



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, September 10, 2021

City Manager's Weekly Update

Upcoming Events

September

13	4:00 p.m.	Environmental Advisory Board Meeting
21	6:30 p.m.	City Council Regular Meeting
22	9:00 a.m.	Code Enforcement Special Magistrate Meeting
22	5:30 p.m.	City Council Special Meeting (Final Millage Rate and Budget Hearing)
23	5:30 p.m.	Planning Commission Meeting

October

5	5:00 p.m.	Golf Course Advisory Board Meeting
5	6:30 p.m.	City Council Regular Meeting
13	9:00 a.m.	Code Enforcement Special Magistrate Meeting
19	5:00 p.m.	Parks & Recreation Advisory Board Meeting
19	6:30 p.m.	City Council Regular Meeting
25	5:15 p.m.	Environmental Advisory Board Meeting
27	9:00 a.m.	Code Enforcement Special Magistrate Meeting
28	5:30 p.m.	Planning Commission Meeting

Administrative Services

Information Technology

- Staff will meet next Thursday in Council Chambers to score the proposals for RFP 21-07 ‘Internet and Voice-over-IP Communication Services’. Five proposals were received from AT&T Enterprise, CenturyLink, ENA Services, Interactive Services Network, and Spectrum Enterprise. The highest scored provider will be awarded a 2-year contract for the city’s main 1 gigabit fiber optic internet access as well as phone and long-distance service. There is also an option for a 2-year renewal at the city’s discretion.

Risk Management

- Due to staff changes in the Risk Management Division, please ensure all communications regarding any risk management items are sent to risk@port-orange.org.

Human Resources

- Negotiations continue with the Police and Fire Unions. Police Benevolent Association (PBA) Lieutenants and staff have tentatively agreed to a multi-year wage article. The union membership voted to approve this article, which will now go to City Council for approval on September 21. The International Union of Police Associations (IUPA) have the wages articles open and International Association of Firefighters (IAFF) have the entire collective bargaining agreement open. All 3 expire on September 30.
- The National Association for Government Employees (NAGE) and staff have agreed to a Memorandum of Understanding (MOU) to change Article 28 Wages of the current Collective Bargaining Agreement (CBA) from a 3% pay increase for employees who have been employed with the city for a minimum of six months to a flat \$1.52/hour for all bargaining unit members. The union membership voted to approve this MOU, which will go to City Council for final approval on September 21.
- Staff continues to monitor the COVID-19 situation. As of the publication of this update, masks are required for employees who cannot social distance regardless of vaccination status. Staff is closely monitoring the situation and may change these protocols as the need arises. Employees are encouraged to continue to self-monitor for symptoms or close contact situations. If you are sick, DO NOT report to work. Follow the guidance of your medical provider.

Parks & Recreation

Athletics

- Youth Tennis registration is open until September 19.
- Rainbow Road E-Sports Tournament registration is open until September 15.



Flyer of the E-Sports Rainbow Road Tournament

Events

- 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>

Parks

- The Bocce Ball courts at the Adult Center have been power washed.



Before and after photos of the Bocce Ball courts

Fire Rescue

Fire Chief's Office

- Transports for Week 125: 31 emergent dispatches with 20 transports and 9 non-emergent dispatches with 8 transports. Response times are 6 minutes 45 seconds for emergent calls and 8 minutes 12 seconds 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 3,616 emergent calls and transported 2,484 patients and 1,182 non-emergent calls with 889 patients transported.

Fire Operations

- Crews responded to an unknown medical call on the small island just north of the boat ramps. One crew member was given a ride to the island to evaluate the patient via jet ski by a good Samaritan. The patient was then assisted back to the mainland and taken to a local hospital via ambulance.

- B-shift crews ran multiple motor vehicle accidents, several of which had patients that were Trauma Alerts. The patients were all transported to local hospitals for definitive care.



Photos of motor vehicle accidents that occurred this week

- A-shift crews worked a vehicle fire near Goodwill on Yorktowne Blvd. this week.
- All candidates for the upcoming Fire Lieutenant testing process met with Herb Smith of the JTS Association to review the procedures of the test. The written test is scheduled for Oct. 5th.

Fire Safety

- New Business Use Inspections:
 - Praia CBD and Wellness Co., located at 3930 S. Nova, unit 307.
 - Atlantic Creamery, located at 4066 Ridgewood Ave. (a change in ownership, where the business has been there about 3 yrs.)
- Annual Licensure Inspections:
 - Kid City USA, a daycare located at 3911 S. Nova Rd.

Fire Training

- Port Orange Fire training division hosted the monthly Southeast Region Fire (SERF) training committee meeting. In this meeting, we discussed upcoming regional training and the measures needed for the spike in COVID cases in our area. While training is one of the most important aspects of keeping a frontline department ready for service, we must also think of the responsibility to curb the possible transmission of COVID. The committee will still be planning future training events for the rest of the year. Having our neighboring departments operating and training as a seamless unit allows us to better serve the citizens of each community.
- We have also set up FLIR Thermal Imaging training for all Port Orange Fire Rescue firefighters. Thermal protection is paramount when leading interior attacks, and modern firefighters have far superior personal protective equipment (PPE) than their predecessors. Advancements in material sciences have continued to outfit the fire service with high-performance, high-mobility PPE; however, the societal adoption of modern building materials presents new dangers to firefighting. This thermal imager will allow firefighters to visually see the atmosphere they are entering even when visibility is lost due to smoke.



Emergency Management

- Emergency management staff participated in the Local Mitigation Strategy (LMS) quarterly meeting. This meeting was held virtually and discussed new and existing projects for funding by the BRIC (Building Resilient Infrastructure and Communities) and HMPG (Hazard Mitigation Grant Program) funding sources.
- Emergency management also attended the Strategic Planning Workshop sponsored by Volusia County Emergency Management. During the strategic planning workshop, we reviewed the Emergency Management Accreditation Program (EMAP) standards and our level of compliance. In advance of the strategic planning workshop, we were encouraged to revisit our organizational plans, policies, programmatic shortfalls, and future Emergency Management capacity building needs.

Public Utilities

Field Operations

- The field operations crew relocated a reclaim service for a customer in the Sabal Creek subdivision where an oak tree had grown over. The tree had caused the resident multiple leaks.



Photos of repaired reclaim water service in Sabal Creek

Engineering

- **Eden at Crystal Lake Apartments**
 - Engineering and Lab Operations collected bacteria samples prior to placing the new water line in service.



Photo of Staff collecting bacteria samples

- **Ponce De Leon Septic to Sewer**

- The contractor continues work on installing 8” gravity sewer main for Ponce De Leon Circle in Ponce Inlet. They have been having a difficult time battling the groundwater. However, the project remains on schedule.



Photo on work being installed on a 8” gravity sewer main for Ponce De Leon Circle in Ponce Inlet

- **Howes Street and Orange Ave.**

- The contractor set 2 large drainage structures at the corner of Howes St and Isabelle Ave. They will continue installing storm drain along Howes St.



Photo of stormwater inlet being set by the contractor

Public Works

Fleet Maintenance

- Staff received a new dump trailer for Public Utilities Field Operations.



Photo of a new dump trailer

Facility Maintenance

- Staff painted safety yellow on the curb at the fuel station at the Dorothy L. Hukill (DLH) City Center Annex.



Photo of the newly painted curb at the fuel station at the DLH City Center Annex

Roads

- The concrete contractor started working on the next set of scheduled sidewalk repairs throughout the city. The sidewalks located at Amber Circle and Sunset Cove were formed and poured last week. The contractor is currently working on sidewalks on Harms Way and surrounding streets for the next several weeks.
- Staff completed sidewalk grindings in the Town Park Subdivision at the corner of Mayfair Lane and Promenade Circle due to safety concerns.



Photo of staff gridding sidewalks in Town Park

Drainage

- The Kaiser is cleaning the Cross Creek ditch.
- The Boom mower completed mowing the ditch banks on Oak Street.
- The Vac-con cleaned the stormwater drains at the corner of Bruner Road and Stillwood Court due to debris blocking the inlets.

- Crews finished hydroseeding the retention pond at the corner of Bruner Road and Stillwood Court.



Photo of the retention pond on Bruner Road

- The Menzi is still cleaning the ditch along Silver Sands Middle School.



Photo of the Menzi cleaning the ditch along Silver Sands Middle School

Grounds

- Crews cleaned debris on the Dunlawton Ave. Medians and Rights of Way.
- Crews trimmed palm trees at the Ponce Inlet Lift Station.



Photo of the Palms that were trimmed at the Ponce Inlet Lift Station

Finance

- The FY22 Budget Development process continues to move forward. City Council tentatively approved the City's FY22 Operating Budget, as presented at the 1st Hearing on September 8, based on the Max Millage. The team will continue to discuss funding needs and adjust the budget as appropriate. To comply with TRIM (Truth in Millage) filing requirements, next steps are to advertise the proposed budget in preparation for the 2nd Budget Hearing scheduled for September 22 at 5:30 pm when approval of the final budget will be requested.
- Accounting staff along with Purchasing is in the process of closing out the Fiscal year 2021 and has set a deadline to all the Departments to submit their requests for Change orders and Purchase orders by September 24.
- Customer Service decreased the amount of shut offs from 245 to 56 by calling and emailing customers.
- Customer Service currently has 1,518 customers signed up with Paymentus, our online payment portal.

Police

- First Step Shelter (09/02/21 – 09/09/21).
 - ❖ Persons Contacted – 1
 - ❖ Persons Refusing Assistance – 0
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 1
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 266
 - ❖ YTD Shelter Intakes* – 5
 - ❖ YTD Shelter Intake Refusals* - 50
- *From 1/24/2020

TNR Program Stats as of 09/08/2021	
YTD Applications Received	79
Active Colonies	64
Applications Pending Approval	1
YTD Applications Denied	17
YTD Spay/Neuter for TNR	263
YTD Spay/Neuter for RTF	42

Community Development

- On September 23, the Planning Commission will be considering the following three items. All items require the subject property to have a public hearing notice sign posted and a letter sent to all adjacent property owners to notify them of the request and the upcoming Planning Commission meeting. On Wednesday, the subject properties were posted and the letters to adjacent property owners were sent. The items to be heard at the September Planning Commission meeting include:
 - A Special Exception to operate a mini-warehouse facility on a ± 2.3 -acre site located at 5404 S. Williamson Boulevard, on the south side of Williamson Boulevard, between the White Palm Apartments and the Springs at Port Orange apartments.
 - A request from the Christ the King Church for a variance from the Land Development Code to only install ± 409 lineal feet of sidewalk in lieu of the entire sidewalk along the south side of Central Park Boulevard. The request is related to the current site plan being reviewed for the Christ the King Church, located at the southeast corner of Spruce Creek Road and Central Park Boulevard.



Location map of variance request for 6015 Spruce Creek Rd.

- A request from the property owner of 79 Dunlawton Ave. for variances from the Land Development Code related to parking lot design, site landscaping, and setbacks along a public right-of-way to provide flexibility in development regulations to allow a property in Port Orange Town Center Community Redevelopment Area (CRA) to be redeveloped. According to the property owner, the redevelopment plan for the subject property includes the construction of a new structure for Millie's Landing, a casual riverfront restaurant with live entertainment, and will maintain the existing commercial marina and Two Jerks Seafood business located on the north side of site. The variances requested are similar to the variances previously approved with the redevelopment of the Dimucci site (51 Dunlawton), Benedict Advertising & Dunes Brewery (59 Dunlawton), and Jimmy Hula's (65 Dunlawton) in the Down Under area of the Port Orange Town Center Community Redevelopment Area (CRA).
- Starting on Monday, September 13th, and going for approximately two weeks, Traffic Engineering Data Solutions (TEDS), Inc. will conduct the City's Annual Traffic Counts on the City-owned local roadways. TEDS will **not** be conducting traffic counts on County or State maintained roadways. The traffic counts for the Port Orange local roads are used to monitor roadway capacity on City maintained roads as it relates to concurrency and will be used in preparing the annual Concurrency Management Report at the end of the year.
- This week, the site contractor for Publix began repaving the Dunlawton Square parking lot, located at the southeast corner of Dunlawton Avenue and Nova Road. The contractor anticipates completion of the work by Wednesday, September 15th. As part of the repaving work, portions of the parking lot have been or will be closed to vehicles.
- The contractor for the Fysh Bar & Grill Restaurant at Riverwalk continues to install concrete curbing and sub-base for the restaurant's parking lot along with constructing the turn lane improvements on Ridgewood Avenue. Also, installation of the roof panels commenced this week, and according to the contractor, once the roof is installed, the next step in construction is the exterior walls for the second floor.



Photo of parking lot construction activity at Fysh Restaurant at Riverwalk Park



Photo of roof panel construction activity at Riverwalk Fysh Bar & Grill restaurant site

City Manager

- Jamie Miller has been officially appointed to Deputy City Manager. She has been serving as Interim Deputy City Manager since January of this year. Congratulations Jamie!
- This week, we sent out a survey for employees to complete regarding the Orange Peel, the employee quarterly newsletter. We would like feedback on their overall interest of the newsletter, the content, etc. The deadline to complete it is Friday, September 24.

Bids

9/9 Status of Bids and Proposals				
City of Port Orange Procurement Projects - FY21				
Type	Bid #	CURRENT PROJECTS	Dept	Status
ITB	20-12	Wastewater Reclamation Facility Building Expansion - JC	PW	Need Recommendation of award approval from departemnt
ITB	21-17	Police Department Duct/HVAC Mold Remediation	PW	Need updated scope
ITB	21-21	Fencing Services	COPO	Bid Opening Date 10/12
ITB	21-22	Athletic Team Uniforms	PR	Draft under review
ITB	21-23	Repainting Water Treatment Plant Buildings and Structures	PW/PU	Draft in Process
ITB	21-24	Garnsey Water Plant Dewatered Lime Sludge Disposal	PW/PU	Draft under review
RFP	21-06	Incident Response Management System (IRMS)	PW/PU	Committee Evaluation in progress
RFP	21-07	Internet and VoIP Communication Services	IT	Committee Evaluation in progress
RFSQ	21-01	Professional Services for Design & Permitting of Local Agency Program (LAP) Projects	CD	Draft under review
RFSQ	21-03	Professional Engineering Services	PW/PU	Committee Evaluation in progress
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	Awarded 6/2021
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	PR	Cancelled by PR 05/2021
RFQ	21-03	Metal Building	PW	Rejected Quote
ITB	21-15	Citywide Street Striping	PW/PU	Awarded 07/2021
ITB	21-10	Canal View Blvd Runoff Management and Guardrail Repairs	PW/PU	Awarded 09/2021
ITB	21-20	Repair and Resurface Samms Avenue	PW	Awarded 09/2021
ITB	21-19	COPO Causeway Park Boat Ramp and Parking Repair	PW	Cancelled by PW 08/2021
ITB	21-16	City Center Entrance LED Sign Board	IT	10/5 agenda for CC approval