



9/8/2017

City Manager's

WEEK-IN-REVIEW

Preparing for Hurricane Irma

This week City employees have been preparing for the arrival of Hurricane Irma. The City's number one goal is to keep our residents safe before, during and after the storm. Customer Service staff have been fielding hundreds of calls about sandbags, evacuation zones, garbage, etc. Employee teams have been preparing to operate generators in the response & recovery. Stormwater staff have worked to prepare our drainage system by lowering the water level in canals along with ditch and storm drain clearing. Staff have been working with contractors, both public and private, to secure job sites in preparation for the storm. Staff have tested and staged equipment at various locations around the City, dispersed in preparation for quick response times.

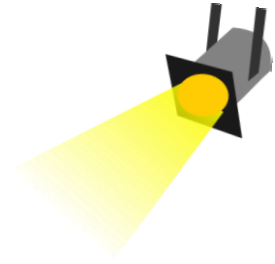
City crews will begin clearing streets for emergency responders and FPL as soon as it is deemed safe. It is important for residents to stay off the roads in the immediate aftermath of the storm to ensure their safety.

It's going to be a busy few days ahead. Let's stay focused and stay safe!



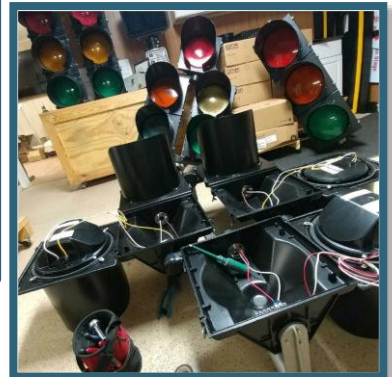
Staff Complete Storm Preplanning Sessions

Spotlight



Streets & Special Projects

This week our streets and special projects division installed 20 new pedestrian countdown heads for greater pedestrian safety. Graded



Announcements



Friday, September 8, 7:50pm
Central Park at Town Center

Intracoastal Waterway Cleanup
Saturday, September 9, 8am
Holland Park

Fallen Heroes Memorial
Monday, September 11, 8am
Heroes Memorial Park

CANCELLED

Next Week:

- **Monday, September 11, City Offices CLOSED**
- **CANCELLED** - Tuesday, September 12, City Council Workshop & Special Meeting, City Hall – Community Wing, 160 Lake Avenue

Attachments

- Administrative Services & Economic Development Department Update
- Finance Department Update
- Fire Department Update
- Parks & Recreation Department Update
- Utility Department Update

News Releases

- Hurricane Irma Sandbags
- Hurricane Irma Closures
- Food Trucks, September 2017

Communications & Marketing

The Communications & Marketing team is focused on getting out information about Hurricane Irma. Interviews with the media have been done throughout the week, and news releases have been sent about closures, event/activity cancellations and sandbags. We live-streamed the Hurricane Irma news conference on Facebook.

We are working with IT on messages and content for the website, www.palmcoastgov.com, which will be a good source of information for the public throughout the storm. Our emergency site will be cloud-based in case we lose our regular server.

Social media is a major communications tool for us, and we urge the public to follow us on Facebook for live updates before, during and after the storm. The page is at www.facebook.com/discoverpalmcoast. We are also tweeting at www.twitter.com/palmcoastnow. We have created a number of videos and will also be posting photos to keep our citizens up-to-speed on conditions in Palm Coast and how we fared after the storm.

We will also provide regular updates on WNZF radio, so tune in at 1550AM or 106.3FM.

Earlier in the week, the Division videotaped and aired live the Palm Coast City Council meeting and the Council budget hearing. A news release was also distributed to announce the next Food Truck Tuesdays (Sept. 19 event).

City Clerk

- Prepared and processed recording packet.
- Prepared 4 agenda items.
- Prepared and posted 3 agendas and 2 sets of approved meeting minutes to Web.
- Processed 9 resolutions.
- Processed 1 ordinance.
- Continued training with new Deputy City Clerk.
- Welcomed and trained new multi-divisional staff assistant.
- Prepared for Hurricane Irma



Central Services Division

Contracts Processed:

- Fort Bend Services, Inc., Master Services Agreement to Provide NSF 60 Approved Anionic Polymer, ITB-PW-U-17-56

City of Palm Coast Finance Department Awarded National Budget Award, 13th Consecutive Year

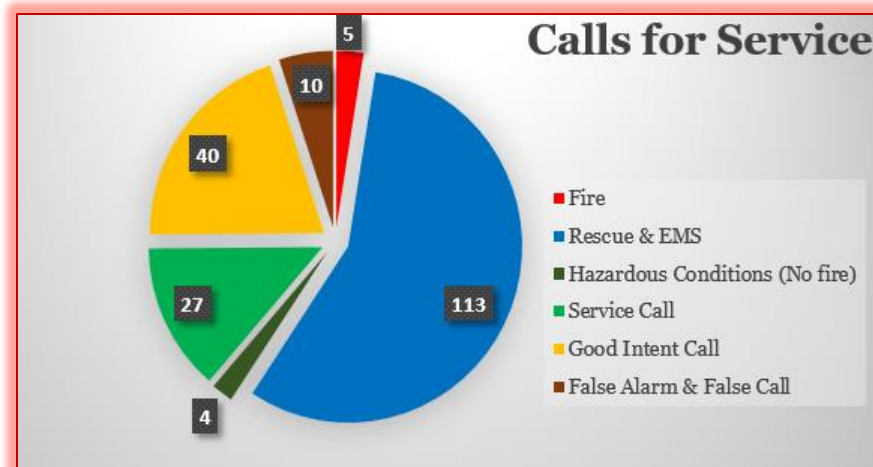


The Government Finance Officers Association of US & Canada (GFAO) awarded the City of Palm Coast/ Finance Department two awards based on the 2016 fiscal year end. The Certificate of Achievement for Excellence in Financial Reporting (CAFR), and an award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR).

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements. Being transparent and give full disclosure, and then to recognize individual governments that achieve this. Requirements are based on reader creativity, presentation, appeal, and understandability.

Reports submitted to the CAFR program are reviewed by selected members of the GFOA professional staff and by outside reviewers with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

Popular Annual Financial Reporting (PAFR) was created in 1991 to encourage and assists state and local government to extract information from their comprehensive annual financial report to produce high quality popular annual financial reports designed to be readily accessible, and easily understandable to the general public and other interested parties. This award is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government.



GUIDANCE

Tip of the Month:
Hurricane and Flood Preparedness
<https://youtu.be/PBgjMMkmC4>

Download CodeRED to be notified of emergencies that may impact your safety:
<http://www.palmcoastgov.com/emergency/codered>

Disaster Preparedness Guide with Evacuation Zones:
<http://www.palmcoastgov.com/emergency/disaster-preparedness>

COMMUNITY OUTREACH

Smoke Detector Battery Change 2
CPR Scheduled for September 16th *Class full/waitlist

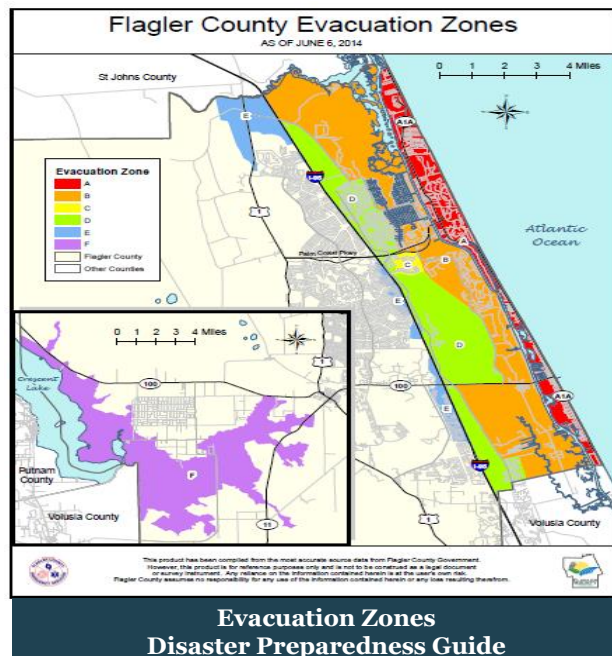
DEPARTMENT ACTIVITIES

Personnel and equipment resources have been assigned in preparation for the late Sunday night impact. Continuance of meetings to update City staff and Fire personnel are ongoing, providing additional information as it becomes available. City media & marketing is providing full coverage of all department's operations.

Firefighter Greco has finalized training for staging operations with Waste Water.

VOLUNTEERS

Volunteers will be backfilling with the career crews to maximize staffing.



HIGHLIGHTS

Palm Coast Fire Department Honor Guards were preparing for the September 11th, Fallen Heroes Memorial Ceremony. This event has now been cancelled in preparation for the arrival of Hurricane Irma.

Palm Coast Fire Police Volunteers were recognized by the Flagler County Sheriff's Office.

Fire Police Volunteers, thank you for your dedication to our community!

Thank you to the Palm Coast Volunteer Associates for assisting with meal planning & preparation for Hurricane Irma.



Palm Coast Fire Department Honor Guard Practice



Palm Coast Fire Police Volunteer Appreciation by Flagler County Sheriff's Office



Volunteer Associates Pete and Joe

Parks & Recreation – Alex Boyer, Director

Executive Summary: Parks & Recreation focused on Senior Games preparation this week. Due to the impending Hurricane Irma, the first two activities, Archery and Pickleball Doubles, have been canceled; however, we hope to move forward with the rest of the Senior Games activities. The Senior Games Proclamation took place on Tuesday, Sept. 5 and was immediately followed by a cake celebration with registered athletes.

Frieda Zamba Swimming Pool started its new hours following the Labor Day holiday. The hours are now Monday through Friday - 2 PM to 7:30 PM and Saturday & Sunday – Closed. The pool had 546 visitors and also hosted a STEM program, which brought in 40 participants. STEM program participants learned swimming and lifeguarding skills from our staff.

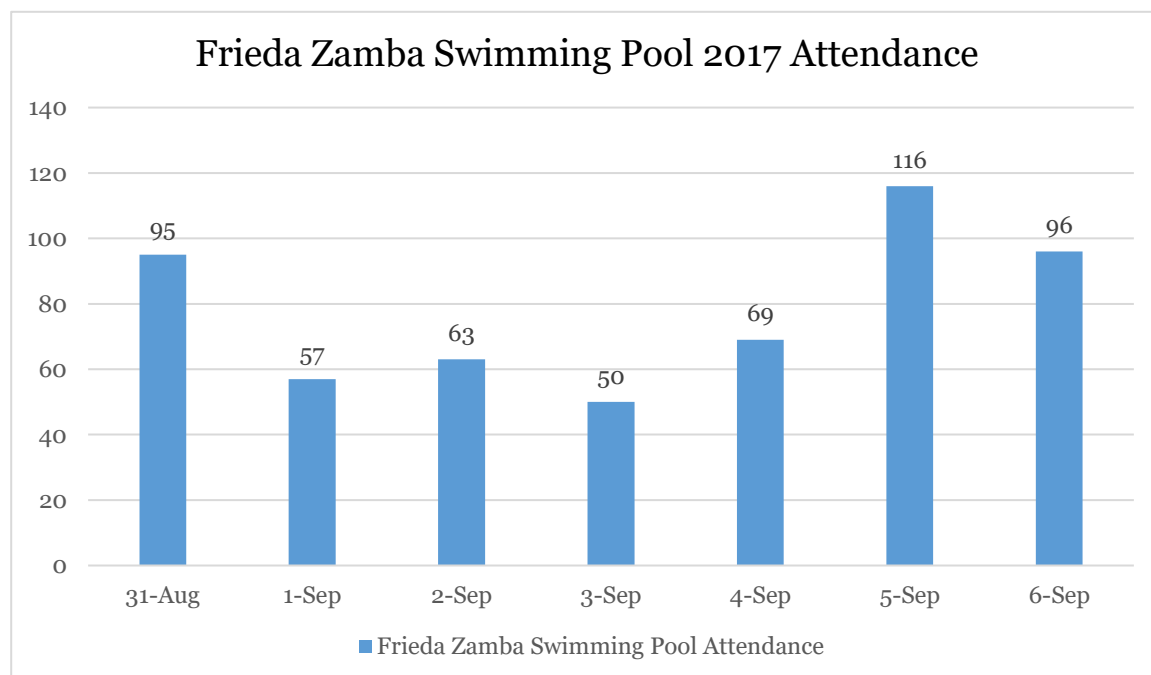
We have canceled all Parks & Recreation programs for Sat., Sept. 9 through Wed., Sept. 13 as well as the Healthcare Provider Course and Movies in the Park on Friday, Sept. 8. All Parks & Recreation facilities also will be closed Sept. 9-13. We will send updates next week to address any more program cancellations we might need to make. We apologize for any inconvenience this may cause. We encourage you to focus on your disaster preparedness plans in the coming days and wish you and your families to be safe and well.

Fall 2017 Activity Guide

<http://www.palmcoastgov.com/government/parks-recreation>

Community Calendar

<http://www.palmcoastgov.com/calendars>



Highlights

Frieda Zamba Swimming Pool

The pool had 546 visitors and hosted a STEM program of 40 participants. They learned swimming and lifeguarding skills from our staff.

Senior Games Proclamation

Parks & Recreation kicked off the Senior Games with a Proclamation on Tuesday, Sept. 5. Athletes were welcomed to enjoy cake immediately following.

Marketing/Advertising

The fall activity guide has been made available in a digital format through our website complete with interactive links and page navigation. The statistics show the digital guide is at 260 reads and 604 impressions.

An email was sent out to all registered participants and other individuals to notify of program cancellations and facility closures Sept. 9 – Sept. 13 as well as the Healthcare Provider course and Movies in the Park on Sept. 8.



STEM program at Frieda Zamba Swimming Pool

COMING UP

Senior Games Sept. 14 – 24 (Sept. 9 & 13 activities **canceled due to Hurricane Irma)**

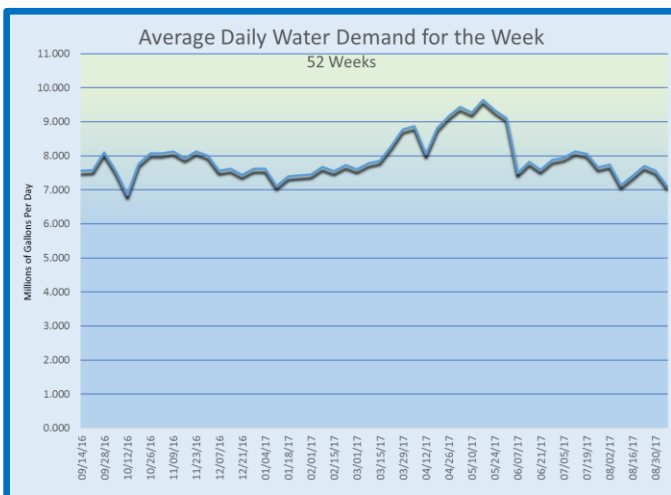
Pickleball Singles
Pickleball Mixed Doubles
Golf Croquet
Cycling
Tennis
Golf
Horseshoes
Ballroom Dancing
Swimming

USTA Futures Tournament Jan. 30 – Feb. 5

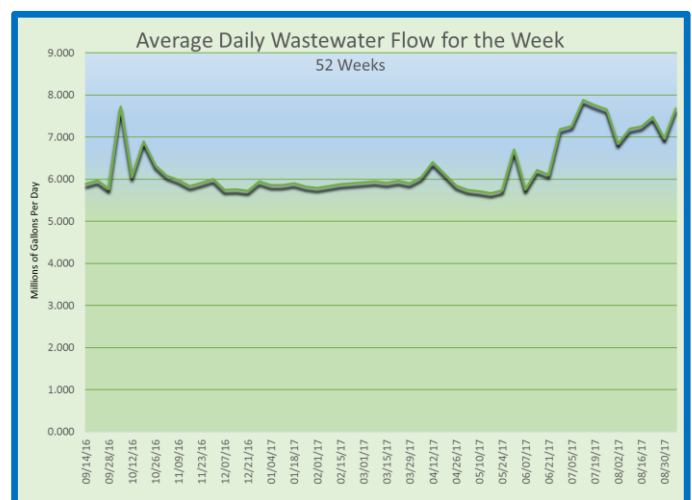
Utility – Richard Adams, Director

9-7-17

- The average water demand for the week was 7.109 million gallons per day.
- The average wastewater flow was 7.680 million gallons per day.
- Crews installed 15 new water meters and replaced 3 PEP tanks. They also installed 2 new PEP pumps.
- The department now has 164 outstanding work orders for new meters, 7 of those lots have been cleared and are ready for meters. With the current backlog, all meters are installed within about 2 weeks after the lot is cleared. The department also has 13 work orders for new PEP tanks and 3 of those sites are ready. All PEP tanks are being installed within 10 days from the time the building site is ready.
- Wastewater maintenance replaced 29 pep pumps, 27 floats, and 5 cleanout caps. Replaced 1 ball valve, installed 1 PEP riser and 3 back lids.
- There was a total of 73 calls after hours.
- September 5th, Tri-nova was on site for new polymer system training for Water Treatment Plant #2 staff. After the training staff setup the polymer system for operation and began feeding from the new polymer skid to the softening basin.
- September 1st, the 2nd set of belts broke on the belt press at Water Treatment Plant #2 (after emptying the lime sludge thickener). The plant operation was reduced to one train to minimize sludge production until the new belts arrive at the facility. These belts are scheduled to arrive September 7th.
- On Wednesday September 6th, at 9:00am the water pressure was shut off on Llach Court so a fire hydrant could be dismantled and new parts installed. This affected 12 homes for approximately 2 hours.
- The Inflow / Infiltration crew inspected via CCTV 1,978' of gravity sewer and 10 manholes.
- Water Distribution crews tested and repaired 204 backflow preventors.



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PEP TRAINING

The city video production crew produced a training video that is being used to train utility and non-utility personnel on the procedures required to hook up a generator to a PEP panel for emergency response. The training was then completed with a hands-on exercise at the utility shop.





NEWS RELEASE – City of Palm Coast

Contact: Cindi Lane, Communications & Marketing Manager
386-986-3708; cell 386-214-4729

Sept. 5, 2017

City of Palm Coast announces sandbag locations

In preparation for Hurricane Irma, the City of Palm Coast has sand and sandbags available for residents at several locations. Palm Coast sand stations are self-serve – residents should bring their own shovels and be prepared to fill the bags.

A self-service sand station and sandbags are available during daylight hours at:

- Palm Coast Public Works Yard, 1 Wellfield Grade, off U.S. 1 just north of Palm Coast Parkway, Palm Coast.

In addition, empty sandbags (but no sand) are available during regular business hours of 8 a.m. to 5 p.m. Monday through Friday at:

- Palm Coast City Hall, 160 Lake Ave., Palm Coast
- Palm Coast Utility Department, 2 Utility Drive, Palm Coast

Then, those empty sandbags can be filled at these three additional self-service sand stations:

- Holland Park, 18 Florida Park Drive, Palm Coast
- Indian Trails Sports Complex, 5455 Belle Terre Pkwy., Palm Coast
- Seminole Woods Neighborhood Park, 350 Sesame Blvd., Palm Coast

Once sandbag supplies are exhausted, please consider using plastic garbage bags to make your own sandbags.

For more information, call Palm Coast Customer Service at 386-986-2360.

For storm-prep information, visit www.flaglercounty.org/emergency.



NEWS RELEASE – City of Palm Coast

Contact: Cindi Lane, Communications & Marketing Manager

386-986-3708; cell 386-214-4729

Sept. 6, 2017

City of Palm Coast announces cancellations, closures for Sept. 9-13

In preparation for the arrival of Hurricane Irma, the City of Palm Coast announces the following closures and program cancellations for Friday through Wednesday, Sept. 8-13:

- Movies in the Park scheduled for Friday is canceled.
- The Intracoastal Waterway Cleanup scheduled for Saturday is canceled.
- For the Palm Coast & the Flagler Beaches Senior Games, the archery event on Saturday and pickleball doubles on Wednesday, Sept. 13, are canceled.
- The 9/11 Fallen Heroes Memorial for Monday is canceled.
- All Parks & Recreation programs and activities are canceled for Saturday through next Wednesday, Sept. 9-13. Those include the Basic Swim Instructor Course, the Night Tours program, all tennis lessons and classes, Open Gym Volleyball, Aqua Zumba, Munchkin' Creations, pickleball open court, Open Gym Basketball and Playground Pals.
- Frieda Zamba Swimming Pool, the Palm Coast Tennis Center and Palm Harbor Golf Club will be closed Saturday through Wednesday, Sept. 9-13.
- All team practices and games at City parks are canceled for Saturday through Wednesday.

Please continue to check the City's website at www.palmcoastgov.com for additional City closure announcements as the storm approaches.

The City will also provide updates through these social media accounts:

- www.facebook.com/discoverpalmcoast
- www.twitter.com/palmcoastnow

Flagler County Emergency Management is posting storm information at: www.flaglercounty.org/irma. Also tune into the county's partner radio station WNZF at 1550AM and 106.3FM and the Flagler Radio App worldwide. The Flagler County Emergency Operations Center call-in center number is 386-586-5111.

Any questions about City of Palm Coast services – water and sewer, streets, drainage – should be directed to Customer Service at 386-986-2360.



NEWS RELEASE – City of Palm Coast

Contact: Cindi Lane, Communications & Marketing Manager
386-986-3708; cell 386-214-4729

Sept. 5, 2017

Kick off the Pink 5K at Food Truck Tuesday on Sept. 19 at Central Park

Palm Coast – Join the Pink 5K team from the City of Palm Coast and Florida Hospital Flagler for the next Food Truck Tuesdays on Tuesday, Sept. 19, from 5-8 p.m.!

Food Truck Tuesdays are held on the third Tuesday of each month, along Park Street next to Central Park in Town Center. The address of Central Park is 975 Central Ave., Palm Coast.

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Please wear pink to this month's Food Truck Tuesday! Proceeds will go to the Pink 5K Walk/Run in the fight against breast cancer.

Flagler Hospital Foundation will kick off its Pink 5K campaign for October at the event, with games and arts and crafts for the kids provided by Flagler Sheriff's PAL and entertainment by DJ Vern. Palm Coast Fire Chief Mike Beadle and Palm Coast firefighters will be raising the Pink Flag!

The Pink 5K and 1-Mile Fun Walk will be Sunday, Oct. 15, and the public can sign up at Food Truck Tuesdays or online at www.palmcoastgov.com/Pink5K.

Each Food Truck Tuesday, presented by the City of Palm Coast, features free entertainment and a variety of food trucks – mobile kitchens, canteens and catering trucks that offer up gourmet foods including appetizers, main dishes, side dishes and desserts. There's even a tent offering wine and beer, including craft beers.

The food trucks signed up for September include: Monsta Lobsta, Kona Ice of Flagler County, It's All Greek to Me, Ramon's Personal Chef, The Good Food Truck, Arrested Appetite, My Cousin Vinny, Woodson's Wrap Shack, Marco's Seafood, Surf N Soul, Tiki T's Mini Donuts, Bruster's Ice Cream/Nathan's, London Fish & Chippy, Big Cheese and Wingin' It.

Food Truck Tuesdays is held every month, on the third Tuesday of the month, through November.

Food Truck Tuesdays is presented by the City of Palm Coast Parks & Recreation Department. For more information, call 386-986-2323 or visit www.palmcoastgov.com/foodtruck.



NEWS RELEASE – City of Palm Coast

Contact: Cindi Lane, Communications & Marketing Manager

386-986-3708; cell 386-214-4729

Sept. 8, 2017

City of Palm Coast closures & cancellations, garbage & wastewater info

Palm Coast – City of Palm Coast offices including Palm Coast City Hall and the Palm Coast Utility Office will be closed Monday, Sept. 11, and the Palm Coast City Council workshop and special meeting scheduled for Tuesday, Sept. 12, are canceled.

Frieda Zamba Swimming Pool, the Palm Harbor Golf Club and the Palm Coast Tennis Center are now closed and will remain closed through Wednesday, Sept. 13. Events and programs are also canceled through Wednesday.

Other updates:

Garbage and yard trash at the curb

Garbage collection prior to the storm is wrapping up. Residents who have garbage or yard trash (vegetative debris, limbs, branches) at the curb must move that garbage and yard trash into their garages or inside their homes for the period of the storm. Yard trash and even small items like lawn ornaments will become projectiles flying through windows during the high winds.

Waste Pro's regular garbage collection will be canceled for Monday, Sept. 11. Regular garbage and yard trash collection will resume as soon as it's safe and feasible to do so. The City will announce that schedule as soon as that decision is made.

Power outages, PEP tanks and the wastewater system

It is important for residents to remember that if electric power is lost they should reduce water consumption as much as possible with the goal of having the least amount of water going down the drain. The wastewater sewer system can't move sewage to the treatment plant without electricity, and even with generators, the system will not be operating at full capacity.

It is especially important for residents with PEP tanks (Pretreatment Effluent Pumping System) to drastically decrease water usage if they lose electricity. PEP tanks will not empty into the wastewater system if there is no power. If the tank fills to capacity, there is a risk it could back up into your home.

If power is lost, whether you're on the gravity sewer system or have a PEP tank, do not do laundry. Flush as infrequently as possible. Put as little water down your sinks and showers as possible. Wash up with your hose in the yard, if possible.

If your PEP tank alarm goes off, please call Palm Coast Customer Service at 386-986-2360.

How to stay informed

Please continue to check the City's website at www.palmcoastgov.com for additional City announcements as the storm approaches.

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