



10/4/2019

City Manager's

WEEK-IN-REVIEW



Tune in each week for a spotlight focus on Palm Coast's hard working employees!

BLAKE KERSHAW (top left, with family)

Blake is an Enterprise Application Programmer for the City's IT Department. He has worked for the City for a little over a year and he's become an asset to the department with his focus on automating City processes in order for City resources to function properly and on time. For more information about Blake, see the link in the News & Notifications section below.

BRENT HOWARD (top right)

Brent is an Equipment Operator I with the Public Works Department, logging over 13 years of experience with the City. He is responsible for picking up trash along Palm Coast roadways and disposing of trash in City cans. Brent enjoys his job and tackles each day with a positive attitude. For more information about Brent, see the link in the News & Notifications section below.

Announcements



*Friday, October 11, 7:15pm
Central Park at Town Center*



*Tuesday, October 15, 5pm
Central Park at Town Center*



*Wednesday, October 30, 7pm to 9pm
and Thursday, October 31, 7pm to 10pm
Palm Coast Fire Station 21, 9 Corporate Drive*

Next Week:

- *Tuesday, October 8, 9am, City Council Workshop, City Hall – Community Wing*
-

Attachments

- Administrative Services & Economic Development Department Update
- Public Works Department Update
- Community Development Department Update
- Fire Department Update
- Parks & Recreation Department Update
- Utility Department Update
- Stormwater & Engineering Department Update
- Humane Society Update

News & Notifications

- Pink Army 5K
<https://www.palmcoastgov.com/newsroom/2019/9/27/4509/october-is-breast-cancer-awareness-month-run-or-walk-the-pink-army-5k-on-oct-13>
- City Multiple Bios Released
<https://www.palmcoastgov.com/newsroom/2019/10/2/4512/new-faces-new-promotions-announced-within-the-city-of-palm-coast>
- Part of Cypress Edge Drive North Closing October 14
<https://www.palmcoastgov.com/newsroom/2019/10/2/4510/road-closure-part-of-cypress-edge-drive-north-to-be-closed-starting-oct-14>
- Part of Pritchard Drive Closing October 7-11
<https://www.palmcoastgov.com/newsroom/2019/10/2/4511/part-of-pritchard-drive-to-be-closed-for-utility-work-oct-7-11>
- Private Road Removal Near Forest Grove Drive
<https://www.palmcoastgov.com/newsroom/2019/9/27/4508/small-section-of-private-road-connecting-to-forest-grove-drive-to-be-permanently-removed>
- Smoke Testing in the F-Section Occurring October 7-11
<https://www.palmcoastgov.com/newsroom/2019/10/3/4513/smoke-testing-in-the-f-section-to-occur-oct-7-11>

Communications

It's the start of the budget year, and for Communications, it's time to fulfil the conversations we've been having for weeks with our valuable media partners in the area. Over the last few months, we've been having internal and external conversations in order to better leverage our message and ensure that our citizens know about everything that is happening. We're grateful for the collaboration we've had with internal stakeholders as well as the flexibility from our media partners.

Another component of improving our communication to our citizens is improving our cross-department communication internally, within the City as well. Our division has spent a lot of time working closely with Parks and Recreation, Engineering and Building and Development as we seek to better understand the stories we need to tell to each and every one of you.

Citizen's Academy continues to be a huge highlight for our department. This week, we were back at City Hall for an in-depth look at a lot of "sticky" facets of government. Building and Development, Stormwater and Code Enforcement can all be hot button topics that the average citizen only really understands when it affects them. It was cool to learn about the processes as a whole and start fitting these pieces of government together. If you're interested in learning more about our City, these classes are a great opportunity!

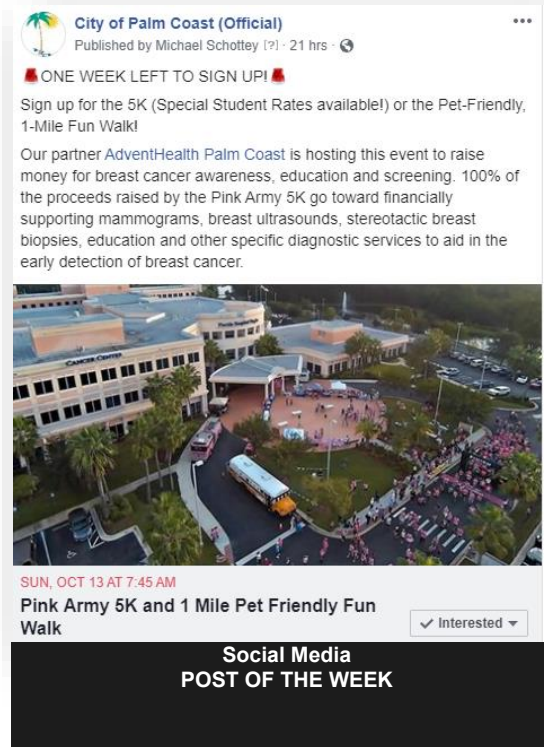
One of our associates spent the week getting FEMA certified as a public information officer. Although our division has received a lot of positive feedback for our handling of communications during Hurricane Dorian, it is important to continue to strive to do even better moving forward. We appreciate the course being offered right here in the City in conjunction with the Palm Coast Fire Department and Flagler County Emergency Management.

Two of our associates also spent a morning with the Florida Public Relations Association (FPRA) at their media day in Daytona Beach. These ongoing networking and learning opportunities are invaluable for our department and it's a great opportunity to learn how other cities in our area handle various matters that come up all of the time. Sometimes this means duplicating others approaches rather than trying to reinvent the wheel. Other times, it means providing our expertise to others and innovating on their approaches.

Finally, we continue to highlight the amazing people from all over the City who work hard for our neighbors every day. As part of that initiative, we're kick starting an employee spotlight program here in the Week in Review. We hope you enjoy getting to know these awesome people as much as we have and appreciate all the hard work they do on your behalf.

City Clerk

- Processed 9 public records requests.
- Processed 5 litigation documents.
- Prepared and processed 14 documents for recording.
- Prepared and posted 1 agenda to the web.
- Processed 5 resolutions.
- Processed 1 ordinance.
- Processed 2 bonds.
- Advertised for Code Enforcement Board Members
- Completed 2 Proof of Life documents for citizens.



Purchasing Division

Status	Ref. #	Project
Pending	RFSQ-CD-19-56 / ITB-CD-19-56	Palm Harbor Golf Clubhouse Upgrades Project
Pending	ITB-UT-20-01	Paste-Type Lime Slaking System
Pending	ITB-PW-20-05	Concrete 4,000 PSI with Fiber Mesh
Open	ITB-CD-19-77	Street Resurfacing 2019
Open	ITB-UT-19-95	EMERGENCY SUPPLY of Replacement PEP Pumps
Open	ITB-UT-19-96	Directional Boring Services
Open	ITB-PW-20-02	Sod Materials and Sod Installation
Evaluating	RFS-IT-19-50	A P3 (Public-Private-Partnership) for use of a City-Owned Fiber-Optic Network
Evaluating	RFP-ADM-19-93	Disaster Monitoring
Completed	RFSQ-CD-19-62	Geo-technical and Laboratory Services
Completed	ITB-UT-19-73	Underground Utility Locating Services
Completed	RFSQ-CD-19-59	Traffic Engineering Services
Completed	RFSQ-CD-19-70	City Wide Civil Engineering Services
Completed	ITB-UT-19-72	Laboratory Analysis Services
Completed	ITB-UT-19-74	Testing of Revenue and Well Meters
Completed	RFSQ-CD-19-80	Minor Pipe Services
Completed	ITB-UT-19-84	EMERGENCY Tank Trucking of the Wastewater Collection System
Completed	ITB-UT-19-85	EMERGENCY Water and Wastewater Construction Services
Completed	RFSQ-CD-19-63	Storm Pipe Inspection Services
Completed	ITB-UT-19-88	High Calcium Bulk Quicklime
Completed	ITB-UT-19-76	Chemicals for Water Treatment Plants
Completed	ITB-PW-19-92	Concrete 4,000 PSI with Fiber Mesh
Completed	ITB-UT-19-89	EMERGENCY Installation of Replacement PEP Tanks
Completed	RFP-ADM-19-91	Disaster Financial Recovery Consultant
Completed	ITB-UT-19-90	EMERGENCY Replacement PEP Tanks

PUBLIC WORKS – Director Matthew Mancill



Hazardous tree removal – Colechester Lane



Grinding concrete trip hazards
Pine Cone Drive



Fire mitigation
Colechester Lane



Removing damaged concrete
Pine Cone Drive

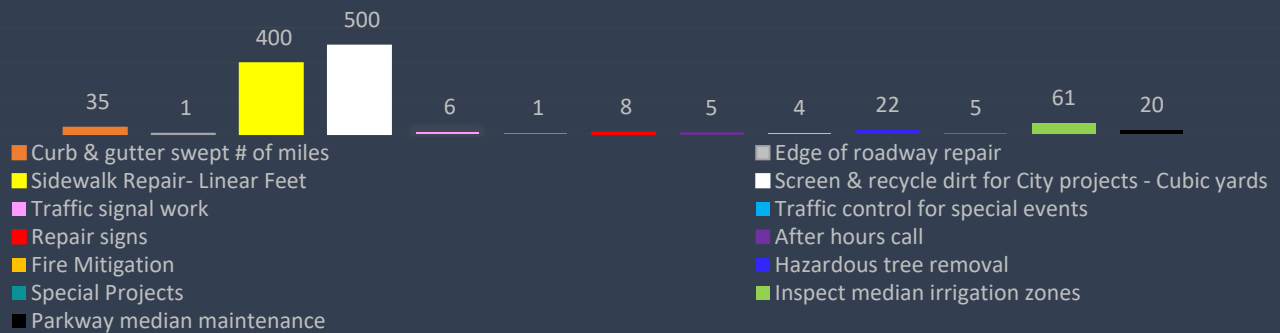


Maintaining mowing equipment



Installing lighted guide sign – SR100 & Aviation Drive

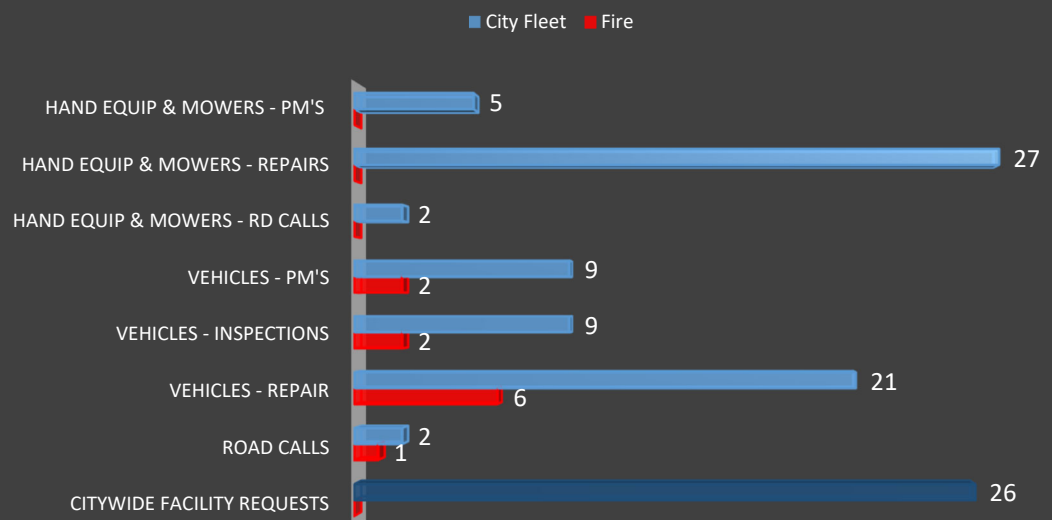
Streets Division



Repairing Fire Apparatus

Epoxy coating restroom floors
Waterfront Park

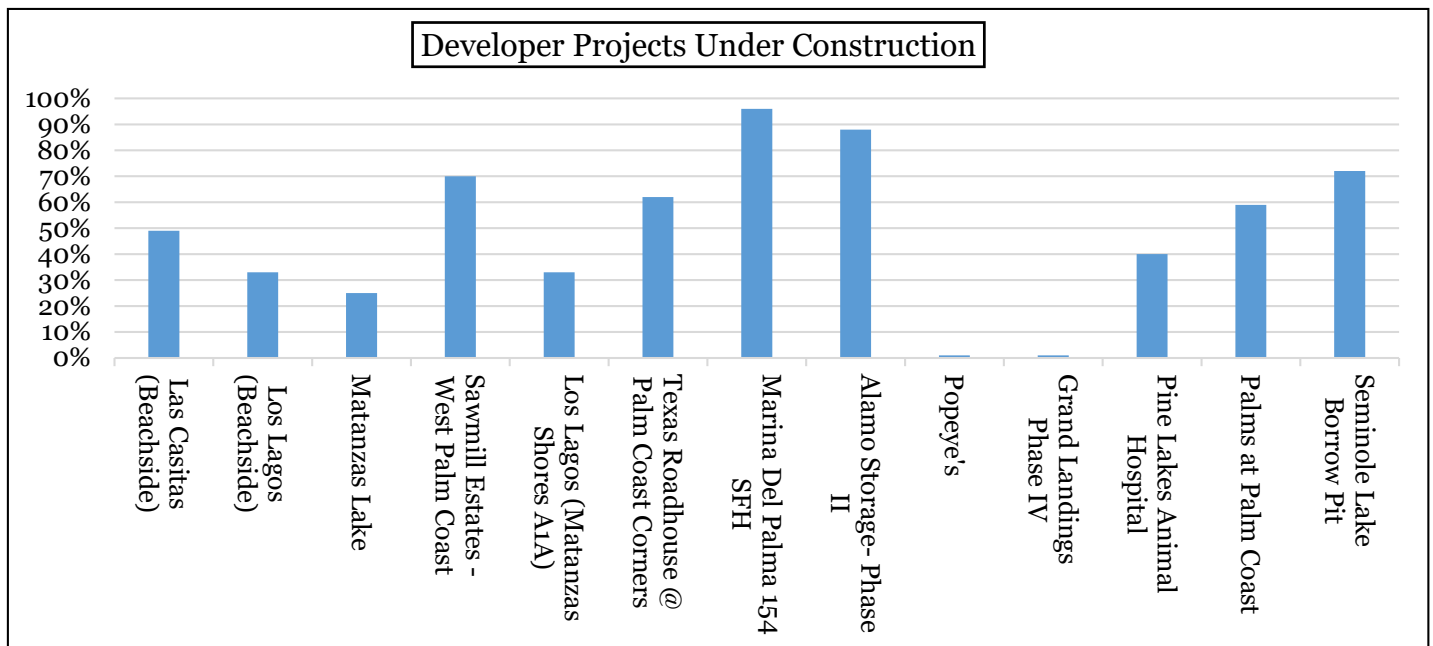
Facility & Fleet Service



COMMUNITY DEVELOPMENT – Jason DeLorenzo, Chief Development Officer

PROVIDE GUIDANCE FOR WELL-PLANNED GROWTH AND
DEVELOPMENT FOR THE PROTECTION OF THE CITY'S
NATURAL RESOURCES, PUBLIC HEALTH, SAFETY, AND WELFARE.

Commercial Permits Applied			
1475 Palm Coast Parkway Unit 102	Interior Renovations - La Shawarma Restaurant	Stephen Kenny Associates	\$70,000
Development Application			
Master Site Plan	Palm Coast Park Tract 11A - Matanzas West	Curt M. Wipee	
Construction value improvements from October 1, 2018 to date			\$363,883,904
Residential Single Family / Duplex Residences			22



Spotlight on Staff

City Urban Forester Update

On September 25, staff attended a training course in Davie, Florida on a new lethal palm disease called Lethal bronzing (LBD) which used to be called Texas Phoenix Palm Decline (TPPD). LBD affects 16 species of palms including the native *Sabal palmetto*, *sabal palm*. The phytoplasma disease is transmitted to the palms by piercing-sucking insects that feed on the sap. Phytoplasmas live in the part of the plant where sap is transported (phloem tissue). The insects spread the phytoplasma from plant to plant as they visit different hosts during their feeding activities. There is no known cure for this disease. The best defense is early detection of the disease and removal of the infected trees. Currently, the University of Florida is researching preventative injections of antibiotics.



Infected Palm Being Treated with Antibiotics



Infected Palms



GUIDANCE

Tip of the Week:

Fire Prevention – October begins Fire Prevention Month. **Did you know?** In a typical home fire, you may have as little as one to two minutes to escape safely from the time the smoke alarm sounds. Escape planning and practice can help you make the most of the time you have, giving everyone enough time to get out.

“PSA – “Fire Safety Minute”

<https://youtu.be/4I1nb9VD-mk>

Volunteer Intern

“Become a Volunteer”

<http://www.palmcoastgov.com/government/fire/volunteer>

Register for Basic First Aid & CPR or Healthcare Provider:

<http://www.palmcoastgov.com/government/fire/cpr>

COMMUNITY OUTREACH

Basic First Aid & CPR:

October 12	7 openings
November 23	12 openings
December 21	12 openings

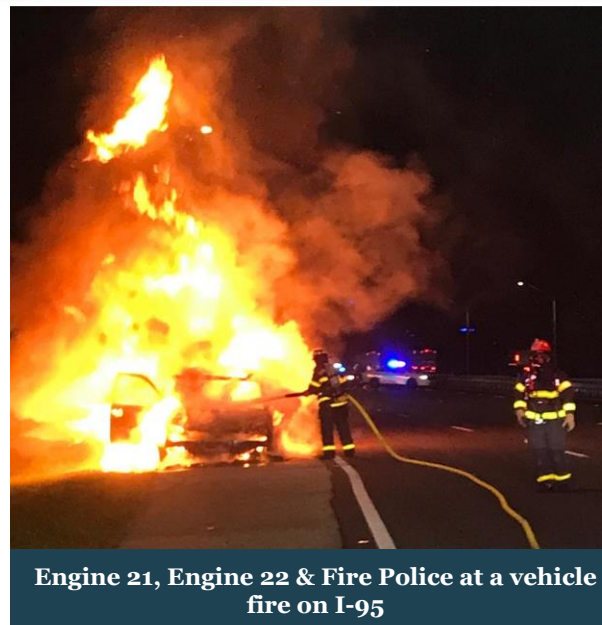
Healthcare Provider:

November 9	6 openings
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DEPARTMENT ACTIVITIES

Volunteer Firefighter Intern applicants and students have 47 Ride Along hours over the past few weeks.

Engine 21, Engine 22 & Fire Police started the week off with a vehicle fire on the Interstate early Monday morning. Lt. Wagner & Engine 23 did a great community service by recognizing two young ladies selling bracelets to benefit children with cancer. Our car seat event at the Palm Coast Community Center was a great success. We were able to help a lot of young parents install their car seats correctly. Lastly, we started our campaign for Fallen Firefighter Week, we are encouraging residents to light up their homes or business red in honor of a Fallen Firefighter.



HIGHLIGHTS

Good Deeds go Noticed!

Every good deed needs to be recognized! These young ladies are out selling bracelets to purchase Teddy Bears for children fighting cancer. Their efforts caught the eye of Lt. Wagner & Engine 23. The crew had to show their support. Thank you to these young ladies for being inspiring leaders!



Lt. Wagner, FF Davis & DE LaGreca showing support

National Child Passenger Safety Day

We celebrated National Child Passenger Safety Week with a car seat check up at the Palm Coast Community Center. If you missed it today, be on the lookout for an event in November or you can stop by any of our firehouses.



Lt. Cline & FF Rivera work on installing a car seat at the event.

Light the Night for Fallen Firefighters

The Palm Coast Fire Department & the National Fallen Firefighters Foundation invites you to light your business or home in RED to honor America's Fallen Heroes during the National Fallen Firefighter Memorial Weekend.

Share a photo of your home lit in RED in the comments below or tag us on social media. #PalmCoastFire

#nffflightthenight2019
#PalmCoastFire
September 29-October 6, 2019

LIGHT THE NIGHT
For Fallen Firefighters

The National Fallen Firefighters Foundation invites you to light your business or home in RED to honor America's fallen heroes during the National Fallen Firefighter Memorial Weekend.

2019 Light the Night for Fallen Firefighters

@PalmCoastFire

A poster for the 'Light the Night for Fallen Firefighters' event. It features a large, glowing red lantern in the foreground. In the background, there is a fire truck and an American flag. The text is overlaid on the image, providing details about the event and social media information.

Parks & Recreation – Lauren Johnston, Director

Our Why: To enhance community, so that everyone feels welcome.

Parks & Rec staff hosted employee academy this week. Our Director gave an overview of our Department and the impact we have on the community and then the employees in attendance took a tour of the parks we are responsible for overseeing.

We were excited to host two partnered events with the Flagler County Sheriff's Office this week at the Palm Coast Community Center. Citizen Observer Patrol (C.O.P.) hosted their quarterly meeting for the first time at the Community Center. 75 local volunteers work to make #YourPalmCoast as safe and secure as possible. Last year, C.O.P.'s saved over \$850,000 with traffic patrol, bike patrol, canal patrol, and more. For more info, visit www.flaglersheriff.com/join-fcso/volunteers/cop. In addition, cops met with citizens at National Coffee with a Cop day to answer questions about the Sheriff's Office.

The Holland Park dog park survey closed this week. We will be releasing the results to the public soon as well as meeting with the Parks Team to discuss steps moving forward.

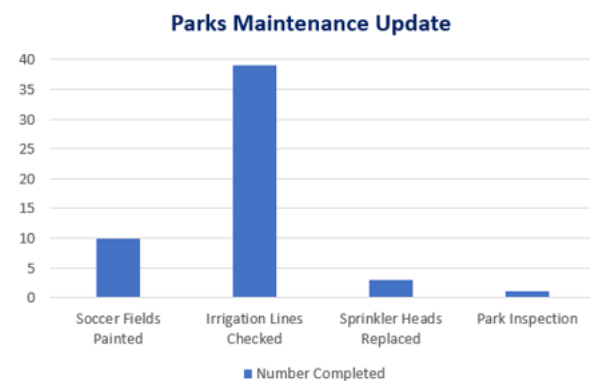
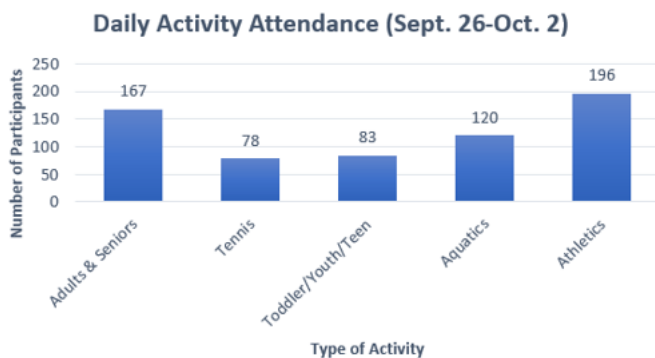
Our Recreation Supervisor of Marketing attended the G-290 Basic PIO Training at the Flagler County Emergency Services Building. The training was very interactive and involved providing mock TV interviews and press conferences, as well as working cooperatively with other PIOs in the surrounding counties.

Fall 2019 Activity Guide

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

Online Registration & Activities List

<http://www.parksandrec.fun>



COMING UP

- Oct. 13** – Pink Army 5K
- Oct. 15** – Food Truck Tuesdays
- Oct. 25** – Bobbing for Pumpkins
- Oct. 26** – Founder's Day with the Palm Coast Historical Society
- Oct. 30 & 31** – Hall of Terror

Highlights



Parks Maintenance Weekly Highlights



Intro to Sculpture Class

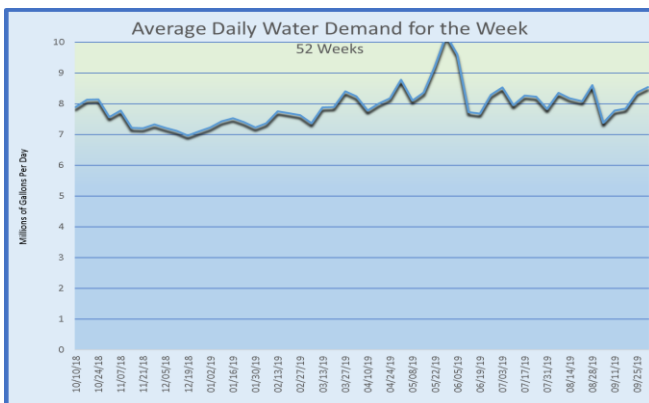


Coffee with a Cop

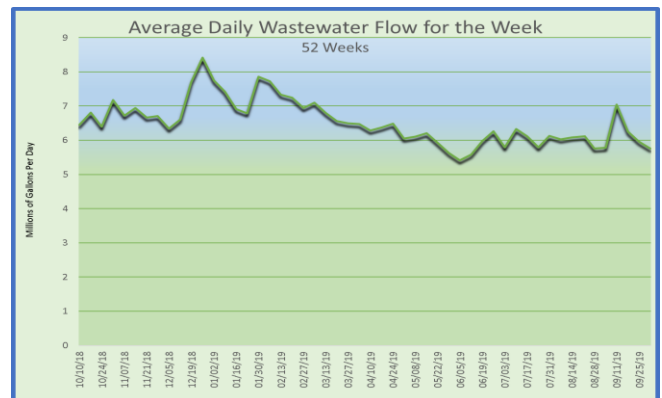
Utility – Richard Adams, Director

10-3-2019

- The average water demand for this week was 8.544 million gallons per day.
- The average wastewater flow for this week was 5.761 million gallons per day.
- Water Distribution crews installed 31 new water meters, 1 irrigation meter and 2 reuse meters.
- There are 169 new meter installations pending with 49 lots cleared and an average installation time of 4 weeks from site ready.
- Wastewater Operations installed 13 new PEP tanks and replaced 4.
- There are 15 new PEP tanks pending and 3 replacements pending. Currently all new tanks are being installed within 10 days of site ready.
- There were 70 calls after hours.
- Water Distribution crews replaced 1 water service line and repaired 3 service lines, 2 manifolds, tested and repaired 134 backflow preventers and completed 8 meter pit adjustments/replacements.
- Wastewater crews replaced 32 PEP pumps, 3 ball valves and 3 boxes, 37 floats, 12 cleanout caps, 1 back lid and repaired 4 service laterals. Crews also installed 4 PEP pump assemblies and 4 risers. Inspected via CCTV 5,264 feet of gravity sewer, 24 manholes and inspected annual maintenance of 2 pump stations.
- On October 1st, staff from Water Distribution repaired a broken water line connecting to the clubhouse located on Sea Colony Drive. The clubhouse was issued a precautionary boil water notice for 48 hours until lab samples confirmed the water was safe to drink.
- On October 1st, staff from Water Distribution replaced a broken flushing hydrant located on Cardinal Court with a new in ground flushing device. Ten houses were out of water for 3 hours, and were issued precautionary boil water notices for 48 hours until lab samples confirmed the water was safe to drink
- On September 30th, Utility Services was on site at Water Treatment Plant #1 to make preparations for a project involving softening basins and sludge thickener renovations, including painting.
- On September 30th, Anna Patrick from Water Treatment Plant #2 received her Florida Department of Environmental Protection Class “C” license in Water Treatment.
- On September 26th, Freeman Drilling removed transfer pump #1 from Water Treatment Plant #3 for inspection and replacement of seals and parts as necessary.
- Waste Water Collections staff completed handing out door tags for smoke testing beginning next week in the F Section.
- Waste Water Operations staff prepared maintenance of traffic located on Pritchard for pending Pump Station 24-1 rehab to start next week.
- Waste Water Operations staff and PBM Constructors continued work on installing remaining gear boxes, bearings, and motors to complete aerator rehabs at wastewater treatment plant #1.

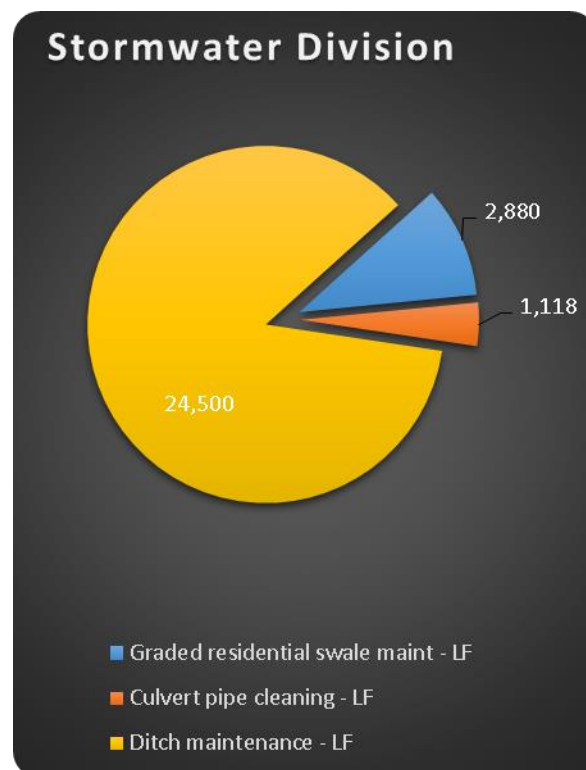
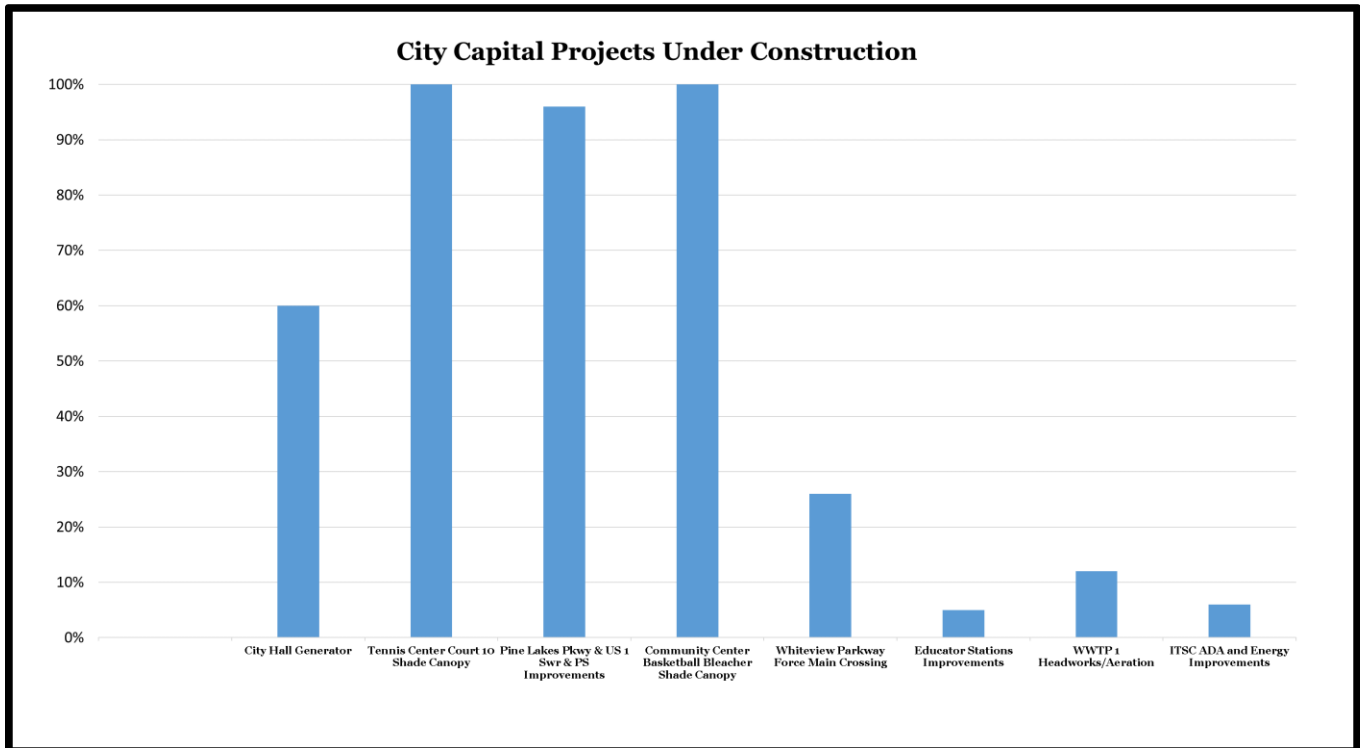


The average water demand for the week was
8.544 million gallons per day.



The average wastewater flow was
5.761 million gallons per day

STORMWATER & ENGINEERING – Carl Cote, Director



Spotlight Projects

Community Center Shade Canopy

We've added an exciting new addition to our Community Center – Sun Shades for our basketball bleachers! Enjoy the cool shade on your next visit.



Community Center Shade Canopy



Swale Grading
S Section



Vac Con Truck
S Section



Ditch Maintenance
P section



Water Truck
S Section



205 Cats

99 Dogs

2 Small Domestic

Animals ready for homes

Afraid of snakes, are you?

Well, of course you are. It's smart to be wary of poisonous-fanged monsters, right?

And right now, the little devils seem to be all over the place!

Where'd they come from? Where are they all going?

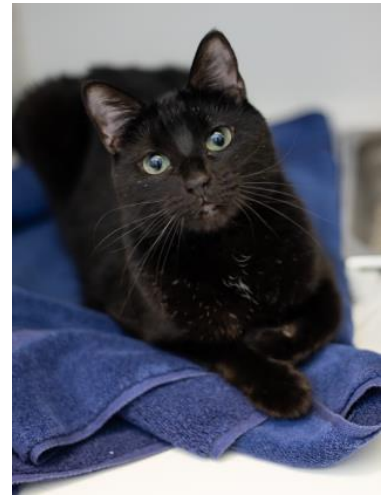
The next time you see one and scream out like a frightened child, remember this...

Only six of Florida's 46 native snake species are venomous (University of Florida, Department of Wildlife Ecology & Conservation). These include the Eastern Coralsnake, the Southern Copperhead, the Cottonmouth (or Water Moccasin), the Eastern Diamondback Rattlesnake, the Timber Rattlesnake, and the Dusky Pygmy Rattlesnake. The rest of them are non-poisonous and all of them are extremely beneficial and vital to the ecology! If you can tip toe past your terror, you might discover that some of them can be rather cute in their big-eyed, lizard-face way like the Red Cornsnake and the Black Racer. The Red Cornsnake is so cute and has such a docile nature that it has become a popular pet in many households. Black Racers tend to be shy if they are not attacked or threatened and the ones that frequent my yard amuse me with their raised-head patrols, reminding me more of a cartoon character than anything villainous. Often, the venomous ones have oversized heads but this is not a hard and fast rule. Take the Coralsnake, for instance. However, if you don't learn to recognize the individual species, it is a reasonable rule-of-thumb approach.

If you understand which ones are poisonous then you also understand which ones aren't, eliminating those blood-curdling screams when you encounter one.

Here's what's important: leave them alone. They are essential to our ecosystem. "But I don't like snakes in my yard." Well, then, here are some strategies to keep snake activity down on your property. Eliminate hiding places that are attractive to these reptiles, firewood piles being a prime example. Clutter, junk, stacks of bricks or pavers all create pleasant environments, especially stone that heats up in the sun. Eliminate food sources such as rotting produce or vegetation which promote bugs and small animals which, in turn, attract the snakes. Keep the grass cut so it's not too tall and trim your bushes at ground level so there is ample open space between the ground and the foliage. If there are no hiding places, then they can't hide. "Sure, okay, but there's a snake right there right now sunning itself alongside the barbeque." Put on some boots and grab the hose. Snakes hate to be sprayed in the face and will typically retreat in a hurry. Please do not harm these creatures. They eat rodents, insects, and other reptiles and they neither care about you nor mean you no harm

Pet of the Week



ELSA

Elsa is a 4 year old spayed female. Litter trained, easy going, healthy.

Adoption specialist:

Savannah Pressley & Samantha Deeley
adopt@flaglerhumanesociety.org

Outreach Manager:

Amy W. Carotenuto, Executive Director
acarotenuto@flaglerhumanesociety.org