



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 10, 2020

City Manager's Weekly Update

Upcoming Events

April

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

Parks & Recreation Department

Recreation

- Parks and Recreation is continuing to release videos on our Facebook page to inform and entertain the citizens of Port Orange.
- Construction at Lakeside for the new HVAC system is underway. This week, the contractor started replacing the ceiling tiles and cutting the copper line by the restrooms.



Photos of the Lakeside HVAC project underway

Parks

- Park crews getting trained on new lift.



Photo of the Parks crew training on the new lift

- New sunshades were installed at Coraci Sports Complex.



Photo of new sunshades being installed

- Crews replaced a broken sink at Riverwalk Park.



Photo of broken sink



Photo of new sink installed

- Parks crew is repairing a leaking water fountain and a broken drain at the Adult Center.



Photo of repairs being made to the broken drainpipe and leaking water fountain at the Adult Center

Police Department

- First Step Shelter (4/2/20 – 4/9/20)
 - ❖ Persons Contacted – 17
 - ❖ Persons Refusing Assistance – 0
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 1 Baker Act
 - ❖ YTD Contacts* – 114
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 8
 - *From 1/24/2020
- On Friday, April 3rd, the First Step Shelter suspended shelter intake until further notice due to COVID-19 concerns.
- The PD was able to convince the homeless person on Spruce Creek and Nova to depart the area for now. It took an Officer over an hour of conversation and understanding but hopefully the end result will be beneficial for the individual and the city.

Fire Rescue

Fire Chief's Office

- The 40-hour Command and Support staff have been transitioning gradually towards telecommuting. Most of staff continues to report at 0800 but is typically completing their workday at home after the lunch hour.
- The Fire Chief has been organizing the weekly conference calls of the Volusia County Fire Chiefs Association. Main topics of ongoing concern is PPE supplies and how we can decon N95 masks after multiple uses. The municipal cities and Volusia County continue to collaborate on ideas of how to get thru this pandemic should there be a mass exposure or confirmed diagnosis of COVID-19 to a large group of first responders.
- Transports for Week 51: 21 emergent dispatches with 14 transports and 11 non-emergent dispatches with 7 transports. Response times are 6 minutes 57 seconds for emergent calls and 7 minutes 59 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 1,323 emergent calls and transported 913 patients and 442 non-emergent calls with 315 patients transported.

Fire Operations

- The operations division continues to operate under the COVID-19 response plan developed by State, County, and City officials. Plans are continuously monitored and developed using State and Federal guidelines that have been developed by COVID-19 professionals.

Fire Training

- Training continues for our two newly hired firefighters. They performed various firefighter training actives such as catching a hydrant, ladder operations, search/rescue and hose evolutions.



New hire training

Emergency Management

- Emergency Management (EM) participated in several COVID-19 conference calls throughout the week. The State EOC has been conducting WEBINARs on COVID-19 related response.
- We have also been monitoring some potential weather coming for this Easter weekend. Nothing severe just some possible heavy rain.
- EM has also been practicing Social Distancing this week. Working remotely when possible to stop the potential spread of the virus. This has been a good opportunity to catch up on some Independent Study Courses offered through FEMA.
- EM is researching Continuity of Operation Plans (COOPs) for a unified response to pandemics. Since we are in preparation mode for the virus, we must not forget that hurricane season is rapidly approaching. Now is a good time to start gathering those supplies as well.

Administrative Services

- Staff is working on making adjustments to the hybrid in-person/virtual council meetings based on feedback received from this past Tuesday's meeting. This will include modifying the Zoom meeting screen to allow for councilmembers present in the chamber to better see those connecting remotely.
- Last week, staff polled departments to inquire as to how many additional laptops would be needed for their operational staff to telecommute effectively since the stock of loaner laptops had been depleted. Laptops have been ordered and are expected to be delivered this week. Staff will work to get these laptops configured and deployed as quickly as possible.
- Staff continues to administer the requirements set forth under the Families First Coronavirus Response Act (FFCRA).
- Annual Employee Performance Evaluations are being rolled out to all departments. These will be completed in Workday via an interactive process and are now in the format of the G.R.O.W. (**G**oals, **R**eflection, **O**pportunities, **W**ay forward) Report.

Community Development

- The River to Sea Transportation Planning Organization (TPO) is seeking input through a survey from the public as it relates to planned transportation improvements for Volusia County and portions of Flagler County. The TPO identifies priorities and plans for transportation improvements for all modes of transportation, such as, roadway, public transit, and bicycle and pedestrian facilities. The survey will run from March 30 to May 30 and is an effort to survey people who live, work, or visit Volusia and Flagler counties. The goal of the TPO's survey is to provide a broad understanding of the public's awareness, attitudes, and perceptions about transportation within the TPO region, and to identify changes and trends. Additionally, the survey is intended to increase public awareness of the TPO and its transportation planning functions. Throughout the 2-month survey window, staff will be using social media, as well as our City's website and newsletter, to encourage people who live, work, or visit Port Orange to take the survey.

English: www.surveymonkey.com/r/R2CTPO-TCC

Spanish: www.surveymonkey.com/r/R2CTPO-TCC-Spa

- The City submitted four applications to the River to Sea TPO to be considered for Feasibility Studies in 2020 or 2021 for the following projects:
 1. Widening of Madeline Avenue between Clyde Morris Boulevard to Nova Road
 2. Accessible pedestrian signals along the Dunlawton Avenue corridor and Nova Road corridor
 3. Construction of sidewalk and wayfinding signage in the Down Under area
 4. Southbound Yorktowne Boulevard right-turn lane and pedestrian improvements

The City also submitted three applications to the River to Sea TPO to be considered for design and construction funds for the following projects. The three projects listed below were initially submitted to the TPO in 2019 requesting Feasibility Studies be prepared, and the studies were prepared this year which allowed the City to submit for design and construction funds in 2020.

1. Extend existing left-turn lanes on Dunlawton Avenue (eastbound at Nova Road, westbound at Clyde Morris Boulevard)
 2. Right-turn lanes on Clyde Morris Boulevard (eastbound at Willow Run Boulevard, eastbound at Reed Canal Road, eastbound and westbound at Madeline Avenue)
 3. Sidewalk and pedestrian crossing improvements on Williamson Boulevard and Willow Run Boulevard (connecting Town Park subdivision to Chardonay Drive)
- The excavation, capture, and relocation of gopher tortoises on the King's Landing Phase 2 site was done according to the permit issued by the Florida Fish and Wildlife Conservation Commission and the Biological Consultant for the King's Landing Subdivision project, Zev Cohen and Associates, Inc. (ZCA), submitted the required After-Action Report to FWC. According to the developer, site work (installation of silt fence, clearing of trees, grading, and

excavation) on Phase 2 is anticipated to begin in mid-April. Again, Phase 2 (pink boundary line) consists of 45 single-family lots (13 one-acre lots and 32 - 20,000 square-foot lots), along with tracts of land for common area, tree preservation, and stormwater. The area highlighted in green represents the area on the site where existing trees are to remain.



Location map of King's Landing Subdivision, Phases 1 and 2, with Tree Preservation area delineated

Finance

- The Finance Department has most employees working remotely and a few essential employees working at City Hall to handle the daily operations. The department continues to handle all incoming Finance calls as well as calls Customer service requests that are routed to that department.
- The Customer Service Manager has submitted her resignation effective May 01, 2020.
- Customer Service continues to receive payments via phone calls, drive thru, and at the various drop boxes located at City Center. Customer Service calls and mail has been steady. New service requests are being handled using our Drive Thru.
- The budget team has made significant progress in identifying issues and making the necessary corrections to budget and YTD actuals imported in WD during the system implementation.
- The Budget Team continues to work with the assigned Collaborative Solutions Team to create a custom WD report for use by Cost Center Managers during budget development. A report draft has been delivered and is under review to insure it will meet our needs.

- The FY21-26 CIP Worksheet/Templates are being updated and will be distributed to Cost Center Managers in the next few days.
- Revision of The Budget Manager's Guide – Preparation Manual updated with Workday terminology is in process.

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 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 continues to sanitize at night.
- Staff replaced the dishwasher at Fire Station 72.



Maintenance Staff replace the dishwasher at fire station 72

Roads

- Staff installed No Parking Signs in the Right of Ways on Willow Run Blvd.

- The Sign Survey was completed at the corner of Country Lane and Bellflower Drive by the Police Department. The outcome of the survey indicated the need to relocate the pedestrian crossing signs and new striping. Staff has completed all the recommendations.



Photo of the Crosswalk Sign at the corner of County Lane and Bellflower Drive

Sidewalk List for April-May 2020:

- 3454 Country Walk - **Countrywalk Sub**
- 3431 Country Manor - **Countrywalk Sub**
- 3437-3441 Country Manor - **Countrywalk Sub**
- Craig Ct. @ Hidden Lake Dr. *Curbing* - **Willow Run**
- 4234 Hidden Lake Dr. *Curbing* - **Town Park**
- 4679 Hidden Lake Dr. - **Cross Creek**
- Houligans to Rehab Center - **Victoria Gardens**
- 3670 S. Ridgewood (Charles St. side with stump grind)
- Westridge Pond (North West Corner)
- 835-837 Stonybrook - **Dunlawton Hills**
- 993 Stonybrook (by mailbox) - **Dunlawton Hills**
- 967-975 Stonybrook - **Dunlawton Hills**
- 809 Long Meadow - **Dunlawton Hills**
- Long Meadow & Stonybrook - **Dunlawton Hills**

- Clubhouse along Stonybrook - **Dunlawton Hills**
- 995 Fox Trace - **Dunlawton Hills**
- 5434-5438 Durant – **Maplewood**
- 6113 Zion Circle & Across from- **Riverwood**
- 6164 Del Rio – **Riverwood**
- 6164 Del Rio – **Riverwood**
- 6181 Yellowstone Dr – **Riverwood**
- 6789 Calistoga Circle - **Water's Edge**
- 1713 Arash Circle - **Water's Edge**
- 6394 Nika Ct - **Water's Edge**
- Tributary & Covendale *Curbing* - **Water's Edge**

The concrete contractor has continued work during the COVID-19 pandemic.

Drainage

- Crews have been working at the Cypress Head Golf Course doing multiple repairs to headwalls.



Before and After Photos of the Repirs of a Headwall at Cypress Head Golf Course

Grounds

- Crews started beautifying the City Center by trimming the oak trees down City Center Parkway. We also had the help of the City's Forester Steve Edgar who was there to advise on pruning the trees without harming them.



Photo of Crew Trimming Trees at City Center Parkway



Photo of the Completed Tree Canopy at City Center Parkway

Public Utilities Department

Field Operations

- Field Ops crews repaired a broken 2" waterline on Bramblebrush in Deep Forest this week.

- Field Ops crews replaced a failed culvert pipe at the wellfield road off Shunz Rd.



Photo of repaired drainage culvert off Shunz Rd.

- Field Ops crews repaired two sewer laterals one on Cove Point Rd and the other on Rio Verde Dr.



Photo of sewer laterals repair by collections crew. Repairing broken clean outs helps keep dirt and debris out of the collection system and lift stations.

- Jeremie Gremler has gone over and above the call of duty by bringing in his own equipment to steam disinfect and deep clean office surfaces and furniture. They are trying really hard to keep this sickness away so they can continue to stay safe.



Lab Operations

- The 2019 CCR (Consumer Confidence Report) was approved by VCHD and has already been posted on the City of Port Orange website for all to view. The link has been sent to Customer Service to be put on the water bills for the months of June, July and August. This mandatory report provides information on the water quality delivered in all of 2019.

Water Reclamation Facility

- Danus Utilities repaired a leaking reclaim line inside the WRF. The repair went smoothly, and the road is all patched back up.



Photo of Danus Utilities repairing a leaking reclaim line at the WRF

- The mixers for the chlorine pilot project were installed this week. A Bryson crane installed the mixers and support bracket fabricated by staff.



Photo of new chlorine mixers being installed at the WRF

- Treatment of the reclaimed lakes was put into high gear as some pond weed has started to take over one of the lakes. The weeds were preventing the pumps from pulling water from the lakes. Staff worked along with the vendors to help clean some of the unwanted weeds from the intake line.



Photo of reclaimed lakes having the unwanted pond weed removed

Engineering


- Engineering staff and Field Ops worked together planning a scheduled water outage on Halifax and Fleming Ave to repair a broken valve on the 16" watermain that crosses the Halifax River. Tomoka Construction will begin work on April 13th, 2020. The outage will affect 12 homes and last only a few hours.
- SanPik Construction started mobilizing equipment to begin the stormwater project for Virginia Monroe. The contractor plans to start Monday morning at Meeker and Riverside Drive.

- City Forest, Steve Edgar, assisted Public Works with trimming the oak trees on City Center Blvd. Proper care needs to be taken when trimming these trees to ensure a proper growth and a healthy strong tree.

City Manager

- Public Information Officer continues to inform the public on COVID-19 via social media, website, etc. PIO continues to work with other sister cities, the county and other agency organizations on constant messaging to the public. A main focus this week has been about face coverings and the business recovery and reemployment assistance programs.

Bids

4/6 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
RFQ#				
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