



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 15, 2019

City Manager's Weekly Update

Upcoming Events

November

- | | | |
|----|-----------|------------------------------|
| 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 |

Public Utilities Department

Field Operations

- Field crews replaced old service lines this week. The crew replaced old “black” poly lines on Charles Street with new “blue” poly. This is an ongoing project within the city.



Photo of Field Ops staff replacing service lines on Charles Street

Lab Operations

- Lab staff is performing water quality tests at Cypress Head Golf Club. The lab is helping golf course staff evaluate contributing factors to the health of the turf.



Photo of Kaylee collecting water samples from a pond in Cypress Head golf Club

Water Reclamation Facility

- The WRF hosted the Port Orange South Daytona Chamber of Commerce Leadership group on 11/6/19. The group had a great time and was well informed about wastewater treatment prior to leaving. Thanks to Chris Wall and Jim Parrish for the excellent tour.



Photo of leadership group learning about “bugs” at the WRF during their tour

Water Production

- Florida Detroit Diesel replaced a malfunctioning water pump on the WTP generator. Preventive maintenance on any city owned generator is critical to ensure uninterrupted service in the event of a power outage.



Photo of technician repairing the WTP generator

Engineering

- Yield to Pedestrians signs have been removed from the travel lanes around City Center. They will be reinstalled at the edge of the pavement instead of the middle of the travel lanes. Locations and layout have been reviewed by POPD and approved for installation.

- Drawings have been prepared to resurface the parking lot between the baseball and soccer fields at City Center. The parking area will be milled, resurfaced, leveled, paved, striped, wheel stops installed, accessible parking and signs installed, and concrete ramp installed.



Photo of parking lot resurfacing drawing

- City Forester Steve Edgar is busy in the city forest inspecting plots and checking on the health of the trees and plants within. There is a lot of planning to properly maintain such a large tract of property while allowing wildlife to thrive simultaneously.



Photo of city forest off Shunz Rd., one year after thinning pine trees

Parks & Recreation

Athletics

- On Saturday, November 9, PAL had a boxing event in the Port Orange gym.



Photo of the PAL Boxing Ring and Spectators

- On Saturday, November 9, Parks & Recreation attended the Sweetwater Elementary Carnival.



Photo of REC Man passing out candy



Photo of kids posing with REC Man cut-outs

- On Monday, November 18 and Tuesday, November 19, we will be having our youth soccer placements at City Center Sports Complex starting at 5:30 pm. We have 572 kids signed up in the soccer program.

Parks Maintenance

- The Airport Road Park restroom renovation is near completion. Lowe's employees have finished painting and planting new trees.



Photos of the beautiful renovations taking place at Airport Road Park

- Park Crews with the assistance from the Coast Guard removed another dangerous piling for the Causeway Park Boat Ramps.



Photos of the Coast Guard and Parks Crew removing dangerous piling

Adult Center

- We had our first Annual Giving Thanks Bingo event where participants were asked to donate a non-perishable food item at the door. We had 96 people!!! A good time was had by all yesterday.



Photo of the many bingo participants



Photo of two full Non-Perishable Food Bins

Upcoming Parks & Recreation Events

- High wind conditions presented safety concerns regarding the inflatable screen and the Nov. 9th showing of Toy Story 4 at Riverwalk Park. We will be rescheduling the showing of Toy Story 4 to a future date.
- On Saturday, November 16, 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.
- This Friday, November 15, is the deadline to guarantee your spot in the 42nd Annual Port Orange Holiday Parade. Visit www.port-orange.org/events to download the application. Entries received after November 15th may be accepted based on available space.

Police Department

- The on-site Commission for Accreditation of Law Enforcement Agencies review has been scheduled for March 2, 2020 – March 5, 2020. The CALEA Accreditation programs provide public safety agencies with an opportunity to voluntarily meet an established set of professional standards, which require:
 - Comprehensive and uniform written directives that clearly define authority, performance, and responsibilities

- Reports and analyses to make fact-based and informed management decisions.
 - Preparedness to address natural or man-made critical incidents
 - Community relationship-building and maintenance
 - Independent review by subject matter experts
 - Continuous pursuit of excellence through annual reviews and other assessment measures
- Corrine R. Harold has accepted the PT Custodian position and will begin employment at the PD on 11/25/2019.

Public Works

Building Maintenance

- Finished installing parking signs at the Police Department.



Photos of newly installed signs

- Worked with HVAC contractors to adjust the set points on the A/C for the training room at the DLH City Annex.

Drainage

- Crew installed a pipe on Nova Road and Walton Boulevard.



Photos of installed pipe

- Crew hauled all staged pumps for hurricane season into the Public Works yard.
- Pond dredging at Harms Way pond was completed with the Kaiser.



Before and after photos of Harm's Way pond dredging

Roads

- Asphalt work completed for a stormwater drain repair on Stonegate Drive and Irongate Drive and a damaged shoulder/stormwater spillway in front of 108 Carlton Place.



Before photos of asphalt work



After photos of completed asphalt work

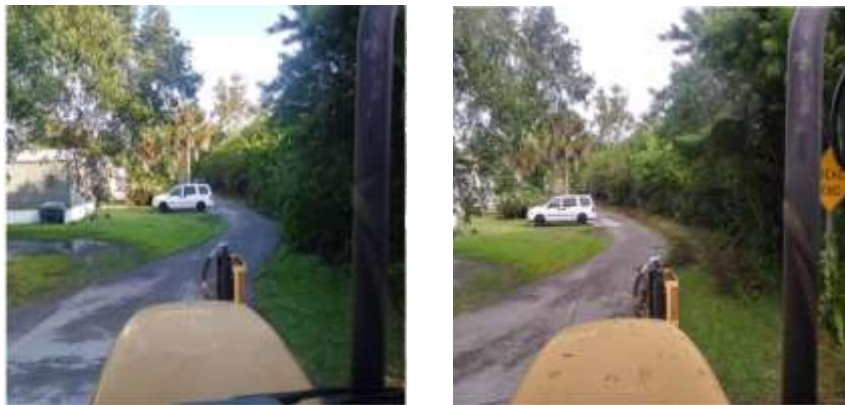
- Trimming completed on the corner of Niver Street and Taylor Avenue due to the obstruction of a stop sign.



Before and after photos of sign obstruction

Grounds

- Crews cut back right of way to improve vehicular safety along Dubois Avenue.



Before and after photos of right of way cut back

Administrative Services

- A non-mandatory pre-bid meeting was held for ITB 19-32 for Temporary and Employee Leasing Services.
- The City's regional representative from ICMA-RC was on site at the Police Department this week to meet with employees and conducted a presentation on the importance of saving for retirement and provided some helpful tips. This concludes a 6-month "road show" where the representative went out into the field to meet with employees in their own departments to help educate employees on their retirement accounts.
- Staff worked diligently on the final parallel payroll testing cycle 3 in Workday. We were at a 98% match to Naviline payroll out of the box. Final tweaks are being made. Staff also began to work on data uploads for the final Gold Build.
- The opening of RFP 19-01 Physical Facility Security & Surveillance is scheduled for next Thursday at 2:30 pm in the City Council Chambers. Staff has answered multiple questions from interested vendors in the form of addendums and expect to receive numerous proposals for the selection committee to consider.

Fire & Rescue

Fire & Rescue

- The staff and line crews hosted the Port Orange/South Daytona Chamber of Commerce Leadership day at Station 73 this week. Several different scenarios were presented to the group, which included hose line deployment, our ambulance operations and a CPR demonstration. We received much positive feedback from the group after a lengthy group discussion about city government and the part POFR plays.



Photos of POFD staff demonstrating hose line deployment and CPR demonstration with Port Orange/South Daytona Chamber of Commerce Leadership.

- The apparatus committee has finalized the total cost for the upcoming purchase of the new Brush Attack/ Tender/ High Water Rescue apparatus. The next step in the process is to formalize the quote and send it over to fleet for procurement.
- The operations division has begun purchasing the equipment need to complete phase 2 of the traffic management system. Phase 2 consists of outfitting the rest of the traffic control systems throughout the City. The completion date of this C.I.P project is January 1, 2020.
- Transports for Week 31: 27 emergent dispatches with 21 transports and 9 non-emergent dispatches with 7 transports. Response times are 6 minutes 37 seconds for emergent calls and 8 minutes 5 second for non-emergent calls. We were sent outside of our corporate border 3 times this week. Since inception on April 15, 2019, we have been sent to 695 emergent calls and transported 477 patients and 257 non-emergent calls with 184 patients transported.

Emergency Management

- Emergency Management (EM) Coordinator will be teaching an EOC class for Chief Wilson's monthly course. This class will address EOC operations and the Incident Command System. (ICS). This course is a pilot class for future use within the city to help those employees within the EOC better understand how the EOC operates during an emergency. EM is also working on WEBEOC scheduling for installation of the software and implementation to be after January 1, 2020.
- Public Education Coordinator spent time at Atlantic High Schools early education class. The class has about 19 four-year old's who watched the Sesame Street Fire Safety Video and the crew displayed the truck for the class. It was great spending time with these little ones.

Finance

- With the Workday Go-Live date fast approaching, the Budget Team and other Finance delegates are participating in weekly knowledge transfer sessions with Collaborative Solutions to get familiar with the tools and solutions available in Workday for budget development, management and reporting as well as Accounting areas.
- The Budget Team worked on and completed Budget Resolutions for FY19 Budget Execution, Project and Encumbrance Carry Forwards and additional carry forward requests, scheduled to be presented for review and approval by CC on Tuesday, November 19, 2019.
- The Grants Manager submitted two Volusia County ECHO applications for Technical Review: REC (Recreational, Educational, Cultural) Center- Phase II and Airport Road Park Playground Replacement. The next step in the process will be the final application deadline of December 19, 2019.

- The Finance department received confirmation from the Bureau of Collateral Management for our timely submission of the City of Port Orange's Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009) for September 30th. 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 30th each year.
- Finance staff is focused on completing all year-end closing activities and compiling information for the audit team from James Moore & Co. to complete the 2019 fiscal year-end audit.
- Purchasing held three (3) pre-bid conferences for the Temporary Employee and Employee Leasing Services, ITB 19-32, the WRF Sludge Trailer Storage, ITB 19-26 and lastly for the Residential Backflow Testing Services, ITB 19-21 this week in Council Chambers.
- The Customer Service Department was recognized for their hard-working representatives who have had a very busy week due to the volume of calls received because of the Online payment system being discontinued.
- The one-year anniversary of Tracey's passing will be Saturday Nov. 16, 2019. Please keep her family and the Finance Department in your thoughts during this difficult time.

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

Riverwalk Update

- A site plan development application was submitted for the Fysh Bar & Grill restaurant at Riverwalk. The site plan is for the construction of the restaurant on the point, parking lot on the west side of the trail, and associated site and landscape improvements. The site plan is being reviewed by staff and is scheduled for the November 26, 2019 Staff Development Review Committee (SDRC) meeting.
- The Riverwalk Public Trail & Park is nearing completion. Over the next few days, the contractor will be finalizing the installation of the required 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 unfinished as these areas are still an active construction site and will remain as a construction site for the next year as the developer transitions to developing the permanent parking lot and restaurant on the point.

- An application for the 16th Amendment to the Countryside PUD was submitted to add “retail sales and services” as a permitted use for the building located at 1090 Dunlawton Avenue. The current list of commercial uses for the building is very specific and does not allow for many of the uses allowed under the general “retail sales and services” definition, such as retail pharmacy. If the amendment is approved, the applicant intends to establish a medical marijuana dispensary at 1090 Dunlawton Avenue, which is a permitted use wherever retail pharmacies are allowed. A yellow zoning amendment sign was posted at the property on Friday. The proposed amendment is scheduled for the November 26, 2019, Staff Development Review Committee (SDRC) meeting and is tentatively scheduled for the December 19th Planning Commission meeting.



Location map of proposed medical marijuana dispensary site at 1090 Dunlawton Avenue

- An application for the 4th Amendment to the Journey's End Planned Commercial Development (PCD) was submitted to add "hotel" as a permitted use on the vacant commercial lot between Extra Space Storage and Country Inn & Suites. The proposed amendment also requires a Comprehensive Plan Amendment to remove the vehicular trip cap placed on the subject property when the Commercial Future land Use was applied in 2008. Removal of the trip cap would allow the property to develop under the City's current transportation concurrency regulations that all proposed development in the city is required to comply with. A yellow zoning amendment sign was posted at the property on Friday. The proposed amendment is scheduled for the December 4, 2019, Staff Development Review Committee (SDRC) meeting.



Location map of proposed hotel site on the vacant commercial lot between Extra Space Storage and Country Inn & Suites

- On Thursday, November 21, 2019, the Planning Commission will consider the following items:
 - Request for Planning Commission to determine if a “game/recreation facility” use is considered a permitted commercial use within the Countryside Mall, located at 3830 S. Nova Rd., Suite C5/6. The applicant for the request would like to open Vortex Esports, a business that provides customers and groups the ability to play online video games with other customers on-site or with others online. The City’s Land Development Code classifies the proposed use as a “game/recreation facility” use. According to the 1981 Countryside Planned Unit Development Master Development Agreement, “game/recreation facility” is not listed as a use. However, the MDA states that the Planning Commission can determine if a commercial use not listed in the MDA is compatible with the allowed commercial uses listed in the MDA. If the Planning Commission determines the “game/recreation facility” use to be compatible with the allowed commercial uses, the applicant intends to locate Vortex Esports in a tenant space at the Countryside Mall.



Location map of proposed game/recreation facility located at 3830 S. Nova Road

- Comprehensive Plan Capital Improvements Element - 2019 Annual Update, which includes projects from the City's adopted FY 20 Capital Improvements Program (CIP) needed to maintain the City's adopted level of service (LOS) standards for public facilities.

City Manager

- Staff has been hard at work this week gathering information from feral cat programs around the area and country. We have also been reviewing literature on the issue in preparation for the January workshop. No conclusions or recommendations have yet been drawn due to the early stages of this analysis.

ERP Project Update

- Our POW! Port Orange Workday is around 6 weeks away from going live now! Our Port Orange Workday trainers have been trained on how to show the rest of the staff how to use Workday. For the pay period that begins on December 23rd staff will be clocking in/out and entering absences (time off/leave) in Workday and NOT ExecuTime. We will still need to approve the time in ExecuTime for the pay period ending December 22nd in ExecuTime. Any time off requests for days off starting December 23rd will **not** be moved over from ExecuTime to Workday. Departments will have to work with their employee to re-enter and approve these requests.

23rd December - Clock in/out - Enter Time - Request Absence in Workday!



Starting on 2nd January, staff will be using Workday to enter Financial transactions such as entering a requisition or submitting travel and expense reports. The Finance Department will however be live in Workday starting the 23rd December along with HR, it's just that the majority of staff won't be using Workday for financial transactions until 2nd January. See graphics below for Naviline freeze dates when we will STOP using Naviline for specific transactions and START using Workday. The Workday training schedule will be available for sign up soon.


Finance Naviline to Workday Freeze Dates



HCM Naviline to Workday Freeze Dates



Bids

11/11 Status of Bids and Proposals							
							
City of Port Orange Procurement Projects							
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	Revised Bid Opening 11-20	11/20
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 11-08	Pre-Bid Meeting 11-25 & 11-26	Bid Opening 12-19	12/19
ITB#	19-31	Mechanical Street Sweeping Services	PW	ITB Completed		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#	19-35	FY2020 Paving Program	PW	Draft is process		Needs approval in Civic Clerk	
ITB#	20-01	Powers Avenue Culvert Repair	PW	Need Specs 11-06		Need Entered in Civic Clerk 11-06	
ITB#	20-02	Media	PW	Need Specs 11-06		Need Entered in Civic Clerk 11-06	
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	Bid Release 11-06		Bid Opening 11-18	11/18
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	Draft is process		Needs approval in Civic Clerk	
RSFQ#	19-03	Architectural Services Public Operations Building	PW	Need Specs 10-02		Need Entered in Civic Clerk 10-02	

55	YTD - TOTAL QUANTITY of BIDS
35	YTD - COMPLETED Bids
19	CURRENT STATUS
10	Released and in que for receiving Bids
1	Draft started n/completing and/or waiting on approval or information (Financial, Specs, Data, LEGAL, Civic Clerk Approvals)
6	Waiting on being entered or approved into Civic Clerk