



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 8, 2021

City Manager's Weekly Update

Upcoming Events

October

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
28	5:30 p.m.	Planning Commission Meeting
31	5:00 p.m.	Halloween Fest

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 Utilities

Field Operations

- Field Operations crew replaced a water line on Kane Dr. that was wrapped in tree roots. The roots had caused problems for the water service.



Photo of water service repair damaged by tree roots on Kane Dr.

Water Reclamation Facility

- Ryan Jessup started on Monday, September 27 as the new Plant Mechanic at the Water Reclamation Facility. Welcome aboard Ryan.



Photo of Ryan Jessup, the new Plant Mechanic at the Water Reclamation Facility

- Veolia Environmental Services was on site to troubleshoot the filter systems at the reclaimed lakes. This effort is an attempt to lower the total suspended solids (TSS) at the reclaimed lakes.



Photos of Maintenance staff working on the filter out at the Lakes for the Reuse Distribution System

Engineering

- **Ponce De Leon Septic to Sewer (Ponce Inlet)**
 - Contractor continues to work on installing 8” gravity sewer main for Ponce De Leon Circle in Ponce Inlet. To date, they have installed the lift station wet well, 5 manholes, 17 laterals, and +/- 1,035 feet of 8” sanitary sewer gravity pipe.



Photo of new manhole set on Ponce De Leon Circle as part of the septic to sewer project

- **Citywide Stormwater Repairs**

- The contractor continues work on Melissa Drive and Pagano Court stormwater pipe replacement. This is the sixth and final location of this \$575,000 project. The project is on time and on budget.

Public Works

Facility Maintenance

- Staff replaced the photocell for the Eastport sign on Dunlawton Ave.
- Staff drained and cleaned the library fountain and pump house.



Photos of staff cleaning the library fountain and pump house

Roads

- Sign maintenance was completed at the dead end of James Asa Sikes Drive and various other areas for cleaning, updating stickers and changing out damaged signs due to vandalism.



Before and after photos of the chevron signs that were vanadilized with graffiti

Drainage

- The crew is working on finishing grading the retention pond at James Asa Sikes Drive.
- The crew cleaned pipes and basins with the Vac-Con at 1097 N. Swallow Tail Drive and at the corners of Monroe Place and Fox Place.

Grounds

- The crew picked up trash/debris from all major throughfares throughout the city.
- The crew continued working in the Hamlet subdivision, lifting tree canopies for vehicle clearance safety.

Parks & Recreation

Athletics

- Freaky Friday E-Sports Tournament will open next Monday for registrations.



Flyer for the Freaky Friday Smash Bros Tournament

- Youth Tennis League is full at capacity with 64 players. Our first tennis matches start on October 16th at Airport Road Park.
- Youth Fall Baseball/Softball games start on Saturday, October 9th at City Center Sports Complex.

Events

- Starting on Friday, October 15th, Touch of Magic Events will be hosting a Food Truck Rally every third Friday of the month at Riverwalk Park. Alongside the food trucks will be local vendors, bounce houses, and activities for kids hosted by local groups. For more information, you can find Touch of Magic events online at www.touchofmagicevents.org.
- We are excited to announce that the application for the 43rd Annual Port Orange Holiday Parade is available! This year's parade will take place on Sunday, December 5th, and the theme is "Christmas Around the World." We are excited to see all the creative float designs based around that theme. The application can be found on our website at www.port-orange.org/Calendar.aspx?EID=9616.
- 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 Seemor Dog Park will be closed the first Thursday of every month for flea and tick spraying.



Photo of the Dog Park Pavilion at Seemor Dog Park

Police

- First Step Shelter (09/30/21 – 10/07/21).
 - ❖ Persons Contacted – 5
 - ❖ Persons Refusing Assistance – 3
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 2
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 277
 - ❖ YTD Shelter Intakes* – 10
 - ❖ YTD Shelter Intake Refusals* - 55

*From 1/24/2020

- This week, the Port Orange/South Daytona Chamber of Commerce Leadership Class visited the city's Police department and was educated on the topic of Criminal Justice by Interim Chief Proctor. The class was also given a tour of the facility followed by a K9 presentation.



Photos of our police officers giving a K9 presentation to the Leadership Class

Administrative Services

Human Resources

- LinkedIn Learning for all employees has been launched. Each employee has been assigned a mandatory Respect and Civility in the Workplace training, which supports the new general administration policy that went into effect in June of this year. The deadline to complete this training is Friday, October 15th. Employees can contact the city's training administrator, Rachael Dougherty, at ext. 5558 or the HR main line at ext. 5560 with any questions or concerns.

Information Technology

- IT staff participated in a kick-off call with our project manager from Civic Plus to begin discussions on the redesign of the city's website. While the content will remain relatively the same, the redesign will include new color palettes, images, fonts, logos, layout, etc. Staff is looking for a bold and exciting layout to the website to promote new development and events within the city. The expected timeframe of the redesign can range from 3 to 6 months based on the amount of new and revised content.

- GIS (geographic information system) staff attended the Districting Commission Meeting where four different redistricting options of the city council districts were discussed and voted on.
- Security system company, Security 101, will be back on site at the police department on Monday, October 11 to complete the exterior surveillance camera replacement project. While some of the cameras were installed and configured several weeks ago, mounts for the remaining cameras were on backorder and just arrived. Once completed, staff will work with the vendor to begin planning for the replacement of the interior cameras.

Fire Rescue

Fire Chief's Office

- Transports for Week 129: 38 emergent dispatches with 27 transports and 10 non-emergent dispatches with 7 transports. Response times are 6 minutes 54 seconds for emergent calls and 8 minutes 47 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 3,781 emergent calls and transported 2,597 patients and 1,223 non-emergent calls with 914 patients transported.

Fire Operations

- Eight members of the Port Orange Fire Rescue (POFR) crew took the written portion of the Fire Lieutenant's promotional process. They will be moving on to the second phase, which tests the candidates' ability to handle things such as crew interactions, fireground tactics, team building, etc. Congrats to all on passing the written portion of the assessment.
- Crews responded to a motor vehicle accident with one of the involved vehicles on fire. In total, there were two patients, both of which were Trauma Alerts and transported to local hospitals for treatment.
- Crews assisted a citizen who locked both their keys and their dog in a vehicle. They were able to gain access into the vehicle without damaging it and reunited the dog and its owner.

Fire Safety

- The Fire Marshal attended the Daytona Regional Chamber of Commerce Soft Skills Youth Summit. This event helps high school juniors and seniors learn how various soft skills (such as attire, etiquette, work ethic, punctuality, and communication) will help them when venturing into the workplace.



Photo of the Fire Marshal speaking to juniors and seniors on how to learn various skills

- The Fire Marshal and Fire Inspector attended a meeting with the Volusia County Fire Marshal, The State Fire Marshal's office, and other local Fire Marshals to discuss the possibility of a county-wide Fire and Arson Task Force.
- New Business Inspections:
 - Coastal Nutrition, located at 4064 Ridgewood Ave.
 - Radiant Health Chiropractic, located at 209 Dunlawton Ave. Building #18
- Construction Inspections:
 - Fire Sprinkler and Fire Alarm Final on Building #14 of The Atlantic Apartments, located at 1401 Reed Canal Rd.
 - Fire Sprinkler hydro test at Acorn Mini Storage, located at 6250 S. Williamson Blvd.
- Annual Licensure Inspections:
 - Bright Beginnings Daycare at 840 Taylor Rd.

Emergency Management

- Emergency management attended the Local Mitigation Strategy (LMS) meeting this week. This was a special called meeting to discuss grant funding options for building resilient communities. The meeting was held virtually, and the discussion focused on upcoming funding for a few large projects in Volusia County. Staff also worked with some of the department members on the Incident Command System (ICS). We are currently working on a training plan for the entire city on ICS. This should rollout in early 2022.

Finance

- The FY22 Adopted Budget was available in Workday effective, Monday, October 4 to start the new fiscal year.

In addition, we have turned our attention to wrapping up FY21 which includes:

- Preparing budget related schedules as requested for the Audit
 - Preparing the FY21 year-end resolution (BER) for Council approval in mid-November,
 - Rolling open purchase orders (POs) into FY22 as requested by Departments
 - Reviewing and analyzing remaining budget for projects to be rolled into FY22
 - Preparing the budget resolution in FY22 to cover project and encumbrance carry forward
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- Help us welcome our two newest budget team members, Robin Burris and Sigrid Gold who joined the Budget team this week. They have been busy with new employee orientation, getting up to speed on Workday navigation, including budget amendments and running reports as needed for analysis. They are quick learners and are catching up fast.
 - After several months of searching, we would like to welcome Michael Wesler to the Finance team filling the Proprietary Fund Accountant vacancy. His first day will be Monday, October 11th. Michael comes to us from the State of Florida's Auditor General Office bringing with him over seven years of accounting and auditing experience. Michael is a licensed CPA and holds a bachelor's degree in Business Administration from the University of Central Florida and a master's degree in Accounting from University of Central Florida. Michael is expected to quickly contribute to the department not only because of his extensive auditing background but also his strong analytical skills and we feel he will quickly become a valuable addition to our team.
 - Last week, the Purchasing department welcomed Jennifer Cox (Jen) as our new Purchasing Agent. Jen most recently worked for Embry Riddle University as a Strategic Sourcing Purchasing Agent and prior to that, she worked for Southern Illinois University as a Procurement Specialist. We are excited to have her as part of the team.

- Customer Service Appreciation Week was October 4-8. The Department celebrated with a potluck of “Food from around the World” and the Customer Service Manager decorated the Customer Service Area in honor of the department.



- Customer Service decreased the number of shut offs from 175 to 101 by calling and emailing customers.

Community Development

- A building permit for interior renovations is under review for a medical marijuana dispensary (MUV Marijuana Dispensary) at 3880 Nova Road. The subject property is part of the Countryside Planned Unit Development (PUD) and is zoned for retail sales and services, which includes a retail pharmacy. According to the Port Orange Land Development Code (LDC), the definition of a retail pharmacy includes a medical marijuana treatment center dispensing facility operating in accordance with state law. The LDC allows the retail pharmacy use in any location that allows retail sales and services as a permitted use, subject to the 500-foot separation requirement from a public or private elementary school, middle school, or secondary school in §381.986 Florida Statutes. Prior to the review of the building permit, staff verified that the subject property meets the 500-foot separation requirement from a public or private elementary school, middle school, or secondary school.



Location map of subject property at 3880 Nova Rd.

- The sitework contractor for the Fysh Bar & Grill Restaurant at Riverwalk completed the parking lot curbing and started installing asphalt in the parking lot areas. They will continue to install the crushed concrete base material for the asphalt parking areas, and work on curbing and concrete separators for the turn lane improvements on Ridgewood Avenue medians. The contractor has been advised of Volusia County’s mandate regarding no lane closures for Biketoberfest from October 14-17. Also, the concrete masonry unit (CMU) exterior walls for the building have been completed and they are finishing up the CMU on the stairwell tower. The next phase in construction is mostly concrete work which includes finishing the slab on grade anticipated next week and proceeding with pouring the concrete for the second floor the following week. In November, the contractor anticipates electrical, mechanical, and plumbing work to begin inside the building.





Aerial photos of construction work at Fysh Bar & Grill at Riverwalk Park

- An Americans with Disabilities Act (ADA) Citizen Survey and online mapping tool were launched this week through social media, the city’s website, and emails to approximately 15,000 residents. Citizens are asked to provide ideas on where there are areas to improve accessibility, safety, connectivity, and what types of accessibility improvements are needed in the city. The data collected will be used to update the city’s ADA Transition Plan. The survey and online mapping tool are available at the links below:
 - ADA Transition Plan public access survey: https://www.surveymonkey.com/r/CityofPortOrange_ADA
 - ADA Transition Plan online mapping tool: <https://wikimapping.com/Port-Orange-ADA-Transition-Plan.html>

- This week, staff from Public Works removed the lighthouse sign at the northeast corner of Dunlawton Avenue and Ridgewood Avenue. On Thursday, Colliers International Florida, LLC (Colliers), the real estate brokerage firm currently under contract to market and list for sale property owned by the City and the Port Orange Town Center CRA, installed their sign at the northeast corner of Dunlawton Avenue and Ridgewood Avenue.



Before and after photos of the signage at the corner of Dunlawton Ave. and Ridgewood Ave.

City Manager

- This week, Mayor Burnette participated in the Volusia Legislative Delegation Open Public Hearing, where the purpose of the hearing was to share concerns of local and statewide importance regarding bills and other matters, posed for the Delegation to consider. Mayor Burnette discussed the City's legislative priorities that were approved by City Council, which are three critical infrastructure projects that are currently in design or ready for construction. The projects are the Halifax Sewer Force Main River Crossing, South Commonwealth Water Main improvements, and continuation of the Sanitary Sewer Pipelining.

The City Manager and Deputy City Manager were also in attendance.



Mayor participated in the Volusia Legislative Delegation Open Public Hearing

Bids

10/7 Status of Bids and Proposals				
City of Port Orange Procurement Projects - FY21-22				
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	Bid Opening Date 11/11
ITB	21-24	Garnsey Water Plant Dewatered Lime Sludge Disposal	PW/PU	Draft under review
RFO	22-01	Inspection and Plan Review Services	CD	Kickoff meeting scheduled 10/7
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	Intent to award under review
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	Awarded 10/2021
ITB	20-12	Wastewater Reclamation Facility Building Expansion	PW	11/2 agenda for CC approval
RFP	21-07	Internet and VoIP Communication Services	IT	11/2 agenda for CC approval
RFP	21-06	Incident Response Management System (IRMS)	PW/PU	11/2 agenda for CC approval