



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, December 13, 2019

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *December*

- |    |           |   |
|----|-----------|---|
| 17 | 5:45 p.m. | Reception for Senator Wright in City Hall Lobby |
| 17 | 6:30 p.m. | Regular City Council Meeting                    |
| 19 | 5:00 p.m. | Riverwalk walking trail Ribbon Cutting          |
| 19 | 5:30 p.m. | Planning Commission Meeting                     |

#### *January*

- |       |           |  |
|-------|-----------|--|
| 7     | 6:30 p.m. | Regular City Council Meeting                     |
| 9     | 5:15 p.m. | City Council Workshop                            |
| 21    | 5:15 p.m. | Parks & Recreation Advisory Board Meeting        |
| 27    | 5:15 p.m. | Environmental Advisory Board Meeting             |
| 28-29 |           | Port Orange Days in Tallahassee (Council travel) |

## Parks & Recreation

### Athletics

- Fall Baseball and Softball are wrapping up their season.



**Photo from the 10U Championship Baseball Game**

- Youth soccer practices is up and running. Soccer games begin on Monday, January 6th.
- Port Orange Volleyball Club will be having a volleyball tournament at the Port Orange gym on Saturday, December 21st from 8 am -5 pm.
- Josh and Laura Anderson had a beautiful baby girl, born on Friday, Dec. 6th. Her name is Layla Josephine Anderson and she weighed 8lbs and 13oz and was 20 inches long.



**Photo of Layla Anderson, born Dec. 6th**

## Special Events

- The monthly Rec Rangers activity was held on Wednesday, December 4 at City Center Park. Participants learned about tree characteristics and how to identify different species of trees. They explored the park and identified seven different species of trees. The program finished with participants learning how old a tree is by counting the rings on tree cookies and then they celebrated by eating real cookies! The next Rec Rangers program will be held on Jan 8. Visit [www.port-orange.org/recrangers](http://www.port-orange.org/recrangers) for more information.



**Photos of Rec Rangers sorting different leaves & counting tree rings**

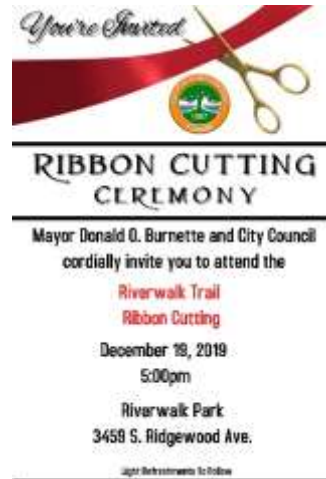
- We kicked off the month of December with the annual City Holiday Celebrations. Last Saturday, City Center hosted “Christmas in the Park.” The annual event included a Christmas concert, the lighting of City Center, a visit from Santa, and horse drawn carriage rides. The event was very well attended and continues to grow. The next day, the Holiday Parade took place on Dunlawton Avenue. 84 floats, bands, and walking units made their way from Jackson Street to Spruce Creek Road which was lined with spectators. Both events required a high level of coordination between City departments and were executed without a major incident. Parade winners have been announced on Facebook.



**Photos of some of the spectacular Holiday Parade Floats**

## Riverwalk

- You are cordially invited to the Riverwalk Park Trail Ribbon Cutting Ceremony that will take place December 19th, 2019, 5:00pm, at Riverwalk Park.



**Flyer for the Riverwalk Trail Ribbon Cutting**

## Upcoming Parks & Recreation Events

- On Friday, January 10, the City of Port Orange along 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.



**Flyer for the showing of Toy Story 4 at Riverwalk Park**

- On Friday, January 17, the City of Port Orange along 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.



Flyer for the showing of Pets 2 at Riverwalk Park

## Police Department

- Officer Justin Merrick returned to duty this week after a 6-month deployment to the Middle East as a reservist with the United States Air Force. Welcome back Officer Merrick!
- POPD is participating in the national Dive Sober or Get Pulled Over campaign from December 13, 2019 to January 1, 2020. The enforcement campaign coincides with the 2019 holiday season, which is one of the deadliest times of the year in terms of drunk-driving fatalities. With NHTSA's support, state and local law enforcement agencies across the nation are stepping-up enforcement to put an end to drunk driving, showing zero tolerance to save lives. According to NHTSA's Fatality Analysis Reporting System, 839 people lost their lives in traffic crashes involving a drunk driver during the month of December 2018. Did you know that approximately one-third of all traffic crash fatalities in the United States involve drunk drivers (with blood alcohol concentrations [BACs] at or above .08). In 2018, there were 10,511 people killed in drunk-driving crashes. To put it in perspective, that's equal to about 20 jumbo jets crashing, with no survivors.

**DON'T WRECK THE HOLIDAYS.**



## Finance

- In preparation for Workday Go-Live, the Budget Team continues to work closely with Collaborative Solutions on knowledge transfer and validation of FY19 and FY20 budget information to be loaded into the production tenant.
- The budget team participated in a demonstration of Adaptive Insights, a new planning and budgeting solution soon to be available through Workday. It will provide enhanced capabilities for financial analysis and projections not available in the current Workday release.

- 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.
- The Grants Manager held a Public Hearing for the HUD CDBG Plan Year 2018 Consolidated Annual Performance and Evaluation Report (CAPER). The 2018 CAPER is on the 12/17/19 Council Agenda for approval to submit to HUD.
- Purchasing held two Bid openings this week in Council chambers: The SR 421 Dunlawton Ave. Median Landscape Beautification ITB-19-15, as well as the Sweetwater Hills Drainage Improvements, ITB 19-27.
- Finance and Customer Service employees have been attending the Workday Self-Service training and will continue to do so in order to be prepared for Go-Live.
- Customer Service welcomed two new Temporary Employees to assist with the overwhelming number of phone calls still being received due to the discontinuance of the Online Payment site.
- The Customer Service Manager, Accounting staff, and the CFO attended a software presentation from Paymentus. Paymentus is a potential replacement for on-line bill payment. We continue to evaluate other alternatives as well.

### **On the Horizon**

- Go live for Financial applications in WorkDay will be on January 2, 2020.
- Last Accounts Payable Check for 2019 in Naviline will be on December 18.
- Finance Staff will all have attended WorkDay Employee Self Service or Manager Self Service orientation training by the End of the Year.

## Public Utilities Department

### Field Operations

- Crew replaced the 6" master meter at Lamplighter mobile home park. The master meter sells water to the park owner, who then is responsible for individual water bills to the park residents. The City is currently switching all mobile home parks to master metering setups similar to the one at Lamplighter. This meter was replaced as part of the city's meter replacement program.



**Photo of city staff installing the new master meter at Lamplighter MHP**

### Lab Operations

- Lab Manager Paul Salerno met with staff at Cypress Head golf course to help diagnosis some potential water issues from some irrigation wells onsite.
- A big congratulations are in order for all laboratory staff for completing all proficiency testing required to become certified to test chlorides, nutrients, and colilert-18 in-house. This was almost a two-year journey which will allow for quicker test results for both treatment facilities and will save money for the city. Great job staff!!!!



**Photo of Justin collecting a drinking water sample and passing results for proficiency testing of chlorides, nutrients, and colilert-18**



## Water Reclamation Facility

- WRF mechanics, with assistance from Field Ops, installed a new drain valve on the treatment structure. The original drain valve had failed and has become obsolete. A new stainless-steel knife valve was installed in its place.



**Photo of Chief Plant Mechanic Brent Reed installing the new valve on the treatment structure at the WRF**

- Staff is utilizing the new moisture balance in the press operations building. By performing moisture tests on the produced bio solids, staff can make adjustments to the during operations, resulting in drier cake. An increase of just 1% can save the city thousands of dollars annually in sludge hauling costs.



**Photos of Jim and Pok training on the new moisture balance at the Water Reclamation Facility.**

- The pilot chlorine chemical feed system has started to arrive at the WRF this week. This pilot system will use diffusers mounted in the chlorine contact chamber to provide better chlorine dispersion in the wastewater. This should result in better disinfection and reduced chlorine usage.



**Photos of the arrival of the new pump skid for the chlorine feed trial at the Water**

## **Engineering**

- The Wetland Mitigation Bank on Shunz Road is permitted by the St. Johns River Water Management District (the District) and the US Army Corp of Engineers (USACOE). The mitigation bank has both state (District) and Federal (USACOE) credits that can be sold to offset the impact of local development. When first established, the District used a calculation for converting acreage impacted by the development into RATIO credits which could be sold. The District has changed the way they calculate that credit value and now uses a universal method called UMAM credits. In 2016, Linda Johnson initiated the project to convert the City's wetland mitigation credits from RATIO to UMAM credits. The Engineering department celebrated the final completion of the conversion this week. This was a long process, but the city now has UMAM credits and an updated District permit for the operations of the Mitigation Bank. Way to go Linda!

## Public Works

### Building Maintenance

- Delivered and hung holiday decorations at the DLH City Center Annex and City Hall.



**Photo of Holiday decorations at City Hall**

- Pressure washed the alcoves at City Hall to remove bird waste.



**Photo of employee pressure washing**

- Assisted the IT department with the installation of the new iPad clock in/out stations in preparation for Workday.



**Photo of I-Pad station**

## **Drainage**

- Kaiser completed clearing the ditch at Tanglewood and Commonwealth. This is part of the routine maintenance program.



**Photo of the Kaiser clearing out the Tanglewood ditch**

- Vac-con cleaned out the storm pipe at 921 Bentwood Lane.
- Crew repaired a failing storm pipe at Church Street and Monroe Street.

## Roads

- Paving began Monday, December 9 on the following streets:
  1. Priscilla Ct
  2. Ichabod Ct
  3. Brom Bones
  4. Raven Rock Ct.
  5. Sleepy Hollow Dr.
  6. Madeline Ave
  7. Old Hammock Rd.
  8. Timberwood Dr.

\*After paving of each road is complete, a cleanup crew follows behind to clean and repair right of way and drainage issues caused by the paving within 72 hours. We ask that citizens be patient.

- The second phase of work is scheduled to begin on Willow Run Blvd. on December 19. This phase includes milling and repaving the roadway and widening the road. Partial lane closures will be necessary.
- Sign maintenance completed in the Hamlet Subdivision in various areas due to damaged signs and posts.



**Before and after photos of a repaired sign**

- Assisted PD and Parks and Rec with the Christmas parade road closures, barricade placement, and right of way staking.



**Photo of staked off right of way along Dunlawton Ave.**

### **Grounds**

- Crew cut back right of way in Summer Trees subdivision to improve visibility. Now that the brush has been cut back, it will be the responsibility of the homeowners, homeowners association, and/or property maintenance group to maintain this parkage area.



**Before and after photos of right of way cut back**

- Crews have cleared the entire length of the Public Works/Warehouse fence line that has been in disrepair due to the vegetation overgrowth. Repairs/replacement of fence portions will begin after the first of the year.



**Before and after photos of fence line clearing**

## Administrative Services

- GIS staff held a meeting with representatives from IMS to finalize the deliverables from the recent sidewalk study. During our internal review of the GIS data, staff found some inconsistencies that needed to be cleared up before the data could be confirmed. The results of the study will be loaded into Lucity to generate workorders based on the condition of the sidewalk. This data will also be used as the foundation of the next steps on the ADA Transition Plan.
- Staff has developed a draft of the Port Orange Launchpad. This will be a landing page which will be set as the default homepage when city staff open a web browser on their computer. This landing page will allow staff to quickly select either Workday, SharePoint, or submit a request for IT assistance.



- The Annual Employee Holiday Gathering was held on Wednesday, December 11 at the Lakeside Pavilion with nearly 200 employees in attendance. A good time was had by all as we celebrated the holiday season!
- The 6<sup>th</sup> Annual Employee Holiday Cookie Bake-off will take place on Thursday, December 19 in the City Hall lobby at 10am. Employees are encouraged to bake their best holiday cookie for all to enjoy. Everyone is welcome to attend and taste the delicious cookies!
- Staff continued conducting and attending training sessions for Employee Self Service and Manager Self Service in Workday for all employees and managers. Training will continue through December and into January.
- Data validations are being done in the Workday system as we prepare for the HR go-live on December 23<sup>rd</sup>.

## Community Development

- On Thursday, December 19, 2019, the Planning Commission will consider the following items:
  - An application to amend the Countryside PUD 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.
  - An application for a variance to reduce the LDC required Taylor Road right-of-way landscape buffer from 50 feet to 10 feet for the abandoned gas station at 1631 Taylor Road. If the variance request is approved, Port Orange Fuel, LLC, property owner, will renovate the subject property with associated building and site improvements, including replanting the existing 10-foot landscape buffer along Taylor Road, installing foundation plants, painting the building, repairing the canopy, constructing ADA improvements, and establishing the cross-access drive to the Walgreens property at the rear of the site.
- A resubmittal of the proposed Master Development Agreement (MDA) and Conceptual Development Plan (CDP) for the proposed office and self-storage facility on the east side of Taylor Road, across from Crane Lakes Golf and Country Club. The ±10-acre property is currently 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 ±43,800 square feet. The developer, Andy Clark, All Aboard Properties, has submitted a proposed MDA and CDP to establish dimensional and development regulations to allow for the development of



a three-story storage building, seven (7) one-story storage buildings, covered RV and boat storage spaces, and a one-story office building for a total overall building footprint of  $\pm 73,000$  square feet. The proposed development will also require a Small-scale Future Land Use Map Amendment application to apply a City land use designation of *Office/Residential Transition* to the  $\pm 3.8$ -acre portion of the property recently annexed into the City last year. These items are anticipated to be considered by the Planning Commission and City Council in early 2020. A new yellow “Public Notice” sign was posted at the property off of Taylor Road, across from Crane Lakes Golf and Country Club, on Friday because the original sign posted was missing.

- On December 19, 2019, at 6:30 pm at the Lakeside Community Center, the developer proposing to develop an age-restricted independent senior living development at the southwest corner of Town West Boulevard and Williamson Boulevard, will be holding a neighborhood meeting with adjacent residents to discuss their proposal prior to submitting development applications and going before the Planning Commission and City Council.

Staff initially met with the developer in October about the proposed age-restricted independent senior living development that would include an all-inclusive resort-style community with live-in managers, a 24/7 medical alert system and concierge service, gourmet chefs, housekeepers, maintenance staff, a full-time lifestyle director, etc. The subject property is located within the Workplace District in the Westside Planned Community (PC-A zoning) and the zoning on the subject property currently allows for commercial uses (some example uses include convenience stores with or without fuel operations; game/recreation facilities; hotel/motel; and restaurants with or without drive-throughs). The proposed senior congregate living facility use would be a lower intensity use and generate less vehicular trips than a majority of the commercial uses already allowed by the current zoning on the subject property. In order to develop the property as a senior congregate living facility, the developer will need to submit a Land Development Code (LDC) amendment to add congregate living facility as a permitted use in the PC-A Workplace District.



**Location map of subject property located at the southwest corner of Town West Boulevard and Williamson Boulevard.**

## Fire & Rescue

### Fire Chief's Office

- Late last week, the Fire Chief received notification from Public Works/Utilities Director Lynn Stevens that the steel storage building at city yards known as the “Palace” has been cleaned out and vacated and was ready for demolition. After meeting with Lynn earlier this week, the Fire Chief was asked to help prepare any demolition specifications and begin working with our purchasing division to get information put together to have the building removed from the site as soon as possible. Once the building is removed, site work will begin for the fire training tower project.
- Transports for Week 35: 30 emergent dispatches with 24 transports and 5 non-emergent dispatches with 4 transports. Response times are 6 minutes 38 seconds for emergent calls and 8 minutes 4 seconds for non-emergent calls. We were not sent outside of our corporate border this week. Since inception on April 15, 2019, we have been sent to 812 emergent calls and transported 558 patients and 287 non-emergent calls with 206 patients transported.

### Fire Safety

- The Fire Marshal followed up on anonymous complaints of life safety and Fire Code violations at local businesses. The concerns were addressed with the businesses and they were advised appropriate steps to correct the issues.

### Fire Training

- Port Orange Fire training division along with the South East Regional Fire Departments provided Live Fire Burn Training at Volusia County Fire Training Center. The training focused on fire attack, primary searches and victim removal. The goal is to become more proficient when tasked with these duties under live fire conditions.



- The crews at Station 75 (Lt Parker, DE Moore & PM P. Nelson), provided community service to a local Girl Scout troop. They assisted with CPR & First-Aid training so these individuals and their parents will be able to better help in the community

## Emergency Management

- Emergency Management (EM) reviewed the debris management plan and is developing a planning committee. This committee will revise the current plan that has been in a draft for some time and will be revised for efficiency and accuracy. Debris management is one of the toughest challenges in disaster recovery, so a good plan helps save time and money in the recovery effort. This plan also brings the Comprehensive Emergency Management Plan (CEMP) up to date. The CEMP provides guidance for the city during either a natural or man-made disaster.
  - EM also attended the Local Mitigation Strategy (LMS) meeting in Daytona. This group meets every quarter to discuss mitigation and training.
  - EM also attended the EM Partners meeting at Volusia County EOC. This allows local EM professionals to network and discuss local issues facing emergency management.

## City Manager

### Workday Go Live Update

- We are just 5 workday days away from going live with Workday!

The Port Orange project team and ALL staff have done a phenomenal job of getting us to where we are! End user training is underway and there will be lots of support and training after go live as well to make sure we are all successful in this important endeavor. Workday will bring many efficiencies to the City across our core HR and Finance functions and allow employees to “self-serve” to update and have access to their own information and more visibility into data across the system to help them make data driven decisions on a daily basis.

### Enter Time and Request Absence

For the pay period that begins on December 23<sup>rd</sup>, 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 22<sup>nd</sup> in ExecuTime. Any time off requests for days off starting December 23<sup>rd</sup> 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!



### Naviline Freeze Dates

- Shaded in pink below are all of the functions that are now frozen in Naviline, that means nobody can enter these types of items in Naviline anymore. Workday will open up for these items on the 2<sup>nd</sup> January so you you have requisitions or travel forms (for example) that need processing, they will be held over until 2<sup>nd</sup> Jan for processing in Workday.

## Finance Naviline to Workday Freeze Dates



If you have questions, concerns, or comments then please contact Jane Davis on ext. 5503 or visit the [Workday project page in SharePoint](#).



## Bids

12/9 Status of Bids and Proposals							
City of Port Orange Procurement Projects							
Type	Bid #	CURRENT PROJECTS	Dept	Status			Bids Open
ITB#	19-30	Scanning of Hard Copy Record	CD	Bid Release 11-08	Pre-Bid Meeting 11-25 & 11-26	Bid Opening 12-19	Open 12/19
ITB#	19-31	Mechanical Street Sweeping Services	PW	Bid Release 12-09	Pre-Bid Meeting n/a	Bid Opening 01-10	Open 1/10
ITB#	19-35	FY2020 Paving Program	PW	Draft completed 12-4		Needs PW approval 12-4	Open
ITB#	20-01	Powers Avenue Culvert Repair	PW	Need Specs 11-06		Need Entered in Civic Clerk 11-06	Open
ITB#	20-02	Garnsey Water Treatment Plant Filter Media Placement	PW	Bid Release 12-17	Pre-Bid Meeting 01-07 01-09	Bid Opening 01-30	Open 1/30
RFP#	19-02	Utility Billing	CS	Draft is process		Needs approval in Civic Clerk	Open
RSFQ#	19-01	Design and Permitting Services for LAP Projects	CD	FINAL Draft completed 09-24		Needs CD Review & Approval	Open
RSFQ#	20-02	20" Force Main River Crossing Design	PW	Draft completed 11-27 - Needs PW approval 11-27 - Needs Legal Contract 11-6			Open
RSFQ#	19-03	Architectural Services Public Operations Building	PW	Need Specs 10-02		Need Entered in Civic Clerk 10-02	Open

Aggregate Summary Procurement Projects	
\$ 2,770,780	YTD Cost Avoidance
\$ 87,206	YTD Revenue Increase (Hunt Club & Wrecker Lease)
55	YTD - TOTAL QUANTITY of BIDS
45	YTD - COMPLETED Bids
CURRENT STATUS	
3	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)
3	Waiting on being entered <u>or</u> approved into Civic Clerk