




Memorandum

To: The Honorable Mayor and City Council
From: Jim Landon, City Manager 
Date: April 30, 2010
Re: Week-In-Review

It's Finally Open - Old Kings Road South

Old Kings Road will open at 5:00 p.m. today. I think you all will agree that it looks great.

New Summer Rates At Palm Harbor

Golfers can take advantage of terrific new summer rates at the Palm Harbor Golf Club. Every day, players can shoot eighteen holes of golf for only \$27.50 + tax for City of Palm Coast residents and \$31.50 + tax for non-residents. Or... play nine holes – walk or ride - for \$18.70 for residents, \$20.00 for non-residents. The 10% discount for Players Club Card holders will still apply.

An Especially Meaningful Arbor Day For The Community

This year's City of Palm Coast Arbor Day celebration offers something special for everyone in the community. Extending from 9:00 a.m. to 1:00 p.m. on Saturday, May 8th at Central Park in Town Center, Arbor Day will focus on environmentally-sensitive programs, presentations and products, celebrating and encouraging the continual greening of our City. Admission is free, as are 3-gallon trees, Arbor Day t-shirts and posters (quantities are limited). Guests will enjoy so many exciting new activities, including a hands-on exhibit with baby alligators, crustaceans and reptiles, free children's activity zone, entertainment, crafts and green exhibitors. Butterflies will inspire visitors all day, with a walk-through butterfly conservatory and a magnificent butterfly release scheduled promptly at noon.

Neighborhood Meeting – Pedestrian Safety Improvements

Staff hosted a public information meeting on the proposed Belle Terre Parkway (between Pine Grove Dr. and Pine Lakes Parkway) pedestrian safety improvements on April 26 at the Buddy Taylor Middle School Cafeteria. They provided details on the scope of the safety project, the overall sidewalk/bike master plan, as well as other future sidewalk/bike path projects. Residents who attended the meeting were positive about the proposed bridge/boardwalk connection from Watermill Place to Belle Terre Parkway. Residents also requested that the City consider adding benches, trash cans, and dog-litter pick-up stations as part of the project.

Flagler County Assessment of Transit Needs Study

Flagler County conducted a meeting on April 28th for a transit needs study. The Center for Urban Transportation Research (CUTR) is providing study management and technical expertise to assist CUTR in developing the Study. The study will address demographics, a conceptual fixed route network, public involvement, market analysis, a review for consistency with the various comprehensive plans and possible funding sources through FDOT and the Federal Transit Authority (FTA).

Next Week:

- *Tuesday, May 4, City Council Meeting, 6:30 p.m., Community Center*
- *Wednesday, May 5, Code Enforcement Board, 9:00 a.m., Community Center*
- *Thursday, May 6, Utilities Advisory Committee, 3:00 p.m., City Offices at City Walk, 160 Cypress Point Parkway, Suite B106*
- *Saturday, May 8, Arbor Day Celebration, 9:00 a.m., Central Park in Town Center*

Attachments:

City Manager Administration Division Updates
Community Development Update
Department Updates
Engineering/Stormwater Update
Fire & Rescue Update
Information Technology & Communications Update
Public Works/Utility Update
Tennis Scholarship Fund Tournament Flyer
S.T.U.F.F. Bus Golf Tournament Application
2010 Census Update
Bright House letter regarding programming changes
Lunch in the Park Flyer



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

Friday April 30, 2010

City Clerk

- Processed seven Lis Pendens and litigation documents.
- Prepared a proclamation for May 4, 2010 Council meeting.
- Prepared three Agenda Items for appointments to the Code Enforcement Board, PLDRB and Utilities Advisory Committee
- Prepared and posted one agenda.
- Processed one resolution.
- Received quarterly audits from departments and began City Clerk's review of departmental audits.

Community Relations

- Worked with the IT Department to promote the new FiberNET open access network and also the upcoming Fiber Cutting Ceremony on May 11th at the Heroes Park colocation facility.
- Worked with Community Development to complete and submit our National League of Cities Municipal Achievement Award for the Palm Harbor Golf Course.
- Worked with the Purchasing and Contracts Department to educate the community about guidelines for community yard waste pick-up. With so many residents putting so much lifeless vegetation curbside for Waste Pro to pick up (due to our cold winter), we need to once again communicate the criterion for bundling and bagging of trees, leaves, shrubbery. We recommended to The Palm Coast Observer that they follow a Waste Pro truck on a typical Wednesday pick-up route. We also wrote and distributed a media release and plan to follow up with a possible radio campaign.
- Edited Palm Coaster newsletter articles and design
- Wrote proclamations for the Flagler County Ethnic Association and Garden Club of Palm Coast presentations to City Council.
- Worked on promotions for our May 8th Arbor Day event.
- Organized Citizen's Academy sessions and syllabus' for distribution
- Wrote an agenda item for the Patriotic Employer Council presentation
- Wrote and distributed the following media releases: Yard Waste; FiberNET Access to Businesses; Summer Rates at Palm Harbor; Paperless Billing
- Began working with Lisa on preparations for our Monday, May 31st Memorial Day ceremony in Heroes Park.

Events

- GOLF –
Sold Hole-in-One sponsorship to PC Ford and continued effort on new sponsors and golfers
Working on radio spots to promote the STUFF Bus tournament as well as signage
Committee meeting 4.29.10

- Arbor Day – Continued support to Carol Bennett regarding vendors, agreements, advertising, signage
- Future events – looking at the feasibility of possible fall event and July 4th event at Central Park
- Holiday Parade – initial event meeting to determine new parade route. 2010 parade line-up was very tight at FPC and a new line-up location and disembarkment area was recommended by the Sheriff's office last week.
- Scholarships – support to Parks and Recreation Department for sponsorships
- Memorial Day Ceremony scheduled for May 31st. Working on mailing lists and invitations, logistics and more. Event will take place at Hero's Park at 8:30.
- Holiday Renaissance Festival – I contacted them and she has determined that they need to pause on the 2010 event and focus their efforts on the 2011 Faire. We are scheduled to meet in early October to begin the process for the 2011 event. She has requested that the City produce a comprehensive list of requirements for our initial meeting.

Purchasing and Contracts Management

Purchasing & Bidding:

- Mandatory Pre-Bid for ITB-SW-10-04, Weed Control on Freshwater Drainage Canals by Aquatic Weed Harvesting
- Bid Opening for ITB-CP-10-02, Belle Terre Multi-Use Path-Phase One
- Brian Rothwell attended a meeting with CPH to discuss the Belle Terre 4 Laning Close Out.
- A Bid went out for ITB-SW-10-05, BA-1 Control Structure Replacement
- A Bid went out for ITB-CM-10-04, Primary Hearing Officer Services
- A Bid went out for RFP-PW-10-09, Construction Services – Public Works Department
- A Bid went out for RFP-PW-10-10, Debris Removal Services
- A Bid went out for RFP-PW-10-11, Debris Removal Monitoring Services

Contracts:

- The following contract have been fully executed and sent to the vendor:
 - Suburban Propane, for Propane Gas Services
 - J.D. Webber, for Valley Gutter Rehab
 - Brown & Brown, for Agent of Record
 - Halifax Paving, for 2010 Street Resurfacing
 - Halifax Paving, for Palm Coast Parkway Resurfacing
 - Marlowe & Company, for Federal Lobbyist Services



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: April 30, 2010
Subject: Week-in-Review

BUILDING DIVISION

- Applicants saved \$15,622 this week with the implementation of the fee reduction resolution adopted June 17, 2009. Total savings since inception is \$621,336.
- Commercial Site Development Permits Issued:
 - 5625 N. U.S. Hwy 1 - 2 modular buildings for Christ The King Church
- Occupancy Permits Issued
 - 1 Florida Park Drive N. - #106 Exhale Spa / Salon

CODE ENFORCEMENT DIVISION

- Animal Control assisted Banfield Animal Hospital and a concerned resident with reuniting a lost puppy with its owners. Although the puppy had an embedded identification chip, Banfield Animal Hospital could not identify the owner since the chip corresponded to a disconnected Colorado phone number. After being contacted by Banfield Animal Hospital, Animal Control was able to use the City's Munis database program and utility records to identify the owner. Through the mutual effort of the concerned resident, Banfield Animal Hospital, and Animal Control, "Spike" the puppy and an overjoyed owner were promptly reunited, ... another happy ending.

PLANNING DIVISION

- Flagler County conducted a meeting on April 28th for a transit needs study. The Center for Urban Transportation Research (CUTR) is providing study management and technical expertise to assist CUTR in developing the Study. The study will address demographics, a conceptual fixed route network, public involvement, market analysis, a review for consistency with the various comprehensive plans, and possible funding sources through FDOT and the Federal Transit Authority (FTA).

The findings and recommendations will be presented to the Flagler County Board of Commissioners by the end of the year.

- Staff hosted a conducted a public information meeting on the proposed Belle Terre Parkway (between Pine Grove Dr. and Pine Lakes Parkway) pedestrian safety improvements on April 26 at the Buddy Taylor Middle School Cafeteria. Staff provided details on the scope of the safety project, the overall sidewalk/bike master plan, as well as other future sidewalk/bike path projects. Residents who attended the meeting were positive about the proposed bridge/boardwalk connection from Watermill Place to Belle Terre Parkway. Residents also requested consideration of adding benches, trash cans, and dog-litter pick-up stations as part of the project.

- On April 26, staff met with a representative for St. Elizabeth Ann Seton Church to propose the installation of a multi-use path on church property. The use of church property is necessary due to the limited right-of-way available adjacent to the church. The multi-use path is part of a larger multi-use path project on Belle Terre Parkway. The representative will respond to the City after discussion with other members of the church council.

GREEN TEAM

- City staff hosted a meeting in City Offices to bring interested parties together in respect to regional ecological corridors. Participating entities included St. Johns River Water Management District (SJRWMD), Florida Fish and Wildlife Conservation Commission (FWC), Guana Tolomato Matanzas National Estuarine Research Reserve (GTMNERR), and various persons from the development industry. Future meetings will be conducted to analyze the feasibility of establishing regional corridors through a technical approach.
- The GTMNERR invited Green Team staff to participate as a speaker for the International Delegation of Environmental Professionals visiting Northeast Florida. Through assistance from the Department of State's Visitor Leadership Program (Program), environmental professionals from eight (8) different countries (Barbados, Egypt, Indonesia, Jamaica, Nigeria, Romania, Thailand, Vietnam) participated in a tour of the GTMNERR which included highlights of resource management (i.e. prescribed burning, invasive species, habitat restoration, etc.), sea turtle program, and local environmental planning. Green Team staff provided the delegation an overview of planning strategies unique to the City that encourage biodiversity and resource sustainability through sound decision making and innovative programs. The presentation outlined City efforts in respect to the following Program objectives:
 - Assess U.S. efforts to protect biodiversity through environmental protection policies and sustainable land and water management programs;
 - Explore governmental and non-governmental programs designed to encourage biodiversity protection as well as sustainable land and water management programs; and
 - Discuss how local and regional natural resources development and land management decisions influence biodiversity conservation efforts.
- Along with Flagler County staff, the Green Team attended a Marineland meeting on April 15th hosted by the GTMNERR. The purpose of the meeting was to discuss the potential development of a support tool to assist in land use planning in respect to management of coastal estuaries. The GTMNERR has invited local government environmental planners and other stakeholders to this meeting to explain the potential utilization and how it may benefit regional decision making. As a result of this meeting, staff has provided a letter of participation to support the GTMNERR's pursuit of grant funding opportunities.
- As part of the Flagler County Environmentally Sensitive Lands (ESL) Program, a Green Team staff member participated in a site visit conducted by the Land Acquisition Advisory Committee (LAC). The property is currently under evaluation by the LAC and is located south of S.R. 100 and east of Old Kings Road within the City of Palm Coast.
- A Green Team staff member met with students from the Environmental Stewards of the Land Project to discuss their successful first "Linear Park Eco Tours" event for the Wadsworth kindergarteners. In honor of Earth Day, the inaugural tour(s) were conducted on April 21st and 22nd. Staff encouraged students to continue the observed activities that worked well and provided ideas on how to improve the students' program.
- The following upcoming environmental events are deemed by the Environmental Conservation Outreach (ECO) Committee to be an important vehicle for educating the public on environmental uses:
 - **May 1st, Environmental Education Fair**, Whitney Lab in Marineland, 8:30 am - 4 pm (a bus will be provided leaving/returning from Linear Park)

- May 8th, **Arbor Day** at Town Center, 9 am - 1 pm

The ECO committee was initiated by students from all school levels to help unite individual school efforts about environmental concerns. For more information, visit Flagler County Public Schools website at <http://flaglerschools.com/content/eco-committee>.

EVENTS

- Requests submitted:
 - Cruise for Cars & Cash Event is being held at the PNC Bank Branch at 746 Belle Terre Parkway on June 19th from 10am to 1pm. This free event will include bounce houses, games, food, music, classic car display, prizes and exhibits by local business.



DEPARTMENT UPDATES

RECREATION & PARKS

- **YOUTH ATHLETICS:** We have 54 kids currently registered for the month of April.
- **PC KIDS:** The PC Kids program has been maintaining 13 paying children monthly.
- **TENNIS:** **Palm Coast Tennis Center had great results in the Greater Volusia Tennis League Season. Out of 20 women's teams we had 4 Championship and 2 Finalist teams. Out of the 12 men's teams we had 1 Championship and 3 Finalist teams.** Tennis Center Usage 654 players used the facility this past week
 - Member Usage 89% of those players are current members
 - Drop in Usage 11% of those players were guests
 - Programming 90% of programs offered were held this month
- **SWIMMING:** **We have had four of our swim classes run and they are very successful! We have a Pre-Level 1 class that runs on Tuesday evenings with 7 children, a Pre-Level 2 class with 2 children, a Youth Level 1 class with 8 children, and a Pre-Level 1 class on Thursdays with 5 children.**
- **RECREATION:** Staff is gearing up for our Summer Camp, we're getting organized and ready at both the Community Center and the Frieda Zamba Pool.



MEMORANDUM

TO: Jim Landon, City Manager
FROM: John C. Moden, P.E., City Engineer
DATE: April 29, 2010
RE: Engineering & Stormwater Department
Week in Review for April 29, 2010

STORMWATER DIVISION:

- **Swale Rehabilitation & Maintenance** – 6,070 LF (1.14 miles) completed for this week.
- **Mowing Ditches** – Began the 2010 mowing cycle. Completed Secs. 29, 30, 31, 32, 33 (Lehigh Woods) and 57 (Seminole Woods) this week.
- **Ditch Spraying** – Project complete. Will begin again June 2010, spraying follows behind the mowing by 4-6 weeks. (no change)
- **Structure Spraying** – Bio-Tech Consulting completed the second application of spraying of the structures through out the City. (no change)
- **Weed Harvesting Contract** – Finished the Pine Lakes area. Moving into Section 13 (Indian Trails) and Section 26 (Pine Grove). Contract for 2010 is out for bid with bid opening set for 5-14-10. Pre-bid held on 4-28-10, six contractors attended.
- **Freshwater Canal Spraying** - Continuing on the 11th application on the waterways. Contract is for 12 times per year.
- **Other Pipe Work** –
 - Florida Park Drive Major Roadway Pipe* – Project is 100% complete. Change Order #4 is to be presented to Council on 5/04/10.
 - Mulberry Creek Headwall Replacement* – Took to Council on 4-27-10 Special Meeting. Dredging will start on 5-05-10 and structure work will begin on 5-11-10
 - Misc. Stormwater Facilities* – Various jobs to consist of catch basins, spillways, etc. in progress.
- **2010 Valley Gutter Project** – JD Weber Construction was low bidder for \$241,799.00, Notice to Proceed date is 5-05-10.
- **2010 Pipe Replacement in Conjunction with Street Resurfacing** – 15 pipes are being replaced, pipes will be replaced by Continuing Services Contractors. Have received 6 estimates and will proceed with work.
- **Rae Drive & Riviera Drive Major Roadway Pipe Replacements Project** - Guard rails being installed. Projected road openings scheduled for Friday, 4-2-10. Final inspection walk thru set for Friday 3-26-10. Required SRF documents sent to FDEP by CPH on 3-22-10. Project substantially completed on 4-6-10. Change Order #2 for \$90 taking to Council Workshop on 5-11-10.
- **Water Control Structure Repair**
 1. The **grant application for BA-1** – We have received the state contract. Project is out to bid.
 2. **Grant from the USDA** for Rippling Waterway (US 1) weir, received signed Agreement; met with the USAD engineer to review/finalize plans. Will go out to bid the week of 5-03-10.
 3. Applying for a **grant for R-1 structure** with Hazard Mitigation, grant submitted 1/14/10, and has been received by state. The review process has begun with the State. (no change)
- **Wild Oaks Weir** – Waiting on signed agreement from Grand Haven, CDD. (no change)
- **Street Resurfacing Program**
 1. ITB-ENG-10-02 – 2010 Street Resurfacing Program (50 Miles) Pre-construction meeting has been set for 5-3-10.
 2. ITB-ENG-10-03 – Palm Coast Pkwy SE Resurfacing from Old Kings Road to Palm Harbor Pkwy Pre-construction meeting has been set for 5-3-10.

- **Florida Park Stormwater System Investigation** –Due to existing stormwater system drainage issues an investigation will consist of visual surface, subterranean inspection, and water flow characteristics using dye in the water to determine how the stormwater flows through this area. Investigation was conducted on 3/1/2010. The investigation was a success, however not complete. More investigation required.(no change)
- **NPDES Florida Generic Stormwater Discharge Permit (MS4) - 2/25/2010** – Notice of Intent (NOI) drafted. Minimum Control Measures (MCMs) identified. In the process of preparing required supporting documentation, including identification of Best Management Practices (BMPs), documenting measurable goals stated in the BMPs. The Stormwater Management Plan (SWMP) and Stormwater Pollution Prevention Plan (SWPPP) requirements are being researched and the plans are being drafted. (no change)
- **Stormwater Utility Analysis & Revise the Stormwater Ordinance** – Had conference call with City Attorney and City Manager 3-1-10. Had meeting with City Attorney, JEA, City Manager and staff on 3-19-10. On 3-24-10 per the direction of City staff, JEA provided Palm Coast Holdings, Inc. (PCHI) with an estimate of the possible monthly stormwater utility fee assuming that undeveloped parcels are exempt from the stormwater utility fee. Please note that these services fell outside of the services described in the current work order for continuing services #09-1003. Change Order #3 approved on 4-16-10 for JEA to attend additional meetings, prepare report with recommendations, and develop appeals process for stormwater fees, projected completion of tasks is 4-23-10. JEA provided City with draft of Revised Final Report on 4-20-10. City Attorney began review of draft final report on 4-27-10. Council Workshop is scheduled for 5-11-10.
- **Geo-database Model** – The final results were presented to Council Workshop 12-8-09. In process of negotiating a contract proposal to create a Capital Improvement Program Model for the entire City.
- **Stormwater Model Master Plan** – This is in conjunction with the Geodata Base Model and was presented to Council Workshop on 12-8-09. In process of negotiating a contract proposal to create a Capital Improvement Program Model for the entire City.
- **Swale Maintenance Issues** – Public Works has divided into three small crews and is actively working on the backlog of swale issues. Two crews are presently working in the “B” section. The third crew has moved to the “S” section. At this time 35 work orders have been completed, 42 work orders and in various stages of completion with 223 remaining.
- **25 Miles of Swale Rehabilitation Project**: The crew that was working in the “R” section rehabilitation has finished to a functional stopping point and has joined the other crews on swale maintenance. When the swale maintenance backlog has caught up a single crew will return to complete the remainder of the “R” section rehabilitation.(no change)
- **Streetlight Inventory**: Inspector continues to work on the inventory in the “R” section with the “W” & “P” sections still remain. .(no change)

RESIDENTIAL R-O-W INSPECTIONS/PERMITS

- **Permits** – 27
- **Inspections** –19
- **Other Site Inspections** –11
- **Swale Plans Generated** –6

CUSTOMER SERVICE :

- 47 customer driven drainage complaints came in this week requiring inspection.

ESWD TRAINING/CERTIFICATIONS AND PRESENTATIONS:

- “Splash” and Kathy Mathen made a showing at the Eco Tour class at Linear Park, approx. 30 children from FPC High School Special Needs. Each attendee received a “Save the Swales” coloring book. See pictures below.



ENGINEERING DIVISION:

- Projects Reviewed by all Reviewers –1
- ROW Permits Issued –12
- ROW Inspections Performed – 36
- Project Inspections – 129
- **Traffic Signal Inventory** – Continuing collecting data to build a GIS layer for inventory purposes, 68% complete. (no change)
- **Belle Terre Blvd. & US 1 Turn Lane** – Project is 100% complete. Close out documents to follow. (no change)
- **Bridge Rehabilitation - # 734061 on Palm Harbor Parkway Near Clubhouse – Construction Phase**
The contractor, Intron Technologies, is on site with work underway on the seawall and has placed temporary concrete barrier wall over the bridge to create a safe work zone and is working on the barrier wall. Completion Sept. 2010.
- **Bridge Rehabilitation #734062 on Palm Harbor Pkwy – Design Services**
Invitation to bid for RFP-ENG-10-04 was received and were ranked on 3-12-2010 with the selected firm being Stone Engineering, Inc. The Scope and Fee has been finalized and was discussed at the 4-27-10 workshop.
- **Old Kings Road Extension – North of Forest Grove – PD&E Starting**
Presented to Council Workshop on 1-26-10 for a formal project start with a scheduled completion of Jan. 2011. The first Public Workshop is scheduled for 5-3-10.
- **Old Kings Road North 4 Widening – PD&E Study Starting**
Presented to Council Workshop on 1-26-10 for a formal project start with a scheduled completion of Jan. 2011. The first Public Workshop is scheduled for 5-3-10.
- **Palm Harbor Parkway Phase Two – Finishing Design, Permitting**
The plans and permit package was prepared and submitted to SJRWMD and US ACOE.
- **Old Kings Road (South) Four Laning – Phase One – In Construction**
Drainage piping nearly complete and roadway work in progress. Paving is well underway. Scheduled for final completion July 2010.
- **Old Kings Road (South) Four Laning – Phase Two**

Project is at 60% and the Engineer has responded to the St. Johns River Water Management District permit review comments.

- **Royal Palms Pkwy Pedestrian Path and Left Turn at Point Pleasant – Construction**

The Contractor, Halifax Paving, started the week of March 15th, 2010, silt fence and tree barricades installed and the sub base for the path is has been installed, completion August 2010.

- **Belle Terre Parkway 4 Laning**

Cut and Stabilized Subgrade 124 - 169, east side

Excavated Ditch Sta. 124 - 150, east side

Installed Sod Sta. 102 - 108, east side

Installed Curb Sta. 202 - 206, east side

Continued to Excavate Pond 1

Installed Drainage at Sta. 141-150, Sta. 132, Sta. 126

Removed Ex. Waterline Sta. 136 - 166

Completed Waterline tie-ins

Installed Gravity Wall Sta. 156 - 158

Installed Landscaping Sta. 300 - 200

Installed Irrigation Sta. 210 - 240

Installed Textured Concrete in Median Sta. 219 - 238

Signal Work at Bird of Paradise

Modifying 6' Fence to 4' at Ponds 1 & 4

- **Palm Coast Parkway 6 Laning**

Finalizing draft reports for submission.



Memorandum

To: Jim Landon, City Manager
From: Chief Beadle, Fire & Rescue
Date: April 30, 2010
Re: Week in Review

- The Department responded to 117 calls in the past week. There were 4 fire related calls; 2 structure fires with combined losses of \$40,250. There was one minor brush fire with no damages reported and one dumpster fire with no reported damages. There were 88 rescue and EMS calls. The balance was miscellaneous calls.
- The site visit by ISO has been completed. The inspector, Mr. Ralph Roberts, indicated the results should be available in the next 2-3 weeks.
- We would like to congratulate new Paramedics Patrick Juliano and Michael Curran for successfully completing the paramedic clearing program. These firefighters have been tested and cleared by our Medical Director to begin treating patient's on their own without supervision. We also welcome new firefighter paramedic Michael Grant to the Department.
- Congratulations to the following employees for training accomplishments:
 - o Alan Youman for Trench Rescue Operations and Technician Levels.
 - o Flashover Awareness Course, presented by Flagler County Emergency Services, completed by the following members: T. Ascone, R. Cline, J. Gates, J. Gore, R. Holmes, J. Laughren, B. Mugford, J. Peacock, L. Ruggieri, M. Shields, M. Stevens, D. Torsell, G. Wilk, J. Wagner, K. Berryhill, R. Ballou, R. Kyska, J. Nunziato, T. Tallaksen, N. Kulev, J. Kozloski, J. Kavanaugh, O. Kanaan, P. Juliano, D. Faust, J. Duque, D. Driscoll, J. Dowd, M. Curran, C. Cottle, L. Chumaceiro, C. Schierer, E. Robinson, G. Potter, J. Poeira, J. Neuenfeldt, J. Morton, T. Landy, M. Gibson, J. Farley, J. Fabian, G. Deck, M. Davidson, C. Craig, J. Cohen, B. Bottin, M. Booth, R. Beute.
 - o 40 Hour National CPS Certification: T. Ascone, R. Holmes, L. Ruggieri, P. Juliano, C. Craig, M. Booth, D. Faust, B. Meyers and recertification to C. Schierer, M. Shields, M. Stevens, G. Wilk, A. Youman, J. Gore, J. Kozloski, J. Peacock, J. Gates, R. Cline.
- The Department has recently purchased a Bullex I.T.S. Extreme fire extinguisher training prop for use by the Fire Prevention Division for future demonstrations and education for the general public. This is a reusable system eliminating the need to purchase and/or refill extinguishers for this training.
- On Wednesday, April 28th, 2010, our local Baskin-Robbins store participated in the annual 31 Cent Scoop Night from 5-10 pm to honor America's firefighters. Our volunteer contingent represented the City by attending and setting up a fire department display. Proceeds from this fund raising event are for the benefit of the National Fallen Firefighter Foundation.



INFORMATION TECHNOLOGY & COMMUNICATIONS

To: Jim Landon, City Manager
From: Courtney Violette, IT & C Director
Date: 4/30/10
Re: Week in Review

ADMINISTRATION

- The Palm Coast FiberNET network is still in the testing phases, everything is operating as planned and we expect a very successful launch on Monday, May 3, 2010.
- Staff is preparing for the "Fiber" Cutting Ceremony at the Colocation Facility scheduled for May 11th 2010.

DEPARTMENT SUPPORT

Community Development

- Created a new report in Reporting Services for Community Development staff which allows them to review all their checklist items in CDPlus which relate to application requests along with applications. This workflow allows them to modify and update requirements much easier.
- GIS Staff provided assistance with Project Map update and map production.

Finance

- **Developed** a custom application which enabled the Finance Department to meet a tight deadline for submitting quarterly taxes to the State of Florida. This application allows the migration of data directly from Munis into the State system. The solution required parsing of a Munis specific file and arranging the data to accommodate the requirements of the State's system.

Fire

- **Coordinated** a meeting between the Fire Department, Planning and IT&C to establish a process that will better assist the Fire Department with their annual ISO audit. Presently, there is a tremendous amount of manual work being done by the Fire Department to collect data for this annual audit. With assistance from other departments the necessary data can be captured throughout the year as part of regular processes and produced in a report format as needed. A small team is being formed to develop this process.

Utility

- **Attended** a software demonstration for SWIMM – Sewer and Stormwater Modeling Software run through the GIS interface; staff's attendance will assist in the overall evaluation and interoperability with current GIS data sets.

IT&C

- **Created** a new FiberNET billing solution in Reporting Services, which allows the City to invoice FiberNET providers with monthly usage bills for all their clients.

Enterprise

- The Munis financial system test environment has been **upgraded** to version 7.5 for the purpose of departmental testing. Our objective is to roll out 7.5 live in the summer.
- This week GIS **welcomed** Intern Chris Seal to the division. Chris is an architectural major at Daytona State College with a strong AutoCAD background. This skill lends itself to GIS applications and the division is excited to work with him on City projects. **Welcome Chris!**
- GIS Staff are **working** with the Applications Division to develop a City-initiated Geo Cache program. Presently, five caches have been hidden on public land in small waterproof containers with an additional 5 forthcoming. IT&C Applications Manager James Majcen is developing a web application to track the cache hits; he will be rolling out the official launch of the program in the next few weeks. In the meantime, additional general information on geocaching can be found at www.geocaching.com.

PUBLIC SUPPORT

PCMA-TV 199

- **Videotaped** bee removal from freshwater canal
- **Videotaped** highlights of Jacksonville Symphony at Town Center
- **Created** DVDs for Flagler Beach clerk's office and Flagler Beach library
- **Edited/aired** Flagler Beach Weekend Bash
- **Added** 17 new programs of "Sharing Miracles" (imported)
- **Created** instruction sheet for using handheld wireless mics in room 102 of the Comm. Ctr.
- **Reviewed** script development for Rib Fest video
- **Reviewed** phase two email responses, now scheduling Video Production Specialist interviews
- **Reviewed** and **prepared** 2010-11 channel budget information
- **Preparing** city's wireless microphones for new FCC compliance standards
- **Posted** to TV199 electronic bulletin board and/or ticker tape service:
 - Flagler Beach Oldies at the Beach event
 - Waste Pro Yard Waste Guidelines
 - Tornado watch
 - FiberNET ribbon-cutting announcement
 - Fore! Stuff Bus event at Palm Harbor
 - Friends of the Library Book Sale

Electronic Billing

- IT&C and the Finance Department have been **meeting** and putting the final touches on tasks required to launch the City's new electronic utility billing solution which is scheduled to launch on May 1.



Memorandum

To: Jim Landon, City Manager
From: Richard Adams, Public Works/Utility Director
Date: April 29, 2010
Re: Week in Review

- The average water demand for the week was 7.588 million gallons per day. Wastewater plant flows averaged 4.981 million gallons per day.
- Florida Department of Environmental Protection (FDEP) was onsite on to look at recent system improvements to eliminate Inflow and Infiltration. They were very satisfied with the Ravenwood Master Pump Station and recent forcemain upgrades.
- Rayonier Wells – City staff, environmental engineers and the hydrogeologist visited the proposed 27 well sites on the Rayonier property. Exact locations were field adjusted and new GPS coordinates were established. Survey work has begun.
- Miscellaneous Eductor Station Upgrades – Contractor had a successful pump start up at the Blare Lift Station, the road is now open. Contractor set the new manhole base and first sections at Cole Court.
- Contractor installed two point repairs on Faith Lane, because of road depressions caused by failed pipe, this repair has been completed.
- Installed 3 new domestic meters; also replaced 2 damaged pep tanks.
- Cleaned and TV'd 2,662 feet of gravity sewer main.
- This week 160 utility customers were shut off for non payment.
- Mowed - "B", "L", "R", "BL", "F", "S", "K", and "L" sections. Mowing Old Kings Road North and South, Citation, Sesame, Belle Terre South of SR-100, Belle Terre, Palm Coast Parkway and US-1.
- Street Maintenance – Repaired 8 potholes, installed 168 square feet of asphalt patches and screened 1,350 yards of dirt. Cut back 9,595 linear feet of vegetative debris in the "S" and "B" sections with boom ax. Repaired 243 feet of sidewalk on Old Kings Road, also repaired 3.5 miles of edge of roadway on Pine Lakes Parkway (using recycled fill dirt).
- Sign Shop - Installed 8 new Parks Rules signs at the Indian Trails Sports Complex, Holland Park, Linear Park, Community Center, Belle Terre Park, Ralph Carter Park, Town Center and Seminole Woods Park.
- Speed study performed at Brushwood Lane.
- Stormwater Maintenance - Completed 24 swale work orders, repaired 4 outfalls, cleaned 111 culverts and graded 6,070 linear feet of swales for Stormwater work orders.
- Facilities Maintenance - Completed 16 facility work orders.
- The inmate crew continued to work on Matanzas Woods Boulevard, Pine Lakes Parkway and Belle Terre Parkway.
- Our Environmental Specialist attended a Water Conservation meeting with the St. Johns River Water Management District and their consultant, Jones Edmunds, Inc. considering the potential water conservation savings for Palm Coast.
- Three employees attended a two day Intermediate FDOT Work Zone Traffic Control Course and received their certification.



Scholarship Fund Tournament

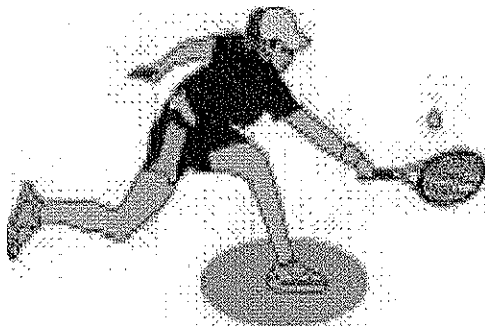
Three \$500 Scholarships will be awarded to
Local Area Athletes this year!

DATE:	Saturday May 22, 2010 (rain or shine)
TIME:	8:30 – 12:00
WHERE:	Palm Coast Tennis Center
FORMAT:	Round Robin - Mixed Doubles - Max. 60 players

COST: \$25 including Lunch. Lunch only-\$12.

Please join us for a worthy cause and great tennis!

Lunch includes soft drinks and bottled water.



Win our 50/50 raffle, or one of many prizes!

Participate in our live auction!

Sign up sheets are available at the Palm Coast Tennis Center. Please make your \$25 check payable to Friends of Tennis and mail to:

Bob Leipfert, 26 Westlee Lane, Palm Coast, FL 32164.

This event is limited to the first 60 players, so sign up now to secure your spot!

Thank you for coming out and supporting this wonderful benefit!
See you there!

The City of Palm Coast Proudly Presents



Golf Tournament

Benefiting the Flagler County Education Foundation's

S.T.U.F.F. BUS

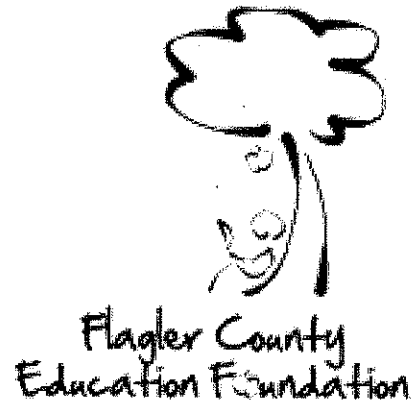
Supply Things U Find Fundamental
for Flagler's kids in need!

Date: May 15, 2010
Place: Palm Harbor Golf Club
Time: 8:30 am – Shotgun Start
Check in - 7:30 am
Entry Fee: \$65.00 per person – includes
Continental Breakfast, Golf, Lunch and Prizes

Name	Phone #	Handicap Index
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payment due by May 8, 2010: Cash, Check, Visa, MasterCard, Discover
For more information or to register call Palm Harbor Golf Club – 386-986-4653
Or visit FlaglerEdFoundation.org

See you there!



2010 Census

2010 Census Operations News Briefings -- On Wednesday, April 28, U.S. Census Bureau Director Robert Groves will announce how well America responded to the once-a-decade census by mailing back their 2010 Census forms. Groves will discuss how the rates compare by factors such as geography, race and age. On Monday, May 3, also at the National Press Club in Washington, Groves will provide updates on 2010 Census nonresponse follow-up operations under way across the country. (Media advisory scheduled for release April 26.)

Census Bureau Announces Final National 2010 Census Mail Participation Rates

-- In 2000, 72 percent of the nation's households mailed back their census forms. Did we do better in 2010? The national mail participation rate will be revealed along with the top responding states, counties and cities. (Scheduled for release April 28.)

Census Takers Begin Visiting Households Across the Nation -- On May 1, hundreds of thousands of census takers, also called enumerators, begin the monumental task of going to every household in the country that either did not return or did not receive a census form. The enumerators, who have been hired from local communities, carry an official badge and shoulder bag. The census taker will complete the questionnaire, which should take about 10 minutes. If no one is home, a "notice of visit" will be left at the door inviting the resident to call the census taker to complete the form over the phone. (Tentatively scheduled for release April 29.)


2010 Census Blogs -- Follow the latest news about the census on several key blogs on the 2010 Census Web site. The "2010 Census Director's Blog" provides updates from Census Bureau Director Robert Groves. "The Whole Story: Real People, Real Questions, Real Answers" lays out the facts on key issues of concern to the public. < <http://2010.census.gov/2010census/> >.

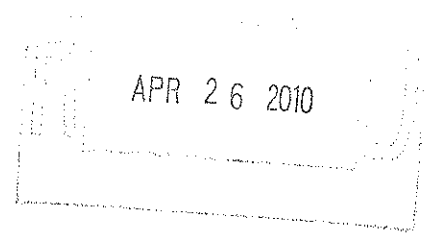
Demographic

Voting and Registration in the Election of November 2008 -- This report examines levels of voting and registration in the most recent presidential election, the characteristics of citizens who reported either registering or voting in the election and the reasons why some registered individuals did not vote. The data are based on the November 2008 Current

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Diane Pickett Culpepper
Vice President
Public Affairs & Government Relations

WIR




April 23, 2010

VIA FEDERAL EXPRESS

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

Dear Mayor and Council Members:

This is to advise you of programming changes for Bright House Networks Customers.

Effective **May 27, 2010**, *C-SPAN2* will no longer be carried in analog format on channel 98, but will remain in digital-only format on channel 196. Customers who do not have a digital set-top box may contact Bright House Networks to obtain a digital set-top box or similar device to view this programming.

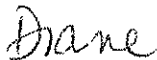
Effective **May 27, 2010**, *Zap2it* will be relocated from channel 21 to channel 98.

On **May 31, 2010**, *Fine Living* will be renamed *The Cooking Channel* and remain on channel 180.

On **June 1, 2010**, On Demand programming for *A&E*, previously on channel 308 will be relocated to *Primetime on Demand* on channel 304.

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

Sincerely,



Diane Pickett Culpepper

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



Get to Know Our Heritage. Join us for
Lunch in the Park

Gather your family and friends and join us for a brown bag picnic lunch at one of Flagler County's best kept secrets, Shell Bluff Park. There are many new additions to this beautiful piece of property!

You'll get an in depth look at the history of the property and the many passive recreational activities available for visitors. Celebrate the ribbon cutting ceremonies of the park upgrades and discover the enchantment of our Flagler County Parks.

- Date:** Friday, May 14, 2010
Time: 11:30 a.m. – 1:30 p.m.
Location: Shell Bluff Park
14331 W. State Road 100, Bunnell (Andalusia)
Cost: FREE!
But don't forget to bring a lunch and chair.
More Info: 313-4094 or cmayer@flaglercounty.org

This free event is sponsored by your Flagler County Board of County Commissioners.
All ages are welcome and reservations are not required.