



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 27, 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.
- Staff installed two drop boxes at City Hall for utility payments/service applications and building permits and tax receipts.



Photo of Drop Boxes for Utility Payments at City Hall

- Staff pressure washed the tunnel and drive through area at City Hall.
- Street and parking lot lights were repaired around the lake at City Hall and the Police Department by a licensed contractor.

Roads

- Crews grinded several sidewalk issues in the Sterling Chase Subdivision due to unsafe and hazardous sidewalks.



Before and After Photos of Sidewalk Grinding in the Sterling Chase Subdivision

- Staff installed speed limit signs and sleeves in various locations for the Police Department.
- Striping Contractor finished the crosswalks and school legends on Herbert Street.



Photo of newly Striped School Legend on Herbert Street

Drainage

- Fountains are back up and working at City Center, Whiporwill, Locust St. and Spruce Creek Rd.
- The Gradall repaired/cleaned the ditch on Herbert Street.
- The Kaiser is still out working on the Sleepy Hollow ditch behind Publix/Allen Green property.



Before and After Photos of the Sleepy Hollow Ditch behind Publix

Grounds

- Staff repaired several irrigation breaks on Nova and Dunlawton.
- The grounds crew started off the week by removing the old flowers and installing new flowers by the entrance sign at City Center Parkway. Staff is working to restore the lighting in the rails of the sign. Many citizens drove by giving the crew compliments or the “Thumps Up”. It was nice to see people with a smile on their face in troubling times.



Photo of the Entrance Sign at City Center Parkway

- Staff also installed new plants around the Master Meter at Lamplighter.



Photo of the new plants around the Master Meter at Lamplighter

Next Week's Schedule

- Staff is planning to trim the oak trees around City Center.

Public Utilities Department

Field Operations

- Crews replaced an old water service that was leaking under the sidewalk on Knotty Pine Dr.



Photo of Field Ops crew installing a new water service on Knotty Pine

Water Reclamation Facility

- Brent Reed and Dave Caserta assist John Baller in troubleshooting an issue at the reclaimed lakes outfall control panel.
- Demand for reclaimed water remains high. Water is being utilized from the reclaimed lakes to supplement the system however, some residents may experience low pressures at times.

Engineering

- The contractor finished the repairs on the 16-inch and 36-inch pipelines under the Halifax River. City staff is obtaining quotes for various options to install a tap and new valve on the pipeline on Halifax/Fleming Ave. During this repair, it was discovered that the existing 16-inch valve is not closing tightly. This new tap will serve as the blow-off location during the line clearance and the new valve will avoid putting residents out of water during the final clearance activities required to return the watermain back into service.

Police Department

- First Step Shelter (3/19/20 – 3/26/20)
 - ❖ Persons Contacted – 13
 - ❖ Persons Refusing Assistance – 9
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 2
 - ❖ Other – 1 arrest, 1 Marchman Act
 - ❖ YTD Contacts* – 93
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 8
- *From 1/24/2020

Fire Rescue

Fire Chief's Office

- The department has been having two weekly phone conferences with the Volusia County Fire Chiefs, Florida Department of Health, Volusia County Emergency Management, Volusia County Sheriff's Office, and Emergency Management. Items of discussion have been the spread of the virus, strategy and tactics to maintain operational readiness.
- The department continues to monitor PPE burn rates. Due to the limited availability of PPE, we are following the CDC recommendations on different techniques to reuse. We have reached out to multiple vendors to develop backup plans on means to acquire additional PPE.
- Special thanks to our community partners at Lowe's Port Orange for a generous donation today of N95 masks, hand sanitizer, painting gowns and concentrated disinfectant. Their generosity at this stressful time is deeply appreciated!!



Fire Chief Ken Fustin and Lowe's Store Manager Adam Millus

- Transports for Week 49: 31 emergent dispatches with 20 transports and 11 non-emergent dispatches with 7 transports. Response times are 6 minutes 59 seconds for emergent calls and 8 minutes 1 second 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 1,272 emergent calls and transported 880 patients and 420 non-emergent calls with 301 patients transported.

Fire Operations

- The department took delivery of a backup ambulance from Edgewater Fire Department. We are in the process of cleaning, restriping and placing the unit in service as soon as possible. We'd like to thank Edgewater Fire Department for the generous donation to our fleet.



Fire Safety

- A controlled burn permit was issued for New Port Apartments (1410 Reed Canal Rd.). In order to burn, the contractor must coordinate with FL Div. of Forestry and get a permit number, once that is done the Fire Marshal's office will issue the city permit. Hazen construction has a burn pile monitor on site, and they're using an air curtain burner, which places a high velocity curtain of air over a defined burn chamber (a pit in the ground) to keep the fire hot and ensure a clean burn.



- At 8:52 pm on Thursday evening, Batt70, E74, E75, and L73 responded to an Ashton Lakes apartment for report of a structure fire on the 2nd floor of one of the apartment buildings. E74 arrived on scene and found that a single sprinkler head that was activated from a cooking fire saved an entire 24-unit apartment building from burning down. The quick actions of POFR members in shutting down the sprinkler system afterward confined water damage to only three units. DIV72 on scene and determined the fire to be accidental. Fire sprinklers save lives!



Photos from fire at Ashton Lakes apartment

Emergency Management

- Emergency Management continues to make additions to the emergency management plans regarding logistics and staging areas.

Administrative Services

- Staff is working diligently on preparing to implement the requirements set forth under the Families First Coronavirus Response Act (FFCRA) that was signed into law last week by President Trump. There are several facets to the FFCRA that will need to be administered which will include creating new absence and payroll codes in Workday. The new law goes into effect on April 1, 2020. A communication to employees with the pertinent information is forthcoming.
- IT staff is working on the technical plan to prepare for virtual City Council meetings if needed due to the closure of City Hall. Using a combination of applications, staff should be able to allow citizens to participate via Zoom, over the phone, in person from the 1st floor lobby, or submit questions and comments ahead of time through a web form.
- Due to the number of workers telecommuting globally, the major providers of video conferencing such as GoToMeeting, Zoom, Microsoft Teams, and others are at or over capacity. Many of them have begun to reduce the quality of audio and video allowed on their platforms in order to reduce

bandwidth. In addition, equipment such as conference phones, headsets, microphones, and webcams are in short supply from most resellers. IT has a small quantity in stock and, for now, still able to fulfill requests for equipment.

Finance

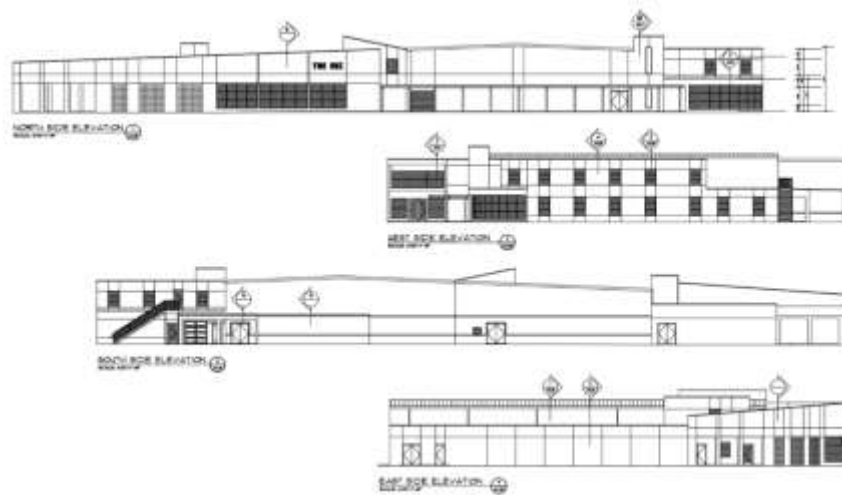
- The Grants Manager submitted a Florida Inland Navigation District grant application to request funding for design of water related features for the south portion of Riverwalk Park. Thank you to City Attorney and Community Development staff for providing required elements for the application.
- The Budget Team, some working from home, continue to focus on identifying and making corrections to data (Operating and Project budgets and actuals) imported into WD during implementation.
- FY2019 CAFR schedules and the Local Highway Finance Report (ROADS Report) are being finalized this week.
- Reports to facilitate the FY21 Budget Development have been designed in concept and assistance has been requested from Collaborative Solutions (CS) to create a custom report WD for use by Cost Center Managers.
- Revision of The Budget Manager's Guide – Preparation Manual updated with Workday terminology is in process.
- Prep work continues on the FY21 Budget Development plan, including proposed (Tentative) timeline for completing and submitting initial budget requests.
- Schedules for Budget Kick-Off, Department meetings and timeline will be communicated shortly - virtual meetings are under consideration
- Customer Service continues to receive payments via phone calls, drive thru, and at the various drop boxes located in the City. Workload slightly up.

On the horizon

- Annual GFOA Conference scheduled for May 17-20 has been cancelled. However, GFOA has offered the opportunity for attendees to participate in virtual presentations once produced. The Finance Director opted to participate as this conference is an excellent way to follow current trends in the profession.

Community Development

- A pre-application meeting was held on Thursday via conference call with the project engineer, Zev Cohen & Associates, for the proposed improvements to the City of Port Orange Recreation Building located at 4655 City Center Circle. The project includes interior demolition and repurposing of the existing building along with expanding the building, utility, drainage, and parking improvements. In addition to the SDRC members attending the meeting, staff from Parks and Recreation attend the meeting. The engineer anticipates submittal of the development application around mid-April. Below is an architectural rendering of the building after the renovation.



Building elevations of City of Port Orange Recreation Building

- A Pre-Construction Meeting was held with the development team for Chick-fil-a on Thursday for the proposed site improvements to the restaurant located at 1761 Dunlawton Avenue. The improvements include a 520 square-foot addition to the existing building along with a second drive-thru lane and related site improvements. The Chick-fil-a operations staff plan to close the store and drive-thru on May 2, 2020 to start construction and anticipate completing the improvements within 8 weeks. Chick-fil-a plans to continue food service through the drive-thru only until construction begins.

- A burn permit was issued by the City of Port Orange Fire Department for the disposal of vegetative and tree debris on the 29-acre New Port Apartments site located on the south side of Reed Canal Road, east of Clyde Morris Boulevard. Appropriate precautionary measures, such as burn curtains, will be utilized for safety, and the burn will be overseen by the Fire Department. The site has been approved for the development of a 310-unit apartment complex and related site improvements.



Location map of proposed New Port Apartments site located on the south side of Reed Canal Road, east of Clyde Morris Boulevard

- As part of the City’s response to COVID 19, the Building Department staff developed a virtual building inspection program for City building inspectors to perform “in-home” inspections without having to entering an occupied resident’s home. A virtual inspection is conducted between a customer (homeowner or contractor) and a City building inspector by using a video call on a smart phone or tablet. Customers must have a smartphone or tablet connected to WiFi or 4G/5G wireless service to be eligible. At this time, inspections for air conditioning change outs, water heater change outs, replacement windows, and other “in-home” inspections deemed appropriate by the Building Official will be done virtually. As part of the program, staff developed instructions which have been posted on the City’s website and will provide contractors and homeowners with step by step instructions to conduct a virtual building inspection. In the future, the building

department plans to continue to use the virtual inspection and expand the type of permits that can be inspected virtually. Inspections for new construction or the exterior of an occupied home will be done in person as usual. If anyone on the job site appears to be sick, ill or not feeling well, the inspector may cancel the inspection. We have instructed all staff and site contractors to follow the Center for Disease Control's guidelines on hand washing and social distancing of 6 feet.

- The Development Order for the Riverwalk Restaurant (Fysh Bar and Grill) site plan has been issued and the building permit for the restaurant was submitted on March 25th and is under review. According to the site contractor, site work is anticipated to begin in late April. The developer, Halifax River Partners (HRP), has also indicated to staff that due to unforeseen circumstances in preparation of the building plans, a request to amend the Riverwalk Master Development Agreement will be made this summer to extend the completion date for the Fysh Bar and Grill and associated site improvements (parking lots, turn lanes, stormwater, landscaping, and sidewalks). The current completion date requirement for the restaurant and site improvement is November 20, 2020.



Artistic renderings of Riverwalk restaurant (Fysh Bar and Grill)

Parks & Recreation

Athletics/Recreation

- News Updates every day at 7pm POPR NEWS, Facebook and YouTube. Rec Man's kitchen, crafts, activities, and more to come, stay tuned!



Photo from COVID-19 Daily Update Introduction



Photo of Rec Man's Kitchen Episode 1

Parks

- Crews installed Split Rail Fence



Photo of crew working on Split Rail Fence



Photo of completed Split Rail Fence

- Crews repaired All Children's Park Playground Surface



Photos of All Children's Park Playground Surface – Before and After

- Crews are moving up scheduled maintenance of the ballfields. Rolling and aerating the fields at Coraci.



Photo of Parks Crew rolling Coraci Fields

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.
- Will be launching a community campaign, “Hearts for Hero’s” with other Volusia County cities that Ormond Beach initiated to bring community together to show appreciation to first responders and healthcare workers.