



# 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 15, 2016  
**Re:** Week-In-Review

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*Food Truck Tuesday  
Tuesday, July 19, 5pm  
Central Park in Town Center*

*Dive-In Movie  
Friday, July 22, 8:30pm  
Frieda Zamba Pool*



*Tour de Palm Coast  
Saturday, July 23, 8am to 10am  
Palm Coast Linear Park*

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



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

The City invites you to come join in the month-long celebration by enjoying one of the many upcoming, scheduled activities. It's not too late to join in. Below are some of the exciting things still available as part of National Park and Recreation Month. 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 16<sup>th</sup>, Everything Beach Ball, Frieda Zamba Swimming Pool, 2-4pm
- Sunday, July 17<sup>th</sup>, Longfellow's Whale Tales, Frieda Zamba Swimming Pool, 4:30-5:30pm
- Tuesday, July 19<sup>th</sup>, Food Truck Tuesday, Central Park in Town Center, 5-8pm
- Friday, July 22<sup>nd</sup>, Dive-In Movie, Frieda Zamba Swimming Pool, 8pm
- Saturday, July 23<sup>rd</sup>, Tour de Palm Coast, Linear Park, 8am
- Friday, July 29<sup>th</sup>, Water Exercise Program, Frieda Zamba Swimming Pool, 8-9pm
- Saturday, July 30<sup>th</sup>, Superhero Swim, Frieda Zamba Swimming Pool, 1-4pm

### **City Graduates 37<sup>th</sup> Citizen's Academy Class**

This month, seventeen Palm Coast residents graduated from the Palm Coast Citizen's Academy, the 37<sup>th</sup> class in the program's history. Interested residents received in-depth information about the operation and workings of City government, by visiting several City departments, followed by graduation at a Palm Coast City Council Meeting. For more information about this class, or how to enroll in a future Citizen's Academy, see the attached news release.



### **City of Palm Coast Summer Campers Learn about Nature**

This week, the Community Development Department spent some time with City Summer Campers at Washington Oaks State Garden Park. Campers participated in a nature/scavenger hunt along the trail, learning about plants and wildlife in the park. For more information, see the attached Community Development Department Update attached.



**Next Week:**

- *Tuesday, July 19<sup>th</sup>, City Council Business Mtg, 9am, City Hall – Community Wing, 160 Lake Avenue*
- *Wednesday, July 20<sup>th</sup>, Planning & Land Development Regulation Board Mtg, 5:30pm, 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: Citizens Academy graduation; new Pool Safety video PSA, Superhero Swim & Dive In Movie
- Citizen Complimentary Note



# City of PALM COAST

## Administration Department

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

### **Week In Review** **Friday, July 15, 2016**

#### **City Clerk**

- Processed 9 public records requests.
- Processed 11 litigation documents.
- Prepared and processed 12 documents for recording.
- Prepared 3 agenda items.
- Prepared and posted 1 agenda to the Web.
- Completed 2 Proof of Life/Notarized documents for citizens.

#### **Communications & Marketing**

- Participated as PIO in the Flagler Health Department's tabletop exercise on the zika virus
- Attended as PIO, the quarterly training meeting of the Volusia-Flagler Public Information Network
- Responded to various media and community requests
- Coordinated advertising
- Staffed Council workshop
- News releases sent: Citizens Academy graduation; new Pool Safety video PSA, Superhero Swim & Dive In Movie
- Attended FEST meeting
- Intern focus this week: develop marketing materials and handbook for new intern program; promote program at area colleges



- Videotaped/edited/distributed video promo for Movies in the Park. YouTube link: [https://youtu.be/X\\_zWTHpXLfg](https://youtu.be/X_zWTHpXLfg)
- Attended meetings: Intern Team recruitment video / annual Principal's Luncheon at Community Center.
- Videotaped scenes for Intern video during intern-city manager meeting.
- Videotaped kids' entertainment at the Principal's luncheon.



- Performed preproduction work (script analysis/camera scheduling/creative element analysis) for Intern video.
- Finished edits on July Fourth video, By the Dawn's Early Light. YouTube link: <https://youtu.be/QzcurM7I-3g>
- Per request through Finance Department, provided City of Flagler Beach with lists for audio/video integrators, streaming vendors and supply companies.
- Updated weekly playback schedule for Palm Coast Television, PCTV Channel 495 Bright House and Channel 99 AT&T U-verse.

## **Purchasing and Contracts Management**

### **Purchasing & Bidding:**

- ITB-CD-CME-16-16 Bunker Rehabilitation for Palm Harbor Golf Course  
Qualifications and Mandatory Pre-Bid Meeting 7/15/2016

### **Contracts:**

- MCG Services, LLC, Seminole Woods Boulevard Multi Use Path Phase 6 Construction, ITB-CD-CME-16-05, 06/29/2016-10/28/2016 (approx.)
- Strickland Sod Farm, Piggyback Flagler County for Sod Purchases and/or Installation, Bid No. 16-027B, 07/05/2016-04/03/2018
- Traffic Control Devices, Inc., Traffic Signal Old Kings Road & Town Center Boulevard, ITB-CD-CME-16-07, 07/11/2016-10/10/2016 (approx.)



**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 11 - JULY 15, 2016**

#### **HIGHLIGHTS**

- BAC staff participated in the regional FSBDC meeting in Orlando this week.

#### **BUSINESS CONSULTING**

- This Week - 4 Consulting Sessions, 15 Consulting Hours
- Total for Month - 13 Consulting Sessions, 44.5 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**

- Matok Realty & Management Inc – 4867 Palm Coast Pkwy – Real Estate Broker
- 5th Element Indian Cuisine – 101 Palm Harbor Pkwy – Restaurant
- MPower Fitness – 3 Boulder Rock Drive – Health Studio

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

- Behind the Blue Fence – Glass Work
- Cleaner Windows – Handyman Service
- Michael Colee – Handyman Service
- Lane's Landscaping – Landscaping Service
- Palm Coast Garage Doors – Garage Door Installer
- Herby's Handyman Service – Handyman Service
- Passion for Cleaning B.E. Inc – Janitorial Service



## INFORMATION TECHNOLOGY

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**TO :** Jim Landon, City Manager  
**FROM :** Steve Viscardi, IT Director  
**DATE :** 7/15/2016  
**RE :** Week In Review

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### **Department/Division Support**

#### **ENTERPRISE**

- Operations Division completed distribution of the surfaces to both the Building and Engineering departments.
- Operations Division continued with phone organization.
- Operations Division provided support for the following meetings/training:
  - Council Workshop meeting
  - LSAC (Leisure Services Advisory Committee)
  - PLDRB (Planning and Land Development Review Board) Workshop
- Operations Division completed numerous Track-its.
- Applications Division finished fixing issues related to logins on the City's website.
- Applications Division began working on a form for online Pool/Leak credit request submissions for Customer Service. The form is currently in testing.
- Applications Kronos – Due to Vendor resource issues the migration to version 8.0.11 has been rescheduled for July 22nd, 2016. Training has been provided to Managers on the latest features. On July 11th, 2016 the latest version of the product was installed that is free of most of the JAVA plug-ins that were problematic for many users.
- Applications Munis – The migration to version 11.2 and Cashier 3.0 is still on track for August 12th. Several migration issues that arose have been resolved and efforts are moving forward. Technical issues are being resolved to enable the testing of Employee Self-Service features in the coming week. Users are testing all the modules with no major showstoppers being reported; 184 of 258 testing tasks have been completed as of July 13th. Reporting requirements have been finalized by End Users to target those needed for migration. The Project Team is working on a training program to be held prior to going live in August.

#### **FIRE**

- GIS met with the Fire Department, to kick off the annual Emergency Response Time Analysis, more to come.

#### **IT**

- GIS will train with iWater on the new version of InfraMAP management. This will include development of administration, operation, and file structure SOPs.



# Public Works



**Nestor Abreu ~ Director**

**Activities for the Week of July 15, 2016**



**Trimming Crepe Myrtle @ Indian Trails Sports Complex**



## Parks & Medians Maintenance

- Inspected 38,986 linear feet of park hiking trails and 324 signs
- Inspected 47 irrigation zones, cleaned, replaced, adjusted spray heads, repaired line breaks, and performed bed maintenance along City medians
- Performed backwash and sanitation of Frieda Zamba Pool filter system
- Performed fence repair, top dressing of sports fields, pruning trees and shrubs at Indian Trails Sports Complex
- Inspected 21 irrigation zones, cleaned, replaced, and adjusted spray heads in City parks
- Performed trimming of shrubs at Utility Administration building
- Performed safety inspections on playground equipment, parks, and trails at 22 locations
- Performed weeding and cutting back of median beds
- Performed plantings on Belle Terre Parkway medians
- Performed pruning of trees at Community Center
- 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 sites 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



Top Dressing Sports Fields @ Indian Trails Sports Complex

## Streets Maintenance & Special Projects

- Mowing the rights-of-ways in all neighborhoods, Seminole Woods Blvd, Citation Pkwy, Sesame Blvd and Belle Terre Pkwy South
- Performed site distance trimming in the “B”, “C”, “S”, and “U” neighborhoods
- Mechanically swept and cleared debris from 15 lane miles of curb and gutter on main arterial roadways
- Repaired 30 street signs
- Inspected and reported 13 street light outages to Florida Power & Light for repair
- Performed Citywide sidewalk maintenance to include edging and blowing off debris
- Palm Harbor Extension Landscape Project – Planted 79 additional trees and, mulching median beds continues
- Street Resurfacing Project – 1 mile completed this week. YTD = 11.83 miles



Sidewalk Maintenance



## Stormwater Maintenance

- Graded and stabilized 4,830 linear feet of residential swales
- Cleaned 124 culvert pipes for a total of 3,224 linear feet
- Replaced 80 linear feet of drainage pipe on Felling Lane
- Maintained 36,830 linear feet of drainage ditches in the “S” and “Z” neighborhoods
- Performed ditch herbicide spraying 16,000 linear feet in the “F” and “U” neighborhoods
- Stormwater Modeling Sec. 37 Trib. 3 – Work began 7-6-16 in the “L” neighborhood. Project is 5% complete



Ditch Improvements - Stormwater Modeling Project

## Fleet and Facilities Maintenance

- Performed 4 fire fleet vehicle/equipment repairs
- Performed 3 road call for repairs
- Performed preventative maintenance on 20 vehicles/equipment
- Repaired 17 City vehicles, heavy equipment, and trailers
- Repaired 49 pieces of small and hand-held equipment
- Completed 12 facility maintenance requests



Fire Apparatus Repair



# 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 15, 2016- Stephen Flanagan, Director

### PERMITTING ACTIVITY

The following is an update of permit and development application activity in Palm Coast from July 7, 2016 through July 13, 2016:

- Total number of permits issued: 175
- Construction Value from October 1, 2015 to July 13, 2016 \$170,418,841.00

Commercial Permits Issued			
5893 State Hwy 100 E.	Race Trac Convenience Store & Gas Station	Auld & White Constructors	\$1,200,000.00
5893 State Hwy 100 E	Site Development - Racetrac Convenience Store & Gas Station	Auld & White Constructors	\$692,000.00
Residential Permits Issued			
23 Birchfield Place	Addition	Screen Machines	\$8,000.00
38 Edith Pope Drive	Alterations	Harkins Custom Construction	\$10,000.00
82 Wood Haven Drive	Alterations	Millers Screen and Repair	\$3,000.00
40 Cherokee Court W	Single Family Residence	Bellagio Custom Homes	\$389,000.00
500 Sweetgum Lane	Single Family Residence	Saltwater Homes Inc.	\$317,000.00
115 N Coopers Hawk Way	Single Family Residence	D.R. Horton Inc.	\$236,000.00
94 Lagare Street	Single Family Residence	Skyway Builders	\$306,000.00

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



19 Arena Lake Drive	Single Family Residence	Paytas Homes	\$204,000.00
16 Country Club Harbor Circle	Single Family Residence	D.R. Horton Inc.	\$345,000.00
127 Arena Lake Drive	Single Family Residence	Paytas Homes	\$244,000.00
13 Arena Lake Drive	Single Family Residence	Paytas Homes	\$239,000.00
Occupancy Permit			
160 Cypress Point Parkway C202	Indelible Men's Hair Salon	Tyler Goodwin	
Certificate of Occupancy			
250 Palm Coast Parkway Unit 701 (Island Walk	Palm Nails	Mark Abbotts Custom Renovations	\$175,000.00

## **PLANNING**

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

A sign for the corner of US-1 and Seminole Woods started through the concept design phase this week. It will appear much like the one in the photograph except the lettering flanking both sides will read "SEMINOLE WOODS".



### **City of Palm Coast Summer Campers Participate in Nature Events @ Washington Oaks State Garden Park**

On June 18th, the Community Development Department spent time with City Summer Campers at Washington Oaks State Gardens Park. The campers participated in a nature/scavenger hunt walk along the trail. They learning about native and non- native trees, plants and wildlife that inhabit the park. After the walk, campers made leaf imprints and natural bird feeders from treasures found along the trail. Wrapping up the day campers potted a one gallon native Red Maple tree to take home and plant in their yard to commemorate their summer camp experience for years to come.









**CONSTRUCTION MANAGEMENT & ENGINEERING**

The following is an update since last week for projects in the City from July 7, 2016 through July 13, 2016

<b>City Capital Projects Under Construction</b>		
Holland Park -Florida Park Drive	74%	Clipping/compacting limerock in roadway to final grade. Sidewalk work continues. Grading Playground. Playground equipment installation continues. Landscape islands excavation continues. Restroom door hardware installed and accessory installation begun. Paver walkway work. Landscape trees at perimeter of park flagged for irrigation heads.

Developer Projects Under Construction		
Grand Landings Phase 2 & 3	57%	Water and reuse lines have been flushed and are ready for pressure test July 11, 2016.
Christ the King Church Addition	86%	July 12, 2016 sidewalks have been formed and ready to be poured.
Chase Bank @ Island Walk	21%	Footers have been poured and installation of plumbing continues July 11, 2016.
Super Wash - Cypress Point Pkwy	16%	July 12, 2016 water wet tap was scheduled for Wednesday July 13, 2016.
Aspen Dental	43%	July 12, 2016 curbing has been installed.
Dollar General - Old Kings Road N	51%	Road base being installed and concrete was poured for store's loading ramp.
Shoppes of Palm Coast - SR 100 & Belle Terre	21%	July 7, 2016 directional drills and wet taps were done for water and wastewater. The wastewater was connected to the new 4" sewer force main. July 8, 2016 connection of new 10" water main was made on the west side of Belle Terre to existing 16" water main.
Tractor Supply	5%	Pre-construction meeting held July 11, 2016. Pad for building is in 1st rough and footers have been started July 12, 2016.



Holland Park - Playground Assembly





192 Cats

87 Dogs

2 Guinea Pigs

1 Rabbit

## *Animals ready for homes*

The Flagler Humane Society would like to remind pet owners that it is very hot outside and only predicated to get hotter. Keep this in mind when deciding to exercise your pet. Pavement and asphalt can become overly hot and has the potential to burn the pads of your dog's paws. Always be aware of what your dog will be walking on or kept on if outside for an extended period of time. Your pet should always be walked early in the morning or later in the evening hours when the weather is a little cooler. You should always avoid walking your pet during the hottest part of the day.

**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 [flaglerhumane.org/wish-list](http://flaglerhumane.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@flaglerhumane.org](mailto:kshare@flaglerhumane.org).

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

**Upcoming Fundraisers/Events:** Check the FHS website for any upcoming events.

**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@flaglerhumane.org](mailto:info@flaglerhumane.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.flaglerhumane.org](http://www.flaglerhumane.org), or via email at [info@flaglerhumane.org](mailto:info@flaglerhumane.org).

## Pet of the Week



### SHADOW

Shadow is a 5 year old spayed female lab mix. She is very affectionate and loves to ride in the car right next to you. She would even prefer if you put an arm around her. She is a tad overweight and is currently on a diet so she is in need of someone who is willing to help her stick to her diet and possibly provide her some extra exercise. She is pretty good with most other dogs. She would love to come home and be a part of your family.

#### **Adoption specialist:**

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

#### **Outreach Manager:**

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





## *Fire Department*

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**To:** Jim Landon, City Manager  
**From:** M. C. Beadle, Chief  
**Date:** July 13, 2016  
**Re:** Week in Review

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In the past week, the department responded to 191 calls. There was one vehicle fire and five wildfire/brush fire related calls. A total of 117 EMS calls was logged and the balance was miscellaneous in nature. The drought index is at 292 out of a possible 800 and the fire danger is moderate.

Renovations to Station 22 continue with good progress being made. Paint and trim are almost complete. Insulation is scheduled for next week.

Applicant interviews are scheduled to take place on Friday. We are looking to fill 4-5 Firefighter positions.

Meeting between FF Union and Administration was held.

Staff attended Zika training at the County EOC.

PALS Pediatric Advance Life Support training is being done in house. Staff is in attendance.

Progress is being made on the twin Engines. They should be delivered in a few months and will be put in service shortly after.





## Parks & Recreation

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**To:** Jim Landon, City Manager  
**From:** Alex Boyer, Recreation Superintendent  
**Date:** July 14, 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 **Fridays** (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

## ◆Youth

### SUMMER CAMP\* *No Camp on Monday, July 4*

#### *Fun in the Sun Summer Camp*

Your child's day will be filled with a variety of age appropriate fun-filled themed activities such as arts and crafts, stories, recreational games, nature hikes, weekly trips to the Frieda Zamba Swimming Pool, and special guest presentations. Campers registered for the Fun in the Sun Summer Camp are eligible for the free lunch program provided by the Flagler County School District (Flagler County is Not a Peanut Free School District). Field trips are scheduled weekly. Field trips are optional and require pre-registration and payment of applicable fee.

**Days/Dates:** Monday-Friday, June 13 – July 29  
**Times:** 9 am - 4:30 pm  
**Location:** Palm Coast Community Center  
**Grades:** K - 8 (grade just completed)  
**Fee:** \$75/week



#### *Kiss-N-Go Early Drop Off*

Early drop off is available to children who are registered for Fun in the Sun full-day Summer Camp. Drop off your camper between 7:30-9 am. They will be supervised as they play board games or watch movies. At the start of the camp day (9:00 a.m.) our early risers will be escorted to their summer camp group to enjoy their camp experience.

**Days/Dates:** Monday-Friday, June 13 – July 29  
**Times:** 7:30 am - 9:00 am  
**Location:** Palm Coast Community Center  
**Grades:** K - 8 (grade just completed)  
**Fee:** \$10/week

#### *After-Hours Camp Pick Up*

Your kids will have plenty of time to wind down from a full day of camp activities from 4:30-6pm as they relax waiting for pick-up during our After-Hours Camp care program. Campers may watch movies or play quiet games indoors. Afterhours Pick Up is only available to children registered for Fun in the Sun full day camp.

**Days/Dates:** Monday-Friday, June 13 – July 29  
**Times:** 4:30 pm – 6 pm  
**Location:** Palm Coast Community Center  
**Grades:** K - 8 (grade just completed)  
**Fee:** \$10/week

#### *Stay-N-Play Camp*

Stay and play with us after your fun day at one of the City's Specialty Camps! Campers will play games, swim, enjoy the on-site playground, and more. Parents may pick up their child at any time, **but no later than 5:30 pm.**

**Day/Dates:** Monday-Friday, July 11-15 and July 25 - 29  
**Times:** 11:30 am - 5:30 pm  
**Location:** Frieda Zamba Pool – Classroom  
**Grades:** K-8  
**Fee:** \$50

### *Junior Lifeguard Camp*

The Junior Lifeguard Camp offers step-by-step lifeguarding skill development. Learn Water safety, Lifeguard Rescues, and First Aid CPR/AED in a 1 week camp. Class attendees will receive a CPR mask, Red Cross whistle and T-shirt. Sign up online for \$5 off Registration Fee.

**Day/Dates:** Monday-Friday, July 25- July 29  
**Times:** 8:30 am - 12:30 pm  
**Location:** Frieda Zamba Swimming Pool  
**Ages:** 11-14 years  
**Fee:** \$90 (Enter Code - LIFECAMP16 to receive \$5 off on line registration)

### *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, 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, 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*

#### *Parent and Child Aquatics – Level 1 (Ages 6 months to 4 years)*

**\$30**

The purpose of Parent and Child Aquatics Level 1 is to teach safe behaviors around the water and develop swimming readiness by leading parents and their children in water exploration activities with the objective of having fun and becoming comfortable in and around the water. Parents must accompany child in the water for each class.

#### *Parent and Child Aquatics – Level 2 (Ages 6 Months to 4 years)*

**\$30**

The purpose of Parent and Child Aquatics Level 2 is to enhance and build upon the skills learned in Level 1 and prepare the child for advancement into Pre-School Aquatics-Level 1.

### ***Preschool Aquatics – Level 1 (Ages 4-5 years)***

**\$45**

Participants will be introduced to the basic skills needed to achieve a minimum level of water competency. Skills introduced include, but not limited to the following:

- How to safely enter and exit the pool
- Floating on front and back
- Treading of water
- Swimming on front and back

### ***Preschool Aquatics – Level 2 (Ages 4-5 years)***

**\$45**

For participants who can successfully demonstrate the skills of Preschool Aquatics Level 1. Participants will build upon those skills and knowledge of water competency in order to advance to Learn to Swim Level 1.

### ***Learn to Swim - Level 1 (Ages 6 & up)***

**\$45**

This class is for children 6 years of age and older. Participants will learn basic water skills and safety. Level 1 training includes:

- How to safely enter and exit the pool
- Floating on front/back
- Treading of water
- Swimming on front and back
- Retrieve submerged objects
- Roll from front to back

### ***Learn to Swim - Level 2 (Ages 6 & up)***

**\$45**

Participants of Level 2 must have successfully completed the skills required for Learn to Swim-Level 1 or be able to demonstrate the skills required of Learn to Swim-Level 1. Level 2 participants build upon the skills and knowledge learned in Level 1. Level 2 training includes:

- Fully submerge and hold breath
- Front and back glide
- Rotary breathing
- Swim on front and back for 5 body lengths
- Treading with arm and hand actions
- Change direction while swimming

### ***Level 3 (Ages 6 & up)***

**\$45**

This class builds on the skills learned in Learn to Swim-Level 2 through additional guided practice. Participants of Level 3 must have successfully completed the skills required for Level 2 or be able to demonstrate the skills required of Level 2. Level 3 is a faster paced instructional level and for those who are confident in the water. Emphasis is on refining stroke technique. Level 3 training includes:

- Rotary breathing
- Survival float
- Streamlined and dolphin kick
- Freestyle stroke for 15 yards
- Breast stroke kick for 15 yards
- Elementary backstroke 15 yards



### ***Adult/Teens***

**\$45**

This adult/teen classes are designed to teach the basic skills to achieve a minimum level of water competency. In this course, participants strive for skill and stroke performance.

### **SWIM LESSON SCHEDULE:**

- ❖ Pre-registration, including payment of applicable fee, is required prior to the start of each session
- ❖ Registration accepted while space is available. Registration accepted on a first come, first registered basis.
- ❖ Minimum class size of 4 participants

#### **Session III**

**Monday through Thursday, July 11 – July 21**

Parent and Child Level 1	8:00 a.m. - 8:30 a.m.
Parent and Child Level 2	8:00 a.m. - 8:30 a.m.
Preschool Level 1	8:45 a.m. – 9:15 a.m.
Preschool Level 2	8:45 a.m.-9:15 a.m.
Learn to Swim Level 1	9:30 a.m. - 10:00 a.m.
OR	10:00 a.m.-10:30 a.m.
Learn to Swim Level 2	9:30 a.m.-10:00 a.m.
Learn to Swim Level 3	10:00 a.m. – 10:30 a.m.

### ***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



## Event Calendar for 7/15/2016 through 7/31/2016

**7/16/2016 9:00 AM**

### Car Wash Fund Raiser for Girl Scout Troop #215

Auto Zone 4915 Belle Terre Pkwy Palm Coast, FL

**7/16/2016 10:00 AM**

### Skate Safe Day

Ralph Carter Park

**7/16/2016 10:00 AM**

### Crabbing Basics: Making it Delicious, Keeping it Sustainable

Gamble Rogers Memorial State Recreational Area at Flagler Beach

**7/16/2016 2:00 PM**

### Everything Beach Ball Day

Frieda Zamba Pool

**7/17/2016 4:30 PM**

### Longfellow's Whale Tales

Frieda Zamba Pool

**7/19/2016 5:00 PM**

### Food Truck Tuesday

Central Park in Town Center

**7/19/2016 7:45 PM**

### Moon Rise at the Beach

Gamble Rogers Memorial State Recreational Area at Flagler Beach

**7/20/2016 9:00 AM**

### Flagler County Sexual Assault Response Team (SART)

Florida Hospital Flagler - Room D



## Event Calendar for 7/15/2016 through 7/31/2016

**7/21/2016 12:00 AM**

### Get Published Series

Co-Work office

**7/22/2016 8:30 PM**

### Dive In Movies featuring "PAN"

Frieda Zamba Pool

**7/23/2016 8:00 AM**

### Tour de Palm Coast

Palm Coast Linear Park

**7/23/2016 3:00 PM**

### Gamble Acoustic Jam Session

Gamble Rogers Memorial State Recreational Area at Flagler Beach

**7/28/2016 12:00 AM**

### Saltwater Fishing Clinics at Washington Oaks Gardens State Park

Washington Oaks Gardens State Park

**7/29/2016 12:00 AM**

### Saltwater Fishing Clinics at Washington Oaks Gardens State Park

Washington Oaks Gardens State Park

**7/29/2016 8:00 AM**

### Water Exercise Demonstration

Frieda Zamba Pool

**7/30/2016 1:00 PM**

### Superheroes Swim

Frieda Zamba Pool



## Memorandum

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To: Jim Landon, City Manager  
From: Richard Adams, Utility Director  
Date: July 14, 2016  
Re: Week in Review

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- Managers and crew leaders have conducted tailgate sessions to remind field crews of the dangers associated with working in the heat and the elevated heat index. Crews were briefed on the signs of heat related stress, reminded to stay hydrated, to take frequent breaks, to use sunscreen and hats and the availability of thirst quencher drinks.
- The average water demand for the week was 8.257 million gallons per day; the average wastewater flow was 5.848 million gallons per day.
- Crews installed 7 new domestic water meters, 4 new pep tanks, replaced 2 existing PEP tanks and installed 2 dewatering systems for additional tank installs.
- This week there were 208 disconnects for non-payment.
- There was a total of 19 calls after hours.
- Several projects are underway to “spruce-up” and repair issues at the utility offices. This week, the halls, one conference room and the crew room are being patched and painted. Two cracked windows were replaced. Bushes and trees were cut back from the fences and fence repairs have been completed. In addition, bumper stops were installed to prevent large vehicles from contacting the fence.
- The new environmental intern has been working on National Pollutions Discharges Elimination System Permits (NPDES) for the stormwater department, developing a Sector Storm Sewer System public outreach program to fulfill permit requirements.
- The new environmental intern is also researching proper disposal of miscellaneous waste bulbs left over from water treatment plant #3’s conversion to LED.
- Reviewing St. Johns River Water Management District and FDEP cost share grant project statements of work, preparing the submittals as required by the District.
- Wastewater crews inspected via CCTV, 7,502 feet of gravity sewer and inspected 29 manholes. They also replaced 16 pep pumps, 14 floats, and 7 cleanout caps. Water distribution crews replaced 3 service lines (retrofit), repaired 6 service lines, and tested/repared 53 backflow preventers.
- Water distribution crews replaced 3 service lines (retrofit), repaired 6 service lines, and tested/repared 53 backflow preventers.

Graduation photo attached.



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

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

**July 12, 2016**

### **City of Palm Coast Citizens Academy graduates 37<sup>th</sup> class**

**Palm Coast** – Seventeen Palm Coast residents graduated earlier this month from the Palm Coast Citizens Academy, a comprehensive program designed to educate interested residents about the operation and workings of their City government.

The graduating class – the 37<sup>th</sup> in the program’s history – spent five weeks learning about City departments and visiting City Hall, the Palm Coast Community Center, main Fire Station 25, and Water Treatment Plant No. 3. The class also attended a Palm Coast City Council meeting together.

Palm Coast Mayor Jon Netts kicked off the Citizens Academy with an overview session titled, “Governing the City,” providing background on Palm Coast’s incorporation, City Charter, the Council-Manager form of government, and a general overview of the City. City Manager Jim Landon and City Administration Coordinator Beau Falgout provided an update on economic development trends, current projects and the mission of the Palm Coast Business Assistance Center. Those enrolled in the Citizens Academy received an overview on every City department and met City Council members, department directors and many other City employees.

This spring’s graduates were Dean Bower, George Breeze, Ann Campbell, Steve Campbell, Janet Correia, Nancy Ehrnfelt, Robert Fleury, Donald Harris, Frances Harris, Terri Hewitt, Elisa Klussman, Adella Latus, David Miserendino, Frances Mooney, David Swanson, Dot Whelan, and Jennifer Wright.

The Citizens Academy meets once a week, usually on Monday evenings, for five straight weeks. The course is free and registration is limited to approximately 30 Palm Coast citizens per session. The academy is held three times a year – fall, winter and spring.

There is one more session planned in 2016, and others have been scheduled for 2017. The next class begins Sept. 19. To register, go to [www.PalmCoastGov.com](http://www.PalmCoastGov.com) and search for “Citizens Academy.”

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



Note to media: We have a new video PSA about pool safety, and we'd love to have you use it on your websites. The YouTube link is included in the second graf. Cindi



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

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

**July 12, 2016**

### **Superhero Swim & Dive In Movie coming up at Frieda Zamba Pool; new pool safety video PSA now available on YouTube**

**Palm Coast** – Frieda Zamba Pool is the cool place to be! The pool is open seven days a week, and there are many special events coming up in July including the Superhero Swim on July 30 and the Dive In Movie on July 22.

In addition, the City of Palm Coast has just released a new video Public Service Announcement (PSA) about pool safety. The video is on YouTube at: <https://youtu.be/wxbd0CXTZY>.

The piece is titled, “Please, Do Something,” and was originally produced by the City of Tuscon, Arizona, Channel 12. The producers at Channel 12 granted the City of Palm Coast permission to “localize” the PSA by substituting scenes that feature Palm Coast Fire Department paramedics, including the PSA’s closing scene.

The video shows a mother and young child at pool-side when a telephone rings – and it offers two very different outcomes based on the mother’s actions. For the closing scene, Palm Coast Television (Bright House Channel 495) featured Palm Coast Firefighter-Paramedic Daniel Hackney delivering the PSA’s main message, and further, giving a list of eight preventative steps all families should take when in and around a pool. Special thanks to Hidden Lakes of Palm Coast, HOA, Inc. for allowing the use of its pool deck for the local video-taping.

Safety is the No. 1 priority at the City of Palm Coast’s Frieda Zamba Pool. The City offers a variety of pool safety programs each year, as well as lifeguard camps for students and swimming lessons for all ages and levels.

Special events coming up at the pool in the second half of July are:

- Saturday, July 16 – **Everything Beach Ball** – 2-4 p.m. Enjoy a beach ball day at the pool, filled with beach-related games and activities. Half-price admission all day!
- Sunday, July 17 – **Longfellow’s Whale Tales** – This once-a-month program will teach children the importance of water safety in a fun environment of active pool games. Longfellow’s Whale Tales runs 4:30-5:30 p.m. in the classroom at the pool. Half-price pool admission starts at 4 p.m. on Sundays, and the Longfellow’s Whale Tales program is free with paid pool admission.

- Friday, July 22 – **Dive In Movie** – Enjoy watching “Pan” on the big screen while you float around the pool! Doors open at 8 p.m., and the movie starts at 8:30 p.m. movie. Admission is \$1. More info: [www.palmcoastgov.com/movies](http://www.palmcoastgov.com/movies).
- Friday, July 29 – **Water Exercise Program** – 8-9 a.m. This class, to be taught by Cora Health Services Inc., is open to adults. Equipment will be provided. Regular pool admission applies.
- Saturday, July 30 – **Superhero Swim** – 1-4 p.m. Dress as your favorite superhero, participate in games, and activities that will test your courage and honor as a hero. Half-price admission all day!
- Every Tuesday and Thursday – **Swim Fitness Challenge** – 4-7:15 p.m. Improve your overall fitness! Participants will compete against each other and themselves to swim a total of 25 miles in 18 weeks, using the pool’s lap lanes. Prizes will be awarded to top finishers. Regular pool admission applies.
- Every Wednesday – **Wacky Wednesdays** – Get wacky with fun, games and prizes every Wednesday from 5:30-7 p.m. Half-price pool admission starts at 5:30 p.m. weekdays.

The pool is open seven days a week during the summer. It is located at 339 Parkview Drive, adjacent to Belle Terre Park and the Buddy Taylor/Wadsworth School campus. Summer hours are 10:30 a.m. to 7:30 p.m. Monday through Friday, and noon-6 p.m. Saturday and Sunday.

There are four pavilions on the pool deck available for reservation, and the entire facility can be rented for after-hours events.

Daily admission is \$4 adults; \$3 for seniors (65 and older) and youth (ages 2-17); and free for children under 2. Seasonal and three-month memberships are available for families, couples and individuals.

The City pool is named for local surfing legend Frieda Zamba, a four-time world surfing champion from Flagler Beach. Zamba won three straight titles from 1984-1986, then again in 1988, and is regarded by many as the greatest woman surfer of all time.

For more information, call the pool at 386-986-4741 or visit [www.palmcoastgov.com/pool](http://www.palmcoastgov.com/pool).

Adella B. Latus  
34 Ranwood Lane  
Palm Coast, FL 32164-6801  
[ablocean@gmail.com](mailto:ablocean@gmail.com)

RECEIVED  
JUL 12 2016

BY: .....

July 4, 2016

CITIZEN'S ACADEMY SPRING Session 2016  
THOUGHTS ON PALM COAST, FLORIDA

WLB  
7/12/16

Dear Mr. Landon,

Following is an address I prepared for our graduation evening. Cindi and I decided that it would give away too much information for people who are contemplating taking the course. I had not thought of that, but I completely agree. It is the "WOW" factor which is important to the success of the program. Just the same, I would like you to know how pleased I am to be a graduate! Therefore:

Thank you for the opportunity to speak to you on behalf of my fellow students of the SPRING 2016 Citizen's Academy. I believe that I speak for ALL of us when I say that we wish EVERY citizen living in the city of Palm Coast could have the experience of learning about the inner workings of the city which WE have been privileged to discover!

Now, this in NO WAY means that we were able to absorb EVERYTHING with which we were confronted! FAR FROM IT!! We were literally amazed by the enormity of the processes which work together to have our city run as smoothly as it does!

One of the things which struck us most is the level of experience, expertise and intelligence of the people who comprise our Administrative Service; those include our City Manager, the Mayor and Vice Mayor—and the City Council Members. Along with them, we have an extensive Finance Department, an Information Technology Department—and our Parks and Recreation Department.

In addition to these resources we learned about Economic Development, the Business Assistance Center—and Community Development. The people who spoke to us—at length—about EACH of these divisions displayed their extensive knowledge of—and DEVOTION to—our city!!

Then, we were exposed to the many aspects of Public Safety! The Fire and Rescue Department gave us insight into the preparedness of the men and women who are charged with our safety—and the extensive equipment they have to keep us as safe as possible! I feel so proud and comforted to be in the hand of these dedicated people—each and every day!!

And then there are the Utility and Public Works departments. I have to say, “WOW!!”. Was THAT a lot to take in! For instance: When you turn on a water faucet, WATER comes out! Clear, clean drinking water! Well, if you knew what it takes for THAT to happen, you would treasure EVERY DROP!! It is truly mind boggling! And although most of us could not explain it to someone else, we can be very grateful that there are MANY people in this fair city who can!! And then, that tap water goes somewhere else! They know all about that to!! I am very grateful for their knowledge—and their care and concern for our well being!

In closing, I would like to thank Cindi Lane for her calm, helpful guidance through each week of our session. She made the whole process a cheerful delight!!

May I say, Mayor Netts, that we will be very sorry to see you leave your position. THANK YOU for your outstanding service to our city! You will be missed—and we wish you God-speed in your future endeavors!!

Thank you for this opportunity to address the City Council on this, the evening of our GRADUATION from the 37<sup>th</sup> Citizen's Academy of Palm Coast, FL!!

Respectfully yours,

*Adella B. Latus*  
Adella B. Latus