



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 23, 2020

City Manager's Weekly Update

Upcoming Events

October

- | | | |
|----|-----------|---|
| 26 | 5:15 p.m. | Environmental Advisory Board Meeting |
| 27 | 5:30 p.m. | City Council Workshop |
| 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 |
| 16 | 4:30 p.m. | Fire Pension Board Regular Meeting |
| 17 | 6:30 p.m. | City Council Regular Meeting |

Administrative Services

Information Technology

- IT staff spent several days with an intern from the Academy of Law and Government at Atlantic High School to introduce the student to all aspects of information technology within the City including GIS, network administration, server administration, operating the POGTV studio, and more.

Human Resources

- Open Enrollment for employees to make any necessary changes to their insurance coverages will begin Nov 2nd and will run through Nov 22nd. There will be no changes to benefits or premiums for the plan year that begins Jan 2021. More information will be sent out in the coming weeks.
- 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.**

Police Department

- First Step Shelter (10/15/20 – 10/22/20).
 - ❖ 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 10/16/2020 – 10/22/2020		<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	38	
Applications Approved	31	
YTD Applications Denied	4	
YTD Cats Spayed/Neutered	113	

Public Works

Facility Maintenance

- Staff installed touch free faucets in the lobby restrooms at the Fire Stations.
- Staff installed a new dish washer at Fire Station 75.



Photo of Staff Installing a New Dishwasher at Fire Station 75

- Crews checked electrical outlets on the light poles around the lake at City Hall for Trunk or Treat.
- Staff continued installing touch free soap dispensers at City Hall.

Grounds

- Staff added seasonal flowers to the City sign as well as the Police Department sign.



Photos of the Seasonal Flowers added to the City Sign and The Police Department Sign

- Crews trimmed back trees and other overgrowth at the Water Treatment Plant due to clearance issues and pushed back the right of way on Woodlake Drive.

Drainage

- Crews reshaped the parkage swale in Sweetwater Hills at the corner of Tumblebrook and Hills Blvd.
- The Boom mower maintained the banks on Spruce Creek Road.
- The Menzi Muck is still working at the Whiporwill Pond ditch.



Photo of The Menzi Working at The Whiporwill Pond Ditch

Roads

- Staff did sign maintenance at the corner of Coulter Lane and Stowers Street due to damaged signpost.
- Staff grinded the sidewalk on Halifax Drive in front of Aunt Catfish restaurant due to unsafe and hazardous conditions.
- Staff repaired the “NO Trespassing Sign” at the dead end on Cormody Lake Drive.



Before and After Photos of Staff Fixing the Damaged Sign on Cormody Lake Drive

Parks & Recreation

Athletics

- Youth Volleyball registrations opens on October 26.



Flyer for the Volleyball Youth League, which can be found online at <https://www.port-orange.org/195/Youth-Sports>

- Spots are still available for Freak Friday E-sports open play on October 30.



Flyer for the Freaky Friday Open Play Event, which can be found online at <https://www.port-orange.org/841/E-Sports>

Recreation

- The rescheduled 2nd Annual Fall Craft & Vendor Event will be held this Saturday at the Lakeside Community Center from 10 am – 3 pm. The event organizer has implemented new health and safety measures to prevent the spread of COVID-19. To find more information, please visit fortheLoveofshopping.net

Parks

- For health reasons, a new touchless faucet has been installed in the restroom at Causeway Park. This will make washing your hands touch free.



Photo of New Touchless Faucet installed in the Restroom at Causeway Park

Upcoming Events

- 10/31, 12 pm – 3 pm: Elevate Church drive thru trunk or treat at Riverwalk Park
- 11/8 – 11/14: Flags for Heroes at Riverwalk Park

Finance

- The Budget Team continues working with the Departments to identify budget corrections in preparation for closing out FY20.
- The Team, in coordination with Purchasing, is closely monitoring completion of FY20 procurement activities, to gather information related to Projects and Open Encumbrance balances to be included in the year-end carryforward budget resolutions for presentation to Council on November 17, 2020.
- Purchasing held a bid for Dry Cleaning Services, ITB 20-13, in Council Chambers this week.
- The Budget Team will continue to assist the Accounting Team with various assigned task (preparing closing entries, updating schedules) related to FY20 year-end.
- Customer Service decreased the number of shut offs by 280 to 198 by emailing and reach out to as many customers as possible.
- Customer Service has seen a decrease in calls since going live with Paymentus and all customer feedback with regards to the new payment system has been positive.
- Customer Service held interviews for their vacant Full time and Part time positions this week and Purchasing has the Purchasing Agent position currently advertised for potential candidates.

Fire Rescue

Fire Chief's Office

- The Fire Chief attended a virtual meeting with other EMS stakeholders in Volusia County to discuss proposed and pending changes to the EMS and transport system protocols. Staff closely monitors and changes or proposals that may have monetary or collective bargaining impact.
- The Command Staff and Emergency Manager attended our night at Port Orange University, which turned out to be a very well received and informative night for all attendees.

- Transports for Week 79: 28 emergent dispatches with 19 transports and 9 non-emergent dispatches with 7 transports. Response times are 7 minutes 56 seconds for emergent calls and 8 minutes 21 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 1,475 patients and 690 non-emergent calls with 502 patients transported.

Fire Safety

- The Fire Marshal met with Fire Alarm and Sprinkler contractors at Takara in Pavilion to discuss how to properly protect their new downdraft hibachi table.



Photo of an example of what table looks like underneath with fire suppression system in place

- The Fire Marshal performed an underground pressure test on 5 buildings at New Port Apartments at 1401 Reed Canal Rd.



Pic of pressure gauge holding 200PSI on underground FDC pipe

Fire Training

- Port Orange Fire Rescue training committee conducted Aerial ladder training for all firefighters. Participants practiced scenarios, while also recognizing hazards which may be present during operations. This course covers the knowledge and skills necessary to perform efficient and safe Aerial Operations.



Photos of aerial ladder training for all firefighters

- 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 Management began the revision process for the city 's debris management plan. The review will last a few weeks and changes to the plan will be made in conjunction with the Public Works department. The monthly Everbridge test and webinar took place on Thursday afternoon. This allows the user group to network and improve the system. Emergency Management also attended a virtual seminar on new CDC guidance for COVID-19. We need to remain vigilant of our social distancing and hygiene practices.

Public Utilities

Lab Operations

- Lab staff received another new sampling station this past week. Field Ops crews installed a new water sample station on Ocean Ave.



Photo of the new water sampling station installed on Ocean Ave.

Water Reclamation Facility

- Public Works crews did a great job trimming some oak trees at the WRF. The trees look great and the help from Public Works was definitely appreciated by the staff at the WRF.
- Concrete was poured on 10/22/20 for the Sludge Trailer Storage Lot project. The contractor now has the screens and grates to install and this project will be wrapped up soon.



Photos of the Sludge Trailer Storage Lot project concrete being finished by the contractor.

- Bryson Crane installed a rebuilt internal recycle pump on the treatment basin at the WRF. These pumps are crucial to the biological treatment process that reduces harmful nutrients to the environment.



Photos of a rebuilt internal recycle pump being installed at the WRF.

Engineering

Virginia Monroe Stormwater Project Update

- The contractor continues to install drainage pipe for the project and working on the large stormwater wet-wells.

Sweetwater Hills Drainage Improvements Project

- A change order for the remaining work on the project is scheduled for approval at the Nov. 3 Council meeting. This work will finish the job.
- Public Works staff has been cleaning the receiving pond for the project. See the Public Works section for detail.

Community Development

- The following Halloween related events have been issued a Minor Special Event. All of these events are to be held on private property. As part of approval process, the organizers for these events were required to provide guidelines to be followed at the events to adhere to the current CDC guidelines for outdoor events to keep volunteers and visitors safe. The approved guidelines included social distancing, face covering and sanitation plans:
 - 6015 Spruce Creek Road: Christ the King Church Trunk-or-Treat event will take place on October 31, from 4-6 PM at the church property at 6015 Spruce Creek Road. Traffic will enter from Spruce Creek Road and exit onto Central Park Boulevard.
 - 5664 S. Ridgewood Avenue: Tim's Corner Restaurant Drive by Trunk-or-Treat event will take place on October 30, from 6-8 PM at the Harbor Oaks Plaza property at 5664 S. Ridgewood Avenue. Local businesses will have assigned parking spaces to set up their trunks. Families will drive by and remain in their cars as they collect pre-filled candy bags. Cars will enter the parking lot from Farmbrook Road and exit onto Ridgewood Avenue.
 - 904 Taylor Road: Port Orange Christian Church Fall Festival will take place on the church property at 904 Taylor Road on October 24, 2020, from 12 – 6 PM. Parking will be available in the Church's existing parking lot.
- Progress this week on the Dunlawton Median Project included the installation of sod, shrubs, and mulch along with the completion of stripping the existing vegetation in the medians between Jackson Street and Oak Street. A directional drill at the intersection of Dunlawton Avenue at Yorktowne Boulevard was completed in preparation for the next phases of the median project west of City Center Parkway. Anticipated work next week will include City staff and the contractor tagging the existing crepe myrtles in the medians west of City Center Parkway for relocation to other areas in the City along with the installation of irrigation, shrubs and trees in the median between Jackson Street and Oak Street and preparing the median between Oak Street and Spruce Creek Road for vegetation removal. There are no anticipated lane closures or night work.



Photo of sod installation in first median east of Nova Road



Photo of trees and shrubs installed in median at Jackson Street



Photo of median east of Jackson Street stripped of vegetation

- On Tuesday, October 20th, staff held a Pre-Construction Meeting with the development team for a new Dairy Queen restaurant to be constructed at 3817 Clyde Morris Boulevard in the Palmetto Pointe development. The project consists of a multi-tenant building that includes a 2,586 square foot Dairy Queen “Grill & Chill” restaurant and a 1,426 square foot commercial tenant space. According to the contractor, construction is planned to start by the end of October and be completed in January of 2021.



Location map of the subject property at 3817 Clyde Morris Boulevard at the Palmetto Pointe shopping center (location of the Walmart Neighborhood Market).

- Plans for the Riverwalk Public Trail and Park Phase 3 have been submitted to the City for staff review. On September 15, the Council approved a design agreement between Halifax River Partners (HRP) and City of Port Orange for HRP to design and permit the unbuilt segment (Phase 3) of the Riverwalk trail before December 2020. Completing the design and permitting by December will allow the City to apply for two ECHO grant cycles (December 2020 and December 2021) to partially fund the construction of the trail and park. The Phase 3 trail and park segment will consist of a 20' wide trail along with utility upgrades, stormwater, landscape and irrigation improvements and connect the trail from its current terminus to Dunlawton Avenue.



Location map of proposed Riverwalk Public Trail and Park Phase 3 (concept shown), just south of Riverwalk Public Trail and Park Phase 2, north of Dunlawton Ave.

- Staff anticipates the submittal of a development application to construct a 195' monopole communication tower with concealed antennas on the east side of Williamson Boulevard, south of Town West Boulevard. The current industrial zoning of the subject property permits the construction of the 195' communication tower. Upon submittal of the site plan, staff will review for compliance with the recently approved wireless communication facilities siting code requirements in the Land Development Code. The proposed communication tower would be similar in appearance to the existing communication tower at the northeast corner of Madeline Avenue and Williamson Boulevard.



Location map of the subject property and proposed cell tower general location on the east side of Williamson Boulevard, south of Town West Boulevard.

- Early morning concrete pours were approved for Tuesday, October 27th, Wednesday 28th, and Thursday October 29th for the Advent Health project located at 5811 S. Williamson Blvd. According to the contractor, Robins and Morton, the concrete pour activity will start at 2:00 am. These activities are not anticipated to disturb Port Orange residents as there are no residential areas in close proximity. Weather permitting, the contractor has indicated that these are the last anticipated early pours.

City Manager

- The Assistant City Manager has been in contact with the Historical Trust. The organization's license agreement to use the modular building near Bushman Park expires early next year. The group has indicated it would like to extend its agreement and we will be bringing that before council in the coming months.
- Port Orange University Session 8 took place this week with Fire & Rescue and Florida City Government Week was celebrated this week from October 19-25, with the theme, "My City: I'm Part of It, I'm Proud of It," POFD staff did a great job providing an overview of Fire Operations, Fire Safety, Fire Training and Emergency Management! The class also was able to look at the Quint 72 truck! Florida City Government Week, sponsored by the Florida League of Cities, is a time to showcase cities and recognize the significant role played by city government in the lives of its citizens. Also, the city's latest podcast talks about Port Orange University and the impact it has made on the importance of municipal government. Check out the links below.

Spotify: <https://open.spotify.com/show/6fmErGelSg8azbYkUZPBG3>

iTunes: <https://podcasts.apple.com/.../the-pog-show/id1531493929>

iHeart Radio: <https://www.iheart.com/podcast/269-the-pog-show-72386910...>



Photos from Port Orange University Session 8 with Fire & Rescue

Bids

10/22 Status of Bids and Proposals					
City of Port Orange Procurement Projects - FY21					
Type	Bid #	CURRENT PROJECTS	Dept	Status	Issued Bid #
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	ON HOLD	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	20-14	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</i>	7/21
ITB	21-01	Water Reclamation Facility Chlorine Skid with Mixer	PW/PU	<i>Draft In Process *Need approvals in Civic Clerk; Kickoff Meeting to be Scheduled*</i>	10/20
RFP	20-03	Structured Ethernet and Fiber Optic Cabling	IT	<i>*Need approvals in Civic Clerk and entered into Workday*</i>	4/6
RFP	20-06	Airport Park Playground Replacement	PR	<i>Draft in Process *Need approvals in Civic Clerk*</i>	8/26
RFP	21-01	Solid Waste Collection Services	PW	<i>*Need approvals in Civic Clerk*</i>	9/30
Type	Bid #	COMPLETED PROJECTS	Dept	Status	
ITB	20-15	Parks Maintenance Renovations Equipment Storage	PR	COMPLETED 10/2020 - Awaiting Recommendation from Dept	
RFP	20-05	Technical Assistance with HUD Programs Consultant	FI	COMPLETED 10/2020 - Under Evaluation	
ITB	20-13	Dry Cleaning Services	PD/FD	COMPLETED 10/2020 - Under Evaluation	
Type	Bid #	FUTURE PROJECTS	Dept	Status	
ITB		Pedestrian Crossing Signs	PW/PU	Researching sourcing information	
		Accessories & Installation Services for Fleet Vehicles & Equipment	PW	Researching sourcing information	