



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, August 7, 2020

City Manager's Weekly Update

Upcoming Events

August

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

September

1	6:30 p.m.	Regular City Council Meeting
9	9:00 a.m.	Code Enforcement Special Magistrate Meeting
15	6:30 p.m.	Regular City Council Meeting
23	9:00 a.m.	Code Enforcement Special Magistrate Meeting
24	5:30 p.m.	Planning Commission Meeting

Parks & Recreation

Parks

- Park crew reinstalled a sink in the restroom at Riverwalk Park after vandals pulled the sink off the wall.



Photo of before and after sink at Riverwalk Park

- A new Memorial bench has been installed at the City Center baseball fields in memory of Joe McKinney who coached in our Parks & Recreation Youth Athletics program for many years.



Photo of new Memorial Bench installed at City Center Baseball Fields

- A new chain link fence was installed along the Riverwalk Park area.



Photo of before and after fence replacement

Athletics

- Just Play! Take 2 is now open for registration. Just Play! went so well that we have decided to continue offering pick-up co-ed sports like kickball, lacrosse, and soccer throughout the rest of August.

Upcoming Events held at the Parks

- August 13th, 4 pm – 6 pm: Candidate Forum hosted by the Port Orange South Daytona Chamber of Commerce at the Kenneth W. Parker Amphitheater.
- August 14th, dusk: Movie Under the Stars hosted by the Port Orange Community Trust at the Kenneth W. Parker Amphitheater.

Fire Rescue

Fire Chief's Office

- Transports for Week 68: 30 emergent dispatches with 19 transports and 13 non-emergent dispatches with 11 transports. Response times are 7 minutes 16 seconds for emergent calls and 8 minutes 31 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 1,816 emergent calls and transported 1,240 patients and 585 non-emergent calls with 419 patients transported.

Fire Operations

- Administration began the process of ordering 10 new bed frames from Pride Enterprises. The bed frames will be installed at stations 71 and 74, which currently are the only stations without them. The new bed frames have three built in drawers which allow for storage of each members' belongings.

Fire Training

- Port Orange Fire training division completed NFPA 1410 training drill this week, 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. 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

- Tropical Storm Isaias spared us from any damage. We stood up the Emergency Operations Center (EOC) on Sunday, August 3rd. The EOC practiced social distancing due to the COVID outbreak. The activation was two shifts A and B. This was very productive activation even though we had little to no affect from the storm. Overall, the activation was a huge success and we learned some things we can incorporate into our next activation. These minor adjustments will be implemented and reviewed again to make sure we are fluid throughout the season. Thanks to all our great city employees for their efforts. They did a great job getting things ready in case the storm made landfall.

Public Utilities

Field Operations

- Crew repaired a broken sewer lateral on Chickadee Dr. A cleanout was added to help with any future blockages should they occur.



Photo of repaired sewer lateral on Chickadee Dr.

Lab Operations

- Lab Staff completed visiting all the dental offices in Port Orange. All dental facilities had to be EPA compliant with amalgam separators installed by July 14th, 2020 and the one-time compliance reports are due to the City by October 2020. We have received most of the letters back from the dental offices. Staff will follow up in October if any forms are missing.
- Lead and Copper results were received on 7/15/2020. There were no exceedances within the City. This sampling event is conducted every three years.

Water Reclamation Facility

- Repairs to the emergency generator at the WRF have begun. The contractor removed the damaged radiator in order to be evaluated for repair/replacement.



Photos of generator being repaired at the WRF

- The second barscreen was installed and is now awaiting the control panel to be wired into place. Crews should hopefully have these screens operational in the new week or two.



Photo of new barscreen awaiting installation at the WRF

Engineering

South Commonwealth Water Main Improvements Project

- Crews are finalizing the last few remaining tie-ins to finish out this project.

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.



Contractor installing 48"x72" ERCP storm pipe and head wall at the Monroe St. pond

Sweetwater Hills Drainage Improvements Project

- The piping and drainage structures are installed. The project is approximately 80% complete.

Water Treatment Facility

- Staff had to replace a broken generator drive belt this week. The belt broke during generator maintenance. Staff quickly had a replacement belt on in no time.

Public Works

Fleet Maintenance

- Staff setup and maintained the City's backup generators in preparation for Tropical Storm Isaias.

Facility Maintenance

- Roof repairs at the DLH City Center Annex and the Police Department were completed by a licensed roofing contractor.
- Staff checked and prepped facilities for Tropical Storm Isaias.
- A licensed plumbing contractor installed a new shower at the DLH City Center Annex for use during hurricanes/tropical storms.



Photo of New Shower that was installed at the DLH City Center Annex

Drainage

- The Kaiser is currently cleaning the Maplewood ditch.
- Crews lowered the ponds and cleared storm drains for the upcoming tropical storm.
- The Contractor poured a new driveway apron, sidewalk and curbing at 140 Brandy Hills Drive due to a stormwater pipe replacement.



Before and After photos of the new driveway at 140 Brandy Hills Drive

Grounds

- Staff removed the Washingtonian Palm Trees at Fire Station 71 due to them being infested with the Weevil bug and had already killed 3 of the 5 palm trees.



Before and After photos of the Washingtonian Palm Trees removed

- Staff helped manning the two sandbag locations in preparation for Tropical Storm Isaias.
- Staff began prepping for some remodeling at the Police Department last week. We removed all the Crape Myrtles that are dying in preparation of adding some of the nice big crapes from Dunlawton.



Photo of staff removing the dying Crape Myrtles

Roads

- Staff completed asphalt repairs on Creek Water Ave and under the Dunlawton Bridge due to some potholes in the road.
- Crews helped setup, deliver sand and handout sandbags for four days to residents at the Adult Center on White Place and Coraci Park in preparation for Tropical Storm Isaias. Great job guys.



Photo of staff helping residents fill sandbags

- The paving contractor has begun the FY20 paving. Below is the list of the current paving schedule:

FY20 STREET PAVING LIST

STREET	FROM	TO	
Fleming	Ridgewood	Lafayette	August 2020
Fleming	Ridgewood	Halifax Drive	August 2020
Carlton	Ridgewood	Halifax Drive	August 2020
Locust	End of Road	Dunlawton Ave	August 2020
Millbrook	Spruce Creek Road	Baywood Ave	August 2020
Vaughn	Gladys	End of Road	August 2020
Pendlebury CT	Smokerise BLVD	End of Road	August 2020
Mori CT	Smokerise BLVD	End of Road	August 2020
Sandlebury CT	Smokerise BLVD	End of Road	August 2020
Willow Run Drive	Willow Run Drive	End to End	August 2020
Willow Run Drive	Willow Run Drive	Willow Run Blvd	August 2020
Thistle LN	Willow Run Drive	Willow Run Drive	August 2020
Chardonnay DR	End of Road	Chamale LN	August 2020
Hensel RD	Central Park Blvd	Freda Lane	August 2020
Hensel RD	Asphalt Sidewalk		August 2020
Pheasant Ridge DR	Whispering Pine CT	Sterling Chase Dr	August 2020
Tributory LN	Covendale Lane	Calistoga Cir	August 2020

Finance

- The Budget team moved on to the next step in the budgeting process requesting approval “in concept” of the FY21-26 Capital Improvement Plan (CIP). The list of FY21 unfunded projects were presented and reviewed with Council at the Council Meeting held on Tuesday, August 4, 2020. A decision regarding funding of specific projects is expected when the entire budget is presented in early September.
- The Team continues working on finalizing and balancing the proposed budgets for Non-General Funds including Enterprise Funds, Internal Service Funds, Special Revenue Funds, Debt Service Funds and Capital Project Funds.
- The Grants Manager submitted the Florida Department of Law Enforcement’s FY20 Coronavirus Emergency Supplemental Funding (CESF) grant application requesting \$77,295.40. If awarded, funding will be utilized by the Police Department for prevention, preparation, and response to the Coronavirus.

- Purchasing had a Pre-Proposal Conference for Architectural Services for the Field Operations Building, RFSQ #20-03 on Thursday morning at 10:00 AM in Council Chambers.
- Purchasing staff is reviewing upcoming revisions to Workday, Procurement/Supplier Accounts 2020R2 Release and planning for upcoming implementation and testing.
- Customer Service is reviewing applications for our Customer Service Rep I position and will start to schedule interviews within the next few weeks.

On the horizon

- Election Day is August 18, 2020. Please vote. Early voting is available at the Library from Saturday, August 8 through August 15, 8 am to 6 pm.
- The next City Council meeting will be held on August 19, 2020.

Administrative Services

Information Technology

- Staff is working with Paymentus to correct an issue discovered during testing with the integration between Paymentus and Naviline. Staff hopes to have the issue resolved quickly so that testing can continue as planned.

Human Resources

- Staff continues to monitor the COVID-19 situation and administer the requirements set forth under the Families First Coronavirus Response Act (FFCRA). Employees are reminded to wear a mask or face covering while at work when social distancing isn't possible and should contact HR with any questions or concerns about the Coronavirus. **Employees who are having symptoms should NOT report to work but should contact HR.**
- Union negotiations were held this week with IAFF and PBA Lt., in an attempt to reach a tentative new agreement as the CBA's expire on September 30, 2020.

Police Department

- From Chief Grimaldi regarding successful CALEA recertification:

“I am happy to report that the Commission unanimously approved the POPD for our sixth reaccreditation. Congratulations to our entire team. Our professionalism and dedication was very apparent to the Commission.

Few police agencies are able to attain so many consecutive reaccreditations from CALEA, the premier credentialing association for public safety agencies. It is an achievement that our entire Department has earned and you should be proud of your accomplishment.

- First Step Shelter (7/30/20 – 08/06/20).
 - ❖ 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 07/30/2020 – 08/06/2020		<i>Two denied due to property owner not approving colonies in the MHP. The third was denied due to the person not residing in our jurisdiction.</i>
YTD Applications Received	21	
Applications Approved	18	
YTD Applications Denied	3	
YTD Cats Spayed/Neutered	47	

Community Development

- A development application is under review for a proposed 4,012 square-foot commercial building consisting of a 2,586 square-foot Dairy Queen “Grill & Chill” restaurant and a 1,426 square-foot commercial tenant space (no tenant identified at this time). The site is located at 3817 Clyde Morris Boulevard, in front of the Walmart Neighborhood Market. The site is within the Palmetto Pointe Planned Commercial Development (PCD) and is zoned for the proposed commercial use. The site plan for the proposed development is scheduled for the August 26th Staff Development Review Committee (SDRC) meeting.



Location map of 3817 Clyde Morris Blvd., east of Clyde Morris Blvd., south of Madeline Ave.

- A development application is under review for a proposed 1-story, 19,567 square-foot Halifax Health medical office. The proposed medical office is located at 5440 S. Williamson Boulevard, on the southwest corner of Williamson Boulevard and North Summer Trees Road. The site is zoned Planned Community-Agriculture (PC-A)/Workplace District and the proposed medical office is a permitted use. The site plan for the proposed development is scheduled for the August 26th Staff Development Review Committee (SDRC) meeting.



Location map for 5440 S. Williamson Boulevard, on the southwest corner of Williamson Boulevard and North Summer Trees Road.

- **Dunlawton Avenue Median Project:** Work continues in the medians between City Center Parkway and North Swallow Tail Drive including the installation of a 3" mainline, lateral lines, gate valves, flow meters, and flow sensor for the new irrigation system and stripping and removal of existing sod. The first shipment of medjool palms is anticipated on Friday, August 7th. Community Development and Public Works staff have walked the median and flagged the placement of the medjool palms. According to the contractor, installation of the medjool palms may begin on Saturday if the pits for planting the palms can be excavated and reviewed by staff on Friday.

It is anticipated next week for the ligustrums and reclinatas (wild date palm or senegal date palm) will be delivered and installed. Some partial closures of the turn lanes may be required in the delivery and off-loading of the palms and larger plant material. No other lane closures or night work is planned at this time.



Photos of work being done to the Dunlawton Ave. medians.

City Manager

- This Assistant City Manager would like to thank all staff and the council for their support during the recent events. While we dodged a bullet with Isaias, it was a great opportunity to see how an emergency response should be organized during a pandemic. Staff came away with some ideas and the Emergency management coordinator will be collecting those suggestion for action on future events.
- Finalizing stages are underway for Port Orange University, which begins on Monday, August 24th. Twenty-three residents and two students are participating this year. Most classes will be conducted at Lakeside Center so everyone will be appropriately social distanced.

Bids



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	<i>*Need Specs and Bid Request entered into Civic Clerk and Workday*</i>	1/29						
ITB#	20-09	Emergency Food Services and Supplies FEMA (RE-BID)	PR	<i>Draft In Process</i>	7/16						
ITB#	20-11	Laboratory Analysis Services	PW	<i>ON HOLD</i>	6/4						
ITB#	20-12	Wastewater Reclamation Facility Construction of Building	PW	<i>Draft In Process</i>	5/19						
ITB#	20-13	Dry Cleaning Services	PD/FD	<i>Bid To Be Released</i>	6/18	9/24	N/A	10/8	10/15	10/22	
ITB#	20-14	Fire Department Training Tower Excavation & Foundation	FD	<i>*Need Specs and Bid Request entered into Civic Clerk and Workday*</i>	6/16						
ITB#	20-15	Parks Maintenance Renovations Equipment Storage	PR	<i>Draft In Process</i>	7/14						
ITB#	20-16	Ridgewood Ave and Farmbrook Rd Watermain Improvements	PU	<i>*Need Specs and Bid Request entered into Civic Clerk and Workday*</i>	7/21						
ITB#	20-17	Landscape Maintenance Services for Police Dept Shooting Range	PD	<i>Draft In Process</i>	7/23						
ITB#	20-18	Southwinds Fence Replacement	PR	<i>Draft In Process</i>	8/5						
ITB#	20-19	Solid Waste Collection Services	PW	<i>*Need Specs and Approvals in Civic Clerk and Workday*</i>	8/5						
RFP#	20-03	Structured Ethernet and Fiber Optic Cabling	AS	<i>*Needs approvals in Civic Clerk and entered into Workday*</i>	4/6						
RFP#	20-05	Technical Assistance with HUD Programs Consultant	CD	<i>Draft In Process</i>	7/22						
RFQ#	20-06	Cisco Smartnet Service	IT	<i>Draft In Process *Draft needs IT approval*</i>							
RFSQ#	20-03	Architectural Services for Field Operations Building	PU	<i>Proposal Released</i>	5/11	7/23	8/6	8/13	8/20	8/27	8/28-9/7
RFSQ#	20-04	LAP Design Services	CD	<i>ON HOLD *Need Release and Specs from CD*</i>	N/A						
Type	Bid #	COMPLETED PROJECTS	Dept	Status							
RFP#	19-01	Physical Facility Security and Surveillance	IT	COMPLETED 11/2019 - Awarded 02-25							
RFQ#	20-20	HERBICIDE, PESTICIDE FOR MAJOR THOROUGHFARES	PW	COMPLETED 01/2020 - Awarded 01-06							
ITB#	19-15	SR 421 Dunlawton Median Landscaping (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	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 02-13							
ITB#	20-04	Sale of Existing 50'x100'x16' Steel 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							
RFSQ#	20-02	20" Force Main River Crossing Design	PU	COMPLETED 03/2020 - Evaluation COMPLETED 06-02							
ITB#	20-06	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 - Awarded 07-21							
ITB#	20-09	Food Service (FEMA)	PR	COMPLETED 06/2020 - NO BIDS (Reposting)							
ITB#	20-01	2020 City Wide Stormwater Repairs/Improvements	PW	COMPLETED 07/2020 - Award TBD (Tentative 8/4)							
RFQ#	20-03	Allen Green Center Parking Lot Sealcoating	PR	COMPLETED 07/2020 - Awarded 07-23							
ITB#	20-10	Brush Truck	FD	COMPLETED 07/2020 - Award TBD (Tentative 8/19)							
RFQ#	20-05	KnowBe4 Security Awareness Training Platinum Subscription	IT	COMPLETED 07/2020 - Cancelled							
RFP#	20-04	Environmental Review Record Services	FIN	COMPLETED 07/2020 - Under Evaluation							
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		CD Software	CD								