



# city of PALM COAST

Administration Department  
Office of the City Manager

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3710

## Memorandum

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**To:** The Honorable Mayor and City Council  
**From:** Jim Landon, City Manager  
**Date:** July 29, 2016  
**Re:** Week-In-Review

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*Superheroes Swim  
Saturday, July 30, 1pm to 4pm  
Frieda Zamba Pool*

*Member Appreciation Day at the Pool  
Sunday, August 7, 8pm  
Frieda Zamba Pool*

*Movie in the Park  
Friday, August 12, 8:30pm  
Central Park in Town Center*



*Food Truck Tuesday  
Tuesday, August 16, 5pm  
Central Park in Town Center*



please recycle

[palmcoastgov.com](http://palmcoastgov.com)

### **July is National Park and Recreation Month in Palm Coast**

The City invites you to come join in the continued, month-long celebration by enjoying one of the many upcoming, scheduled activities. Below are some of the exciting things planned for National Park and Recreation Month. See below two photos from last weekend's Tour de Palm Coast. A special thanks to the River2Sea TPO for free helmets and safety information. For a complete list, please see visit the City's website at

<http://www.palmcoastgov.com/newsroom/2016/7/1/3516/celebrate-national-park-and-recreation-month-in-july-with-the-city-of-palm-coast>.

- Saturday, July 30<sup>th</sup>, Superhero Swim, Frieda Zamba Swimming Pool, 1-4pm



### **Next Week:**

- Tuesday, August 2<sup>nd</sup>, Animal Control Hearing, 1pm, City Hall – Community Wing, 160 Lake Avenue
- Tuesday, August 2<sup>nd</sup>, City Council Business Meeting, 6:30pm, City Hall – Community Wing, 160 Lake Avenue
- Wednesday, August 3<sup>rd</sup>, Code Enforcement Board Mtg, 10am, City Hall – Community Wing, 160 Lake Avenue

**Attachments**

- Administration & Economic Development Department Update
- BAC Update
- Information Technology Department Update
- Public Works Department Update
- Community Development Department Update
- Fire Department Update
- Parks & Recreation Department Update
- Event Calendar
- Utility Department Update
- News Releases Sent: ICMA Certificate of Distinction for performance measures,  
lane closure on Old Kings Road, closing Forest Grove Drive access to Old Kings Road North



# city of PALM COAST

## Administration Department

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3710

### **Week In Review** **Friday, July 29, 2016**

#### **City Clerk**

- Processed 7 public records requests.
- Processed 6 litigation documents.
- Prepared and processed 10 documents for recording.
- Prepared 5 agenda items.
- Prepared 1 proclamation.
- Prepared and posted 1 agenda to the Web.
- Received 2 bonds for Grand Landings Phase 2B Project.

#### **Communications & Marketing**

- Launched new City Instagram account @DiscoverPalmCoast (please follow us)
- Coordinated and staffed the annual Tour de Palm Coast bicycle ride
- Staffed Council Workshop and prepared for next week's Council meeting
- News releases sent: ICMA Certificate of Distinction for performance measures, lane closure on Old Kings Road, closing Forest Grove Drive access to Old Kings Road North
- Responded to various media requests
- Coordinated advertising
- Updated logo for Holland Park signage
- Designed direct marketing e-blast for Intracoastal Waterway Cleanup
- Designed flier for Internship Program; design in program for postcard for the program
- Posted to Facebook, Twitter and Instagram



- Finished editing the internship marketing video. link: <https://youtu.be/77sahzaeuEI>
- Created PCTV programming schedules

#### **Purchasing and Contracts Management**

##### **Purchasing & Bidding:**

- ITB-PW-U-16-14Co-Op Annual Supply of Chemicals for Water and Wastewater  
7/27/2016
- ITB-CD-CME-16-16 Bunker Rehabilitation for Palm Harbor Golf Course  
7/29/2016

##### **Contracts:**

- Petroleum Traders Corporation, Piggyback State of Florida for Bulk Fuel, Gasoline and Diesel, #405-000-10-1, 07/20/2016-06/30/2019



**The Palm Coast Business Assistance Center**  
Services Provided by the SBDC at UCF

Located at City Hall  
160 Lake Avenue  
Palm Coast, Florida 32164  
(386) 986-2499  
[www.PalmCoastBAC.com](http://www.PalmCoastBAC.com)

## **WEEK IN REVIEW**

### **JULY 25 - JULY 29, 2016**

#### **HIGHLIGHTS**

- None this Week

#### **BUSINESS CONSULTING**

- This Week - 9 Consulting Sessions, 26 Consulting Hours
- Total for Month - 29 Consulting Sessions, 76.5 Consulting Hours

#### **PALM COAST BAC IMPACT**

- Economic Impact This Fiscal Year - \$2,324,000
- Economic Impact To Date - \$28 Million
- Return on Investment - \$86 per Tax Dollar Invested

#### **NEW PALM COAST COMMERCIAL BUSINESSES**

- Touch Point Management Services LLC – 520 Palm Coast Pkwy – Consultant
- Florida Green Construction Inc – 50 Leanni Way – Building Contractor

#### **NEW PALM COAST HOME BASED BUSINESSES**

- Annabell Boix Vicente – Handyman Service
- Collection Training Institute LLC – Consultant
- PL Dekor – Consultant
- Integrity Flooring Palm Coast Inc – Flooring Installation
- L & L Quality Cleaning – Janitorial Service
- Step by Step Logistics & Entrepreneurship – Janitorial Service
- Logan & Adam Landscaping – Landscaping Service
- James D Handyman – Handyman Service
- Atlas Janitorial Services Inc – Janitorial Service





## INFORMATION TECHNOLOGY

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**TO :** Jim Landon, City Manager  
**FROM :** Steve Viscardi, IT Director  
**DATE :** 7/28/2016  
**RE :** Week In Review

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### **Department/Division Support**

#### **ENTERPRISE**

- Operations Division completed numerous Track-its.
- Operations Division continued site upgrade for Golf and Tennis Center.
- Operations Division provided support for the following meetings:
  - Council Workshop
  - Kronos Training
  - Munis Training
- Operations Division continued technical site maintenance; includes inspecting, cleaning and maintaining IDFS.
- GIS Division loaned ArcGIS 9.3 installation software to the Flagler County Emergency Management, in support of their CAD upgrade.
- GIS Division continued dialogs with various LiDAR vendors, and the SJRWMD, regarding the acquisition of new LiDAR, specifications, and cost. Worked up an Area of Interest that includes all relevant areas discussed to date.
- GIS Division provided acreage of 0.2% annual chance flood hazard for the ISO auditor.
- Applications Division continued working post Kronos 8 Go Live issues all are either resolved or scheduled for resolution by mid-next week.
- Applications Division Munis 11 Project: Continuing on track, End User training this week, resolving a number of minor issues with testing, working on Customer Records items. Still on track for Aug 12/13th Go Live.
- Applications Division continued working on fixing some of the remaining minor issues with the OnBase upgrade.
- Applications Division began testing the new online evaluation process and working out bugs that are being discovered.

#### **FIRE**

- GIS completed the 2015-2016 study of Emergency response times for the Fire Department. Compares Fire Programs and EMS pro data.
- GIS created a Fire Districts wall map for the Fire Department.



city of  
**PALM COAST**

**Public Works Department**

1 Wellfield Grade  
Palm Coast, FL 32137  
386-986-2360

**Office of the Director**

**Activities for the Week of July 29, 2016**



**Stormwater Modeling Improvements Lynnbrook Drive**



*please recycle*

[palmcoastgov.com](http://palmcoastgov.com)

## Parks & Medians Maintenance

- Inspected 39,354 linear feet of park hiking trails and 272 signs
- Inspected 48 irrigation zones, cleaned, replaced, adjusted spray heads, repaired line breaks, and performed bed maintenance along City medians
- Inspected 27 irrigation zones, cleaned, replaced, and adjusted spray heads in City parks
- Trimmed trees, pulled weeds Belle Terre Parkway medians
- Performed edging and topdressing of baseball fields at Indian Trails Sports Complex
- Performed safety inspections on playground equipment, parks, and trails at 22 locations
- All mulched playgrounds (6) were leveled
- Maintained all center medians on Belle Terre Parkway, Palm Coast Parkway, SR-100, and Old Kings Road
- All City parks (12) were mowed and maintained
- Grounds were maintained at 250 well sights and lift stations
- Maintained the grounds at: 5-Fire Stations; 3-Water Treatment Plants; and 1-Wastewater Treatment Plant
- Mowed 16 sports fields, three times each, for a total of 56 acre
- Raked and prepared for play ten courts at the Palm Coast Tennis Center



Tree Trimming - Belle Terre Pkwy



Edging Baseball Field - ITSC



## Streets Maintenance & Special Projects

- Mowing the rights-of-ways in all neighborhoods, Old Kings, Palm Harbor, Lakeview Matanzas and Pine Lakes Parkway
- Performed site distance trimming in the “LL”, “P”, and “U” neighborhoods
- Mechanically swept and cleared debris from 25 lane miles of curb and gutter on main arterial roadway
- Repaired 100 linear feet of sidewalk on Palm Harbor Parkway
- Responded to one after hours call – dead deer removal on Clubhouse Drive
- Inspected and reported 4 street light outages to Florida Power & Light for repair
- Provided traffic control for Back to School Jam event
- Repaired bike rack at Long Creek Preserve
- Indian Trails Sports Complex Field #3 Improvements – Underdrain installation and grading in progress. 50% complete
- Street Resurfacing Project – YTD = 11.83 miles. Project is 100% complete. Working on punch list items.
- Completed Forest Grove road closure project to include asphalt removal, grading, bollards and fencing.



Pedestrian Crossing Improvements  
Belle Terre & Pine Lakes South



Back to School - Sign Maintenance

## Stormwater Maintenance

- Graded and stabilized 4,927 linear feet of residential swales
- Cleaned 34 culvert pipes for a total of 884 linear feet
- Maintained 34,760 linear feet of drainage ditches
- Performed ditch herbicide spraying 54,350 linear feet Water Tower Rd., Waterfront Park & Old Kings Road
- Stormwater Modeling Sec. 37 Trib. 3 – Start date 7-6-16 in the “L” neighborhood. Completed double barrel pipe crossing Lynbrook Drive. Project is 20% complete



Watering Swale Sod

## Fleet and Facilities Maintenance

- Performed 6 fire fleet vehicle/equipment repairs and 2 preventive maintenance
- Performed 6 road call for repairs
- Performed preventative maintenance on 9 vehicles/equipment
- Repaired 25 City vehicles, heavy equipment, and trailers
- Repaired 49 pieces of small and hand-held equipment
- Completed 9 facility maintenance requests



Fuel Depot Gas Pumps Upgrade



Refurbished Restroom Floors - Central Park



# Community Development Department

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



**Week-in-Review- July 29, 2016- Stephen Flanagan, Director**

## **PERMITTING ACTIVITY**

The following is an update of permit and development application activity in Palm Coast from July 21, 2016 through July 27, 2016:

- Total number of permits issued: 258
- Construction Value from October 1, 2015 to July 27, 2016 \$178,833,599.00

Commercial Permit Applications			
5910 State Hwy 100 E (Florida Power & Light)	25,436 sq. ft. office building	W & J Construction Corp	\$5,500,000.00
250 Palm Coast Parkway NE Unit 702	Interior Renovations - Ubreakifix	Mark Abbott's Custom Renovations	\$58,000.00
Commercial Permits Issued			
250 Palm Coast Parkway NE Unit 213 (Island Walk)	Interior Renovations - Sushi 99	Nialvi LLC	\$40,000.00
145 City Place Building 1 Unit 104	Interior Renovations - Parkside Realty Group	Golden Fox Home Remodeling	\$189,000.00
Residential Permits Issued			
20 Pierce Lane	Addition	East Coast Aluminum of Volusia	\$11,000.00
5 Sergeant Court	Addition	Millers Screen and Repair	\$9,000.00
36 Reidsville Drive	Addition	Affordable Aluminum	\$10,000.00

160 Lake Avenue, Suite 136, Palm Coast, FL 32164

Planning (386)986-3736 Building (386)986-3780 Code Enforcement (386) 986-3764

Construction Management & Engineering (386)986-3794



26 Country Club Harbor Circle	Addition	A Certified Screen	\$47,000.00
39 New Water Oak Drive	Addition	A Certified Screen	\$18,000.00
82 Rymshaw Drive	Addition	Screen Machines	\$18,000.00
14 Brigadoon Lane	Addition	Palm Coast Residential Services	\$30,000.00
5 Burnell Drive	Alteration	John Jutting	\$7,000.00
46 Lancelot Drive	Alteration	Budgen Construction	\$9,000.00
251 Conservatory Drive	Alteration	A Certified Screen	\$12,000.00
2 Powder Hill Drive	Single Family Residence	Saltwater Homes	\$282,000.00
43 Ebb Tide Drive	Single Family Residence	Seagate Homes	\$302,000.00
89 Emerson Drive	Single Family Residence	Seagate Homes	\$293,000.00
36 Beckner Lane	Single Family Residence	Seagate Homes	\$271,000.00
6 Emerald Lane	Single Family Residence	Seagate Homes	\$271,000.00
38 Beckner Lane	Single Family Residence	Seagate Homes	\$293,000.00
3 Edgewater Drive Unit 2	Single Family Residence	Everlast Homes	\$297,000.00
43 Buttermill Drive	Single Family Residence	Adams Homes	\$222,000.00
19 Utopian Court	Single Family Residence	Trivett Homes	\$259,000.00
30 Zaun Trail	Single Family Residence	Trivett Homes	\$310,000.00
142 Park Place Circle	Single Family Residence	Seagate Homes	\$257,000.00
2 Kaftan Court	Single Family Residence	Adams Homes	\$292,000.00
41 Zebulahs' Trail	Single Family Residence	Vanacore Construction	\$232,000.00
108 Spoonbill Drive	Single Family Residence	Dream Finders Homes	\$241,000.00
142 Park Place Circle	Single Family Residence	Seagate Homes	\$207,000.00
21 Emerald Drive	Duplex	Seagate Homes	\$294,000.00
Occupancy Permit			
2 Pine Lakes Parkway N Suite 1	Integral Math Academy K-12	Galina Stingel	
50 Leanni Way Unit C1	Florida Green Construction	Gene W Slone	
1214 Palm Coast Parkway SW	Kendalls Bagel and More	Kendall Williams	
7 Market Place Court	Leo Tercero Auto Services	Darling Tercesos	
399 Palm Coast Parkway SW unit 5	Amethyst Wellness Clinic	Amy Coppersmith	
Development Order Applications			
Technical Site Plan Tier 1	RaceTrac Outdoor Seating addition and Exterior Remodel Location 301 Palm Coast Pkwy NE	Tannath Design, Inc.	

## **PLANNING**

### **Interns Assisting With Various Landscape Projects**

So far it has been determined that a modification will need to be made to our plans for the proposed gateway sign on the corner of US-1 and Seminole Woods. Behind the sign destined for demolition there currently exists a massive magnolia tree which was evaluated to be in excellent health. This tree has now been incorporated into the proposed plan in lieu of the traditional planting of three palm trees behind our large signs. In order to better accommodate a tree which would add significant aesthetic value, an adjustment to the proposed sign placement as well as proposed grading around the sign was made. A fully mature magnolia tree can grow to an extravagant 100ft tall, and when in bloom produce showy white flowers which can be as wide as 12" in diameter.

### **Protection through Proactive Citizens**

On April 27, 2016, Customer Service staff was notified by a concerned citizen that gopher tortoise have lived on an adjacent vacant lot for years. The citizen observed new marker stakes and was concerned the lot would be cleared. Customer Service forwarded this information to environmental staff for possible further action. After discussions with the concerned citizen, a site visit was warranted. The citizen noted that their family really enjoyed watching the different tortoises coming in and out of their yard. In fact, the family recently witnessed baby tortoises in the area. The family originally named the adult tortoise “Todd” but came to find out the individual was a female; one of the baby tortoises was named “Todd Jr.”. With great concern, the citizen offered permission to staff to conduct a site visit via access of their property. A site inspection was conducted on May 16<sup>th</sup>, and an active burrow was confirmed on the lot in question. At this time, a permit application was not submitted for the property.

Since 2007, the City of Palm Coast has maintained a Gopher Tortoise Alert Database and explained to the citizen how staff tracks occurrences while identifying properties with a high potential of supporting gopher tortoise. With this and other tools, staff is equipped to proactively minimize threats to a burrow and associated individuals. Upon confirming the activity, staff “flagged” the referenced lot to trigger additional action upon the submittal of a permit application. Approximately a week later, a building permit application was submitted, and the applicant was unaware of the gopher tortoise activity. Environmental staff was notified of the application and was included on the permit review process. As noted in 10.04.04, Land Development Code, the City has the authority to require a gopher tortoise survey to ensure listed species are protected. A gopher tortoise survey was conducted by Zev Cohen and Associates, Inc. (ZCA) biologists who took the time to coordinate with the neighboring concerned citizen on what to expect. City staff also provided routine updates to the citizen to assist with any concerns. After securing all the necessary approvals from Florida Fish and Wildlife Conservation Commission, ZCA conducted a burrow investigation and relocation of a juvenile gopher tortoise to C. Herman Beville Ranch, a permitted gopher tortoise recipient site. The construction site has been secured by silt fencing to ensure additional individuals do not recruit back into the site. An after action report will be supplied as part of the building permit application resubmittal in order to release the hold on the project.





Through the care and concern of a thoughtful family, the gopher tortoise is now in safe and protected habitat. This event highlights one of many events of watchful citizens that help City staff with protecting our environment through innovative ways.

**CONSTRUCTION MANAGEMENT & ENGINEERING**

The following is an update since last week for projects in the City from July 21, 2016 through July 27, 2016

City Capital Projects Under Construction		
Holland Park -Florida Park Drive	74%	Sidewalk work continues. Grading Playground. Paver walkway work. Installation of irrigation continues around perimeter of park. Basketball goal posts installed. Tennis fence post installation continues. Shuffleboard court formed for concrete. Final grading of 90% of roadway ready for prime coat.
South Old Kings Road Force Main	98%	Turn lane into Hidden Lakes meeting was held with work scheduled for July 27, 2016.
Developer Projects Under Construction		
Christ the King Church Addition	90%	On July 26, 2016 concrete has been poured for sidewalks and pad around water meter and backflow device.
Chase Bank @ Island Walk	22%	Water meter was installed July 25, 2016. Stormwater pipes are being installed.
Super Wash - Cypress Point Pkwy	18%	Fire hydrant has been painted and blocks are on site for construction of buildings.
Aspen Dental	45%	On July 26, 2016 curb has been poured and parking lot has been graded. Framing of building continues.



Dollar General - Old Kings Road N	75%	New hydrant was pressure tested July 21, 2016. Light pole footers have been poured and blocks are being laid around dumpster pad area July 26, 2016.
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**Holland Park – Grading Playground**



**Holland Park- Tennis Fence**





211 Cats

90 Dogs

2 Guinea Pigs

1 Rabbit

## *Animals ready for homes*

The Flagler Humane Society has taken in a record number of animals lately. We are in need of committed adopters for our long-time residents. These pets are awesome in their own special ways but for some reason get overlooked. These pets have been taken to outreach adoption events with no luck on finding a home. Could you be the answer to their prayers?

**Donation Opportunities:** The *Flagler Humane Society Thrift Store* always accepts donations. They cannot take in any computers/printers or large appliances at this time. Call 386-597-2839 and leave a message.

FHS is conducting our *Annual Shoe Drive*. We welcome any used shoes – in any condition. Check out the FHS website for more information on drop off locations if you are unable to bring them to the shelter.

“*Doghouse Donation Boxes*” are found at all the fire stations in Flagler County. You can drop off donations anytime at your nearest fire station. FHS appreciates all donations, especially those from our Wish List (available at [flaglerhumanesociety.org/wish-list](http://flaglerhumanesociety.org/wish-list)). You can also purchase items via the Amazon.com link on the FHS website and ship them directly to the shelter.

**Outreach Adoption Events:** Don't forget that FHS have volunteers and adoptable pets at the Farmer's Market in Flagler Beach every Friday and at PetSmart in Palm Coast every Saturday and Sunday. If you are interested in volunteering at these events, please contact Katie at [kshare@flaglerhumanesociety.org](mailto:kshare@flaglerhumanesociety.org).

**Adoption Specials:** Check out the FHS website for upcoming Adoption Specials.

**Upcoming Fundraisers/Events:** Don't forget to register by August 1<sup>st</sup> for the FHS “Paint Your Pet”. The event is scheduled for August 11<sup>th</sup> but you have to register to attend. This event is based on the popular Painting with a Twist type of class. We hope to see you there!

Save the date for the FHS Annual “Fast & Furriest” walk / run. It will be held this year at Princess Place on Sept. 17<sup>th</sup>. See the FHS website for more information on registration.

**Public Announcements:** The Flagler Humane Society has a variety of *Subsidized Spay & Neuter Programs* for members of the community that need to have their pets or community pets sterilized. Please call FHS at 386-445-1814, email [info@flaglerhumanesociety.org](mailto:info@flaglerhumanesociety.org) for questions.

FHS has a *Wellness Clinic* for minor veterinary issues. Call 386-445-1814 for Appointments. *Low Cost Vaccination Clinics* will still be held on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of every month from 1pm-3pm. No appointments are necessary for the Low Cost Vaccination Clinics.

FHS also offers a “*Pet Food Pantry*” for those that are in need of assistance. Please call for more information.

**To keep up with Flagler Humane Society happenings** – visit us on the FHS Facebook/Twitter, our website at [www.flaglerhumanesociety.org](http://www.flaglerhumanesociety.org), or via email at [info@flaglerhumanesociety.org](mailto:info@flaglerhumanesociety.org)

## Pet of the Week



### MORRIS

Morris is a mature 8 year old neutered male domestic short hair. He did test positive for FIV and would not be able to live in a household with other cats unless they were of the same FIV status. He is super sweet and loves to be petted. He is a larger cat and is uncomfortable when picked up so he would prefer to come to you. He has a lot of personality as you can tell from his photo. Come and meet this distinguished fellow today!

#### **Adoption specialist:**

Katrina Geigley  
[adopt@flaglerhumanesociety.org](mailto:adopt@flaglerhumanesociety.org)

#### **Outreach Manager:**

Katie Share  
[kshare@flaglerhumanesociety.org](mailto:kshare@flaglerhumanesociety.org)



## *Fire Department*

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**To:** Jim Landon, City Manager  
**From:** M. C. Beadle, Chief  
**Date:** July 28, 2016  
**Re:** Week in Review

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In the past week, the department responded to 157 calls. There was one dumpster fire and one vehicle fire. There were 2 grass fires. A total of 98 EMS calls were logged and the balance was miscellaneous in nature. The drought index is at 484 out of a possible 800 and the fire danger is very high.

Renovations to Station 22 continue with good progress being made.

Station 23 had some water damage. The tile repairs to the women's restroom has been completed as of this week.

It has been a busy week. On Monday, within a 2-hour time frame, there was a dumpster fire, vehicle fire, brush fire, vehicle accident, along with medical calls.

We held a makeup class for Pediatric Advanced Life Support on Wednesday. We recertified 29 career personnel and 2 volunteers. We also held a CPR and First Aid Training Class this week.

Lobby security camera was installed at Fire Station 25.

Chief Beadle is on the Planning Team of Flagler County Collaborative Community Health Improvement Plan (CHIP). It's been a year-long process to assess needs of the growing community and its health. CHIP has come up with a 3-year long range plan to address some of these health needs.

Deputy Chief Forte met with the Flagler Palm Coast High School and the County Fire Chief regarding the FPC Leadership Academy for the coming school year. The program is moving forward and anticipate the program class to kick off January 4<sup>th</sup>, 2017. Flagler School Board will meet to discuss the Memorandum of Understanding and answer questions. Flagler County Fire

Rescue will oversee the Lead Instructor and provide equipment and the municipalities will provide instructions to the joint educational effort.





## Parks & Recreation

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**To:** Jim Landon, City Manager  
**From:** Alex Boyer,  
**Date:** July 29, 2016  
**Re:** Week in Review

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### ♦Adults & Seniors

#### *Game Day Social*

Now held two days per week, our Game Day Social commences **every Tuesday and Thursday** from 12:30-4pm at the Palm Coast Community Center. This relaxed social atmosphere allows participants to meet new friends while enjoying the friendly competition of dominos, cards, or the game of their choice. Participants are encouraged to bring their own games to share with others. Light refreshments served.

#### *Pickleball*

Join us at Belle Terre Park on **Wednesdays** (from 6-8pm) and **Tuesdays and Thursdays** (from 11a-1p) to enjoy one of the fastest growing sports in North America. Pickleball is a sport for all ages. Played with small racquets and whiffle balls, this game is perfect for all ages. Equipment is available for rent and will be provided on the days and times above.

#### *Wood Carvers*

The art of woodcarving has a history that spans centuries. At its core, woodcarving transforms a piece of wood into a masterfully crafted work of art. Join this group of gifted carvers as they share their skill and know how in this informal teaching atmosphere. **Held every Tuesday** from 1-4pm at the Palm Coast Community Center, this woodcarving group is comprised of men and women at all levels and abilities. Visitors are welcome and encouraged to attend.

#### *Northern Florida Wine & Vineyard Tour*

The Dakotah Winery, a Central Florida spiritual, romantic experience grows its grapes on 20 acres. Then enjoy a lunch on your own at a local restaurant on our way to the Bluefield Estate Winery; where you can sample an array of blueberry wines. **Pre-Registration required by Monday August 29, 2016**

**Day/Date:** Friday, September 16, 2016  
**Time:** Depart the Palm Coast Community Center: 8:30 am  
Return to the Palm Coast Community Center at approx.: 6:00 pm  
**Location:** Various in Northern Florida  
**Fee:** \$38/person



### *Golf Camp*

Learn the game of golf during these fun filled days of short game, full swing, putting, golf etiquette, sportsmanship, and friendly competition. Open to all skill levels. Lunch, snacks, & drinks included. Family discounts available. Pre-registration required.

**Days/Dates:** Monday-Friday, June 13-17  
Monday-Friday, July 11-15  
Monday-Friday, August 1-5  
**Times:** 9 am - 2 pm  
**Location:** Palm Harbor Golf Course  
**Ages:** 8-15  
**Fee:** \$175 per week per participant

### *Tennis Camp*

Learn the game of tennis. Campers will focus on stroke fundamentals, hand-eye coordination, balance, footwork and match play. Open to all abilities. Campers will need to provide the following: water bottle, towel, hat, lunch, snacks, & drinks. Family discount is available. Pre-registration required.

**Days/Dates:** Monday-Friday, June 13-17  
Monday-Friday, July 11-15  
Monday-Friday, August 1-5  
**Times:** 9 am - 1 pm  
**Location:** Palm Coast Tennis Center  
**Ages:** 6-13  
**Fee:** \$125 per week OR \$35 per day (optional ½ day for juniors 6-8 year's old/9:00am-11:30am, \$89)

### *♦Aquatics*

#### *Private/Semi Private Swim Lessons*

- Private instruction by Red Cross certified swim instructor. Instruction tailored to the skill level of the participant, from beginner to advanced level.
- Semi-private lessons are available for two students of similar skill level per instructor.

**Date/Time:** Appointment only  
**Location:** Frieda Zamba Swimming Pool  
**Fee:** Private: \$20/30-minute lesson  
Semi-Private: \$25/30-minute lesson/per student



To: Jim Landon, City Manager  
From: Richard Adams, Utility Director  
Date: July 28, 2016  
Re: Week in Review

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- As the dry weather continues, water demand continues to increase. The average water demand for the week was 9.649 million gallons per day; the average wastewater flow was 5.461
- Crews installed 12 new domestic water meters and 5 new pep tanks.
- There was a total of 26 calls after hours.
- This week there were 97 disconnects for non-payment.
- This week Admin replaced 20 year old carpet and base boards in two offices. The old carpet was worn, buckled and had become a trip hazard.
- Wastewater crews inspected via CCTV, 6,930 feet of gravity sewer and inspected 43 manholes. They also replaced 29 pep pumps, 34 floats, and 10 cleanout caps.
- Water distribution crews replaced 6 service lines (retrofit), repaired 14 service lines, and tested/repared 163 backflow preventers.
- This week two employees attended backflow prevention testing and repair school.



## **NEWS RELEASE – City of Palm Coast**

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

**July 25, 2016**

### **Forest Grove Drive access onto Old Kings Road North to be eliminated Tuesday**

**Palm Coast** – The City of Palm Coast will be closing the Forest Grove Drive access onto Old Kings Road North, near Matanzas High School, effective Tuesday morning, July 26. Motorists will no longer be able to access Old Kings Road North directly from Forest Grove.

This permanent road closure is the final step in the City's recent construction of the Palm Harbor Parkway extension, which was done as part of the new Interstate 95 interchange at Matanzas Woods Parkway. The new Old Kings Road extension was also part of the overall project. As part of the projects, traffic patterns around Matanzas High School have changed.

By closing the Forest Grove Drive access onto Old Kings Road North, Forest Grove will be turned back into a residential street as it was originally intended to be.

On Tuesday morning, Palm Coast Public Works crews will remove the existing asphalt within the City's right-of-way that previously served as a turn lane from Forest Grove onto Old Kings Road North adjacent to the high school. A fence with a gate that can be accessed only by emergency and school personnel will be installed Wednesday. Pedestrian access between Forest Grove and Old Kings Road North will be maintained via the existing sidewalk.

New signage, as well as temporary message boards, will be used to guide motorists. Motorists will be directed to get to Matanzas High School via the new signalized intersection at Matanzas Woods, Palm Harbor and Old Kings North. Motorists coming from the F Section who want to travel north on Old Kings Road North will be directed to use either the new Palm Harbor extension or the new Old Kings Road extension to get to Old Kings Road North.

For more information, please contact Palm Coast Communications Manager Cindi Lane at 386-986-3708 or [clane@palmcoastgov.com](mailto:clane@palmcoastgov.com).



**NEWS RELEASE – City of Palm Coast**

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

**July 25, 2016**

**Lane closure on North Old Kings Road both Thursday and Friday, July 28 & 29**

**Palm Coast** – The City of Palm Coast will have a southbound lane closure on Old Kings Road North, between Fleetwood Drive and King's Colony Court, from 8 a.m. to 3 p.m. both Thursday and Friday, July 28 and 29.

Delays should be expected by motorists and other travelers. One lane of traffic will be maintained, and a flagman will be in place to assist with the flow of traffic. An electronic message board will also be in place to alert people.

The City of Palm Coast appreciates the patience and cooperation of residents and motorists while this important drainage work is done.

For more information, call 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

**July 27, 2016**

### **City of Palm Coast's performance measurement system earns 'Certificate of Distinction'**

**Palm Coast** – The International City/County Management Association (ICMA) has recognized the City of Palm Coast's performance management efforts with a Certificate of Distinction from the ICMA Center for Performance Analytics. This is the third straight year the City has received the award.

The City developed its performance measurement and reporting system in 2012 to align City services and programs with the City Council's Strategic Action Plan. The performance measures – used by all City departments – are tied to the City Council's six goals, which are: expansion, economic, finance, environmental, quality of life, and workforce talent. Progress (or lack thereof) is reported quarterly, and those reports are the basis for the City's Annual Progress Report.

"The certificate program recognizes communities that have demonstrated leadership in continuous improvement and community engagement using performance analysis," said ICMA Executive Director Robert J. O'Neill Jr. "Performance analysis is an integral component of professional local government management, and jurisdictions meeting the certificate qualifications serve as examples for other governments to follow."

ICMA assesses a local government's performance management program and encourages analysis of results by comparing to peers and gauging performance over time. Performance management aids in cost reduction, program prioritization, and quality improvement. It also encourages accountability and transparency.

Certificates are awarded at the levels of Achievement, Distinction, and the highest level, Excellence. Palm Coast is among eight jurisdictions receiving the Certificate of Distinction, and one of 52 recognized overall.

Criteria for the Certificate of Distinction include:

- Reporting of performance data to the public through budgets, newsletters, and/or information provided to elected officials
- Data verification efforts to ensure reliability
- Staff training
- Use of performance data in strategic planning and operational decision-making
- Sharing of performance measurement knowledge with other local governments through presentations, site visits, and other networking.

Palm Coast's performance management system allows City departments to measure results and make any needed adjustments to the results over the course of the year. The program was developed by a group of employees, through a team approach, and is used in coordination with the year-round budgeting process. Performance measures are updated annually.

"Our Strategic Action Plan process and performance management system have proven very successful in charting a course for continual improvement and for monitoring how we're doing to make sure Palm Coast remains a great place to live, work and play," said Palm Coast City Manager Jim Landon. "We use the process to guide City projects and initiatives identified by the Mayor and City Council during annual planning and budgeting."

"There are thousands of local governments, and this award from ICMA truly places us in the top tier of cities, so we are very honored," Landon said. "It's a real testament of the talent and dedication of our Council and employees."

The City of Palm Coast's quarterly reports and Measuring Results document can be viewed in the Strategic Action Plan section of the City website at <http://www.palmcoastgov.com/government/finance/documents>.