



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 24, 2020

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *January*

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

## Public Works

### Building Maintenance

- Crews put together and moved furniture around in Community Development at City Hall.



**Photo of employee assembling shelves**

- Assembled furniture and rearranged offices in the Code Enforcement area at the Police Department.



**Photos of employee assembling furniture**

- Worked with HVAC contractor at Fire Station 74 replacing and double insulating the duct work.

## Drainage

- Kaiser equipment is mowing/cleaning in the Foxboro ditch.
- Gradall has completed the ditch inside the Public Works yard and along the Railroad to improve stormwater flow.



**Photo of the Gradall**

- Crew repaired a failing catch basin at 314 Jefferson St.



**Before, during, and after repairs of a failing catch basin**

## Roads

- Concrete contractor repaired a failing driveway apron within our right of way called “Fozzard Blvd” on Ridgewood Ave. This apron was asphalt and is used as a main entrance to 2 different business centers.



**Before and after photos of apron repairs**

- Asphalt work completed at the corner of Hidden Lake Drive and Dexter Drive North to temporarily patch a failing drainage pipe. Staff is processing a scope of work for final repairs to the underground drainage piping.



**Before and after photos of asphalt patch**

- Crews completed trimming around stop signs on Poinciana Avenue as part of normal maintenance schedule to improve vehicular and pedestrian safety.



**Before and after photos of trimming**

- **Upcoming sidewalks to be repaired in January and February:**

Halifax Drive (Maloney Funeral Home)

5090 Riverside Drive

407 Herbert Street

409 Herbert Street

410 Herbert Street

3643 Dame Street (Beacon Woods Sub.)

3647 Dame Street (Beacon Woods Sub.)

3730 Paige Street (Beacon Woods Sub.)

3650 Scotts Street (Beacon Woods Sub.)

3655 Scotts Street (Beacon Woods Sub.)

3656 Scotts Street (Beacon Woods Sub.)

3660 Scotts Street (Beacon Woods Sub.)

3486 Country Walk Dr. (Country Walk Sub.)

3489 Country Walk Dr. (Country Walk Sub.)

1103 Squirrel Nest Dr. (Gatewood Sub.)

21 Tula Drive (Brandy Hills Sub.)

39 Woodlake Drive (Ravenwood Sub.)

39 Woodlake Drive (Ravenwood Sub.)

4303 Zacary Lane (Town Park Sub.)

Town West Blvd. (West of Fire Station 75)

4 Crooked Pine Rd. (Summer Trees Sub.)

10 Crooked Pine Rd. (Summer Trees Sub.)

14 Crooked Pine Rd. (Summer Trees Sub.)

23 Black Jack Circle (Summer Trees Sub.)

## Grounds

- Staff received instruction from City Forester Steve Edger on proper rigging for tree trimming and tips for healthier tree trimming. Thank you to Ron Croxford for taking the time and effort to research and purchase the “correct” rigging hardware for tree removals and best safety practices with the advisement from Steve Edger.
- Crews pushed back right of way along Richel Drive to improve vehicular and pedestrian safety.



**Before and after photos of Richel Drive push back**

## Parks & Recreation

### Athletics

- Last Saturday, 20 kids participated in our first annual Jr. Skills NBA Challenge.



**Photo of some of the kids who participated in the Jr. Skills NBA Challenge**

- Youth spring baseball and softball registration is going on now until January 31.
- Saturday, February 8 is youth baseball and softball placement day at City Center Sports Complex.
- Youth tennis registration is going on now until February 9.
- Senior Games registration is going on now until February 21.

## Maintenance

- Overgrown areas at Riverwalk Park were cleaned up by Parks crew.



**Photos of before and after mowing at Riverwalk Park**

## Upcoming Events held at the Parks

- On Feb 1<sup>st</sup>, the Bub Run 5k will be held at City Center Park.
- On February 8th, 10 am at City Center: Valentine's Day Vendor and Craft Show.

## Police Department

- We are proud to announce that the Port Orange Police Officer of the Year for 2019 is Detective Silvio Portillo. Det. Portillo is a U. S. Marine veteran and has been a member of the Port Orange Police Department since 2012. In February 2019, Silvio was assigned to the Detective Division where he immediately made a positive impact and continues to excel, providing exceptional service to our citizens.

Of particular note this past year, on two different occasions, Det. Portillo was able to identify suspicious activity which led him to intense investigations. Subsequent to these investigations, Det. Portillo was able to identify a criminal enterprise operating in Florida and the Southeastern United States in which its members were involved in a lucrative fuel theft ring and credit card ring. Both investigations and subsequent arrests led to the U.S. Secret Service picking up the cases and furthering the investigations.

Det. Portillo's strong investigation skills, his ability to communicate with people, and his overall positive attitude are characteristics that should be emulated by all police officers. He continues to

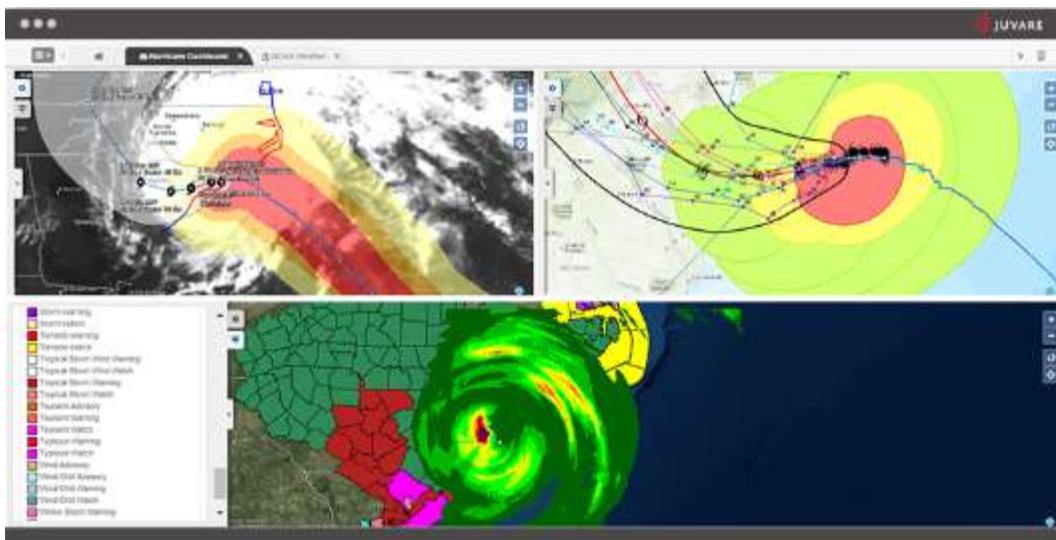


represent the Port Orange Police Department in the most favorable light and embodies the mission of the agency. He is a credit to our agency and the policing profession.

- Crime Suppression Team members made exemplary proactive policing arrests on the night of Wednesday, January 22. One person was arrested for Possession of Burglary Tools, Petit Theft (License Plate), DWLS X6, and Loitering and Prowling. A second person was arrested for Possession of Burglary Tools and Loitering and Prowling. Both were stopped in a vehicle that had a stolen tag attached. A felony stop was conducted on the vehicle and, while clearing the vehicle, gloves and other burglary tools were observed in plain view. Also, both subjects had their shirts turned inside out and they were unable to dispel the officer's alarm. The Florida tag was originally reported stolen out of Orlando.
- First Step Shelter Update – prior to beginning operation, the law enforcement liaison for the shelter, Lt. Nicolo with the Daytona Beach Police Department, attended each shift briefing to explain the rules for eligibility, intake procedures, as well as the limitations of the facility. The intake form used to refer a person to the shelter also provides a detailed explanation of the eligibility criteria, a checklist to confirm a person's eligibility, and a detailed list of the emergent medical conditions which would prohibit admission into the facility.

## Administrative Services

- IT staff, along with the Emergency Management Coordinator, held training for staff from all departments on WebEOC, the new incident management software that has been implemented for use in the event the EOC is activated. This software will allow the City to better manage incidents as well as share information with the County, the State, and FEMA.



- Bid opening for ITB 20-03 ACE2000 Automated Closed Captioning Appliance was held this week with two bids submitted from Castus Inc. and B&H Photo and Video, both of which are under budget. The two bids were relatively close in price and staff is working with purchasing to determine which one is the lowest due to some discrepancies in the price of shipping the equipment. The ACE2000 will allow staff to overlay closed and open captions onto PogTV broadcasts to Channel 498 and YouTube.
- Staff participated in wrap-up meetings with Collaborative Solutions to finalize any last-minute changes to Workday and ask questions before the consultants roll off the project. Thus far we have successfully completed 4 weekly payrolls and 2 biweekly payrolls in Workday. There are approximately 27 job requisitions open for recruitment with candidates moving through the recruitment process. Employees have been actively updating their profiles with their education & certifications and updating their beneficiaries. Requests for tuition reimbursement are successfully moving through Workday as well.

## Finance

- The Budget Team has held a number of Department specific Workday training sessions to review the process for various Finance, Budget and Purchasing tasks. The training has been well-attended by Parks, Community Development, and PD staff. Finance staff and Collaborative will hold one final training open-lab format this week open to all.
- Working closely with Collaborative Solutions staff, the Project Budgets were loaded into Workday, and consequently, the Budget Team's focus turned to working and assisting end-users with project related issues.
- Purchasing held the bid opening this week in Council Chambers for the Automated Closed Captioning Appliance, ITB 20-03.
- Customer Service had another large shut off for the week beginning 1/20/20. We are making every effort to notify customers 4-5 times prior to shut off to decrease the number of shutoffs. We had to split the final list of 164 into two days to accommodate the meter shop. We anticipate these numbers being large throughout the month of January and settling down to the norm beginning in February.
- Customer Service has experienced an increase in Auto Pay forms (40 per week) since the discontinuance of our online payment portal.

## On the Horizon

- James Moore auditors will be on site the week of Feb. 3-14 in the Finance Department to complete the 2019 fiscal year-end audit.
- The Finance Director will be attending the 2020 Annual Mayor's Breakfast & Awards at the PO/SD Chamber of Commerce on February 29, 2020.

## Fire Rescue

### Fire Chief's Office

- The Fire Chief presided over the monthly meeting of the Volusia County Fire Chiefs Association, his first as President of the organization. Major talking points included ongoing discussions with the Volusia County Medical Director on the completion status of a centralized medical supply depository, the status of the cab voucher/scene release program and the Medical Directors conceptual idea to personally spot check some of our senior Paramedics by testing them on field-based skills and their protocol knowledge.
- Transports for Week 40: 34 emergent dispatches with 22 transports and 10 non-emergent dispatches with 8 transports. Response times are 6 minutes 36 seconds for emergent calls and 8 minutes 0 seconds 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 988 emergent calls and transported 679 patients and 339 non-emergent calls with 245 patients transported.

### Fire Operations

- Crews responded to an apartment complex and found a 2-year-old child that had fallen from a second story window. The child was determined to meet trauma alert criteria and was transported emergency by Medic 73 to Halifax hospital.

- Crews responded to a residential fire on Willow Run Blvd. in the early morning hours. A quick response time and aggressive attack stopped the fire from destroying the residence.



**Photos from a house fire located on Willow Run Blvd.**

### **Fire Safety**

- The Fire Marshal performed annual Fire Safety inspection of two large ALFs in the City. Both Atria Sr. Living (1675 Dunlawton) and The Retreat at Port Orange (1321 Herbert) are fully compliant with FFPC. The Fire Marshal also performed a Fire Alarm acceptance test at Goodwill (1752 Dunlawton) to ensure that the new monitoring company gets fire alarms processed to Volusia County Dispatch in a timely fashion, test passed.
- The Fire Marshal flowed fire hydrants in the new Kings Landing subdivision to ensure adequate water flow before building starts; flows and pressures were not high enough and we are working with contractor to find out why before building begins.
- The Fire Marshal worked with IT to get the web version of Zoll ePCR installed at outlying stations to help with getting crews moved in a timely fashion after the Medic unit goes out of service at 8pm.

### **Fire Training**

- Firefighters from Deland Fire Dept, Edgewater Fire Dept, Daytona Beach Shores, Ormond Beach Fire Department and Port Orange Fire Rescue completed Fire Service Hydraulics class. This is a 45 hours State certification class that allows participants to take the State pump operators test. This certification will allow firefighters to become State Certified Fire apparatus operators. Port Orange Fire training division provided American Heart Association CPR/AED training for various citizens, professionals and businesses in Port Orange.

## Emergency Management

- Emergency Management (EM) Coordinator is using the time before the next hurricane season to catchup on FEMA courses that have been released. The National Disaster Recovery Framework (NDRF) describes principles, processes, and capabilities essential for all communities to more effectively manage and enable recovery following an incident of any size or scale. The NDRF promotes local primacy as one of its Guiding Principles. That means your community leads the recovery effort. Though the NDRF provides general guidance, it does not replace local leadership in recovery. The Federal Government plays a supporting role to assist recovery, and can adapt to state, tribal, territorial, and local needs.
- WEBEOC training was hosted by EM in the Emergency Operations Center (EOC). This training introduced EOC staff to the software that will assist in the event of a disaster.

## Community Development

- There is a development team considering reestablishing the Master Development Agreement (MDA) and Conceptual Development Plan (CDP) to create the zoning framework for a marina. The subject property is located east of Seabird Island Mobile Home Park, south of the Dunlawton Avenue Bridge and is in the Town Center CRA. The subject property is +/- 4.5 acres and is completely submerged. The original Master Development Agreement (MDA) and Conceptual Development Plan (CDP) for the subject property was approved by council in 2009 and included +/- 1.2 acres of the site being filled to support the parking lot, stormwater vault, and user building, and a 102-slip marina along with transient slips.

Recently, the development team considering reestablishing the MDA and CDP met with staff again to review modifications to their proposed project based on discussions they have had over the last three (3) months with residents at Seabird Island, Florida Department of Environmental Protection (FDEP), Army Corps of Engineering, FDOT, and St. Johns River Water Management. The proposed modifications include reducing the number of boat slips from 102 to 63, amount of fill, and size of the parking lot. As with the previously approved 2008 MDA, the new development team will also be offering to construct public benefits to the causeway area as part of the proposed project, such as the installation of public sidewalks in the causeway area, widening of the southern access drive to create a third lane that will be used as a stacking lane for boaters waiting to launch their boats at the public boat launch facility, designation of a slip for government use only, and other off-site improvements. At this time, an official development application has not been submitted for staff to begin their review.



**Location map of site located east of Seabird Island Mobile Home Park, south of the Dunlawton Avenue Bridge.**

- A building permit is under review for Dunes Brewery, a proposed microbrewery at 59 Dunlawton Avenue, between Jimmy Hula's and the Dairy Bar, in the Down Under area of the Port Orange Town Center (POTC) Community Redevelopment Area (CRA). According to the property owner, the microbrewery is anticipated to open this summer. The building the microbrewery will be located in is a multi-tenant building; the other tenant in the building is Benedict Advertising, which recently relocated from their former location in Daytona Beach to Port Orange.



**Location map of site at 59 Dunlawton Ave.**

- A certificate of occupancy (CO) has been issued for building #1 at The Springs Apartments site. The Springs Apartments is located on the west side of Williamson Boulevard, north of Summer Trees Road. Residents are anticipated to begin moving into building #1 this weekend. According to the contractor, future COs on the other 12 remaining residential building will be requested over the next 5-6 months.



**Location map of the Springs at Port Orange site located on the west side of Williamson Boulevard, north of Summer Trees Road. Map indicates location of Building #1 on the southwest corner of the site.**

- A pre-construction meeting was held for the construction of the 288-unit Eden Apartments at Crystal Lake project. The apartment project is proposed to be located on the north side of Reed Canal Road, across from Atlantic High School. As part of the project, modification to extend the eastbound Madeline Avenue left-turn lane onto northbound Clyde Morris Boulevard will be completed. According to the contractor for the project, construction of the Madeline Avenue left-turn lane and the apartment project are anticipated to begin in April. Construction of the apartment project is anticipated to be completed in 18-24 months.



**Location map of Eden Apartments site on the north side of Reed Canal Road, across from Atlantic High School.**



## Public Utilities

### Lab Operations

- Lab is preparing to collect Triennial samples for the Water Plant on 1/22/2020. We are required to complete this testing every 3 years. This year we are required to complete Asbestos sampling with the rest of the required analyses for the triennial.
- The lab has started the 503 Sludge sampling event. The lab is required to collect 5 samples, 5 days in a row, from the WRF presses per the WRF permit.
- The lab will be collecting UCMR4 samples on Wednesday, 1/22/2020, from the Garnsey Water Plant. This is a required sampling event by EPA and all drinking water plants have to participate.



**Photo of Kerri and Kaylee collecting sludge samples at the WRF for permit compliance.**

## Water Reclamation Facility

- This week at the WRF Hach service technicians performed quarterly maintenance/calibration on various probes/analyzers around the facility. These pieces of equipment are used for compliance with EPA & FDEP. These quarterly maintenance calibrations are critical to accurate readings at the facility.

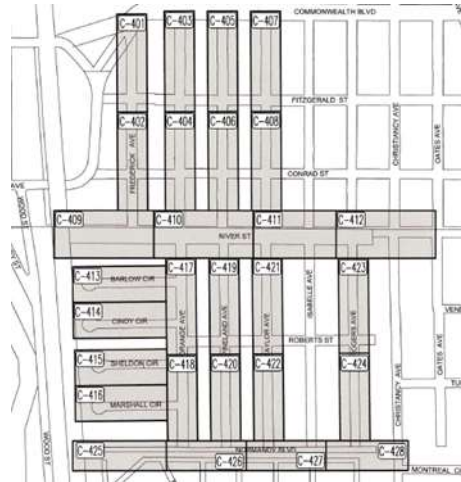


Photo of Hach technician performing maintenance on an analyzer at the WRF.

## Engineering

- Contractor started work on the South Commonwealth Water Main Improvements Project last week. The existing water mains in this area of the City are either 2" galvanized, 2" pvc, or 6" asbestos concrete pipe. These existing water mains will be replaced with 6" fusible PVC pipe, which will also allow for the installation of new fire hydrants. Additionally, most of the project will be directionally drilled minimizing the number of trees, sidewalks, and roadways that will need to be removed and replaced. This project is projected to take a total of one year to complete.





**Photos of new 6” watermain being installed in South Commonwealth. The contractor is utilizing a method of fusing the pvc and directionally drilling the new watermain in place. This method reduces the amount of cleanup onsite and disruption to the residents.**

## City Manager

- Staff is working to finalize the 2020 citizen survey for release later this month.
- The Assistant City Manager continues to work with a group of staff from other cities on the local option fuel tax interlocal agreement for 2020. The current agreement expires in August and we hope the new formula will have more of a nexus with the collection of the revenue.
- Congratulations to Grants Manager, Amanda Lasecki, who has been selected to be featured as one of the 2020 Business Report’s 40 Under Forty, which will be published in the March Business Report Edition of the Daytona Beach News Journal!! Amanda will be honored at the March 6 banquet at the Shores Resort and Spa.
- Event planning is well underway for the Freemanville Day Ceremony on Tuesday, February 11 and the City’s State of the City Address Luncheon on February 19.
- POW! Port Orange Workday

We are now several weeks live into Workday and have completed our implementation training. It is great to see our staff wrapping their arms around Workday and as they become more familiar and confident with the system, they are digging in and asking more complex questions of what the system can do which is great! We appreciate your continued patience and engagement as we work through outstanding items and communications. Collaborative

Solutions, our implementation partners are rolling off of the project over the next couple of weeks and we thank them for all of their help and expertise throughout.

As with any new system there will be a learning curve and some tweaks to be made as we get stabilized and don't forget there are a lot of great resources on our [Workday Training Page!](#)

### Need Workday Help?

Topic	Name	Ext	Email
General Workday Project	Jane Davis	5503	<a href="mailto:jadavis@port-orange.org">jadavis@port-orange.org</a>
Workday Training	Robin Fenwick	5566	<a href="mailto:rfenwick@port-orange.org">rfenwick@port-orange.org</a>
Technical Support	IT	5555	<a href="mailto:ithelpdesk@port-orange.org">ithelpdesk@port-orange.org</a>

## Bids

1/20		Status of Bids and Proposals					
		YTD Cost Avoidance		\$ 225,373			
		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#	19-35	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 Civic Clerk & 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#	20-04	Sale of Existing 50' x 100' Steel Metal Building PALACE	FD	FINAL completed 1/14		Needs approval in Civic Clerk	2/17
ITB#	20-05	Fire Department Training Tower	FD	Draft is process		Need Entered in Civic Clerk & WorkDay 01-16	
RFP#	20-02	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 Civic Clerk & 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			
ITB#	19-31	Mechanical Street Sweeping Services	PW	COMPLETED 01/2020- Awarded 01-23			
ITB#	20-03	The ACE2000 Automated Closed Captioning Appliance	IT	COMPLETED 01/2020			