



Memorandum

To: The Honorable Mayor and City Council
From: Jim Landon, City Manager
Date: September 16, 2011
Re: Week-In-Review

CAUSE FOR PAWS SATURDAY, SEPTEMBER 17, 10 A.M. TO 2 P.M. CENTRAL PARK IN TOWN CENTER

City Commemorates Ten Years since 9/11

Hundreds of citizens gathered last Sunday to remember the decade anniversary of the 9-11 terrorist attacks on the United States of America. Partnering with fire and police agencies across the nation, the Palm Coast Fire Department organized an event that will forever be engraved in the memories of all who attended. Palm Coast will never forget.

Mayor Netts to Serve Another Term

The September 13th Municipal Primary Election results have been certified to reveal that Jon Netts has been re-elected to his second term as Palm Coast's Mayor. The Mayor received 54% of the 5,248 votes cast in the election. Additionally, 86% of voters approved the City's referendum to amend dates for our future general and primary city elections to align with state and national elections.

Keeping Our Pets Bright-Eyed and Bushy Tailed

Learn about low cost immunizations, adoptions, various dog breeds...Talk about spaying/neutering, dental care, canine obesity, heartworm, dog training with popular local veterinarians. Come to the City of Palm Coast's new **Cause for Paws "FREE"** event to have lots of fun while learning how to keep your pet healthy and safe. From 10:00 a.m. to 2:00 p.m. on September 17th in Central Park at Town Center, you'll enjoy music, food, K-9 demonstrations and contests with prizes for the kids. Parking is also free. Leashed Fido and Fluffy are invited, too!

Green Team Works With Children

The fourth and fifth grade classes at Phoenix Academy have petitioned the City to participate in the Adopt-a-Road program by agreeing to pick up litter along Bulldog Drive. The 40 students will meet to clean up the roadway every other month in order to help reduce City labor in trash pickup and do a great community service as well.

Commercial Development

AT&T submitted their application this week for construction of a new retail store on State Road 100 next to McDonalds.

Citizens Save Tennis Player

I have been asked by Chief Beadle to send this correspondence to you about the events this morning at the Tennis Courts. Due to HIPAA laws I cannot disclose the name of the patient (I'm certain he will come forward); however, I can tell you about the amazing job that was done by two of our citizens. Palm Coast Fire Department was dispatched to 1290 Belle Terre Parkway for CPR in progress on a male patient. Upon arrival PCFD Medic 25 and Tower 2 made patient contact and found Kay Forsberg doing compressions on the patient's chest and Cathy Gile operating the AED that is assigned to the tennis courts. They informed us that the patient was playing tennis and while going for a ball "went down". The patient was unresponsive and had no pulse. Kay immediately began CPR and the AED was brought to the patient and was connected by Cathy Gile. The AED advised that a "shock" was indicated and a defibrillation was delivered to the patient. Upon initial assessment by PCFD Paramedics the patient was found to have both spontaneous respirations and a pulse. Within minutes of treating the patient he began to talk to Paramedics and was awake and alert. The quick action of these two citizens was undoubtedly life saving measures and these two women should certainly be recognized for their efforts. It is often that we as First Responders and Public Safety Officials get thanked for our service; I felt it was definitely time to return the accolades. (Report submitted by Lt. David M. Torsell III)

Next Week:

- *Tuesday, September 20, City Council Meeting, 9:00 a.m., Community Center*
- *Wednesday, September 21, Planning & Land Development Regulation Board, 5:30 p.m., 160 Cypress Point Parkway Suite B106*
- *Thursday, September 22, Beautification and Environmental advisory Board, 5:00 p.m., 160 Cypress Point Parkway Suite B106*
- *Saturday, September 24, Intracoastal Waterway Cleanup, 9:00 a.m., Holland Park for directions and supplies*

Attachments:

Administration Division Updates
Business Assistance Center Update
Community Development Update
Engineering/Stormwater Update
Fire Update
Information Technology & Communications Update
Public Works/Utility Update
Recreation & Parks Update
Press Releases: 2011 Adult Kickball League; Pack the Pool-Pirate Day; Business to Business Expo; Flu Shots; Self Defense Course-2011
City Attorney selected for inclusion in the 2012 edition of *The Best Lawyers in America*



**City Manager's Office
Administrative Divisions Week in Review**

Friday, September 16, 2011

City Clerk

- Completed and certified the Primary Election and continued work on the General Election
- Working on five requests for public information.
- Processed three Lis Pendens and five litigation documents.
- Prepared and processed two documents for recording.
- Prepared eight agenda items.
- Prepared four proclamations.
- Prepared and posted two agendas to the Web.
- Processed two resolutions.
- Coordinated OnBase changes for City Clerk, Public Programs/Events & HR with IT&C.

Community Relations

- Met with the BAC Expo team to assist with promotions and help find vendors for the event
- Assisted the Cause for Paws team with publicity and I'm attending the event to help
- Assisted the City Clerk with publicizing the Primary and election results
- Wrote copy for the introduction for our 9-11 video
- Began working on components for our November Veteran's Day event
- Continued pulling together plans for our upcoming Citizen's Academy classes
- Assisted the Mayor and Council with various correspondence
- Wrote/edited Facebook posts
- Assisted the Flagler Chamber with proofing their City street map
- Planned and purchased advertising for the upcoming Temporary Modification of Water Disinfection Treatment procedures
- Wrote and distributed the following media releases:
 - BAC Expo Vendors
 - Pack The Pool – Pirate Day
 - Flu Shots
 - Self Defense Class offered

Events

- Met with the BAC team to assist with the upcoming EXPO. Main focus is on attendance.
- Working on logistics for this weekend's Cause for Paws event and assisting with set up this week
- Events team meeting with community partners to share upcoming event information
- Planning for Breast Cancer 5K - logistics and advertising
- Attended Feed Flagler meeting

- Working with PC Observer on advertising campaigns and agreement
- Contacted and requested assistance from REACT about upcoming events
- Meeting with PC Gymnastics and finalizing aspects of event on Oct 1,2
- Contacted Amaral re: License agreement for Seafood Festival
- Contact various Vendors for events

Human Resources

- Received and reviewed 320 applications
- Health Insurance Team met today
- Working with Great West on electronic processing

Purchasing and Contracts Management

Purchasing & Bidding:

- Brian Rothwell and Dave Klages attended the NFPA (North Florida Procurement Association) Quarterly Meeting in Jacksonville.
- Purchasing is working on closing out the end of the year purchase orders

Contracts:

- PCMD is still working on the Residential Solid Waste RFP



WEEK OF SEPTEMBER 12-16, 2011

Business Assistance Center Activities

- The SBDC Area Manager and UCF SBDC Network served a total of 16 customers, providing 25 hours of assistance. The total numbers of customers served by the BAC is 37. See attachment for UCF SBDC Report on Weekly Activities.
- Met with SCORE representatives to discuss annual grant agreement and past year's performance. See attachment for SCORE Report.
- Met with final applicant for Business Park Partnership Program. Staff is now putting together recommendation for the City Manager's review and plan on presenting to City Council before the end of the calendar year.
- Per City Council direction this week, City staff sent a letter indicating the City's intent to pursue Entitlement Status for the Community Development Block Grant Program.
- Staff attended the Enterprise Flagler Board Meeting to present the Business Assistance Center Revolving Loan Guarantee Program concept. The Enterprise Flagler Board approved a dissolution plan that included the BAC Revolving Loan Guarantee Program receiving 50% of the remaining liquid assets.
- Met with Business Expo Team to continue marketing efforts and forward planning for the event.

New Palm Coast Businesses

- Anew Counseling LLC – 50 Leanni Way B-3 – Therapist
- Home & Self Defense Specialists – 21 Old Kings Rd B-205 – Retail Sales
- Helena Hreib – Home Based – Seamstress/Alterations
- Helping Hands 24 HR Road Service LLC – Home Based – Motor Vehicle Repair
- Marko Construction LLC – Home Based – Handyman
- Homeland Security Safeguard Co – Home Based – Handyman
- Linda's Cleaning Service – Home Based – Janitorial Services
- Dubbs Welding – Home Based – Welding Service
- DataQuiver Computer Services – Unincorporated Flagler – Computer Repair
- FS & G Maintenance – Home Based – Handyman Service

Attachments

- SBDC at UCF Flagler County Impact Weekly Report
- SCORE Report



Flagler County IMPACT

Sep 11 — Sep 16

Performance Measure

SBDC

Resource Network

Group Training

Number of Training Events
Number of Participants

0	0
0	0

Individual Customer Meetings

Number of Customers Receiving Consulting Service
Total Hours of Assistance*
Jobs Created/Retained
Capital Formation
Number of New Businesses Started
Sales Increase
Total Contracts Awarded

14	2
23	2
0	0
\$0	\$0
0	0
\$0	\$0
\$0	\$0

Community Outreach

Number of Brief Inquiries
Number of Visitors to Web Site
Number of Public Appearances
Number of Attendees to Presentations
Number of Meetings with SBDC Resources
Total Hours Meeting with Resources
Meeting Hours

0	0
0	0
1	0
35	0
1	
1	
5	

Notes:

*Includes preparation and research time

Current Customer Breakdown

- a. Flagler Beach 3
- b. Bunnell 5
- c. Palm Coast 28
- d. International 1

Comments

1. Closed 5 customer accounts this week for non-response, no further help needed
2. Spoke at Flagler Women's Business Meeting on 9/12

SCORE Palm Coast
Performance Report – October 2010 : August 2011

Counseling Statistics:

		<u>2009/2010</u>	<u>2010/11</u>	<u>Variance</u>
Client Cases:	Start-ups	26	41	+58%
	Existing Businesses	<u>31</u>	<u>27</u>	<u>-13%</u>
	Total New Clients	57	68	+19%
	Follow-ons	<u>59</u>	<u>88</u>	<u>+49%</u>
<u>Total:</u>		<u>116</u>	<u>156</u>	<u>+34%</u>
Follow-On Ratio:		<u>51%</u>	<u>56%</u>	

Comments:

- Overall counseling activity is up 34% over previous year, driven by an increase in new start-up business counseling
- Follow-on counseling shows strong growth with 56% of clients receiving more than one counseling session
- Counseling takes place weekly at the Flagler Chamber of Commerce, and, since July, at the new City BAC
- The local SCORE counseling team was strengthened during the period through the appointment of a new counselor experienced in Social Media Marketing. SCORE now has 6 active counselors based in Palm Coast.
- During the year, presentations on the work of SCORE have been given to 3 Rotary clubs: Palm Coast Young Professionals : and all major local banks
- In August 2011, a SCORE flyer was included in the Flagler County tax mailing
- During the period, assistance was provided to the City in establishing the new City Business Assistance Center and to the County through their 2011 Economic Summit deliberations.
- The Voulisia/Flagler SCORE chapter was voted Chapter of the Year for Central Florida for 2010

Funding:

Under the City's funding contract for 2010/11, the following payment have been received:

<u>Date</u>	<u>Invoice#</u>	<u>Amount</u>
01-31-11	CPC 11	\$ 700
04-04-11	CPC 12	1,300
07-05-11	CPC 13	<u>900</u>
<u>Total:</u>		<u>\$2,900</u>

Note: The contract is subject to a cap of \$3,000 for 2010/11

Gene Baldrate/Roger Leverton
 SCORE 9-13-11



COMMUNITY DEVELOPMENT DEPARTMENT

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

To: Jim Landon, City Manager

From: Nestor Abreu, Director

Date: September 16, 2011

Subject: Week-In-Review

PERMITTING ACTIVITY

The following is an update of permit and development application activity in the City from September 8th through September 14th 2011:

- Applicants saved \$9,900 this period with the implementation of the fee reduction resolution adopted June 16, 2009. Total savings since inception is \$ 1,460,895. Since inception, total value of construction in the City is \$169,858,813.
- Total number of permits issued: 123 Total construction value: \$650,282

Commercial Permits Applications Submitted			
5180 Highway 100	A T & T Building (Building, Site, Landscape Permits)	RD Michaels Inc.	\$429,825
1290 Belle Terre Parkway	462 sq. ft. Canopy for tennis courts	Coquina Real Estate	\$5,000
Total Value:			\$449,825
Commercial Permits Issued			
7 Florida Park Drive C & D	Interior Alterations - Styles Salon	Phillips Coastal Construction	\$4,000
Total Value:			\$4,000
Residential Permits Issued			
18 Clarendon Court S	Addition	By The Shore	\$5,000
26 Penn Manor Lane	Addition	Budd Severino Advanced Home	\$10,019
96 Westmoreland Lane	Addition	Budd Severino Advanced Home	\$3,239
6 Chatham Place	Addition	Phillips Coastal Const.	\$9,800
33 Lloshire Path	Interior Alterations	Coastal Reconstruction	\$35,000
34 Seafaring Path	Interior Alterations	Seay Construction	\$5,000
26 Blaine Tree Place	Interior Alterations	Hammock Home Improvements	\$4,300
153 Rae Drive	Interior Alterations	Hammock Home Improvements	\$3,944
Total Value:			\$76,302

Occupancy Permit		
50 Leanni Way B3	A New Counseling LLC	Sibel Guelseren
110 Flagler Plaza Drive 110	Smugglers Tobacco/Cigar Bar	Randal Cummings
11 Industry Drive Suite A	Class A Graphics (printing)	Victor Flebotte
6 Old Kings Road	Salsas Mexican Restaurant	Jesus & Blanca Valencia

PLANNING

- Green Team
 - The fourth and fifth grade classes at Phoenix Academy have petitioned the City to participate in the Adopt-a-Road program by agreeing to pick up litter along Bulldog Drive. The 40 students will meet to clean up the roadway every other month in order to help reduce City labor in trash pickup and do a great community service as well. For more information on how your group can participate in this program, please contact Bill Butler at 986-3760.
- Neighborhood Stabilization Program (NSP) 1 Update
 - Another happy homeowner closed on a home this week! This brings the total number of purchased, rehabbed, and resold homes to Eleven (11).
 - Two (2) second closings with qualified applicants are scheduled over the next month.
 - One (1) closing is scheduled over the next month to acquire another home in coordination with a wait-listed applicant.
 - Through the NSP Program, approximately \$500,000 has been spent to date with local businesses (realtors, contractors, closing agents, appraisers, etc.).
- Neighborhood Stabilization Program (NSP) 3 Update
 - Lunch and Learns are being scheduled for October in coordination with the Flagler County Association of Realtors and interested lenders.
- Community Development Block Entitlement Status
 - Per City Council direction this week, City staff sent a letter indicating the City's intent to pursue Entitlement Status for the Community Development Block Grant Program.

ECONOMIC DEVELOPMENT TEAM

- Met with Business Expo Team to coordinate marketing efforts and forward planning for the event.
- Met with final applicant for Business Park Partnership Program. Staff is now putting together recommendation for the City Manager's review and plan on presenting to City Council before the end of the calendar year.
- Staff attended the Enterprise Flagler Board Meeting to present the Business Assistance Center Revolving Loan Guarantee Program concept.

CAPITAL PROJECTS

The following is an update since last week for capital projects in the City from September 10th through September 14th.

Trail and Path Projects			
Belle Terre Multi-Use Path - Phase III	Design Construction	60% 40%	City issued 60% design comments for segment 2 to contractor on 8-23-11. Contractor began construction on segment 1 on 8-10-11. Concrete path being poured from Point Pleasant to Ponce DeLeon. Landscape buffer from on east and west side of Belle Terre from SR100 to Whiteview has been staked.
FPL Easement Concept Plan	Concept	75%	Preliminary plan reviewed with Florida Power & Light (FPL) and will require modifications for further consideration by FPL. Revised Plan to be reviewed by Parks Team on 9-16-11.
Road and Median Projects			
Flagler County Airport South Entrance Road	Design	60%	City performed a courtesy review of 60% plans.
City Facility Projects			
Central Park - Phase IIB	Construction	85%	Initial benches installed. Additional benches and trash / recycling receptacles ordered. All fixtures and speakers installed. New paver installation completed.
Holland Park	Design	60%	City issued 60% review comments to consultant on 9-14-11. A pre-application meeting with St. Johns River Water Management District occurred on 9-14-11.

EVENTS

- **'Parkview Global 5K'** to be held on September 17, 2011 from 6am to 11am at Parkview Baptist Church located 5435 Belle Terre Parkway. The 5K run is a fundraiser to help sponsor missionaries.
- **'Paws for a Cause'** to be held on September 17, 2011 from 10am to 2pm in Central Park Town Center located at 975 Central Avenue. This event is to educate responsible pet owners on nutrition, immunization, spay/ neuter, and pet motels/shelters.
- **'Flagler County Great Strides: Taking Steps to cure Cystic Fibrosis'** to be held on September 24, 2011, from 12pm to 9pm at Central Park in Town Center is an event for the family with a walk, entertainment, and vendors to help raise money for Cystic Fibrosis.

- **'4th Annual City of Palm Coast Intracoastal Waterway Cleanup Event'** to be held on September 24, 2011, from 8am to 1pm with festivities commencing and ending at Holland Park, which includes food, fun and prizes at noon. The event utilizes a Florida Inland Navigation District (FIND) grant to support event resources. Volunteers are encouraged to pre-register through the City's website to ensure reservation of event cleanup supplies.
- **'Lotto Invitational Soccer Tournament (FKA) FC United Soccer Tournament'** to be held on October 8, 2011 and October 9, 2011 from 7am to 4pm at Indian Trails Sports Complex located at 5455 Belle Terre Parkway. This annual event draws some of the best youth soccer teams across the state of Florida for preparation for thanksgiving and winter qualifying tournaments.
- **'Festa Italiano – Italian American Social Club of Palm Coast'** to be held on October 7th, 8th, and 9th from 8am to 12 am at Italian American Social Club located at 45 Old Kings Road is a celebration of the Italian American heritage to include a carnival with rides, games, great Italian food, and carnival food. There will be music and entertainment on stage.
- **'6th Annual Buddy Walk'** to be held on October 8, 2011 from 7:30am to 2:30pm in Central Park Town Center located at 975 Central Avenue. This walk will raise Down syndrome awareness and funds to support their resources and begin their literacy center. At this time, they are looking for sponsors.
- **'8th Annual Great Pumpkin Shootout Lacrosse Tournament'** to be held on October 15, 2011 from 8am to 10pm and Sunday October 16, 2011 from 8am to 5pm at Indian Trail Sports Complex located at 5455 Belle Terre Parkway. This annual 7 x 7 tournament has become Florida premier fall lacrosse tournament for Varsity and Junior Varsity Division featuring LXM Pro Showcase (college teams), and including vendors, food and fun.
- **'20th Anniversary Celebration African American Cultural Society Center'** to be held on October 15, 2011 from 10am to 3pm in Central Park at Town Center located at 975 Central Avenue. The event is a celebration of a 20 year contribution to the Palm Coast Community by the African American Cultural Society through the opening of the African American Cultural Center which preserves and perpetuates the cultural heritage of African Americans through social, educational, artistic and intellectual activities. There will be music and entertainment on stage, vendors, food, and fun for all ages.
- **'Rock Races Flagler 50 Challenge'** to be held on October 22, 2011 from 7am to 2pm in Central Park at Town Center located at 975 Central Avenue is a 50 mile Relay Foot Race with 12 Legs to start and end at Central Park in Town Center. The race route travels throughout Palm Coast, Flagler County.
- **'Family Fun and Safety Day'** to be held on October 23, 2011 from 11am to 3pm at Florida Hospital Flagler located at 60 Memorial Medical Parkway. Admission and Activities are free which include Tours of the Fire flight Helicopters & Fire Trucks, Trick or Treat bags, Bike helmets and fittings, child safety seat checks, first aid kits, health checks, etc. and a Kids zone with face painting, clowns, bounce houses and slides.
- **'Cole Brothers Circus of Stars'** to be held on October 25th and October 26th with a 4:30 and 7:30 show at Town Center Central Park rear lot located at 160 Lake Avenue. The world's largest circus under the big top is back with flying trapezes act, Tigers, Elephants, Clowns, etc. and will also include elephant, camel, and horse rides available for the public, food, music and fun.

- **'Pink Army Race'** to be held on October 27, 2011 at Central Park In Town Center. Race Registration will begin at 4pm with Race start at 5:30pm register at Palmcoastgov.com//pinkarmy5k. The Pink Army 5K Run is an evening benefit walk/ run to assist in Breast Cancer Awareness. Walk will begin at Town Center Central Park run to Florida Hospital and back to Central Park. Awards party begins at 6:30pm at Woody's.
- **'Parkview Trunk or Treat'** to be held for October 31, 2011 from 6pm to 8pm at Parkview Baptist Church located at 5435 Belle Terre Parkway. Alternative to Trick or Treating families are able to bring their children to the church parking lot where they can collect candy, bookmarks, bracelets, and other goodies from themed trunks. The parking lot is roped off so that parents don't have to worry about their little ones being injured.
- **'2nd Annual Boo Bash'** to be held on October 28, 2011 from 6pm to 9pm at Belle Terre Park located at 339 Parkview Drive is a Halloween festival for school age children with ghoulish games, creepy candy, bewitching bounce houses, pumpkin painting, spooky storytelling, creating mysterious mask, a costume contest for all ages, a Carved Pumpkin contest, food by Wadsworth elementary, and so much more.
- **'Hall of Terror X'** to be held on October 30, 2011 and October 31, 2011 from 6pm to 11pm at Fire Station 21 located at 9 Corporate Drive is the 10th Anniversary of the City of Palm Coast Hall of Terror haunted house will not be for the faint at heart *so enter at your own risk.*



MEMORANDUM

TO: Jim Landon, City Manager
FROM: John C. Moden, P.E., City Engineer
DATE: September 15, 2011
RE: **Engineering & Stormwater Department**
Week in Review for September 8 through September 14, 2011

- **Total Aquatic Weed Control on Freshwater Canals** - Herbicide application continued on freshwater canals. Bayside Waterway, Mulberry Branch, Boulder Rock Lake, Parkview Stream, Walker, Pine Grove, Royal Palms, Easthampton, and Eisenhower Waterways, Total treated this week 127.71 acres and 18 structures, with 2,790.4 acres treated to date.
- **R-1 Grant Project Water Control Structure** – Permit exemption received from SJRWMD, FEMA approved project for \$411,810 with a Federal share of \$308,858, and the City share of \$102,952. Coordinating with Flagler County to obtain construction and maintenance easement where structure encroaches on Lehigh Trail lands. Awaiting easement from county and state and, contract from FEMA.
- **Stormwater Ordinance Utility Analysis/Recalculations** - Calculations of ERU's are ongoing with 149 completed this week. Have requested written scope of services that the Town Center CDD is willing to provide for stormwater maintenance so that their rate can be determined.
- **Stormwater Model and Master Plan** – 4 sections out of 44 sections in Palm Coast are complete. Consultant has provided recommended system modifications to reduce problematic flooding in 2 areas of the community, with the draft final report due 9-23-11.
- **Stormwater Facility Plan Update** – Staff is continuing work on a preliminary outline to update the Stormwater Facility Plan. Completion for updated plan is Sept. 2011.
- **Drainage Ditch Relocation & Pipe Replacement at 139 Bridgehaven Drive** - Staff has surveyed, designed, obtained a Temporary Construction Easement from the adjacent property owner, and coordinated the relocation of the drainage ditch with Public Works Department. Public Works began work 9-7-11. Completed ditch relocation, and the sod will be layed today.
- **Identifying Redundant Street Lights Program - (Project is 90% complete)** Staff completed performing the field verification to identify areas where there are redundant street lights. Began updating the GIS layer, there are approximately 127 redundant streetlights identified, and we are waiting for FPL's streetlight info to compare to our data.

SURVEY TASKS:

- Surveyed 3 residential swale plan locations
- Set 8 bench mark locations
- Surveying for swale rehab project on Woodhaven Drive.
- Surveyed for 3 valley gutter replacement locations: Parson Place, Woodhaven & Woodside, and Woodhaven & Woodshaw.

ENGINEERING REVIEW TASKS:

- Right-of-Way Permits – 10 reviews
- Project reviews – 8 reviews

DESIGN WORK PERFORMED:

- Residential Driveway Swale Plans – 3 designed
- Valley Gutter Plans – 3 designed
- Pipe crossing designs for Public Works – 4 designed
- Drainage Ditch Regrade on Poplar Drive– 1 designed
- Swale Rehabilitation Projects (*Surveyed and designed*)
 - Cole Court, Cole Place, & Crompton Place – 99% complete - out for review
 - 179 Point Pleasant Drive & 67 Post View Drive – 50% complete - out for review
 - Flynn Way watershed – 40% complete.
 - 9-27 Sergeant Court – 99% complete - out for review

CUSTOMER SERVICE:

- 3 - Canal work orders
- 1 – Street light request

ENGINEERING SUPPORT TO OTHER DEPARTMENTS:

- **Community Development Department**

1. S Bombardier assisted S Knopf with as-built drawings for I-95 ramp lighting project.
2. S Bombardier assisted C Cote with Indian Trails Sports Complex Road.

- **Public Works Department**

D Schragger assisted with a ditch relocation on Bridgehaven Drive.

- **City Manager's Office**

T Baker assisted V Smith with legal description for Old Kings Road realignment.

- **Outside Agencies**

J Bostwick assisted Flagler County Engineering Dept's consultant with the Flagler County Airport south Entrance Road Project.



Fire Department

To: Jim Landon, City Manager

From: M. C. Beadle, Chief

Date: September 15, 2011

Re: Week in Review

In the past week, the Department responded to 137 calls. There were three fire related call consisting of one structure fire, one brush fire and one vehicle fire. There were 98 rescue and EMS calls logged and the balance was miscellaneous in nature. The drought index is at 551 out of a possible 800 and the fire danger level is very high.

The Department congratulates FF/EMT-P Gary G. Potter for the successful completion of Fire Safety Inspector I.



INFORMATION TECHNOLOGY & COMMUNICATIONS

TO : Jim Landon, City Manager
FROM : James Majcen, IT&C Director
DATE : 9/16/2011
RE : Week In Review

DEPARTMENT SUPPORT

Business Assistance Center

- Applications Division created a new report for the Business Assistance Center (BAC) to highlight the non-home-based businesses within Flagler County. The BAC will have this information available for the upcoming Business Expo that will be taking place October 7th.
- Applications Division created a new report for the Business Assistance Center to view online registrations for the upcoming Business to Business Expo

Enterprise

- The Applications Division created for GIS a new data view of all the vacant properties in Palm Coast in order to assist them in showing building activity within districts of Palm Coast.
- Applications Division created a webpage for the 2011 Holiday Parade (<http://palmcoastgov.com/Resident/HolidayParade/>).
- Applications Division created a website for the upcoming 2012 Half Marathon (<http://palmcoastgov.com/Resident/HalfMarathon/>)
- GIS Division completed coordinate geometry (cogo) for 2 legal descriptions in relation to the de-annexation of Nature Scapes and the annexation of Graham Swamp; Updated the City limits per these new ordinances.
- Operations Division received 124 TrackITs this week.
- Operations Division continued with Windows7 upgrades this week. Only a handful of workstation upgrades remain and then this 6-month project will be completed.
- Operations Division upgraded the IT&C Inventory interface making it possible for HR to now instantly see each employee's IT&C inventory. The procedure is now paperless.
- Operations Division setup used equipment and the lottery process for the Employee Purchase Program. Staff has received 77 entries in the one day since the program was announced.
- Operations Division upgraded several key servers to Windows Service Pack 1. Microsoft plans these upgrades after major releases of software to fix any bugs found.

Fire

- GIS Division assisted the Fire Department through individualized training relating to the specific use of the Network Analyst extension of ArcGIS software and support with cartographic outputs.

Utility

- GIS Division completed the final sewer valve report in cooperation with Joel Wirzman and Chris Johnson of the Utility Dept; this report brought together all GPS field locations to the GIS network and will assist with increasing data accuracy for the entire GIS sewer network.

- GIS Division completed Quality Control (QC) of 1 residential annexation agreement for water.

Engineering & Stormwater

- GIS Division staff has continued to support stormwater and finance staff with the re-calculations of parcels as per the new stormwater ordinance; Geofit & digitized 1 stormwater as-built and digitized 4 other water bodies using aerial imagery.

PUBLIC SUPPORT

PCMA-TV199

- Videotaped/aired live the City of Palm Coast Budget Hearing.
- Videotaped staff in the field interacting with customers as part of the video footage for the upcoming customer service video.
- Attended City branding meeting.
- Attended Waterway Cleanup - event team meeting.
- Videotaped funeral vehicle procession at Palm Coast Parkway and I-95 overpass for Flagler County Sheriff's Department.
- Conducted technical site walk-through at Matanzas High School Football Stadium with MHS TV production students. Staff explained video setup procedures and camera coverage for a multi-camera remote sporting event.
- Edited customer service video to be aired at upcoming council meeting.
- Editing in progress for short look-back video at the Labor Day weekend Fireworks and Picnic in the Park City event.
- Videotaped Cause for Paws responsible pet ownership event in Palm Coast's Town Center.
- Posted multiple entries to Facebook and TV199 on-air ticker tape service including election results, 9/11 Commemoration video and more...
- Edited/aired new video program for City channel and YouTube - 9/11 Commemoration Event, Fallen Heroes, at Palm Coast Heroes Memorial Park.



Recreation & Parks

To: Jim Landon, City Manager
From: Luanne Santangelo, Parks and Recreation Director
Date: September 16, 2011
Re: Week in Review

ATTENDANCE:

*** FRIEDA ZAMBA SWIMMING POOL:**

Attendance from September 9-September 15 = 944.

	09/09/11	09/10/11	09/11/11	09/12/11	09/13/11	09/14/11	09/15/11	
	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Daily Drop ins	6	0	33	15	10	8	3	75
Pool members	21	7	8	25	10	18	13	102
Swim Teams	87	31	0	105	272	107	136	738
Group reservations	0	0	0	15	0	7	7	29
Swim lessons	0	0	0	0	0	0	0	0
Rentals-Private	0	0	0	0	0	0	0	0
	114	38	41	160	292	140	159	<u>944</u>

1 pool membership was sold this past week.

*** COMMUNITY CENTER:**

Attendance from September 9-September 15 = 1004 guests

*** FACILITY RESERVATIONS:**

Reservations from September 9-September 15 = 53

Facility users included –Phantom Flag Football; YMCA Flag Football; FC United Soccer, Flagler Premier Soccer, Palm Coast Parks and Recreation, Matanzas High School and Flagler Palm Coast High School Swim teams; Big Diamond Baseball and individual residents.

UPCOMING EVENTS & ACTIVITIES:

Frieda Zamba Pool Specials – See attached flyer for special days being held at the pool

Teen Zone – The Palm Coast Parks and Recreation Department will host an afterschool Teen Zone at the Buddy Taylor Middle School. With the earlier release time the Teen Zone will allow those students to remain at school and participate in various activities. The Teen Zone will also give parents piece of mind that their child(ren) is in a safe environment. (Indian Trails Middle School will host an extended day for students at their school).

Family Fun & Safety Day – The Palm Coast Parks and Recreation Department was invited to participate in this event hosted by Florida Hospital Flagler. In support of FHF's Change Your Life campaign, we are planning "Healthy Trails with Parks and Rec." along the new pathway surrounding the Hospital. Fitness stations will be provided that will demonstrate simple exercises that can be performed to help individuals and families achieve health and wellness goals.

Halloween Boo Bash – In partnership with Wadsworth Elementary School, the Halloween Boo Bash will be held on Friday, October 28, 2011 at Belle Terre Park from 6-8pm. The event will include a costume parade & contest; games; food; rides and lots of spooky fun.

Seafood Fest – Staff is in the midst of planning activities for the upcoming Seafood Fest being held on November 5-6, 2011.

Adult Kickball League – The game we all played and enjoyed as kids is now an organized league. Beginning in October, registration is now being accepted for the Kickin' It with Parks & Recreation Adult Football League. Each team will play a minimum of 6 league games with a single elimination tournament at the end of the season. Start gathering your friends and family members to form your team today.

Adult Athletics – Registration is now being accepted for our adult basketball and volleyball programs. Held at the Indian Trails Middle School, adult athletics is a drop in program for those ages 18 & up. Programs begin the week of September 12. Register today.

Women's Self Defense Class – Instruction provided by Corporal Lutz of the Flagler County Sheriff's Office. Women will learn effective methods to ward off an attacker. This class is perfect for those individuals wanting to learn how to better protect themselves. Ages 12 years and above. Class begins on Thursday, October 13 and is held on Thursday nights from 6-8pm. The class is free but pre-registration is required.

Discover Trips – October 19, Kennedy Space Center Tour and Imax Theater presentation.

All registered participants will receive 2 free passes to return on a day of their choosing. \$65/person and includes round trip transportation, bus tour, Imax Theater, Shuttle Launch Tour and 2 free passes. Registration Deadline-October 3.

November 12, Beauty & the Beast at the Times Union Center. Participants will enjoy the romance and enchantment of Disney's Beauty and the Beast musical. \$93/person and includes round trip transportation and show ticket.

Pack the Pool Days!



August 19th

TEEN Dive In Movie

7:30 pm- 10:30 pm

Join us for the first ever **TEEN** Dive In Movie! This **FREE** activities is for youth 13 years or older.

The Feature movie

Pirates of the Caribbean:

At Worlds End



September 3rd, 4th, 5th

"Kick-In" to Fall

Call for holiday hours

Support your favorite athletic team by wearing a team logo t-shirt or jersey and get in for a

\$1.00



September 18th

National Talk Like a Pirate Day

Calling all Matey and lasses!! Join us as we Celebrate National Talk like a Pirate Day. Talk like a pirate and get into the FZ Pool for a **\$1.00**. Dress like a pirate and get into the pool for **FREE**.

Don't forget to participate or you might be walking the plank! Arrr!

For more information call 386-986-4741

August 20th

Back To School Bash

10:30 am-7:30 pm

Bring school supplies to the Frieda Zamba Pool and get in for **FREE**! All supplies will be donated to **STUFF THE BUS**

September 10th

Honoring our Military, Firefighters, & Police Officers

All firefighters, police and military personnel will get in for **FREE** with proper ID.





Memorandum

To: Jim Landon, City Manager
From: Richard Adams, Public Works Director
Date: September 15, 2011,
Re: Week in Review

- Crews assisted with traffic detail for Law Enforcement officer Sgt. Celico's funeral services.
- The average water demand for the week was 7.954 million gallons per day; wastewater average flow was 4.524 million gallons per day.
- Installed two new domestic meters.
- This week 238 utility customers were shut off for non-payment.
- The Wastewater Treatment Plant had the Florida Department of Environmental Protection (FDEP) onsite this week for annual compliance inspection. No deficiencies were noted.
- Inspected depression in the intersection by Steak and Shake and found major leak in bottom of manhole. Contractor is scheduled to come in and rehab the manhole and install liners on all incoming lines to repair the leaks.
- Replaced fire hydrant at Matanzas High School damaged by a vehicle.
- Unidirectional flushing to clear water mains of sediment is being performed on Sloganeer Trail are in Section 60.
- Emergency Interconnect with Bunnell Project – Contractor pulled screen samples and poured base slab.
- Whiteview Force Main and Pump Station Upgrades Project – The new control panels were installed at the pump stations.
- Inflow/Infiltration Crew cleaned 400 feet and inspected via CCTV 3,891 feet of gravity sewer pipe, replaced 4 clean out caps.
- Mowing the "C", "F", "B", "P", "W", "U", and "S" sections. Mowing Belle Terre Parkway, Old Kings Road South, Seminole Woods Boulevard, Royal Palms Extension, State Road-100, U.S.-1, and Belle Terre Parkway south of S.R.-100, Easthampton Drive, Hargrove Grade and Palm Coast Parkway.
- Performed site distance trimming in the "F" and "B" sections.
- Installed 400 plants on Palm Coast Parkway center median, Belle Terre Parkway center median and I-95 SR-100 corridor replacing dead plants.
- Crews have begun installing new landscape at Town Center for the newly installed lighting fixtures.
- Inspected 41,574 linear feet of parks and hiking trails. Treated the soccer/lacrosse fields with herbicide to promote healthy sod. Refreshed the striping at Hero's Park.
- Repaired 300 linear feet of edge of roadway in section "W" section and 300 linear feet in the "B" sections.
- Graded 3,045 feet of swales for the Country Cove Swale Rehabilitation project.
- Graded 4,661 feet of swales for Stormwater work orders, cleaned 61 culvert pipes. Completed 10 swale work orders. Repaired one outfall.
- Replaced pipe crossing located at Louisburg Lane. Relocated 150 linear feet of ditch on Bridgehaven Drive, and mowed 3,000 linear feet on Pipe Lakes Parkway.
- Inmate crews mowed and weeded 14,461 linear feet of ditch.
- Performed 84 right-of-way inspections. Inspected 1500 feet of sidewalk.
- Completed 15 facility work orders.



**CITY OF PALM COAST
OFFICE OF THE CITY MANAGER
NEWS RELEASE/PUBLIC NOTICE**

September 14, 2011
Contact: Parks & Recreation Department
386-986-2323

JOIN AN ADULT KICKBALL LEAGUE

Gather your team together and plan to enjoy playing in an Adult Kickball League, presently being organized by the City of Palm Coast's Parks & Recreation Department. Kickball is played much like baseball, but instead of using bats, players kick the ball with their feet. This League promises to be fun, challenging and a great way to get some exercise this fall.

The League starts on Monday, October 3rd and extends through November 14th at Ralph Carter Park, 1385 Rymfire Drive adjacent to Rymfire School. Registration deadline is Wednesday, September 21st. Space will be limited to six teams and fees are \$175 per team. If you are interested in pulling a team together to play, enrollment is now being held at the Palm Coast Community Center, 305 Palm Coast Pkwy NE. Please call the Parks & Recreation Department for more information: 386-986-2323.

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**CITY OF PALM COAST
OFFICE OF THE CITY MANAGER
NEWS RELEASE/PUBLIC NOTICE**

September 13, 2011
Contact: Parks & Recreation Department
City of Palm Coast
386-986-2323

PIRATE DAY AT THE FRIEDA ZAMBA POOL

Here's your chance of a lifetime to celebrate National Pirate's Day and receive a discount for admission to our pool, both at the same time!! **Talk** like a pirate at the Frieda Zamba Swimming Pool on Saturday, September 17th and pay only \$1 for admission. **Dress** like a pirate and receive FREE admission. 'Mate's and Lasses' just may have to walk the plank, any time during 10:30 a.m. to 7:30 p.m. -- but don't let this scare you! There'll be lots of fun and laughs all day long. The Frieda Zamba pool is located behind the Wadsworth/Buddy Taylor School complex. Oh, and please leave your parrot at home. For more information, contact the swimming pool office at 386-986-4741.

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**CITY OF PALM COAST
OFFICE OF THE CITY MANAGER
NEWS RELEASE/PUBLIC NOTICE**

September 13, 2011
Contact: Palm Coast
Business Assistance Center
386-986-2499

BOOTH SPACE IS REALLY GOING FAST!

Introduce your products and services to fellow small/medium businesses, government entities and national retailers at Flagler's **very First Business Assistance Expo**, exclusive only for Flagler businesses. With word of mouth, vendor space has been getting popular and is available only until September 23rd, so don't miss your chance to connect with local colleagues to let them know just who you are and what you can do for them!

Entrepreneurs, owners and decision-makers will be ready to shake your hand on Friday, October 7th beginning at 9:30 a.m. at the Hammock Beach Resort in Palm Coast. Upon networking with attendees, you will also have a unique opportunity to attend training sessions covering marketing strategies, new Microsoft software and social media strategies. Continue communicating during a gourmet lunch and meet right on through a cocktail hour for a full day investment of only \$200 per vendor.

Don't miss this opportunity to showcase your products and services to all of your fellow Flagler County businesses. Join this first Expo and be sure to tell your associates to join, too. The Expo is hosted by the Palm Coast Business Center, partnering with Wal-Mart, Microsoft, The Palm Coast Observer, Intracoastal, Hancock and Prosperity Banks, Curley Tail Design, Marketing 2 Go, Flagler Magazine, Office Divvy LLC and the Center for Business Excellence. Online registration is available at www.palmcoastbac.com



**CITY OF PALM COAST
OFFICE OF THE CITY MANAGER
NEWS RELEASE/PUBLIC NOTICE**

September 14, 2011
Contact: Palm Coast Fire Department
386-986-2300

PALM COAST FIRE DEPARTMENT OFFERS FLU SHOTS

Prevent this year's flu virus from invading your household and stop by the Palm Coast Fire Department for your annual flu shot. Station #25 crew members will be administering flu shots to the public Monday through Friday, 8:00 a.m. to 5:00 p.m. Only on Thursday, October 6th, Station #21 crew will administer drive-thru shots.

Fees for flu shots are \$25, with Visa, Master Card, cash or Medicare Part B accepted.
Station addresses are:

Station #25 – 1250 Belle Terre Pkwy

Station #21 – 9 Corporate Drive

Shots are available for adults, ages 18+ only. Pediatric immunizations will not be available.
For more information, please call the Fire Department at 386-986-2300.

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**CITY OF PALM COAST
OFFICE OF THE CITY MANAGER
NEWS RELEASE/PUBLIC NOTICE**

September 14, 2011
Contact: Parks & Recreation Department
City of Palm Coast
386-986-2323

FREE WOMEN'S SELF-DEFENSE CLASS AVAILABLE

Learn effective methods to ward off possible attackers at a **free** Women's Self Defense Class offered by Palm Coast's Parks & Recreation Department. Classes will be held on Thursdays, October 13th through October 27th, 6:00-8:00 p.m. at the Palm Coast Community Center. Instruction will be implemented by Flagler County Sheriff's Department Corporal Lutz.

Pre-registration is required at the Community Center, located at 305 Palm Coast Parkway NE, from 8:00 a.m. to 5:00 p.m. Participants must be at least twelve years old. For more information, contact the City of Palm Coast Parks & Recreation Department at 386-986-2323.

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BROWN, GARGANESE, WEISS & D'AGRESTA, P.A.

Attorneys at Law

WLB
9/15/11
2011 SEP 14 AM 2:28

111 N. Orange Ave., Suite 2000
P.O. Box 2873
Orlando, Florida 32802-2873
Phone (407) 425-9566
Fax (407) 425-9596

September 13, 2011

City of Palm Coast
Jim Landon
City Manager
160 Cypress Pointe Parkway
Suite B-106
Palm Coast, Florida 32164

RE: *Best Lawyers in America*®, 2012

Dear Mr. Landon :

Brown, Garganese, Weiss & D'Agresta, P.A. is pleased to announce that two of our attorneys, **Usher L. Brown** and **Anthony A. Garganese** have been selected by their peers for inclusion in the 2012 edition of *The Best Lawyers in America*®. Attorneys Brown and Garganese were selected in the practice area of Municipal Law for the 5th consecutive year.

The annual list is compiled by Best Lawyers after conducting confidential surveys in which more than 41,000 leading attorneys cast almost 3.9 million votes on the legal abilities of other lawyers in their practice areas. Best Lawyers has come to be regarded by both the legal profession and the public as the most respected referral list of attorneys in practice.

In addition, the September issue of *Orlando Style Magazine* featured Mr. Garganese under *Spotlight on the Law*.

Sincerely,

Sheri A. Shell
Firm Administrator





Anthony Garganese

GOVERNMENT LAW

Read more at:
StyleToMe.com

> As managing shareholder of the law firm Brown, Garganese, Weiss & D'Agresta, P.A., Anthony Garganese, along with his fellow shareholders Usher L. Brown, Jeffrey Weiss and Suzanne D'Agresta, has established one of Orlando's Pre-Eminent Law Firms, as recognized by Martindale-Hubbell Bar Register. The firm counsels clients throughout Central Florida and the entire State of Florida.

For the last 18 years, Anthony has dedicated his practice to representing government and private clients on a wide array of complex and challenging transactional and litigation matters. During that time, Anthony has served as the city attorney for several cities in Central Florida. Being a successful city attorney requires a comprehensive understanding of a variety of practice areas. Anthony explains: "My practice is from A to Z. Adult entertainment to zoning and everything in between." On any given day, Anthony and other members of the firm counsel the firm's government clients on complex constitutional issues involving the First Amendment, equal protection, and property rights, as well as zoning and land development issues. "Municipal lawyers must adapt to handling a variety of legal matters. Municipal lawyers are the last of the true general practitioners in the practice of law," he remarks.

Anthony is certified by the Florida bar as a specialist in city, county and local government law and is AV rated by Martindale-Hubbell. In addition, he serves on the steering committee for the Florida Municipal Attorney's Association. He has lectured numerous times to attorneys, elected officials, and government employees regarding governmental law issues. Anthony has also been recognized by Best Lawyers in America, Florida Super Lawyers, and Florida Trends "Legal Elite" in the

practice area of government law. In 2007, the Florida League of Cities named Anthony City Attorney of the Year for his public service and efforts representing his cities.

The skills Anthony and other members of his firm have developed representing cities and other governmental entities also enable Anthony and the firm to represent individual and business clients that need a very experienced government lawyer. For example, one segment of Anthony's practice includes counseling private developers on navigating the challenging maze of state and local government regulations that govern land development and zoning in the State of Florida.

Additionally, Anthony works closely with other members of his firm to provide a wide range of other legal services. He remarks, "We are very proud of the fact that our firm has assembled a core group of very talented and dedicated attorneys and legal staff that have the ability to handle a variety of sophisticated matters for our diverse client base." The firm represents individuals and businesses in the following types of matters: business and contract disputes; business organization and transactions; land development and zoning matters; management of employment issues; issues involving education law; issues involving charter schools; insurance coverage disputes; insurance defense; community and home owner association law; commercial real estate; landlord and tenant issues; and state and federal court civil litigation and appeals in all of the foregoing areas. <



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