



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, July 24, 2020

## *City Manager's Weekly Update*

### *Upcoming Events*

#### *July*

- |    |           |                              |
|----|-----------|------------------------------|
| 27 | 5:15 p.m. | Environmental Advisory Board |
| 28 | 6:30 p.m. | City Council Special Meeting |

#### *August*

- |    |           |  |
|----|-----------|--|
| 4  | 5:00 p.m. | Golf Course Advisory Board Meeting             |
| 4  | 6:30 p.m. | Regular City Council Meeting                   |
| 12 | 9:00 a.m. | Code Enforcement Special Magistrate Meeting    |
| 17 | 4:00 p.m. | Environmental Advisory Board Meeting           |
| 19 | 6:30 p.m. | Regular City Council Meeting                   |
| 24 | 2:00 p.m. | General Employee Pension Board Regular Meeting |
| 24 | 4:30 p.m. | Fire Pension Board Regular Meeting             |
| 25 | 6:30 p.m. | City Council Workshop                          |

## Parks & Recreation

### Parks

- A little help to get out of the Skate Park rink. Park crew assisted the armadillo out of the skating area and moved him safely back into the woods.



**Photo of removing the armadillo out of the Skate Park**

- A broken faucet was repaired at the Adult Center Annex.



**Photo of broken faucet**



**Photo of repairing faucet**



**Photo of repaired faucet**

- At Causeway Park, the Park crews installed a drainage system on the northside using three 2 ½” pipe along the sidewalk area to reduce flooding.



**Photo of before drainage**



**Photo of after drainage was installed**

## Recreation

- July is Park and Recreation Month and we’re celebrating by highlighting all the great employees within Port Orange Parks and Recreation! These dedicated employees are what make Port Orange Parks and Recreation so wonderful. They work hard every day to make sure that the public stays informed, that the parks and facilities are safe and operational, and the programs and events are fun and inclusive, and so much more. Check out @PortOrangeParks on Facebook to see the past and upcoming staff highlights. #WeAreParksAndRec [www.port-orange.org/july](http://www.port-orange.org/july)



**Photos of the Facebook posts honoring our Parks and Recreation Staff. Check out our Facebook to see the whole post and see the rest of the staff highlights.**

- While December might seem far away...it will be here before you know it! So we would like your help in deciding this year's Holiday Parade Theme (parade to be held on Sunday, December 6<sup>th</sup>). Use the survey link below to vote for your favorite theme! Voting will end on July 27<sup>th</sup> (at 11pm) and the theme will be announced @PortOrangeParks Facebook on July 29<sup>th</sup>. Please be aware that our current Holiday Parade plans could change due to COVID-19. <https://www.surveymonkey.com/r/2020ParadeTheme>
- On July 14<sup>th</sup>, we had our second of five Summer of the Senior 2020 bingo events where we collected school supplies for admission. We had 28 participants and they went above and beyond what I could ever imagine. Our seniors are wonderful!



**Photos of the seniors participating in the Bingo Event and a table full of school supplies**

## **Athletics**

- This Friday from 6pm – 8pm, Field Day Friday will be taking place at the City Center Sports Complex for kids aged 5-6.
- Volleyball Registration has ended, but Athletics is taking late sign ups with a \$10 late fee.
- This is the last week for Just Play. Monday night was Kickball and there were 16 kids who participated.



**Photo of kids participating in Just Play Kickball**

## Upcoming Events held at the Parks

- Christmas in July Craft and Vendor Event – July 25<sup>th</sup> 10:00 am at the Lakeside Community Center.

## Police Department

- First Step Shelter (7/17/20 – 7/23/20).
    - ❖ Persons Contacted – 0
    - ❖ Persons Refusing Assistance – 0
    - ❖ Persons Not Eligible – 0
    - ❖ Shelter Intake – 0
    - ❖ Shelter Intake Refusal – 0
    - ❖ Other – 0
    - ❖ YTD Contacts\* – 151
    - ❖ YTD Shelter Intakes\* – 0
    - ❖ YTD Shelter Intake Refusals\* - 8
- \*From 1/24/2020

TNR Program Stats 07/16/2020 – 07/22/2020		No new application denials. 1 withdrew their application. 1 is pending approval.
YTD Applications Received	20	
Applications Approved	17	
YTD Applications Denied	1	
YTD Cats Spayed/Neutered	30	

## Public Works

### Fleet Maintenance

- Took possession of a new 2020 Kenworth Dump Truck to be used by the Public Utilities Water Plant.



**Photo of New Kenworth Dump Truck**

### Facility Maintenance

- Provided MOT for electrical contractor to repair lights on the causeway and Nova Road.
- Painted safety bollards at Fire Station 73 and cleaned the gutters at Fire Station 73 to stop the washout in front of the building.
- Worked with electrical contractor to repair streetlights and parking lot lights at City Hall and the Police Department.

- Drained and cleaned the Library fountain.



**Photo of Library Fountain being Drained and Cleaned**

- Pressure washed Fire Station 72, 74 and 75.

### **Drainage**

- Crews completed a bank washout on Jackson Street ditch.
- Contractor installed a slit fence around the entire perimeter of the Brunner Property for gopher tortoise relocation.

- The Kaiser finished cleaning the ditch on 5<sup>th</sup> Street.



**Photo of the 5<sup>th</sup> Street Ditch Cleaned Out**

- Crews put fill dirt down at 539 Orange Ave due to a pipe failure between the houses. This is a temporary fix until the pipe is replaced.



**Photo of Fill Dirt put down at 539 Orange Ave**



## Grounds

- Crews continued work in the Central Park subdivision and removed some dead palm trees on Town West and McGinnis.
- Staff assisted the contractor in transplanting several Crype Myrtles from the Dunlaton Median Project to Fire Station 73.



**Photo of Transplanted Crype Mrtyles from the Dunlwaton Median to Fire Station 73**

## Roads

- Crews trimmed sign obstructions around the City and attempted to clean the graffiti on Stop signs throughout the City.
- Staff completed asphalt repairs at the corner of Millbrook Ave, Legume Dr and Hamlet Drive.



**Photo of Staff Paving the corner of Legume Drive and Hamlet Drive**

- The paving contractor has started milling and repaving the identified roads below:

### FY20 STREET PAVING LIST

STREET	FROM	TO
Conrad Street	Isabelle Ave	Frederick Ave
Fitzgerald Street	Isabelle Ave	Frederick Ave
Fredrick Ave	N. Niver	Fitzgerald
Isabelle Ave	N. Niver	Conrad St
Barhydt Ave	Turton St	End of Road
Christiancy Ave	Melrose Cir	Gregory Cir
Marshall Cir	Orange Ave	End of Cul-de-Sac
Melrose Cir	Christiancy Ave	End of Road
Niver Street North	Isabelle Ave	Frederick Ave
Niver Street South	Isabelle Ave	End of Road West
Reynolds Cir	Christiancy Ave	End of Road
Rogers Ave	N. Niver	Normandy Blvd
Sheldon Cir	Orange Ave	End of Road
Taylor Ave	N. Niver	Fitzgerald
Pineland Ave	Howes Street	N. Niver

## Fire Rescue

### Fire Chief's Office

- The Fire Chief participated (virtually) in this month's Municipal Transport Providers meeting with VC Emergency Medical Administration. Items of note included being made aware our call volume has returned to a more status quo number, if not higher than average, based on last year's numbers for this same time period. Criticality of calls continue to be at an all-time high, per the County Medical Director.
- Transports for Week 66: 29 emergent dispatches with 17 transports and 8 non-emergent dispatches with 7 transports. Response times are 7 minutes 16 seconds for emergent calls and 8 minutes 29 seconds for non-emergent calls. We were sent outside of our corporate border 6 times this week. Since inception on April 15, 2019, we have been sent to 1,757 emergent calls and transported 1,199 patients and 566 non-emergent calls with 403 patients transported.

## Fire Operations

- Crews responded to a motor vehicle collision in the area of Taylor Rd and I-95. Upon arrival a single patient was found entrapped in the vehicle. The patient was declared a trauma alert and after being extricated, transported to the hospital.



## Fire Training

- Port Orange Fire training division performed NFPA 1410 training drill, which will test the engine company's ability to complete a specific fireground activity. The NFPA 1410 drills are well thought out, scripted, and organized with thorough explanations of the positional skills expectations and their timing requirements. All engine companies operating on all three shifts will complete this drill in the next two weeks. The training division provided American Heart Association CPR/AED training for various citizens in Port Orange. Port Orange Fire Rescue strives to provide lifesaving education and training for citizens and businesses of Port Orange and Volusia County.



## Emergency Management

- Emergency Management virtually attended a conference on “The New Normal” presented by Government Technology. This webinar covered many topics detailing digital services like telehealth, distance learning, unemployment systems and transportation management require the highest levels of quality to ensure citizen well-being. Agencies were already under pressure to match private companies in offering highly available, high-performing digital services. Now, the coronavirus pandemic has accelerated that pressure overnight: Governments everywhere have been forced to provide digital access for crucial services, but public sector organizations continue to struggle with legacy forms of monitoring that decelerate or even impede the delivery of crucial services for citizens. Leading public sector organizations are adopting more comprehensive and data-driven approaches to monitoring that dramatically reduce outages and performance degradation to help ensure citizens, students, patients, and other stakeholders get continuous access to the services they need.

## Administrative Services

- Staff continues to test the functionality of Paymentus, the new online utility billing payment application that will be launched soon. The testing procedure involves processing various methods of payments and ensuring the accuracy of data as it flows back through our financial system. Staff has begun working with the Public Information Officer to design a marketing campaign for social media to announce when the application will be launched once testing has concluded.
- Staff attended a webinar hosted by Gartner on how to better understand the CARES Act funding parameters and how to leverage CRF funds to back IT investments for remote working and digital funding.
- Staff continues to work towards negotiating successor agreements with Police and Fire. Future negotiation sessions are scheduled with PBA on July 28<sup>th</sup> and IAFF on August 6<sup>th</sup>.

## Finance

- The Budget Team continued with the additional work and analysis of the General Fund, CIP, and A La Carte proposed budget as directed by Council. A Special City Council meeting is scheduled for Tuesday, July 28, for discussion and setting of the Maximum Millage Rate for FY21. The Team is also working on finalizing the proposed budgets for Non-General Funds, including Enterprise Funds, Internal Service Funds, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

- The Finance Department will reopen the Customer Service Manager applications internally and externally for two weeks in order to receive new applications to fulfill this open position as soon as possible. The Proprietary Funds Accountant position did not receive any internal applicants, so it has moved to external applicants for two weeks.
- Deitra Nemore, Customer Service Rep, has resigned. She is moving to Miami to be closer to family. Her last day will be July 30<sup>th</sup>, and the department will be posting an open position for her replacement.
- Customer Service decreased the number of delinquent accounts from 234 to 78 by making phone calls and emailing delinquent customers.
- There were no bid openings or pre-bid conferences this week. Purchasing has been very busy with normal operations, including processing emergency procurements this week.

#### **On the horizon**

- The next City Council Special meeting will be held July 28, 2020 in Council chambers.
- The next Regular City Council meeting will be held Tuesday, August 4, 2020.

## Public Utilities

### Field Operations

- Crews installed a new 8” meter at Spruce Creek High School. This will replace the 7 small water meters that were on school property that needed to be replaced.



**Photos of new 8” backflow installation at Spruce Creek High School this past weekend**

## Water Reclamation Facility

- The Barscreen Replacement Project continues to progress. The contractor has started to install railing and electrical piping. The second barscreen is set to be delivered on 7/27/20.

## Engineering

### South Commonwealth Water Main Improvements Project

- The contractor continues to connect the residents to the newly installed water mains. Restoration of sidewalks continues along with replacing damaged sod.

### Virginia Monroe Stormwater Project Update

- The contractor continues to work on the stormwater pump station on Monroe Street. Stormwater pipe installation from Virginia Ave to Orange Ave will continue this week.



**Photos of stormwater pipe installation and new stormwater pump station on the Virginia Monroe project**

## Water Treatment Facility

- The contractor has successfully completed media replacement in 3 or the 4 filter cells. Final media installation and bacteriological samples will be performed next week.



**Photo of new filter media installed at the Water Treatment Facility**



## Community Development

- A Certificate of Occupancy was issued for Wildflower Hair Co., located at 220 Dunlawton Avenue. The previously abandoned property and building were recently redeveloped into a hair salon and all related site work and building improvements are now completed with this project. The Wildflower Hair Co. is located in the Dunlawton Village section of the Town Center Community Redevelopment Area (CRA).



**Photo of 220 Dunlawton Avenue.**

- Dunlawton Medians Update: VerdeGo continues to work in medians between City Center Parkway and Nova Road. Next week, VerdeGo will continue to remove existing shrubs and trees, transplant Crape Myrtle trees, scrape up and remove the existing sod, haul away the debris and start installing irrigation in the median.



**Location map indicating current median improvement-area located on Dunlawton Avenue, between City Center Parkway and Village Trail. The zoomed-out location map indicates the project limits on Dunlawton Avenue, from I-95 to Nova Road, with segment 1 delineated from City Center Parkway to Village Trail.**

## City Manager

- The interlocal agreement for local option fuel tax will be coming to council on August 4th. While change to the calculation was proposed and accepted by most cities, most cities also felt this would not be the right time to significantly change revenues during the COVID-19 economic impact. The results will be a request to extend for one more year and implement the new calculation in FY21.
- Planning is underway for the 4<sup>th</sup> class of Port Orange University, which is set to begin on Monday, August 24. There are 22 residents excited to participate and there will be a few students who will participating as part of the Youth Leadership Program.
- PIO is working with the IT department on creating “coming soon” teasers for social media platforms regarding the new online utility billing payment system, Paymentus. Currently, IT staff continues to test the functionality of Paymentus.

# Bids

7/23 Status of Bids and Proposals											
City of Port Orange Procurement Projects											
Type	Bid #	CURRENT PROJECTS	Dept	Status	Issued Bid #	Proposal/Bid Release	Pre-Bid	Questions	Addendum	Proposal/Bids Open	Evaluation Date
ITB#	20-05	Fire Department Training Tower Building	FD	Draft in Progress		1/29					
ITB#	20-09	Emergency Food Services and Supplies FEMA (RF-BID)	FE	Draft in Progress		7/16					
ITB#	20-11	Laboratory Analysis Services	PW	IN HOLD		6/4					
ITB#	20-12	Wastewater Reclamation Facility Construction of Building	PW	Draft in Progress		5/19					
ITB#	20-13	Dry Cleaning Services	FD/SD	Bid To Be Released		6/18	9/24	N/A	10/8	10/15	10/22
ITB#	20-14	Fire Department Training Tower Excavation & Foundation	FD	Draft in Progress		6/16					
ITB#	20-15	Parks Maintenance Renovations Equipment Storage	PR	Draft in Progress		7/14					
ITB#	20-16	Ridgewood Ave and Fritchcock Rd Watermain Improvements	FU	Award Spent (From PU)		7/21					
ITB#	20-17	Landscape Maintenance Services for Police Dept Shooting Range	FD	Draft in Progress		7/23					
RF#	20-03	Structural Ethernet and Fiber Optic Cabling	AS	Draft in Progress		4/6					
RF#	20-04	Environmental Review Record Services	FIN	Proposal Released		6/16	7/6	N/A	7/13	7/20	7/27
RF#	20-05	Technical Assistance with HUD Program Consultant	SD	Draft in Progress		7/22					
RF#	20-05	Architectural Services for PMD Operations Building	FU	Proposal Released		7/23	8/6	8/13	8/20	8/27	8/28-9/7
RF#	20-06	LAP Design Services	ED	IN HOLD - *Bid Release and Spent from CP*		N/A					
Type	Bid #	COMPLETED PROJECTS	Dept	Status							
RF#	19-01	Physical Facility Security and Surveillance	IT	COMPLETED 11/2019 - Awarded 2-25-							
RF#	20-20	HERBICIDE PESTICIDE FOR MAJOR THOROUGHFARES	PW	COMPLETED 01/2020 - Awarded 01-06							
ITB#	19-15	SR 421 Banknote Machine Landscaping (LAP)	GD	COMPLETED 12/2019 - Awarded 01-07							
ITB#	19-11	Mechanical Street Sweeping Services	PW	COMPLETED 01/2020 - Awarded 01-23							
ITB#	20-03	ACE2000 Automated Chisel Capturing Appliance	IT	COMPLETED 01/2020 - Awarded 01-27							
ITB#	20-02	Garnsey Water Treatment Plant Filter Media Placement	PU	COMPLETED 01/2020 - Awarded 02-16							
ITB#	19-16	Chypale Paving Project	PW	COMPLETED 01/2020 - Awarded 02-25							
ITB#	19-10	Scanning of Hand Copy Record	ED	COMPLETED 02/2020 - Awarded 2-11							
ITB#	20-04	Safe of Ditching 50'x100'x16" Steel Building PALACE	FD	COMPLETED 02/2020 - NO BIDS							
ITB#	19-27	Sewerwater Mills Drainage Improvements RF-BID	PW	COMPLETED 02/2020 - Awarded 04-22							
RF#	20-02	Utility Billing	CS	COMPLETED 03/2020 - Cancelled							
RF#	20-02	20" Force Main River Crossing Design	FU	COMPLETED 03/2020 - Evaluation COMPLETED 06-02							
ITB#	20-00	Disaster Debris Removal and Disposal (FEMA)	PW	COMPLETED 06/2020 - Awarded 06-16							
ITB#	20-07	Disaster Debris Monitoring (FEMA)	PW	COMPLETED 06/2020 - Awarded 06-16							
ITB#	20-08	Septic Sewer/Sewer Pumping (FEMA)	PW	COMPLETED 06/2020 - Award TRD (Tentative 7/21)							
ITB#	20-09	Food Service (FEMA)	PR	COMPLETED 06/2020 - NO BIDS (Reporting)							
ITB#	20-01	2020 City Wide Stormwater Repairs/Improvements	PW	COMPLETED 07/2020 - Award TRD (Tentative 8/4)							
RF#	20-03	Allen Green Center Parking Lot Re-paving	PR	COMPLETED 07/2020 - Award TRD (Tentative 7/31)							
ITB#	20-10	Brush Truck	FD	COMPLETED 07/2020 - Award TRD (Tentative 8/23)							
RF#	20-05	Knowledge Security Awareness Training Modules Subcontract	IT	COMPLETED 07/2020 - Cancelled							
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	GD							
ITB		Herbert & Neve Master Lift Station Upgrades	FU	GD							