



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, October 9, 2020

City Manager's Weekly Update

Upcoming Events

October

14	9:00 a.m.	Code Enforcement Special Magistrate Meeting
19	2:00 p.m.	General Employee Pension Board Regular Meeting
20	5:15 p.m.	Parks & Recreation Advisory Board Meeting
	6:30 p.m.	City Council Regular Meeting
22	5:30 p.m.	Planning Commission Meeting
26	5:15 p.m.	Environmental Advisory Board Meeting
28	9:00 a.m.	Code Enforcement Special Magistrate Meeting

November

4	6:30 p.m.	City Council Regular Meeting
11	9:00 a.m.	Code Enforcement Special Magistrate Meeting
17	6:30 p.m.	City Council Regular Meeting

Parks & Recreation

Athletics

- E-Sports tournament went very well on Saturday, Oct. 3rd. We had 14 players from ages 7-12. It was a BATTLE of fun and everyone had a blast



Photo of most of the E-Sports tournament participants watching two separate Super Smash Bros matches

Recreation

- On Friday, October 9th, the Port Orange Community Trust will be hosting a Movie Under the Stars and Food Truck event. The food trucks will open at 5:30 pm and the movie, *Smallfoot*, will start at dusk. For more information, please visit the Port Orange Community Trust's Facebook Page.
- Out of an abundance of caution, due to the increased chance of thunderstorms and high winds, the 2nd Annual Fall Craft and Vendor Show scheduled for Saturday, October 10th has been rescheduled for Saturday, October 24th. For more information, please email the event organizer at forthe love of shopping fl@gmail.com.

Parks

- Trimming and pressure cleaning are taking place at Buschman Park. Park crews are trimming back the overgrowth brush along the woods area and pressure cleaning the walkway over the lake.



Photos of trimming brush and Pressure Cleaning the Walkway at Buschman Park

- At Main Street Park a rotten tree was removed by the Park crews.



Photos of Before and After Tree was removed at the Main Street Park

Upcoming Events

- Friday, Oct 9th: Movie Under the Stars at dusk at the Amphitheater
- Saturday, Oct 24th: Vendor & Craft Show at the Lakeside Community Center

Fire Rescue

Fire Administration

- Command Staff met with four members of the IAFF who desire to stand up an internal Wellness Committee for the department. Their intended areas of focus will be mental health, personal fitness and cancer prevention for all FD members.
- The Fire Chief has received a verbal commitment from the Fire Chief of VC to keep our existing fire protection contract for enclave areas for another two (2) years. Originally, they proposed a one-year contract extension as well as reducing their payment to the city by \$15,000 per year. After lengthy and multiple discussions, they were made to realize how great of a deal they are getting from POFR at \$50,000 per year for enclave protection, compared to what VC is actually collecting in fire protection millage from the homeowners who reside in these unincorporated areas within Port Orange.
- Transports for Week 77: 30 emergent dispatches with 22 transports and 6 non-emergent dispatches with 5 transports. Response times are 7 minutes 56 seconds for emergent calls and 8 minutes 23 seconds for non-emergent calls. We were sent outside of our corporate border 5 times this week. Since inception on April 15, 2019, we have been sent to 2,054 emergent calls and transported 1,439 patients and 670 non-emergent calls with 487 patients transported.

Fire Safety/Operations

- Crews were called to a home in Dist. 72 in the early hours of Sunday morning for a reported structure fire. Q72 arrived on scene and declared a working incident that was fully involved. Based on the scene size up, the fire was declared a defensive fire. There was over a foot of water covering the back yard and a live powerline down arcing in the water, keeping the firefighters from being able to access the rear of the home. The fire was quickly extinguished. Unfortunately, despite the quick action of all members of POFR on scene, one citizen was overcome by smoke and did not escape the house. The fire has been ruled as an accidental fire caused by faulty electrical wiring.



Photos of a fire that broke out in the early hours of Sunday morning

- On Tuesday, crews responded to a possible brush fire in Volusia County area, west of Tomoka Farms Rd. Once crews went enroute, the fire was upgraded to a structure fire. The first on scene unit declared a working fire in a barn, approx. 3,500 sqft in size. Because of the location of the nearest water source, crews from Volusia County Fire and Port Orange Fire had to establish a water tender operation, shuttling water from the area of Tomoka Farms and Taylor Rd. approx. ½ a mile down to the driveway of the property. Once crews were able to access the barn, they had to deal with a hoarding situation and massive amount of ammunition that had been stored in the barn, causing a perilous situation for the first arriving fire attack crews. Once the fire was extinguished, Fire Marshal Gardner worked with VC Fire Marshal Lanoue and the State Fire Marshal to determine the cause. The fire was ruled as undetermined because a single ignition source could not be located.



Photos of a structure fire located west of Tomoka Farms Rd.

- The crew from C-shift station 75 assisted our City Forester, Steve Edgar, with a controlled burn at the city wellfields. Unit number two was burned with the assistance of the Florida Forest Service.



Photos of a controlled burn at the city wellfields

Fire Training

- Port Orange Fire training division hosted the monthly South East Region Fire (SERF) Department training meeting. In this meeting we discussed the proposed Training Tower construction and the wide range of benefits that it will bring to Port Orange Fire and its partners in the fire service. We also discussed future combined drills as they relate to COVID-19 precaution responsibilities. 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 (EM) virtually attended several meetings regarding Hurricane Delta. The storm steered clear of our area but monitored the storm just in case it was influenced by another system and/or shifted its projected path. EM also is gathering the proper signatures from the Department Heads to move forward with Comprehensive Emergency Management Plan (CEMP) approval process.

Administrative Services

Information Technology

- GIS staff met with Code Enforcement to showcase online tools they have created that could assist them with researching code enforcement cases more efficiently. Staff will be developing a plan to meet with other departments in the near future to continue to showcase how GIS can assist with business processes.

Human Resources

- With Governor DeSantis advancing the State of Florida to Phase 3 for opening, staff continues to monitor the COVID-19 situation under the guidance provided by the CDC 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.
- HR would like to remind everyone of the resources available from Aetna through the City's EAP program in dealing with the Coronavirus. No one is immune from stress and the current pandemic is taking its toll and tensions are high. Those resources can be found here: <https://portorange.sharepoint.com/hrdocs/Forms/AllItems.aspx?viewid=bd46b027%2D7c0e%2D450c%2Da60a%2De7a2da1c9565&id=%2Fhrdocs%2FCOVID%2D19%20INFORMATION%2FSUPPORT%20RESOURCES>. Please check on your employees and fellow co-workers.

Police Department

- First Step Shelter (10/01/20 – 10/08/20).
 - ❖ 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

TNR Program Stats 10/02/2020 – 10/08/2020		<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. The fourth was denied to not hearing back from the property owner as of yet.</i>
YTD Applications Received	34	
Applications Approved	30	
YTD Applications Denied	4	
YTD Cats Spayed/Neutered	105	

Finance

- The Budget Team worked on loading the FY21 Approved Budget into Workday over the weekend. It was, unexpectedly, a labor-intensive learning process but we are looking forward to identifying areas in need of process improvement and planning for a more streamline process for the next budget development season.
- The Team will be working with Purchasing to arrive at the FY21 Budget Resolutions (Budget Amendments) related to Projects and Encumbrance carryforward which are scheduled to be presented to Council in the November 17, 2020 meeting.
- The Team continues to assist the Departments with processing budget transfers to close out FY20 activities and gather information to produce the FY20 Budget Execution Request (BER) for presentation to Council at the meeting scheduled for November 17, 2020.
- Purchasing opened bids for ITB 20-15, Parks Maintenance Equipment Storage Building this week in Council Chambers.

- Paymentus, our new online payment system, went live Monday September 28, 2020. We have noted a decrease in average call volume of **86** calls per day since Paymentus implementation.
- Customer Service Appreciation Week was the week of Oct. 5- 9 and we celebrated the great work done by our Customer Service Department with a small celebration and Pizza!

Public Utilities

Lab Operations

- Field Operations added a sample station at Taylor Rd. and Country Lane for routine distribution sampling. Having a sampling station in a utility easement keeps City employees from having to sample from outside spigots at residents' homes.



Photo of new water sampling station at Taylor Rd. and Country Lane

Water Reclamation Facility

- SGS Construction continues making progress of the parking area for the sludge trailers at the Water Reclamation Facility.



Photo of continuing work for the Sludge Trailer Parking area at the Water Reclamation Facility

Engineering

- City Forester, Steve Edgar, worked with a local fishery to obtain 600 grass carp to be placed in the reclaimed lakes. These carp were permitted through Florida Fish and Wildlife Conservation Commission. Placing them in the lakes will help to control pond weed growing in both lakes. Steve has been working with FWC since early this year to get the carp delivered.



Photo of sterile grass carp being placed in the reclaimed lakes to help control pond weed

Virginia Monroe Stormwater Project Update

- The contractor continues to install drainage pipe for the project and working on the large stormwater ponds and pump station on Monroe.

Brown's Landing South

- Received partial clearance for the potable water system.
- Staff performed a preliminary site inspection of utilities.
- Engineering and Field Operations flushed the water system.



Photo of a fire hydrant flushing the water system for a partial clearance in the new subdivision

Paving for Fiscal Year 2020

- Contractor continued to work on list of streets to be paved. Last week the contractor milled and paved 1st Street, 2nd Street, Lemon Street, Joan Lane Circle, Tributary Lane, and Pheasant Ridge Drive.



Photo of paving contractor streets on the FY20 paving schedule

Public Works

Facility Maintenance

- Staff finished hanging sound panels in offices at the DLH City Center Annex and City Hall.



Photo of Staff Installing Sound Panels at the DLH City Center Annex and City Hall

- Crews patched, sanded and painted several offices at City Hall and the Annex.

Grounds

- Staff removed a tree out of the street on 5975 Broken Bow Lane that had fall after a storm.
- Staff assisted and helped prep the PD shooting range berms for sod with the drainage department.



Photo of Staff prepping the PD Shooting Range Berms for Sod

Drainage

- Crews modified the weir in the drainage structure behind 3616 Lex Ct. to improve stormwater conveyance.
- Crews made repairs to the sidewalk along Spruce Creek Rd. between Lone Oak Dr. and Central Park Blvd due to safety concerns.
- Staff assisted in reshaping the berms at the new police shooting range so they could be sodded and spreading asphalt millings inside one of the ranges.



Before and After Photos of the New PD Shooting Range

Roads

- Staff completed asphalt repairs at the corner of Orange Ave and Orchard Street due to a utility repair.
- Staff completes an asphalt repair at the corner of White Place and Riverside Drive due to a stormwater drainage repair.

- Crews repaired asphalt around a manhole in front of 217 Peppermint Way due to a utility repair.



Before and After Photos of an Asphalt Repair in Front of 217 Peppermint Way

Community Development

- On Wednesday, October 7th, the Staff Development Review Committee (SDRC) met virtually to review the following items:
 - A site plan modification to add nine (9) new mobile home units along with associated site improvements at Pickwick mobile home park. The location of the nine (9) new lots would be in the general location shown below.



Location map of the subject property located west of Clyde Morris, south of Colony in the Wood, indicating the general location of mobile home lot expansion on the northeast portion of the property, and stormwater improvements located on the northwest portion of the property.

- A site plan modification to revise the building footprint for the new Fysh Bar and Grill restaurant design along with minor adjustment to the grading and landscape plans related to the new building footprint. The new design of the Fysh Bar and Grill consists of accessible two-floors and a total of 456-seats (indoor and outdoor). The building permit and plans for the new Fysh Bar and Grill restaurant design is currently being reviewed by City staff.



Architectural rendering of the new Fysh Bar and Grill restaurant design

- Progress this week on the Dunlawton Medians project included the installation of sod in the remaining medians between Swallowtail Drive and Nova Road. The installation of sod in these medians was delayed due to wet conditions at the sod farms that delayed delivery. In the medians west of Nova Road, an application of a preemergent herbicide is scheduled to be done on Friday, October 9th (weather permitting). In the medians east of Nova Road, work crews continue stripping the old sod material and began installing irrigation piping in the medians between Nova Road and Jackson Street. Anticipated work next week will include completing the underground irrigation piping in these areas and beginning the installation of reclinata palms and ligustrum trees. There are no anticipated lane closures or night work on the upcoming schedule. At the weekly progress meeting held on Monday, October 5th, staff reminded VerdeGo about their responsibility during construction to maintain/remove weeds in the beds, median concrete curbing, and the asphalt at the end of the median.



Photos of work being done stripping the sod from the median and working in the median


City Manager

- The Assistant City Manager and staff from various departments are meeting next week to review a new proposed process in requesting solicitations for purchase in Workday. We hope this new process will be more streamlined and efficient going forward.
- Port Orange University Session 6 took place last night with Community Development! City staff did a great job discussing current and future development in our city; building permits, hiring contractors; and floodplain development. Then, city staff conducted an exercise where the class discussed what they would keep in Port Orange, change in the city and dream about what they want in our city. Another fun evening of the class getting to learn about Port Orange as well as getting to know one another!!



Photos from Port Orange University Session 6 with Community Development.

Bids

Status of Bids and Proposals											
											
City of Port Orange Procurement Projects - FY21											
Type	Bid #	CURRENT PROJECTS	Dept	Status	Issued Bid #	Proposal/Bid Release	Pre-Bid	Questions	Addendum	Proposal/Bids Open	Evaluation Date
ITB	20-09	Emergency Food Services and Supplies FEMA (RE-BID)	PR	<i>Draft In Process</i>	7/16						
ITB	20-11	Laboratory Analysis Services	PW	<i>ON HOLD</i>	6/4						
ITB	20-12	Wastewater Reclamation Facility Construction of Building	PW	<i>Draft In Process *Need approvals in Civic Clerk*</i>	5/19						
ITB	20-13	Dry Cleaning Services	PD/FD	Bid 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, Bid Request entered into Civic Clerk & Workday*</i>	6/16						
ITB	20-16	Ridgewood Ave and Farmbrook Rd Watermain Improvements	PU	<i>Draft In Process *Draft under Legal review; Needs approvals in Civic Clerk*</i>	7/21						
RFP	20-03	Structured Ethernet and Fiber Optic Cabling	IT	<i>*Need approvals in Civic Clerk and entered into Workday*</i>	4/6						
RFP	20-05	Technical Assistance with HUD Programs Consultant	FI	Proposal Released Proposal Opening 10/20	7/22	9/29	N/A	10/6	10/13	10/20	
RFP	20-06	Airport Park Playground Replacement	PR	<i>Draft in Process *Need approvals in Civic Clerk; Kickoff Meeting held on 10/7/20*</i>	8/26						
RFP	21-01	Solid Waste Collection Services	PW	<i>*Need approvals in Civic Clerk; 2nd Specs Meeting on 10/14/20 w/ Legal & PW*</i>	9/30						
Type	Bid #	COMPLETED PROJECTS	Dept	Status							
ITB	20-15	Parks Maintenance Renovations Equipment Storage	PR	COMPLETED 10/2020 - Under Evaluation							
Type	Bid #	FUTURE PROJECTS	Dept	Status							
ITB		Water Reclamation Facility Chlorine Skid with Mixer	PW/PU	Kick-off Meeting to be scheduled							
ITB		Pedestrian Crossing Signs	PW/PU	Researching sourcing information							
		Accessories & Installation Services for Fleet Vehicles & Equipment	PW	Researching sourcing information							