



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, May 7, 2021

City Manager's Weekly Update

Upcoming Events

May

12	9:00 a.m.	Code Enforcement Special Magistrate Meeting
18	6:30 p.m.	City Council Regular Meeting
25	5:30 p.m.	City Council Workshop
26	9:00 a.m.	Code Enforcement Special Magistrate Meeting
27	5:30 p.m.	Planning Commission Meeting
31	10:00 a.m.	Memorial Day Ceremony

June

1	5:00 p.m.	Golf Course Advisory Board Meeting
1	6:30 p.m.	City Council Regular Meeting
9	9:00 a.m.	Code Enforcement Special Magistrate Meeting
15	6:30 p.m.	City Council Regular Meeting
22	5:30 p.m.	City Council Workshop
23	9:00 a.m.	Code Enforcement Special Magistrate Meeting
24	5:30 p.m.	Planning Commission Meeting

Public Works

Roads

- Staff completed sign installation prior to the opening of Powers Ave at Spruce Creek Road.
- The paving contractor (Masci) paved the following streets:
 - Village Trail, Herbert St., Turtle Creek Dr.
- Paving contractor will be resurfacing Aston Lane, Hugh St, Paige Street, Powers Ave Grant Street, Amber Cir, Eddy Lane over the next two weeks.

Drainage

- The contractor completed lining for the stormwater drainage pipe on Elda Lane. Staff dug a trench to give the water relief and allow it to go back to the river.



Before and after photos of the trench to relieve the water on Elda Lane.

Grounds

- Staff is continuing to maintain all irrigation throughout the City. The picture below is from a repair on Ridgewood Ave.



Before and after photos of the irrigation repairs on Ridgewood Ave.

Public Utilities

Field Operations

- Field Ops crew repaired a broken sewer lateral on Greenfield Dr. that caused the customer to have a sewer back-up in their home. The sewer cleanout cap was covered up by the concrete driveway, making access to the cleanout cap impossible. The crew installed a new cleanout cap and repoured the small section of concrete to make a seamless repair.



Photo of Field Ops crew cutting the driveway on Greenfield Dr.

Lab Operations

- Lab Manager, Paul Salerno, is teaching a class at the Florida Industrial Pretreatment Association Conference from May 4-7. This conference is designed for anyone in Pretreatment and the classes offered are specific to certain areas within Pretreatment.

Administrative Services

Information Technology

- GIS staff met with OnBase (the City's document management software) consultants to discuss integrating OnBase with GIS to create an online map that would allow residents to click on a property and view all applicable community development documents related to it, such as plans and permits. While a timeline hasn't been established yet, staff hopes to move quickly on this project to help alleviate some manual processes for community development staff, so they can focus on their SmartGov implementation.

Fire Rescue

Fire Chief's Office

- The Interim Fire Chief attended a pre-construction meeting for a weather station that will be mounted on the Dunlawton Avenue bridge by FDOT. The weather station will monitor water levels and wind speed. Port Orange Fire Rescue is currently trying to work with FDOT to have live access to the information.
- Transports for Week 107: 24 emergent dispatches with 16 transports and 14 non-emergent dispatches with 13 transports. Response times are 6 minutes 42 seconds for emergent calls and 8 minutes 32 second for non-emergent calls. We were sent outside of our corporate border 1 time this week. Since inception on April 15, 2019, we have been sent to 3,005 emergent calls and transported 2,063 patients and 996 non-emergent calls with 735 patients transported.

- Florida East Coast Railway will be rehabilitating the crossing surface on SR-421/Dunlawton Avenue and will be closing the road to protect the workers from Saturday, May 8th at 0600 until Wednesday, May 12th at 0600. The closing of this heavily traveled main road has the potential to extend emergency response times in the area. In preparation for this closure, the Interim Fire Chief along with the Volusia County EMS Director will be making adjustments to the staging of ambulances (see map location below noted D1) during to ensure appropriate response times to emergencies.



Graphic of railroad crossing closure detour route

Fire Operations

- Crews responded to two different car fires over the past week. Both fires were quickly extinguished. In regards to the first vehicle, the damage was limited to the engine compartment. The second vehicle was a total loss.

Fire Safety

- The Fire Marshal's Office continues to perform new business use inspections such as Salon 386 located at 4626 Clyd Morris Blvd, and The Law Offices of Aaron Delgado and Associates located at 301 Dunlawton Ave. These two businesses opened this week.
- The Fire Inspector performed hydrant flow tests in Brown's Landing South. This test is done to ensure that the hydrant bonnet is color coded properly so responding firefighters know how much water is available from a particular hydrant.

Fire Training

- Port Orange Fire Training Division hosted the monthly South East Region Fire (SERF) training committee meeting. In this meeting, they discussed upcoming disaster preparedness training during the month of May. They also discussed June and July topics, which are radio communications and water rescue training. Having neighboring departments operating and training as a seamless unit, allows for better service to the citizens of each community.
- The Training Division attended the virtual State of Florida 2021 Florida Fire Instructor Conference. In this conference, they discussed the high death and injury risks to firefighters during stressful situation at incidents and how to limit injuries.
- The Training Division provided American Heart Association CPR/AED training for various citizens and professional 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 Manager virtually attended the National Hurricane Center HURREVAC software training. This course teaches emergency managers about hurricane forecasting. This software helps guide managers in the days leading up to a storm's landfall.

Parks & Recreation

Project updates

- Airport Road Playground- A pre- construction meeting is scheduled for May 11th and work should begin mid to late June. Signs will be posted two weeks prior to closing the playground.
- The REC is scheduled to be awarded to Saboungi Construction on May 18th. The project came in over budget by \$1.4 million. Funding has been identified to cover the shortfall in unrestricted fund balance. If awarded, construction is expected to start in mid-June with an estimated completion date of June 2022.

Athletics

- E-Sports Double Trouble Tournament went very well this past weekend. A total of 22 kids participated for the largest tournament yet. What a blast!
- Flag Football registrations are open until May 9th.

Parks

- Parks staff pressure washed the tennis courts to remove the bird debris due to the nesting of the Ospreys on top of the light poles at Airport Park.



Photos of before and after tennis courts at Airport Road Park were pressure washed

Recreation

- The Get Fit Challenge wrapped up on Thursday, May 6th. Eighty-five participants spent 10 weeks working out and learning how to get active, eat well, and live healthy. The City is grateful to all of the local partners that made the program possible, including the presenting sponsor, the Port Orange Community Trust. Final weight loss numbers, and the names of the winners will be released next week and will be recognized at the May 18 City Council Meeting.
- Causeway Park has two small boats chained and locked to our piers and signs. Staff from Legal, Police and Parks & Recreation are working together to resolve this issue.



Photos of the small boats chained and locked to City's Piers and signs

Upcoming Events

- Staff is planning for a traditional Fourth of July Celebration at City Center. Social distancing and face masks are encouraged. The band Hayfire will be performing at the amphitheater and there will be food vendors, a car show, children's activities and of course fireworks. The children's area will be spread out around the circle to create more space for participants.
- Below is a link to the list of upcoming special events:
<https://www.port-orange.org/DocumentCenter/View/7654/Special-Event-Schedule-PDF>

Community Development

- On Wednesday, May 5, the Staff Development Review Committee (SDRC) met with the development team for the Colony in the Wood Mobile Home Park to review their site plan to construct a +/-400 square-foot maintenance building along with other associated site improvements near the main entrance. The maintenance building area will be screened with a fence and landscaping.



Location map of Colony in the Wood PUD at 4000 S. Clyde Morris Blvd., with general location of proposed building and yard relocation called out.

- On Monday, May 10, Cobb Cole (applicant) will be hosting a neighborhood meeting to discuss a proposed two-story multi-tenant commercial building along Dunlawton Avenue and a self-storage facility at 720 Dunlawton Avenue. The neighborhood meeting will be held at the subject property (720 Dunlawton Avenue) on May 10th from 6pm to 7:30pm and the applicant also intends to provide an option of viewing the meeting virtually through Zoom. The proposed development will require a rezoning from Agriculture (A) to Planned Commercial Development (PCD) and a site plan. The subject property has a Future Land Use designation of *Office/Residential Transition*, which would allow for the proposed uses and is located within the Eastport Business Center Community Redevelopment Area (CRA). The proposed PCD is anticipated to be reviewed by the Planning Commission and City Council in the Summer 2021.



Artist rendering of the proposed PCD at 720 Dunlawton Ave.



Location map of subject property at 720 Dunlawton Ave.

- The contractor for the Fysh Bar & Grill Restaurant at Riverwalk continues to install the underground utilities (plumbing and electric) for the restaurant building. According to the contractor, the installation of the underground utilities is anticipated to be completed late next week, and the restaurant concrete slab will be poured upon completion. Installation of underground stormwater structures continue in the parking lot areas.



Photo of construction work in progress on Fysh Restaurant at Riverwalk Park.



Photo of construction work in progress on Fysh Restaurant at Riverwalk Park.

Finance

- Finance is excited to announce the winner of our Comprehensive Annual Financial Report (CAFR) Photo contest:

Sheila Linssens from Customer Service with her submission of a beautiful photo taken at the Port Orange Pavilion. CONGRATULATIONS SHEILA!!! The CAFR will be printed with this picture as the Cover and the inside will have her photo credit. A message will also be posted on the City's social media page! Thank you everyone who participated and submitted such great photos making it very difficult for them to decide the winner.



A photo of the Port Orange Pavilion taken by Sheila Linssens of Customer Service

- As the Budget Teams prepare to review completed departmental budgets for the General Fund, the team is focusing on FY22 projections for personnel, Internal Service Allocations and revenues and debt service.
- Preparation for the Budget Workshop with Council, scheduled for Tuesday, May 25 continues.
- Meetings with Departments to discuss details of the FY2022-26 CIP (Capital Improvement Plan) requests are well underway. Meetings with the remaining departments have been scheduled for May 19. Requests will then be summarized for review with the City Manager on May 28.
- Human Resources continues to assist with the recruitment for the vacant Budget Analyst and Proprietary Funds Accountant positions.
- Customer Service decreased the number of shut offs from 220 to 52 by calling and emailing customers.

Police

- First Step Shelter (04/29/21 – 05/06/21).
 - ❖ Persons Contacted – 3
 - ❖ Persons Refusing Assistance – 3
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 1
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 203
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 35
- *From 1/24/2020

TNR Program Stats as of 05/06/2021	
YTD Applications Received	67
Active Colonies	54
Applications Pending Approval	1
YTD Applications Denied	10
YTD Cats Spayed/Neutered	212

City Manager

- At Tuesday night's City Council Meeting, Council presented Interim Assistant City Manager, Jamie Miller, with a beautiful, handcrafted business card holder, made by a citizen, for all her hard work and dedication as the Interim City Manager prior to the new City Manager's arrival.



A photo of Jamie Miller with her handcrafted business card holder

Bids

5/6

Status of Bids and Proposals



City of Port Orange Procurement Projects - FY21

Type	Bid #	CURRENT PROJECTS	Dept	Status
ITB	20-12	Wastewater Reclamation Facility Construction of Building	PW	<i>Draft In Process</i>
ITB	21-10	Canal View Blvd Runoff Management and Guardrail Repairs	PW/PU	<i>Draft In Review</i>
ITB	21-15	Citywide Street Striping	PW/PU	<i>Draft In Review</i>
ITB	21-17	Police Department Duct/HVAC Mold Remediation	PW/PU	<i>Draft In Process</i>
ITB	21-19	Dunlawton Bridge Boat Ramp Pavement Repair	PW	<i>Draft In Process</i>
ITB	21-20	Samms Avenue Pavement Repair	PW	<i>Draft In Process</i>
RFP	21-06	Incident Response Management System (IRMS)	PW/PU	<i>Draft In Process</i>
RFP	21-07	Internet and VoIP Communication Services	IT	<i>Draft In Process</i>
RFSQ	21-01	Professional Services for Design & Permitting of Local Agency Program (LAP) Projects	CD	<i>Draft In Review</i>
RFQ	21-03	Metal Building	PW	<i>Draft In Review</i>
Type	Bid #	COMPLETED PROJECTS	Dept	Status
ITB	20-15	Parks Maintenance Renovations Equipment Storage	PR	Awarded 11/2020
RFP	20-05	Technical Assistance with HUD Programs Consultant	FI	Awarded 12/2020
ITB	20-13	Dry Cleaning Services	PD/FD	Awarded 12/2020
RFQ	21-01	Parking Area Repair & Environmental Enhancement at Deck Down Under	CD	Awarded 12/2020
RFP	21-05	Executive Search Firm Services for City Manager	HR	Awarded 12/2020
ITB	21-05	Grapple Truck Replacement	PW	Cancelled by PW 12/2020
ITB	20-16	Ridgewood Ave and Farmbrook Rd Watermain Improvements	PW/PU	Awarded 02/2021
ITB	21-01	Water Reclamation Facility Chlorine Skid with Mixer	PW/PU	Awarded 03/2021
RFP	20-06	Airport Park Playground Replacement	PR	Awarded 04/2021
RFP	21-03	Workday Adaptive Planning Software Implementation	FI	Cancelled by FI 01/2021
ITB	21-03	Removal and Installation of Fencing at the Public Works Facility	PW	Awarded 03/2021
ITB	21-12	Accessories & Installation Services for Fleet Vehicles & Equipment	PW	Cancelled by PW 01/2021
RFP	21-01	Solid Waste Collection Services	PW	Awarded 02/2021
RFP	21-02	Wrecker Services	PD/FD	Notice of Intent to Award for CC approval 5/4
ITB	21-08	Pedestrian Crossing Signs	PW/PU	Cancelled (All Bids Rejected) 04/2021
ITB	21-02	Howes St and Orange Ave Watermain & Drainage Improvements	PW/PU	Awarded 04/2021
ITB	20-14	Fire Department Training Tower Excavation, Foundation, and Erection	FD	Awarded 03/2021
RFQ	21-02	Wooden Bridge Inspections	PW/PU	Awarded 02/2021
RFP	21-04	Broker Services for Employee Services	HR	Notice of Intent to Award Issued 3/17/21
ITB	21-14	Officials, Umpires, Referees, & Scorekeepers for Recreation Sports Programs	PR	Awarded 03/2021
ITB	21-06	Ponce Inlet Lift Station Building Remodel	PW/PU	Awarded 04/2021
ITB	21-04	Pest Control and Fertilizing for Athletic Fields	PR	Notice of Intent to Award Issued 3/22/21
ITB	21-07	Furnish & Install Embossed FRP Wall Coverings for Vehicle Maintenance Shop	PW	Awarded 04/2021
RFI	21-01	Implementation of Workday Adaptive Planning Software	FI	Completed 03/2021
ITB	21-13	Renovation and Expansion of the REC	PR	Notice of Intent to Award Issued 4/27/21
ITB	21-11	Emergency Food Services and Supplies FEMA	PR	Cancelled (No Bids) 04/2021
ITB	21-09	Herbert & Nova Master Lift Station Rehabilitation	PW/PU	Under Evaluation 04/2021
RFSQ	21-02	Riverwalk Park Phase 3 Water Oriented Features and Boardwalk	CD	Cancelled by Dept 04/2021