



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, August 21, 2020

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *August*

- |    |           |  |
|----|-----------|--|
| 24 | 2:00 p.m. | General Employee Pension Board Regular Meeting |
| 24 | 4:30 p.m. | Fire Pension Board Regular Meeting             |
| 25 | 6:30 p.m. | City Council Workshop                          |

#### *September*

- |    |           |   |
|----|-----------|---|
| 1  | 6:30 p.m. | Regular City Council Meeting                |
| 9  | 9:00 a.m. | Code Enforcement Special Magistrate Meeting |
| 15 | 6:30 p.m. | Regular City Council Meeting                |
| 23 | 9:00 a.m. | Code Enforcement Special Magistrate Meeting |
| 24 | 5:30 p.m. | Planning Commission Meeting                 |

## Parks & Recreation

### Parks

- At the Main street pocket park, water runoff from the street causes soil erosion along the dirt path that leads to the river. Several years ago, concrete planks were installed to help with the soil erosion problem. A new upgraded plan is in the works and most of the concrete planks have been removed.



**Photos of the before and after the removal of the concrete planks**

- A local Boy Scouts troop camped out at Russell Property over the weekend and earned some community service hours while out there.

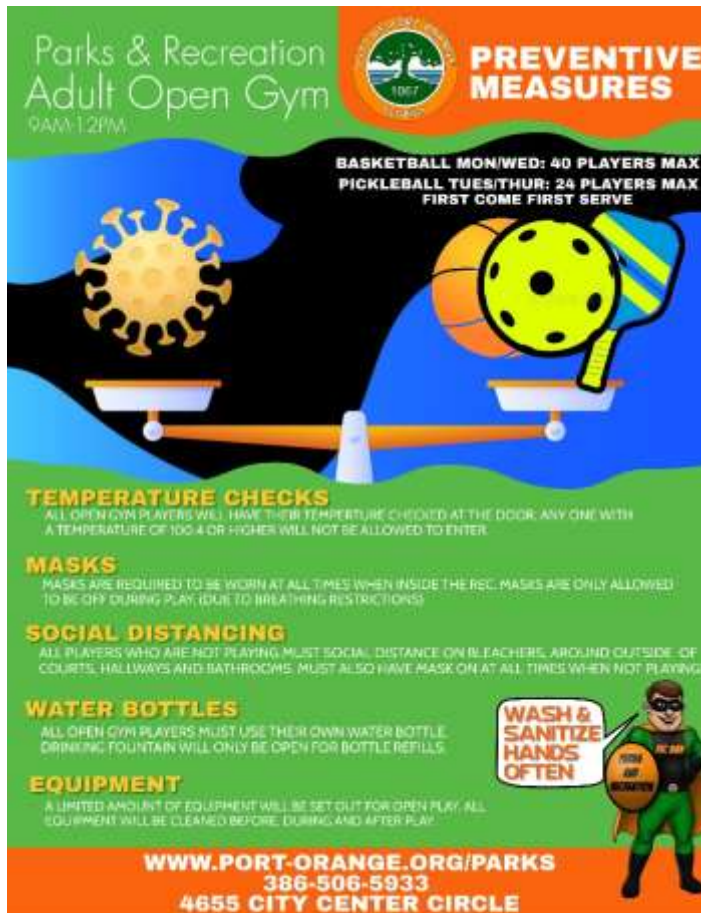


**Photos of the Boy Scout Troop earning community service hours at Russell Property**

### Athletics

- Fall Ball registration is from August 17-September 6. Limited space is available.

- The REC is open for Adult open Gym: Mondays and Wednesdays are Open Play Adult Basketball, Tuesdays and Thursdays are Open Play Adult Pickleball.



**Adult Open Gym Safety Poster which can be found at [www.port-orange.org/616/Open-Gym](http://www.port-orange.org/616/Open-Gym)**

- Registrations is still open for Just Play! Kickball and Wiffleball for Wednesday and Soccer next week.

**Recreation**

- The City's Youth Leadership Program will kick off next week. Participants will begin by attending the classes of Port Orange University. In November, they will shift to monthly meetings, working towards their capstone project to be completed in May 2021.

## Administrative Services

### Information Technology

- Staff has made good progress this week on the Paymentus project to reinstate online utility bill payments. There are several components to the application since payments need to flow through Paymentus, Naviline, and Workday to be recorded properly. Customer Service staff has been processing test payments daily to allow us to inspect the workflow and we believe it is working as designed. We hope to go live with Paymentus within several weeks.

### Human Resources

- Staff continues to monitor the COVID-19 situation and administer the requirements set forth under the Families First Coronavirus Response Act (FFCRA). Employees are reminded to wear a mask or face covering while at work when social distancing isn't possible and should contact HR with any questions or concerns about the Coronavirus. **Employees who are having symptoms should NOT report to work but should contact HR.**

## Fire Rescue

### Fire Chief's Office

- The Fire Chief attended several virtual meetings this week to review different Fire records management system (RMS) from various vendors. Volusia County is looking to replace the Firehouse brand reporting system since the company has been sold to ESO, who plans to end support for the cloud-based software in the very near future.
- The Fire Chief also met with the Fire Chief of Volusia County to discuss their intentions on reducing the annual fees POFR charges for enclave protection that VC Fire lacks resources within those unprotected areas. Chief Fustin will be meeting soon with the CM and the Finance Director to discuss some conceptual in-kind alternatives to either eliminate these enclave protection contracts or work towards annexation of the enclaves into the City of Port Orange.
- Transports for Week 70: 29 emergent dispatches with 20 transports and 8 non-emergent dispatches with 6 transports. Response times are 7 minutes 14 seconds for emergent calls and 8 minutes 29 seconds for non-emergent calls. We were sent outside of our corporate border 4 times this week. Since inception on April 15, 2019, we have been sent to 1,874 emergent calls and transported 1,286 patients and 606 non-emergent calls with 435 patients transported.

## Fire Operations

- Crews responded to a residence in District 73 for a reported structure fire. Upon arrival, crews found a working structure fire. The fire was determined to have been caused by a lightning strike that hit the pool enclosure and traveled into the home. The STRIKEnet report showed 21 cloud-to-ground lightning strikes less than one mile from the house within 15 minutes of the 911 call.



## Fire Safety

- The Fire Marshal attended monthly Fire Marshal/Fire Inspectors meeting. Discussion and presentation of new RhinoWare door barricade system that is both ADA and Fire Code compliant. Additionally, the system can be tied into security system for monitoring.



- The Fire Inspector completed the annual walk-thru of all of Halifax Health's facilities located in Port Orange. All passed inspection and letter of compliance has been issued to their Safety officer.

## Fire Training

- Port Orange Fire Rescue training committee conducted Forcible Entry training at Station 75 per COVID pandemic recommendations. Forcible entry is the act of entering a structure using destructive means. During a firefighter's duties, situations often arise that require forcible entry into a structure. Applying the techniques and strategies of forcible entry can help save lives, minimize damage to property, and result in better public relations.



- The training division continues to provide American Heart Association CPR/AED training for various citizens 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 Manager started the Comprehensive Emergency Management Plan (CEMP) approval process. The CEMP will be reviewed by the county for approval. He met with our city attorney and one of the county attorneys about the approval process and will keep everyone updated as this project moves forward.
- We had our quarterly Traffic Incident Management (TIMs) through Teams and have also been watching the tropical activity. Just as a reminder, please check storm kits. The peak of Hurricane Season is approaching, and the tropical activity is increasing by the day. We were also very fortunate this week to miss the EF-2 tornado that caused significant damage in DeLand on Tuesday. Fortunately, there were no deaths and injuries were nonlife threatening.

## Public Works

### Facility Maintenance

- Staff installed touchless faucets in the lobby restrooms at City Hall.



**Photo of Staff Installing Touchless Faucets in the Lobby Restrooms at City Hall**

- Crews finished installing touchless flush handle kits on the toilets and urinals at the Fire Stations and the Police Department.

## Drainage

- The Kaiser cleaned the Commonwealth ditch as part of maintenance activities.
- Asphalt Millings were delivered to the Police Department Shooting range and the berms were restored by Drainage staff.
- Staff worked throughout the City cleaning drains to keep water moving with the recent torrential downpours.
- Crews repaired the Stormwater basin at the intersection of Jackson and Rockledge Lane due to erosion. Staff is going to pour a new concrete curb on the backside of the basin this week to eliminate the erosion issue.



**Crews repair stormwater basin at the intersection of Jackson and Rockledge Lane**

## Grounds

- Crews cleaned up a tree that had broken off and fallen in the road on Mills Road Lane.
- The grounds crew spent most of the week trimming trees over the roadway in the Riverwood Subdivision.

## Roads

- Crews repaired a pot hole on Hidden Lakes Drive at the Cross Creek subdivision entrance.
- Staff reprogrammed all 12 School Zone Flashers for the upcoming school year.



- Staff repaired a two pot holes again on Hebert Street that were in the middle of the road.



**Before and After photos of Asphalt Repairs on Hebert Street**

- The concrete contractor completed the following sidewalk repairs:
  - 3454 Country Walk - **Countrywalk Sub**
  - 3431 Country Manor - **Countrywalk Sub**
  - 3437-3441 Country Manor - **Countrywalk Sub**
  - 6789 Calistoga Circle - **Water's Edge**
  - 1713 Arash Circle - **Water's Edge**
  - 6394 Nika Ct - **Water's Edge**
  - Tributary & Covendale *Curbing* - **Water's Edge**

## Public Utilities

### Field Operations

- Field Ops Assistant Manager, Troy Taliaferro, repaired a leaking backflow device at Ponce Inlet Regional Lift Station for the lift station crew.



**Photo of repairs to a backflow device at Ponce Lift Station**

### Lab Operations

- Staff is finalizing paperwork to conclude lead & copper sampling for the City's potable water system. This testing is done every three years. The results were in compliance with all state regulations which means the next testing is not due until 2023.

## Water Reclamation Facility

- WRF Staff attended a preliminary startup meeting for the barscreens. The new screens were put into service while the remainder of the project is being finished.



**Photo of John Mackey and Steve Parnell during the barscreen startup**

- Plant Mechanics installed new pinch valves on the Teacups to help with grit removal prior to wastewater entering the treatment structure. Grit that is not removed is hard on pumps and takes up space in the tanks at the WRF.



**Photo of new pinch valve installed at the WRF**

## Engineering

- City Forester, Steve Edgar, started treating 100 acres of cogon grass on the City forest. Cogon grass is one of the most aggressive invasive weeds in the world. It aggressively displaces native vegetation. Our plans are to treat this field and convert it to wildlife plots. It will take 5 years of follow up to make sure it is eliminated.



**Photo of cogon grass being treated in the City Forest**

### **South Commonwealth Water Main Improvements Project**

- Contractor is finalizing last remaining water tie-ins and restoration.

### **Virginia Monroe Stormwater Project Update**

- Contractor is installing inlets and storm pipe on Orange Ave, B Street, and Grant Street.

## Finance

- The Budget Team continues with the additional work and analysis of the proposed budget for the General Fund, and finalizing budgets for Non-General Funds, including Enterprise Funds, Internal Service Funds, Special Revenue Funds, Debt Service Funds, and Capital Project Funds in preparation for further discussions with Council.
- The Grants Department is collecting the necessary information for the backup documentation related to the CARES Act expenses reimbursement request, which will be submitted to the County.
- Purchasing staff is preparing information on vehicles to be sold at an upcoming Surplus Property Auction.
- Purchasing staff are testing upcoming revisions to the Procurement aspects of Workday release version 2020R2, and planning for upcoming implementation.
- Finance will begin interviews next week with the applicants for the Propriety Fund Accountant position; Customer Service has scheduled interviews for the beginning of September; and Purchasing will soon be scheduling interviews for their Purchasing Agent position.
- Customer service decreased the number of shut offs by 180 to 97 by emailing and calling customers.
- Several Finance members were able to take a picture with the memorial bench that was placed in City Center in honor of Tracey Riehm, former Finance Director, who passed away unexpectedly in November of 2018.

### On the horizon

- The next City Council workshop is scheduled for August 25, 2020 for the Budget Recap of CIP and General Fund.
- The next Regular City Council Meeting is scheduled for September 01, 2020.

## Police Department

- The 2020 national enforcement mobilization "Drive Sober or Get Pulled Over" goes into effect across the country from August 19 to September 7, 2020. One of the deadliest and most often committed - yet preventable - of crimes (impaired driving), has become a serious safety epidemic in our country. Our patrol officers and motors division will be out in force during this campaign.
- The POPD and Jeff Evans State Farm Port Orange and Palm Coast Flagler are proudly teaming up to address these situations. State Farm is donating over 100 stuffed bears to the POPD for this initiative.

A stuffed bear will be placed in each motor unit, patrol vehicle, and detective vehicle for use in situations like when police officers respond to calls for service when they encounter children who are scared, confused, or have been caught in the midst of a traumatic incident.



- First Step Shelter (08/13/20 – 08/20/20).
  - ❖ Persons Contacted – 0
  - ❖ Persons Refusing Assistance – 0
  - ❖ Persons Not Eligible – 0
  - ❖ Shelter Intake – 0
  - ❖ Shelter Intake Refusal – 0
  - ❖ Other – 0
  - ❖ YTD Contacts\* – 151
  - ❖ YTD Shelter Intakes\* – 0
  - ❖ YTD Shelter Intake Refusals\* - 8

\*From 1/24/2020

<b>TNR Program Stats 08/14/2020 – 08/20/2020</b>		<i>Two denied due to property owner not approving colonies in the MHP. The third was denied due to the person not residing in our jurisdiction.</i>
<b>YTD Applications Received</b>	<b>22</b>	
<b>Applications Approved</b>	<b>18</b>	
<b>YTD Applications Denied</b>	<b>3</b>	
<b>YTD Cats Spayed/Neutered</b>	<b>57</b>	

## Community Development

- On Thursday, August 27, 2020, the Planning Commission will consider the following items:
  - A request to change the Future Land Use (FLU) designations for a ±35 acre property from *Office/Residential Transition* and *Commercial* to *Urban High Density Residential* (8-16 units/acre); and rezone the property from Planned Unit Development (PUD) without an active Master Development Agreement to R-3M (Moderate Density Multifamily Residential). The subject property is located along Clyde Morris Boulevard, south of Madeline Avenue, between Clyde Morris Boulevard and Bruner Road. If approved, the applicant intends to submit a site plan for the development of a proposed a 384-unit multi-family complex. The applicant's development application requests to change the FLU and zoning designations on the subject property does not include a change to the Comprehensive Plan regarding extension of Bruner Road from its terminus to Clyde Morris Boulevard. If the development applications are approved, staff has discussed with Volusia County and the potential developer about maintaining the right-of-way for the possible extension of Bruner Road in the future, but constructing Bruner Road from its terminus to Clyde Morris Boulevard would NOT occur.
  - A request to rezone +/- 9.9 acres of an overall +/- 13.04-acre property, located at 4116 S. Nova Road (Summit Golf), from Flood Plain-Conservation (F-C) to Commercial Industrial (CI). In 2012, the City Council approved a Future Land Use (FLU) amendment that changed the FLU designation of ±9.9 acres of the subject property to *Warehouse/Industrial* setting it up to be rezoned to City Industrial zoning district.
  - A request to approve administrative text amendments to the Land Development Code (LDC) related to residential outside storage of disabled or abandoned recreational vehicles or equipment, updating the definition for an atypical lot and type of fencing allowed on an atypical lot, and special setbacks for A/C units, pergolas and gazebos.

- This week, VerdeGo installed Reclinata Palms, Ligustrum trees, and Trinette plants in the Dunlawton Avenue median between City Center Parkway and N. Swallow Tail Drive. The extreme weather experienced in the area on Tuesday, August 17, caused the uprooting of some Ligustrum, so additional staking is being installed. Sod has been delivered and is currently being installed within the median between City Center Parkway and N. Swallow Tail Drive. VerdeGo will also be preparing the medians between N. Swallow Tail Drive to Nova Road which will include removal of sod, installation of irrigation lines, and marking the location of the trees to be installed.



**Photos of landscaping materials being installed or installed in the median between City Center Parkway and N. Swallow Tail Drive.**

## City Manager

- Port Orange University, the city's citizens academy, begins its 4<sup>th</sup> year on Monday, August 24 at 6:00 pm. This year, 25 citizens are eager to learn about our city!!



# Bids



City of Port Orange Procurement Projects

Status of Bids and Proposals											
Type	Bid #	CURRENT PROJECTS	Dept	Status	Issued Bid #	Proposal/Bid Release	Pre-Bid	Questions	Addendum	Proposal/Bids Open	Evaluation Date
ITB#	20-05	Fire Department Training Tower Building	FD	<i>*Need Specs, Bid Request entered into Civic Clerk and Workday; Project Meeting Scheduled 9/8/20*</i>	1/29						
ITB#	20-09	Emergency Food Services and Supplies FEMA (RE-BID)	PR	<i>Draft In Process *Project Review Meeting scheduled 9/8/20*</i>	7/16						
ITB#	20-11	Laboratory Analysis Services	PW	ON HOLD	6/4						
ITB#	20-12	Wastewater Reclamation Facility Construction of Building	PW	<i>Draft In Process *Needs to be entered into Civic Clerk; Project Review Meeting to be scheduled week of 9/8/20*</i>	5/19						
ITB#	20-13	Dry Cleaning Services	PD/FD	Bid To Be Released Bid Opening 10/22	6/18	9/24	N/A	10/8	10/15	10/22	N/A
ITB#	20-14	Fire Department Training Tower Excavation & Foundation	FD	<i>*Need Specs and Bid Request entered into Civic Clerk and Workday; Project Meeting Scheduled 9/8/20*</i>	6/16						
ITB#	20-15	Parks Maintenance Renovations Equipment Storage	PR	<i>Draft In Process *Needs approvals in Civic Clerk &amp; Review/Contract from Legal*</i>	7/14						
ITB#	20-16	Ridgewood Ave and Farmbrook Rd Watermain Improvements	PU	<i>Draft In Process *Needs approvals in Civic Clerk and Workday*</i>	7/21						
ITB#	20-17	Landscape Maintenance Services for Police Dept Shooting Range	PD	Bid Released	7/23	8/20	8/27	9/3	9/10	9/17	N/A
ITB#	20-18	Southwinds Fence Replacement	PR	ON HOLD <i>*Returned to Department per Department request*</i>							
ITB#	20-19	Solid Waste Collection Services	PW	ON HOLD <i>*Needs approvals in Civic Clerk and Specs from Dept*</i>	8/5						
RFP#	20-03	Structured Ethernet and Fiber Optic Cabling	AS	<i>*Needs approvals in Civic Clerk and entered into Workday*</i>	4/6						
RFP#	20-05	Technical Assistance with HUD Programs Consultant	CD	<i>Draft In Process</i>	7/22						
RFQ#	20-06	Cisco Smartnet Service	IT	RFQ Released RFQ Opening 8/27	7/31	8/11				8/27	N/A
RFSQ#	20-03	Architectural Services for Field Operations Building	PU	Proposal Released Proposal Opening 8/27	5/11	7/23	8/6	8/13	8/20	8/27	8/28-9/7
RFSQ#	20-04	LAP Design Services	CD	ON HOLD <i>*Need Release and Specs from CD*</i>	N/A						
Type	Bid #	COMPLETED PROJECTS	Dept	Status							
RFP#	19-01	Physical Facility Security and Surveillance	IT	COMPLETED 11/2019 - Awarded 02-25							
RFQ#	20-20	HERBICIDE, PESTICIDE FOR MAJOR THOROUGHFARES	PW	COMPLETED 01/2020 - Awarded 01-06							
ITB#	19-15	SR 421 Dunlawton Median Landscaping (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	ACE2000 Automated Closed Captioning Appliance	IT	COMPLETED 01/2020 - Awarded 01-27							
ITB#	20-02	Garney Water Treatment Plant Filter Media Placement	PU	COMPLETED 01/2020 - Awarded 02-10							
ITB#	19-35	Citywide Paving Project	PW	COMPLETED 01/2020 - Awarded 02-25							
ITB#	19-30	Scanning of Hard Copy Record	CD	COMPLETED 02/2020 - Awarded 02-13							
ITB#	20-04	Sale of Existing 50'x100'x16" Steel Building PALACE	FD	COMPLETED 02/2020 - NO BIDS							
ITB#	19-27	Sweetwater Hills Drainage Improvements RE-BID	PW	COMPLETED 02/2020 - Awarded 04-22							
RFP#	20-02	Utility Billing	CS	COMPLETED 03/2020 - Cancelled							
RFSQ#	20-02	20" Force Main River Crossing Design	PU	COMPLETED 03/2020 - Evaluation COMPLETED 06-02							
ITB#	20-06	Disaster Debris Removal and Disposal (FEMA)	PW	COMPLETED 06/2020 - Awarded 06-16							
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	COMPLETED 06/2020 - Awarded 06-16							
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	COMPLETED 06/2020 - Awarded 07-21							
ITB#	20-09	Food Service (FEMA)	PR	COMPLETED 06/2020 - NO BIDS (Reposting)							
ITB#	20-01	2020 City Wide Stormwater Repairs/Improvements	PW	COMPLETED 07/2020 - Award TBD (Tentative 8/4)							
RFQ#	20-03	Allen Green Center Parking Lot Sealcoating	PR	COMPLETED 07/2020 - Awarded 07-23							
ITB#	20-10	Brush Truck	FD	COMPLETED 07/2020 - Award TBD (Tentative 8/19)							
RFQ#	20-05	KnowBe4 Security Awareness Training Platinum Subscription	IT	COMPLETED 07/2020 - Cancelled							
RFP#	20-04	Environmental Review Record Services	FIN	COMPLETED 07/2020 - Under Evaluation							
Type	Bid #	FUTURE PROJECTS	Dept	Status							
ITB		Electrical Services									
ITB		Canal View Blvd Guardrail and Slope Improvements	PW								
ITB		Howes St. Stormwater Improvements	PW/PU								
ITB		Design build for airport road playground replacement	PR	Q2							
ITB		Herbert & Nova Master Lift Station Upgrades	PU	Q3							
RFP		CD Software	CD								

