- Auditors from James Moore were on-site this week to conduct their interim field work. This year's internal control testing focuses on utility billing. In addition to providing information to the auditors and booking year end entries, Finance staff continues to prepare the FY19 Budget Execution Review (BER) and FY20 Carryover budget resolutions going to City Council in November.
- The Cash Accountant, Proprietary Funds Accountant and Accounting Manager completed their annual 8 hours of CEUs in Investment Training.
- The department completed the background work in preparation for submission of the City of Port Orange's Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009) for September 30, 2019. This complies with Florida Statutes Section 280.17 requiring confirmation of public deposit information between the depositor of public funds and the qualified public depository as of September 30 each year.
- Purchasing held mandatory pre-bid conferences and site visits for the Physical Facility Security and Surveillance system, RFP 19-01 this week.
- Dave Van Valkenburgh attended the "Tools for Ensuring Contractor Performance on Public Construction Projects" class this past Thursday in Daytona Beach, which is sponsored by the Central Florida chapter of the National Institute of Government Procurement.

On the horizon

- 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.

Community Development

- The Staff Development Review Committee (SDRC) met to review a site plan to develop an industrial park on ±11 acres, located on the north side of Oak Street, east of the FEC Railroad tracks. The developer intends to extend Dairy Court (public right-of-way) through the property and phase construction of at least 19 industrial warehouse buildings ranging in size between 4,400 square feet up to 8,900 square feet. The initial phase will consist of the construction of Dairy Court, site infrastructure, and one industrial warehouse building. The subject property is located within the Eastport CRA. The applicant anticipates starting construction before the end of the year. At this time no tenants have been announced.



Location map of site for proposed industrial park

- Beginning next Wednesday, November 6th, through Wednesday, December 18th, Hazen Construction, the site contractor for the Acorn Self Storage project, will have lane closures to a portion of Airport Road to facilitate the installation of a left-turn lane into the Acorn Self Storage site. Since Airport Road is a Volusia County maintained roadway, the permit to construct the left-turn lane and the contractor's Maintenance of Traffic (MOT)/Lane Control Plan for construction of the left-turn lane were reviewed and approved by Volusia County. According to the contractor's approved MOT/Lane Control Plan that was approved by Volusia County Road and Bridge, there will be lane shifts and single lane closures on Airport Road during the 43-day work period to construct the left-turn lane into the site. Access to all surrounding residential subdivisions will be maintained during the work. The contractor will be putting up well-marked signage to give notice to lane shifts and lane closures and there will be a flagging operation in place. Staff also requested that the contractor notify the HOA for the surrounding subdivisions and Volusia County School Board regarding the road improvement work and timeframe.



Map indicating general location of lane shifting and lane closures on Airport Road

Public Works

Building Maintenance

- Painted room 236 at City Hall. This is the second-floor area next to the large conference room. This area is being prepared for conversion to a small conference room.

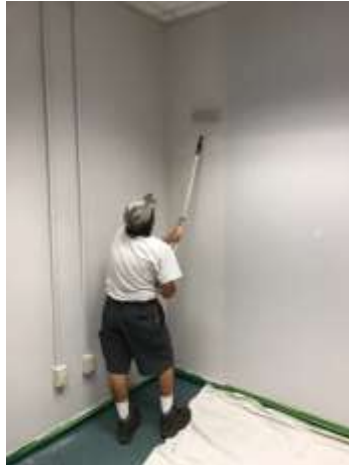


Photo of employee painting

- Prepped, primed and painted gas generator gas lines at the Police Department. This is the final step in the rehab of the area around these generators. Staff is still working with the vendor to install relays to stop both units from operating simultaneously. There is insufficient load to operate both generators at one time and continuing that type of operation could damage the engines.



Before and after photo of painted gas line

- Stripped and waxed the sign shop floor at Public Works.



Before and after photos of stripped and waxed floors

- Staff is working to remove items in the storage building at Public Works. This is the area where the fire tower will be constructed.

Drainage

- As part of the City’s stormwater maintenance plan, the Kaiser completed cleaning out the pond on Tracy Drive and Justice Street and James Asa Sykes Drive pond.



Photo of cleaned out pond on Tracy Drive and James Asa Sykes

- Crew repaired a catch basin at Riverside Drive and Meeker Place.
- Crew removed a down tree that was in the ditch at the end of Oates Avenue.
- Gradall completed cleaning the Westridge Avenue ditch.

Roads

- Crews replaced “Pedestrian Crossing” signs at Waters Edge Boulevard and Airport Road.



Photos of signs installed on Waters Edge Boulevard

- Crews completed asphalt utility patches at Franklin Drive and Dexter Drive North.
- Contractor removed tree roots that had lifted the roadway up causing a dangerous shoulder on City Center Parkway. The area was also repaved.



Before, During, and After road repairs were made to City Center Parkway

Grounds

- Crews completed FDOT drainage cutback on Dunlawton Avenue and Jackson Street to help stormwater flow off the road.



Photos of swale rehab in a Dunlawton Avenue median

Public Utilities Department

Field Operations

- Field Ops crews received a pat on the back from a resident this week on a job well done. “I just wanted to let the field operations department know that their crew did a wonderful job repairing the leak here. Not only were they friendly but quick, efficient and left the grounds in great shape. You wouldn’t even know they were there. So once thank you for a job well done.”

Lab Operations

- The lab has received all of our required proficiencies needed for our certification, along with all the new analyses we are trying to certify for in February. All of the results from these proficiencies will be submitted by the end of this week.

- The Laboratory Manager, Paul Salerno, went to a FIPA (Florida Industrial Pretreatment Association) conference on 10/24/19-10/25/19. He gained helpful insight in our current pretreatment project - which is creating a Grease and Oil Ordinance. He has also been reelected to the Board of Directors as Central Coordinator. Congrats Paul!



Photo of Colilert proficiency tests in the Central Lab



Photo of Kerri, Kaylee and Paul collecting samples for St. John's Water Management District drinking water CUP requirements

Water Reclamation Facility

- New level indicators were installed on chemical tanks at the WRF. These sensors show the operators chemical level in the tank on the SCADA screen in the Operations Room.

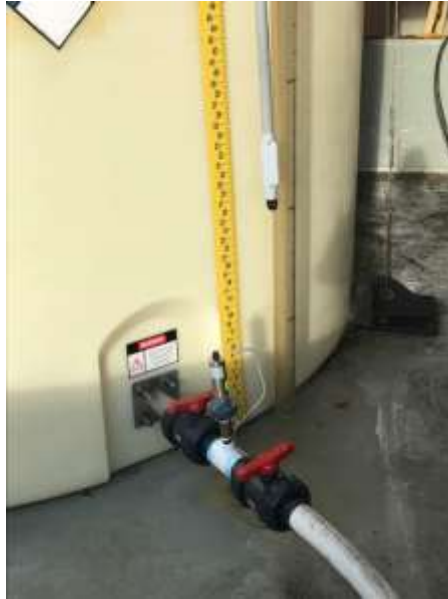


Photo of newly installed level indicator at the WRF

Water Production

- Plant Mechanics at the Water Treatment Facility performed repairs to a leaking sludge valve.



Photo of Randy and Jeff working on a sludge valve at the WTP.

Engineering

- Insituform Technologies started the lining of the 8-inch sewer main on Herbert Street to reduce the ground water infiltration into the system.
- Awaiting Meeks Plumbing to install the new filter media in the south train at the Garnsey Water Treatment Plant to facilitate getting it back online.
- The Springs Apartments has received their water and sanitary sewer clearance.
- Staff attended a demonstration hosted by Fortiline for the product AquaPhalt. This product can be used as a permanent patch for asphalt and concrete. Its eco-friendly binder reacts and hardens with only water and is laid directly from the container.
- Contractor cleaned and videoed the sanitary sewer mains at Kings Landing.



Photo of filling the liner with hot water to expand it into place and triggering the resin to start the hardening process as it later cools.



Photo of cutting tool cutting the opening in the liner for a service lateral after it cures by using a remote video camera to control it.



Photo of demonstration of a paving patch material for Field Ops



Photo of Vac truck cleaning sewer lines in King's Landing subdivision

City Attorney

- Our Deputy City Attorney serves as the Vice President for the Florida Association of Police Attorneys (“FAPA”), an organization comprised of legal advisors to law enforcement agencies in the State of Florida. The Deputy City Attorney recently attended FAPA’s 2019 Fall Legal Update conference in Saint Augustine, Florida. The seminar focused on recent legislative and case law development affecting Florida law enforcement agencies.
- The City Attorney’s office conducted several interviews this week for two open support positions and is currently in the process of evaluating the candidates.

City Manager

- Our POW! Port Orange Workday project is moving along at great pace and is right on track still to go 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 and we expect to be able to share that training schedule and sessions sign up within the next week or so, stay tuned for more updates!



Bids

Type	Bid #	CURRENT PROJECTS	Dept	Status	Bids Open
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	Bid Release 11-05 Pre-Bid Meeting 11-19 Bid Opening 12-10	12/10
ITB#	19-17	Virginia Avenue & Monroe Street Drainage Improvements	PW	Bid Release 10-02 Pre-Bid Meeting 10-16 Bid Opening 11-06	11/6
ITB#	19-21	Residential Backflow Testing Services	PW	Bid Release 10-30 Pre-Bid Meeting 11-13 Bid Opening 12-04	12/4
ITB#	19-26	WRF Sludge Trailer Storage Lot	PU	Bid Release 10-29 Pre-Bid Meeting 11-12 Bid Opening 12-05	12/5
ITB#	19-27	Sweetwater Hills Drainage Improvements	PW	Bid Release 11/05 Pre-Bid Meeting 11-19 Bid Opening 12-10	12/10
ITB#	19-30	Scanning of Hard Copy Record	CD	Bid Release 11-05 Needs approval CD (tentative dates shown)	12/10
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	Bid Release 10-28 Pre-Bid Meeting 11/11 Bid Opening 12-03	12/3
ITB#	19-33	Lakeside HVAC & Ceiling Replacement	PR	Bid Release 10-01 Pre-Bid Meeting 10-15 & 10-17 Bid Opening 11-07	11/7
ITB#	19-35	FY2020 Paving Program	PW	Draft is process Needs approval in Civic Clerk	
RFP#	19-01	Physical Facility Security and Surveillance	IT	Bid Release 10-15 Pre-Bid Meeting 10-29 & 10-31 Bid Opening 11-21	11/21
RFP#	19-02	Utility Billing	CS	Need Specs 09-23 Need Entered in Civic Clerk 09-23	
RFQ#	20-01	OnBase Upgrade and PDF to Tiff Conversion Services	IT	Draft is process	
RFQ#	20-02	Herbicide/Pesticide Treatment	PW	Draft is process	
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	FINAL Draft completed 09-24 Needs CD Review & Approval	
RSFQ#	19-02	20" Force Main River Crossing	PW	Need Specs 10-01	
RSFQ#	19-03	Architectural Services Public Operations Building	PW	Need Specs 10-02 Need Entered in Civic Clerk 10-02	

\$	2,481,394	YTD Cost Avoidance
\$	87,206	YTD Revenue Increase (Hunt Club & Wrecker Lease)

10/28/19	Status of Bids and Proposals
53	YTD - TOTAL QUANTITY of BIDS
36	ITB - Invitation to Bid
2	RFP - Request for Proposal
12	RFQ - Request for Quote
3	RFSQ - Request for Statement of Qualification
34	YTD - COMPLETED Bids
17	CURRENT STATUS
8	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)
4	Waiting on being entered or approved into Civic Clerk
10/28/19	This week - Bids Status
3	Bid Release
2	Pre-Bid Meeting
2	Pre-Bid Site Visit
0	Bid Questions due
2	Bid Addendums Posting
0	Bid Opening