



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 20, 2020

City Manager's Weekly Update

Upcoming Events

April

21 6:30 p.m. Regular City Council Meeting

Public Works Department

Building Maintenance

- The Facility Maintenance Crew will continue to sanitize high contact areas, handrails and door handles two times a day at the Dorothy L. Hukill City Center Annex, City Hall and Public Works. The Custodial crew will sanitize at night. Crews installed hand sanitizing dispensers in several areas at City Hall.

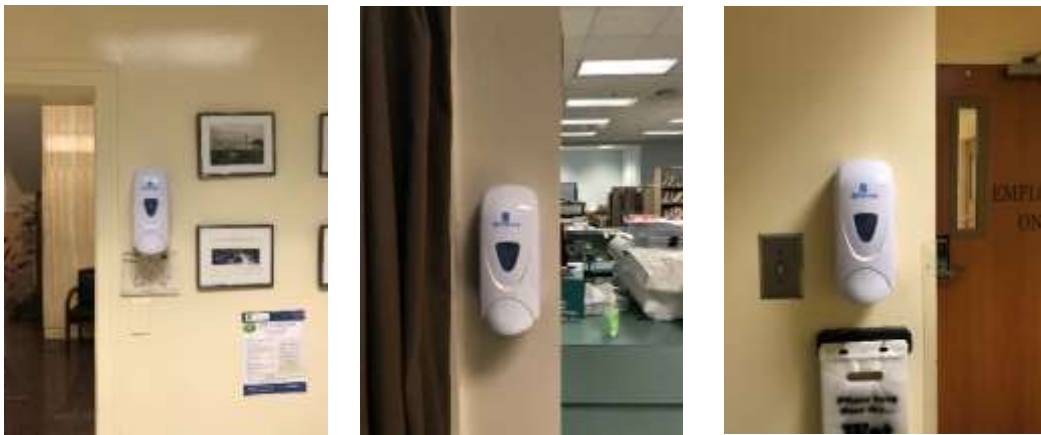


Photo of Hand Sanitizing Dispensers at City Hall.

Roads

- Crews finished asphalt repairs on Madeline Ave due to several dips and drop offs.

Drainage

- Crews repaired a failing drainpipe at Rusty Circle.

Grounds

- The entire crew participated in an all-day long irrigation class to learn about programming, troubleshooting, and repairing a 2-wire system. The same kind of system that is currently being used on Ridgewood and will soon be installed on Dunlawton. This information was very important and will help with future sustainability.



Photo of the 2-Wire Training Course

- The wall behind the homes on 1143 and 1117 Harms Way were removed by staff. The walls were damaged after trees had come down and damaged the walls beyond repair. We removed all the excess growth behind these walls and removed the section of wall the was in our ROW to prevent any more damage.



Before and After Photos of the Removal of the Harms Way Wall

- Crews removed the dead palm trees by the 95 off ramp onto Dunlawton.

Parks & Recreation

- All Children’s Park is ready for summer! The pump is repaired, and the misters are working.



Photos of the misters on at the All Children’s Park

- Spray Soft Exterior Cleaning Company cleaned and sanitized the playground equipment.



Photos of before and after cleaning completed by the Spray Soft Exterior Cleaning Company

Public Utilities Department

Field Operations

- Field Ops crews replaced an air release valve on an island in the Halifax River where the 16” watermain crosses the Halifax River.



Photo of new air release valve installed by Field Ops in the Halifax River

Lab Operations

- The police shooting range potable drinking water well sampling has been completed and cleared for use. Lab staff will complete the yearly checks on the water quality as per regulations.

Water Reclamation Facility

- The demand for reclaimed water has increased significantly over the past two weeks. The reclaimed system is now being supplemented with water from the reclaimed lakes and the augmentation wells are in full use.

Engineering

- The diving contractor continues work on the 16” watermain that crosses the Halifax River. A second leak in the pipe was discovered and quickly repaired. City staff is now in the process of performing pressure tests on the line. After the pressure test passes, staff will disinfect the line and perform bacteriological analysis on the line to get it back in service. The line will remain out of service until all requirements of the Department of Health are met.
- In addition, Logan Diving and Salvage continued work on securing the exposed 16” & 36” lines under the river bottom. Shifts in the river bottom due to hurricanes and other storms that produce currents have exposed the City’s 16” watermain and 36” wastewater effluent lines.



Photo Logan Salvage and Diving preparing to install more sandbags on the exposed 16” & 36” lines under the river bottom

- Contractor continues work on the South Commonwealth Water Main Improvements Project. All of the 6” fusible PVC pipe is now installed for the north side of the project (Niver St to Commonwealth Blvd), and a good portion of the south side (Niver St to Normandy Blvd). Additionally, all the pressure testing for the north side has been completed, and all the new water services have been installed. So far, the contractor has installed:
 - +/- 11,969 linear feet of 6” fusible pvc pipe
 - +/- 650 linear feet of 2” poly tubing
 - 16 fire hydrant assemblies
 - (21) 6” gate valves
 - 190 water services



Photo of 6” fusible PVC being installed during the South Commonwealth project

Water Treatment Facility

- Electricians are working with Ryan Sanders to add signal wire that will transmit weight levels to the operator's SCADA system. This project improves employee safety by eliminating the need for operators to physically climb the silos to check levels.



Photo of Economy Electric installing some new communication wires for level transmitters.

Police Department

- To reduce the exposure of our citizens and officers to the coronavirus (COVID19) and maintain the expected level of service, POPD has increased the hours of operation for records and desk officer personnel. We are also encouraging our residents and visitors who wish to file police reports for **non-emergency calls** and/or **reports for documentation** to initiate the process by calling **386-248-1777**. To maintain proper social distancing where circumstances allow, on-duty officers will be making preliminary phone calls the reporting parties to obtain additional information and ask necessary pre-screening questions.

- First Step Shelter (3/11/20 – 3/19/20)
 - ❖ Persons Contacted – 1
 - ❖ Persons Refusing Assistance – 1
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 80
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 6
- *From 1/24/2020

Community Development

Planning

- A pre-application meeting was held via teleconference for a 130-unit senior independent living community proposed to develop on +/-12-acre located at the southwest corner of Town West Boulevard and Williamson Boulevard. According to the developer, Cameron General Contractors, Inc., together with Resort Lifestyle Communities, the proposed development would be an age-restricted independent senior living development, that would include an all-inclusive resort-style community with live-in managers, a 24/7 medical alert system and concierge service, gourmet chefs, housekeepers, maintenance staff, a full-time lifestyle director, etc. In order to develop the property as a senior independent living community, the developer submitted a Land Development Code (LDC) amendment to add senior independent living community as a permitted use in the PC-A Workplace District, which was reviewed by the Planning Commission in February and will be heard by the City Council in April. The developer held a neighborhood meeting with adjacent residents on December 19, 2019, to discuss their proposal prior to submitting the LDC Amendment and going before the Planning Commission and City Council.



Location map of subject property located at southwest corner of Town West Boulevard and Williamson Boulevard

- The Staff Development Review Committee (SDRC) met via teleconference to review a site plan to develop a +/- 4,600 square-foot carwash with a motor vehicle storage facility at the southeast corner of Herbert Street and Nova Road. The property is zoned Highway Commercial (HC) and current zoning permits the proposed use.



Location map of subject property at southeast corner of Herbert Street and Nova Road.

- The contractor for Phase 2 of the King's Landing subdivision, located on the east side of Hensel Road, confirmed that two gopher tortoises have been located within the property boundaries. Their biologist was on site this week to coordinate the removal and relocation. In conjunction with this activity, the contractor will be notifying the surrounding property owners of the construction commencement for Phase 2 and installing the required erosion control silt fence barrier. Once the Florida Fish and Wildlife Conservation Commission (FWC) After-Action Report is submitted, the clearing of the existing trees and grading will begin. Phase 2 is comprised of approximately 41 acres subdivided into 45 single-family lots (13 one-acre lots and 32 lots of 20,000 SF) along with tracts of land for common area, tree preservation, and stormwater.



Graphic showing Phase 1 and Phase 2 of plans for King's Landing, with the tree preservation area delineated.

Administrative Services

- Staff has been monitoring the COVID-19 situation closely in conjunction with other city/county emergency management and HR personnel. Discussions are being held regarding any possible staffing change scenarios and policies/procedures are being drafted and reviewed as to how to manage these potential changes.
- Staff is researching software applications that could be used to potentially host meetings remotely but also allow for citizens to participate. Staff hopes to have a proof of concept developed by the end of next week to demo for the City Attorney to ensure it adheres to all applicable laws regarding public meetings.
- GIS staff integrated data from the Florida Department of Health into the internal Emergency Management dashboard in order to overlay COVID-19 statistics onto the dashboard. This update also includes plotting bars and clubs in Port Orange that have been ordered to close as well as restaurants ordered to reduce capacity.



GIS staff integrated data from the Florida Department of Health into the internal Emergency Management dashboard in order to overlay COVID-19 statistics onto the dashboard.

Fire Rescue

Fire Chief's Office

- The entire staff has been focused on drafting proposed policy to deal with the potential effects of COVID-19. We are looking at how to continue to safely operate our department, should we have a widespread sickness of 10%, 20% or up to 50% of our workforce. We are also looking at deployment modifications and developing alternative strategies, should this occur.
- The Fire Chief has been coordinating every other day conference calls of the Volusia County Fire Chiefs Association in order to keep Fire and Rescue operations organized and consistent. Each department by virtue of its size and staffing will continue to operate as autonomous as possible until and if conditions warrant otherwise.
- Transports for Week 48: 26 emergent dispatches with 16 transports and 13 non-emergent dispatches with 10 transports. Response times are 7 minutes 1 second for emergent calls and 8 minutes 0 seconds for non-emergent calls. We were sent outside of our corporate border 0 times this week. Since inception on April 15, 2019, we have been sent to 1,241 emergent calls and transported 860 patients and 409 non-emergent calls with 294 patients transported.

Fire Operations

- Crews responded to the Wellfields for an outside property at the hunt club. Upon arrival the fire was mostly self-extinguished and involved an R.V, a woods vehicle, and roughly an acre of burnt brush. The fire is currently being investigated by city and state officials.



Fire Safety

- All fire inspections have been cancelled until further notice due to COVID-19 concerns.

Fire Training

- Port Orange Fire training division has suspended operational training for the foreseeable future. All resources have been focused on the department wide support for response to COVID-19.

Emergency Management

- Emergency Management is reviewing documents for disaster contracts for the upcoming hurricane season.
- The EM along with the Assistant City Manager are working on documentation for the dock project reimbursement.
- All public education has been suspended due to the COVID-19 social distancing guidelines.
- The Emergency Operations Center (EOC) has been cleaned and is ready to open if the needed.
- Emergency management has asked departments city wide to start tracking time and activities for reimbursement if and/or when we become eligible.
- We continue to monitor the Florida Department of Health briefings to stay current with this fluid situation.

Finance

- The Finance Department along with IT is preparing laptops and remote access capability for those employees that are essential to operations and will work remotely.
- The Budget team joined the Finance accounting and Purchasing Teams at an Open Lab last Friday. It was well-attended with staff from Police, Code, Public Works, Risk, and Legal participating. The team members were able to assist end-users in quickly resolving issues encountered with processing transactions in Workday.
- The Accounting Team continues to make progress on correcting data import issues, which has been one of the root causes of budget check fails.
- Budget continues work the FY2019 CAFR schedules as well as the completion of the Local Highway Finance Report (ROADS Report)
- The Budget Team is working on designing WorkDay reports for use by departments in the FY21 Budget Development. The Budget Manager's Guide – Preparation Manual is being revised to reflect Workday terminology and process.
- Department meetings and completion timeline are being developed in preparation for Budget Kick-Off.
- Purchasing held the proposal opening for the Utility Billing Software, RFP 20-02 this week in Council Chambers – 11 proposals were submitted.


On the horizon

- The next ERP Steering committee meeting will be held Friday, April 24, 2020.

City Manager

- Public Information Officer continues to inform the public on COVID-19 via social media and website. PIO is working with other sister cities and the county on constant messaging.
- City Manager conducted a Facebook Live with updates on Thursday.
- Executive Order 4 was signed that states that “all City buildings accessible by the public shall be temporarily closed for regular business until further notice. City staff will remain available by appointment to conduct City business that cannot otherwise be accomplished via remote electronic means or telephonic platforms. Although the City’s drive-thru service will remain open to receive utility bill payments, the City encourages customers to use other available payment options including pay-by-phone, mail-in payment, and ACH payment.”

Bids

3/16 Status of Bids and Proposals				
				
City of Port Orange Procurement Projects				
Type	Bid #	CURRENT PROJECTS	Dept	Status
ITB#	20-01	2020 City Wide Stormwater Repairs/Improvements	PW	Draft in process
ITB#	20-05	Fire Department Training Tower Foundation & Building	FD	Rough Draft Completed n/specs Need Entered in WorkDay
ITB#	20-06	Disaster Debris Removal and Disposal (FEMA)	PW	Rough Draft Completed Need Entered in Civic Clerk
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	Rough Draft Completed Need Entered in Civic Clerk
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	Rough Draft Completed Need Entered in Civic Clerk
ITB#	20-09	Food Service (FEMA)	PR	Rough Draft Completed
RFP#		Riverwalk Park	CD	n/release and n/specs
RSFQ#	20-03	Architectural Services for Field Operations Building	PU	Draft in process n/specs 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
RFP#	20-02	Utility Billing	CS	COMPLETED 03/2020 - Evaluation under review
RSFQ#	20-02	20" Force Main River Crossing Design	PU	COMPLETED 03/2020 - Evaluation under review
Type	Bid #	FUTURE PROJECTS	Dept	Status
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