



# Memorandum

**To:** The Honorable Mayor and City Council  
**From:** Jim Landon, City Manager  
**Date:** December 6, 2013  
**Re:** Week-In-Review

MOVIE IN CENTRAL PARK  
FRIDAY, DECEMBER 13, 6:45PM  
CENTRAL PARK IN TOWN CENTER

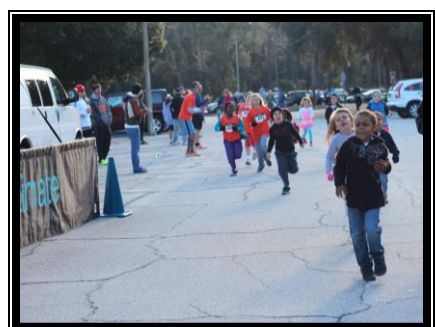
STARLIGHT HOLIDAY PARADE & EVENT  
SATURDAY, DECEMBER 14, 2PM  
CENTRAL PARK IN TOWN CENTER

STARLIGHT HALF MARATHON/5K  
SATURDAY, DECEMBER 14, 6PM  
CENTRAL PARK IN TOWN CENTER

FOOD TRUCK TUESDAY  
TUESDAY, DECEMBER 17, 5PM  
CENTRAL PARK IN TOWN CENTER

## Feet to Feast 5K/15K Run

Held on Thursday, November 28 at Daytona State College, 562 registered runners and walkers woke up bright and early on a brisk Thanksgiving Day to participate in this annual family event. Once again, our hometown race was international with representation from the United States and Iceland.



### **Holiday Tree Decorating**

As part of the ongoing partnership with the Girl Scouts, City staff assisted Troops 966, 987, & 1307 with the creation of ornaments for the City of Palm Coast Christmas Tree. The Scouts utilized household materials and native plant materials to create the ornaments, at the Palm Coast Community Center. The Scouts will be partnering once again on January 4, 2014 for the 7<sup>th</sup> Annual Christmas Tree Recycling event. Materials recycled through the event will be utilized for ornaments for next year's City Christmas Tree. This event will be conducted at the City Fuel Depot at 22 Utility Drive on January 4, 2014 from 8:00 am to 1:00 pm. For more information visit [www.palmcoastgov.com](http://www.palmcoastgov.com)



### **Tree Lighting Ceremony**

Several hundred of our friends and neighbors joined Mayor Netts as he led the countdown for the annual Tree Lighting Ceremony. Everyone waited for that magical moment of lighting the tree and the holiday displays around the lake at Central Park. As many strolled around the lake in awe of the colorfully lit displays they enjoyed the beautiful voice of Linda Cole. The Tree Lighting Ceremony kicks-off the start of the annual Fantasy Light display at Central Park in Town Center from December 1, 2013 through December 30, 2013.



### **CHIRP Event at Waterfront Park**

Green Team staff hosted a two-day Children Helping in Resource Protection (CHIRP) event at Waterfront Park. Over 150 5<sup>th</sup> grade students from Bunnell Elementary enjoyed a day of fun and learning at the park. City professionals provided information regarding native flora and fauna with a focus on gopher tortoise habitat and protection. Special guest educators included Mrs. DeLorenzo, Wild About Birds, and the St. Augustine Alligator Farm for hands-on experiences for the students.



### **View the Palm Coast 2012 Annual Progress Report Online**

The complete version of the Palm Coast 2012 Annual Progress Report can now be viewed online at [www.palmcoastgov.com](http://www.palmcoastgov.com).

#### **Next Week:**

- *Tuesday, December 10<sup>th</sup>, City Council Workshop, 9am, City Offices, 160 Cypress Point Parkway, Suite B106*
- *Thursday, December 12<sup>th</sup>, Beautification and Environmental Advisory Committee Meeting, 5pm, City Offices, 160 Cypress Point Parkway, Suite B106*

#### **Attachments:**

Administration Division Updates

BAC Update

Community Development Update

Information Technology Department Update

Engineering & Stormwater Department Update

Fire Department Update

Parks & Recreation Update

Event Calendar

Public Works/Utility Update

News Releases: Pink Army Check Presentation, M-3 Water Level, Project Green Wreath, Starlight Event & Parade, December Food Truck Tuesday, City Receives Investment Award, December Lunch N Lecture, and Starlight Parade Grand Marshal



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

**Friday, December 6, 2013**

**City Clerk**

- Processed 12 public records requests.
- Processed 5 litigation documents.
- Prepared and processed 4 documents for recording.
- Prepared 1 agenda item.
- Prepared and posted 1 agenda and two sets of approved meeting minutes.
- Processed 3 resolutions.
- Processed 1 ordinance.

**Communications & Marketing**

- News releases sent: Pink Army raises \$7,372, M-3 water control structure, Starlight Event and Parade, Art Dycke named parade Grand Marshal, Project Green Wreath (fire prevention), December's Food Trucks Tuesday, December Lunch n Lecture, award for City's Investment Policy
- Photography: at various parks for Parks and Recreation Facilities guide; Tree Lighting Ceremony; Girl Scouts meeting with Mayor; Game Day Social at Community Center
- Handled various media requests
- Coordinated advertising, including designing ad for Starlight Event and Parade
- Worked on reports: about Branding Team for budget book, annual report for Communications & Marketing Division and background on Community Center, Palm Coast entry for Chamber phone book
- Planning Long Creek Nature Preserve groundbreaking
- Design in progress for Parks & Rec Facilities Guide
- Updated Food Truck Tuesdays flier
- Posted various messages, photos and videos to Facebook, Twitter and Flickr



- Videotaped Tree Lighting Ceremony; editing of video in progress
- Provided audio (public PA system setup and operation) for Tree Lighting event
- Editing in progress for Christmas Tree Recycling Event promo
- Videotaped/aired live the Dec. 3 Palm Coast City Council meeting of
- Added the following programs to the TV199 line-up: 2013 Palm Coast Seafood Festival at Town Center; PSA – “Energy, let’s save it;” PSA – “Over 40? Get a Mammogram Every Year;” GIS Cup Soccer at Indian Trails Sports Complex 2013; Mysterious China – Secrets of the Silk Road; and Palm Coast Holiday Event and Starlight Parade promo.
- Edited/distributed to TV199 and YouTube the Starlight Parade and Holiday Event promo

- Posted news and announcement to PCMA-TV199's ticker tape service and scheduled channel programming for Thanksgiving weekend

### **Human Resources**

- Open Enrollment Starts – Monday, November 18th – 27<sup>th</sup> NOON  
Employees will be able to sign up for health benefits using Employee Self Service  
One on One Appointments will be available

### **Purchasing and Contracts Management**

#### **Purchasing & Bidding:**

- Bid Opening for ITB-CD-NSP-14-03 - NSP 3 Home 116
- Bid Opening for ITB-PW-U14-03 - Water and Wastewater Emergency Construction Services
- Review Committee Meeting for Design of the Rehabilitation of the Colechester Lane Bridge - 734063

#### **Contracts:**

- Florida Inland Navigation District for FL-PC-13-21 - Long's Landing Estuary Phase 2



# IMPACT

DECEMBER 6, 2013

## EFFORTS

consulting

# 12  
Sessions 1224

3:15  
Hours 2,145:45

training

# 0  
Attendees 1097

0:00  
Hours 3,384:00

## RESULTS

jobs 0  
0  
158  
153  
Total

new businesses 38  
Total

## INVESTMENT

salaries	capital	sales↑
\$0	\$0	\$0
\$0	\$0	\$0
\$4,170,000	\$3,239,100	\$4,359,069

Current **R O I** = \$97 per \$ invested

Week: December 2 - 6

Month: November

To Date: Since May 1, 2011



## HIGHLIGHTS

- **Happy Holidays - Don't forget to shop at your favorite small local business!**

### NEW PALM COAST BUSINESSES

- 2 Retired Guys LLC - Home Based - Handyman Service
- Flagler Academic Support & Tutoring LLC - 4871 Palm Coast Pkwy-  
Instruction/Tutoring Service
- Putt'in Zone - Home Based - Retail Sales
- Jamie Ryman's Painting - Home Based - Painting Service
- Tara Stokes - Home Based - Unclassified Personal Service
- Peace of Mind Independent Living Assistance LLC - Home Based - Unclassified Personal Service
- TNT Cleaning LLC - Home Based - Janitorial Service

**OPEN**



**The Palm Coast Business Assistance Center**  
Managed by the SBDC at UCF

Located at City Offices at City Market Place  
160 Cypress Point Parkway, Suite B-105  
Palm Coast, Florida 32164  
(386) 986-2499

[www.PalmCoastBAC.com](http://www.PalmCoastBAC.com)



# Community Development Department

PROVIDE GUIDANCE FOR WELL-PLANNED GROWTH AND  
REGULATE DEVELOPMENT FOR THE PROTECTION OF THE CITY'S  
NATURAL RESOURCES, PUBLIC HEALTH, SAFETY, AND WELFARE.

## Capital Projects



Code Enforcement

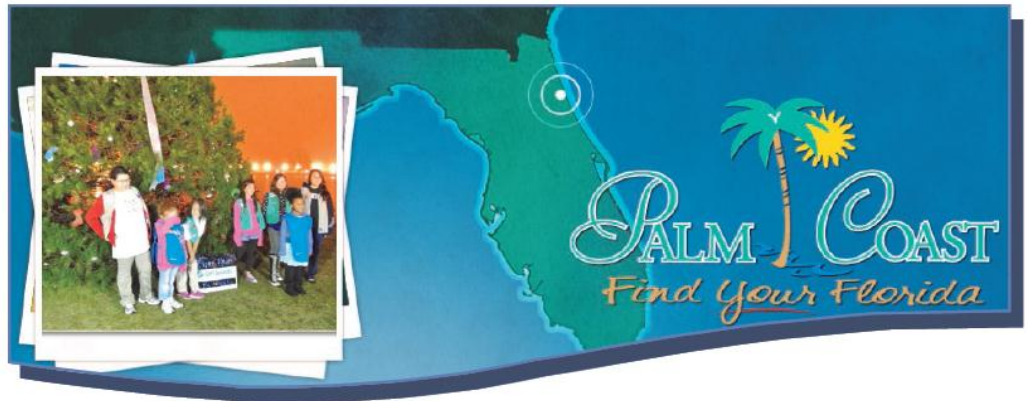
## Building



Events



Planning



Prosperity At Work

Week-in-Review – December 6, 2013 – Nestor Abreu, Director



Check out Palm Coast  
Prosperity at Work

<http://prosperity.discoverpalmcoast.com/>

## PERMITTING ACTIVITY

The following is an update of permit and development application activity in Palm Coast from November 21, 2013 through December 4, 2013:

- Total number of permits issued: 225
- Since January 2009, \$455,315,860 construction dollars have been invested in Palm Coast.

Commercial Permit Applications			
21 Hospital Drive Suite 120	Interventional Pain Management	Bella Quality Homes	\$29,000
53 Old Kings Road - Elks Club	Interior Renovations to include a new bar	Royal Plus	\$15,000
Commercial Permits Issued			
260 Cypress Point Parkway Suite Unit A-15	Interior Renovations - Town and Country Tanning Salon	Town and Country Homes	\$30,000
4490 N US Hwy 1	Tank/Containment for Pool Store	Odyssey Manufacturing	\$2,000
33 Clubfield Drive	Seawall (Pump Station C)	Kevin Peck	\$20,000

160 Cypress Point Parkway, Suite B-106, Palm Coast Florida 32164  
Building (386) 986-3780 ♦ Code Enforcement (386) 986-3764 ♦ Planning (386) 986-3736



Residential Permits Issued			
18 Sweetwater Court	Addition	Intervest Construction	\$36,000
5 Buffalo Berry Place	Addition	Screen Machines	\$7,000
4 Eric Drive	Addition	3D Contracting	\$15,000
27 Pineash lane	Addition	Aluminum Construction	\$8,000
13 Classic Court S	Alteration	9 East Construction	\$2,000
13 Federal Lane	Alteration	AJV Enterprises	\$17,000
34 Riviera Estates	Alteration	Andrew Miklos	\$6,000
3 Pine Bush Lane	Alteration	Andrew Miklos	\$1,000
108 South Coopers Hawk Way	Alteration	Hammock Home Improvement	\$2,000
30 Ponce Deleon Drive	Alteration	Intercoastal Construction	\$10,000
3 Commanche Court	Alteration	Jose Lopez Construction	\$10,000
197 Eric Drive	Alteration	McClenathan Construction	\$3,525
48 Filbert Lane	Alteration	Palm Coast Residential Services	\$8,000
61 Ryecliffe Drive	Alteration	Precision Concrete	\$1,000
112 Pin Oak Drive	Single Family Residence	Bo Hawryluk	\$282,000
15 Beckner Lane	Single Family Residence	Adams Homes of NW Florida	\$222,000
13 Riddle Drive	Single Family Residence	Adams Homes of NW Florida	\$226,000
48 N Waterview Drive	Single Family Residence	Adams Homes of NW Florida	\$399,000
5 Old Oak Drive S	Single Family Residence	Lancia Custom Homes	\$403,000
45 Creekside Drive	Single Family Residence	Olsen Custom Homes	\$254,000
103 Hidden Lakes Drive	Single Family Residence	Seagate Homes LLC	\$247,000
77 Lagare Street	Single Family Residence	Skyway Builders, Inc.	\$284,000
Occupancy Permits			
101 Palm Harbor Parkway, Unit 145	Interior renovations to Lobby Area	East Coast Building Corporation	
50 Leanni Way, Unit D-1	Doerrfeld Chiropractic Injury and Wellness	Shawn Doerrfeld	
4873 Palm Coast Parkway, Unit 4	Take Action Properties Real Estate	Brocon Holdings	
4871 Palm Coast Parkway, Unit 1	Flagler Academic Support & Tutoring LLC	Neal Mcoppin	
4873 Palm Coast Parkway NW	Quantam Heart Solutions - Employee Assistance Program	Anthony Riccio	
Commercial Certificate of Occupancy			
15 Cypress Branch Way, Suite 202	Carmelo's Barber Shop	Lancia Custom Homes	

## PLANNING

Staff attended the monthly meeting of the Volusia TPO Board. In preparation for the meeting, staff completed an agenda summary that was provided to the City's board delegate.

## Green Team

- Staff hosted a two-day Children Helping in Resource Protection (CHIRP) event at Waterfront Park. Over 150 5<sup>th</sup> grade students from Bunnell Elementary enjoyed a day of fun and learning at the park. City professionals provided information regarding native flora and fauna with a focus on gopher tortoise habitat and protection. Special guest educators included Mrs. DeLorenzo, Wild About Birds, and the St. Augustine Alligator Farm for hands-on experiences for the students.



- As part of the ongoing partnership with the Girl Scouts, City staff assisted Troops 966, 987, & 1307 with the creation of ornaments for the City of Palm Coast Christmas Tree. The Scouts utilized household materials and native plant materials to create the ornaments, at the Palm Coast Community Center. The Scouts will be partnering once again on January 4, 2014 for the 7<sup>th</sup> Annual Christmas Tree Recycling event. Materials recycled through the event will be utilized for ornaments for next year's City Christmas Tree. This event will be conducted at the City Fuel Depot at 22 Utility Drive on January 4, 2014 from 8:00 am to 1:00 pm. For more information visit [www.palmcoastgov.com](http://www.palmcoastgov.com)



**CAPITAL IMPROVEMENT PROJECTS**

The following is an update since last week for capital projects in the City from November 21, 2013 through December 5, 2013.

<b>Trail and Path Projects</b>			
Seminole Woods Multi-Use Path (Phase I)	Design	90%	Phase 1 permit application received from St Johns Water Management District.
SR100 Pedestrian Crossing @ Seminole Woods	Design	99%	Permit application submitted to FDOT.
Corporate Drive Pedestrian Crossings at PCP East and PCP West	Design	60%	City re-issued comments on 12-6-13 to design team regarding 60% design submission.
<b>Road and Median Projects</b>			
North Old Kings Road Extension	Design	0%	County evaluation team met and short-listed 3 firms for formal presentations
Bulldog Drive Roadway Improvements	Design	95%	Addendums issued. Bids due 12-9-13. Received permits from FDEP and SJRWMD
Royal Palms Parkway Improvements	Design	0%	Received 15% Design submittal. Coordination meeting scheduled for



## Animals ready for homes

296 cats

66 dogs

6 ferrets

6 rabbits

2 hamsters

December is going to be a busy month for Flagler Humane Society and the FHS Thrift Store with all the outreach and fundraising events that are coming up. December is in the “Season of Giving” and FHS hopes that the community will open their arms and give a homeless animal a “forever” home. We also welcome foster parents if you are unable to adopt but could give an animal a “holiday” from the shelter. Contact [kshare@flaglerhumanesociety.org](mailto:kshare@flaglerhumanesociety.org) for more details.

**Upcoming Events:** The FHS Thrift Store will celebrate their 5<sup>th</sup> anniversary on December 7<sup>th</sup> from 9 am – 3 pm. There will be refreshments, thrift store sales, adoptable pets on site, raffles, and a visit from Santa. Don’t miss out!

FHS will be attending another Jacksonville Mega Adoption event on December 6<sup>th</sup> – 8<sup>th</sup>. The event will be held at the Jacksonville Fairgrounds, and over 1,000 adoptable animals will be looking for their “forever” homes.

On December 12<sup>th</sup>, FHS will be hosting our December Yappy Hour. The event will take place at the Flagler Humane Society from 6 pm – 8 pm, and will feature a large assortment of favorite recipes to sample, a visit from Santa, and adoptable pets for viewing. Tickets are on sale at the shelter and on the FHS website.

Indian Trails Middle School is hosting an Adopt-a-thon for Pawsitive Change on December 14<sup>th</sup> from 10 am – 1 pm. Flagler Humane Society adoptable pets will be onsite along with those from Second Chance Rescue. Come out and support your local shelter and rescue group.

**Outreach Event Updates:** Don’t forget that FHS is always at the Flagler Beach Farmer’s Market every Friday and at PetSmart on Sundays. Come and see our adoptable pets.

**Public Announcements:** The Flagler Humane Society has a variety of subsidized spay and neuter programs for members of the community that need to have their pets sterilized. Please call FHS at 386-445-1814 or email [info@flaglerhumanesociety.org](mailto:info@flaglerhumanesociety.org) for general questions, or email [pitbull@flaglerhumanesociety.org](mailto:pitbull@flaglerhumanesociety.org) for grant-specific questions that we can be of assistance to you.

**Animals for Adoption:** FHS currently has an overabundance of cats available for adoption. Check our website, [www.flaglerhumanesociety.org](http://www.flaglerhumanesociety.org), for upcoming December Adoption Specials.

**Classroom Pocket Pet Program:** Do you know of a teacher that would like to have a classroom pet? Please contact [kshare@flaglerhumanesociety.org](mailto:kshare@flaglerhumanesociety.org) or 386-445-1814 ext. 501 for more information. This program is a great way to place an animal in a forever home and teach students about responsibility and self-confidence. FHS currently has 9 small breed rabbits and 2 hamsters available.

## Pet of the Week



### BUDDY

Buddy is a mature neutered male dog that is approximately 7 years old. He is already neutered and up to date on all his vaccinations. He is a quiet dog that enjoys the company of his humans. He was brought to FHS because his owners were moving and unable to take him. He had been with them since he was a puppy and because of this – he tends to want to cling to anyone who will pay him some attention. This lovable older gentleman is desperately in need of some love and attention. He is currently in a foster home so call for an appointment to see him.

#### **Adoption specialist:**

*Danielle Camic*

[dcamic@flaglerhumanesociety.org](mailto:dcamic@flaglerhumanesociety.org)

*(All adoptions and outreach)*

Information on events to benefit our homeless animals can be found on our website, [www.flaglerhumanesociety.org](http://www.flaglerhumanesociety.org).



## **INFORMATION TECHNOLOGY**

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**TO :** Jim Landon, City Manager

**FROM :** Steve Viscardi, IT Director

**DATE :** 12/5/2013

**RE :** Week In Review

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- Operations Division maintaining network integrity but still looking for ways to make things better with new monitoring procedures.

### **DEPARTMENT/DIVISION SUPPORT**

#### **ENTERPRISE**

- Applications Division added a new page for the (now past) Annual Tree Lighting Event (<http://www.palmcoastgov.com/events/tree-lighting>)
- Applications Division updated the City website with information on the upcoming Food Truck Tuesday and Movie in the Park.
- GIS Division staff conducted a kick off meeting with GISinc to start the GIS server and application upgrades. We are upgrading our ESRI software to version 10.1.
- Operations Division received 60 Track-IT's this past week.
- Operations Division battled issues on the H and O drives. Microsoft files could not be saved to these network drives. Problem was due to an update that conflicted with our anti-virus system which made all Microsoft files look suspect.
- Operations Division continues to upgrade VMware for our cloud devices. This process is never-ending, but helps insure that users are on the latest versions.
- Operations Division converting department spreadsheets to database format. Will help us keep better track of items and produce better reporting.
- Operations Division worked out problems with camera feeds at Utility. Cameras in the yard (facing the gate and parking lots) have been sub-par for about two months and it was finally determined that a wiring malfunction caused the issues. Pictures are crystal clear now.

#### **FINANCE**

- Applications Division created an online form and custom workflow for Travel Authorizations and Reimbursements. This will allow the entire process to work electronically and will ensure that all required information is provided for each request.
- Applications Division created a report to allow the Finance Department to find and correct any unpaid or past due balances for all City Utility accounts.
- Applications Division updated the GL Audit report to reflect the newly closed fiscal year for the Finance Department and its auditors.

## **COMMUNITY DEVELOPMENT**

- GIS Division staff updated the Community Residential Homes mapping application to reflect current assisted living facilities in the city.

## **PARKS & RECREATION**

- GIS Division provided Parks & Rec staff with staging and route maps for the upcoming 2013 Holiday Parade & Starlight Event.



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*Engineering & Stormwater Department*

*John C. Moden, City Engineer*

*Week In Review November 28 – December 4, 2013*

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- **M-3 Water Control Structure Rehabilitation Project for 2014 (ITB-SW-14-01)** - Four (4) qualifications was received on 9-23-13, two (2) of the four (4) met the qualifications. Taking the contract award for S.E. Cline Construction, Inc., in the amount of \$439,325.00 to Council Workshop on 12-10-13. Construction should begin in January-February 2014.



- **Stormwater Model Construction Improvements for Sections 35 and Section 37**  
Public Works Dept. began construction on 11-14-13 on Bunkerhill Drive, completed the drainage ditch and pipe replacement. Crews are now working on Bunker Lane pipe crossing.
- **Professional Stormwater & Environmental Engineering Services (RFQ-SW-14-02)** –  
Request for qualifications were received by eight (8) engineering firms on 10-9-13. Review committee meeting resulted in four (4) consulting firms being selected for continuing service contracts. On 12-3-13 Council approved 4 Continuing Service Contracts.
- **Identify and Resolve FPL Billing Discrepancies in Street Light Power Bills** - Strategy is complete, field varifications complete, currently working on the account audit- 50% complete.



- **Seminole Woods Multi Use Path – Phase 1**- construction due to begin in January 2014. **Phase 2** - survey work complete, design has begun. **Phase 3** -preliminary survey underway. Staff is presenting to Council Workshop on 12-10-13 an overview of the project and a Resolution to purchase materials and other associated expenses for the MUP from SR 100 to Sesame Blvd.
- **Palm Harbor @ College Waterway Bridge Rehab Construction –** Notice To Proceed date is 1-6-14.
- **Colechester @ College Waterway Bridge Rehab Design** - The Letter of Intent has been prepared to be advertised for continuing service engineering firms, date set for 11-26-13.
- **Long’s Creek Nature Preserve Construction Phase 1 –** Currently waiting on permits.



**Total Aquatic Weed Control on Freshwater Canals**

Aquatic Management Plus, LLC continues herbicide spraying on the canals.

**ENGINEERING DEPARTMENT**

**SURVEY TASKS:**  
 Set 13 bench mark locations  
 Surveyed for 5 new home construction driveway culvert and swales  
 Surveyed for 2 driveway culverts and swales  
 Survey continues for the swale rehab project on Barkwood Ln, Ryberry Ln.- 2lots, Buffalo View Dr.-1 lot, Point Pleasant Dr.-1 lot, Rolling Fern Dr.-3 lots, Seville Orange Path -8 lots

**REVIEW TASKS:**  
 22 - Right-of-Way Permits  
 9 - Project Reviews

**DESIGN WORK PERFORMED:**  
 12 - Driveway swale designs  
 3 - Valley gutter installations  
 1 - Drainage pipe for street crossings design  
 Continuing Seminole Woods Multi Use Path Phase 2 design  
 Continuing work on the swale rehabilitation program

**Swale Rehabilitation Projects Released for Construction** - -0- LF released this week



## *Fire Department*

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**To:** Jim Landon, City Manager  
**From:** M. C. Beadle, Chief  
**Date:** December 5, 2013  
**Re:** Week in Review

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In the past week, the department responded to 130 calls. There were 2 wildfire/brush fires. A total of 93 EMS calls was logged and the balance was miscellaneous in nature. The drought index is at 323 out of a possible 800 and the fire danger is moderate.



## Recreation & Parks

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**To:** Jim Landon, City Manager  
**From:** Luanne Santangelo, Parks and Recreation Director  
**Date:** December 6, 2013  
**Re:** Week in Review

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### **EVENT HIGHLIGHTS:**

*"Feet to Feast 5K/15K Run"* – Held on Thursday, November 28 at Daytona State College, 562 registered runners and walkers woke up bright and early on a brisk Thanksgiving Day to participate in this annual family event. Once again, our hometown race was international with representation from the United States and Iceland.

*Tree Lighting Ceremony* – Several hundred of our friends and neighbors joined Mayor Netts as he led the countdown for the annual Tree Lighting Ceremony. Everyone waited for that magical moment of lighting the tree and the holiday displays around the lake at Central Park. As many strolled around the lake in awe of the colorfully lit displays they enjoyed the beautiful voice of Linda Cole. The Tree Lighting Ceremony kicks-off the start of the annual Fantasy Light display at Central Park in Town Center from December 1, 2013 through December 30, 2013.

### **UPCOMING EVENTS:**

*Movie in Central Park* – Hosted by the City of Palm Coast and the Flagler County School District on Friday, December 13 beginning at dusk. *"The 12 Dogs of Christmas"* tells the story of "A girl who uses dogs to teach people about the true meaning of Christmas during the Depression".

*Holiday Starlight Event and Parade* – Saturday, December 14 at Central Park in Town Center, 975 Central Avenue, Palm Coast. This annual event will feature a Snow Slide, Pictures with Santa, Crafts, Refreshments and entertainment provided by local and regional performers including the Grinch. The day's activities lead up to the Starlight Parade and Starlight Half Marathon.

*Food Truck Tuesday* - Tuesday, December 17 from 5p-8p at Central Park in Town Center. In addition to great food selections from a variety of Food Trucks. This evening's proceeds benefit Flagler Sheriff's PAL. The next Food Truck Tuesday will be held on Tuesday, March 18, 2014.

## UPCOMING ACTIVITIES:

### ◆ *Toddlers*

NEW

*Little Chefs* – Do you have a little “Guy Fieri” or “Rachel Ray” in your home? Bring your “Little Chef” to the Palm Coast Community Center, 305 Palm Coast Parkway, NE on Tuesday, December 17 from 10-11 am to learn how to make a healthy, tasty snack. For Chefs ages 2-5 years. Pre-registration required.

### ◆ *Adults & Seniors*

NEW

#### *Game Day Social*

This relaxed social atmosphere allows our participants to meet new friends while enjoying the friendly competition of dominos, cards, or the game of their choice. Participants are encouraged to bring their own games to share with others. Held every Thursday from 1-4pm at the Palm Coast Community Center.



NEW

#### *A Day at the Movies featuring “It’s A Wonderful Life”*

Join us for this holiday classic movie from 1946. Featuring Jimmy Stewart as George Bailey, Donna Reed as his devoted wife and Henry Travers as Clarence the angel who helps George, a compassionate but despairingly frustrated businessman, see what life would have been like if he never existed. The movie begins at 10am at the Palm Coast Community Center. Come early or stay later to enjoy holiday music and refreshments.

Free!

*Lunch n’ Lecture* – Wednesday, December 18, featuring Mark Rutledge of the Crime Prevention Taskforce. Mr. Rutledge will discuss how you can “Become Aware” and protect yourself from identity theft, fraud and scams, purse snatching and much more. Lunch provided but pre-registration is required.

NEW

*Critic’s Choice Club* –Do you like to eat? Want to meet new friends? This is the Club for you. Each month we will visit a new restaurant to enjoy a new cuisine or new location. Our next meeting will be held on **Thursday, December 12** at Jonelle’s Place in Flagler Beach at 5:30 pm. Pre-registration required.



## Meeting Calendar for 12/6/2013 through 1/31/2014

**12/6/2013 7:00 PM**

Sounds of the Season  
New Way Church

**12/7/2013 12:00 AM**

Photos with Santa  
Exit Realty First Choice

**12/7/2013 8:00 AM**

Flagler Audubon Society Monthly Bird Walk  
River to Sea Preserve

**12/7/2013 9:00 AM**

Stand-Up Paddleboarding and Salt Marsh Eco Tour  
Gamble Rogers Memorial State Recreation Area at Flagler Beach

**12/7/2013 1:00 PM**

Project Share To Collect Toys  
Flagler Beach Florida

**12/7/2013 7:00 PM**

5th annual Yingle Ball  
Hammock Beach Resort

**12/8/2013 12:00 AM**

Putt for Paws Flagler Humane Society's annual golf tournament  
Palm Harbor Golf Club

**12/12/2013 3:00 PM**

Native Florida Reptiles  
Gamble Rogers Memorial State Recreation Area at Flagler Beach



**Meeting Calendar for 12/6/2013 through 1/31/2014**

**12/12/2013 5:30 PM**

**Flagler Chamber Holiday Business After Hours**  
Flagler County Chamber

**12/12/2013 6:00 PM**

**Flagler Humane Society Home for the Holidays Yappy**  
Flagler Humane Society

**12/13/2013 6:45 PM**

**Movies in Central Park featuring "The 12 Dogs of Christmas"**  
Central Park in Town Center

**12/14/2013 12:00 AM**

**Photos with Santa**  
Exit Realty First Choice

**12/14/2013 10:00 AM**

**adoptathon**  
Indian Trails Middle School

**12/14/2013 2:00 PM**

**Starlight Holiday Parade & Event**  
Central Park in Town Center

**12/14/2013 2:00 PM**

**Second Saturday Gamble Jam**  
Gamble Rogers Memorial State Recreation Area at Flagler Beach

**12/14/2013 2:00 PM**

**SECOND SATURDAY JAM SESSION IN THE PARK**  
Gamble Rogers Memorial State Recreation Area at Flagler Beach



## Meeting Calendar for 12/6/2013 through 1/31/2014

**12/14/2013 6:00 PM**

Starlight Half Marathon/5K  
Central Park in Town Center

**12/17/2013 5:00 PM**

Food Truck Tuesdays  
Central Park in Town Center

**12/17/2013 5:15 PM**

FULL MOON BEACH HIKE  
Gamble Rogers Memorial State Recreation Area at Flagler Beach

**12/20/2013 7:00 AM**

Flagler Audubon Society Christmas Bird Count  
Flagler County

**12/21/2013 9:00 AM**

Stand-Up Paddleboarding and Salt Marsh Eco Tour  
Gamble Rogers Memorial State Recreation Area at Flagler Beach

**12/30/2013 9:00 AM**

Winter Break Junior Camp  
Palm Coast Tennis Center

**1/4/2014 8:00 AM**

Box Lacrosse Tournament  
Indian Trails Sports Complex

**1/10/2014 12:00 AM**

Flagler Film Festival of Palm Coast  
Oceanshore Boulevard



**Meeting Calendar for 12/6/2013 through 1/31/2014**

**1/13/2014 12:30 PM**

**21st Annual Family Life Center Golf Tournament**

The Conservatory Golf Course

**1/18/2014 9:00 AM**

**The Bunnell Open Horseshoe Pitching Tournament**

Old Dixie Park

**1/18/2014 1:00 PM**

**Pennsylvania Club Luncheon Meeting**

Palm Coast Hilton Garden Inn

**1/18/2014 6:00 PM**

**Your Kids Got Talent**

Community Center

**1/24/2014 12:00 AM**

**USTA Pro Circuit Men's Futures Tournament at Palm Coast**

Palm Coast Tennis Center

**1/25/2014 8:00 AM**

**Florida Flag Football Tournament**

Indian Trails Sports Complex





To: Jim Landon, City Manager  
From: Richard Adams, Public Works Director  
Date: December 05, 2013  
Re: Week in Review

- The average water demand for the week was 6.769 million gallons per day; average wastewater flow was 5.483 million gallons per day.
- This week 361 utility customers were shut off for non-payment.
- Installed 20 new domestic meters, replaced 3 existing PEP tanks.
- Section 35 Stormwater Improvement Project – Continues with removal of 40 trees and grading of 250 linear feet of ditch.
- Palm Coast Parkway west median improvement project – Zoysia sod is being installed, work on the sign continues with coquina installation. Phase II (west of Pine Lakes) is underway with old sod being removed and 4” main irrigation line and bubblers being installed.
- Zero Liquid Discharge Water Treatment Plant #2 – The electrician continues installation of pull boxes around the construction site. Rebar has been installed in the floor section of clarifier #1 and concrete has been poured on floor section of clarifier #2.



20” Permeate Main



Clarifier #1



Clarifier #2

- Beachside Pump Station and Sewer Force Main – The pump station telemetry antenna is on site and the odor control unit is near completion. Landscaping at the pump station site continues.
- Mowing in “U”, “Z”, “C”, “E”, “P”, and “R” sections. Mowing Belle Terre Parkway, Palm Coast Parkway, Old Kings Road, Matanzas Woods Parkway, Rymfire Drive, Easthampton Drive and Belle Terre Parkway.
- Performed site distance trimming on “W” & “R” sections.
- Graded 2,654 feet of swales, repaired 1 outfall and cleaned 70 culvert pipes. Screened 200 cubic yards of swale material for recycling.
- Special events work by staff for Feet to Feast and Tree Lighting Ceremony.
- Inmate labor crew mowed and weeded 22,383 linear feet of ditch in the “BL” and “F” sections.



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

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

**Nov. 25, 2013**

### **Pink Army 5K raises \$7,372 for mammograms, diagnostic tests for local women**

**Palm Coast, Fla.** – This fall’s Pink Army 5K was a huge success – raising \$7,372 for Florida Hospital Flagler’s breast cancer fund, which provides screening mammograms, diagnostic studies and education to qualified local people. Representatives of the hospital and the City of Palm Coast celebrated this week with the presentation of an oversized check at the City Council meeting.

More participants than ever, about 600 people, walked or ran in the 5K, a one-mile support walk or the Kids Fun Run. The race, part of the Palm Coast Running Series, started at the hospital and looped through Central Park in Town Center on Oct. 13.

Florida Hospital Flagler CEO Ken Mattison thanked Pink Army 5K Chairwoman Helga Van Eckert, as well as the City and Flagler Schools for their partnership in the event. Participation for Flagler schoolchildren was discounted as part of the hospital’s efforts to fight childhood obesity.

“The event is important to Florida Hospital Flagler for several reasons,” Mattison told the City Council. “First of all, it helps to support a very important cause. The Pink Army is a breast cancer awareness campaign targeted at creating awareness of the importance of annual mammogram screenings. The funds that you are providing today will be used to help qualifying women in our community receive mammogram and other important diagnostic services. The second reason that we like this event is it promotes activity – it promotes exercise.”

Florida Hospital Flagler Foundation Board Chairman Tony Papandrea agreed the event goes beyond the money.

“It’s about the people,” Papandrea said. “It is about the people that we will help with this money. The women who will come in and all you have to do is talk to one of them and look them in the eye and she will say, ‘You saved my life,’ and that’s what this money goes toward.”

City of Palm Coast Event Coordinator Casey Ryan thanked Mayor Jon Netts and his wife, Priscilla, for their leadership in the Pink Army 5K.

“We truly appreciate the contributions of each and every one of our runners and walkers in this year’s Pink Army 5K, and are so pleased to be able to present this check to Florida Hospital Flagler’s breast cancer fund,” Ryan said.

For race results, visit: <http://www.redpointerrunning.com/pink-army-5k-results.php>.

For more information, contact Cindi Lane, communications and marketing manager for the City, at 386-986-3708.



**NEWS RELEASE – City of Palm Coast**

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

**Nov. 25, 2013**

**City of Palm Coast begins prep for reconstruction of Belleaire water control structure**

**Palm Coast, Fla.** – The City of Palm Coast expects to begin reconstruction of the M-3 Surface Water Control Structure, located on the Belleaire Waterway, just south of Birchview Place, in early 2014.

Beginning Sunday, Dec. 1, to prepare for construction of this facility, the waters immediately upstream of the site, in the Belleaire Waterway, will be lowered 2 feet and will be maintained at this level – as is necessary – for the duration of the project. Additionally, the tributaries upstream of the Belleaire Waterway, Bayside Stream, Bayside Channel and Barrister Channel, will be lowered 1 foot and will be maintained at this level during the project, as well.

Construction of the M-3 Surface Water Control Structure is expected to be completed by early May 2014, at which time the water level restrictions will be removed. In time, normal water level will return to the Belleaire Waterway.

The City asks residents for their patience and understanding as it makes needed improvements and upgrades to the stormwater and flood control system.



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

Contact: Cindi Lane, Communications & Marketing Manager

386-986-3708; cell: 386-214-4729

**Nov. 27, 2013**

### **Help Palm Coast Fire Department keep the wreaths green by preventing fires**

**Palm Coast, Fla.** – The holiday season is under way, and the Palm Coast Fire Department is asking everyone to help keep the wreaths green at the City’s fire stations by preventing fires.

Project Green Wreath is a fire prevention program that runs through the month of December. Large wreaths will be hung this week at all five stations, with green light bulbs in each. Firefighters will replace one green light with a red light for each structure fire during the month.

“Project Green Wreath is a visual reminder of the importance of implementing and following fire safety practices during the holiday season,” said Palm Coast Fire Chief Mike Beadle. “We hope everyone will do their part to keep the wreaths green!”

Here are some tips to help keep your home safe this holiday season:

- Never leave food that is cooking unattended.
- Select only the freshest natural trees, and remember to keep your tree watered away from heat sources (including televisions and radios).
- Use only those artificial trees with safety tags.
- Ensure that trees and other decorations don’t block exits.
- Check all light strings for damage; throw away light strings if they have frayed cords or sockets and replace with UL-approved devices.
- Never use “indoor” lights outside.
- Don’t put cords under carpets or throw rugs.
- Be careful not to overload circuits or extension cords; check instructions on light strings to determine the maximum number you may place in one outlet.
- Before bed or leaving the house, turn off all holiday lights and extinguish all candles.
- Keep candles a safe distance from children and decorations, especially trees; never leave a candle unattended or burning through the night.
- Be sure to keep space heaters at least three feet from surrounding items.
- Never use heaters around water – water increases the chance of electric shock.
- Unplug heater when not in use.
- Don’t leave space heaters unattended.
- Make sure your fireplace is in good working order.
- Christmas wrapping and tree branches should not be burned in the fireplace; their intense and rapid burning can cause chimney fires and flames to extend out of the firebox into your home.

- Double-check your smoke alarms and make sure they are in good working order.

We wish you a safe and happy holiday season. If you have any questions, please contact the Palm Coast Fire Department at 386-986-2300.



**NEWS RELEASE – City of Palm Coast**

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

**Nov. 27, 2013**

**Celebrate the holidays at Palm Coast Starlight Event & Parade on Dec. 14**

**Palm Coast, Fla.** – Celebrate the holiday season with your friends and neighbors at the City of Palm Coast’s Starlight Event & Parade on Saturday, Dec. 14, at Central Park in Town Center, 975 Central Ave. (off State Road 100/Bulldog Boulevard behind Flagler Palm Coast High School). Admission is free.

The day kicks off at 2 p.m. with a fun-filled afternoon of live local entertainment and performances; 70-foot Snow Slide; arrival of Santa and pictures with Santa; fun with The Grinch; face-painting; sand art; Letters to Santa activity; and refreshments available for purchase. Santa will visit with children until 5:30 p.m., and a photographer will be available for photos. Activity prices vary. The Starlight event wraps up at 5:30 p.m. just in time for the start of the annual Starlight Parade.

At 6 p.m., the Starlight Parade will get under way – featuring colorful lighted floats, talented marching bands, and prizes for the top entries. Leading off the parade will be the participants of the Starlight Half Marathon and 5K, which is part of the Palm Coast Running Series.

The parade route will begin at the Round-About on Central Avenue (east of Market Avenue) and head east; turning north onto Park Street, east onto Lake Avenue, and south on City Place; then continuing south of Bulldog Drive.

The grand marshal will be City Historian Arthur “Art” Dycke, a Palm Coast resident since 1993. A retired history teacher and community college instructor, Dycke was a co-founder and first vice president of the Palm Coast Historical Society and continues to serve as a board director.

The commentators for the Starlight Parade will be Palm Coast Fire Chief Michael C. Beadle and his wife, DeeDee Beadle. The Starlight Event & Parade are sponsored by Palm Coast Ford and the Palm Coast Observer.

For more information, visit [www.palmcoastgov.com/starlightparade](http://www.palmcoastgov.com/starlightparade) or contact the Palm Coast Parks and Recreation Department at 386-986-2323.



**NEWS RELEASE – City of Palm Coast**

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

**Dec. 3, 2013**

**Greek, Portuguese, Cuban food and more at Food Truck Tuesdays on Dec. 17**

**Palm Coast, Fla.** – Palm Coast’s final Food Truck Tuesday of 2013 will be at Central Park in Town Center, 975 Central Ave., from 5-8 p.m. Tuesday, Dec. 17. The event will benefit the Flagler Sheriff’s PAL this month.

December’s Food Truck Tuesday will feature seven of your favorite food trucks – mobile kitchens, canteens and catering trucks that offer up gourmet foods including appetizers, main dishes, side dishes and desserts. Foods to be featured this month include Greek food, Portuguese cuisine, fish and chips, Cuban food, cupcakes, and regional American dishes.

Many menus are kid-friendly, and the Flagler Sheriff’s PAL will provide plenty of family fun with music and games!

Food Truck Tuesdays is presented by the City of Palm Coast, Kix Country 98.7 FM and Beach 92.7 FM. For more information, contact Palm Coast Communications & Marketing Manager Cindi Lane at 386-986-3708.





**NEWS RELEASE – City of Palm Coast**

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

**Dec. 3, 2013**

**City of Palm Coast receives award of excellence for its investment policy**

**Palm Coast, Fla.** – The City of Palm Coast has been awarded the Association of Public Treasurers of the United States & Canada’s Investment Policy Certificate of Excellence Award.

The award recognizes success in developing a comprehensive written investment policy that meets the criteria set forth by the Association’s Investment Policy Certificate Committee. A team of reviewers from the Investment Policy Certification Committee reviewed the City’s recently upgraded investment policy and approved it for the award.

“This was the first time the City of Palm Coast has applied for the Investment Policy Certificate of Excellence Award. The Finance Department updated the City’s existing investment policy late last year, and we submitted for the award based on the upgraded policy,” said Palm Coast Finance Director Christopher Quinn.

“Palm Coast’s upgraded investment policy is part of our commitment to sound financial policy per our Strategic Action Plan, and we’re honored to have the policy recognized by the Association of Public Treasurers of the United States & Canada,” Quinn said.

For more information, contact Cindi Lane, Palm Coast communications and marketing manager, at 386-986-3708.



**NEWS RELEASE – City of Palm Coast**

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

**Dec. 3, 2013**

**‘Helping Citizens Be Aware’ is topic of Palm Coast Lunch n’ Lecture on Dec. 18**

**Palm Coast, Fla.** – Mark Rutledge of the Crime Prevention Task Force of Florida will give a presentation titled “Helping Citizens Be Aware” during a free Lunch n’ Lecture program offered by the City of Palm Coast’s Parks & Recreation Department, from 11 a.m.-12:30 p.m. Wednesday, Dec. 18.

Topics to be covered include identity theft, fraud and scams, purse snatching, guns and alternative weapons, home safety, carjacking and more.

The lecture will start at 11 a.m. at the Palm Coast Community Center, 305 Palm Coast Parkway NE, with lunch immediately following. The event is free, but pre-registration is required. Register online at [www.palmcoastgov.com](http://www.palmcoastgov.com) by searching for “Activity” and then, once you’re on the Active Communities page, search again for “lunch.”

The Crime Prevention Task Force is a community service organization developed by former law enforcement officers. The organization’s mission is to achieve more awareness by the public of the criminal threat facing everyone in today’s society and show effective measures to counter that threat.

The program will raise attendees’ awareness of threats and to offer tested strategies to protect people and their property. Rutledge will present information citizens can use to enhance their personal security while at home and while doing as day-to-day activities out in the community.

Rutledge has spent 14 years with the Crime Prevention Task Force of Florida. During his career, he has worked as a security consultant for hospitals, schools, government employees and major businesses.

For more information, call Parks and Recreation at 386-986-2323.



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

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

**Dec. 5, 2013**

### **City Historian Art Dycke selected as Grand Marshal of Palm Coast Starlight Parade**

**Palm Coast, Fla.** – City Historian Art Dycke has been named grand marshal of the Palm Coast Starlight Parade in honor of his work with the Palm Coast Historical Society to preserve the history of Palm Coast and make the thousands of documents, news articles, photographs and items of memorabilia available to the public.

Dycke and his wife, Louise, will lead the Starlight Parade when it gets under way at 6 p.m. Saturday, Dec. 14, at Central Park in Town Center.

“I’m a hambone, so I love this,” said Dycke, 79, who retired to Palm Coast in 1993. “This was an unbelievable good week for me! Just before I was asked to serve as grand marshal, on that Sunday before, I got a hole-in-one. Can you believe that? I’m the worst golfer in Grand Haven!”

The City of Palm Coast’s Starlight Event & Parade will kick off at 2 p.m. Dec. 14 with a fun-filled afternoon of live entertainment featuring The Grinch, a snow slide, Santa and many other family activities. At 6 p.m., Palm Coast’s largest-ever Starlight Parade will get under way – with more than 100 colorful lighted floats, talented marching bands and community groups. Leading off the parade will be the participants of the Starlight Half Marathon and 5K.

Central Park is located at 975 Central Ave. (off State Road 100/Bulldog Boulevard behind Flagler Palm Coast High School). The parade route will begin at the Round-About on Central Avenue (east of Market Avenue/Publix shopping center) and head east around Central Park; turning north onto Park Street, east onto Lake Avenue, and south on City Place; then continuing south on Bulldog Drive.

The Starlight Event & Parade is sponsored by the City of Palm Coast, Palm Coast Ford and the Palm Coast Observer. Non-perishable food items will be collected at the event to go to Harvest First food pantry.

Parade organizers said Dycke’s long service to Palm Coast made him a perfect pick for grand marshal. A retired history teacher and college professor from New York, Dycke was involved in the Home Rule Coalition that worked for incorporation of Palm Coast and was always interested in the history of how ITT developed Palm Coast. He was co-founder and first vice president of the Palm Coast Historical Society and continues to serve as a board director. He also spent 15 years teaching at Daytona Beach Community College (now Daytona State College).

In 2000, just months after Palm Coast became a City, Dycke and Margaret Davie were named City co-historians. They were reappointed in 2006; Davie has since died. Earlier this year, the Historical Society moved into a new headquarters at James Holland Park, and the society is planning a Jan. 21, 2014, grand opening for the public.

Although Palm Coast has been a community for only 44 years, and a City for just shy of 14 years, Dycke said it has a unique history.

“We were one big pine-covered swamp,” he said. “People who came here were pioneers – it took a pioneer breed to do that. In the early days, ITT had a slogan ‘It might just be the perfect place to live.’ Most people agreed, and I think most people agree today.”

Admission to the Starlight Event & Parade is free. For more information, visit [www.palmcoastgov.com/starlightparade](http://www.palmcoastgov.com/starlightparade) or contact Event Coordinator Casey Ryan at Palm Coast Parks and Recreation Department at 386-986-2323.