



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, May 29, 2020

City Manager's Weekly Update

Upcoming Events

June

- | | | |
|----|-----------|------------------------------|
| 2 | 5:00 p.m. | Golf Advisory Board |
| | 6:30 p.m. | Regular City Council Meeting |
| 16 | 6:30 p.m. | Regular City Council Meeting |

Police Department

- Scott Franzen began this week as the new Evidence Supervisor. Scott comes to us with a wealth of experience in the law enforcement field and will be a great addition to our team!
- First Step Shelter (5/21/20 – 5/28/20)
 - ❖ Persons Contacted – 4
 - ❖ Persons Refusing Assistance – 0
 - ❖ Persons Not Eligible – 0
 - ❖ Shelter Intake – 0
 - ❖ Shelter Intake Refusal – 0
 - ❖ Other – 0
 - ❖ YTD Contacts* – 141
 - ❖ YTD Shelter Intakes* – 0
 - ❖ YTD Shelter Intake Refusals* - 8

*From 1/24/2020

Parks & Recreation Department

Athletics

- Adult Kickball League registration opens on June 1st.

Parks

- The Port Orange Parks playgrounds and splashpads will be open to the public starting on June 1st. Pavilions will be available to rent under the State and CDC Guidelines.
- The outdoor basketball courts will also be opening on June 1st.
- On June 12, Family Days will host a movie under the stars on the soccer field at City Center. Areas will be marked for groups to sit with correct spacing between groups and when all spaces are full the event will be closed. Food trucks will be parked on the side of the fields to serve concessions. Look for advertising to come from Family Days.

- At the All Children’s Park, maintenance continues with repairs to some of the playground equipment. The polycarbonate cover that surrounds the cannon cracked. The Park crew made repairs by replacing the cover and reinstalling the cannon on the playground.



Photo of cracked cover



Photo of cannon platform



Photo of cannon repaired

- Some additional maintenance was required after someone vandalized the newly built picnic table by painting graffiti on the table.



Photo of graffiti on the picnic table



Photo of picnic table repainted

Public Works

Building Maintenance

- Staff continues to disinfect high contact areas, door handles and light switches at the DLH City Center Annex, City Hall and Public Works.
- Patched, sanded and painted hallway walls in the City Managers area at City Hall.



Photo of Staff Painting Hallway Walls at City Hall

- Installed social distancing floor minders, paper dispensers in the restrooms at the DLH City Center Annex.



Photo of Social Distancing Floor Minders at the DLH City Center Annex

Roads

- Staff grinded sidewalks and repaired street signs around the city.



Before and After Photo of Downed Stop Sign on James Street

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**

Drainage

- Crews removed tree branches from the ditch between Orange Ave. and Alexander Ave.
- Kaiser is cleaning and mowing in the Horizon ditch.
- Crews repaired and patched a headwall at Cypress Head Golf Course. More work is scheduled to be done next week in this area.



Before and After Photos of the Head Wall at Cypress Head Golf Course

- Crews repaired a catch basin top at 1134 Viking Dr.



Photo of Concrete Basin at 1134 Viking Drive

Grounds

- Crews were at Fire Station 73 removing all the roots and vines before bringing in some good soil so we can hydroseed the area and get it ready to add some crape myrtles when they are removed from Dunlawton.



Photos of Fire Station 73 Parking Lot being prepped for Hydroseed

- Crews worked 3 days at the Gray property trimming trees, mowing, etc. to prepare the site for the Fire Department live fire training on May 29.

Finance

- The Finance department submitted the application package to the Government Finance Officers Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting Program for the FY2019 Comprehensive Annual Financial Report (CAFR). Staff is preparing the Annual Financial Report (AFR) for submittal to the State of Florida as required.
- WD Budget Templates have been completed, the Budget Team is finalizing and testing the Job Aids, budget development process workflow and newly developed budget reports for use by Cost Center Managers to develop their FY21 Budget Requests. Training plan (dates, sites and sign up link) for FY21 Budget Development is being finalized with the assistance of the WD Training Coordinator.
- WD Budget instructions and Job Aides will be available Friday and Budget Kick-off and training will begin next week.
- CIP meetings with cost center managers are being scheduled to take place next week and presentation to the City Manager will take place the week of June 8.
- The Purchasing department has posted the bid for Citywide Stormwater Improvements, ITB 20-01, which will be opening July 1st at 2:30 PM.
- Finance members held interviews via Teams for the Accounting Supervisor position this week. We are in the process of selection and will advise the outcome once all candidates have been contacted.
- Customer Service is starting to call all delinquent customers and offer payment plans for those needing help pay their bills. Wavier of late fees and penalties will end June 1.
- Customer Service and Finance is preparing staff to open doors on Monday June 1, with the necessary social distancing guidelines in place.

On the horizon:

- The next regular City Council meeting will be held on June 02, 2020.

Administrative Services

- IT staff participated in a kickoff call with Crestwood Associates to plan the upgrade of the accounting software, Microsoft Dynamics GP, that Cypress Head uses. The upgrade will provide additional functionality, align the software with the same version as the rest of Kemper Sports' managed courses, and allow staff to better manage the system by migrating it from the golf course to the city's data center. This project is expected to take several weeks.
- The employee evaluation process is wrapping up and we hope everyone has had an opportunity to have productive conversations with their managers and are looking forward into the new rating period.
- Two negotiation sessions were held with IAFF. A shade meeting is scheduled for next week, followed by continued negotiations with PBA, PBA Lt. and IAFF.

Fire Chief's Office

- The Fire Chief presided over the first face to face monthly meeting of the Volusia County Fire Chiefs Association since COVID-19 started, held in Daytona Beach. Items of note included standing up a committee of Chief Officers to begin collaborating with Volusia County to replace our fire records management system (RMS). The county has provided all municipalities with the basic level of Firehouse brand software RMS for many years that is very difficult to mine data out of. It also doesn't integrate with the EMS records management system used by VC and all the municipal transport agencies, making analyzing data impossible. Another project this committee will work on with VC is the replacement of the fire station alerting system in all 55 fire stations throughout Volusia County.
- POFR will be returning to a near normal operating mode on June 1st with the exception of station visits, outside public education events and code required building inspections. We anticipate building inspections to resume in the second week of June. Station visits and public education events are still TBD.
- Transports for Week 58: 20 emergent dispatches with 14 transports and 8 non-emergent dispatches with 7 transports. Response times are 7 minutes 4 seconds for emergent calls and 8 minutes 34 seconds 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 1,499 emergent calls and transported 1035 patients and 504 non-emergent calls with 355 patients transported.

Fire Operations

- Crews responded to District 72 for a structure fire. Upon arrival they found a residential structure on fire. Crews quickly extinguished the fire and searched for trapped occupants, none found. The Fire Marshal's office investigated and found that the fire was caused by a candle that was not properly extinguished.

Fire Training

- Port Orange Fire training division conducted a (Private Fire Protection Systems) State Certification class. Firefighters from Deland, Edgewater, New Smyrna Beach, Palm Coast, Volusia County, South Daytona and Port Orange completed this 45-hour class toward State fire safety inspector certification. This curriculum is study of Private Fire Protection and Detection Systems such as sprinkler and standpipe systems, chemical extinguishing systems, and detection systems and devices.
- Port Orange Fire training division provided American Heart Association CPR/AED training for various citizens, professionals and businesses in Port Orange. Port Orange Fire Rescue strives to provide life-saving education and training for citizens and businesses of Port Orange.

Emergency Management

- The Emergency Manager spoke with FEMA representatives and the projects for Hurricane Irma have stalled in the review process again.
- Emergency management attended severe weather preparedness webinars sponsored by Everbridge. These trainings focused on how to utilize the system to be timelier and more accurate in the messaging.
- Hurricane Season Sales Tax Holiday starts on Friday, May 29th through Thursday, June 4th. Qualifying items covered for Hurricane Sales Tax Holiday:
 - Selling for \$10 or less: Reusable ice (reusable ice packs)
 - Selling for \$20 or less: Any portable, self-powered light source (powered by battery, solar, hand-crank, or gas): Candles Flashlights Lanterns Selling for \$25 or less: Any gas or diesel fuel container, including LP gas and kerosene containers
 - Selling for \$30 or less: Batteries, including rechargeable batteries, listed sizes only (excluding automobile and boat batteries): AAA-cell, AA-cell, C-cell, D-cell, 6-volt, 9-volt, Coolers and ice chests (food-storage; nonelectrical)
 - Selling for \$50 or less: Bungee cords, Ground anchor systems, Radios (powered by battery, solar, or hand-crank) Two-way Weather band, Ratchet straps, Tarpaulins (tarps), Tie-down kits, Visqueen, plastic sheeting, plastic drop cloths, and other flexible waterproof sheeting
 - Selling for \$750 or less: Portable generators used to provide light or communications, or to preserve food in the event of a power outage
 - Coolers and ice chests (food-storage; nonelectrical)

- Note: Eligible light sources and radios qualify for the exemption even if electrical cords are also included.

Public Utilities

Field Operations

- A directional drilling contractor hit a 6” watermain in Deep Forest on 5/26/20. Crews worked quickly to isolate the break however, many homes were out of water until a repair could be performed. The contractor will be charged for the repairs.



Photo of 6” watermain hit in Deep Forest

- Crews handed outdoor hangers to notify the resident in South Commonwealth of the switch over to the new water service lines. The watermains have passed all bacteriological sampling and the service lines (meters) are being switched over to the new lines.

Lab Operations

- On Monday, June 1st, lab analysts will be delivering Lead and Copper sampling kits to homes designated on the sampling plan approved by FDOH. Lead and Copper Sampling is completed every 3 years. Staff has previously notified all residents by letter, to let them know that this sample kit will be delivered to them on June 1st, with instructions on how to complete the sampling appropriately. With the help of the Garnsey Water Plant, staff will pick up the sampling kits from the residents once they have completed the sampling.

Water Reclamation Facility

- Carter Electric changed out an old electrical panel in the chlorine control building.



Photos of the before and after for replacement of the chlorine feed system breaker panel at the Water Reclamation Facility

- Staff experienced a catastrophic failure in the solids handling conveyor system. The conveyor manufacturer has been contacted and repair parts are on the way. In the meantime, in order to keep the treatment plant operational, staff has contacted the biosolids hauler about taking liquid sludge. This will be more costly and require staff to make some major modifications to piping to accommodate, but it will ensure the plant remains operational.

- Staff met with a local business about a code violation in front of a lift station electric panel. The business constructed a planter around the electrical panel for the station to camouflage the unit. The business owner is removing the structure and staff will work with them to approach the problem differently that meets all building codes.



Photo of planter constructed around electrical boxes used for the grinder stations on Ridgewood Avenue

Engineering

- A preconstruction kick-off meeting was held the week for the Sweetwater Hills Drainage project and the WRF Sludge Storage Area construction.
- Timber harvesting continues as part of the routine maintenance of the forest on Shunz Road.

- City Forester Steve Edgar spotted a small wildfire sparked by a lightning strike after a heavy thunderstorm on 5/22/20. The fire burned about 1/10 of an acre before crews were able to contain it.



Photo of Forestry Services dozer containing the small wildfire on 5/22/20

Virginia Monroe Stormwater Project Update

- The contractor continues working on the potable water line installation on Orange Ave and Church Street. That work will continue next week. The stormwater work will begin next week in this area as well.
- The contractor will begin work on Grant Street for a directional drill north towards Orange Ave.
- Construction continues at the intersection of Meeker Place & Halifax Dr. The intersection will be closed intermittently during this time. Work on the seawall at Meeker Place will also take place next week.
- No work is expected to take place at Fox Place & Halifax next week.

Water Treatment Facility

- Staff held a kickoff meeting at the Water Treatment Plant for the Filter Media Installation Project. Intercounty Engineering will be installing new filter media and cleaning a softener at the WTP. Work should start in early July.

Community Development

- A development application is under review for the 3rd Amendment to the Woodhaven Planned Unit Development (PUD) Master Development Agreement (MDA). Yellow "Zoning Amendment" Public Notice signs were posted in the PUD along Williamson Boulevard and Pioneer Trail on Friday, May 28th. The proposed amendment to the PUD does **NOT** increase the number of allowed residential units or commercial square-footage in the PUD. According to the applicant, ICI Homes, their proposed 3rd Amendment is to address modifications to subdivision and lot design/requirements items for their future residential developments in Woodhaven. The proposed 3rd Amendment includes requests to: 1) establish an 18" side yard setback for A/C units and other ground mounted equipment; 2) allow the development of townhomes in the designated residential area south of Williamson Boulevard and east of the Cypress Head Golf Course. As part of this request, there is **NO** change to the required 50' landscape buffer adjacent to Cypress Head Subdivision; 3) allow residential lots to be plated with the rear lot line at the water line of a stormwater pond as previously done in ICI's Waters Edge Subdivision; 4) modify the landscape planting requirement in the required 50-foot-wide landscape buffer along Williamson Boulevard if the buffer includes drainage improvements; and 5) provide the developer with the option to install sidewalks on one or both sides of the streets in Woodhaven. The proposed amendment is tentatively scheduled for the June 25th Planning Commission meeting and the July 21st City Council Meeting.



Location map of the Woodhaven Subdivision Planned Unit Development, located north of Pioneer Trail, east of Williamson Blvd., west of I-95, with townhomes are indicated on map.

- Building permits for the Newport Apartment project, located on the south side of Reed Canal Road, east of Clyde Morris Boulevard were issued this week. The project consists of a clubhouse, 310 multi-family units in 18 buildings (mixture of 2-story and 3-story buildings) and associated on-site and off-site improvements on approximately 29 acres. According to the contractor, construction on the buildings is anticipated to begin in June and completion of the entire project is expected to take approximately 22 months.



3-story building and clubhouse elevations for the Newport Apartments project.

- 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 survey takes approximately 10 minutes and your responses will help inform future transportation improvements in our community. If you have not already done so, please take the survey by access the following link: www.surveymonkey.com/r/R2CTPO-TCC

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. 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 until to May 30 and is an effort to survey people who live, work, or visit Volusia and Flagler counties.




River To Sea TPO Logo – Decorative Only

City Manager

- The Assistant City Manager was voted in as a Director At-Large for the Florida City County Management Association today. This is a 2-year leadership term and will help raise the professional standing and already wonderful profile of the City of Port Orange throughout the state.
- The Assistant City Manager continues to work with all departments in answering question from the Florida Division of Emergency Management so that we can speed up the timeline to receive more money from Hurricane Matthew. We hope to be done with the first round of questions in a couple of weeks.
- Press release was sent out this week about the City's reopening for city services on Monday, June 1.

Bids

5/26 Status of Bids and Proposals						
						
City of Port Orange Procurement Projects						
Type	Bid #	CURRENT PROJECTS	Dept	Status	Proposal/Bids Open	Evaluation Date
ITB#	20-01	2020 City Wide Stormwater Repairs/Improvements	PW	Bid Released	7/1	
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	Bid Released	6/9	
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	Bid Released	6/9	
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	Bid Released	6/9	
ITB#	20-09	Food Service (FEMA)	PR	Bid Released	6/9	
ITB#	20-10	Brush Truck	FD	Draft Completed Need Review and Approvals		
ITB#	20-11	Landscape Maintenance at the Well Fields	PW	CANCELLED		
ITB#	20-12	Wastewater Reclamation Facility Construction of Building	PW	Draft in process Need Review and Approvals		
RFQ#	20-03	Environmental Review Record Services	FIN	Draft in process		
RSFQ#	20-03	Architectural Services for Field Operations Building	PU	Draft in process		
RSFQ#	20-04	LAP Design Services	CD	n/Release by CD 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 04-22		
RFP#	20-02	Utility Billing	CS	COMPLETED 03/2020 - Cancelled		
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		