



# Memorandum

**To:** The Honorable Mayor and City Council  
**From:** Jim Landon, City Manager  
**Date:** December 13, 2013  
**Re:** Week-In-Review

## 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

### City's Street Superintendent recognized by the Flagler County Sheriff



This week at the Flagler County Sheriff's Annual 2013 Holiday Luncheon and Awards Ceremony, the City's Street Superintendent Tony Capela was recognized as a recipient of the Sheriff's Award. Tony was recognized for his leadership and cooperation when City staff built-out the new Palm Coast Precinct, a collaborative effort between the City of Palm Coast and the Sheriff's Office. Congratulations Tony!

### FSBDC Interim State Director Visits Palm Coast BAC

Mike Myhre, Florida Small Business Development Center (FSBDC) Interim State Director visited the Palm Coast Business Assistance Center on his tour around the State. Joe Roy's team discussed the unique partnership with the City and our business model to attract customers to the BAC. Mr. Myhre was impressed by our partnership, exceptional programs, and notable results.

### Next Week:

- Tuesday, December 17<sup>th</sup>, City Council Business Meeting, 9am, Community Center, 305 Palm Coast Pkwy NE
- Wednesday, December 18<sup>th</sup>, **[Cancelled]** Planning and Land Development Regulation Board Meeting,

### 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: Tennis Winter Break Camp, Jack Frostivities Camp, BAC Bio Shield Tech, and Christmas Closing



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

**Friday, December 13, 2013**

**City Clerk**

- Processed 15 public records requests.
- Processed 12 litigation documents.
- Prepared and processed 5 documents for recording.
- Prepared 2 agenda items.
- Prepared 1 proclamation.
- Prepared and posted 1 agenda to the Web.

**Communications & Marketing**

- News releases: Jack Frost-ivities Half-Day Camp, Tennis Center Winter Break Camp, BAC Bio Shield Tech, Holiday Closings and Trash Schedule
- Handled various media requests
- Coordinated advertising
- Working on plans for Long Creek Nature Preserve groundbreaking (Jan. 7 at 9 a.m.)
- Design in progress for construction sign for Long Creek Nature Preserve
- Edited various letters
- Wrote magazine story related to the LITE team program and Strategic Action Planning
- Wrote and designed flier for 2014 Waterfront 5K & 10M Run
- Posted various items & videos to Facebook, YouTube, Twitter
- Attended Branding Team meeting and Council workshop



- Completed 2013 Christmas Tree Lighting Ceremony video
- Completed promo for Tree Recycling Event to be held Jan. 4
- Performed routine video backups
- Attended EAT team meeting (Academic Training & Education). Created/presented sub-committee's auxiliary skills inventory list and work plan.
- Coordinated pre-production needs (equipment/talent/crew) with city staff and Matanzas HS TV program for remote video production at the Starlight Parade and holiday event in Town Center
- Edited and delivered audio soundtrack to Public Works for the city's holiday float; provided audio equipment components to Public Works for use on the city's holiday float.
- Assisted Matanzas High School TV program with uploading to YouTube their new video, Texting-Break the Cycle.

- Added five new programs to TV199's channel line-up: 1) Palm Coast Tree Lighting Event, 2) Palm Coast Tree Recycling Event, 3) Texting - Breaking the Cycle, 4) 2013 Oregon Connections Telecommunications Conference, 5) Amber Case, Keynote Speaker for the 2013 Oregon Connections Telecommunications Conference.
- Scheduled TV199 programming and posted news and announcements to the city's TV199 ticker tape service.

### **Human Resources**

- Blood Drive: Held at Utility Drive, January 14, 2013
- Human Resource Department - Munis Training – January 16<sup>th</sup> & 17<sup>th</sup>
- Staff retirement planning with rep, Thursday, January 17<sup>th</sup>.

### **Purchasing and Contracts Management**

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

- Bid Opening for ITB-CD-CP-14-01 - Bulldog Drive Improvements
- Mandatory Pre-Bid Meeting for ITB-CD-NSP-14-04 - NSP 3 Home 117
- Mandatory Pre-Bid Meeting for ITB-CD-NSP-14-05 - NSP 3 Home 118
- RFP Opening for RFP-PW-U-14-02 - SCADA Uniform Systems Conversion

#### **Contracts:**

- South Daytona Tractor & Mower (piggyback off of Florida State Contract #760-000-10-1 for lawn equipment)
- Nortrax, Inc. (piggyback off of Florida Sheriffs Association & Florida Association of Counties (Bid #13-11-904))
- Ring Power Corporation (piggyback off of Florida Sheriffs Association & Florida Association of Counties (Bid #13-11-904))
- Ring Power Corporation (piggyback off of Florida National Joint Powers Alliance (NJPA) Contract #070313-DMM and Florida State Contract #760-000-10-1 for lawn equipment)
- Allen Jay Chevrolet Buick, GMC, Cadillac, Inc. (piggyback off of Florida Sheriffs Association for the purchase of a Chevrolet Tahoe 1500 4x4 (Bid #12-20-0905))
- Nabors, Giblin & Nickerson, PA (piggyback off of Seminole County, FL - Bond Counsel Legal Services Agreement (RFP-600233-07/TLR))
- Futch's Tractor Depot (piggyback off of Florida Sheriffs Association & Florida Association of Counties (Bid #13-11-904))
- Duval Ford Fleet Sales (piggyback off of Florida Sheriffs Association for the purchase of white fleet vehicles (Bid #13-21-0904))
- Palm Coast United Methodist Church Grant Agreement
- Flagler Volunteer Services Grant Agreement
- Choral Arts Society Grant Agreement
- Trinity Presbyterian Church Grant Agreement



# IMPACT

DECEMBER 13, 2013

## EFFORTS

consulting

# 6  
Sessions 12  
1230

19:15  
50:30  
Hours 2,165:00

training

# 0  
Attendees 0  
1097

0:00  
0:00  
Hours 3,384:00

## RESULTS

jobs 0  
0  
158  
158  
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 9 - 13

Month: December

To Date: Since May 1, 2011



## HIGHLIGHTS

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

### NEW PALM COAST BUSINESSES

- Proflex Construction LLC - Home Based - Handyman Service
- Allure Cleaning & Maintenance - Home Based - Janitorial Service
- Black Fern - Home Based - Consultant
- Palm Coast Handyman Services - Home Based - Handyman 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      Building



Code Enforcement



Events

Planning



Prosperity At Work

Week-in-Review – December 13, 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 December 5, 2013 through December 11, 2013:

- Total number of permits issued: 124
- Since January 2009, \$ 457,024,409 construction dollars have been invested in Palm Coast.

Commercial Permits Issued			
2500 Palm Coast Parkway (Flagler County Library)	Parking Lot light poles	Flagler County Board of County Commissioners	\$11,000
Residential Permits Issued			
83 Wood Haven Drive	Addition	Cantinho Americo	\$2,100
11 Longview Way N.	Addition	Affordable Aluminum Const.	\$3,000
2 Weiss Place	Addition	Millers Screen	\$13,000
41 Zinnai Trail	Addition	US Aluminum	\$57,000
9 Turkey Oak Lane	Addition	US Aluminum	\$60,000
26 Round Mill Lane	Alterations	Andrew Miklos	\$13,000

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

16 Phoenix Lane	Alterations	Andrew Miklos	\$9,000
13 Slow Drift Turn	Alterations	Palm Coast Residential Services	\$15,000
36 Woodward Lane	Alterations	Servpro of Flagler County	\$40,000
115 South Coopers Hawk Way	Single Family Residence	KB Homes of Jacksonville	\$280,000
48 Arrowhead Drive	Single Family Residence	Paytas Homes	\$247,000
23 Wood Center Lane	Single Family Residence	Saltwater Homes	\$254,000
Occupancy Permits			
50 Town Court	Therapy Partner Solutions	Chad Roberts	
Development Order			
Technical Site Plan Tier 1	PC Parkway Plaza/McDonalds	PC Parkway Investments LLC	

### Neighborhood Stabilization Program 1

- FDEO has approved a contract extension through February 2014.
- The City is no longer accepting applications for NSP1 and wrapping up the program.
- The City plans to close out the grant prior to the grant deadline of February 2014.
- Updated Information

Amount of Real Estate Purchased and Resold:	\$5.92 Million
Number of Foreclosed Homes Purchased:	30
Number of Foreclosed Homes Resold/Leased:	30
Amount Expended with Local Contractors, Realtors, Title Agents, Etc.:	\$749,000
Average Change in Home Value After Rehabilitation:	↑8.17%

### Neighborhood Stabilization Program 3

- Nine (9) homes are currently under contract with qualified applicants.
- The City is no longer accepting applications for NSP3 and with the homes currently under contract will exhaust all available grant funds.
- Updated Information

Amount of Real Estate Purchased:	\$1.68 Million
Number of Foreclosed Homes Purchased:	12
Amount Expended with Local Contractors, Realtors, Title Agents, Etc.:	\$198,000

### Housing Rehabilitation Program

- Work has been completed on all of the homes included in the first and second round.
- The third round of bids have been received and work is underway.
- The next round of funding is planned to be announced in January 2014.
- Updated Information

Number of Home Rehabbed:	9
Amount Expended with Local Contractors:	\$217,370

**CAPITAL IMPROVEMENT PROJECTS**

The following is an update since last week for capital projects in the City from December 6, 2013 through December 11, 2013.

<b>Road and Median Projects</b>			
North Old Kings Road Extension	Design	0%	County evaluation attended presentation from the 3 shortlisted firms. A firm was selected as the top ranked firm.
Bulldog Drive Roadway Improvements	Design	95%	Bids received on 12-9-13. A contract to award a construction contract, grant easement to FP&L, grand easement to Town Center CDD, a Bulldog Drive Right-of-Way Map, FP&L street light agreement, and for a Change Order to Consultant to provide construction engineering & inspection services were all present to City Council on 12-10-13.
Palm Coast Parkway Six-Laning	Construction	0%	A construction contract, a contract for construction engineering & inspection services, FP&L street light agreement, and a FP&L street light relocation agreement were presented to City Council on 12-10-13.
Royal Palms Parkway Improvements	Design	15%	Received 15% Design submittal; a coordination meeting was held on 12-11-13.
<b>City Facility Projects</b>			
Long Creek Nature Preserve	Design Construction	90% 0%	Design - Phase Two; Design Team currently working on Phase Two 90% submission. Construction - Phase One; A preconstruction meeting was held on 12-9-13.
Community Center Improvements	Master Plan	80%	The Master concept plan was presented to City Council on 12-10-13.





### *Animals ready for homes*

295 cats → 53 dogs → 2 ferrets → 8 rabbits

Christmas is the time for giving. Please remember The Flagler Humane Society when you are doing your holiday shopping. FHS is running low on our pet food supply, and we need you to help to replenish our supply of dry cat and dog food for the holidays. The animals are not picky as to the brand as long as they can eat it!

Don't forget to stop by the Flagler County Public Library and check out the Flagler Humane Society Christmas Tree and Wreath that are on display. Christmas trees and wreaths from other non-profits and community clubs are also on display for public viewing.

Flagler Humane Society is in the Holiday Spirit! Come out to the shelter and see all the decorations and holiday cheer that have been set up. Ask about how you can help the animals this season by participating in the "Home for the Holidays" foster event. You have the opportunity to come and foster an adoptable pet over the holidays. This gives the animal time away from the shelter and it also gives us more information on how the animal acts in a home environment. FHS hopes that we have many "failed fosters" from this event!

**Upcoming Events:** 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.

**Coming Soon:** FHS is planning on having even more adoptable cats at PetSmart on SR 100. Plans are in the works for outreach events during the week to try to increase the cat adoptions. Please like FHS on Facebook for upcoming updates.

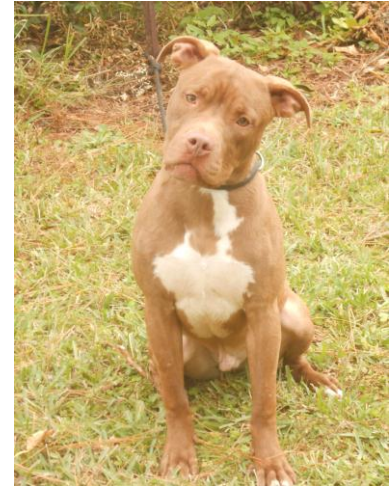
**Outreach Event Updates:** FHS attended another Jacksonville Mega Adoption event on December 6<sup>th</sup> – 8<sup>th</sup>. The event was held at the Jacksonville Fairgrounds. FHS was fortunate to be able to place 19 dogs and 7 cats at the event.

**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 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.

## Pet of the Week



### ROSCO

Rosco is a young friendly dog that is all energy and fun. He is approximately a year old and still has a lot of puppy in him. He is already neutered and up to date on all his vaccinations. He is an active dog that would enjoy the company of an active family. He is very lovable and loves to have the attention of his humans. He would prefer to be the only pet in the home but you won't need any more once you meet Rosco. Come by and see his lover boy today!

#### *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 :** 12/12/2013  
**RE :** Week In Review

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- Operations Division working with new IT Manager at FCSO on more FiberNET collaboration

### **DEPARTMENT/DIVISION SUPPORT**

#### **ENTERPRISE**

- Applications Division continued to develop and finalize the electronic Travel Authorization and Reimbursement process.
- Applications Division made updates to the search functionality of the City's website to work out some minor bugs.
- GIS did some much needed house cleaning, and archived GIS services and applications that are no longer used. We eliminated almost 50 services! Thus reducing demand on the ArcGIS server and improving the performance of GIS applications.
- IT/GIS conducted a project status meeting with GISinc in regards to the GIS upgrade. Hardware issues were resolved, security measures discussed, and a target completion date set for Feb 3, 2014. As part of the upgrade GIS will implement ArcGIS Workstation upgrades to 10.1 this week.
- Operations Division received 80 Track IT's this past week
- Operations Division installed new (upgraded) cameras at City Hall. The current cameras are 7-8 years old and the new technology makes a world of difference. More upgrades are expected later this year.
- Operations Division continues to upgrade VM Ware for our cloud devices, process is 50% complete.
- Operations Division configured a new GIS Web Server for the new GIS Environment. GIS handles the mapping needs of the city. A powerful system is necessary to process the amount of data needed to maintain efficiency

#### **FINANCE**

- Applications Division created a Lien Request/Release workflow process for Finance. This workflow is now in the testing stage.
- Applications Division made changes to the Vendor Registration workflow at Finance's request.

#### **ENGINEERING & STORMWATER**

- GIS Division completed a project at the request of the Stormwater and Public Works Department which entailed digitizing all residential culverts. Each culvert was given a predefined condition rating. This new to GIS layer can be found in the new Stormwater mapping application; [http://v-gis-server/flexviewer\\_stormwater](http://v-gis-server/flexviewer_stormwater).

## **PUBLIC WORKS**

- GIS Division staff assisted Public Works in continuing a GPS inventory of gopher tortoise burrows at Longs Landing. A map with a grid was produced as the final product

## **FIRE**

- GIS Division staff updated the Fire Incident application for Incident Responses 12-01-2012 to 11-30-2013.



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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 were received on 9-23-13, two (2) of the four (4) met the qualifications. Staff presented 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 continues construction on Bunker Lane pipe crossing. Road is paved and spillways were poured on 12-11-13.
- **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 verifications 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 presented 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 was received and staff is currently meeting with Stone Engineering Group.
- **Long Creek Nature Preserve Construction Phase 1 –** Pre-construction meeting was held on 12-9-13. Ground Breaking Ceremonies set for 1-7-14. With the Notice to Proceed date of 1-8-14.



**Total Aquatic Weed Control on Freshwater Canals**

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

**ENGINEERING DEPARTMENT**

**SURVEY TASKS:**

Set 9 bench mark locations  
 Surveyed for 4 new home construction driveway culvert and swales  
 Surveyed for 2 driveway culverts and swales  
 Survey continues for the swale rehab project on Woodfield Dr & Woodford Ln. - 11 lots,  
 White Star Dr. - 1 lot, Slipper Orchid Trail - 20 lots, Point Of Woods- 1 lot.

**REVIEW TASKS:**

17 - Right-of-Way Permits  
 4 - Project Reviews

**DESIGN WORK PERFORMED:**

5 - Driveway swale designs  
 1 - Valley gutter installations  
 2 - Drainage pipe for street crossings design  
 Reviewed and verified 1 legal description for accuracy  
 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 12, 2013  
**Re:** Week in Review

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In the past week, the department responded to 148 calls. There was 1 minor structure fire, 2 wildfire/brush fires and 1 vehicle fire. A total of 110 EMS calls was logged and the balance was miscellaneous in nature. The drought index is at 390 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 13, 2013  
**Re:** Week in Review

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### 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.

*“Jack Frost-ivities” Half-Day Camp* - Students in K-6<sup>th</sup> grade can get out of the house during winter break to participate in this half day camp. The program will be offered weekdays Dec. 26 through Jan. 3 (except New Year’s Day, Jan. 1) from 8:30 a.m. to 1:30 p.m. at the Community Center, 305 Palm Coast Parkway NE. The cost is \$35 per day; students must provide their own lunches.

Each day of Palm Coast’s Jack Frost-ivities will have a theme, and students are encouraged to dress up according to theme:

- Thursday, Dec. 26 – **Sports of all Sorts** – Wear your favorite sports team jersey and get wild with our team-building obstacle course.
- Friday, Dec. 27 – **Inventor’s Workshop** – Let your imagination go wild with Legos and building blocks. Kids will create their own invention.
- Monday, Dec. 30 – **Culinary Creators** – Life is just like a big pizza pie. Kids will be creating their own favorite slice!

- Tuesday, Dec. 31 – **Time Travelers** – Travel back in time to see what New Year’s was like when your parents were kids!
- Thursday, Jan. 2 – **Mad Scientists** – Slime, goo and gunk are just a few things we will be creating during this themed day.
- Friday, Jan. 3 – **Movie Junkies** – Don’t break a leg! Kids will be creating and acting in their own play.

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

## **UPCOMING ACTIVITIES:**

### ◆**Toddlers**



*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. Next Little Chefs will be held on Tuesday, January 21.

*Teddy Bear Picnic* – Monday, January 6, 2014; 10-11 am at the Palm Coast Community Center, 305 Palm Coast Parkway, NE. Toddlers aged 2-5 will enjoy story time, crafts, games and snacks. Free to attend but children must pre-register. Next Teddy Bear Picnic held on Monday, February 3.

*Munchkin Sports* – This parent with child program teaches the basics of soccer, baseball, golf, football and tennis. This 6-week program is designed to allow parents to participate with their child. The next program will be held at the Palm Coast Community Center, 305 Palm Coast Parkway, NE beginning Saturday, January 11. Ages 2-5 years. Pre-registration required.

*Playground Pals* – Join us on Wednesday, January 29 from 1-2 pm as we visit the playground at Seminole Woods Neighborhood Park, 350 Sesame Boulevard. Playground Pals fosters socialization among toddlers, ages 2-5 years old, through organized games and playground time. Pre-registration required. The next Playground Pals will be held on Wednesday, February 26 from 1-2 pm at Waterfront Park, 150 Waterfront Park Road.

### ◆**Adults & Seniors**

#### *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.



#### *Wood Carvers*

All levels of experience are welcome at this weekly activity held at the Palm Coast Community Center. Just curious about how beautiful pieces of art are crafted from a block of wood, stop in any

**Tuesday from 1-4pm.** The Carvers are happy to share their skills with others. (No class on Tuesday, December 24)



**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.

### *Co-ed Athletics at ITMS*

Volleyball – Mondays & Wednesdays beginning **January 6** from 7-9:30pm

Basketball – Tuesdays & Thursdays beginning **January 7** from 7-9:30pm

**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, January 9** at Sweet Waters Smokehouse & Grille in Flagler Beach at 5:30 pm. Pre-registration required.

**AARP Driver Safety Program** –The nation's first and largest classroom course for motorists ages 50 and older. This Driver Safety Program provides research based information to help older drivers update their driving knowledge and skills. To register for the next class held at Palm Coast Community Center on **Wednesday, January 15** contact the AARP representative Mary Jane Harris at 386-445-1476.

**Women's Self Defense Class**– Instruction provided by Corporal Lutz of the Flagler County Sheriff's Office. Women will learn effective methods to ward off an attacker. This class is perfect for those individuals wanting to learn how to better protect themselves.

Ages 12 years and up. Class is held at the Palm Coast Community Center from 6-8 pm for three weeks beginning **Monday, January 27**. Pre-registration is required; cost is free.

### *Pin with Us (1<sup>st</sup> Thursday of the Month)*

Do you love Pinterest? So do we!!! Join the Palm Coast Parks and Recreation Department on Thursday, January 16 from 6-8pm at the Palm Coast Community Center, as we lead “crafty” projects found on the Pinterest website. Follow us on Pinterest-The City of Palm Coast. Pre-registration and payment of \$15 fee is required. Materials are included in the class fee.



# Starlight Event & Parade

Saturday, December 14, 2013

Sand Art  
& Face  
Painting

2-5:30pm

Central Park at Town Center

Activities:

Live Entertainment featuring "The Grinch"

Food &  
Drinks

Snow Slide (unlimited wristband)—\$5

Pictures with Santa— \$5  
picture line concludes at 5:30 pm

Starlight Parade Begins at 6:00 PM

  
**PALM COAST**  
*Find Your Florida*

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

**Observer** PALM COAST

*Your Hometown Dealer*  
**Palm Coast** 



## Schedule of Performances:

2:00 pm—2:15 pm

Live Kickoff from DJ Vern

2:30 pm —3:00 pm

3 N Motion Dance

3:00 pm – 3:30 pm

Life Martial Arts Demonstrations

3:30 pm—4:00 pm

FPCHS Chorus

## Ongoing Activities:

2pm-6pm

Snow Slide —\$5 (Slide all day wristband)

Pictures with Santa— \$5

Picture line concludes at 5:30 pm

Sand Art & Face Painting — Prices will vary

Food and Beverages available for purchase

## Starlight Parade

6:00 pm

## Support Flagler County Families:

Donate a non-perishable food item to the Harvest First food pantry

Sponsored by Palm Coast Ford





## Meeting Calendar for 12/13/2013 through 1/31/2014

**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**

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

**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**

Starlight Holiday Parade & Event  
Central Park in Town Center

**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



## Meeting Calendar for 12/13/2013 through 1/31/2014

**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

**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



**Meeting Calendar for 12/13/2013 through 1/31/2014**

**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 12, 2013  
Re: Week in Review

- The average water demand for the week was 6.840 million gallons per day; average wastewater flow was 5.186 million gallons per day.
- This week 380 utility customers were shut off for non-payment.
- Installed 4 new domestic meters, replaced 3 existing PEP tanks.
- Section 35 Stormwater Improvement Project – Replaced 1 pipe crossing located at Bunker Lane



- Palm Coast Parkway west median improvement project – Decorative median Phase II, installed second delivery of approximately 30 additional trees, completed 2<sup>nd</sup> and 3<sup>rd</sup> median irrigation and remaining plants coming Friday to be installed.
- Zero Liquid Discharge Water Treatment Plant #2 – The electrician continues installation in the Membrane Building. Contractor continues laying storm pipe on site and the EQ tank has passed the outside visual leak test.



- Beachside Pump Station and Sewer Force Main – The generator diesel fuel lines have been installed and the odor control is complete and ready for startup.
- Mowing in “U”, “LL”, “C”, “S”, “E”, “P”, and “R” sections. Mowing Belle Terre Parkway, Palm Coast Parkway, Old Kings Road, Seminole Woods Parkway, White View Parkway, Rymfire Drive and Pine Lakes. Performed site distance trimming in “W” & “E” sections.
- Graded 5,593 feet of swales, repaired 1 valley gutter at White Oak Lane, and cleaned 66 culvert pipes. Screened 200 cubic yards of swale material for recycling.
- Special Events – Staff assisted with equipment for “Living Nativity & Christmas”.
- Inmate labor crew mowed and weeded 49,010 linear feet of ditch in the “F” section.





**NEWS RELEASE – City of Palm Coast**

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

**Dec. 9, 2013**

**Palm Coast Tennis Center offers Winter Break Tennis Camp for students 5 to 17**

**Palm Coast, Fla.** – Students ages 5 to 17 can enjoy a week of tennis at the Winter Break Tennis Camp Monday through Friday, Dec. 30, to Jan. 3 (no camp on New Year's Day, Jan. 1), at the Palm Coast Tennis Center, 1290 Belle Terre Parkway.

The camp will be held 9 a.m. to 1 p.m. each day. The cost is \$100 for the week or \$30 per day. The deadline to register is noon Tuesday, Dec. 24.

Campers should bring a water bottle, towel, hat and snacks/lunch. They should wear comfortable clothes and smooth-soled tennis shoes. Racquets will be provided, if needed.

For more information, visit [www.PalmCoastTennisCenter.com](http://www.PalmCoastTennisCenter.com) or call 386-986-2550.



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

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

**Dec. 9, 2013**

### **City of Palm Coast offers ‘Jack Frost-ivities’ Half-Day Camp during winter break**

**Palm Coast, Fla.** – Students in kindergarten through sixth-grade can get out of the house during winter break to participate in the “Jack Frost-ivities” Half-Day Camp at the Palm Coast Community Center!

The program will be offered weekdays Dec. 26 through Jan. 3 (except New Year’s Day, Jan. 1) from 8:30 a.m. to 1:30 p.m. at the Community Center, 305 Palm Coast Parkway NE. The cost is \$35 per day; students must provide their own lunches.

The deadline to register is Dec. 18. Register at [www.palmcoastgov.com](http://www.palmcoastgov.com). Type “register online” in the search box, then type “Jack Frost” in the “search for activities” box.

Each day of Palm Coast’s Jack Frost-ivities will have a theme, and students are encouraged to dress up according to theme:

- Thursday, Dec. 26 – **Sports of all Sorts** – Wear your favorite sports team jersey and get wild with our team-building obstacle course.
- Friday, Dec. 27 – **Inventor’s Workshop** – Let your imagination go wild with Legos and building blocks. Kids will create their own invention.
- Monday, Dec. 30 – **Culinary Creators** – Life is just like a big pizza pie. Kids will be creating their own favorite slice!
- Tuesday, Dec. 31 – **Time Travelers** – Travel back in time to see what New Year’s was like when your parents were kids!
- Thursday, Jan. 2 – **Mad Scientists** – Slime, goo and gunk are just a few things we will be creating during this themed day.
- Friday, Jan. 3 – **Movie Junkies** – Don’t break a leg! Kids will be creating and acting in their own play.

For more information, call 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. 11, 2013**

### **FSBDC at UCF – Palm Coast Assists Bio Shield Tech build a growth strategy**

**Palm Coast, Fla.** – Like a lot of small business entrepreneurs, Jeff Drucker had his hands full. As founder and sole proprietor of Bio Shield Tech, a distributor and technology consultant for antimicrobial products, coatings and equipment, Drucker was what so many small business owners are: the CEO – when that acronym stands for “Chief Everything Officer.”

Being that chief-everything-kind of CEO had Drucker concerned. He was smart enough to know what he didn’t know and had questions about the company’s legal structure, sales growth and operating costs. To help him address these issues, he visited the Florida Small Business Development Center hosted by the University of Central Florida at the Palm Coast Business Assistance Center (BAC) in October 2012.

“Jeff was an exceptional sales person, but there was not enough time in the day for him to be the sales executive and the business CEO,” recalled Joe Roy, area manager of the Palm Coast BAC and the FSBDC. After conducting an initial assessment of the challenges facing Bio Shield Tech with Roy, Drucker agreed to develop a strategic plan including sales, marketing and operating expenses.

In building a growth plan for Bio Shield Tech, and challenging the plan assumptions with his FSBDC consultant, Drucker realized that adding a sales office in California and one in Pennsylvania would allow the company to be more competitive in important markets. And Drucker went right ahead and recently opened sales offices in California and Pennsylvania, and went a step further by obtaining approval to sell products on the GSA website.

Today, Bio Shield Tech sells products nationally and exports to South Korea, Kuwait, Trinidad, Philippines, India and Canada. And Drucker credits the FSBDC at UCF in Palm Coast for assistance getting there: “The FSBDC has helped us to strategize and focus on what we do best to continue to grow our company at double digit growth rates. Anyone even remotely thinking about starting or moving a business should consider making the FSBDC their first stop.”

Business results bear out Drucker’s decisions. Comparing 2013 sales through October, Bio Shield Tech is running 42 percent ahead of 2012 year-end sales. “Jeff has transitioned this year toward becoming a true CEO although his heart is still in sales,” Roy said. “I know how difficult this was for him but the results Jeff has achieved are indicative of the supreme effort that he put in”.

Today, you will find the antimicrobial products, coatings, and equipment that Bio Shield Tech distributes and consultants on being used by ambulance original equipment manufacturers (OEMs), commercial HVAC Systems and Ductwork, Medical Device OEMs, Hospitals, Assisted Living Facilities, Veterinary Practices, and Government Facilities. Customers using these products include JFK International Airport, Bucknell University, the FAA Tracon at McCarron International Airport in Las Vegas, and the Jack Daniels manufacturing facility in Alabama.

And you will also find that Drucker is no longer the “Chief Everything Officer” at Bio Shield Tech; today he is a true Chief Executive Officer.

*The Palm Coast Business Assistance Center is a partnership between the City of Palm Coast and the Florida Small Business Development Center hosted by the University of Central Florida. The BAC provides assistance in starting and growing businesses in Flagler County, at no cost to businesses. The BAC is located at Palm Coast's City Offices at City Marketplace, 160 Cypress Point Parkway, Suite B-105. For more information, the Palm Coast Business Assistance Center, call 386-986-4764.*



**NEWS RELEASE – City of Palm Coast**

Contact: Cindi Brownfield, Communications & Marketing Manager

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

**Dec. 13, 2013**

**City of Palm Coast offices to close for holidays; trash pickup dates altered**

**Palm Coast, Fla.** – City of Palm Coast offices will be closed Monday, Tuesday and Wednesday, Dec. 23, Dec. 24 and 25, and Wednesday, Jan. 1, for the holidays.

There will be no trash pick-up on Wednesday, Dec. 25, or Wednesday, Jan. 1. The yard waste and recycling routes scheduled for those two days will be moved to the following Saturdays. So collections normally set for Dec. 25 will move to Saturday, Dec. 28, and collections normally scheduled for Jan. 1 will move to Saturday, Jan. 4.

Garbage and recycling collection for the community will follow the regular schedule on the other days of the holiday weeks.

For more information regarding garbage service, please contact Customer Service at 386-986-2360.