



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 28, 2021

City Manager's Weekly Update

Upcoming Events

May

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

Administrative Services

Information Technology

- Staff has received notification that the city's audit has been scheduled by the Florida Department of Law Enforcement (FDLE). This audit, which occurs every three years, is a technical audit of the systems and security in place for the Port Orange Police Department (POPD). Staff has until July 16th to provide requested documentation and questionnaires to FDLE. Once they review the deliverables, FDLE will schedule an on-site visit and interviews with IT staff.
- Staff is working to reroute fiber optic connections away from the city's gym in preparation for the remodel of the REC (Recreation Education and Culture). Currently, all east side facilities such as the Reclaimed Water Plant, Fire Station 71, Adult Center, and others all connect through the gym. Staff will be routing these connections through the Garnsey Water Plant during the remodel project.

Risk Management

- The Risk Management Division will have a new Risk Manager beginning June 5th. Bruce Hudecek has been selected to replace Grace Stewart who retires on June 4th. Bruce brings a wealth of knowledge and experience with him from his 23 years in the Army to his time at United Space Alliance and Universal Studios. He will be training alongside Grace through the end of next week learning the ropes. Make sure to stop in to introduce yourself and say "Hi!"

Fire Rescue

Fire Chief's Office

- Transports for Week 110: 36 emergent dispatches with 27 transports and 12 non-emergent dispatches with 9 transports. Response times are 6 minutes 31 seconds for emergent calls and 8 minutes 13 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 3,108 emergent calls and transported 2,137 patients and 1,030 non-emergent calls with 763 patients transported.

Fire Operations

- Two firefighters/paramedics were cleared with the Volusia County Medical Director as lead paramedics this week! Congratulations to Brandon Gray and Mikaela Cole!

- Crews responded to a report of a fire in District 72 that was located off Spruce Creek Road. Upon arrival, crews found and quickly extinguished a grass fire that had been started by a burned palm tree in the backyard. The fire had also extended to two sections of the fence.



Pictures of a grass fire being extinguished

- Crews responded to several critical motor vehicle accidents this week. Several patients were trauma alerted and transported to various local hospitals.



Pictures from three motor vehicle accidents this week

- An apparatus committee meeting was held this week with the city’s vendor Ten-8 to finalize the drawings for the new Brush Attack 75. This new brush truck will replace Tatra that is now out of service.

Fire Safety

- The Fire Marshal, along with The Bureau of Fire, Arson, and Explosions Investigations and the city’s Police Department CID (Criminal Investigation Department) detectives, investigated a fire in the women’s restroom at All Children’s Park. The fire is currently still under investigation.



Photo of a fire in the women’s restroom at All Children’s Park

- The Fire Marshal investigated a mulch fire at the corner of Dunlawton Ave. and Swallow Tail that also burned a portion of the gazebo on the corner. The fire was determined to be caused by spontaneous combustion of organic materials.



Photo of a mulch fire at the corner of Dunlawton Ave. and Swallow Tail

- New business use inspections were completed this week for Nick’s Creations (600 Oak St.), All Above Tent Rentals (5889 S. Williamson Blvd.) and Hear Again America (3510 S. Nova Rd.).

- A fire alarm and fire sprinkler system final tests were performed for Building #3 at The Atlantic Apartments located at 1401 Reed Canal Rd.



Picture of an inspector test flowing to sound the alarm

Fire Training

- Port Orange Fire training division conducted a (Private Fire Protection Systems) State Certification class. Firefighters from Palm Coast, Daytona Beach Shores and Port Orange completed this 45-hour class toward State fire safety inspector certification. This curriculum is the study of Private Fire Protection and Detection Systems such as sprinkler, fire pumps, standpipe systems, chemical extinguishing systems, detection systems and devices.



Photos of Port Orange Fire training division and other firefighters from Volusia County participating in a State Certification class

- 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 attended the G-191 Incident Command System/Emergency Operations Center (ICS/EOC) Interface course at Volusia County Emergency Management. This course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

Finance

- The review of the FY22 General Fund Departmental budgets is complete. The budget team is projecting personnel costs and finishing budgets for Non-Discretionary Expenses, including allocating Internal Service Funds.
- Work is also underway to finalize budgets for the remaining funds: Proprietary, Debt Service, and Special Revenue.
- The first of two budget workshops with Council took place this week. This first meeting was limited to a discussion surrounding the General Fund. The workshop provided an opportunity to present the FY20 Year-end information, year-to-date activity for FY21, and preliminary FY22 GF Revenue Projections. A second budget workshop is scheduled in June for a CIP (Capital Improvement Program) and all-funds budget discussion.
- With the receipt of Estimate Tax Roll Values from the Volusia County Property Appraiser this week, the team can begin fine-tuning the FY22 property tax revenue estimates.
- CIP meetings with Departments are complete, and information is being summarized for City Manager review.
- Customer Service lowered the number of delinquent accounts from 217 to 68 by calling and emailing customers.
- Finance has opened recruitment for an Assistant Budget Manager due to the recent promotion of Bruce Hudecek to replace Grace Stewart as Risk Manager.
- The recruitment for a Budget Analyst is still in progress.

On the horizon

- The Finance department is looking forward to welcoming Kristen Turner, the Proprietary Funds Accountant, who will start on June 7.

Police

- First Step Shelter (05/19/21 – 05/27/21).
 - ❖ Persons Contacted – 5
 - ❖ Persons Refusing Assistance – 5
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 218
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 49

*From 1/24/2020

TNR Program Stats as of 05/26/2021	
YTD Applications Received	67
Active Colonies	54
Applications Pending Approval	0
YTD Applications Denied	10
YTD Cats Spayed/Neutered	222

Parks & Recreation

Athletics

- The 10U baseball Championship game took place this week.



Photos of the 10U Baseball Championship Teams

Parks

- Next time you are out walking around the lake at City Center, stop and enjoy the view. A new Memorial Bench was recently installed next to Veterans Memorial Park, in memory of Christian Williams and David Bathrick, two young men who grew up in Port Orange and died tragically in a motor vehicle accident. Family and friends of both men have dedicated this bench to them.



Photos of Memorial Bench near Veterans Park at City Center

- Park Crews hydroseeded the drainage area between holes 10 and 11 at Cypress Head Golf Club.



Photos of drainage area between holes 10 & 11 prepared for hydroseeding



Photos of hydroseeding procedure completed along drainage area between holes 10 & 11

Upcoming Events

- On Monday, May 31, the City of Port Orange will hold the annual Memorial Day Ceremony at Veterans Park in City Center. The VFW Post 3282 will host the ceremony, which features a display of colors, speeches and a 21-gun salute.
- Looking ahead to July, staff is planning for a traditional Fourth of July Celebration at City Center. The band Hayfire will be performing live at the amphitheater and will have food vendors, 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.
- Please see a list of more upcoming special events by clicking on the link below.
<https://www.port-orange.org/DocumentCenter/View/7654/Special-Event-Schedule-PDF>

Community Development

- On Wednesday, May 26, the Staff Development Review Committee (SDRC) met with the development team to review a site plan for a 3,683 square-foot automated car wash facility including a single drive-through tunnel, 26 self-service vacuum stalls, and associated site improvements. The subject property is located at 3807 Clyde Morris Boulevard, an outparcel in front of the neighborhood Walmart. The subject property is currently zoned for commercial uses and is part of the Palmetto Pointe Planned Commercial Development. The proposed car wash is a permitted use according to the Palmetto Pointe Master Development Agreement.



Location map of subject property at 3807 Clyde Morris Blvd.

- The contractor for the Fysh Bar & Grill Restaurant at Riverwalk completed the underground utilities (plumbing and electric) and perimeter building wall foundations and anticipates pouring the concrete floor for the restaurant on June 2nd. Once the concrete floor is poured and cured, the contractor will begin to go vertical with the concrete masonry unit (CMU) block walls.



Photos of construction work in progress at Riverwalk Fysh Restaurant



Photo of construction work in progress at Riverwalk Fysh Restaurant

Public Utilities

Engineering

- The engineering division will oversee the upcoming road closure at the intersection of Devon St. and London Pl., which will begin on Monday, June 7 for approximately 4-6 weeks. The contractor is Gregori Construction and the project is part of the Citywide Stormwater Improvements. Signage will be in place and detour routes will be clearly marked and easy to follow prior to the closure.



Detour map graphic showing the upcoming road closure at the intersection of Devon St. and London Pl.

Public Works

Solid Waste

- The Street Sweepers continue cleaning residential areas as well as the major thoroughfares.



Before and after photos of the Street Sweepers cleaning the large dirt pile on a residential street

- The Street Sweepers cleaned the turn lanes and medians at Taylor & Williamson. They cleared them with a manual shovel, then swept up the piles with the sweepers.



Before and after photos of Williamson Road turn lane

Facility Maintenance

- Staff prepped and painted several areas in the fleet bays after the wall panel installation was completed.
- Staff finished painting the Dunlawton Ave./Ridgewood Ave. fountain.
- Staff started dry wall repairs at Public Works.



Photo of the staff repairing drywall at Public Works

Roads

- Staff repaired the dip in the shoulder of the road on Herbet Street.

- Staff grinded sidewalks in the Silver Creek Subdivision due to possible trip hazards.



Before and after photos of staff grinding sidewalks

- Below is a current list of roads that have been recently paved and will be in the coming week.

Street Name In Order	Date Paved	Council District	Length in Miles	From	To
Grant Street	5/11	1	.22	Virginia Ave	Monroe St
Lone Oak Dr	5/11 5/12	1	.24	Spruce Creek	Peggy Lane
Peggy Lane	5/11, 5/12	4	.37	Venters St	Saybrook
Shorline Cir N	5/12, 5/13	4	.10	Shoreline Dr	End of Road
Harms Way	5/14	2	.58	Willow Run Blv	Horizon View Blvd
Mellisa Dr	5/24	3	.30	Tracy Dr	Robbin Dr
Edna Ct	5/25	3	.03	Edna Drive	End of Road
Edna Drive	5/26	3	.29	Tracy Drive	Tracy Drive
Craig Ct	5/27	3	.21	Hidden Lake	Tammany Way
Tammy Ct	5/28	4	.05	Adrienne Ct	End of Road
Adrienne Ct	5/31	4	.13	Arash Cir	End of Road
Arash Circle	6/1	4	.63	Armin Ct	Adrienne Ct
Storybrooken	6/2	4	.10	Tributory	Creekwater

Graphic includes a list of roads recently paved and will be paved in the coming week

Drainage

- The Vac-con was out cleaning the drains at Maplewood and Marshfield Drive.
- The boom mower is currently out working along Oak Street.
- Three staff members passed the Florida Stormwater Association Operator Level 1.
- Crews removed the damaged drainage curb and repaired it at 28 Golden Gate Circle.



Photo of repaired curbing at 28 Golden Gate Circle

Grounds

- Staff continued maintenance on city irrigation systems.
- Crews uplifted and removed an unsafe tree that was diseased in the Raintree Subdivision, .



Before and after photos of a unsafe tree that was removed in the Rain Tree Subdivision


City Manager

- This week, the PIO invited Emergency Manager Shannon Ball to be a guest on WSBB radio. Shannon spoke about the upcoming hurricane season, which officially begins on June 1 and discussed what citizens need to do to prepare. Also, this radio appearance gave the Fire Rescue department the opportunity to provide details about hurricane preparedness to an additional audience.



Emergency Manager Shannon Ball with Aimee Ryan of WSBB Radio

Bids

5/27 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 Review</i>
ITB	21-10	Canal View Blvd Runoff Management and Guardrail Repairs	PW/PU	<i>Draft Approved</i>
ITB	21-15	Citywide Street Striping	PW/PU	Bid Released; Bid Opening 06/16
ITB	21-16	Digital Signboard at City Center	IT	<i>Draft In Process</i>
ITB	21-17	Police Department Duct/HVAC Mold Remediation	PW/PU	<i>Draft In Review</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 Review</i>
RFP	21-06	Incident Response Management System (IRMS)	PW/PU	<i>Draft In Review</i>
RFP	21-07	Internet and VoIP Communication Services	IT	<i>Draft Approved</i>
RFSQ	21-01	Professional Services for Design & Permitting of Local Agency Program (LAP) Projects	CD	<i>Draft In Process</i>
RFSQ	21-03	Professional Engineering Services	PW/PU	<i>Draft In Process</i>
RFQ	21-03	Metal Building	PW	RFQ Released; RFQ Opening 05/27
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	Awarded 05/2021
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	Awarded 05/2021
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	Awarded 05/2021
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	Notice of Intent to Award Issued 5/10/21
RFSQ	21-02	Riverwalk Park Phase 3 Water Oriented Features and Boardwalk	CD	Cancelled by CD 04/2021
ITB	21-21	City Center Field Renovations - JC	PR	Cancelled by PR 05/2021