



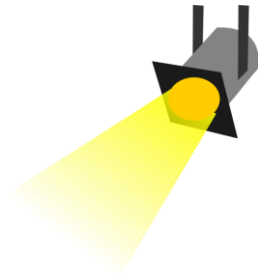
## City Manager's

6/28/2019

## WEEK-IN-REVIEW

in the

# Spotlight



### Celebrate Independence Day in Palm Coast

Join the City of Palm Coast, as we celebrate Independence Day this Wednesday, July 3<sup>rd</sup> at Central Park at Town Center. The fun begins at 6pm, for Family night with music, games, face painting and fun for the whole family. At 7pm, join Mayor Holland, City Council and other local officials, for a Patriotic Ceremony, including musical tributes, a reading of the Declaration of Independence, and much more. And finally, we'll cap the evening off with Fireworks in the Park at 9pm. Don't miss out, we'll see you there!

### *Independence Day Celebration ~ Fireworks in the Park*

*Wednesday, July 3<sup>rd</sup>*

*Family Night – 6pm with music, games, face painting & more,*

*Patriotic Ceremony – 7pm, music, a reading of the Declaration of Independence & more,*

*Fireworks in the Park – 9pm*

*Central Park at Town Center*

# Announcements

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*City Offices CLOSED, Thursday, July 4 and Friday, July 5  
In Observance of Independence Day*



*Friday, July 12, 8:45pm  
Central Park at Town Center*



*Tuesday, July 16, 5pm  
Central Park at Town Center*

## **Next Week:**

- *Tuesday, July 2, City Council Business Mtg, 6pm, City Hall – Community Wing*
  - *Wednesday, July 3, Code Enforcement Board Mtg, 10am, City Hall – Community Wing*
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# Attachments

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

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- Campbell Court / Rollins Drive – Boil Water Notice
  - Road closure – 49 Flamingo Drive
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## Communications & Marketing

This week the Communications and Marketing Division began working on a few new initiatives and continued working on the Palm Coast Connect marketing efforts as they relate to the special promo video. The team is part of a larger group of representatives from different departments in the City tasked with marketing Palm Coast Connect in the weeks to come. The big project completed this week was the storyboard example to show to a potential video production group to provide information about key message ideas.

The team also produced and presented a TV news style reporter video story called a package on the new drone program to the City Council at their workshop on Tuesday. The team hopes to produce more videos on key City projects and events to inform our residents about what's happening in their City government and also offer stories to educate the community as well.

The Communications and Marketing team, whom all happen to be on the Brand Plus team, assisted the Wellness Team in planning for a cooking challenge for City of Palm Coast employees. Additionally, the team assisted the rest of the Administrative Services and Economic Development team during the department presentation to the spring employee academy group that finished their course and graduated Thursday.

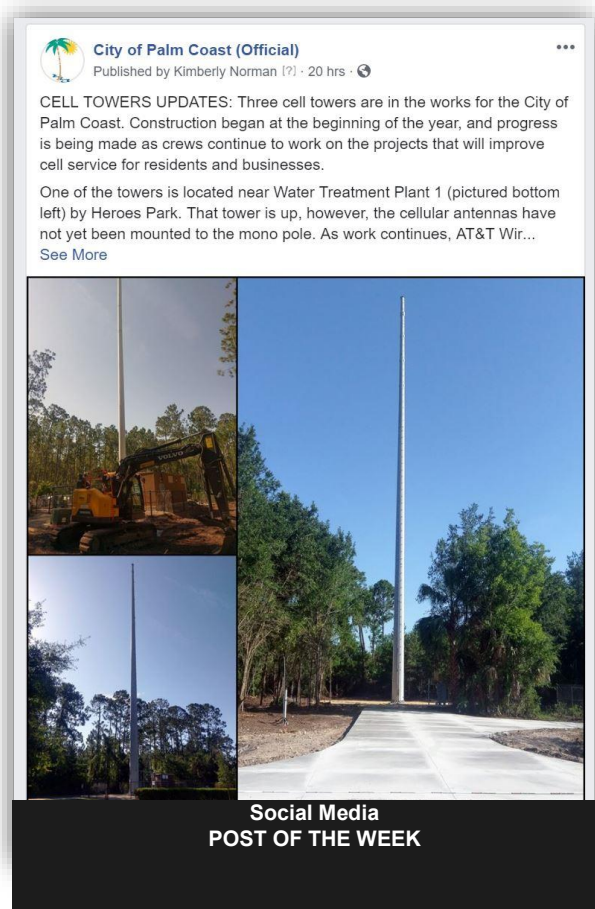
There were three news releases sent out this week and two announcements published. The news releases were the following: Boil water notice update for Campbell Court; Boil water notice for Rollins Drive; and the Road closure for Flamingo Drive. There were also two announcements published to the City website and social media pages. Those were the update on the cell towers projects and the citizen's academy graduation. To highlight all three cell tower sites, the team utilized some graphic design to create one image for residents to see on social media as we update them on the progress of this important and exciting project. The cell towers update Facebook post also happens to be the social media post of the week. It reached more than 6,000 people, with 109 reactions, 52 comments that were mostly positive or a follow up question, and 42 shares in less than 24 hours. The update was also covered by FlaglerLive at <https://flaglerlive.com/138535/palm-coast-cell-update/>.

Our division intern also worked on updating the virtual citizen's academy website presentation and created a social media campaign for the next session of the in-person citizen's academy later this year. He also drafted and completed a 'Fireworks in the Park' social media campaign leading up to the event next week.

The August-September newsletter has been written and designed. Once final approval is given, it will be sent for printing and distribution. Articles will inform residents on hurricane prep, Palm Coast Connect, new construction in Town Center, fall Parks & Rec activities, streetlights, and intern programs.

## City Clerk

- Processed 3 public records requests.
- Processed 2 litigation documents.
- Prepared and processed 115 documents for recording.
- Prepared 2 agenda items.
- Prepared 2 proclamations.
- Prepared and posted 1 agenda to the web.



## Purchasing Division

Status	Ref. #	Project
Pending	RFSQ-CD-19-56 / ITB-CD-19-56	Palm Harbor Golf Clubhouse Upgrades Project
Pending	ITB-UT-19-66	Utility Supplies - Price Agreement
Pending	ITB-CDBG-19-69	Community Development Block Grant Seven (7) single family homes
Pending	ITB-CDBG-19-44	Community Development Block Grant Four (4) single family homes
Pending	RFSQ-CD-19-58 / ITB-CD-19-58	Trenchless Pipe Rehabilitation Services
Open	RFS-IT-19-50	A P3 (Public-Private-Partnership) for use of a City-Owned Fiber-Optic Network
Open	ITB-CD-19-03	Equip Well SW-43R and Raw Water Main
Open	RFSQ-CD-19-67 / ITB-CD-19-67	Revised F- Section Concrete Ditch Removal
Open	RFP-CD-19-60	City-Wide Electrical Installation and Repair Services
Reopened	RFSQ-CD-19-55 / ITB-CD-19-55	Belle Terre Culvert Replacement
Completed	RFSQ-CD-19-53 / ITB-CD-19-53	Indian Trails Sports Complex Improvements
Completed	ITB-CD-19-54	Stormwater Utility Site Maintenance
Completed	RFQ-HR-19-52	Temporary Labor Services

## BUSINESS ASSISTANCE CENTER



**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)

### BUSINESS CONSULTING

- This Week – 7 Consulting Sessions, 28 Consulting Hours
- Total for Month – 34 Consulting Sessions, 127 Consulting Hours

### NEW PALM COAST HOME BASED BUSINESSES

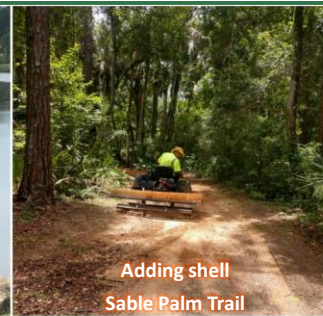
- This week nothing was issued. July 1 opens the New Year for business tax receipts.



## PUBLIC WORKS



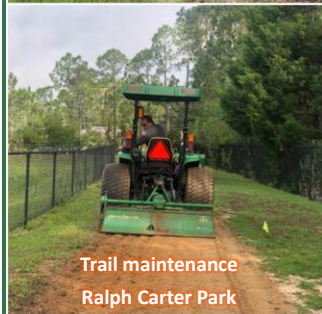
Spraying weeds – Waterfront Park



Adding shell  
Sable Palm Trail



Trail maintenance  
St Joe's Walkway



Trail maintenance  
Ralph Carter Park

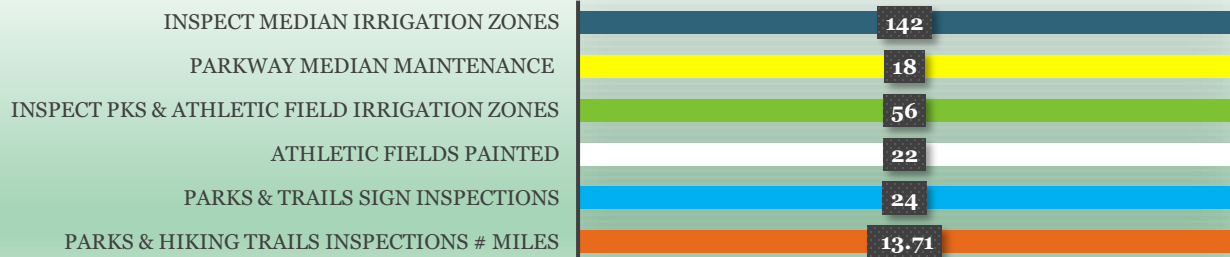


Adding material for bocce  
ball court – Linear Park



Adding shell to trails – Linear Park

### Parks & Medians Division

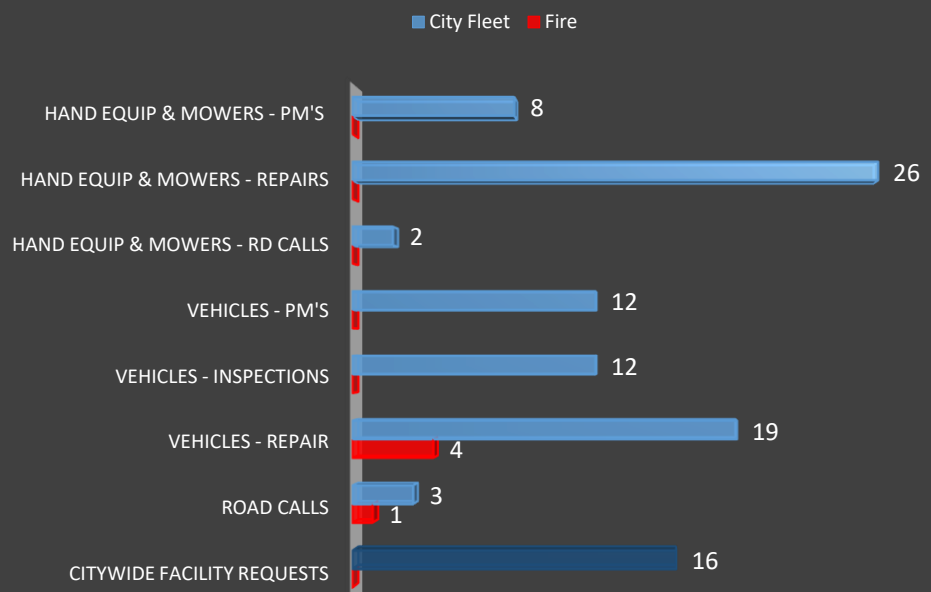


Fleet takes possession of Fire Department's  
newest apparatus

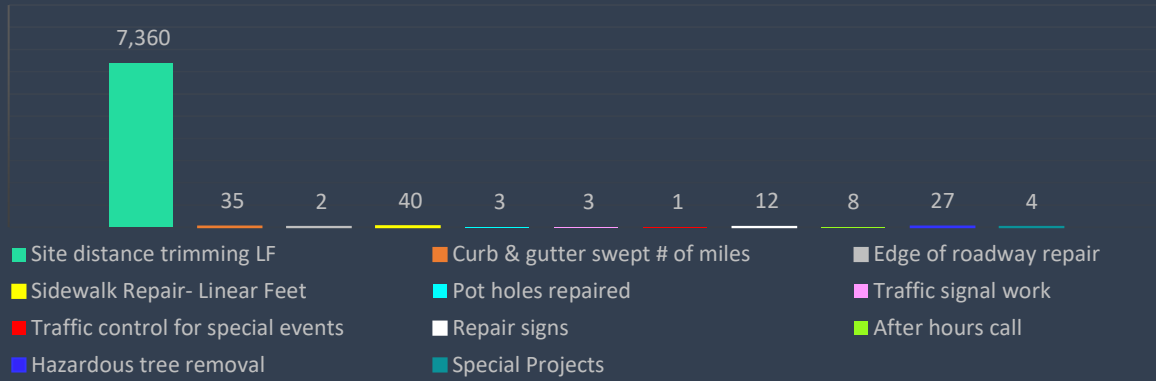


Removal of equipment for repairs  
Palm Harbor Golf Course

### Facility & Fleet Service



## Streets Division





## COMMUNITY DEVELOPMENT – Stephen Flanagan, Director

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

Commercial Permits Issued			
18 Florida Park Drive - Holland Park	Maintenance Building	BBI Construction Management	\$224,744
Occupancy Permits Issued			
31 Lupi Court #250	Diagnostic Solutions Laboratory	St Johns Biomedical Laboratories	
66 Patric Drive	Peaceful Home - Assisted Living Facility	Gilda Sadio	
Development Application			
Subdivision Lot Split	Mr. Rooter Plumbing Service	Joseph Pozzuoli	
Preliminary Plat	Whiteview Master Planned Development (MPD)	Curt Wimpee	
Development Orders			
Technical Site Plan Tier 1	Salvagio Building Improvements	John Zembal	
Technical Site Plan Tier 1	Craig Flagler Palm Funeral Home Cemetery Expansion	Jason Kellog, PE	
Technical Site Plan Tier 1	Little Smiles	Joseph Pozzuoli	
Preliminary Plat	Oak Island Estate/ FKA RBL Colbert Lane Subdivision	RBL Property Holdings of Palm Coast	
Capital Improvement Site Plan	Palm Coast Fuel Depot	City of Palm Coast	
Subdivision Lot Split	Longfellow Drive Lot Split	Robert Ayres	
Construction value improvements from October 1, 2018 to date			\$239,560,092
Residential Single Family / Duplex Residences			26

## Spotlight Projects

### Environment Team at Work

On June 26, Environmental staff carried out a site visit to a conservation easement located near Indian Trails Sports Complex. This site is continuing to be closely monitored by the Public Works, Fire, and Environmental teams for future mitigation activities and invasive plants removal. The work done here will enhance the wetland by providing suitable habitat to native species while also greatly increasing the quality. Coordination is being done with the Army Core of Engineers and St. Johns River Management District on this

### Little Smiles Dental Development Order Issued

On June 25, 2019 a Technical Site Plan Tier 1 was approved for Little Smiles Dental. The 4,996 sq. ft. Medical Office will be located at 3 Old Kings Road adjacent to the CVS on the corner of Palm Coast Parkway and Old Kings Road.



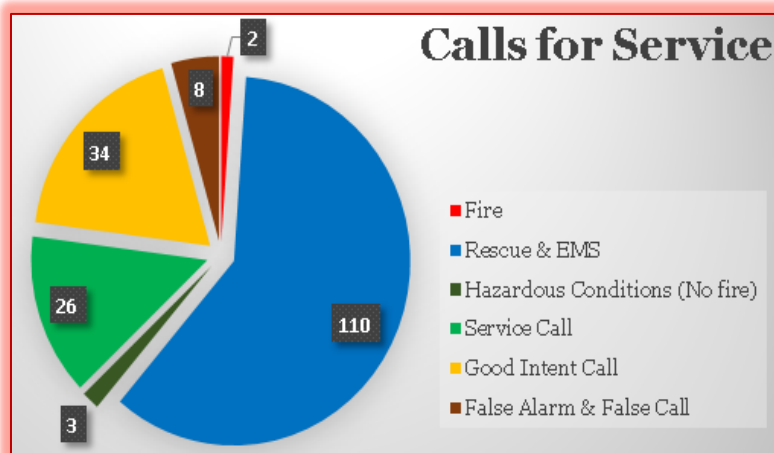
*Figure 1 Walk through Hydric Flatwoods*

*Figure 2 Coordinating Plan with Crew*

*Figure 3 Coordinating Removal of Chinese Tallow*



*Architectural Rendering for Little Smiles*



## GUIDANCE

### Tip of the Month:

**Lightning Safety** – Florida residents are familiar with why our State is considered the lightning capital of the nation: the afternoon thunderstorm. Tall cumulus, dark clouds may be one of the first signs of a developing thunderstorm. Be aware of thunderstorm watches and warnings issued for your area. Lightning, which can strike as far as 10 miles away, is about the distance you can hear thunder.

### PSA – "Summer Safety – The Weather Channel!"

<http://bit.ly/Lightning19>

### 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:

June 29th	Full
August 10th	10 openings

### Healthcare Provider:

July 27th	6 openings
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## DEPARTMENT ACTIVITIES

Volunteer Firefighter Intern applicants and students have 30 Ride Along hours this week.

This week our department enjoyed hosting the Firefighter Kids Camp at Fire Station 25. It was an opportunity for kids in grades 3-5 to get up close and learn about the Palm Coast Fire Department. PCFD Firefighters also enjoyed EMS Training at the Palm Coast Aquatics Center. Lastly, we welcome Volunteer Intern Josh Lamont as our next career firefighter who begins on July 1, 2019.

The Palm Coast Fire Department launched its official Facebook Page. You can visit the page at [www.facebook.com/palmcoastfire](http://www.facebook.com/palmcoastfire) for more photos and updates on the department's activities.



**Congratulations to Volunteer Intern Josh Lamont who becomes the 12<sup>th</sup> Intern to transfer to being a career firefighter. His first day is July 1.**



## HIGHLIGHTS

### Firefighter Kids Camp

Summer Campers have been enjoying this week's Fire Camp. Children are getting an up-close look at the Palm Coast Fire Department operations. They have been enjoying seeing the tucks, trying on the gear, performing searches and learning first aid!

Firefighter Joe Fajardo & Firefighter Kalin Graham have been this year's instructors



Firefighter Kids Camp has been a great success!

### Aquatics EMS Training

Palm Coast Fire Department & Flagler County Fire Rescue hosted joint aquatics emergency training at Palm Coast Aquatics Center. Crews trained with lifeguard staff on drowning emergencies.

We stress the importance of exercising safety around swimming pools & sources of water. We encourage residents to learn more how they can be safe by clicking the link below: <http://bit.ly/2J8Ig27>



Engine 21 A working with lifeguards during this month's EMS Training

### Station Logos

The Palm Coast Fire Department is excited to release our new station logos! These logos were designed by the crews to capture the quintessential essence of their station. These logos will be affixed to the rear of the apparatus and soon station t-shirts. This week we are proud to present to you – Station 22 – The Double Deuce!



Station 22 New Logo



## Parks & Recreation – Lauren Johnston, Interim Director

We held our first Dive-in Movies of the summer! This unique outdoor movie viewing experience was a blast for the entire family. The featured movie was Hotel Transylvania 3. Our seniors enjoyed celebrating the first day of summer with their Senior Summer Celebration Cookout. We hosted a cookout at the Community Center complete with hot dogs and fixings.

We are recognizing our very own tennis instructor Jim Smiechewicz for an outstanding accomplishment! After qualifying in our 2018 Palm Coast & the Flagler Beach Senior Games, he went on to the Florida Senior Games, and then qualified for the National Senior Games in Albuquerque, New Mexico. He placed second in his age group for Men's Tennis Singles!

Our summer campers continue to have fun this summer with our different activities. In our Munchkin Mini-Camp, the Early Learning Coalition visited, read a story to our campers, and then let the toddlers pick out a free book. They then played with bubbles and painted with water. We also hosted our Firefighter Kids Summer Camp this week in partnership with the Palm Coast Fire Department. Campers visited a fire station, learned firefighting techniques and the concept of CPR and first aid, and more.

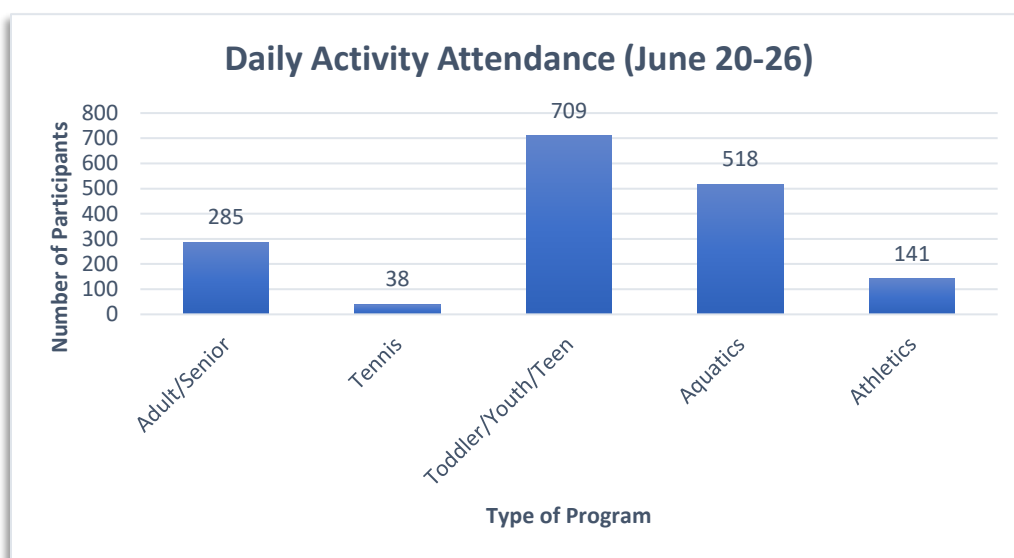
We are gearing up for July is Park and Rec Month. This year's theme is Game On! We are going to be celebrating everything that makes Parks & Recreation fun, joyful and full of excitement. Visit [www.parksandrec.fun/july](http://www.parksandrec.fun/july) for more information.

### Summer 2019 Activity Guide

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

### Online Registration & Activities List

<http://www.parksandrec.fun>



## Activities Offered this Week

### Adult/Senior

Weekly Senior Social Activities  
Ballroom Dance Classes  
Line Dancing  
West Coast Swing  
A Day at the Movies  
Learn the Basics of Your Computer  
Senior Summer Celebration Cookout

### Health & Wellness

Yoga for All & Gentle Yoga  
REFIT® Family Fitness

### Aquatics

Palm Coast Masters Swim  
Palm Coast Youth Swim Team  
Aqua Zumba®  
Water Aerobics  
Fitness on the Water  
Kid's Kayaking Class  
Mermaid Class  
Swim Lessons  
Summer Swim Fitness Challenge

### Athletics

Adult Basketball League  
Open Pickleball  
Beginner's Pickleball

### Tennis - Adults

Cardio, Morning Blast, Doubles Skills, &  
Round Robins

### Tennis - Youth

Junior Development  
A's & Aces  
Tennis Tots  
Tennis Summer Camp

### Toddler/Youth/Teen

Teen Mountain Biking  
Fun in the Sun Camp  
Munchkin Mini-Camp  
Teen Adventure Camp  
Golf Summer Camp  
Firefighter Kids Camp  
Robotics Camp

### Special Events

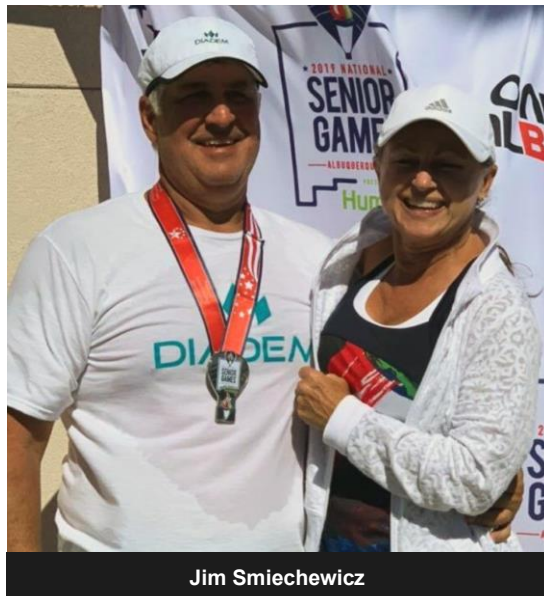
Dive-in Movies



Dive-in Movies



Munchkin Mini-Camp



Jim Smiechewicz

## COMING UP

**July 3** – Fireworks in the Park

**July 12** – Movies in the Park

**July 20** – Youth Fishing Derby

**July 27** – Tour de Palm Coast

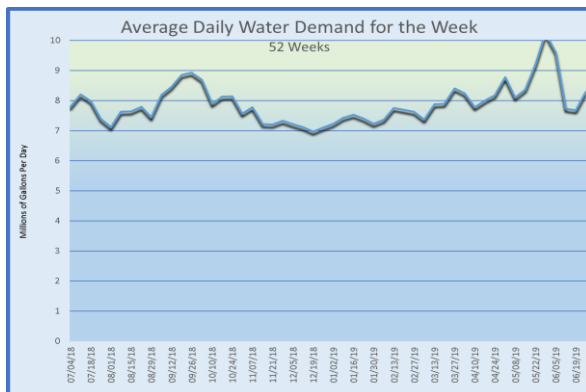
**Aug. 2** – Summer Art Exhibition and Show

**Sept. 6-15** – Palm Coast & the Flagler Beaches Senior Games

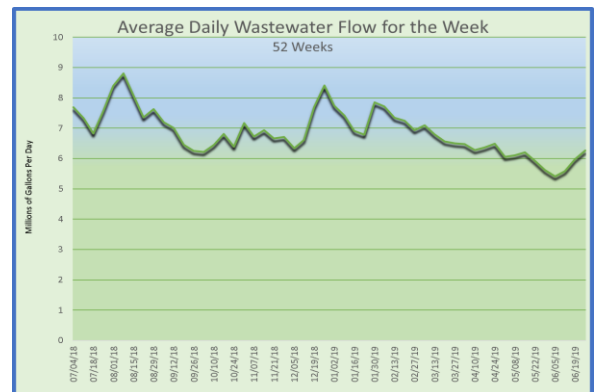
## Utility – Richard Adams, Director

6-27-2019

- The average water demand for the week was 8.288 million gallons per day.
- The average wastewater flow for the week was 6.266 million gallons per day.
- Water Distribution crews installed 16 new water meters and 2 reuse meters.
- There are 150 new meter installations pending with 33 lots cleared and an average installation time of 3 weeks from site ready.
- Wastewater Operations installed 8 new PEP tanks and replaced 3 PEP tanks.
- There are 28 new PEP tanks pending and 2 replacements pending. Currently all new tanks are being installed within 10 days of site ready.
- There were 56 calls after hours.
- Water Distribution crews completed 10 meter pit adjustments/replacements. Repaired 7 service lines and tested and repaired 120 backflow preventers.
- Replaced 2 service lines and 4 manifolds
- Wastewater crews replaced 36 PEP pumps, 1 PEP panel, 3 ball valves and 3 boxes, 21 floats, 5 cleanout caps, 3 service laterals, 3 back lids and repaired 1 gravity main. Crews also installed 8 risers, 7 PEP pump assemblies and 7 PEP electric assemblies. Inspected via CCTV 3,871 feet of gravity sewer, 18 manholes and completed annual maintenance on 6 pump stations.
- On June 25<sup>th</sup>, Water Distribution staff replaced a broken fire hydrant located on Farnum Lane. Twenty two homes were issued a precautionary boil water notice for 48 hours until lab samples confirmed the water was safe to drink.
- On June 26<sup>th</sup>, Water Distribution staff replaced a leaking post hydrant with an in ground flushing device located on Rollins Drive. Sixteen homes were issued a precautionary boil water notice for 48 hours until lab samples confirmed the water was safe to drink.
- On June 21<sup>st</sup>, the maintenance staff from Water Treatment Plant #2 replaced a 6" filtrate transfer pump and the swing check valve. Additional work was performed after discovering that the back plate of the disc eroded and unhinged from the body of the check valve. The Filtrate pump assembly passed bacteriological clearance and was put back in rotation.
- On June 20<sup>th</sup>, staff from Water Treatment Plant #2 plumbed and wired the new solids contact clarifier basin polymer activation system. This skid is now online and operational.



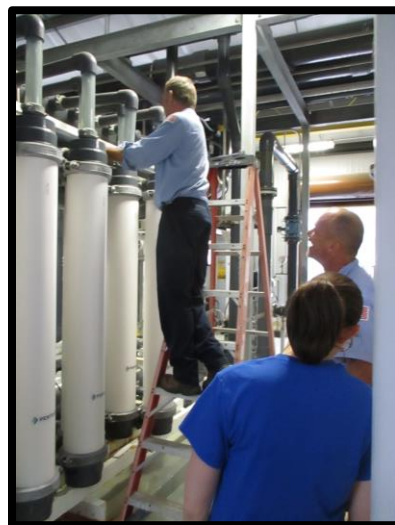
The average water demand for the week was 8.288 million gallons per day.



The average wastewater flow was 6.266 million gallons per day

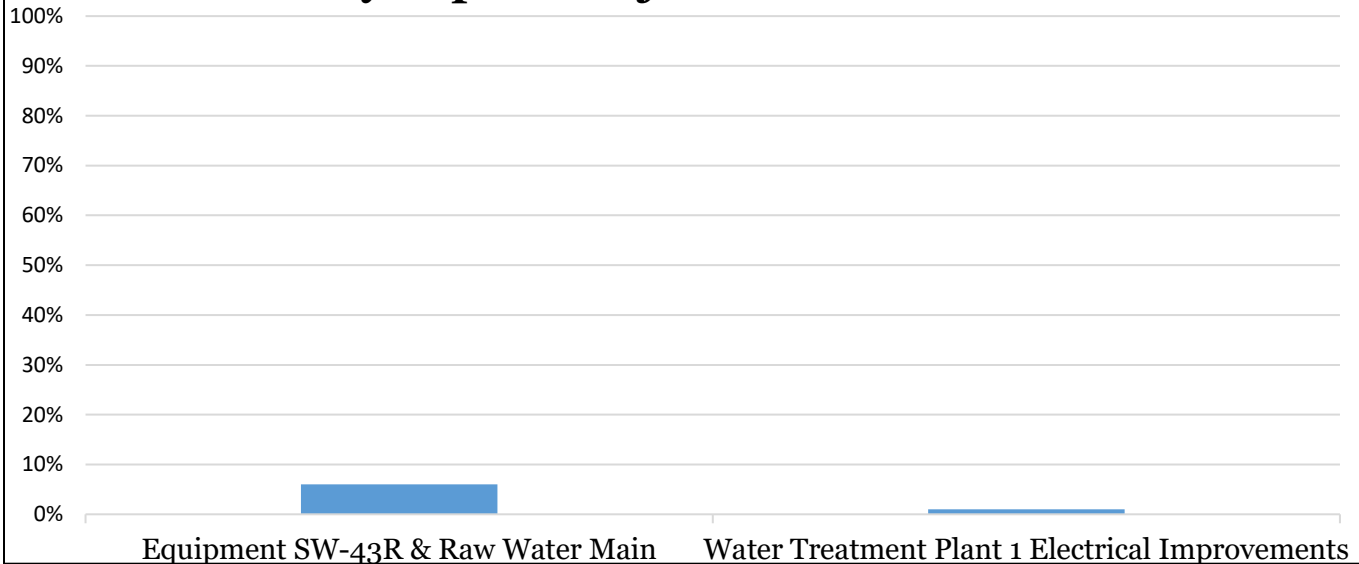
## HIGHLIGHTS WATER OPERATIONS

- On June 24<sup>th</sup>, Water Treatment Plant #2 started a pilot study to screen various treatment process changes focused around the reduction of chemical feed rates, and experiment with certain treatment enhancements to determine the best available technology (BAT) improving the overall water quality. The study will be conducted in sufficient detail involving a 12-week investigation along with onsite and offsite laboratory analysis.
- On June 26<sup>th</sup>, American Water Chemicals was onsite to conduct a Clean-In Place Ultra-filtration system cleaning with Water Treatment Plant#2 staff. American Water Chemicals is utilizing their product AWC UF-428 chemical based on the results of both the cleaning study and findings from the Ultra-filtration membrane autopsy performed back in March. The goal of this cleaning study is to investigate the possibility of increasing the life expectancy of the ultra-filtration modules to reduce the amount of future replacements.

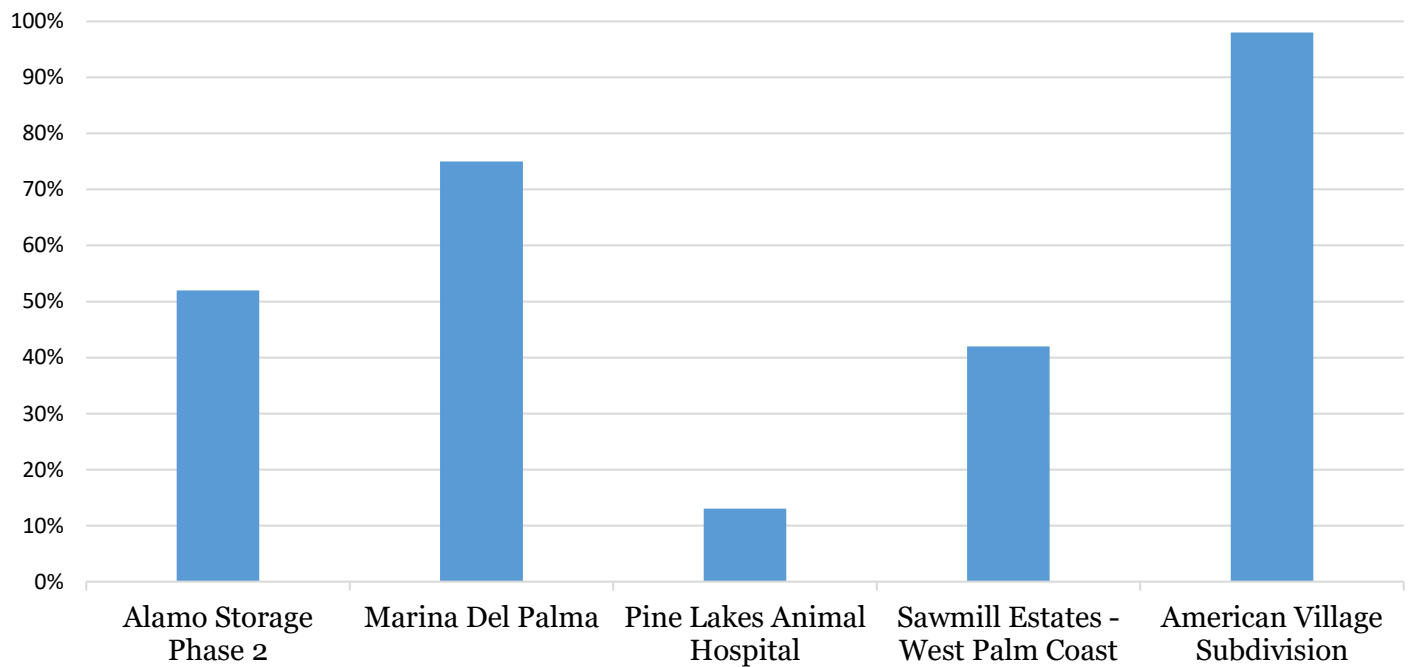




### City Capital Projects Under Construction



### Developer Projects Under Construction



## Spotlight Projects

### Stormwater Flow Improvements – F Section

Stormwater Maintenance crews are working in the “F” section to increase stormwater capacity and flow. This is being achieved by removing excess sediment and debris from numerous drainage ditches, and further regrading those ditches to desired elevations. Crews from the Stormwater and Engineering Department have completed similar projects in the “W” and “E” sections already this year



Removing excess sediment



Swale Maintenance -  
Pritchard Drive



Swale Maintenance -  
Pritchard drive



Improving Stormwater  
Flow - F Section



**NEWS RELEASE – City of Palm Coast**

Contact: Kimberly Norman, Public Relations Associate

386-986-3717

**June 22, 2019**

**Update: Precautionary Boil Water Notice: Campbell Court, Palm Coast, FL 32137**

**Palm Coast** – The Precautionary Boil Water Notice issued on June 19, 2019 in the area of Campbell Court has been rescinded following the system repair and the satisfactory completion of the bacteriological analysis showing that the water is safe to use for consumption. You may resume normal usage at this time.

Please call 1-386-986-2360 for additional information or clarification. Thank you for your cooperation.



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

Contact: Tyler Jarnagin, Digital Media Associate

386-986-3738

**June 26, 2019**

### **Precautionary Boil Water Notice: Rollins Drive, Palm Coast, FL 32137**

**Palm Coast** – Due to the loss of pressure in portions of the water distribution system, the City of Palm Coast has issued a precautionary boil water notice for Rollins Drive, Palm Coast. A total of 16 houses are affected.

As a result of this loss of pressure, the bacteriological quality of water in this part of the system is questionable. Accordingly, the affected residents have been notified.

We recommend that all water used in the affected areas for consumption and cooking purposes be boiled at a rolling boil for a minimum of one minute until further notice. As an alternative, bottled water may be used.

Work to repair this situation started at 9 a.m. on Wednesday, June 26.

The City of Palm Coast will flush the affected lines and collect two consecutive days of bacteriological samples as soon as all flushing and disinfection is completed.

This is a precautionary measure to ensure that the water meets all safe drinking water standards. The notice will remain in effect until satisfactory results from bacteriological samples are received. At that time, the boil water notice will be rescinded and the affected customers will be notified.

The City of Palm Coast appreciates the patience and cooperation of the public during this important Utility project.

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



**PHOTO: Area affected by road closure on Flamingo Drive.**



**NEWS RELEASE – City of Palm Coast**

Contact: Daniel Calderon, Communications & Marketing Intern  
386-986-3702

**June 24, 2019**

**Road closure: at 49 Flamingo Drive from June 25-28**

**Palm Coast** – The road in front of 49 Flamingo Drive will be closed Tuesday, June 25, to Friday, June 28, to repair a hole that has opened up in the street.

The road closure will continue overnight.

The City of Palm Coast appreciates the patience and cooperation of the public during this important maintenance project.

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



270 Cats

93 Dogs

4 Pocket pets

## *Animals ready for homes*

Thinking about declawing Kitty? Please think again.

New York recently became the first state in the U. S. to ban cat declawing, a practice that most of us animal advocates will tell you serves no benefit to felines and is done typically for the convenience of the owners to protect couches and curtains. Declawing has been illegal in many European countries for years.

Many years ago I was a tech in a veterinary office. Seeing kittens wake up from this surgery, their legs bandaged, their cries pitiful, taught me that cat's claws are closely adhered to bones. To remove the claw, the last bone has to be removed. Declawing is actually an amputation and is even harder on adult cats.

The practice of declawing has advanced since my days as a vet tech. Lasers are used now, wounds are smaller, but the surgery still causes pain and remember that during recovery cats don't have access to crutches or wheelchairs like we would, if our feet were operated on.

Those first times scratching back in the litter box, even with bandages, even with newspaper instead of litter are painful, so declawing often leads to litter box issues. You absolutely should not allow a declawed cat to be an outdoor cat. They are defenseless against predators, so make sure you are willing to keep Fluffy indoors, even if she stops using her litter box.

So, have I talked you into looking at other solutions to keep furniture and small children from getting scratched by pet cats?

If so, here are a few ideas. A simple jar of pennies shaken to make a loud noise can startle Fluffy if you catch her starting to scratch your furniture. After a few tries, she will associate the loud scary noise with scratching your couch. Instead, offer her some furniture of her own. A sturdy scratch post (sisal posts are super popular) made even more tempting by sprinkling some catnip on it, will surely please your cat.

There are also lightweight vinyl nail caps that can be adhered on the cat's claws. These are good for households with small kids and are also useful for working people who aren't home enough to train a cat with the jar of pennies trick. These vinyl caps last about four weeks. They come in clear or colors—which are really fun. We provide them at FHS for a small cost. Many cats and their owners really like them.

## Pet of the Week



### DEAN

Dean the cat is a 5 year old medium haired neutered male. He's a real flirt!

#### *Adoption specialist:*

*Savannah Pressley & Samantha Deeley*  
[adopt@flaglerhumanesociety.org](mailto:adopt@flaglerhumanesociety.org)

#### *Outreach Manager:*

*Amy W. Carotenuto, Executive Director*  
[acarotenuto@flaglerhumanesociety.org](mailto:acarotenuto@flaglerhumanesociety.org)