



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, March 6, 2020

City Manager's Weekly Update

Upcoming Events

March

16	5:00 p.m.	Parks & Recreation Advisory Board Special Meeting
17	6:30 p.m.	Regular City Council Meeting
24	6:00 p.m.	Budget & Visioning Workshop
26	5:30 p.m.	Planning Commission Meeting
31	5:30 p.m.	Parks & Recreation & Advisory Board Joint Workshop

April

07	6:30 p.m.	Regular City Council Meeting
21	6:30 p.m.	Regular City Council Meeting
23	5:30 p.m.	Planning Commission Meeting
27	5:15 p.m.	Environmental Advisory Board Meeting

Public Works Department

Building Maintenance

- Continued regular maintenance and preparation for the CALEA accreditation review at the Police Department.
- Finished installing lever door handles at Public Works for ADA compliance.

Drainage

- Kaiser is continuing work in the Pelham Drive ditch and pond.



Photo of the Kaiser working on Pelham Drive Ditch

- Crew repaired a failing storm drain at 660 Reilly's Rd.



Photo of employee, Anthony, repairing a failed storm drain

- Crew repaired a control structure on Pelham Drive including the skimmer boards.



Photo of Anthony repairing the skimmer boards

- Vac-con cleaned out the storm drain at Herbert Street and Francis Street.

Roads

- Completed sidewalk grinds in the Dunlawton Hills Subdivision due to unsafe and hazardous conditions.
- Installed safety signs on the Dunlawton Causeway and along Ridgewood Avenue for the up and coming Bike Week event.



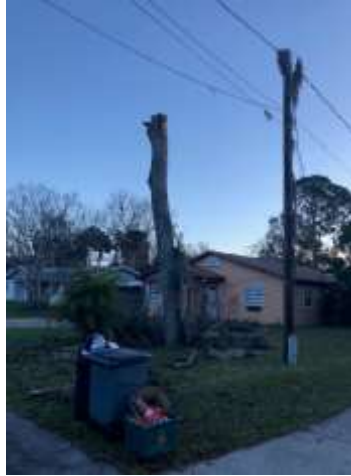
Photo of installed sign for Bike Week

Upcoming sidewalks to be repaired through January, February and March:

Halifax Drive (Maloney Funeral Home)
5090 Riverside Drive
407 Herbert Street
409 Herbert Street
410 Herbert Street
3643 Dame Street (Beacon Woods Sub.)
3647 Dame Street (Beacon Woods Sub.)
3730 Paige Street (Beacon Woods Sub.)
3650 Scotts Street (Beacon Woods Sub.)
3655 Scotts Street (Beacon Woods Sub.)
3656 Scotts Street (Beacon Woods Sub.)
3660 Scotts Street (Beacon Woods Sub.)
3486 Country Walk Dr. (Country Walk Sub.)
3489 Country Walk Dr. (Country Walk Sub.)
1103 Squirrel Nest Dr. (Gatewood Sub.)
21 Tula Drive (Brandy Hills Sub.)
39 Woodlake Drive (Ravenwood Sub.)
39 Woodlake Drive (Ravenwood Sub.)
4303 Zacary Lane (Town Park Sub.)
Town West Blvd. (West of Fire Station 75)
4 Crooked Pine Rd. (Summertrees Sub.)
10 Crooked Pine Rd. (Summertrees Sub.)
14 Crooked Pine Rd. (Summertrees Sub.)
23 Black Jack Circle (Summertrees Sub)

Grounds

- The grounds crew removed multiple trees that were deemed dead/dangerous by our Forester, Steve Edgar and hanging in the power lines. On Taylor Avenue, with help from FP&L trimming the branches off the wires, the crew removed the tree and cleaned up.



Before and after photos of tree removal on Taylor Avenue

- Crews need to work quickly and safely to remove the tree Orange Avenue.



Before and after photos of tree removal on Orange Avenue

- The boom mower pushed back the right of way on Nova Road to expose a buried fire hydrant.

- Our irrigation crew had a busy week with scheduled maintenance duties and major leaks on both Dunlawton Avenue and Ridgewood Avenue.



Photos of irrigation pipe repairs

Public Utilities

Field Operations

- Crew repaired a 6” main leak on S Atlantic Ave. no residents were affected.
- Crews also repaired a 2” force main on Taylor Rd. that the County hit putting in a 30” drainage line.
- Crews performed work on the 16” watermain air relief valve located on an island in the Halifax River.

Lab Operations

- Lab Analysts will be sampling at the new police gun range this week. A new well was installed to provide water to the facility. Certain analyses must be completed for the well to be officially in use. Sampling started on 3/2/2020 and is expected to be completed on 3/6/2020 as long as all samples pass.

Water Reclamation Facility

- Staff can now view and control the new chlorine system via VTScada at the WRF. This addition allows operators to trend chlorine residuals and make adjustments prior to going out of operating parameters.
- Plant Mechanics are trying to repair failed valves in the East Master lift station which is preventing the influent pumps from being cleaned. Rags and flushable wipes damage pumps at the WRF and make maintenance more difficult and frequent than need be.



Photo of clogged lift station pump. Rags and flushable wipes continue to be an issue in the collection system.

Engineering

- Logan Diving and Salvage began work this week on securing the 16” watermain and 36” reclaimed effluent line in the Halifax River. During an inspection it was observed that both lines were undermined and suspended off the channel bottom near the intercostal waterway. Over 4,500 bags of concrete will be used to secure the exposed/undermined pipe. Work is expected to take up to a month.

Parks & Recreation

Recreation

- The 7th Annual Get Fit Port Orange Health & Fitness Challenge kicked off last Sunday, March 1st. 150 participants will spend the next 10 weeks learning how to eat healthy and stay active by participating in a wide range of workouts and other activities.



Photo of Get Fit Attendees at the first scheduled work out

- Applications are now being accepted for Camp Counselors for the 2020 Port Orange Summer Adventures Camp. Program dates are June 8th – July 31st. Counselors will work 40 hours per week. Camp sites are yet to be determined. Apply online at www.port-orange.org/camp

Athletics

- Youth baseball and Softball opening day is on Saturday, March 7 at 9am at City Center Sports Complex field #2.

- Pop Up Parks will be held on Friday, March 13 from 6pm-8pm at Coraci Sports Complex. Free hot dog, chips and a drink to the first 200 people.
- Senior Games opening ceremony is on Thursday, March 19 at 1pm at the Port Orange Adult Center.

Parks

- Parks crew rebuilt the burned pavilion at Buschman Park.



Photo of burned pavilion and after the pavilion was rebuilt

- Overgrowth at White Place Field has been cut and trimmed back.



Photo of before and after cutting and trimming

Upcoming Events held at the Parks

- March 6th, 5pm – 7pm: Yoga in the Park- International Women’s Day - \$10/person.
- March 13th, dusk: Movie Under the Stars at the Amphitheater
- March 20th, dusk: Movie Under the Stars at the Amphitheater
- March 26th – 29th, all day: Spring Food Fest at City Center
- April 4th, 8:00 am: Art Life 5K at City Center
- April 5th, 8:00 am: No Dough VW Bus Show at City Center

Police Department

- This week, POPD underwent an on-site assessment for re-accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA). The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief Executive Officer (CEO), on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery – regardless of the size, geographic location, or functional responsibilities of the agency. Benefits of CALEA accreditation include; increased community advocacy, staunch support from government officials, stronger defense against civil lawsuits, reduced risk and liability exposure, and greater accountability within the agency.



Photo of Police Chief Tom Grimaldi, Assistant Police Chief, Bill Proctor and two re-accreditation assessors

- Ofc. Doyle spoke to several Workforce Education classes at Silver Sands Middle School about the profession of law enforcement. Workforce Education is a new program designed to help students become aware of the opportunities, requirements, and benefits of in-demand careers.
- First Step Shelter (2/27/20 – 3/04/20)
 - ❖ Persons Contacted – 18
 - ❖ Persons Refusing Assistance – 17
 - ❖ Persons Not Eligible – 1
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 70
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 4

*From 1/24/2020

Administrative Services

- Staff attended the 14th Annual Liability and Workers' Compensation Seminar in Orlando. Information sessions included Psychiatric, PTSD & Cancer Claims; Liability Case Law Update; and Marijuana Use and Other Workplace Issues.
- Recruitment training was held for managers to provide a comprehensive overview of the recruitment process in Workday. Evaluation training for managers continued in preparation for the upcoming annual evaluation cycle in April for all employees.
- A meet and greet was held with staff and the new team assigned for the Continued Value Services with Collaborative Solutions, who will provide ongoing assistance as needed with Workday configuration.

Fire Rescue

Fire Chief's Office

- The Fire Chief met with various other city departments attempting to make progress on the fire training tower project. In an effort to draft a scope of work and specifications to our purchasing division, staff of various departments have been meeting and collaborating while trying to make sure all the expectations and code requirements are being met from each stakeholder before we release an Intent to Bid for the tower project.
- The Fire Chief was interviewed by ESCI consultants, who have been hired by the City of Deland to complete a feasibility study of moving their department towards ALS services. Several Fire Chiefs from throughout Volusia County as well as the county Medical Director are providing information to this consulting firm to assist the Deland Fire Department with this initiative.
- Transports for Week 46: 31 emergent dispatches with 21 transports and 9 non-emergent dispatches with 6 transports. Response times are 7 minutes 04 seconds for emergent calls and 8 minutes 0 seconds for non-emergent calls. We were sent outside of our corporate border 6 times this week. Since inception on April 15, 2019, we have been sent to 1,174 emergent calls and transported 819 patients and 392 non-emergent calls with 281 patients transported.

Fire Safety

- A final inspection of the hood system for the Chicken Coop restaurant was completed this week. The restaurant hopes to open next week.

Fire Training

- Port Orange Fire crews along with the South East Regional Fire Departments participated in an VCSO Air 1 & AirCare drill at New Smyrna airport. This drill was organized by New Smyrna Fire Rescue and provided information and practical exercises that reviewed landing zone operations and the capability of these emergency helicopter transports.



Photo taken during AirCare drill at New Smyrna airport

- Port Orange Fire training division conducted continued operational training on acquired city property. Battalion Chiefs and Lieutenants organized the training performed which included many aspects of command, roof operation, forcible entry, hose operation and suppression training. This property will allow us to perform various training evolution so that firefighter can be proficient during actual fire conditions.



Photo taken of operational training on city property.

- Port Orange Fire training division conducted physical agility testing (PAT) for new hire firefighter candidates. The testing includes 5 areas that test the ability of the candidate to perform firefighter specific tasks. These include stair climb/descent, hoisting evolution, forcible entry, hose advance and victim rescue.
- Port Orange Fire & Rescue received delivery of our first forcible entry door prop. This prop is designed to train our firefighters safely, efficiently, and realistically how to enter all door styles for an effective rescue or fire operation.



Photo of Port Orange Fire & Rescue posing in front of forcible entry door prop.

Emergency Management

- Emergency Management has been in meetings with federal agencies over the Corona Virus. This network of professional agencies shares information and ideas on how to best prepare for a disaster like COVID-19 as well as natural disasters. It is important to know that the virus has not been detected in Port Orange. It is also very important to practice good hygiene.
- Public educator is getting ready for event season and preparing for the first event at City Center will be the Spring Food Festival.

Finance

- Staff continues working with the audit team from James Moore & Co. to complete the FY 2019 Comprehensive Annual Financial Report (CAFR). The FY2019 CAFR is scheduled to be presented by James Moore & Co. for acceptance by City Council on April 07, 2019.
- The Budget Team continues to focus on researching and assisting Department end users with Workday implementation issues related to budget and actuals data imported from NaviLine. The budget team in conjunction with Procurement and the Accounting teams is participating in discussion groups intended to identify and prioritize the various process issues affecting productivity. Working closely with the Accounting Team, significant progress was made this week towards correcting data import issues.
- Work has commenced on updating the FY2019 CAFR schedules assigned to the Budget Team, as well as the completion of the Local Highway Finance Report (ROADS Report) due at the end of March.
- Prep work continues for the FY21 Budget Development plan, including proposed timeline for completing and submitting initial budget requests.
- Schedules for Budget Kick-Off, Department meetings and timeline, will be communicated shortly.
- Volusia County Council voted on March 3rd to approve applications for the Airport Road Park Playground Replacement and REC Center Phase II. Final award agreements are anticipated in April.
- Finance and other departments attended the OnBase Contract Management Module presentation this week. The purpose of this Module is to add software for the efficient management of Contracts, which could also integrate with Workday.
- Finance and other Departments attended the Recruitment Process training in Workday and Customer Service Manager and Supervisors attended the Evaluation Training session this week presented by Human Resources.
- Customer Service experienced another busy week with shut offs starting at 346. Phone calls and emails were sent to those on the list and we were able to reduce the list to 208.

- On March 6, Amanda Lasecki, Grants Manager was recognized at the Shores Resort and Spa for her nomination as 2020 Business Report's 40 Under Forty, which will be published in the March Business Report Edition of the News Journal.



Photo of Dr. Scott Neils with Amanda Lasecki at the 40 Under 40 banquet.

On the horizon

- Finance Director will attend the City's Evaluation training March 10 as well as the FEMA procurement training on March 11, 2020.

Community Development

- A Pre-construction meeting was held with the engineer and contractor for the parking lot expansion at Palmer Chiropractic College Main Campus. The parking lot expansion is located at the north end of the campus and will add an additional 104 parking spaces, along with a center median sidewalk, stormwater improvements, and landscape. The project has also been designed to include a Tree Conservation Easement to preserve two live oaks of 62-inches and 33 inches and other existing smaller diameter trees will remain in non-paved areas. According to the contractor, clearing and site work is planned to begin in mid-March and the project is anticipated to be completed this summer.



Location Map Palmer College 104-space parking lot expansion site plan overlay, located just east of the Port Orange Gym

- A construction permit has been issued for the removal of the raised median at eastbound Madeline Avenue at the intersection of Clyde Morris Boulevard. The scope of work for this project includes removal of the raised median and replacement of the median area with asphalt and pavement markings to effectively lengthen the left-hand turn lane from eastbound Madeline Avenue to northbound Clyde Morris Boulevard. The work is being completed as part of the agreement with the developer for Eden Multifamily Apartments, an upcoming development project on Reed Canal Road. The contractor expects to start work within the next 7-10 days, with completion within 2 weeks from the starting date; temporary lane closures will occur as required for the work area.



Location map of eastbound Madeline Avenue left-turn lane construction area

City Manager

- The Youth Leadership Program has created an environmental challenge for our community. We hope that there will be a good response and we can highlight some of those later this year. Please encourage someone you know to take the challenge and let us know what they accomplished. The link to the information is here <https://www.port-orange.org/808/Youth-Leadership-Program>.

Citizen Survey

- The Citizen Survey closed at the beginning of the month and we had more people access the survey than ever before (3,449). However, there are many people who access it and don't answer any questions other than demographic information. We are working on weeding out those responses and will find the total valid response rate as we work on analyzing the data.

2020 Census Campaign


- This week, a video was posted on social media by Mayor Burnette about the 2020 Census.



On the Horizon

- Public Information Officer will be attending a PIN (Public Information Network) meeting at the county on Wednesday, March 11 where the Department of Health-Volusia will be providing an update on the Corona Virus, and Jim Judge, Director Emergency Management Director will share information about the upcoming hurricane season.

Bids

3/2 Status of Bids and Proposals						
						
City of Port Orange Procurement Projects						
Type	Bid #	CURRENT PROJECTS	Dept	Status	Proposal/Bids Open	Evaluation Date
ITB#	20-01	2020 City Wide Stormwater Repairs/Improvements	PW	Draft in process	Need Entered in WorkDay	
ITB#	20-05	Fire Department Training Tower Foundation	FD	Draft in process	Need Entered in WorkDay	
ITB#	20-06	Disaster Debris Removal and Disposal (FEMA)	PW	Rough Draft Completed		
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	Rough Draft Completed		
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	Draft in Process		
ITB#	20-09	Food Service (FEMA)	PR	Rough Draft Completed		
RFP#	20-02	Utility Billing	CS	Proposal Release 02-11 Pre-Proposal Meeting 2-25 Proposal Opening 03-17	3/17	3/31
RSFQ#	20-02	20" Force Main River Crossing Design	PU	Proposal Release 02-04 Pre-Proposal Meeting 02-18 Proposal Opening 03-09	3/9	3/11
RSFQ#	20-03	Architectural Services for Field Operations Building	PU		Need Entered in WorkDay	
Type	Bid #	COMPLETED PROJECTS	Dept	Status		
RFP#	19-01	Physical Facility Security and Surveillance	IT	COMPLETED 11/2019 - Awarded 2-25		
RFQ	20-20	HERBICIDE, PESTICIDE FOR MAJOR THOROUGHFARES	PW	COMPLETED 01/2020 - Awarded 01-06		
ITB#	19-15	SR 421 Dunlawton Median Landscaping Beatification (LAP)	CD	COMPLETED 12/2019 - Awarded 01-07		
ITB#	19-31	Mechanical Street Sweeping Services	PW	COMPLETED 01/2020 - Awarded 01-23		
ITB#	20-03	The ACE2000 Automated Closed Captioning Appliance	IT	COMPLETED 01/2020 - Awarded 01-27		
ITB#	20-02	Garnsey Water Treatment Plant Filter Media Placement	PU	COMPLETED 01/2020 - Awarded 02-10		
ITB#	19-35	Citywide Paving Project	PW	COMPLETED 01/2020 - Awarded 02-25		
ITB#	19-30	Scanning of Hard Copy Record	CD	COMPLETED 02/2020 - Awarded 2-13		
ITB#	20-04	Sale of Existing 50' x 100' x 16' Steel Metal Building PALACE	FD	COMPLETED 02/2020 - NO BIDS		
ITB#	19-27	Sweetwater Hills Drainage Improvements Re-Bid	PW	COMPLETED 02/2020 - Awarded 2-26		
Type	Bid #	FUTURE PROJECTS	Dept	Status		
ITN	20-01	Riverwalk Park	CM	Q2		
ITB		Canal View Blvd Guardrail and Slope Improvements	PW			
ITB		Howes St. Stormwater Improvements	PW/PU			
ITB		Design build for airport road playground replacement	PR	Q2		
ITB		Herbert & Nova Master Lift Station Upgrades	PU	Q3		
ITB		Ridgewood Watermain Improvements Farmbrook Rd	PU	Q3		