

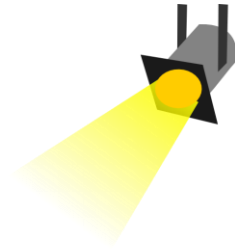


City Manager's

WEEK-IN-REVIEW

in the

Spotlight



Highlights

Local Children Enjoy Spring Break Camps:

This week, over 35 local students participated in the City's Spring Break camps, both the general camp and tennis camp. Children enjoyed visiting the playgrounds at our local parks, including a visit and demonstration from the Flagler County Sheriff's Department K-9 unit.



Spring Break Camps



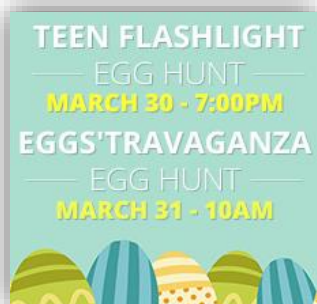
Announcements



*Tuesday, March 20, 5pm
Central Park in Town Center*



*Community Center Grand Opening and Ribbon Cutting Event
Friday, March 23, 5pm to 7pm
Community Center, 305 Palm Coast Parkway NE*



Central Park in Town Center



*Tuesday, April 3, 11:30am – 1pm
Palm Coast Community Center*

Next Week:

- *Tuesday, March 20, City Council Business Mtg, 9am, City Hall – Community Wing, 160 Lake Avenue*
- *Wednesday, March 21, Planning & Land Development Regulation Board Mtg, City Hall – community Wing, 160 Lake Avenue*
- *Thursday, March 22, Beautification and Environmental Advisory Committee Mtg, {CANCELLED}*

Attachments

- 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
- Humane Society Update

News Releases

- State of the City
-

Communications & Marketing

The Division is preparing for the Grand Re-Opening of the Palm Coast Community Center, set for next Friday, March 23, at 5:15 p.m. The media were given an advance tour of the facility this week.

We are also putting together the presentation, including a video, for the upcoming State of the City address, to be hosted by the Palm Coast Observer at the Community Center on April 3. Tickets are now available. See the news release below for details.

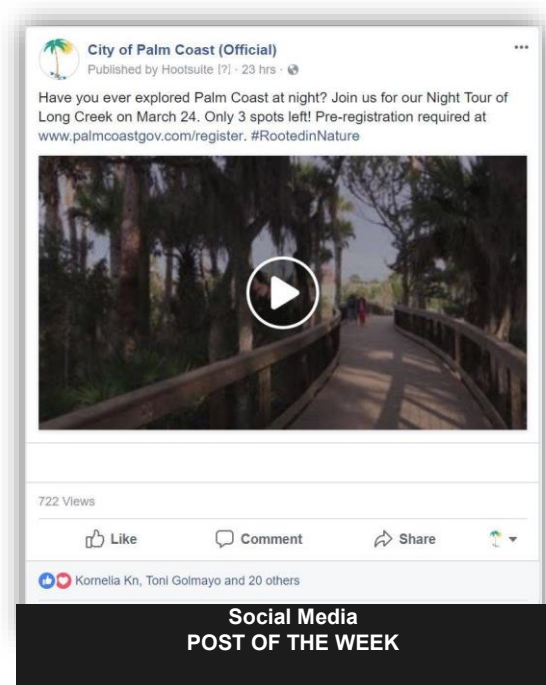
The Brand Plus Team met Thursday, to work on promotions for the upcoming National Mayor's Challenge for Water Conservation. The team is also looking at apps to market City events and amenities.

The Division has written the local content for the annual Water Quality Report, to be distributed with the May Utility bills. We also staffed Week 2 of the Citizen's Academy and the Council workshop.

Graphic design this week included a Utility New Account Pamphlet, updated Flood Awareness flier, and design is in progress for the Mayor's 30/30 Challenge flier, the Mayor's Challenge for Water Conservation promotional materials and a flier for the Arbor Day celebration. We posted to Facebook/Twitter/Instagram.

City Clerk

- Processed 10 public records requests.
- Processed 5 litigation documents.
- Prepared and processed 8 documents for recording.
- Prepared 2 agenda items.
- Prepared 3 proclamations.
- Prepared and posted 1 agenda and two notices to the web.
- Completed 2 Proof of Life documents for citizens.



Central Services Division

Purchasing

Status	Ref. #	Project
Pending	RFP-UT-18-17	Advanced Metering Infrastructure
Pending	RFSQ-CD-18-41	Design Services for Lehigh Trail Trailhead at Belle Terre Parkway
Pending	LOI-CD-18-31	Professional Services for Citation Parkway Improvements
Pending	RFSQ-CD-18-42	Grant Compliance Services
Pending	RFSQ-CD-18-43	Recreation Center Master Plan
Open	RFSQ	Lakeview Boulevard Path & Seminole Woods Intersection Improvements
Open	ITB-UT-18-24	Wastewater Residuals Management Services
Open	ITB-CD-CME-17-39	Construction of Lakeview Boulevard Multi-Use Path
Open	RFP-IT-18-36	FiberNet OSP Operations and Maintenance
Open	LOI-CD-18-32	Professional Services for Whiteview Parkway Improvements
Evaluating	ITB-CD-18-40	Pipe Replacement and Rehabilitation Project 1 – 2018
Evaluating	RFS-ADM-18-25	Executive Search Firm
Evaluating	ITB-PW-18-33	Concrete 4,000 PSI with Fiber Mesh
Evaluating	RFP-PW-18-22	Custodial and Cleaning Services of City Facilities
Evaluating	ITB-CDBG-18-34	Community Development Block Grant
Reopened	ITB-UT-18-14	Wastewater Treatment Plant No. 1 Odor Control Improvements Project
Completed	RFP-PR-18-02	July 3rd, 2018 Aerial Fireworks Display
Completed	ITB-PW-18-28	Debris Disposal Services
Completed	ITB-UT-18-27	Wastewater Emergency Collection Services

Contracts Processed:

- Hall-Mark RTC – Piggyback contract for the purchase of a fire rescue vehicle – 3/12/2018-3/31/2018
- Redman Consulting Group, Inc. – Master Service Agreement for consulting services and solid waste contract oversight – 3/13/2018-3/13/2019
- E&J Recycling and Disposal Service, LLC – Annual non-exclusive commercial solid waste Franchise Agreement – 3/10/2018-3/10/2019

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

BUSINESS CONSULTING

- This Week – 8 Consulting Sessions, 32 Consulting Hours
- Total for Month – 24 Consulting Sessions, 82 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

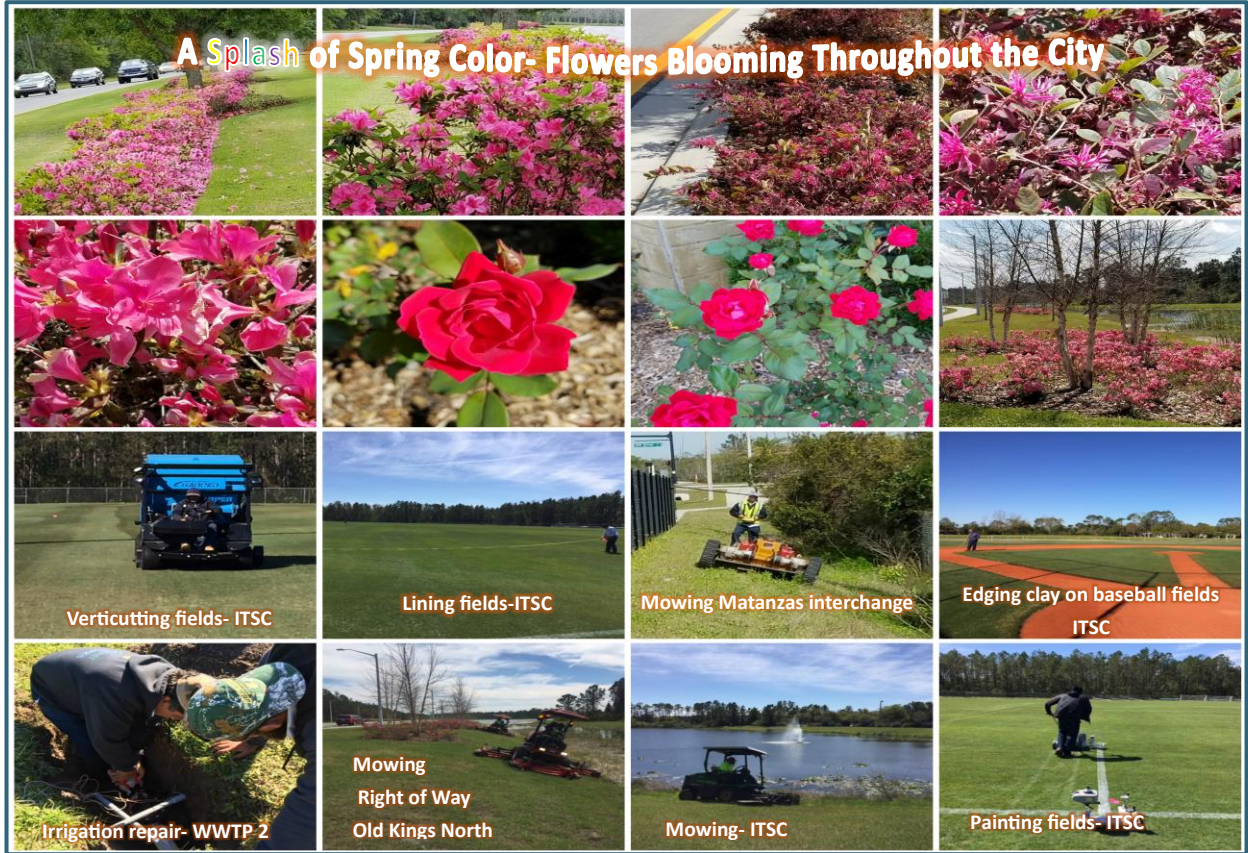
NEW PALM COAST COMMERCIAL BUSINESSES

- Explain Medicare – 1 Hargrove Grade – Insurance Company
- West Marine – 250 Palm Coast Pkwy NE – Retail Sales

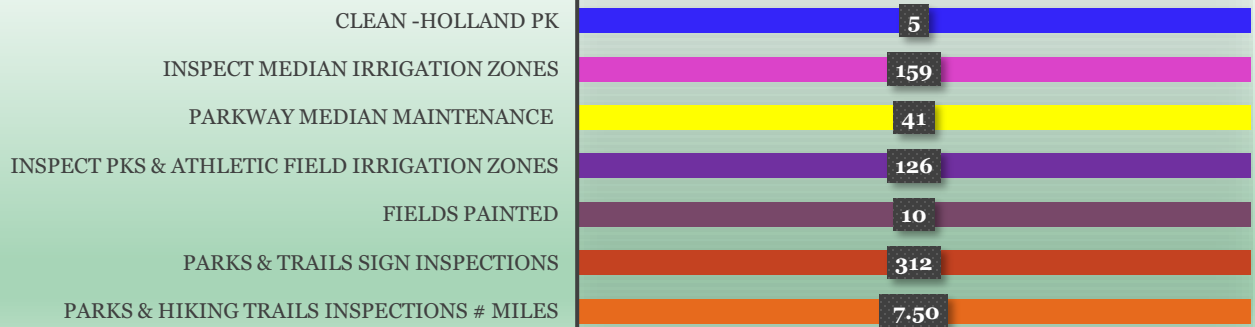
NEW PALM COAST HOME BASED BUSINESSES

- Angel Star Helping Hands LLC – Homemaker/Companion Service
- LBarr Group LLC – Handyman Service
- Michael Cockrum – Handyman Service
- Coastal Cleaning – Janitorial Service

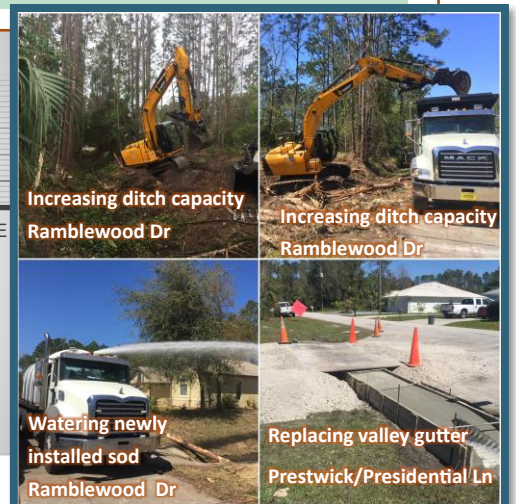
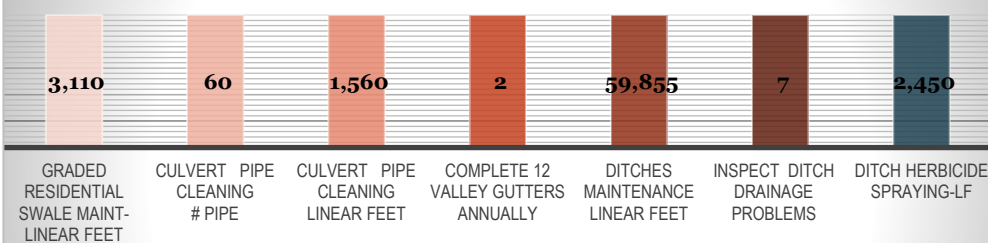
PUBLIC WORKS – Nestor Abreu, Director



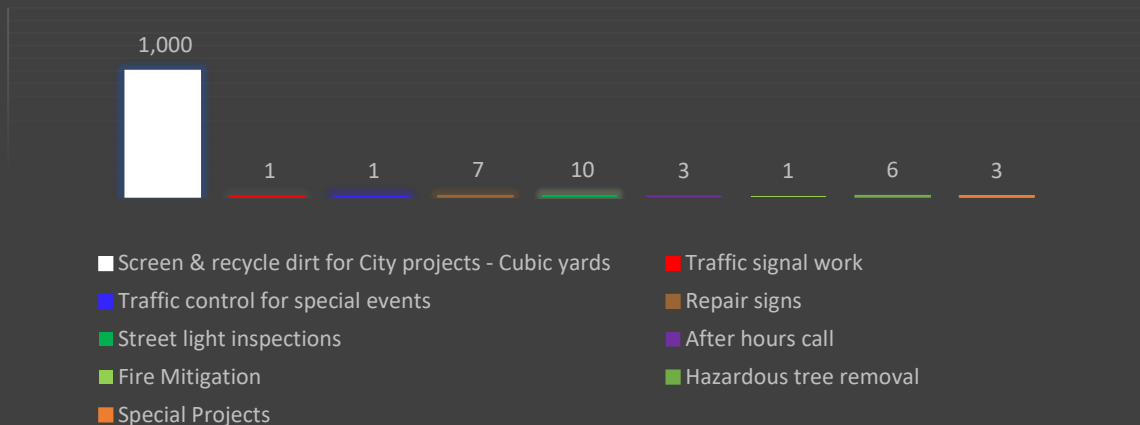
Parks & Medians Division



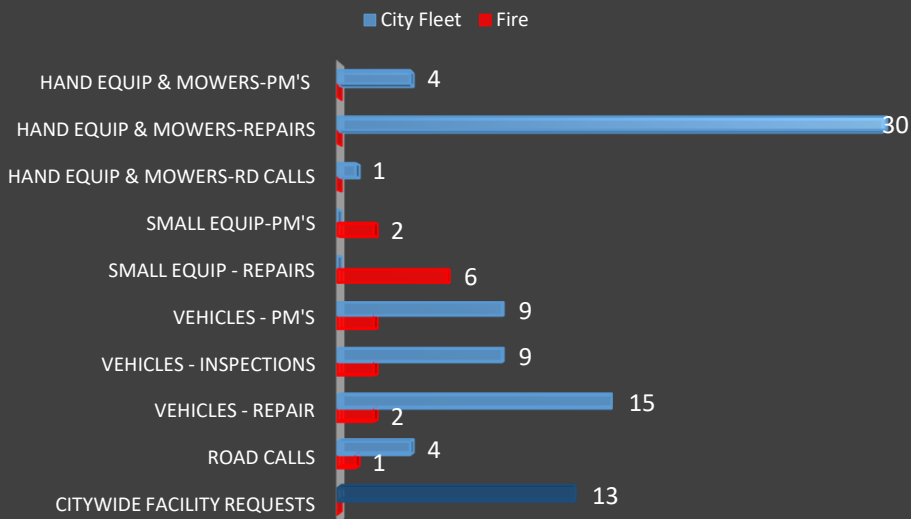
Stormwater Division



Streets Division

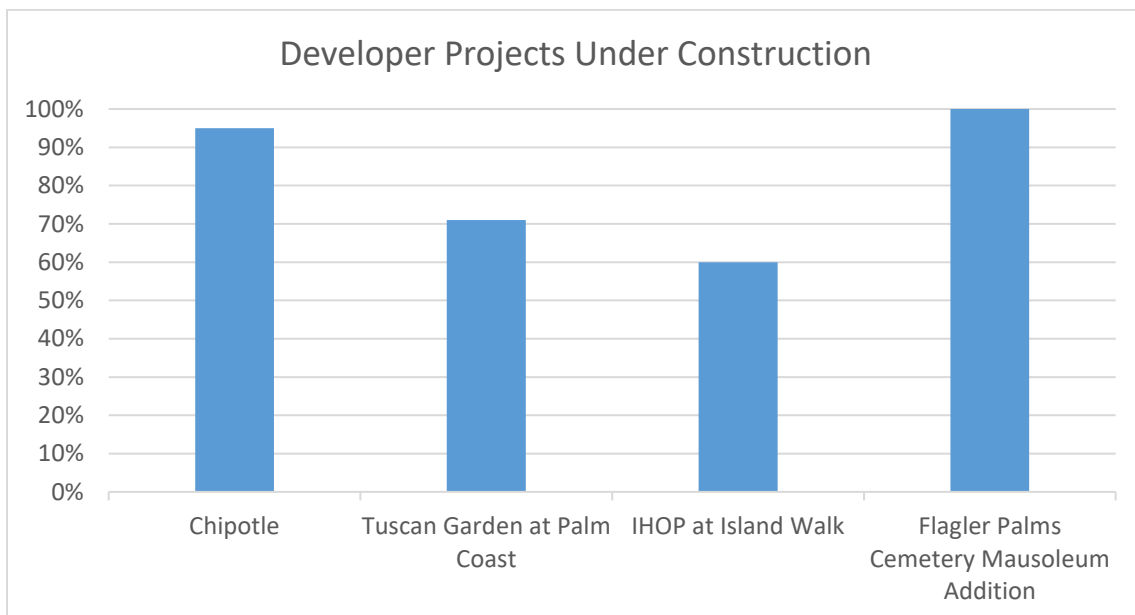
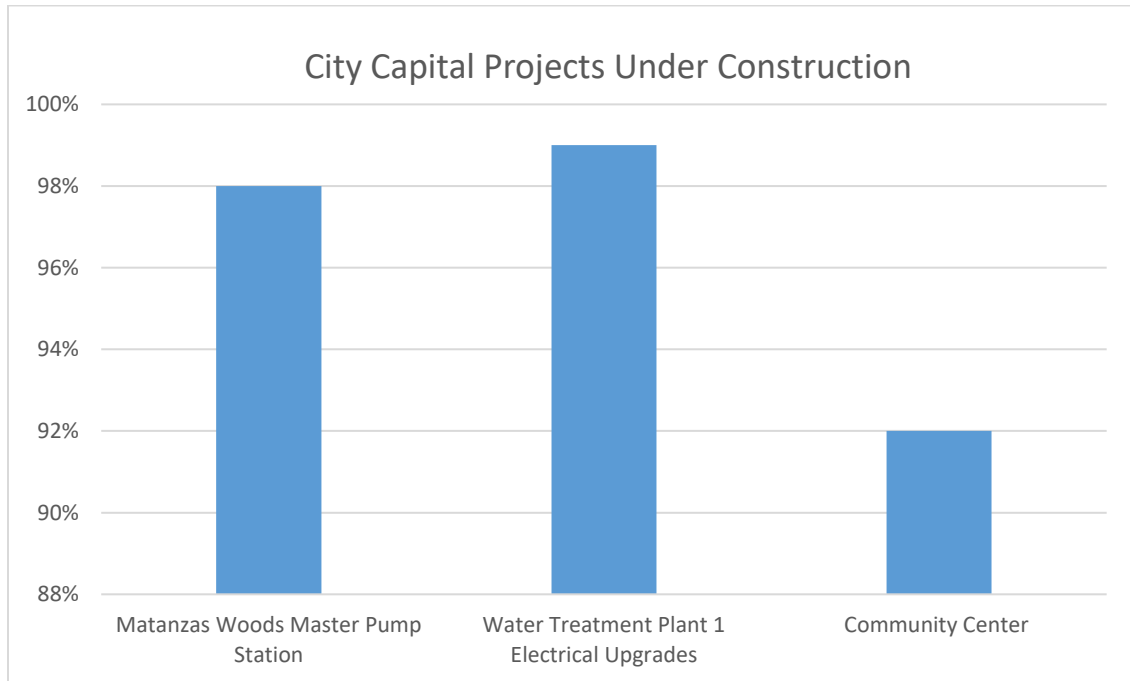


Facility & Fleet Service



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 Permit Issued			
250 Palm Coast Parkway Unit 504	Interior Renovations - Yourchiro	Forester Bush Custom Homes	\$9,500
Commercial Permits Applied			
1490 Palm Coast Parkway NE Suite 3	Interior Renovations - Sofia Nails	Blue Crown Construction	\$2,400.00
108 Flagler Plaza Drive	Interior Renovations - Bicycle Bar	Bracey Building Contractors	\$25,000.00
117 Flagler Plaza Drive	Interior Renovations - Ace Hardware	Bracey Building Contractors	\$20,000.00
Occupancy Permit Issued			
45 Pheasant Drive	Harmony of Love Group Home	Adrienne Dolinky	
50 Cypress Point Parkway B1 & 2	Amethyst Wellness	Jerald Coopersmith	
50 Cypress Point Parkway B1 & 2	Flagler Hypnotherapy	Jerald Coopersmith	
1 Hargrove Grade Building A 2C	Talent Direct 360	Susan Trettner	
1 Florida Park Drive S #217	Mental Health Counseling	Cynthia Hairston	
1 Florida Park Drive S #201	Robert Rombola MD	Robert Rombola	
18 Hargrove Grade unit 105	Santore and Sons Fireworks	Anthony Santopadre	
4869 Palm Coast Parkway NW 3	Caliber Home Loans	Kelli Rolland	
Permitting Activities			
Total Permits Issues:			311
Residential Single Family/Duplex Residences			24
Construction value improvements from October 1, 2017 to date			\$143,965,582



GUIDANCE

Tip of the Month:

Water Safety Awareness

<https://www.youtube.com/watch?v=wxbdoCXT CZY>

Download CoderED to be notified of emergencies that may impact your safety:

<http://www.palmcoastgov.com/emergency/codered>

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>

Car Seat Installs & Smoke Detector Battery Change:

Please call 386-986-2300 or stop by any of our fire stations

COMMUNITY OUTREACH

Basic First Aid & CPR:

March 24th CLASS FULL
April 14th 12 openings

Healthcare Provider:

April 20th 4 openings

DEPARTMENT ACTIVITIES

Please take note, if you see a wildfire/flames, walk or drive away from it immediately and call 911. Wildfires spread quickly and can change direction with the wind. Do not call the fire department, call 911!

Lt. Paci and DE/PM Juliano are at the Florida State Fire College for Live Fire Training Instructor classes.

Last month Fire Academy students spent 135 hours doing Ride Alongs at the stations.

For Spring Break, students are totaling 84 hours!

Palm Coast Volunteer Fire and Rescue are seeking additional Volunteers. Please apply at:

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



(L-R) DE/Paramedic Juliano & Lt. Paci
Florida State Fire College Class

Parks & Recreation – Alex Boyer, Director

Parks & Recreation staff along with staff from other Departments attended Age Sensitivity training on March 8 and 9. This training was a result of the Senior Focus Group meeting facilitated by ElderSource in August 2017. The training was recommended in order to teach staff the best methods for interacting with our elder population. We also hosted the Parks & Recreation portion of Employee Academy at the Community Center, which is finalizing its renovations in time for the Grand Re-Opening on Friday, March 23.

Head Lifeguard held a CPR/First Aid & AED training for Parks & Recreation staff. It is beneficial that we have staff in our Department who can hold these internal trainings. This allows our staff to get certified or recertified in a timely manner.

Both of our Spring Break Camps started this week: our general Parks & Recreation camp and our tennis camp. One of the highlights was the Flagler County Sheriff's Office visiting and teaching the kids about their K-9 unit and some of their responsibilities.

Summer 2018 Activity Guide

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

Online Registration & Activities List

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

Program Highlights

Game Day Social

Participants met on Thursday, March 8. Game Day Social will not meet on March 15.

Movies in the Park

The public enjoyed "Alice Through the Looking Glass" in Central Park on Friday, March 9.

Night Tours

Participants got to explore Linear Park at night on Saturday, March 10.

Nature/Fitness Walk

The Nature/Fitness Walk took participants through Lehigh Trail on Tuesday, March 13.

Munchkin Creations

Toddlers got to create their own craft and snack on Tuesday, March 13.

Playground Pals

Toddlers enjoyed the Waterfront Park playground on Wednesday, March 14.

Creepy Crawlies

Toddlers discovered creepy crawlies in the last class of the session on Wednesday, March 14.

Recurring Athletic Programs

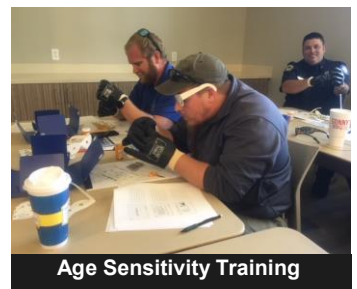
Tennis Programs for adults & kids
Pickleball
Open Gym Volleyball
Open Gym Basketball



Spring Break Camps



Staff CPR/First Aid & AED Training



Age Sensitivity Training

COMING UP

NCCAA Youth Sports Clinic – March 17

Food Truck Tuesday – March 20

Community Center Grand Re-Opening – March 23

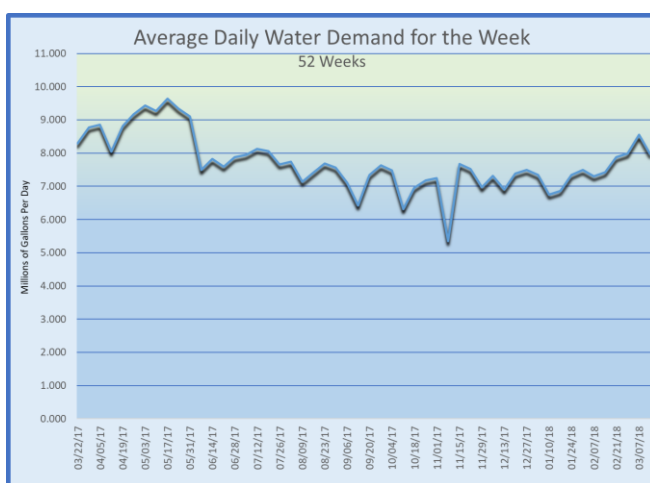
Teen Flashlight Egg Hunt – March 30

Egg'Stravaganza – March 31

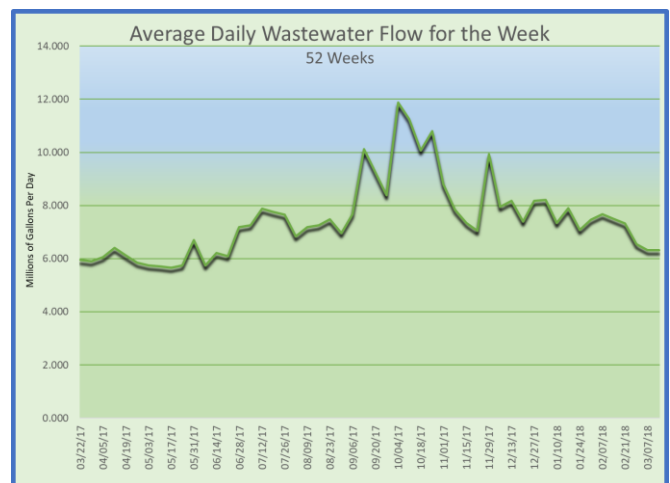
Utility – Richard Adams, Director

3-15-2018

- Temporary modification of the disinfection treatment procedure from chloramines to free will continue through March 21st. Customers may notice an increase in the taste and odor of chlorine in their drinking water during this time
- The average water demand for the week was 7.973 million gallons per day.
- The average wastewater flow for the week was 6.325 million gallons per day.
- Crews installed 12 new water meters, 4 reuse meters and 3 new PEP tanks.
- Contractors replaced 5 PEP tanks.
- There are 23 new PEP tanks pending and 5 PEP tank replacements pending.
- Currently all new tanks are being installed within 10 days of site ready.
- There are 232 new meter installations pending, with 38 cleared and an average installation time of 3 weeks.
- Wastewater crews installed 2 sewer taps, 7 new PEP pumps, 7 PEP electrical assemblies, 1 PEP panel, 2 risers, and repaired 2 service laterals.
- Also replaced 19 PEP pumps, 8 floats, 1 back lid, 1 ball valve and 12 cleanout caps.
- There were 36 calls after hours.
- There were 6 meter pit adjustments, replacements and repairs.
- Water Distribution crews repaired 4 water service manifolds and 1 water service line.
- Replaced 5 water service lines and tested and repaired 26 backflow preventers.
- Wastewater crews inspected via CCTV 3,694 feet of gravity sewer and inspected 10 manholes. There were 4 pump station annual maintenance inspections.
- March 8th, Utility staff attended the Florida Section American Water Works Association Region II best tasting drinking water contest and plant tour, hosted by the City of Bunnell. The winner of the contest was (JEA) Jacksonville Electric Authority.
- March 14th, Water Treatment Plant 2 staff attended the Focus on Change round table discussion held at City Hall for lead operators.
- Concrete Conservation has completed lining of 29 gravity sewer manholes.
- Completed installation of all LED lights at Wastewater Treatment Plant #1



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



The average wastewater flow was
6.325 million gallons per day

HIGHLIGHTS

Wastewater Collection Crew worked to tie-in a new sewer service located on Fellowship Drive, while Florida Power and Light (FPL) secures the power pole.

Excavation can be complicated often resulting in collaboration with FPL to ensure City crews safety.





NEWS RELEASE – City of Palm Coast

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

March 12, 2018

Inaugural State of the City event set for April 3; tickets now available

Palm Coast – The Palm Coast Observer is presenting the City of Palm Coast's inaugural State of the City event on Tuesday, April 3, and tickets are now on sale.

The event featuring an address by Palm Coast Mayor Milissa Holland will be held 11:30 a.m. to 1 p.m. at the Palm Coast Community Center, 305 Palm Coast Pkwy. NE – one of the first big events in the newly renovated and expanded Community Center.

Palm Coast Mayor Milissa Holland will report on the "State of the City," highlighting the successes and achievements of the City over the past year and sharing plans for the coming year. Attendees will receive a copy of the Annual Progress Report and a commemorative item for the inaugural event. A catered lunch will be served.

The Palm Coast Observer is planning a special edition on the State of the City in its April 5 edition.

The Observer is now selling tickets. Individual tickets are \$36 (plus Eventbrite fee) at <https://2018stateofthecitypalmcoast.eventbrite.com>. Tables of eight can also be purchased, for \$300. To arrange for sponsorship of the event or to purchase a table, contact Jaclyn Centofanti or Maureen Walsh at advertising@palmcoastobserver.com or 386-447-9723, Option 5 for Advertising.

For more information, contact Communications & Marketing Manager Cindi Lane, at 386-986-3708 or clane@palmcoastgov.com.



118 Cats

84 Dogs

1 Rabbit

Animals ready for homes

Ponce's Law, a bill that puts more bite into Florida's animal cruelty laws, was approved in the legislature this past Friday night and is now headed to Gov. Rick Scott. The bill was introduced by State Rep. Tom Leek, R-Ormond Beach. This bill would allow a judge to order that someone convicted of animal cruelty could never own a pet again. The bill is named in honor of Ponce, a puppy who was beaten to death in the Ponce Inlet backyard of Travis Archer. Archer has been charged with felony animal cruelty and is now awaiting trial. Representatives from Flagler Humane Society participated in the lobbying of this bill. Members of the Humane Society staff went to Tallahassee recently to show support for a few of the animal related bills up for legislation, Ponce's Law and Prohibiting of Greyhound racing being just a few. This is hopefully the first of many laws to pass that help strengthen the animal laws that are currently in place.

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

"General Donations" can be dropped off anytime at your convenience. FHS appreciates all donations, especially those from our Wish List (available at 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 Petco in Palm Coast on Sundays and at PetSmart in Palm Coast on Thursdays, Fridays & Saturdays.

Interested in becoming a volunteer? Attend an orientation! Volunteer orientations are held at noon in the Humane Society education room every second Saturday of the month. Applications can be found on the FHS website.

Interested in helping at Outreach Adoption Events? Join our Outreach Team! For more information, contact the volunteer coordinator at volunteer@flaglerhumanesociety.org.

Interested in fostering? Contact our adoption specialist at adopt@flaglerhumanesociety.org.

Adoption Specials: Check the FHS Facebook for any Adoption Specials.

Upcoming Fundraisers/Events: See the FHS Website for more information on our upcoming Spay-ghetti Dinner, Paint Your Pet and Bow Wow Bingo.

Offered Services: 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 for questions.

FHS has a *Wellness Clinic* for minor veterinary issues. Call 386-445-1814 for Appointments. *Low Cost Vaccination Clinics* are held on the 1st and 3rd 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, or via email at info@flaglerhumanesociety.org.

Pet of the Week



LELO

Lelo is a sweet older lady that came to the shelter through a local veterinarian who took custody when the owner was no longer able to care for her. She was suffering from a mass on her front paw and a terrible skin infection that have been taken care of. Come and meet this awesome girl today.

Adoption specialist:

Katrina Geigley
adopt@flaglerhumanesociety.org

Outreach Manager:

Katie Share
kshare@flaglerhumanesociety.org