



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, June 4, 2021

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *June*

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

#### *July*

14	9:00 a.m.	Code Enforcement Special Magistrate Meeting
20	5:00 p.m.	Parks & Recreation Advisory Board Meeting
20	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
27	6:30 p.m.	City Council Workshop
28	9:00 a.m.	Code Enforcement Special Magistrate Meeting

# Public Works

## Facility Maintenance

- Staff worked with the Parks staff to relocate offices from the gym to the Dorothy L. Hukill (DLH) City Center Annex in order for construction at the gym to begin.
- Staff painted the Deputy Director's office at Public Works.



**Before and after photo of staff painting the Deputy Director's Office at Public Works**

## Roads

- Crews repaired a STOP sign that was damaged due to a vehicle accident at the corner of Dubois Ave. and Landis Ave.
- The concrete contractor has completed sidewalk repairs in Willow Run South. The contractor continues work in Willow Run North and is about 25% complete. The work in that area is expected to continue through July.

- Staff repaired asphalt on Biloxi Court due to a utility repair.



**Before and after photos of the asphalt repair on Biloxi Court**

- The paving contractor began paving Harms Way this week. Arash Circle and Storybrooke Lane are scheduled to be paved next week.

### **Drainage**

- The Vac-con, a vacuum truck, cleaned all the stormwater spillways on Prissol Lane.
- Crews repaired the stormwater catch basin at the corner of Scott Street and Dianne Ave. due to the structure leaking near the pipe connection.
- The Kaiser has been transported to Cypress Head to clean out/re-establish the ditch banks.

- Crews repaired a bank washout at 767 Horseman Drive.



**Before and after photos of the bank washout at 767 Horseman Drive**

## **Grounds**

- Staff continues working on all City irrigation systems.
- Crews installed new irrigation piping and heads under the tunnel at City Hall.

## **Parks & Recreation**

### **Projects**

- The department received notification that the steel required for the REC (Recreation Education and Culture) will be delayed until October. Therefore, the project start date will be postponed until around August 15th. We will re-open the skatepark and open gym programs until construction is ready to begin.

## Events

- On Monday, May 31st the City hosted the annual Memorial Day Ceremony in partnership with VFW (Veterans of Foreign Wars) Post 3282. The event was well attended with beautiful weather. The ceremony was also broadcast over Facebook live for residents who could not attend in person.



**Photo of the 21 gun salute at the Memorial Day Ceremony at Veterans Park**

## Upcoming Events

- 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 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.
- 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>

# Police

- First Step Shelter (05/27/21 – 06/03/21).
    - ❖ Persons Contacted – 6
    - ❖ Persons Refusing Assistance – 6
    - ❖ Persons Not Eligible – 0
    - ❖ Shelter Intake – 0
    - ❖ Shelter Intake Refusal – 0
    - ❖ Other – 0
    - ❖ YTD Contacts\* – 224
    - ❖ YTD Shelter Intakes\* – 0
    - ❖ YTD Shelter Intake Refusals\* - 49
- \*From 1/24/2020

<b>TNR Program Stats as of 06/02/2021</b>	
<b>YTD Applications Received</b>	<b>67</b>
<b>Active Colonies</b>	<b>54</b>
<b>Applications Pending Approval</b>	<b>0</b>
<b>YTD Applications Denied</b>	<b>10</b>
<b>YTD Cats Spayed/Neutered</b>	<b>226</b>

## Administrative Services

### Information Technology

- Staff is working with a fiber optic cabling contractor to trace, locate, and mark all underground fiber surrounding the gymnasium in order to protect it from accidental damage once construction begins on the REC (Recreation Education and Culture). This includes marking the location of the underground fiber with orange spray paint as well marking where the fiber enters and exits the building.



**Graphic shows an ariel view of the city's gym**

- Staff, along with the Purchasing division, is working together to finalize the Invitation to Bid (ITB) for replacement of the inoperative sign board at City Center Pkwy and Dunlawton Ave. The specifications will include replacing it with a modern LED display capable of displaying full motion videos as well as images and text. Staff hopes to complete the draft ITB in the next couple of weeks.

### Human Resources

- Negotiations are under way with the Police and Fire Unions. In addition to negotiations, staff is working on a variety of potential models to address the minimum wage legislation.

## **Risk Management**

- Risk Management is in the process of working with the city's insurance carriers to obtain quotes toward renewing policies for Fiscal Year 22.
- Risk Management continues to work toward creating a culture of Safety First for the city's employees and citizens and would like to remind all employees to always be aware of your surroundings while performing your job functions, whether out in the field or in an office. Risk is developing some ideas toward hands-on safety training for employees in some interesting areas, including first aid/AED, fire extinguisher training, and motorcycle safety training.



**Graphic that states, "Think Safety is Everybody's Business"**

## **Fire Rescue**

### **Fire Chief's Office**

- The Interim Fire Chief attended the Volusia County Fire Chiefs' meeting held this month in Deltona. The main topic of discussion was P25 radio compliance.
- Transports for Week 111: 34 emergent dispatches with 22 transports and 9 non-emergent dispatches with 5 transports. Response times are 6 minutes 36 seconds for emergent calls and 8 minutes 14 second for non-emergent calls. We were sent outside of our corporate border 2 times this week. Since inception on April 15, 2019, we have been sent to 3,142 emergent calls and transported 2,159 patients and 1,039 non-emergent calls with 768 patients transported.



## Fire Operations

- Crews responded to a rollover motor vehicle accident on Dunlawton Avenue. One patient was transported to the hospital.



**Picture of rollover motor vehicle accident**

- Crews responded to a report of a small brush/grass fire at Sunrise Pointe Apartments on Richel Drive. The fire was small and quickly extinguished, but damaged four sections of vinyl fencing. The fire was determined to be set accidentally by someone shooting off fireworks.
- Crews responded to a report of structure fire at Ashton Point Apartments located on Williamson Blvd. Upon arrival crews found that the fire was held in check by a single sprinkler of the system, but the apartment has sustained some fire damage, as well as smoke and water damage. Crews worked quickly to ensure that all occupants of the 24-unit building had evacuated and were safe. Once everyone was accounted for, the fire investigation revealed that an air-fryer was the cause of the fire. The building was placed on fire watch until the maintenance crew could get a sprinkler contractor in to replace the sprinkler head.



**Picture of air-fryer that caused the apartment fire**

## **Fire Safety**

- A fire alarm and fire sprinkler final test was performed at The Atlantic Apartments Building #2 located at 1401 Reed Canal Road.

## **Emergency Management**

- Emergency management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters. The Emergency Management Partners meeting was held in person on June 3<sup>rd</sup> at the Volusia County Emergency Operations Center (EOC) and had numerous guest speakers. The National Weather Service Office briefed everyone on hurricane season. Preparation continues for next week's hurricane tabletop exercise.

## **Finance**

- The review of the draft Fiscal Year 22 General Fund Departmental budgets is complete. The budget team is finalizing projections for personnel costs and allocation of Internal Service Charges.
- Work is also underway to finalize budgets for the remaining funds: Proprietary, Debt Service, and Special Revenue.
- CIP (Capital Improvement Program) meetings with Departments are complete, and information is being summarized for the City Manager to review.
- Finance has opened recruitment for an Assistant Budget Manager, Budget Analyst, and a Proprietary Funds Accountant. Human Resources is assisting with scheduling interviews.
- Customer Service lowered the number of shutoffs from 220 to 66 by emailing and calling customers.

## **On the horizon**

- Several employees from Accounting will be attending online and in-person classes at Daytona State College for Excel courses from June – July.
- The Finance Director and other members have been attending James Moore 2021 Governmental Summer CPE series of webinars that started in May and will continue through July 14.

## Public Utilities

### Engineering

- As previously communicated, starting next Monday, June 7, the engineering division will oversee the upcoming road closure at the intersection of Devon St. and London Pl. for approximately 4-6 weeks. The contractor is Gergori 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.**

## Community Development

- On Wednesday, June 2<sup>nd</sup> the Staff Development Review Committee (SDRC) met to review the following development projects:
  - Modification to the previously approved Central Parc at Oakwater commercial site plan to repurpose it into a medical office complex that will be operated by Halifax Health. The site is located at the northeast corner of S. Williamson Boulevard and Oakwater Lane. The site plan reviewed includes an emergency room medical clinic (no overnight stays), a multi-tenant medical office building, and a multi-tenant commercial/office building.



**Location map of subject property at the northeast corner of Williamson Blvd and Oakwater Ln.**

- The subdivision plat and plans for Phase 2 of the Woodhaven Subdivision. Phase 2 is located on the south and west side of Williamson Boulevard and east of the Cypress Head Subdivision/Golf Course. Phase 2 consists of 229 single-family lots and 100 townhome lots on +/- 209 acres. In accordance with the Woodhaven Master Development Agreement (MDA), Phase 2 includes a 50-foot-wide landscape buffer along Williamson Boulevard and the boundary with Cypress Head Subdivision/Golf Course. At a May 2021 SDRC meeting, a portion of Phase 2 (+/- 66 acres) was reviewed, but due to the expanded size of Phase 2, a second SDRC meeting was held.



**Location map of subject property on the south and west side of Williamson Boulevard and east of the Cypress Head Subdivision/Golf Course**

- The contractor for the Fysh Bar & Grill Restaurant at Riverwalk began pouring the concrete floor for the restaurant on Thursday. According to the contractor, a second pour is scheduled for next Tuesday. Once the concrete floor is cured, the contractor will begin to go vertical with the concrete masonry unit (CMU) block walls.



**Fysh Bar & Grill Restaurant first concrete pour for the floor**



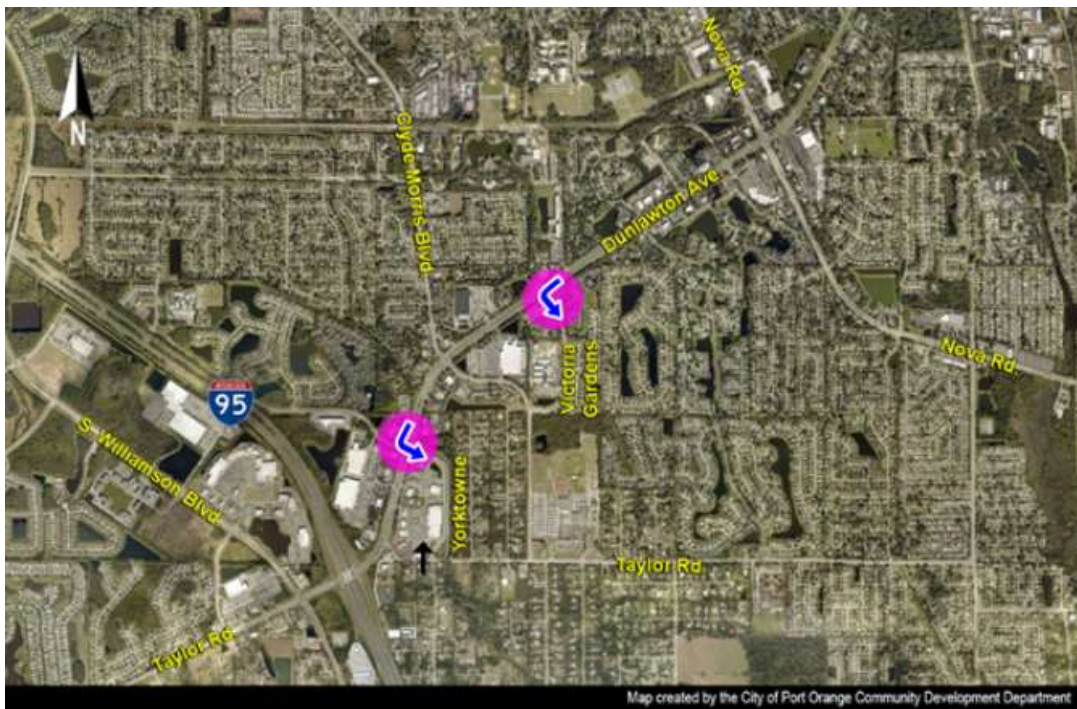
**Fysh Bar & Grill Restaurant first concrete pour for the floor**



**Fysh Bar & Grill Restaurant first concrete pour for the floor**

- Construction of the FDOT Push Button left turn lane extension projects at: 1) westbound Dunlawton Ave. at Yorktowne Blvd.; and 2) westbound Dunlawton Ave. at Victoria Gardens Blvd., have been postponed until August 2021. According to FDOT, construction of the turn lane extensions is anticipated to begin when the FDOT Dunlawton corridor adaptive traffic signal project is completed in late July. When completed, the extended turn lanes will provide additional stacking in the turn lane, allowing clearance of traffic travel in the westbound through-lanes, resulting in increased safety and effectiveness of the roadway to move westbound traffic. As part of the City’s Dunlawton median project, Bahia sod was planted, and irrigation was not installed in the areas where the turn lanes would be extended. Due to the dry conditions experienced over the last several weeks, the Bahia sod has turned brown in areas. Over the next two months, the grass should green up again with normal summer rainfall.

The intent FDOT “Push Button” project program is to reduce the time it takes to construct low-cost safety and/or operational improvement on a state roadway. This is done by having FDOT fund and complete all design, construction and administrative task associated with the two turn lane improvements. According to FDOT, expediting the construction of these low-cost safety/operational roadway improvements can reduce the number of crashes that could have occurred if the project followed the typically FDOT design/construction timeframe (3-6 years). Due to the low cost to extend the two turn lanes, these safety/operational improvements were selected as “Push Button” projects and FDOT will fund all design, construction and associated administrative costs.



**Location map indicating the left turn lane extension projects at: 1) westbound Dunlawton Ave. at Yorktowne Blvd.; and 2) westbound Dunlawton Ave. at Victoria Gardens Blvd.**



## City Manager

- Interim Deputy City Manager attended the FCCMA (Florida City and County Management Association) Annual Conference this week. A few topics discussed included:
  - How private-public partnerships can turbo-charge economic development
  - Long-term impacts of a \$15 minimum wage on local government operations
  - Increasing confidence and pride in local government
- PIO attended the annual PIN (Public Information Network) meeting at the Volusia County Emergency Operations Center that includes all Public Information Officers from around the County. This is the first meeting in person since the pandemic began. The main topic discussed was the 2021 Hurricane Season.

# Bids

6/3

## 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	Bid To Be Released 06/10 Bid Opening 07/15
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	RFP To Be Released 06/17 RFP Opening 07/22
RFP	21-07	Internet and VoIP Communication Services	IT	RFP To Be Released 06/07 RFP Opening 07/12
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>
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	Awarded 05/2021
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
RFQ	21-03	Metal Building - JC	PW	Under Evaluation