



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, January 10, 2020

City Manager's Weekly Update

Upcoming Events

January

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

February

04	5:00 p.m.	Golf Advisory Board Meeting
	6:30 p.m.	Regular City Council Meeting
12	9:00 a.m.	Code Special Magistrate Hearing
17	4:30 p.m.	Fire Pension Meeting
18	6:30 p.m.	Regular City Council Meeting
19	12:00 p.m.	State of the City Address Luncheon
26	9:00 a.m.	Code Special Magistrate Hearing
27	5:30 p.m.	Planning Commission Meeting
25	6:00 p.m.	City Council Workshop

Police Department

- Det. Silvio Portillo has been named the 2019 Port Orange Police Officer of the year. Det. Portillo is a consistent high performer and represents the POPD in a positive manner. Of particular note, Det. Portillo's self-initiated activity led to him identifying a fraudulent credit card ring that was using stolen credit card numbers to purchase large amounts of fuel and later selling the fuel on the black market. Det. Portillo's investigations led to Federal law enforcement authorities picking up the cases due to the illegal enterprise's operations throughout Florida and the Southeast region. Well done Det. Portillo and thank you for your service to the City of Port Orange.
- Brian Johnson was recently promoted to the rank of sergeant. Sgt. Johnson, who most recently served on the motor unit, has been assigned to Bravo Platoon.



Parks & Recreation

- Chair yoga class started on Monday, Jan 6 at the Gym. There was a great turn out and everyone loved it.



A picture of the chair yoga class at the Parks and Rec Gym

- On Saturday, Jan 18, there will be a Jr. NBA Skills Challenge at the Port Orange gym. It provides players an opportunity to show off their dribbling, shooting and rebounding skills. It's a FREE competition for boys and girls. There are 2 age groups: 11 & under; 13 & under. (**Age is determined as of August 31, 2020**)

Maintenance

- This week at Buschman Park, one of the pavilions was vandalized by fire and suffered structural damage. The site has been secured and repairs will begin shortly.



Photos of the pavilion after vandalized by fire at Buschman Park

- Parks and Rec storage containers were painted and sealed in the maintenance yard.



Photos of Parks employee painting and sealing storage containers in the maintenance yard

- Adult Center – Dead pine tree was cut down by Don’s Tree Service.



Photos of large dead pine tree being removed

- Historic sign for the Sands Fish & Oyster Company was installed at Riverwalk Park.



Photo of Historic sign

Adult Center

- The first dance of the season was held this past Saturday, Jan 4, 2020, featuring The Moonlighters Band. There were 33 people in attendance, and all seemed to enjoy themselves.



Photos of The Moonlighters band and dancers enjoying the music at the Adult Center

Upcoming Events at the Parks

- On Feb 1st, the Bub Run 5k will be held at City Center Park.

Upcoming Parks & Recreation Events

- On Friday, January 10th, 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 17th, 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

Administrative Services

- Staff successfully went live with Workday on Dec 23rd and has completed two weekly and one biweekly payroll. Job requisitions are moving through the system and recruitment is back in full force. Employees have been updating emergency contact and beneficiary information, adding in education and certifications, and reviewing their profile.
- The upgrade of OnBase, the city's document management application, has been completed and staff is working with our integrator to migrate existing documents to the new platform. A training was held with staff from multiple departments that manage documents in OnBase to display the new features and enhancements that are now available in the new version which should make document storage and retrieval more efficient.
- In response to advisories from multiple federal agencies, staff has taken steps to elevate security settings on all layers of cybersecurity the city has in place. Staff has asked city employees to be extremely cautious with all emails, attachments, and viewing websites and to report any suspicious activity immediately to IT.

Community Development

- On Wednesday, the Staff Development Review Committee (SDRC) met to review the following items:
 - A Site Plan to construct an +/-18,580 square-foot expansion to the existing Lowe's Garden Center (1751 Dunlawton Ave.) and identify the location for approved outdoor storage and display areas.
 - A Subdivision Replat of the Altamira Shopping Village parcel to establish commercial lots of record for the BJs Wholesale Club and gas station, LA Fitness, and the multi-tenant building along Taylor Road. Currently, businesses within the Altamira Shopping Village are located on one commercial lot.
- On Wednesday, Yellow Zoning Amendment signs were installed in front of three properties that are part of an administrative rezoning of various parcels along Spruce Creek Road, to apply standard City commercial zoning on existing commercial properties that have a limited number of allowed commercial permitted uses. The administrative rezoning is an effort to encourage redevelopment and viability of existing long-standing commercial properties located on the east side of the City by updating the list of permitted uses to be consistent with commercial uses typically found on commercial property. One of the properties (Area 1 – Sparton Ave.) also requires a Future Land Use (FLU) amendment to apply a non-residential FLU designation on a long-standing commercial property (previously Van's Air Conditioning). The development

applications are scheduled for the January 23rd Planning Commission meeting and the February 18th City Council meeting.



Location map indicating the 3 proposed rezoning areas along Spruce Creek Rd.

- The brownfield clean-up project is underway on the site owned by Advent Health, located at the southeast corner of Taylor Road and Williamson Blvd. The site activities are comprised of excavation of reported buried debris with addition of sound and compacted soil suitable for future site development. This process is expected to proceed over the next 8- 12 weeks.



Photo of work being done at the Advent Health site located at the southeast corner of Taylor Road and Williamson Blvd.

- As discussed at the January 7th City Council meeting, City staff is currently working with FDOT to forward two left-turn lane expansion projects on Dunlawton Avenue at the intersections of Victoria Gardens Blvd. (westbound) and Yorktowne Blvd (westbound) (shown with green circle on the location map below). It is anticipated that the extension of these left-turn lanes would be designed and constructed by FDOT in 2020. Increasing the stacking area of the left-turn lanes is anticipated to 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.



Location map indicating left-turn lane projects at Yorktowne Blvd. and Victoria Gardens Blvd.

- Staff is also working with the River-2-Sea TPO on preparing Feasibility Studies for three City CIP projects. The Feasibility Studies are 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 minimum 10% local government match and the remaining cost will be funded by FDOT. The Feasibility Studies are anticipated to be completed in late-February.
 - Feasibility Study 1 - 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 Clyde Morris Boulevard (westbound) and Nova Road (eastbound) (shown with pink circle on the location map below). 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. These turn lanes extensions were not selected by FDOT as “push button” projects due to anticipated drainage improvements with construction.



Location map indicating left-turn lane projects at Clyde Morris Blvd. and Nova Rd.

- Feasibility Study 2 - 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.
- Feasibility Study 3 - 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.

Fire & Rescue

Fire Chief's Office

- Fire Chief Ken Fustin and Fire Marshal Beau Gardner received the Paul Harris Fellow award from the Port Orange/South Daytona Rotary Club. The award was given to recognize the ongoing contributions to making Port Orange a safe place to live and work.



- Transports for Week 39: 28 emergent dispatches with 19 transports and 7 non-emergent dispatches with 6 transports. Response times are 6 minutes 34 seconds for emergent calls and 8 minutes 3 seconds for non-emergent calls. We were sent outside of our corporate border 2 times this week. Since inception on April 15, 2019, we have been sent to 926 emergent calls and transported 639 patients and 321 non-emergent calls with 230 patients transported.

Fire Operations

- Phase 2 of the GPS Opticom CIP project is being completed this week and should be completed by Friday. The GPS Opticom reduces emergency response times, allows for safer passages through intersections which results in a reduction of accidents at intersections and associated issues.

Fire Safety

- Crews responded to a structure fire on Tropic Drive. The fire was started by improperly discarded smoking materials (cigar in trash can on porch) and was ruled accidental. All 5 family members and their three dogs were displaced as the fire consumed 50% of the structure and smoke/water damage was throughout the structure.



Structure fire on Tropic Drive

- The Fire Marshal, Fire Inspector and Squad Engine 75 crew went to Daytona Beach Shores for a hydro test on two floors of the Aruba Condo, a 12-story high-rise building. This hands-on training will assist the inspectors on learning the difference in inspecting CPVC vs. steel sprinkler systems.



POFR Members at hydro test at Aruba Condo

Fire Training

- Port Orange Fire training division attended the quarterly Volusia County Training Officer meeting at their facility on Tiger Bay Rd. We discussed having combined training drills with all departments serving the citizens of Volusia County. We also hosted the monthly South East Regional Fire Department (SERF) training meeting, where we discussed the upcoming combined extrication training drill in January and other scheduled drill for 2020. The training division provided American Heart Association CPR/AED training for various citizens and professionals businesses in Port Orange. Port Orange Fire Rescue strives to provide lifesaving education and training for citizens and businesses of Port Orange and Volusia County.

Emergency Management

- Emergency management coordinator has been conducting emergency plan review. This review is now moving into the updating phase for the next few weeks. Plans are updated annually, and some new plans are being developed. One of the new plans incorporates a Reunification Plan for major incidents involving separation of families or loved during a large emergency. EM also took a research survey dealing with Continuity of Operation Plans (COOPs). This survey will be used by the National Fire Academy and Emergency Management Institute to better serve our mission during Natural and Man-made disasters.
- Public education coordinator has been studying the Fire and Life Safety manual. This will assist educating the public on targeted initiatives set forth by the fire department. These include but are not limited to Learn Not to Burn, fall safety/prevention, smoke alarms, and other life safety topics that are age appropriate.

Finance

- The budget team in conjunction with the purchasing team held end-user training sessions this week. Unlike previous sessions, finance related topics, including budget, were discussed and demonstrated in more detail and provided participants with the ability to log into their Workday account for a “hands-on” experience and validate the proper access to their departmental data.

Budget related topics covered included, process for viewing budget, generating budget to actual reports and creating a budget amendment. As with other areas, a step by step job aid for creating a budget amendment has been developed and posted on SharePoint with other training resources.

- The team continued work with Collaborative Solutions regarding correcting budget load for projects, business process review and reporting.
- 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.
- Customer Service and Finance are currently looking at a one-stop payment portal for all the city payments. *Paymentus* representatives gave a presentation to the Finance Director and Customer Service Manager and they are evaluating the software in order to determine if this meets our requirements.

On the Horizon

- James Moore will be on site the week of Feb. 3rd – 14th in Finance to complete the 2019 fiscal year-end audit.

Public Utilities Department

Field Operations

- On January 7th Field Operations received a call about a possible water line leak in the Halifax River. Crews confirmed the leak and isolated the 16” water line that crosses the Halifax River at Fleming Ave. Divers were onsite within hours to assess the leak and provide a repair plan. No customers are affected by this leak since Daytona Beach Shores and the Town of Ponce Inlet are also supplied water from a 24” watermain from Dunlawton Ave. As of this report, repair work continues. Crews worked with divers to assess/repair a 16” water line break in the Halifax River.



Photo of Leaking Pipe and Diver Entering Water to Assess the Leak

- Field Ops crews repaired the sanitary sewer line at 3790 Ridgewood Ave that had collapsed. The old sewer line was a clay line. Clay sewer lines have a long service life but are very brittle and break easily if the soil is disturbed near the pipe. The line was repaired with PVC, which has both a long service life and is much stronger if hit or the soil is disturbed.



Photo of broken clay sewer line that was repaired with a PVC line

- Field Ops crews installed the reclaim water meter for Acorn Storage off Williamson Blvd.



Photo of new reclaimed water meter installed of Acorn Storage on Williamson Blvd.

Lab Operations

- A new potable water sample station was installed near the lift station on Commonwealth Blvd. Installing sample stations on city property will prevent lab staff from collecting drinking water samples from residents' homes. It's a safer method for staff, residents, and provides a more representative sample.

- Lab staff toured the Water Reclamation Facility with Assistant Plant Manager Jim Parrish. Some of the laboratory staff are new to the city and understanding the process helps when lab technicians collect samples at the facility.



Photo of lab staff (Justin, Kaylee, and Theresa) receiving a tour of the WRF from Asst. Manager Jim Parrish

Water Reclamation Facility

- The original equipment manufacturer was on site at the reclaimed lakes to install new batteries in the SolarBee's. The original batteries lasted over seven years of continuous use. While onsite the technicians performed an inspection of each unit.



Photo of Technician installing a new battery in a SolarBee at the reclaim lakes

- Water Reclamation Facility maintenance staff installed a new drain valve on the treatment structure. This new style of valve contains a cutting edge that will shear through rags, which prevented the previous valves from fully closing.



Public Works

Building Maintenance

- HVAC contractor manually adjusted dampers in several offices at City Hall, this will continue throughout the year due to the age of the systems components.
- Changed hours of business signs at the DLH City Annex. Parks & Recreation has changed their office hours to 7:30 am to 5 pm.



Photo of new DLH City Center Annex hours

- Assisted contractor with the installation of panic buttons at the DLH City Center Annex.
- Continued light inspections and repairs.



Photo of employee repairing sign lights

Drainage

- Staff used the Kaiser machine that continues to work in the Freemanville ditch as part of the scheduled maintenance.



Photo of Freemanville ditch mowing and Kaiser

- Crew finished laying pipe for the new police shooting range.



Photos of crew laying pipe

Roads

- Upcoming January-February Sidewalk Repair list for concrete contractor.

- | | |
|---|-----------------------------|
| 1. Halifax Drive (Maloney Funeral Home) | 13. 3496 Country Walk |
| 2. 5090 Riverside Drive | 14. 3489 Country Walk |
| 3. 407 Hebert Street | 15. 1103 Squirrel Nest Lane |
| 4. 409 Herbert Street | 16. 21 Tula Drive |
| 5. 410 Herbert Street | 17. 39 Woodlake Drive |
| 6. 3643 Dame Street | 18. 4303 Zacary Lane |
| 7. 3647 Dame Street | 19. Town West Blvd |
| 8. 3730 Paige Street | |
| 9. 3650 Scotts Street | |
| 10. 3655 Scotts Street | |
| 11. 3656 Scotts Street | |
| 12. 3660 Scotts Street | |

Grounds

- Crews pushed back the roadway along Old Hammock Rd to improve vehicular safety.



Before and After photos of Old Hammock Rd push back

City Attorney

- On January 7, 2020, Margaret T. Roberts was recognized by the Mayor and City Council for her nearly 20 years of service to the City.
- Legal staff updated notary blocks on legal forms in accordance with recent legislative amendments to Chapter 117 of the Florida Statutes.
- The City Attorney's Office is working with the emergency management team to review emergency contracts and advice regarding FEMA requirements for solicitation and contracting.

City Manager

- Interviews resume for the creation of the State of the City Address video. This week, we filmed Council Member, Marilyn Ford, as she discussed accomplishments and what's coming in District 1.



David Hunt filming Council Member Marilyn Ford for the making of the State of the City Video.

- Based on the Feral Cat Workshop, staff will be bringing forward actions for Council to take based on the accepted recommendations. Staff will also work on providing a forecast of revenue and expenses should Council decide to bring the management of the feral cat program in-house.
- The Assistant City Manager is working on completing the Citizen Survey for distribution and expects it to be released by the end of this month.
- The Assistant City Manager is working with the youth leadership program on their project for this year. They have chosen two items to work on. One is an environmental challenge and the

other is community gardens. We have already begun our research and hope to provide updates and/or recommendations later in the year.

ERP Update

- We are LIVE in Workday with Human Capital Management, Finance and Payroll!

Thank you to all staff for your continued patience and attention as we work through any outstanding questions or concerns and thank you to the Port Orange Workday team for their efforts in building the system and now helping support all of us now that we are live. We continue to work with employees and our implementation partners Collaborative Solutions as we all get used to the new system and help answer any open questions.

- **WORKDAY GO LIVE CELEBRATION!!!** – There will be a Workday go live celebration (all City staff are invited) on Weds Jan 15th from 12pm – 2pm at the [Riverside Pavilion](#) with great snacks including mini sliders, meat pies, quiche, brownies and refreshments! Please join us as we celebrate this huge accomplishment.

Please visit our [Workday training page](#) for information on how to do specific tasks in Workday. We have done several additional Finance training sessions and will continue to organize open lab sessions for anyone who still has questions.

- Please make sure you check your Workday **‘Inbox’** several times a day to make sure you don’t have any pending tasks in there to approve or take care of as if we don’t keep the items moving through the system, we are not maximizing the efficiencies that Workday can bring us.
- **Workday Mobile App**
Don’t forget that there is a really nice mobile app for Workday that you can download to City issued mobile devices OR your personal phone (optional for personal). We do want to stress that anything you do once you are logged into to your Workday mobile app, is stored in the ‘cloud’ and NOT on your phone so as long as you do your work in the app, your personal phone would NOT be subject to any possible public records request. See below links for a job aid on how to install the mobile app and also a video.


[DOWNLOAD AND INSTALL MOBILE APP](#) (PDF) - [Video](#)

- Upcoming Open Lab Dates in 2nd Floor Conference Room**
 Monday, January 13th - 9am - 11am in the 2nd Floor Conf Room, we will have an open lab for Workday assistance with laptops procurement staff available to help answer questions.

Need Help?

Topic	Name	Ext	Email
General Workday Project	Jane Davis	5503	jadavis@port-orange.org
Workday Training	Robin Fenwick	5566	rfeenwick@port-orange.org
Technical Support	IT	5555	ithelpdesk@port-orange.org

Bids

1/6 Status of Bids and Proposals							
							
City of Port Orange Procurement Projects							
Type	Bid #	CURRENT PROJECTS	Dept	Status			Proposal/Bids Open
ITB#	19-27	Sweetwater Hills Drainage Improvements Re-Bid	PW	Bid Release 01-20	Pre-Bid Meeting n/a	Bid Opening 02-24	2/24
ITB#	19-30	Scanning of Hard Copy Record POSTPONED until 1/8	CD	Bid Release 01-08	Pre-Bid Meeting n/a	Bid Opening 01-27	1/27
ITB#	19-31	Mechanical Street Sweeping Services	PW	Bid Release 12-09	Pre-Bid Meeting n/a	Bid Opening 01-10	1/10
ITB#	19-35	Citywide Paving Project	PW	Bid Release 12-20	Pre-Bid Meeting 01-10	Bid Opening 01-31	1/31
ITB#	20-01	Powers Avenue Culvert Repair	PW	Need Entered in WorkDay 11-06			
ITB#	20-02	Garnsey Water Treatment Plant Filter Media Placement	PU	Bid Release 12-17	Pre-Bid Meeting 01-07 & 01-09	Bid Opening 01-30	1/30
ITB#	20-03	The ACE2000 Automated Closed Captioning Appliance	IT	Bid Release 01-08	Pre-Bid Meeting n/a	Bid Opening 01-22	1/22
ITB#	20-04	Sale of Existing 50' x 100' Steel Metal Building PALACE	FD	FINAL Draft is process		Need Entered in WorkDay 1-08	2/3
RFP#	19-02	Utility Billing	CS	Draft is process		Needs approval in Civic Clerk	
RSFQ#	20-02	20" Force Main River Crossing Design	PU	Proposal Release 02-04	Pre-Proposal Meeting 02-18	Proposal Opening 03-09	3/9
RSFQ#	20-03	Architectural Services for Field Operations Building	PU	Need Entered in WorkDay 10-02			
Type	Bid #	COMPLETED PROJECTS	Dept	Status			
RFQ	20-20	HERBICIDE, PESTICIDE FOR MAJOR THOROUGHFARES	PW	COMPLETED 01/2020 - Awarded 01-06			
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	COMPLETED 12/2019 - Awarded 01-07			