



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 1, 2021

City Manager's Weekly Update

Upcoming Events

October

5	5:00 p.m.	Golf Course Advisory Board Meeting
5	6:30 p.m.	City Council Regular Meeting
6	5:30 p.m.	Districting Commission Meeting
13	9:00 a.m.	Code Enforcement Special Magistrate Meeting
19	6:30 p.m.	City Council Regular Meeting
25	5:15 p.m.	Environmental Advisory Board Meeting
26	5:15 p.m.	Parks & Recreation Advisory Board Meeting
27	9:00 a.m.	Code Enforcement Special Magistrate Meeting
28	5:30 p.m.	Planning Commission Meeting

November

2	6:30 p.m.	City Council Regular Meeting
10	9:00 a.m.	Code Enforcement Special Magistrate Meeting
16	6:30 p.m.	City Council Regular Meeting
18	5:30 p.m.	Planning Commission Meeting

Public Works

Roads

- Staff completed asphalt work at the corner of Jefferson Avenue and Fox Place due to a leaking stormwater drain pipe that was repaired.
- Staff completed sign maintenance on Farmbrook Road and repaired signs that were knocked down.



Before and after photos of the sign that was knocked down

Fleet Maintenance

- Fleet Technician, Chris Gotimer, worked to modify the flatbed on truck #1735 for proper alignment with the gooseneck trailer hitch receiver.



Before and after photos of Flatbed Truck #1735

Facility Maintenance

- Staff patched and sanded walls in the Finance Directors office to prepare for painting.
- HVAC contractor replaced a damaged fan motor in the first-floor air handler at the Police Department.
- The lights around the lake at City Hall were repaired by an electrician.

Drainage

- The Vac-con was on McDonald Road and 6th Street to clean the stormwater pipes under the road.
- The Boom mower completed mowing the banks on Canal View Blvd. and Spruce Creek Rd.
- Crews removed the old, deteriorated drain grates in our drainage easement and replaced with new PVC pipe at 860 Christy Drive.



Before and after photos of the driveway drain pipe replacement

Grounds

- Crews continued lifting and trimming tree canopies in the Hamlet subdivision.

- Crews trimmed two oak trees at the REC that would impact future renovation construction. Additionally, crews removed a dead pine tree near Veterans Memorial Park due to a safety concern.



Photo of the Oak Trees that were trimmed at the Recreation Center

Public Utilities

Water Reclamation Facility

- Economy Electric started to repair broken electrical conduits to many lift stations throughout the city. The conduits have broken over the years due to exposure to the sun and being hit by lawn equipment.
- Chief Lift Station Mechanic, Lee Williams, worked with Sun Coast Fence to install a new vinyl fence at the Ocean Quest lift station in Ponce Inlet. The new fence is a vast improvement over the old wooden fence. Great job to all involved!



Photo of new fence installed at Ocean Quest lift station in Ponce Inlet

Engineering

- The contractor continues working on Melissa Dr. and Pagano Ct. The scope of work includes replacing storm inlets, pipe and constructing sidewalk ramps. This is the sixth and final location being repaired as part of the Citywide Stormwater Repair project. This \$575,000 project will be finished on time and on schedule.



Photo of storm pipe being installed on Pagano Court

Water Treatment Facility

- Water treatment plant (WTP) management has been working with Facilities Manager, Frank Flagg, to develop the scope for the roof replacement for the mechanics shop at the WTP. The initial draft was approved by all parties this week and staff will solicit bids for the project in the next few weeks.

Police

- First Step Shelter (09/23/21 – 09/30/21).
 - ❖ Persons Contacted – 3
 - ❖ Persons Refusing Assistance – 1
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 2
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 272
 - ❖ YTD Shelter Intakes* – 8
 - ❖ YTD Shelter Intake Refusals* - 52

*From 1/24/2020

- Sgt. Fleming and Officer Lamirande were invited to talk to the pre-kindergarten class at the New Life Academy this week about their neighborhood and community helpers. The class enjoyed checking out Sgt. Fleming's patrol vehicle.



Photos of Sgt. Fleming showing the class at New Life Academy

Parks & Recreation

Athletics

- The Port Orange Baseball Club donated and installed turf for the batting cages at City Center between fields 2 & 3.



Photo of turf being installed in the batting cages



Photo of new turf after installation

Events

- Port Orange Family Days Festival was held last weekend at City Center Park, hosted by the Port Orange Community Trust. Multiple City departments assisted to make this event possible. There were no major operational issues, and the event was well attended.



Photo of Rec Man in the Family Days parade

Also, the Port Orange Fire Rescue (POFR) crew covered the event on their Emergency Response Vehicle (ERV) and they also had several members walk in the parade on Saturday. In total, the crew treated only one patient during the event!



POFR participating in the Family Days parade

- The 321 Society is holding their Buddy Walk at Riverwalk Park on Saturday, October 2nd starting at 10 am. The 321 Society Buddy Walk is a Fundraising Event to benefit and bring awareness to the Down Syndrome Community. As well as the walk, there will also be music, vendors, and food. You can get more information about this event and what the 321 Society does at <https://www.the321society.com/>.

- 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>

Fire Rescue

Fire Chief's Office

- Transports for Week 128: 45 emergent dispatches with 32 transports and 9 non-emergent dispatches with 4 transports. Response times are 7 minutes 2 seconds for emergent calls and 8 minutes 15 seconds for non-emergent calls. We were sent outside of our corporate border 9 times this week. Since inception on April 15, 2019, we have been sent to 3,743 emergent calls and transported 2,570 patients and 1,211 non-emergent calls with 906 patients transported.

Fire Operations

- This week was busy for new paramedics! We had two more firefighters/EMT's cleared to be lead paramedics by the Volusia County Medical Director. Congrats to both Nick Dark and Kimberly Oelkers for obtaining their lead paramedic status!



Photo of Nick Dark



Photo of Kimberly Oelkers

- Crews responded to a reported structure fire at 1025 Eagle Lake Trail, Unit 301 on Sunday. Ladder 73 was the first unit on scene and found smoke showing from the eaves of a single-story multifamily apartment building. Initial investigation revealed that an improperly discarded cigarette caught a mulch bed on fire, which crept up to a fence, and then the exterior siding of the apartment building, pushing smoke into the attic space through the soffit. No structural damage was found and the quick actions of POFR saved the apartment building from suffering major damage.



Photos of a structure fire at 1025 Eagle Lake Trail

- Crews responded to a reported dumpster fire behind Sonny’s BBQ. The pre-connected “front jump line” was pulled and used to extinguish the fire. It was determined to be an accidental fire caused by improperly discarded smoking materials.

Fire Safety

- New Business Use Inspections:
 - Spectrum, an internet, cable, and cellular provider, located at 5509 S. Williamson Blvd #105.
 - Don Giovanni, a pizzeria, located at 1633 Taylor Rd, #5.
- Our Fire Inspector is continuing to get all of the schools in Port Orange inspected. This week, he inspected Silver Sands Middle School, located at 1300 Herbert St.
- The Fire Inspector visited DeLand Fire Department on Wednesday as an assessor for their Lieutenant’s assessment center. In total, he assisted with evaluating six DeLand FFs who are working to promote to the company officer level.

Fire Training

- Port Orange Fire training division hosted a Fire Service Building Construction class. Firefighters from Port Orange, Deland, Daytona Beach Shores, South Daytona and Ormond Beach attended the State of Florida certification class. Building Construction for the Fire Service (ATPC2120) is one of five classes required by the State of Florida to qualify candidates to take the State Fire Officer I and Fire Inspector I exam.



Photo of Port Orange Fire training division hosting a Fire Service Building Construction class

Emergency Management

- Emergency Management has spent the week planning for various disasters including building construction and collapse. These plans would help with the recovery efforts following a disaster. Incident response and short-term recovery set the stage for long-term recovery.

Finance

- With the Millage and Budget Adopted by Council on September 22, the team is finalizing adjustments and changes in Workday, as needed. As planned, the FY2022 Adopted Budget is being loaded this week and will be available for Departments to begin executing FY2022 transactions effective Monday, October 4.
- The Finance department is closely monitoring the completion of FY2021 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 16.

- We are excited to announce the hiring of two Budget Analysts who are expected to start next week. Robin Burriss will start on Monday, October 4. Most recently, Robin was an Administrative Specialist III with the City of Sanford. Her experience working with several municipalities in administration, operations, and budgeting is a valuable addition to the team. Sigrid Gold is starting on Tuesday, October 5. Sigrid comes to us from Volusia County School District where she has worked in Accounting for 6+ years. Sigrid's experience in customer service, accounting, and budget is a welcomed addition.
- Customer Service decreased the number of shutoffs from 171 to 32 by emailing and calling customers.

Community Development

- On Saturday, October 2, the Heritage Realty 1st Year Anniversary Party will be held at 209 Dunlawton Avenue from 11 am – 4 pm. Heritage Realty will have hotdogs and drinks for guests, along with games and music. There will also be a charity celebrity dunk tank with Sheriff Chitwood and Mayor Burnette.
- First United Methodist Church of Port Orange will hold their annual pumpkin sale from October 2 to November 1. Hours of operation will be from 9 am – 9 pm, Monday through Sunday. On Saturday, October 16, there will be a Fall Festival with bounce house, food and games from 10 am to 6 pm.
- On Sunday, October 3, Vortex Esports Arena, located in the Countryside Plaza at 3830 S. Nova Road, will host an outdoor music show with live bands in the Countryside Plaza courtyard on Saturday, October 2nd, from 6 pm – 10 pm.

- On Tuesday, September 27, a pre-construction meeting was held with the contractor for the Clean Machine Car Wash project, located on the east side of Clyde Morris Boulevard, south of Madeline Avenue. According to the contractor, construction is expected to start in mid-October and is anticipated to be completed in April 2022.



Proposed architectural elevation for the Clean Machine Car Wash project

- The sitework contractor for the Fysh Bar & Grill Restaurant at Riverwalk continues to install concrete curbing and sidewalks as well as compacting the base material for the restaurant’s parking lot and installing parking lot light poles. Work on the turn lane improvements in the Ridgewood Avenue medians is anticipated to be complete within two weeks. Also, construction of the exterior walls for the second floor continues and is anticipated to be completed in early October.



Photo of Fysh Bar & Grill Restaurant under construction



Photo of the parking lot under construction at Fysh Bar & Grill Restaurant

- On Friday, October 1, the Certificate of Occupancy was issued for Dunes Brewery. According to the owners, the brewery will open to the public on Friday, October 1 and begin serving six new varieties of craft beers that have been brewed on-site. Dunes Brewery is located under the Dunlawton Avenue bridge, between Jimmy Hula's and the Dairy Bar, in the Down Under area of the Port Orange Town Center (POTC) Community Redevelopment Area (CRA).



Photo of the interior of Dunes Brewery

Administrative Services

Information Technology

- Staff welcomed Luke Grasberger to the Administrative Services team this week. Luke comes to Port Orange from a managed services provider based out of Orlando and will take over the role of Information Security Administrator in the IT division.
- IT staff facilitated a demonstration of SeeClickFix for Code Enforcement. SeeClickFix is a product recently acquired by CivicPlus and is a replacement to the Citizen Request Tracker that is currently on the city's website for submitting concerns. Staff believes that SeeClickFix will provide a more efficient system for addressing citizen concerns along with better reporting capabilities and improved mobile access.

City Manager


- This week, staff participated in the 2021 Chamber of Commerce Leadership group. The day started with participants meeting the Mayors of Port Orange, South Daytona, and Daytona Beach Shores. Next, Council Member Foley, City Manager Clark and a Council Member from South Daytona discussed how governments operate including topics like home rule, the sunshine law, and charters. Everyone loved the visit to the Fire Station. Thank you to the crews for their fantastic demonstration. Lastly, the Parks and Recreation team met with the group to discuss all of the valuable services provided by the department and its significant impact on the city and our quality of life. Rec Man made a surprise visit! Additionally, B-shift Station 73 and Battalion Chief Meeske provided a mock training for the group. The attendees got to work as a team and advance a charged hose line and flow a firehose to knock down cones.

The group will be attending the October 5th City Council meeting. Thank you to all who supported the day.



Photos from the Chamber of Commerce Leadership Class event

Bids

9/30 Status of Bids and Proposals				
				
City of Port Orange Procurement Projects - FY21				
Type	Bid #	CURRENT PROJECTS	Dept	Status
ITB	21-17	Police Department Duct/HVAC Mold Remediation	PW	Draft under review
ITB	21-21	Fencing Services	COPO	Bid Opening Date 10/12
ITB	21-22	Athletic Team Uniforms	PR	Bid Opening Date 10/14
ITB	21-23	Repainting Water Treatment Plant Buildings and Structures	PW/PU	Draft under review
ITB	21-24	Garnsey Water Plant Dewatered Lime Sludge Disposal	PW/PU	Draft in process
RFP	21-06	Incident Response Management System (IRMS)	PW/PU	Notice of Intent to Award to be issued 9/29/2020
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	Scoring Meeting to be held 10/4/21 @ 2:00 p.m.
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
ITB	20-12	Wastewater Reclamation Facility Building Expansion	PW	10/19 agenda for CC approval
RFP	21-07	Internet and VoIP Communication Services	IT	11/2 agenda for CC approval