



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, April 3, 2020

City Manager's Weekly Update

Upcoming Events

April

- | | | |
|----|-----------|--|
| 7 | 5:30 p.m. | Special City Council Meeting COVID-19 update |
| 21 | 6:30 p.m. | Regular City Council Meeting |

Public Works Department

Fleet Maintenance

- Staff is cleaning and sanitizing all City Vehicles and Equipment that come into the shop for service or repairs.

Building Maintenance

- The Facility Maintenance Crew will continue to sanitize high contact areas, handrails and door handles two times a day at the Annex, City Hall and Public Works. The Custodial crew will sanitize at night.
- Staff adjusted door closers at City Hall to help keep the building secure.

Roads

- Staff replaced the faded “Drop Box” signs and repainted the bollards at City Hall.



Photo of New Signs installed at the City Hall Drop Box

- Crews completed asphalt pothole repairs in the Sterling Chase Subdivision.



Photo of the asphalt repair in the Sterling Chase Subdivision

Drainage

- Crews finished cleaning the ditch behind Sleepy Hollow with the help from the Kaiser and Gradall.
- Crews went out to 812 Lafayette Street and cleaned up the newly acquired City lot and graded the lot to allow the property to be maintained by the City. This property will act as a dry retention area for storm water until it flows to the back staging/drain area and ultimately to the river.



Before and After Photos of 812 Lafayette Street

Grounds

- Crews worked in the Riverwood subdivision on the canopy around the neighborhood.
- Staff fixed multiple irrigation breaks on Ridgewood Ave.



Before and After Photos of an Irrigation Break on Ridgewood Ave.

- Staff began trimming the canopy at City Center Complex. This project will continue for the next two weeks.

Public Utilities Department

Field Operations

- Field Ops performed a 6” watermain tap in Daytona Beach Shores.
- An irrigation main on Cypress Head Golf Course broke this past week. Field Ops offered a hand and repaired the line for the maintenance staff.



Field Ops crews performed a 6” tap in Daytona Beach Shores for a new development



Field Ops crews repaired a broken irrigation line on at Cypress Head Golf Course

Lab Operations

- The Lead and Copper Sampling Plan has been completed and sent for VCHD. We left letters on the front doors of resident's homes that would be participating the sampling event. Due to Coronavirus, we did not knock on doors and physically talk to the residents as we have in years past. Contact information was provided in the letter in case of questions or concerns. Note: Notifying residents of the upcoming sampling event is part of the sampling plan and should be completed. Therefore, for our safety, leaving letters was the best option for us.

Water Reclamation Facility

- Plant Mechanics setup a bypass pump at the reclaimed lakes to pump treated lake water back into the reclaimed water distribution system during this period dry weather. Mechanics are in the process of fixing a broken backwash line on the outfall basin.



Photo of Chief Plant Mechanic Brent Reed and Raymond Rogers accessing a broken backwash line at the reclaimed lakes.

Engineering

- Engineering has received quotes for the 16" and 12" valve replacements along Halifax Dr. at Fleming Ave. These critical valves will need to be replaced prior to putting the 16" river crossing watermain back into service.
- 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 most of the south side (Niver St to Normandy Blvd). So far, the contractor has installed: +/- 13,400 linear feet of 6" fusible pvc pipe +/- 1,005 linear feet of 2" poly tubing 26 fire hydrant assemblies.

(33) 6" gate valves



Photo of South

Commonwealth watermain replacement project status

Police Department

- First Step Shelter (3/26/20 – 4/2/20)
 - ❖ Persons Contacted – 4
 - ❖ Persons Refusing Assistance – 4
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 97
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 8

*From 1/24/2020

Fire Rescue

Fire Chief's Office

- Transports for Week 50: 30 emergent dispatches with 19 transports and 11 non-emergent dispatches with 7 transports. Response times are 5 minutes 57 seconds for emergent calls and 8 minutes 1 second 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 1,302 emergent calls and transported 899 patients and 431 non-emergent calls with 308 patients transported.

Fire Operations

- Crews responded to district 71 for a report of a structure fire. Upon arrival crews found heavy smoke inside the home and a fire contained to the kitchen. The fire was determined to be accidental when the resident accidentally bumped the stove to an ON position and burnt a plastic coffee maker that was on the stovetop. While on scene, crews rescued a dog from the home and reunited with the homeowner safely outside the structure.



Fire Safety

- Division Chief's Wilson and Gardner developed a procedure for sanitizing and decontaminating of department vehicles in response to COVID-19 pandemic. This procedure will be enacted as an additional step to keep the employees of Port Orange Fire Rescue protected. All vehicles will be decontaminated weekly and after possible exposure on an as-needed basis.



Emergency Management

- On Thursday, the EOC activated the Customer Service line. The line will be active 7 days a week from 8am to 5pm until further notice.
- The Emergency Manager (EM) authorized a reorder of PPE supplies through the Volusia County EOC.
- Emergency Management continues to stay current on all CDC and Florida Division of Emergency Management (FDEM) requirements locally and statewide.
- The EM is capturing information and documentation necessary for FEMA reimbursement should this event warrant it.
- The EM joined a conference call with the National Weather Service about fire danger and possible severe storms.

Parks & Recreation

- Department is working on closing public restrooms in all parks except for Causeway Park and the Riverwalk Park North.
- All athletic fields, athletic courts and the dog park will be closed.
- Entry to parks is acceptable for personal fitness or personal recreation.
- The Causeway boat ramps, fishing piers and golf course will remain open as long as people are social distances and not congregating in groups of 10 or more.

Finance

- The Finance Department has most employees working remotely and a few essential employees working at City Hall to handle the daily operations. Monica is currently handling all incoming Finance calls as well as some calls that come through for Accounts payable.
- Will answer EOC calls coming into the assigned phone lines to help ease the workload for the Customer Service calls as well as handling mail and other items received that will go to City Clerk's office.
- 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
- Custom Budget Report needs are being discussed with Collaborative Solutions Team to create a custom WD report for use by Cost Center Managers during budget development.
- Revision of The Budget Manager's Guide – Preparation Manual updated with Workday terminology is in process.
- Purchasing staff is currently working on FEMA Disaster Contracts for the upcoming Hurricane season.
- Customer Service continues to receive payments via phone calls, drive thru, and at the various drop boxes located at City Center. Workload has increased with new services being handled using our Drive Thru. Also, this week Customer Service started working with the Building Permit Department to call customers who require to make a permit payment.

Administrative Services

- Staff is working diligently on implementing the requirements set forth under the Families First Coronavirus Response Act (FFCRA) in conjunction with Governor DeSantis' Safe at Home Executive Order (EO). There are several facets to the FFCRA and EO that will need to be administered which will include creating new Workday codes as well as determining who is considered essential employees and which ones can telework. The new law went into effect on April 1st and the EO went into effect on April 3rd.
- Staff has been in regular communication with hospital and urgent care facilities to determine specific pandemic procedures.
- The Safety Advisory Committee has been working together to create a safe driving presentation, which will be shared with all employees in the near future.

Community Development

- A Pre-Construction Meeting was held with the development team for the Riverwalk Restaurant (Fysh Bar and Grill) on Thursday for the site improvements (parking lot, turn lanes on Ridgewood Ave., landscaping, stormwater, and utilities) associated with the new restaurant. According to the site contractor, site work is anticipated to begin in April. The building permit for the restaurant was submitted on March 25th and is under review.

- Site work continues at the property located on the northeast corner of Madeline Avenue and Williamson Blvd. The site work to be completed by May 31, 2020 includes construction of parking area, construction of sidewalks along Madeline Ave. & Williamson Blvd., installation of landscaping buffers, foundation plantings and irrigation, installation of perimeter fencing, construction of dumpster enclosure, maintenance of existing utilities, and replanting of the exterior of the building. According to the Town Park Planned Commercial Development (PCD) Master Development Agreement (MDA), the property owner must complete all exterior building renovations and site improvements by May 31, 2020. At this time, no tenants have been identified.



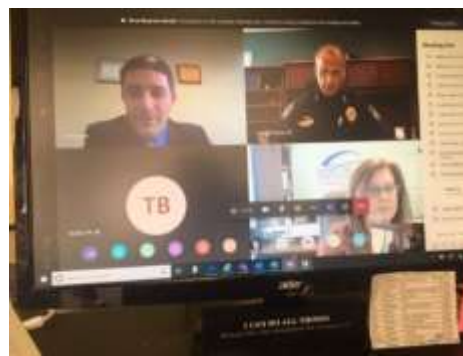
Photo of site work at the property located on the northeast corner of Madeline Avenue and Williamson Blvd.



Photo of site work at the property located on the northeast corner of Madeline Avenue and Williamson Blvd.


City Manager

- The City held a conference video/call with business owners in Port Orange in conjunction with the Chamber of Commerce on Tuesday. There were about 71 attendees at the height of the call. Issues discussed included the city's response and easing of some restrictions to allow business more flexibly during the emergency. We also had guest speakers on the call to discuss federal, state and local financial assistance for businesses. We will continue to work with the business community and the chamber in the coming weeks and possibly hold more business continuity calls if the feedback from this call is positive and if there is a demand to do so.



- This week, the City Manager has held a few Facebook Live's to educate citizens on updates to COVID-19.

Bids

3/30 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 Completed Need Review and Approvals
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	Draft Completed Need Review and Approvals
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	Draft Completed Need Review and Approvals
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	Draft Completed Need Review and Approvals
ITB#	20-09	Food Service (FEMA)	PR	Draft Completed Need Review and Approvals
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
ITN				
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