



## Memorandum

**To:** The Honorable Mayor and City Council  
**From:** Jim Landon, City Manager  
**Date:** April 17, 2015  
**Re:** Week-In-Review

STATE CUP SOCCER TOURNAMENT  
SATURDAY, APRIL 18 AND SUNDAY APRIL 19  
INDIAN TRAILS SPORTS COMPLEX

JUNIOR GOLF CLINIC  
SATURDAY, APRIL 18, 10AM TO 11:30AM  
PALM HARBOR GOLF CLUB

B&C HOSTED: GETTING STARTED WITH QUICKBOOKS SEMINAR  
WEDNESDAY, APRIL 22, 6PM TO 8 PM  
CITY OFFICES, 160 CYPRESS POINT PKWY, SUITE B-106

NEW FACES NIGHT  
FRIDAY, APRIL 24, 5PM TO 8PM  
PALM COAST TENNIS CENTER

### *The City Manager Presents at this month's Lunch 'N Lecture*



Seventy-seven (77) of our friends and neighbors visited the Palm Coast Community Center to hear City Manager Jim Landon speak on "Making Our Future Together." Participants were informed of the continued progress of the City. A lively discussion was held as those in attendance shared their thoughts, questions and the rumors they hear in the community.

**Palm Coast Finance Department Receives National Budget Award**

For the 12<sup>th</sup> consecutive year, the City of Palm Coast has received the Government Finance Officers Association Distinguished Budget Presentation Award for its annual budget. The award reflects the commitment of the Palm Coast City Council and Finance Department staff to meeting the highest principles of governmental budgeting. Congratulations to Finance Director Christopher Quinn, Budget & Financial Analyst Lina Williams, and the rest of the Finance Department staff for their hard work and excellence.

**Palm Coast Water Treatment Plant #2 (ZLD Project) Receives Award**

Staff received notification from the Florida Water Environment Association that the Water Treatment Plant #2 ZLD project has been selected to receive their David W. York 2015 Reuse Project of the Year award (see notification attached to the Utility Department update below). The award will be presented at the Florida Water Resource Conference in May. Congratulations to our Plant Operators and Utility staff for their hard work and dedication.

**Pool Opening**

After a rained-out Monday, the Swimming Pool opened on Tuesday, April 14. The Pool is open for the pre-season, Monday – Friday from 2pm-7:30p. Regular pool hours begin on Saturday, May 23.

**Next Week:**

- *Tuesday, April 21<sup>st</sup>, City Council Business Mtg, 9am, Community Center, 305 Palm Coast Pkwy NE*
- *Thursday, April 23<sup>rd</sup>, Utility Standards Committee Mtg, 1:30pm, Utility Offices, 2 Utility Drive*
- *Thursday, April 23<sup>rd</sup>, Beautification and Environmental Advisory Committee Mtg, 5pm, City Offices, 160 Cypress Point Pkwy, B106*

**Attachments:**

Administration Department Update

BAC Update

Information Technology Department Update

Public Works Department Update

Community Development Department Update

Fire Department Update

Parks & Recreation Department Update

Event Calendar

Utility Department Update

News Releases: Arbor Day celebration, GFOA award for budget presentation



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

**Friday, April 17, 2015**

**City Clerk**

- Processed 12 public records requests.
- Processed 13 litigation documents.
- Prepared and processed 6 documents for recording.
- Prepared 4 agenda items.
- Prepared 3 proclamations.
- Prepared and posted 1 agenda to the Web.
- Completed 1 Proof of Life document for a citizen.

**Communications & Marketing**

- Attended Media Day held by the Volusia Flagler Chapter of the Florida Public Relations Association
- Branding: presented Q2 report to the City Manager
- Handled various media requests
- Coordinated advertising
- Attended management training at Daytona State College
- Attended CodeRED training
- News releases sent: Arbor Day celebration, GFOA award for budget presentation
- Designed new Senior Games flier
- Designed ads for Arbor Day, upcoming lifeguard training class and job fair
- Began building Birds of a Feather Fest 2016 schedule
- Created Facebook Ad for water campaign
- Posted to Facebook & Twitter

**PCTV:**

- Videotaped various scenes for upcoming FCCMA conference, Life, Well Run. Organized video raw elements for same.
- Attended meetings: 1) preproduction meeting for upcoming public safety videos; 2) branding team quarterly review.
- Assembled/distributed latest time-lapse camera footage from the new City Hall construction site.
- Added new programs to PCTV line-up: WaterMattersTV - Withlacoochee River Watershed Initiative; and WaterMattersTV - Florida Water Star
- Updated news and announcements on PCTV's ticker tape service

## **Human Resources**

- HR Manager attended management training at Daytona State College.

## **Purchasing and Contracts Management**

### **Purchasing & Bidding:**

- Advertised and posted RFQ-ADM-HR-15-01 - Agent of Record - Employee Benefit Broker Services
- Advertised and posted ITB-CD-CME-15-05 - PA-1 Surface Water Control Structure Rehabilitation
- Bid Opening for ITB-PW-SD-15-02 - Street Resurfacing 2015
- Bid Opening for ITB-PW-SD-15-03 - Various Types of Pipe for the Public Works Department
- Bid Opening for ITB-CDBG-15-02 - Rehabilitation of Five Homes



# IMPACT

APRIL 17, 2015

## EFFORTS

consulting

# 10  
Sessions 23  
2175

19:30  
29:15  
Hours 3,779:45

training

# 0  
Attendees 1,195

0:00  
0:00  
Hours 4,437:00

## RESULTS

jobs 0  
0  
174  
174  
Total

new businesses 42  
 Total

## INVESTMENT

salaries	capital	sales↑
\$0	\$0	\$0
\$0	\$0	\$0
\$6,676,572	\$7,163,767	\$9,862,573

Current **R O I** = \$106 per \$ invested

Week: April 13 - 17

Month: April

To Date: Since May 1, 2011



## NEW PALM COAST BUSINESSES

- LJ's E-Smokes, LLC – 1250 Palm Coast Pkwy – Retail Sales
- Chamion Olivier MD PA – 21 Hospital Drive – Medical Office
- Venture Appraisal Inc – 2 Office Park Drive – Real Estate Appraisal
- Orro Arms LLC – Home Based – Retail Sales
- Appliance Fixers LLC – Home Based – Repair Service
- Celeste Lawn Care – Home Based – Landscaping Service
- Roma Szczechowicz Cleaning Service- Home Based – Janitorial Service
- Beachside Bouncey's Inc – Home Based – Entertainment
- Shugart Fence & Maintenance Inc – Home Based – Fence Contractor
- Armor Home Security – Home Based – Internet
- Lou Villani Home Services – Home Based – Handyman Service
- Integrated Consulting Systems LLC – Home Based – Consultant
- Pat's Power Wash – Home Based – Power Washing
- Hills Cleaning Services LLC – Home Based – Janitorial Service
- Stacey Becker Vanishing Cleaning Service – Home Based – Janitorial Service
- Helping Hands R Us – Home Based – Tree Surgeon

**OPEN**

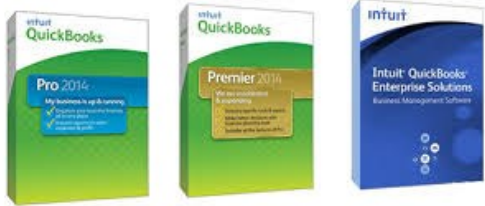


**The Palm Coast Business Assistance Center**  
Managed by the SBDC at UCF

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)





# Getting Started With QuickBooks

## A BAC/SBDC Seminar

**Wednesday, April 22, 6—8 PM**

**Palm Coast City Council Room  
160 Cypress Point Parkway, Suite B-106**



Jim Bradshaw, an Accounting and Management Consultant and Intuit Pro Advisor certified in QuickBooks, will instruct this course. Jim is a graduate of Embry-Riddle Aeronautical University with a Bachelor of Science degree in Management. After providing leadership in a non-profit organization for 22 years, Jim started his own business in 2009 called Storehouse Treasures. He offers accounting and management services for clients from Jacksonville to Orlando. He is a licensed community association manager. Jim's goal is to help small businesses and non-profits succeed in their goals by giving strategic feedback with accurate accounting reports. Storehouse Treasures specializes in helping small businesses get the best use out of QuickBooks software for their particular accounting purposes.

### Seminar Topics Include:

- QuickBooks Features & Applications
- Setting up a New Company File
- Setting Preferences
- Navigating the Home Page & Menu Bar
- Entering Transactions—The Forms



### Cost of Seminar

**\$15 Early Bird Discount**

**\$25 after April 1**

**Class Size limited to 12**

Register in advance by calling...

## The Palm Coast Business Assistance Center

160 Cypress Point Parkway  
Suite #B-105, Palm Coast, FL

**386-986-4764**

Or register Online at:

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





## INFORMATION TECHNOLOGY

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**TO :** Jim Landon, City Manager

**FROM :** Steve Viscardi, IT Director

**DATE :** 4/16/2015

**RE :** Week In Review

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- Operations Division staff cleaned up and inventoried COLO1 in preparation for new ISP tenants due to come on board in the next two months.

## DEPARTMENT/DIVISION SUPPORT

### ENTERPRISE

- Applications Division created a workflow for Finance to review and approve journal and budget item entries.
- Applications Division added a function to the City website that allows users to export the community calendar to PDF in a list view at <http://www.palmcoastgov.com/calendars/pdf>.
- Applications Division made updates and changes to the internal Worker's Comp claims database and tracking reports.
- Applications Division made some design changes to some of the forms and screens that will be used by the electronic plans review process.
- Operations Division received 130 Track IT's this past week.
- Operations Division staff helped in recovery from power outage at WTP3.
- Operations Division staff is continuing their annual site inventory, all sites will be visited in order to verify all computer equipment. Progress is 75% complete.
- Operations Division staff is currently researching and testing AV and conference room technology that we hope to utilize at our new City Hall. Our challenge is to prove cost efficiency and better productivity.

### COMMUNITY DEVELOPMENT

- GIS Division created a Right-of-way map for Community Development. The Adopt a Road map was also updated.
- GIS Division staff verified the boundaries for the Old Kings South DRI (development of regional impact) via cogo (coordinate geometry).
- GIS Division worked on a PUD/MPD (Master Planned Development) project map for Community Development.

### FIRE

- GIS worked with the Fire Department on an analysis study of EMS response times by district and by truck.



# Public Works Department



**Nestor Abreu ~ Public Works Director**

**Activities for the week of April 17, 2015**



**The Fleet division reports total sales of \$101,160 from the recent auction of City used and surplus vehicles and equipment.**



**Pipe temporarily re-routed to provide water for landscape irrigation at Belle Terre Parkway.**



**Sand bags temporarily dam weir structure to provide water for irrigation of Pine Lakes Golf Course.**



**A fallen tree across the road at Rymfire and Royal Palms Parkway was removed by public works crew**

- Screened and recycled 2000 cubic yards of dirt; made ready for future City projects.
- Performed sight distance trimming on-going in the “F” section.
- Currently mowing Palm Harbor and Old Kings neighborhoods.
- 42 lane miles of curb and gutter mechanically swept and cleared of debris on main arterial roadways.
- Inspected irrigation systems and provided maintenance on Belle Terre Parkway.
- 64 Right-of Way inspections completed for new construction.
- Graded and stabilized 3,525 linear feet of residential swale.
- Refurbished 1,286 linear feet of Right-of-Way for Swale Rehabilitation.
- Cleaned 137 culvert pipes for a total of 3,562 linear feet.
- Mow and weed 25,360 linear feet of ditch - inmate crew.
- Removed and replaced 20 linear feet of pipe at 39 Ellsworth Drive.
- Installed one valley gutter at Coventry Place assisting drainage control.
- Excavated 150 linear feet of ditch at Ellsworth Drive.

- Repaired 4 wash-outs on Westover Lane, Brice Lane, Brushwood Lane, and Briarvue Lane.
- Inspected 74 swale work orders and 4 non-swale work orders.
- Inspected 71,569 linear feet of park hiking trails and 289 trail signs.
- Public works park crew painted two football fields at Belle Terre, two soccer fields at Ralph Carter, four soccer fields at ITSC and five soccer fields at ITMS for the Region B cup soccer Tournament this weekend.
- Completed 16 facility maintenance requests.
- Inspected street lights and reported five outages to FPL for repair.
- Traffic Shop performed City-wide traffic signal maintenance on 50 traffic signals, and now in the process of loop testing.



**Seminole Woods Multi Use Path – 320 linear feet completed. Brush clearing continues in preparation of headwall installation.**

# Community Development Department

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



## Week-in-Review – April 17, 2015 – Stephen Flanagan, Director PERMITTING ACTIVITY

The following is an update of permit and development application activity in Palm Coast from April 9, 2015 through April 15, 2015:

- Total number of permits issued: 187
- Since January 2009, \$686,190,952 construction dollars have been invested in Palm Coast.

Commercial Permit Application			
5 Utility Drive unit 28	Renovations - Daycare	Machin Construction	\$39,000
Commercial Permits Issued			
309 Palm Coast Pkwy NE	Entrance Structure and Facade	Manley Construction	\$28,000
9 Old Kings Road N Suite 7	Site Development and Renovations - Dunkin Donuts	TAJ Construction	\$120,000
Residential Permits Issued			
8 Vanderbilt Place	Addition	Encompass Enclosures	\$36,000
106 Arena Lake Drive	Alterations	A Certified Screen	\$9,000
37 Comanche Court	Alterations	Whitley Builders	\$41,000
21 Ripplewood Lane	Single Family Residence	Adams Homes of NW Florida	\$281,000
6 Kathryn Place	Single Family Residence	Maronda Homes	\$479,000
47 Creekside Drive	Single Family Residence	Seagate Homes	\$271,000

160 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164  
 Planning (386)986-3736 Building (386)986-3780 Code Enforcement (386) 986-3764  
 Construction Management & Engineering (386)986-3794

102 Edwards Drive	Single Family Residence	Vanacore Construction	\$308,000
22 Edith Lane	Single Family Residence	Vanacore Construction	\$325,000
<b>Occupancy Permit</b>			
21 Utility Drive Suite D	Clarion Group Inc. - Real Estate		Nancy White
29 Old Kings Road N 1A	Lidia's Craft Embroidery		Lidia Basto

## PLANNING

In observance of Fair Housing Month, City Staff participated in a housing fair hosted by the Flagler County Association of Realtors. Participants at the housing fair learned about SHIP down payment assistance, the Home Buying Process and evaluating their mortgage readiness.



## CONSTRUCTION MANAGEMENT & ENGINEERING

The following is an update since last week for projects in the City from April 9, 2015 through April 15, 2015.

<b>Projects in Survey, Permitting &amp; Design Phase</b>		
Secs. 1 & 2 Stormwater Modeling – Design by consultant	18%	Singhofen & Associates to prepare the modeling for \$46,615.00. Consultant is now geo-referencing as-builts and preparing stormwater model database (SMD).
Royal Palms Reuse Line As-builts - Survey	35%	Survey continues collecting as-built information for the Utility Dept.
Secs. 30 & 34 Stormwater Modeling – Design & Permitting	23%	Design continues, currently working on Section 30. Staff received a scope of services from Singhofen for permitting.
<b>Projects Under Construction</b>		
Palm Coast Parkway Six-Laning	70%	Barrier wall construction completed, widening on the north side of the parkway continues. Landscape lighting work has begun. A 280' of 14" HDPE Directional Drill has been installed to replace the 12" water main on Old Kings Road crossing the Palm Coast Parkway intersection.
Royal Palms Parkway Improvements	80%	Limerock base completed and ready for asphalt for the roadway widening at Rymfire. Clearing and grading has begun at both the Rickenbacker turn lane addition and the Belle Terre intersection turn lane addition.

Holland Park	11%	Excavation of the retention pond. Removal of the tree debris. Installation of conduit for future sports field lighting continues.
City Hall	34%	Framing of interior walls and electrical rough-in has begun on the first floor. Remaining materials for roof were delivered. Exterior surfaces of tilt panels continue to be prepared to receive paint finish. Bacteriological samples have been pulled from the onsite 8" and 4" water mains.
Colechester Dr. Bridge	1%	Contractor is Sieg & Ambachtsheer, Inc., in the amount of \$1,078,700.00. Council approved contract 10-21-14, mobilizing equipment to site the week of 4-13-15. A small construction barge is on site.
Long Creek Nature Preserve Blueway Signage Project Construction	30%	This is a signage project for the waterway kayak trail. Public Works completed making the signs, posts have been received, and construction and installation are scheduled.
PA-1 Water Control Structure Rehabilitation	2%	Due to a structural breach on 4-8-15 this structure will be rehabilitated this fiscal year. Project is currently out for bid, with bids due 5-5-15.
<b>Development Projects</b>		
Grand Haven Sales Center on Colbert Lane	5%	Pre-construction meeting was held on 4-9-15. Site clearing has started.
Island Walk Shopping Center	75%	The 8" water main relocation behind the new Publix store has been flushed and is set for pressure testing. The 2 Grease Interceptors have been installed and 3 more are ready to be set.
Landings Boulevard	98%	The substantial inspection was completed and list of items was provided to contractor.
Landings Boulevard Apartments	89%	The installation of water meters has started. City staff has provided Contractor required items to be completed to allow occupancy of buildings in stages.
<b>Other Items To Report</b>		
National Pollution Discharge Elimination System (NPDES) Permit – Annual Reporting	75%	Staff received a scope of services and fee schedule on 4-15-15 from Jones, Edmond & Assoc.



Clearing Work - Holland Park



Tree Protection Barrier - Holland Park



**8" Water Main Tie In - Island Walk**





110 Cats

84 Dogs

6 Rabbits

## *Animals ready for homes*

Kittens, puppies, kittens, and more puppies – That is what this time of year brings to the Flagler Humane Society. We are in need of fosters who are willing to take in litters and provide time for them to mature and grow up. Fostering is a rewarding form of volunteering that is vital for shelters to be successful. Fostering keeps these immature animals away from diseases and sickness that otherwise may have harmed them. They are in a home that can take the time to socialize them and start training. Fostered animals tend to be good natured due to extra time spent with them. There are different types of fostering. There is long term fostering for those that can take litters and give them the time to grow up, there is medical fostering for those that can't house an animal for an extended period of time but can keep them until their medication is done, or there is fostering for those animals that are not thriving in a shelter environment and just need a little time away. For more information on the foster care program, contact the Adoption Specialist at 386-445-1814 ext. 503.

**Donation Opportunities:** The Flagler Humane Society is collecting shoes again. We welcome all shoes regardless of size, type, or condition. Cleaning out your closet – don't throw away all those old shoes – donate so that FHS can achieve your projected goal. We were very successful in reaching our set goal last year and we would like to exceed it this year! Additional drop off locations can be found on the Flagler Humane Society website.

**Outreach Adoption Events:** Don't forget about joining us in Jacksonville for the Mega Adoption Event! We will be there with at least 60 adoptables on April 17<sup>th</sup> – 19<sup>th</sup>. We hope to see you there.

Don't forget that FHS have volunteers and adoptable pets at the Farmer's Market in Flagler Beach every Friday and at PetSmart in Palm Coast every Saturday and Sunday. Come and see Howard and his crew to adopt your next furry family member! We are in need of more outreach volunteers so that we can attend more events and get more animals seen. If you are interested, please contact Katie DiPippo or Gary Langley at (386) 445-1814.

**Adoption Specials:** Check out the FHS Facebook and look for the Pet of the Week! This adoptable pet will have a reduced adoption fee for the week. Don't miss out on adopting your next furry friend.

**Upcoming Fundraisers/Events:** The Flagler Humane Society will be hosting a Family Pet Fair and Bark –K –Q on May 2<sup>nd</sup> from 11 am- 3 pm. There will be adoptable pets on site, pet related vendors, and food, fun, and more. Come and check out our Kid Zone that will have lots of stuff for the kids. Drop by the kissing booth and get a smooch from one of the adoptables from FHS. See the FHS website for more information or if you would like to be a vendor – email [kshare@flaglerhumanesociety.org](mailto:kshare@flaglerhumanesociety.org).

To keep up with Flagler Humane Society happenings – visit us on our website at [www.flaglerhumanesociety.org](http://www.flaglerhumanesociety.org), the FHS Facebook/twitter, or via email at [info@flaglerhumanesociety.org](mailto:info@flaglerhumanesociety.org).

## Pet of the Week



### BIG TOM

Big Tom is a middle aged gentleman of 7 years that would enjoy a home with loving parents and wouldn't mind other cats. He is already neutered and up to date on all his vaccinations / microchipped. He is very sweet and is a big ball of love. Because he is the color black and over 5 years old – his adoption fee for this month is FREE! Come and meet this stellar big 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)



## *Fire Department*

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**To:** Jim Landon, City Manager  
**From:** M. C. Beadle, Chief  
**Date:** April 16, 2015  
**Re:** Week in Review

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In the past week, the department responded to 174 calls. There was one structure fire, one vacant lot fire and one brush fire. A total of 120 EMS calls was logged and the balance was miscellaneous in nature. The drought index is at 214 out of a possible 800 and the fire danger is low.



## Parks & Recreation

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**To:** Jim Landon, City Manager  
**From:** Luanne Santangelo, Parks and Recreation Director  
**Date:** April 17, 2015  
**Re:** Week in Review

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### **PAST WEEK HIGHLIGHTS:**

*Frieda Zamba Swimming Pool* – After a rained-out Monday, the Swimming Pool opened on Tuesday, April 14. The Pool is open for the pre-season, Monday – Friday from 2pm-7:30p. Regular pool hours begin on Saturday, May 23.

*Lunch N' Lecture Series* – Seventy-seven (77) of our friends and neighbors visited the Palm Coast Community Center to hear City Manager Jim Landon speak on “Making Our Future Together.” Participants were informed of the continued progress of the City. A lively discussion was held as those in attendance shared their thoughts, questions and the rumors they hear in the community.

### **UPCOMING HIGHLIGHTS:**



*2015 US Youth Soccer Florida State Cup – U17 Girls*  
Girl's State Cup Soccer Tournament hosted by PDA Florida. Thirty-Two (32) teams from across the state will visit Palm Coast to participate in this preliminary round of the Florida State Cup. Games will be held on Saturday and Sunday, April 18-19 at the Indian Trails Sports Complex.

## UPCOMING ACTIVITIES:

### ◆ *Toddlers*

*Munchkin Sports* – Begins on **Wednesday, April 22** at Belle Terre Park located at 339 Parkview Drive. Toddlers, ages 3-5 years, will learn basic skills of soccer, baseball, golf, football and basketball. Pre-registration and payment of \$35 fee required.

*Munchkin Soccer* – Begins on **Wednesday, April 22** at Belle Terre Park located at 339 Parkview Drive. This “Munchkin” activity will focus on the specific skills of soccer. Toddlers, ages 3-5 years and their parents will enjoy a variety of games that assist in learning those basic skills. Pre-registration and payment of \$35 fee required.

*3-2-1 Blast-Off!* – Your toddler will read about space and enjoy a craft or project related to the story. The first class will be held on **Friday, April 24** at 11am. Pre-registration and payment of \$5 fee required.

### ◆ *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 12:30-4pm at the Palm Coast Community Center.

#### *AARP Driver Safety Program*

The nation's first and largest classroom course for motorists ages 50 and older. This course identifies ways that older drivers can compensate for the physical changes that occurs as they age. The course provides research based information to help older drivers update their driving knowledge and skills. To register for the next class held on **Friday, April 17** contact AARP Representative Mary Jane Harris 386-445-1476. The class is held from 9am-3:30p at the Palm Coast Community Center. There is a fee to attend.

*Women's Self Defense Class* – The next class will begin on **Monday, April 20** from 6 pm-8 pm at the Palm Coast Community Center, 305 Palm Coast Parkway, NE. Instruction provided by Sergeant Lutz of the Flagler County Sheriff's Office. Women will learn effective methods to ward off an attacker. Appropriate for ages 12 years and up. Pre-registration is required; **cost is free.**



## Event Calendar for 4/17/2015 through 5/17/2015

**4/17/2015 7:30 PM**

Flagler Auditorium Presents American English

Flagler Auditorium

**4/18/2015 12:00 AM**

State Cup Soccer Tournament

Indian Trails Sports Complex

**4/18/2015 9:30 AM**

Leaf it to Me

Palm Coast Linear Park

**4/18/2015 10:00 AM**

Junior Golf Clinic

Palm Harbor Golf Club

**4/18/2015 6:00 PM**

Flagler Sheriff's Pal 'Deputy Dash 5K & Block Party'

European Village

**4/18/2015 6:30 PM**

Flagler Sheriff's PAL "Hot Pursuit 5K & Block Party"

European Village

**4/19/2015 6:30 PM**

8th Annual Picnic & Pops

Central Park in Town Center

**4/20/2015 6:00 PM**

Women's Self Defense

Palm Coast Community Center



## Event Calendar for 4/17/2015 through 5/17/2015

**4/22/2015 9:00 AM**

### Coastal Strand Trail Hike

North Peninsula State Park - Smith Creek Landing

**4/22/2015 6:00 PM**

### Getting Started with QuickBooks Seminar

City Offices

**4/22/2015 6:00 PM**

### Team Red, White & Blue (Team RWB) Wednesday night fun run / walk

Wadsworth Park

**4/24/2015 5:00 PM**

### New Faces Night

Palm Coast Tennis Center

**4/25/2015 9:00 AM**

### Annual Bike Rodeo

Flagler Sheriff's PAL Office

**4/25/2015 10:00 AM**

### Junior Golf Clinic

Palm Harbor Golf Club

**4/25/2015 3:00 PM**

### Gamble Jam Session

Gamble Rogers Memorial State Recreational Area at Flagler Beach

**4/28/2015 9:00 AM**

### Exploratory Morning Beach Hike

Gamble Rogers Memorial State Recreational Area at Flagler Beach



## Event Calendar for 4/17/2015 through 5/17/2015

**4/29/2015 6:00 PM**

Team Red, White & Blue (Team RWB) Wednesday night fun run / walk

Wadsworth Park

**4/29/2015 6:00 PM**

Northeast Palm Coast Corridor Transportation Projects Info Meeting

Matanzas High School - Pirate Theater

**5/1/2015 7:00 PM**

Spring Concert - Community Chorus of Palm Coast

Trinity Presbyterian Church

**5/2/2015 12:00 AM**

State Cup Soccer Tournament

Indian Trails Sports Complex

**5/2/2015 12:00 AM**

Gratitude America Military Appreciation Golf Tournament

Grand Haven Golf Club

**5/2/2015 7:30 AM**

Arbor Day 5K Root Run/Walk and Free Fun Run

Central Park in Town Center

**5/2/2015 9:00 AM**

Annual Arbor Day Event

Central Park in Town Center

**5/2/2015 7:00 PM**

Mayweather vs. Pacquiao - Fight of the century!

The Hispanic American Club of Palm Coast clubhouse



## Event Calendar for 4/17/2015 through 5/17/2015

**5/2/2015 7:00 PM**

Battered But Not Broken

Florida Theatre

**5/3/2015 4:00 PM**

Spring Concert - Community Chorus of Palm Coast

Trinity Presbyterian Church

**5/6/2015 6:00 PM**

Team Red, White & Blue (Team RWB) Wednesday night fun run /  
walk

Wadsworth Park

**5/7/2015 12:00 AM**

Fearless & Focused

City Offices

**5/8/2015 8:20 PM**

Movies in the Park featuring "Earth to Echo"

Central Park in Town Center

**5/9/2015 12:00 AM**

Team Florida Elite Lacrosse Summer Showcase

Indian Trails Sports Complex

**5/9/2015 11:00 AM**

Mother's Day Tea Party

Palm Coast Community Center

**5/13/2015 6:00 PM**

Team Red, White & Blue (Team RWB) Wednesday night fun run /  
walk

Wadsworth Park





**Event Calendar for 4/17/2015 through 5/17/2015**

**5/16/2015 10:00 AM**

Family Farm Day

Florida Agricultural Museum

**5/16/2015 1:00 PM**

Pennsylvania Social Club

Hilton Garden Inn



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To: Jim Landon, City Manager  
From: Richard Adams, Utility Director  
Date: April 16, 2015  
Re: Week in Review

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- Received notification from the Florida Water Environment Association that the Water Treatment Plant #2 ZLD project has been selected to receive their David W. York 2015 Reuse Project of the Year award (see attached). The award will be presented at the Florida Water Resource Conference in May.
- The average water demand for the week was 6.844 million gallons per day; the average wastewater flow was 6.214 million gallons per day.
- This week 185 utility customers were shut off for non-payment.
- Crews installed 5 new domestic water meters, 1 reuse meter and 3 new pep tanks.
- There were a total of 22 calls after hours.
- This week on the Royal Palms Parkway Reuse Water Project, crews installed 200 feet of 8" PVC pipe and started cleaning up previous excavation areas to prepare for sod.



- Inflow and Infiltration crew inspected via CCTV 8,575 feet of gravity sewer and inspected 29 manholes. Also grouted one manhole and installed one point repair.
- Water Distribution crews replaced 7 water service lines (retrofits) and tested and repaired 114 backflow preventers.
- The FDEP was on site to perform annual inspections on several storage tanks.



DEDICATED TO THE PRESERVATION AND ENHANCEMENT OF FLORIDA'S WATER ENVIRONMENT

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April 14, 2015

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Dear Sirs:

It is my pleasure to announce the City of Palm Coast's Concentrate Zero Liquid Discharge (ZLD) Project was nominated for a Florida Water Environment Association (FWEA) David W. York Water Reuse Award. The FWEA Water Reuse Awards Committee reviewed your nomination package and has selected City of Palm Coast, McKim & Creed, and Doosan Hydro Technology to receive the 2015 Reuse Project of the Year Award.

We are hoping that you, or if you are not available, another representative of your Utility can join us at the Florida Water Resources Conference (FWRC) Awards Luncheon on Tuesday, May 5, 2015, at noon to receive your award. The Luncheon will be held in the Caribbean I&II Ballroom at the Caribe Royal Resort located Orlando, FL. I will contact you regarding how to get your ticket to the luncheon, but generally only one ticket comes per awardee. So, if you have additional staff attending they will need to purchase their own luncheon tickets. To register for the Luncheon or to get more information about FWRC, please go to [www.fwrc.org](http://www.fwrc.org).

Congratulations on being recognized as a leader in water reuse. We look forward presenting this award to you at the luncheon. Please let me know if you will be in attendance to receive your Award.

Sincerely,

Shanin Speas-Frost, P.E.  
FWEA Water Reuse Awards Chair  
(850) 245-2991  
[Shanin.SpeasFrost@dep.state.fl.us](mailto:Shanin.SpeasFrost@dep.state.fl.us)

cc: Nicole Quinby, FWEA Awards Committee Chair

P.O. Box 782164 • Orlando, FL 32878-2164  
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**NEWS RELEASE – City of Palm Coast**

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

**April 15, 2015**

**‘Feed a Mouth, Get a Tree, Grow a Community’ at Palm Coast Arbor Day on May 2**

**Palm Coast** – Palm Coast’s love of trees and commitment to environmental sustainability will be celebrated at Arbor Day 2015 on Saturday, May 2 – a day-long event featuring a tree give-away, butterfly release and tent, food/pet food drive, run/walk, exhibits and fun activities for all ages.

Arbor Day 2015 will be 9 a.m. to 2 p.m. at Central Park in Town Center, 975 Central Ave., Palm Coast. Admission and parking are free.

Just before the celebration will be the Arbor Day 5K Root Run/Walk, beginning at 8 a.m., and Free Fun Run, at 9 a.m. Register at: [www.palmcoastgov.com/ArborDay](http://www.palmcoastgov.com/ArborDay).

At the main event, themed “Feed a Mouth, Get a Tree, Grow a Community,” attendees can exchange canned food or pet food items for a free three-gallon native hardwood tree (while supplies last).

The Native Butterfly Release will be at 11 a.m. at center stage. Other fun activities are planned for all ages, including a butterfly tent, zoo exhibits, games, K-9 demonstration, a foam machine to play in and a fire prevention activity. Green vendors will have displays, food and entertainment will be provided.

Palm Coast’s Arbor Day 2015 is sponsored by the Palm Coast Observer, Florida Hospital Flagler and Home Depot. Arbor Day is a nationally celebrated observance that encourages tree planting and tree care.

For more information, visit [www.palmcoastgov.com/ArborDay](http://www.palmcoastgov.com/ArborDay) or contact Palm Coast Urban Forester Carol Mini at 386-986-3722.



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

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

**April 16, 2015**

### **City of Palm Coast Finance Department receives national budget award**

**Palm Coast** – For the 12<sup>th</sup> consecutive year, the City of Palm Coast has received the Government Finance Officers Association's Distinguished Budget Presentation Award for its annual budget.

The award reflects the commitment of the Palm Coast City Council and Finance Department staff to meeting the highest principles of governmental budgeting. To receive the budget award, the City was required to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and the 14 mandatory criteria within those categories, to receive the award. The City received outstanding ratings in the areas of Strategic Goals & Strategies, Financial Policies, Capital Projects and Debt Planning. The Budget document was also rated outstanding as an overall communications device with the reviewer stating, "The budget presentation offers the reader a good discussion of the overall approach to the delivery of municipal services. The readers of the document are given a level of information to make judgments on how the City is spending its money and the issues that impact that effort."

The budget book can be reviewed online at [www.palmcoastgov.com](http://www.palmcoastgov.com) (search for "budget").

The City budget is updated and adopted annually using a year-round process that starts with strategic action planning by the Palm Coast City Council, ties performance measures to budget priorities, and supports the City's adopted goals and overall vision. The budget addresses day-to-day operations, as well as long-term capital improvements and strategies.

"To prepare the City's annual budget, our Finance Department guides a strategic, year-long process that takes the goals and direction determined by the City Council and puts them into a plan that provides the highest level of service possible for the citizens of Palm Coast," said City Manager Jim Landon. "We work very hard on our budget process, and we're honored to be recognized by the Government Finance Officers Association again this year. I want to thank and

congratulate Finance Director Christopher Quinn, Budget & Financial Analyst Lina Williams and the rest of the Finance Department staff for their hard work and excellence.”

Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America, GFOA officials said. For budgets including the fiscal period 2014, 1,424 agencies received the award.

The GFOA is a nonprofit professional association serving more than 18,000 government finance professionals throughout North America. The association’s Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.