



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 24, 2020

City Manager's Weekly Update

Upcoming Events

May

- 5 6:30 p.m. Regular City Council Meeting
- 19 6:30 p.m. Regular City Council Meeting

June

- 16 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 DLH City Center Annex, City Hall and Public Works. The Custodial crew will sanitize at night.

Roads

- Crew repaired a pothole and the installed a new asphalt spillway at the corner of Herbert Street and Herb Court.



Staff filled in the shoulder of the road on Village Trail with asphalt to eliminate the hazardous drop off on the Right of Way



Before and After Photos of the Shoulder Repair on Village Trail

- Preservation of existing roads and street systems has become a major activity for all levels of government. The City of Port Orange conducted a roadway condition analysis in 2017 to develop a pavement management system. The City has an estimated \$26,893,800 in repairs and an annual budget of \$800,000. To prioritize repairs, the City uses the PCI level to address the roads with the most urgent need. Paving repairs for the year 2020 are streets with a PCI level of <55. The general idea of PCI Levels in respect to remaining life and typical rehabilitation actions is included in the following table:

PCI Range	Description Relative Remaining Life Definition
85 – 100	Excellent 15 to 25 Years - like new condition
70 – 85	Very Good 12 to 20 Years - requires routine maintenance
60 – 70	Good 10 to 15 Years - heavier surface treatments needed, joints, cracks
40 – 60 resurface	Fair to Marginal 7 to 12 Years - Moderate to extensive rehab – mil and
25 – 40	Poor 5 to 10 Years - Sections will require surface reconstruction and possible subgrade stabilization
0 – 25	Very Poor 0 to 5 Years High percentage of full reconstruction

Sidewalk List for April-May 2020:

- 3454 Country Walk – **Country Walk Sub**
- 3431 Country Manor – **Country Walk Sub**
- 3437-3441 Country Manor – **Country Walk 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

- The Kaiser is still cleaning the ditch at Renegade Lane.
- Crews repaired the washed-out spillway at 942 Alexander Ave.



Photo of Staff filling in the washed-out spillway on Alexander Ave

- Crews used the Vac-con to wash the curbs/street on Hearthstone Terrace due to a Well Contractor pouring concrete slush down the street.
- The Gradall is still at the Wellfields restoring the ditches on the dirt road that runs parallel to the Hunt Club.

- Crews replaced the storm drainpipe under the driveway apron at 3602 S. Peninsula Dr. The Concrete contractor will be forming and pouring the new driveway apron within the next couple of weeks after road base material compacts.



Before and After Photos of a new Storm Drain Pipe installed at 3602 S. Peninsula Drive

- The deteriorated storm drain pipe at the corner of Dexter and Hidden Lake was lined by contractor.

Grounds

- The Grounds Crew continued work on the parking lot at Fire Station 73. The large pine tree that was struck by lightning had become a safety hazard and needed to be removed after inspection from the City Arborist.



Before and After Photos of Fire Station 73's Parking Lot

Public Utilities Department

Field Operations

- Field Ops responded to a fire hydrant being hit by a vehicle at the intersection of Madeline Ave. and Bruner Rd. over the weekend. The sidewalk and part of the road was washed out by the broken hydrant. An estimated 100,000 gals of water was lost before the leak could be isolated. The accident was reported by Port Orange Police Department to Public Utilities. The hydrant was repaired and the area is being restored.



Photo of damage to sidewalk and road caused by a fire hydrant that was struck by a vehicle over the weekend on Madeline Ave.

Lab Operations

- Lab Analysts completed precautionary boil water notice sampling on Wednesday, 4/15/20, for the precautionary BWN on Old Sugar Mill Rd. All bacteriological samples came out clean and was rescinded on Thursday, 4/16/2020. Field Ops noticed a small leak in the line and initiated repairs. The precautionary boil water notice is a requirement of the Department of Health whenever a potable water line is depressurized.

Water Reclamation Facility

- A second chlorine mixer was added to the chlorine contact chamber at the WRF last week. Since adding the second mixer usage of chlorine has dropped by almost 50%. Hats off to the staff on this innovative in-house project.
- John Baller and the Maintenance staff at the Water Reclamation Facility began the installation process for the new chlorine analyzers. These analyzers along with the new chlorine mixers will provide better control and reduce chemical usage. This was completely an in-house project.



Photo of new chlorine analyzers installed at the WRF

Engineering

- Staff had a teleconference with the Department of Health to finalize plans to disinfect the 16" water main crossing and placing the repaired line back into service.

- An outfall structure was installed on Halifax Dr. at Meeker Street as part of the Virginia Monroe stormwater drainage project.



Photo of outfall structure being install on Halifax Dr. at Meeker Street

Police Department

- Officer Jason Davis has been named Officer of the First Quarter. Ofc. Davis was very active during the first quarter. He conducted 128 traffic stops resulting in 47 citations, had 12 arrests, and answered 515 calls for service. Of particular note, one of his traffic stops resulted in the arrest of a felon for possession of 25.7 grams of cocaine, 58.1 grams of cannabis, possession of a concealed weapon, and possession of a firearm during the commission of a felony. Also, of note, while proactively patrolling neighborhoods in his zone, he located two individuals who were subsequently charged with loitering and prowling.
- On Friday, April 17th, POPD responded to the area of Madeline Ave. and Bruner Rd. in reference to a hit and run accident involving a fire hydrant. Significant damage to the fire hydrant resulted in a temporary road closure and flooding in the area before City Yards was able to contain the leak. There are no suspects at this time and the investigation is ongoing.
- First Step Shelter (4/17/20 – 4/23/20)
 - ❖ Persons Contacted – 3
 - ❖ Persons Refusing Assistance – 0
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 1 (Marchman Act)
 - ❖ YTD Contacts* – 125
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 8

*From 1/24/2020

Fire Rescue

Fire Chief's Office

- Transports for Week 53: 25 emergent dispatches with 17 transports and 8 non-emergent dispatches with 5 transports. Response times are 6 minutes 55 seconds for emergent calls and 8 minutes 40 seconds for non-emergent calls. We were sent outside of our corporate border 2 times this week. Since inception on April 15, 2019, we have been sent to 1,374 emergent calls and transported 944 patients and 457 non-emergent calls with 326 patients transported.

Fire Operations

- Crews responded to a residence and extinguished an unattended cooking fire. The fire destroyed the kitchen but was quickly contained by responding personnel.



Emergency Management

- Emergency Management virtually attended a Florida Emergency Management call for COVID-19. The call discussed different affects COVID-19 has had on our state. This virtual call also provided an update on the weather activity we experienced this week. We are actively searching the supply chains across the country to try and meet the demand for PPE. We are also looking ahead to the Fall season and the seasonal flu outbreak that occurs. We want to make sure we have a plan for both the coronavirus and the seasonal flu.
- EM also spoke with FEMA regarding our progress with Hurricane Irma reimbursement. We anticipate to know more soon on obligation of funds.

Finance

- Staff has obtained a proposal from AG Pfeiffer Construction to slightly widen the cutouts on the Council dais in order to replace the existing monitors which are approximately 13 years old with more modern monitors with a wider screen. This will allow City Council to view documents with much better clarity. Staff will work with the City Clerk's office to determine the best time to perform the upgrade.

- A city staff email account was compromised earlier in the week, which led to a large number of malicious emails being sent to other employees and outside agencies. Staff worked quickly to identify the source and disable it to stop the emails from processing while we determined the root cause. Staff has determined that this was not ransomware and simply an attempt to harvest users' credentials. The MS-ISAC helped staff work through the issue and has provided us some useful configuration changes in order to mitigate future attempts.
- The onboarding process for summer camp counselors has begun. Approximately 20 employees are currently at various stages in the recruitment/onboarding process and will be hired on to facilitate the City's summer camp program.
- Employees are encouraged to remember to take time for self-care, join in on some of the events such as Stretches with Amanda and Coffee with the Manager, and utilize the various resources available.

Parks & Recreation Department

Parks

- Park crews are mowing their way through and cleaning up the land areas along Halifax drive near Riverwalk Park.



Photo of land area before mowing



Photo of mowing



Photo of completed mowing

- Maintenance beautification efforts continue with inside painting of our restrooms at Spruce Creek Recreational Park.



Photos of the restrooms being painted inside

- At the All Children’s Park along the boardwalk, the light pole has been repaired.



Photo of broken light pole



Photo of light pole repairs completed

- New glass lenses for all the light poles were replaced at Memorial Park.



Photo of light pole with new glass lenses at Memorial Park

- Park crews are repainting the blue lines for the handicap parking places at City Center Sports Complex.



Photos of crew repainting the handicap lines in the parking lot. Photo of repainting completed

Recreation

- The Recreation Supervisors and Management Staff have attended free FRPA webinars on supervising remote staff. Throughout the following weeks, there will be other learning opportunities the staff will be taking advantage of.

Administrative Services

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Community Development

- Staff anticipates the submittal of development applications next week requesting to amend the Future Land Use and zoning designations for a +/-37.81-acre site located along Clyde Morris Boulevard, south of Madeline Avenue, between Clyde Morris Boulevard and Bruner Road. The property currently has a Future Land Use designation of *Office/Residential Transition* and *Commercial* and is zoned Planned Unit Development (without a Master Development Agreement). The applicant is requesting to amend the Future Land Use designation to a multi-family designation (*Urban High Density Residential*) and rezone to a conventional multi-family zoning category (R-3M). According to the applicant, the development applications being submitted are to allow for the development of a proposed a multi-family project with approximately 380 units. According to the developer, a site plan would be submitted if the development applications are approved.



Map indicating location of proposed multi-family development located along Clyde Morris Boulevard, south of Madeline Avenue, between Clyde Morris Boulevard and Bruner Road.

- The contractor has started pre-construction activities for the parking lot expansion at Palmer Chiropractic College Main Campus located at 4777 City Center Parkway. The current activity includes clearing a tree line for the required silt fencing and installing protective tree barricades. The project, when completed, will increase the existing parking area located to the north of the college and consists of drive aisles, center median sidewalk, and 104 additional parking spaces. The project has been designed to include a Tree Conservation Easement including two live oaks of 62-inches and 33 inches, and other smaller diameter trees will remain adjacent to the residential area to the east.



Location map with site plan overlay of 104-space parking lot expansion at 4777 City Center Parkway.

City Manager


- Public Information Officer coordinated a FB Live event this week with the Mayor and Family Practitioner with Florida Healthcare Plans, Dr. David Billmeier. Many good questions came through social media from our citizens for Dr. Billmeier and the Mayor to answer.



- The Assistant City Manager is serving on the County’s “Open Volusia” committee with other appointed officials. We’ve begun discussing how governments may “reopen” when the time is right, but the group is awaiting direction from the Governor’s task force before moving forward on other subjects. The goal is to open up in a way that is as uniform as possible so that it limits public confusion on how we will try to get back to normal.
- The Assistant City Manager continues to host a weekly call with local government practitioners throughout the State on Covid-19 related matters. The next call is today at 2 PM. While it’s an open forum, some items on the agenda today include federal funding and budget concerns in the near term.
- The Assistant City Manager is working with the Police Department and the City Attorney on finalizing recommendations for a revamped TNR program. Recommendations council wanted to see stemming from the January workshop include: Ordinance changes, a fee resolution, programmatic changes and a contract for TNR services. Some of these items are programmatic

in nature and will be handled by administration and some need council approval. These items will be forthcoming as soon as they are ready for review.

Bids

4/20 Status of Bids and Proposals					
					
City of Port Orange Procurement Projects					
Type	Bid #	CURRENT PROJECTS	Dept	Status	Bid Release
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	Ready to Post	Approved 5/5
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	Ready to Post	Approved 5/5
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	Draft Completed	Need Review and Approvals
ITB#	20-09	Food Service (FEMA)	PR	Ready to Post	Approved 5/5
ITB#	20-10	Skeeter Brush Truck	FD	Rough Draft started	n/Specs Need Entered in WorkDay
RFP#	20-03	Riverwalk Park	CD	n/Release	n/Specs Need Entered in WorkDay
RFQ#	20-03	Environmental Review Record Services	FIN	Draft in process	
RSFQ#	20-03	Architectural Services for Field Operations Building	PU	Draft in process	n/Specs Need Entered in WorkDay
RSFQ#	20-04	LAP Design Services	CD	n/Release	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	
				COMPLETED 01/2021	
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 TBD	
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		Electrical Services			
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	