



# Memorandum

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**To:** The Honorable Mayor and City Council  
**From:** Jim Landon, City Manager  
**Date:** August 5, 2011  
**Re:** Week-In-Review

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## **Enterprise Flagler**

This week I attended a meeting of the Enterprise Flagler Board of Directors. The purpose of the meeting was to consider the County's latest proposal to bring the industrial recruitment efforts under the County with a contract for services with the Chamber of Commerce. Members of the Enterprise Flagler Board stressed that their proposal to restructure Enterprise Flagler has never been presented to Flagler County or Palm Coast. The Board decided not to support the County's proposal and to develop a formal presentation for reorganizing Enterprise Flagler to be presented to the County Commissioners and Palm Coast City Council. I anticipate their presentation being ready for a Council meeting later this month or early next month. In any case, it will be prior to final budget adoption by both the City and County.

## **Last week (8/8 – 8/12) - Full Day Tennis Camp Teaches Juniors How to Play**

Youths, ages 8-14, can enjoy an all-day tennis camp at the courts in Belle Terre Park. Certified professionals from the Palm Coast Tennis Center will instruct players, both on and off the court, on fitness, strokes, serves and ball control. Open swim at the Frieda Zamba Swimming Pool will be included in this program, along with the use of all tennis equipment and daily lunch.

Junior Tennis Camp will be held Monday through Friday from 8:00 a.m. to 5:30 p.m. Belle Terre Park is located just behind the Buddy Taylor/Wadsworth School complex. For more information, log onto [www.palmcoasttenniscenter.com](http://www.palmcoasttenniscenter.com) or call 386-986-2550.

## **Prepare for the Unexpected**

It's time again to prepare for the unexpected. Award-winning WESH-TV meteorologist Dave Marsh will let you know what to expect from hurricane forecasts and the potential destruction from massive storms at a FREE Disaster Preparedness Seminar on Tuesday, August 16th. Joining Dave will be our own Palm Coast Fire Chief Mike Beadle and Flagler County Emergency Management Chief Troy Harper who will give you important tips to help you prepare and stay safe during all disasters. The seminar will be held at 3:00 p.m. at the Palm Coast Community Center, 305 Palm Coast Parkway NE.

## **Indian Trails Sports Complex**

With design and project coordination assistance from the Community Development Department, the Public Works Department is nearing completion of four new full size soccer / lacrosse fields located on the grounds of Indian Trails Elementary School. The fields are expected to be complete by early to middle September and ready for tournament play in October/ November. This project is being funded by a \$150,000 Tourist Development Council grant to help attract more athletic tournaments to our area.



### **Next Week:**

- *Tuesday, August 9, City Council Workshop, 9:00 a.m., City Offices, 160 Cypress Point Parkway, Suite B-106*
- *Wednesday August 10, Leisure Services Advisory Committee, 3:00 p.m., Community Center*
- *Friday, August 12, Free Movie in Central Park, dusk, Town Center*

### **Attachments:**

Business Assistance Center  
BAC Impact report  
City Manager Administration Division Updates  
Community Development Update  
Engineering/Stormwater Update  
Fire Update  
Information Technology & Communications Update  
Public Works/Utility Update  
Recreation & Parks Update  
Press Releases: Free Movie in Central Park; Absentee Ballot information  
Indian Trails Middle School Thank You letter  
Bright House letter



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

**Friday, August 5, 2011**

**City Clerk**

- Completed four requests for public information.
- Working on City Clerk's Semi-Annual Audit of departmental audits.
- Processed 12 Lis Pendens and litigation documents.
- Prepared and processed two documents for recording.
- Prepared and posted one agenda and two sets of approved meeting minutes to Web.
- Processed two resolutions.
- Processed one bond.
- Sent out letters to current board/committee members advising that their term will expire and inquiring whether they would like to reapply.
- Completed one Proof of Life documents for a citizen.
- Working on public access changes for public records with IT&C.
- Continued working on City Elections. Qualifying of Candidates began this week on August 1, 2011 and will end on August 9, 2011 at 5:00pm.

**Community Relations**

- Worked on new articles for the Palm Coaster newsletter
- Worked on publicity/promotion for the following upcoming events and programs: Cause for Paws, 9-11 Ceremony, Elections, Labor Day fireworks, Disaster Preparedness Seminar
- Wrote drafts for five proclamations to be presented to Council this fall
- Began organizing Fall Citizen's Academy sessions
- Assisted with booking speaking engagements
- Working with Flagler County Schools to prepare a resource list of our programs for their teachers to utilize during the upcoming school year
- Worked on sandbag/sand information
- Wrote and distributed the following media release:
  - Friday Movie in Central Park

**Human Resources**

- Held Emergency Preparedness Meeting
- Working with Fire Department on Lieutenants Exam
- Continue to work with Volunteer Fire on building volunteer staff

**Purchasing and Contracts Management**

**Purchasing & Bidding:**

- Bid Opening for ITB-PW-U-11-06 Co-Op, Annual Supply of Chemicals for Water and Wastewater

- Brian Rothwell, Dianne Torino, and Nicole DiMattina all attended a meeting with the Finance and Business Tax Receipt Departments regarding Vendor Registrations.

**Contracts:**

- The 2<sup>nd</sup> Amendment to the Agreement to renew for an additional year with Flagler Homes Service, for the NSP Project was fully executed and sent to the vendor.



PALM COAST  
**BAC**  
Business Assistance Center



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**WEEK OF AUGUST 1-5, 2011**

**Business Assistance Center Activities**

- Staff and UCF SBDC Network served a total of 8 customers, providing 16.5 hours of assistance. See attachment for UCF SBDC Report on Weekly Activities.
- Staff is working on developing a training schedule with classes to begin in October.
- Staff is working on developing a new BAC website.
- The BAC will host a privately funded Business to Business Trade Expo on October 7<sup>th</sup> at the Hammock Beach Resort.

**New Palm Coast Businesses**

- Grass Roots Lawncare by Tim Loftus – Home Based – Landscaping
- SHANATU.NET – Home Based – Internet Toy Sales
- Liston Construction of Flagler County, Inc. – Home Based – Trim Carpentry
- Practical Solution – Home Based – Administrative Support Service
- Marathon Pro Marketing, LLC – Home Based – Internet Marketing & Web Design
- Alcides Parracho – Home Based – Carpentry
- Southern Hospitality Consulting – Home Based – Consultant
- Allen Homes & Construction, Inc – Home Based Building Contractor
- Preferred Pools, LLC – Home Based – Pool Contractor
- TLC Models & More – Home Based – Janitorial/Cleaning
- Diamond Cut Landscaping – Home Based – Landscaping
- A Touch of Class Embroidery, Inc – Home Based – Embroidery/Sewing
- Sweet Treats of Palm Coast Co. – Home Based – Internet
- Raymond Smith, LLC – Home Based – Consultant
- Palm Coast Medical Transport – Home Based – Special Needs Transport
- Werner's Electrical Werk, LLC – Home Based – Electrical Contractor
- Aloha Critters of Palm Coast – Home Based – Pet Sitting

**Attachments**

- UCF SBDC Flagler County Impact Weekly Report



# Flagler County IMPACT

Aug 1—5

## **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

7  
13  
0  
\$0  
0  
\$0  
\$0

1  
3.5  
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  
Advocacy Meetings

0  
0  
2  
30  
5  
8  
2

0  
0  
0  
0

### **Notes:**

\*Includes preparation and research time

### **Comments**

1. Beginning to see new customers based upon referrals
2. Customer Breakdown
  - a. Flagler Beach 2
  - b. Bunnell 4
  - c. Palm Coast 23



## 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: August 5, 2011

Subject: Week-In-Review

### PERMITTING ACTIVITY

The following is an update for permit activity in the City from July 27<sup>th</sup> through August 4<sup>th</sup> 2011:

- Applicants saved \$10,500 this period with the implementation of the fee reduction resolution adopted June 17, 2009. Total savings since inception is \$ 1,395,695.
- Total number of permits issued: 89

<b>Commercial Permits Applications Submitted</b>			
7 Old Kings Road N #10	Interior Renovations	New Coastal Homes	\$13,749
2001 Waterside Parkway	Accessory Building	Skyway Builders	\$5,000
2 Village Parkway	Interior Renovations	Skyway Builders	\$5,000
Total Value:			\$23,749
<b>Commercial Permits Issued</b>			
975 Central Ave - Central Park	Elec Improvements	Latour Enterprises	\$94,000
2 Corporate Drive	Interior Renovations	Phillps Coastal	\$4,000
Total Value:			\$98,000
<b>Residential Permits Issued</b>			
50 Waterfront Park Road	Addition	Pools N Spas of Central Fl	\$2,000
11 Wainshire place	Addition	Budd Severino	\$6,089
63 Mount Vernon Lane	Addition	Pools N Spas of Central Fl	\$1,950
60 Fredrick Lane	Addition	J & M Carpentry	\$2,900
35 Osprey Circle	Addition	Timothy Rosenberger	\$30,000
106 Ryan Drive	Addition	Jose Lopez Construction	\$7,500
2 Hidden Lake Way	Addition	Lancia Custom Homes	\$8,000
38 Pilgrim Drive	Addition	A Certified Screen	\$4,458
8 Ripley Place	Interior Alteration	Lancia Custom Homes	\$1,400
10 Ranbay Place	Interior Alteration	St Augustine Alum	\$1,932
1 Falls Place	Single Family	Intervest Construction	\$268,000
52 Kalamazoo Trail	Single Family	Sande Construction	\$184,000
19 Burning Bush Place	Interior Alteration	Southern Accent Dev	\$1,100
Total Value:			\$519,329



## **PLANNING**

- With design and project coordination assistance from the Community Development Department, the Public Works Department is nearing completion of four new full size soccer / lacrosse fields located on the grounds of Indian Trails Elementary School. The fields are expected to be complete by early to middle September and ready for tournament play in October/ November. This project is being funded by a \$150,000 Tourist Development Council grant to help attract more athletic tournaments to our area.



- City staff attended the initial meeting of the Lehigh Trail Master Plan Update Advisory Committee. Staff received a draft copy of the Master Plan update and will provide comments on City activities which may impact the Trail. These items include efforts to develop additional linkages to the Trail, as well as the location of future trailheads.
- City staff and the consulting team from Stantec met to kick-off the Parkway East District Neighborhood Assessment Study. City Staff is in the process of collecting various land use and property appraiser data for submittal to the Stantec team. Preliminary schedule for community workshops and city council presentations are being finalized.
- City staff attended a seminar on ethics provided by the First Coast Section of the Florida American Planning Association. The ethics seminar is a requirement to maintain certification as a member of the American Institute of Certified Planners (AICP).
- Green Team
  - As support to the Engineering & Stormwater Department, staff participated in a meeting with St. Johns River Water Management District (SJRWMD) to discuss management of natural – manmade stormwater interface areas throughout the City.

## **Neighborhood Stabilization Program (NSP) 1 Update**

- Another happy homeowner moved into a home this week. This brings the total for the program to ten (10).
- The City has demonstrated to the State that all 100% of NSP1 grant funds have been obligated and expended by the September 2011 deadline.
- Through the NSP Program, approximately \$493,000 has been spent to date with local businesses (realtors, contractors, closing agents, appraisers, etc.).
- Two (2) second closings with qualified applicants are scheduled over the next month.



## **Neighborhood Stabilization Program (NSP) 3 Update**

- The City has received the Authority to Use Grant funds from the U.S. Department of Housing and Urban Development following the review of the Environmental Review Record. The City and consultant are now finalizing program documents and will begin realtor/public outreach in September/October.

## **EVENTS**

- **'3<sup>rd</sup> Annual Flagler Premier Soccer Summer'** invitational to be held August 13<sup>th</sup> and 14<sup>th</sup> from 7am to 8pm at the Indian Trails Sports Complex. The event will take place on all four fields and will include music, entertainment, and local vendors.
- **'Champion for Children of Homeless to Homeward'** to be held August 20<sup>th</sup> from 10am to 4pm at Champion Storage, 11 Pines Lakes Parkway North. The event will include food, drinks, little to no cost haircuts, eye exams, local agencies exhibits, games, bounce house, children's finger printing, door prizes, and raffle, with all proceeds going to benefit the Homeless to Homeward program.
- **'Labor Day Fireworks in the Park'** on Sunday, September 4, 2011 from 4pm to 9pm at Central Park in Town Center located at 975 Central Avenue. This event is a tailgating party to include music, food, drinks, volleyball, kids' wet zone with water slides, inflatables, and fireworks show beginning at dusk in celebration of our nation's workforce.
- **'A Walk to end Alzheimer's'** on Saturday, September 10, 2011 from 12pm to 6pm at Central Park Town Center located at 975 Central Avenue. This event is a 1 mile and 3 mile walk around the paver area and sidewalks of Central Park. Vendors and refreshment will be provided for walkers and guests to raise money for the Alzheimer's Association- Central & North Florida Chapter.
- **'10<sup>th</sup> Anniversary September 11<sup>th</sup> Emergency Responders Memorial'** on September 11, 2011 from 8am to 11am at Heroes Memorial Park located at 2860 Palm Coast Parkway. This event is a 911 Memorial Remembrance Service and Bike Ride sponsored by the Blue Knights Motorcycle Club and the City of Palm Coast Fire Rescue as a 911 Memorial Remembrance Service to celebrate the lives of many fallen service men and victims of the September 11, 2001 World Trade Center terrorist attack. Several speakers from City of Palm Coast City Council members, Retired Air force Colonial, Retired New York City Fireman and local fireman who experienced the tragedy. An Air Force flyover, a bagpipe band, and an Honor Guard will present arms. This event will conclude with a motorcycle benefit ride containing 300 ±bikes.
- **'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.
- **'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.
- **'4<sup>th</sup> Annual City of Palm Coast Intracoastal Waterway Cleanup Event'** to be held on September 24, 2011, from 8am to 1pm with festivities commence and ends 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.

## CAPITAL PROJECTS

The following is an update since last week for capital projects in the City from July 29<sup>th</sup> through August 4<sup>th</sup>

<b>Trail and Path Projects</b>			
Belle Terre Multi-Use Path - Phase III	Design	60%	A preconstruction meeting for segment one (SR 100 to Ponce De Leon) was conducted on 7-29-2011. Contractor to begin construction after minor Florida Department of Transportation (FDOT) issue is resolved. 60% plans submitted for City review on 07-22-2011.
FPL Easement Concept Plan	Concept	50%	Preliminary plan reviewed with Florida Power & Light (FPL) and will require modifications for further consideration by FPL. FPL poles and guy wire locations have been field verified.
Rymfire Dr. Multi-Use Path (Ralph Carter Park to Lehigh Trail)	Design	90%	City completed stormwater analysis for this section of Palm Coast and what impacted proposed design would have a determination made that they were negligible or not problematic. Consultant is compiling a 100% submission to be submitted to St. Johns River Water Management District (SJRWMD).
Palm Harbor Multi-Use Path	Design - Build	0%	Received FDOT concurrence to award contract on 08-2-2011.
Whiteview Multi-Use Path - Phase II	Design	15%	60% plans received for City review on 07-27-11
Fire Station 25 to Town Center Multi-Use Path Connection	Design	90%	SJRWMD issued permit modification on 07-06-11.
<b>Road and Median Projects</b>			
North Old Kings Road - Widening and Extension	PD&E	90%	Updated PD&E Schedule issued to FDOT.
Old Kings Road South - Phase II	Design	75%	SJRWMD permit issued which was provided to U.S. Army Corps of Engineers for permit issuance. After permit issuance, project will be on Hold until funding is available.
Bulldog Drive	Design	50%	SJRWMD indicated that they would conduct a field inspection the week of 07-18-11 to verify Flagler Palm Coast High School stormwater management system was functioning correctly after modification of system. Waiting on response from SJRWMD.
Palm Harbor Parkway Road Extension	Design	75%	SJRWMD permit substantially on hold until acquisition negotiations have been completed for 2 vacant residential lots. Draft easement for area required by Flagler County School District (District) has been sent to District for review.
Pine Lakes Parkway North	Design	60%	Consultant submitted 60% submission for city review on 07-28-2011.

Palm Coast Parkway Six-Laning	Design	15%	Meeting conducted with FDOT and Flagler County on 05-18-11 to discuss the incorporation of design of additional southbound I-95 ramp lane as required by PD&E study of Matanzas Interchange Project.
<b>Bridge Projects</b>			
Palm Harbor Bridge near Long's Landing (#734062)	Design	90%	90% plan submission reviewed by City staff and comments issued on 07-28-11.
<b>City Facility Projects</b>			
Indian Trails Sports Complex - Storage Building	Design	95%	100% plans submitted to City for review on 08-03-2011.
Central Park - Phase IIB	Construction	70%	Directional boring completed. City staff installing drainage conduit. Benches delivered. Trash / recycling receptacles ordered.
Holland Park	Design	60%	60% plan submission received for City review on 07-27-11.
Long's Landing Estuary	Design	0%	Scope of Work and Final Fee Proposal received 08-03-2011.
<b>Sign and Gateway Projects</b>			
Entry Sign	Design	0%	On 06-29-11, City staff met onsite to review options for pump station access and a preferred option with some minor modifications.



## MEMORANDUM

**TO:** Jim Landon, City Manager  
**FROM:** John C. Moden, P.E., City Engineer  
**DATE:** August 4, 2011  
**RE:** **Engineering & Stormwater Department**  
**Week in Review for August 4, 2011**

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- **Total Aquatic Weed Control on Freshwater Canals** - Treated, Bayside, Pine Grove, Easthampton, Belleaire, Walker, Rolling Sands, Ulysses, Rippling, Seminole, and Royal Palms Waterways, Mosquito Ditch, Korona Canal, , Lehigh Canal, Beechwood Cove, Ditch 10, Parkview Stream and Bren Mar Stream - total treated this week 207.7 acres, & 31 structures. Total treated to date 1,753.4 acres.
- **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. Requested a registered land surveyor to survey the easement location.
- **London Drive & Sesame Blvd. Major Culvert Replacement (SRF) (Project is 99% complete)** - London Drive and Sesame Blvd – Final Change Order #2 for London Drive has been signed, and received final pay application. Contractor; Built Rite Construction: Cost; \$420,557.14: Start date 1-10-11: Substantially complete 5-2-11. *This project was completed on time.*
- **Stormwater Ordinance Utility Analysis/Recalculations** - Commercial accounts are 100% complete. Approx. 340 vacant land parcels - ERU's are recalculated and are being reviewed. Working on Town Center, 113 parcels, need to determine the level of service credit. Continuing the work on final review of calculations.
- **Stormwater Model and Master Plan** – Continuing the phased development of a City wide stormwater model and management master plan for Sections 31 & 37. Consultant directed to explore three alternatives: 1. Redirect Richelieu drainage by providing connection directly to Rippling Waterway 2. Increase flow capacity at Royal Palms Parkway discharge pipe. 3. Construct and bypass ditch behind the Park and the School towards Royal Palms Pkwy. Still coordinating the model with the proposed Rymfire Drive Multi Use Path design. Consultant is Singhofen & Associates, and the cost for this phase of the project is \$62,850.00. Project schedule completion date is August 19, 2011.
- **Stormwater Facility Plan Update** – Staff is continuing work on a preliminary outline to update the Stormwater Facility Plan. Obtaining information from all other City departments for their input for this plan update. Completion for updated plan is Sept. 2011.

- **Identifying Redundant Street Lights Program - (Project is 65% complete)** Staff is currently looking at the data and performing field verification to identify areas where there are redundant street lights to prepare a list of light poles and equipment which could be removed and be a cost savings for the City.
- **North Park Road** - Awaiting transfer of stormwater permit from Grand Haven Developers, LLC. Water Management District has stated they would try to help get transfer.
- **Hydrographic Survey on Saltwater Canals** - Completed surveys on Coral Reef (S), Classic Cove (N), Claymont Cove, Claridge Cove, Cloverdale Cove, & Clinton Cove (S).



### **SURVEY TASKS:**

- Surveyed 1 residential swale plan location
- Set 5 bench mark locations
- Established elevations for 4 pipe replacements
- On SR 100 shot horizontal & vertical elevations for the 7 pipes
- Established elevations for a boat access at M-3 canal control structure

### **ENGINEERING REVIEW TASKS:**

- Right-of-Way Permits – 28 reviews
- Project reviews – 7 reviews

### **DESIGN WORK PERFORMED:**

- Residential Driveway Swale Plans – 2 designed
- Pipe crossing design for Public Works – 7 designed
- Valley gutter design for Public Works – 5 designed
- Swale Rehabilitation Project – Continuing design on Cole Court, Cole Place, & Crompton Place – 50% complete

## **CUSTOMER SERVICE:**

- 1 - Canal work order

## **ENGINEERING SUPPORT TO OTHER DEPARTMENTS:**

- **Community Development Department**

1. Continually updated the Land Rights maps
2. J Bostwick assisted C Cote with Rymfire Multi Use Path.
3. D Schragger attended the pre-construction meeting for the Belle Terre Multi Use Path.

- **Public Works Department**

D Schragger coordinated with an outside contractor for the underground drainage bores at Central Park.

- **Building Department**

D Schragger assisted in identifying inspections necessary for the Belle Terre Multi Use Path site development permit.



## *Fire Department*

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**To:** Jim Landon, City Manager

**From:** M. C. Beadle, Chief

**Date:** August 5, 2011

**Re:** Week in Review

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In the past week, the department responded to 136 calls. There were two structure fires with combined losses of \$75,000. There was one vehicle fire and 1 brush fire. A total of 96 rescue and EMS calls were logged and the balance of calls was miscellaneous in nature. The drought index is at 249 out of a possible 800 and the fire danger level is low.

The Lieutenant promotional exam is underway with the written portion completed Tuesday and the practical exercise today. Interviews will be conducted next week.





## INFORMATION TECHNOLOGY & COMMUNICATIONS

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**TO :** Jim Landon, City Manager  
**FROM :** James Majcen, IT&C Director  
**DATE :** 8/5/2011  
**RE :** Week In Review

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### **FIBERNET**

- Operations Division provisioned the Flagler County School Board's Adult Community Education A1A Center. It will be connected to Palm Coast FiberNET next week.
- Operations Division is analyzing feasibility of connecting the Conservatory (a private community near Matanzas HS) to Palm Coast FiberNET.
- GIS Division assisted with the GIS layer creation of a potential customer data set for multiple uses and added 1 new customer lateral from As-built information provided by Danella.

### **DEPARTMENT SUPPORT**

#### ***Public Works***

- Applications Division worked with Public Works to create a call-out for citizens in the area of a Hydrant Flushing.

#### ***Community Development***

- GIS Division collaborated with Community Development staff to collect, prepare, and send requested digital data to the consultants retained for the Parkway East District Project.

#### ***Enterprise***

- Applications Division continued researching alternative solutions for online streaming of audio/video as we work towards the goal of finding a solution that makes our content available across as many platforms as possible.
- Applications Division began working on a replacement for the current Online Records Search. The new search will be easier to use and will work in multiple browsers (the current search only works in Internet Explorer). It will also remove the current 10 user limit so citizens will be able to access the search at any time.
- GIS Division completed coordinate geometry (cogo) for 34 legal descriptions and digitized/attributioned 32 other easements for inclusion in the Land Rights Project.
- Tropical Storm Emily is headed our way. While it dissipated just south of Florida, the Operations Division is using this opportunity to test our business continuance and disaster recovery procedures. Staff is on HIGH alert until the storm passes.
- Operations Division continues with Server Upgrades:
  - Upgrades to File server is complete. Should provide better performance and reliability.
  - Upgrade to NetMotion is nearly complete.
  - Installed additional memory on file storage systems. Should provide better performance and reliability.
  - Installed newest service packs on several servers. Microsoft's way of patching security holes and resolving reported software bugs (issues).
- Operations Division attended a print technology demo and site visit to experience the latest advancements in high output, multi-function printing devices. Staff is evaluating bundled hardware and support alternatives to dramatically improve costs and productivity aspects of printed output.
- Operations Division welcomed its newest team member, Shaun Fuller, to the City. Shaun has been a temp for the past few months and has successfully impressed fellow team members, as well as City staff that he has assisted. We are excited to have another full-time employee to provide high-quality IT support to our City employees.

## **PUBLIC SUPPORT**

### ***PCMA-TV199***

- Videotaped/aired live City of Palm Coast Council Meeting.
- Videotaped/recorded City of Flagler Beach Budget Workshop (performed subsequent file transcodes/graphic inlays/programming and playback).
- Edited TV199 awards reel for playback at 8/2/11 council meeting.
- Volunteer Melody Hopkins initiated script for first edition of new "Didja Know?" City informational video series.
- Setup video camera & audio for Palm Coast Fire Dept. interview/training documentation process at main station.
- Performed/assisted with network repairs and maintenance on TV199 playback racks.
- Organized and distributed video script template with accompanying procedural instructions to the Community Development Department.
- Posted 20+ messages to the City's Facebook page and copied/placed the following City messages on TV199's electronic bulletin board page and/or ticker tape service:
  - Working Together for a Safe Storm Season - Planning, Preparation and Sandbags / Weed Harvester info
  - Free Movies in Central Park
  - 43 Major Accomplishments and Still Counting
  - Weather Expert Dave Marsh to Lead Disaster Preparedness Lineup
  - ICW Cleanup - Please Help Clean City Waterways and Paths
  - Smoke Testing Begins For Sewer Lines On The Following Streets: Streets that begin with the letters: WOO, COM.



## Recreation & Parks

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**To:** Jim Landon, City Manager  
**From:** Luanne Santangelo, Parks and Recreation Director  
**Date:** August 5, 2011  
**Re:** Week in Review

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### **ATTENDANCE:**

#### **\* FRIEDA ZAMBA SWIMMING POOL:**

Attendance from July 29-August 4 = 1552. Of the 1552 guests visiting the pool 439 were daily drop-ins; 266 were pool members; 144 swim team members; and 537 were guests with a group and/or scheduled party and 166 were visiting for swim lessons.

0 pool memberships were sold this past week.

The Frieda Zamba Pool was the site of an after-hours pool party for PAL Football. The group had 175 guests. The group enjoyed food, music and of course swimming under the lights at the Frieda Zamba Pool.

The Pool also welcomed groups from Camp Can Do, Flagler County Summer Camp, Boys and Girls Club, Sunshine Academy, Water Rehab, Adults with Disabilities, Daytona Beach Speed, Palm Coast Summer Camp and families hosting birthday parties.

#### **\* COMMUNITY CENTER:**

Attendance from July 29-August 4 = 1670 guests

In addition to our Summer Camp participants, guests included attendees of the Palm Coast City Council Business Meeting and the Code Enforcement Board. The Community Center was also a selected site of the Flagler County School Board hosting a "Graduate One" back to school informational workshop.

#### **\* FACILITY RESERVATIONS:**

Reservations from July 29-August = 37

Facility users included –FC United Soccer, Flagler Premier Soccer, Palm Coast Parks and Recreation, and individual residents.

**SUMMER CAMP:**

Our eighth week of Summer Camp had 83 in Fit- n-Fun Camp (grades k-5) campers. It can't be said that we don't do things differently at Palm Coast Parks and Recreation. While most summer holiday celebrations focus on Santa, we decided to theme our week around Halloween by hosting our "Summer Spooktacular Celebration".

Our week began with campers and counselors dressed in their favorite Halloween costume. It was quite a show and everyone got into the Spirit. Ha, Ha...

**"Summer Spooktacular Celebration"**



***Kumon Learning Center***



On Tuesday we were visited by staff of the Kumon Learning Center, a camp scholarship sponsor. Our campers were challenged to use their brains as they competed in various math competitions.

## **PARK**

### ***Tie Dye Day***

We also went back in time to the '60's and '70's and had all the campers tie dye shirts. The process and result are the same with each shirt being a unique master piece of color and swirls that the kids just can't wait to wear.



## **TEEN ADVENTURE CAMP**

Thirteen teens were enrolled in teen camp this week. Campers went kayaking on the Intracoastal Waterway and visited Ties Bind Ropes Course. This week's adventures challenged the teens in teamwork and stated that the Ropes Course was their favorite field trip so far this summer!

## **CHILDREN'S MEMORIAL GARDEN**

Staff assisted 6 families with the purchase of memorial pavers for installation in the Children's Memorial Garden.





## Memorandum

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To: Jim Landon, City Manager  
From: Richard Adams, Public Works/Utility Director  
Date: August 4, 2011  
Re: Week in Review

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- Crews continue construction of soccer/lacrosse fields at Indian Trails Middle School (ITMS) - They have completed grading of all 4 fields, all irrigation is in, flushing of the lines have been completed and all irrigation heads will be installed today. The ground has been prepared with lime for 3 fields and is now ready for sod. Waiting for Strickland to install. Waiting on soil conditioner for the 4<sup>th</sup> field.
- Country Club Cove area neighborhood improvement project - Graded 2,670 feet of swales for the swale rehab.
- Central Park Improvements - Concrete foundations for lighting and conduits have been completed; crews have begun working on the drainage.
- The average water demand for the week was 7.455 million gallons per day; wastewater average flow was 4.869 million gallons per day.
- This week 221 utility customers were shut off for non-payment.
- No activity this week on the uni-directional flushing to clear lines of sediment. Flushing will start next week in "E" Section 34.
- Installed one new pep tank.
- Whiteview FM and PS Upgrades – Contractor completed installation of all the forcemain, successfully flushed and pigged last portion of pipe.
- Pump Station 22-2 (Westlee) upgrades. Concrete retaining wall to be completed this week, installing electrical conduit and forming for concrete inside of area to be fenced.
- Inflow/Infiltration Crew cleaned 3,200 feet and inspected via CCTV 6,175 feet of gravity sewer pipe.
- Mowing the "LL", "Z", "B", "P", "R", "BL", and "U" sections. Mowing Belle Terre Parkway, Old Kings Road North and South, Seminole Woods Boulevard, Palm Harbor Parkway, State Road-100, Royal Palms Parkway Extension, and Palm Coast Parkway.
- Performed sight distance trimming in the "B", "F" and "W" sections.
- Graded 1,850 feet of swales for Stormwater work orders and completed 54 swale work orders, replaced one culvert pipe and driveway apron, repaired one outfall, and cleaned 91 culvert pipes.
- Completed 5 facility work orders.
- Replaced 1 traffic signal control box at Fire Station 23 due to a direct lightning strike.
- Resurfaced 1 mile of City streets for a total of 39 miles to date.
- Inspected 500 feet of sidewalk in the Hamptons neighborhood.
- Performed 20 right-of-way inspections.
- Parks crews inspected 370 signs throughout the parks and hiking trails.
- Ditch Crew sprayed 26,000 linear feet of ditch in the "W" section.
- Edge of road work (dirt and seed) being performed in the "W" section following behind the resurfacing project.
- Training - First Aid and CPR training and certification conducted for 10 Technicians.
- Inmate crews mowed and weeded 19,600 linear feet of ditch.



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

August 2, 2011  
Contact: Lisa Gardner  
Event Coordinator  
City of Palm Coast  
386-986-2341

**FREE MOVIE IN CENTRAL PARK**

The City of Palm Coast's Parks & Recreation Department and the Flagler County Schools proudly present 'Sole Surfer' on **Friday, August 12th** at sunset in Central Park in Town Center. Admission is free for this monthly event, a different family movie feature shown on a huge screen in the stage area at the main entrance to the park. Your favorite concessions will also be available to add to a really enjoyable movie experience.

Central Park is located just north of Flagler Palm Coast High School on Bulldog Drive. Plan to bring blankets, chairs and bug spray and plan to enjoy some special moments with your family. For more information, please call the City's Parks and Recreation Department at 386-986-2323.

###



**THE BIG "3"**

Do what's right  
Do your best  
Treat others the way you want to be  
treated



**Vernon Orndorff, Principal**

**Paul Peacock, Assistant Principal**

5505 N. Belle Terre Parkway Palm Coast, FL 32137  
Phone: (386) 446-6732 Fax: (386) 446-7662

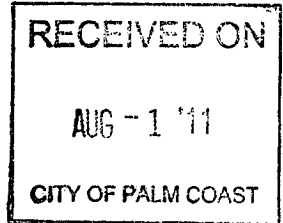
July 27, 2011

Jim Landon

City Manager of Palm Coast

160 Cypress Point Parkway, Suite B-160

Palm Coast, FL 32164



Dear Mr. Landon:

Thank you for taking the time to make the City of Palm Coast/Flagler Principals Luncheon a special occasion. The lunch, student entertainment, and movie clip was enjoyable. It is nice to know that people like you understand the impact we as Principals have on our community.

It is nice to know that the City of Palm Coast and the Flagler County School District are working hand in hand in building a community with the young people the focal point of our endeavors.

Thanks again for your efforts in making the luncheon a special occasion.

Respectfully,

A handwritten signature in black ink, appearing to read "V. Orndorff".

Vernon Orndorff

Indian Trails Middle School Principal



Flagler County Schools

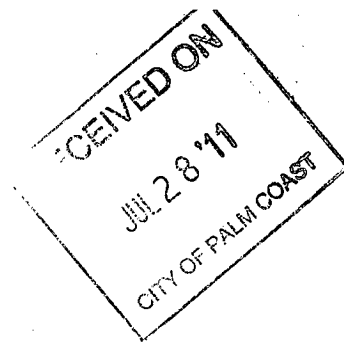
Janet Valentine, Superintendent

An Equal Opportunity Employer

<http://www.flagler.k12.fl.us/itms>

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Fax 407-215-5536

Diane Pickett Culpepper  
Vice President  
Public Affairs & Government Relations



WIP  
*[Signature]*



July 27, 2011

Mayor and Council Members  
City of Palm Coast  
160 Cypress Point Parkway, Suite B106  
Palm Coast, FL 32164

VIA FEDERAL EXPRESS

Dear Mayor and Council Members:

This is to advise you of programming changes and information for Bright House Networks customers.

In furtherance of our commitment to bring new technology and advanced digital services to your community, Bright House Networks continues to implement a new digital video delivery technology known as **Switched Digital Video (SDV)**. SDV is a robust bandwidth management system that makes it possible to offer more digital programming services than before including new HD and 3D channels.

Beginning on or after **September 1<sup>st</sup>, 2011**, the following services will be delivered on the SDV system and remain on their existing channel location:

NETWORK	CHANNEL	NETWORK	CHANNEL
• <b>HBO2 West</b>	channel 241	• <b>CBS College Sports</b>	channel 106
• <b>HBO Signature West</b>	channel 242	• <b>History International</b>	channel 146
• <b>HBO Comedy West</b>	channel 237	• <b>HBO Zone West</b>	channel 238
• <b>HBO Family West</b>	channel 239	• <b>HBO West</b>	channel 240
• <b>ESPN U</b>	channel 109	• <b>HBO Zone</b>	channel 246
• <b>HBO Latino West</b>	channel 236 & 896	• <b>HBO Signature</b>	channel 250
• <b>Premium Sports Packages</b>		• <b>HBO Comedy</b>	channel 245
• <b>Preview Channel</b>	channel 527	• <b>HBO Family</b>	channel 247
• <b>Sports Overflow Channel</b>	channel 529	• <b>HBO HD</b>	channel 243 & 1401

Beginning on or after **September 7<sup>th</sup>, 2011**, the following **NEW** channels will be delivered on the SDV system:

- **WFN (World Fishing Network)** Sports Pass channel 193
- **WFN HD (World Fishing Network HD)** Sports Pass channel 1158
- **Here!** Premium Subscription channel 398

Beginning on or after **September 30<sup>th</sup>, 2011**, the following **NEW** channels will be delivered on the SDV system as Digital Subscription channels. Furthermore, effective on or after **September 30<sup>th</sup>, 2011**, if you are a seasonal sports package customer, you may need to exchange your digital converter for a different model in order to receive these new HD channels.

NETWORK	CHANNEL	NETWORK	CHANNEL
• <i>Team HD 2</i>	channel 1802	• <i>Game HD 3</i>	channel 1812
• <i>Team HD 3</i>	channel 1803	• <i>Game HD 4</i>	channel 1813
• <i>Team HD 4</i>	channel 1804	• <i>Game HD 5</i>	channel 1814
• <i>Team HD 5</i>	channel 1805	• <i>Game HD 6</i>	channel 1815
• <i>Team HD 6</i>	channel 1806	• <i>Game HD 7</i>	channel 1816
• <i>Team HD 7</i>	channel 1807	• <i>Game HD 8</i>	channel 1817
• <i>Team HD 8</i>	channel 1808	• <i>Game HD 9</i>	channel 1818
• <i>Team HD 9</i>	channel 1809		

When delivered on the SDV system, these channels will become a bi-directional (or two-way) service and will be available to all Bright House Networks customers who subscribe to our digital services and lease a digital converter or similar bi-directional device capable of supporting two-way services.

However, the above channels will not be available to customers with a uni-directional (one-way) retail device who currently lease a CableCARD from Bright House Networks. This small number of impacted customers have been notified directly about the changes and offered the option of obtaining a digital converter or similar bi-directional equipment from Bright House Networks. In either case, such customers will not need to replace their uni-directional retail device.

**Other Programming Information:**

Effective September 7<sup>th</sup>, 2011, *Here! On Demand* will launch on Premium Subscription channel 399

From time to time our agreements with cable channels and television stations come up for renewal. While we do not anticipate any loss or disruption of service, regulations require us to notify you of the possibility of losing programming. Therefore, please be advised that our rights to carry *AmericanLife TV Network, Antena 3, BBC America, CRI Russia, Current TV, E!, Encore, Encore Action, Encore Drama, Encore Love, Encore Mystery, Encore WAM, Encore WAM West, Encore West, Encore Westerns, ETTV ET-Super, Filipino Channel, FUSE, GOLF Channel, IndiePlex, Ovation, RetroPlex, Sprout, Starz, Starz Cinema, Starz Edge, Starz in Black, Starz Kids & Family, Style, TruTV, TV Japan, and Zee TV* remain in effect on a temporary basis, but we may have to cease carriage in all formats if our authority to continue is withheld. We are working diligently at this time to come to acceptable and fair terms with all of these channels.

If you have any questions, please contact me or Joe Cordaro, Senior Director/General Manager of Operations for your area. Information on our services is available on our website at [www.brighthouse.com](http://www.brighthouse.com).

Sincerely,

  
Diane Pickett Culpepper

cc: ~~Jim Landon, City Manager~~  
Joe Cordaro, Bright House Networks