



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, November 6, 2020

City Manager's Weekly Update

Upcoming Events

November

10	6:00 p.m.	City Council Special Meeting
11	9:00 a.m.	Code Enforcement Special Magistrate Meeting
16	4:30 p.m.	Fire Pension Board Regular Meeting
17	6:30 p.m.	City Council Regular Meeting
19	5:30 p.m.	Planning Commission Meeting

December

1	5:00 p.m.	Golf Course Advisory Board Meeting
	6:30 p.m.	City Council Regular Meeting
9	9:00 a.m.	Code Enforcement Special Magistrate Meeting
15	6:30 p.m.	City Council Regular Meeting
17	5:30 p.m.	Planning Commission Meeting

Parks & Recreation

Athletics

- Soccer registrations are now open and run until 11/22.
- Freaky Friday went well we had 9 kids playing Super Smash Bros and having a blast.



Photos from the Freaky Friday E-Sports Tournament, including the Gym Decorations and the Tournament winners in Super Smash Bros Costume

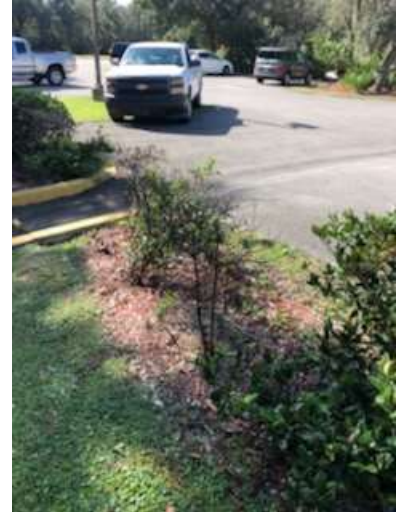
- Youth Volleyball registration are still open and run until 11/15.

Recreation

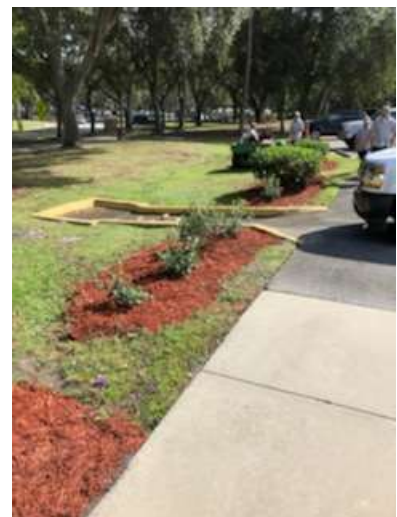
- The annual Halloween Fest Trunk or Treat took place last Saturday at City Center Park. Multiple departments were key in ensuring this event went smoothly. Families who pre-registered to attend the event had positive feedback regarding the layout and overall safety of the event. Those who did not pre-register were given a handful of candy and a list of other local events that they could attend. With timed entry for the families, and an abundance of staff at the check-in station, there was never a large crowd. Though we were not able to welcome as many attendees as past years, the event was well-received overall.
- The annual Veterans Day Ceremony will take place next Wednesday, November 11th at 10 am at Veterans Park in City Center. The VFW Post 3282 will host the ceremony, which will feature a display of colors, speeches and a 21-gun salute. The event layout will be altered to adhere to social distancing guidelines, attendees will be encouraged to sit with only their immediate family members, and hand sanitizer stations will be placed throughout the park. Staff will also film the ceremony to be broadcast online for those who are not comfortable attending in person.

Parks

- Park crews removed several plants that had declined around the Lakeside Community Center area. They planted eighteen new plants and added new mulch to flower beds.



Photos of the declining plants at Lakeside Community Center



Photos of new plants installed at the Lakeside Community Center

- Park crew replaced twelve handrails and sideboards along the boardwalk at Spruce Creek Road Park and pressure washed the splash pad at the All Children's Park.



Photos of repairs on the boardwalk and pressure washing at All Children's Park

Upcoming Events

- 11/8 – 11/14: Flags for Heroes at Riverwalk Park

Police

- First Step Shelter (10/29/20 – 11/06/20).
 - ❖ 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: 10/30/2020 – 11/04/2020		<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. The fourth was denied to not hearing back from the property owner as of yet.</i>
YTD Applications Received	42	
Applications Approved	37	
YTD Applications Denied	4	
YTD Cats Spayed/Neutered	123	

Finance

- FY20 Budget clean up continues with the Budget Team working closely with Departments to identify budget corrections in preparation for closing out the fiscal year.
- Review and analysis of FY20 remaining balances for Projects and Open Encumbrance is underway to determine amounts to rollforward to FY21. Resolution is scheduled for Council Review on 12/01/2020
- The Budget Team is working through the list of information requested by the external auditors related to FY20 Year End audit.
- Purchasing has an open Purchasing Agent position advertised.
- Customer Service has selected a Full time Customer Service Rep. that will start November 11, 2020. The department is still looking to hire another PT Rep as well as a FT rep to fulfill the vacancies of the Department.
- Purchasing conducted the Final Evaluation meeting this week in Council Chambers for Architectural Services for the Public Utilities Field Operations center, RFSQ# 20-03.
- The Grants Manager attended the Annual Grant Professionals Association Conference online.
- Customer Service decreased the number of shut offs from 131 to 60 with additional phone calls and emails to customers.

Fire Rescue

Fire Chief's Office

- The Fire Chief attended a meeting with representatives from Zev Cohen and Associates, Inc. who will be overseeing work on the Fire Training Tower construction project. The meeting this week was to look at draft documents to begin site work and construction for the tower's foundation.
- The Fire Chief attended the monthly meeting of the South East Region Fire (SERF) departments to discuss several issues including: combining efforts to purchase and distribute EMS supplies, current COVID concerns/issues and a status update on the training tower project.
- Transports for Week 81: 37 emergent dispatches with 25 transports and 6 non-emergent dispatches with 4 transports. Response times are 7 minutes 56 seconds for emergent calls and 8 minutes 23 seconds for non-emergent calls. We were sent outside of our corporate border 3 times this week. Since inception on April 15, 2019, we have been sent to 2,054 emergent calls and transported 1,515 patients and 710 non-emergent calls with 519 patients transported.

Fire Operations

- The Operations Division has received additional TRT (Technical Rescue Team) equipment that will allow Ladder 73 to make rescues of victims trapped on roofs, buildings, or other elevated structures.

Emergency Management

- Emergency Management spent the week revising the city's Debris Management Plan. Just a reminder that hurricane season ends November 30th. Tropical Depression Eta is expected to re-enter the Caribbean and re-develop. We will continue to monitor this system as it approaches Florida.

Administrative Services

- Open Enrollment for employees to make any necessary changes to their insurance coverages kicked off this week and will run through Nov 20th. There will be no changes to benefits or premiums for the plan year that begins Jan 2021. Open labs are scheduled in the 2nd floor conference room at City Hall on select days of the next few weeks for employees who needs assistance.
- Union negotiations were held this week with IUPA to negotiate a new collective bargaining agreement.

- Staff continues to finalize fiscal year end reporting requirements and has begun preparations for calendar year end including W-2s and ACA forms.
- HR Staff is carefully planning employee holiday events in order to recognize and thank employees. These events include the employee holiday gathering, employee years of service luncheon and holiday cookie bake off. While these events may look different than in years past it is important to still recognize and celebrate employees.
- Staff continues to monitor the COVID-19 situation under the guidance provided by the CDC 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.**
- Staff met with vendors at the Police Department for a walk-thru of the facility to put together specifications for replacing the current video surveillance system. Staff is hoping to completely replace the existing system, installed in 2010, with a modern video surveillance infrastructure including all new high-definition cameras with motion alerts, increased storage for longer retention, and the ability for staff to view video on smartphones. This project was funded in the FY21 CIP and staff hope to have a new system in place by early to mid-2021.

Community Development

- Last week, progress on the Dunlawton Avenue Median Project included completion of sod and installation of shrubs and mulch in the medians east of Jackson Street. Irrigation lines were installed in the medians between Oak Street and Spruce Creek Road. Next week, trees will be installed in these medians, with shrubs, mulch, and sod to follow. Activities were completed to tag the crepe myrtles in the median between City Center and Clyde Morris Boulevard selected for relocation/replanting in other areas of the City. There are no anticipated lane closures or night work.



Photo of sod being installed on Dunlawton Ave. median



Photo of work crew placing mulch in median



Photo of testing irrigation in median



Photo of irrigation installed in median near Spruce Creek Road

Public Works

Fleet Maintenance

- Southern Sewer Equipment came over to demo the Global Street Sweeper this past week. Public Works is still searching for and doing due diligence to find a machine that will be the best option for the City.



Photo of the street sweeper demonstration

Facility Maintenance

- Staff finished painting the wall pack lights at the Police Department.
- Crews painted the sidewalk curbs at the Police Department Gun Range to improve safety.
- Staff finished installing touch free soap dispensers at City Hall.
- Staff drained and cleaned the Library fountain.

Grounds

- Staff worked with Steve Edgar, City Forester trim a historic oak tree at 5520 West Bayshore Drive due to safety issues.



Photo of staff trimming an oak tree on West Bayshore Drive

- Crews spent most of the week trimming back the Spruce Creek Bike Path due to height clearances.

Drainage

- The Vac-con cleaned storm drains on Fleming Ave and Niver Street due to debris in the basin.
- Crews removed and formed up a new concrete sidewalk with pipe to allow water flow under the sidewalk on Tumblebrook Drive.
- LMR Construction lined the stormwater drainage pipe that crosses the road near 725 Herbert Street due to safety issues in the road. The roads crew repaired the pavement.

- Crews completed reshaping and hydroseeding the pond in Sweetwater Hills subdivision.



Before and after photos of the pond on Tumblebrook Drive

Roads

- Asphalt repairs were completed at the corner of Mystic Drive and Wales due to drainage work done.

- Staff repaired the East bound traffic lane due to a depression in the road near 725 Herbert Street due to a stormwater pipe failure that was recently repaired. This repair is complete.



Before and after photos of the asphalt repair near 725 Herbert Street

Public Utilities

Field Operations

- Crew repaired a 2” main break caused by a contractor running over a valve with heavy equipment. Maple Wood Mobile Home Park under a boil water notice.



Photo of water line repair made in Maplewood MHP

- Crew installed a water service for a new resident on Houston St.



Field Ops staff installing a new water service on Houston St.

Lab Operations

- Lab Analysts completed sampling for a planned water outage on Nova Rd. Sampling was done on Thursday, 10/29 and Friday, 10/30. The precautionary boil water notice was rescinded on Saturday, 10/31/2020.

Water Reclamation Facility

- Wednesday, November 4, 2020 at 07:00 hrs., FPL will initiate their annual Load Control Testing. The test will last for one hour. The WRF is listed with the load control program with FPL. This means during emergency situations or high electrical demand, the WRF can run on generator power reducing the demand on the electrical grid. The City receives a large financial incentive from FPL annually to run off the grid in these circumstances.
- The Chamber of Commerce was given a tour of the WRF on Wednesday November 4th by Steve Parnell and Paul Salerno. The Chamber brings its leadership participants to the WRF annually as part of the program curriculum.

Engineering

Virginia Monroe Stormwater Project Update

- The contractor continues working on the large stormwater wet-wells and preps multiple streets for paving the areas where new lines were installed. The project is on budget and on schedule.

City Manager

- The City held a ribbon-cutting ceremony on Friday to announce the opening of a new law enforcement firearms & training facility that is a partnership between the City of Port Orange and City of New Smyrna Beach police departments. Located at 4021 Pioneer Trail in New Smyrna Beach, the new facility is situated on 18 acres and has three separate ranges including a pistol range, tactical range and a rifle range. It was built in order to allow both departments to be able to train more frequently and meet or exceed all safety standards.



Photos from the ribbon-cutting ceremony the City held on Friday to announce the opening of a new law enforcement firearms & training facility that is a partnership between the City of Port Orange and City of New Smyrna Beach police departments.

- And that's a wrap!! Port Orange University Class #4 concluded last night where each classmate was recognized by Mayor Burnette and City Council and were also each handed a Certificate of Completion. Thank you also to city staff who again participated in the program and making it another successful year for these citizens!



Photos from Port Orange University class recognized by City Council

- The Assistant City Manager helped to facilitate the FCCMA fall symposium this week with City and County Managers from across the state. The topic was ethical decision make in the face of COIVD-19. It's more important than ever to provide ethical guidance as organizations are stressed about unprecedented situations facing us all.

Bids

Status of Bids and Proposals											
City of Port Orange Procurement Projects - FY21											
Type	Est #	CURRENT PROJECTS	Dept	Status	Issued Est #	Proposal/Bid Release	Pre-Bid	Questions	Addressed	Proposal/Bid Open	Evaluation Date
ITB	28-09	Emergency Food Services and Supplies FEMA (IR-880)	FB	Draft In Process	7/30						
ITB	28-12	Wastewater Reclamation Facility Construction of Building	FW	Draft In Process *Need approach in City Clerk*	5/29						
ITB	28-14	Fire Department Training Tower Excavation & Foundation	FD	*Need Specs, Bid Request entered into City Clerk & Workday*	6/28						
ITB	28-16	Ridgewood Ave and Farnbrook Rd Watermain Improvements	FU	Bid to be Released 11/12/20	7/21	11/12	11/25	12/3	12/10	12/17	N/A
ITB	22-01	Water Reclamation Facility Chlorine Silo with Mixer	FW/FU	Draft In Process *Need approach in City Clerk; Kickoff Meeting held 10/27/20*	10/20						
ITB	23-02	Houses St and Orange Ave Water Main & Drainage Improvements	FW/FU	Draft In Process *Need approach in City Clerk*	10/28						
ITB	23-03	Removal and installation of Fencing at the Public Works Facility	FW	*Reviewing Scope of Work; Need approach in City Clerk*	10/30						
RFP	28-03	Structured Ethernet and Fiber Optic Cabling	IT	*Need approach in City Clerk and entered into Workday*	4/6						
RFP	28-06	Airport Park Playground Replacement	FB	Draft In Process	8/26						
RFP	23-01	Solid Waste Collection Services	FW	*Need approach in City Clerk*	9/31						
RFP	23-02	Wrecker Services	FD	Meeting to be held 11/9 with Legal & PD to discuss scope, evaluation criteria, etc.	10/30						
RFC	22-01	Palmyra Area Repave & Environmental Enhancements at Dick Down Under	CD	Draft In Process *Need approach in City Clerk*	10/27						
Type	Est #	COMPLETED PROJECTS	Dept	Status							
ITB	28-15	Parks Maintenance: Recreational Equipment Storage	FB	COMPLETED 10/28/20 - Awarded 11/20/20							
RFP	28-05	Technical Assistance with H&M Programs Consultant	FB	COMPLETED 10/28/20 - Under Evaluation							
ITB	28-13	Dry Cleaning Services	FW/FB	COMPLETED 10/28/20 - Under Evaluation							
Type	Est #	FUTURE PROJECTS	Dept	Status							
ITB		Pedestrian Crossing Signs	FW/FU	Researching sourcing information							
		Accessories & Installation Services for Fleet Vehicles & Equipment	FW	Researching sourcing information							
RF4L		Professional Services for Design & Permitting of On-LAP Projects	CD								