



# Memorandum

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**To:** The Honorable Mayor and City Council  
**From:** Jim Landon, City Manager  
**Date:** May 1, 2015  
**Re:** Week-In-Review

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AMERICAN RED CROSS LIFEGUARD CLASS  
FRIDAY, MAY 1 THRU SUNDAY MAY 3  
FRIEDA ZAMBA POOL

ARBOR DAY  
SATURDAY, MAY 2, 9AM TO 2PM  
CENTRAL PARK IN TOWN CENTER

ARBOR DAY 5K ROOT RUN/WALK AND FREE FUN RUN  
SATURDAY, MAY 2, 8AM  
CENTRAL PARK IN TOWN CENTER

STATE CUP SOCCER TOURNAMENT  
SATURDAY, MAY 2 AND SUNDAY, MAY 3  
INDIAN TRAILS SPORTS COMPLEX

MOVIES IN THE PARK  
FRIDAY, APRIL 8, 8:20PM  
CENTRAL PARK IN TOWN CENTER

TEAM FLORIDA ELITE LACROSSE SUMMER SHOWCASE  
SATURDAY, MAY 9 AND SUNDAY, MAY 10  
INDIAN TRAILS SPORTS COMPLEX



**Utility Staff Promote Water Conservation**

April 25<sup>th</sup> Customer Service staffed a booth at the Washington Oaks Gardens State Park Earth Day celebration to promote “Water Conservation Month” and promote the National Mayor’s Challenge for Water Conservation. The City of Palm Coast is currently ranked seventh in the challenge.

### **Staff Participate In Local Mitigation Strategy Meeting**

Planning Staff was invited to the Flagler County Emergency Operation Center to discuss revisions to the Local Mitigation Strategy that can benefit Community Rating System (CRS) rankings for participating communities. For Flagler County, three communities participate in the CRS including the following: Flagler County, Flagler Beach and Palm Coast. For more information, see the Community Development Department update.

### **Next Week:**

- *Tuesday, May 5<sup>th</sup>, City Council Business Mtg, 6:30pm, Community Center, 305 Palm Coast Pkwy NE*
- *Wednesday, May 6<sup>th</sup>, Code Enforcement Board Mtg, 9am, Community Center, 305 Palm Coast Pkwy NE*

### **Attachments:**

Administration Department Update

BAC Update

Information Technology Department Update

Public Works Department Update

Community Development Department Update

Parks & Recreation Department Update

Event Calendar

Utility Department Update

News Releases: Itsy Bitsy and Water Babies programs, Lifeguard class and Job Fair, Movie in the Park

May 8, IMAG\_NE art moving to Central Park, I-95 lane closures May 4-8, Learn to Swim lessons

Bright House Programming Update



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

**Friday, May 1, 2015**

**City Clerk**

- Processed 2 public records requests.
- Processed 5 litigation documents.
- Prepared and processed 12 documents for recording.
- Prepared 6 agenda items.
- Prepared 4 proclamations.
- Prepared and posted 1 agenda to the Web.
- Accepted 1 bond (Palm Coast Landing Apartments).

**Communications & Marketing**

- News releases sent: Itsy Bitsy and Water Babies programs, Lifeguard class and Job Fair, Movie in the Park May 8, IMAG\_NE art moving to Central Park, I-95 lane closures May 4-8, Learn to Swim lessons
- Branding: set up brand campaign video page, ordered kazoos
- Designed Posters for Arbor Day, Senior Games and Birds of a Feather Fest Designed event map and schedule of events for Arbor Day
- Worked on Birds of a Feather Fest 2016 schedule and reviewed budget/charges for this year's festival
- Handled various media requests
- Attended management training
- Designed page divider for Public Works Quarterly Report
- Met with LITE Team
- Posted to Facebook/Twitter
- Updated City Hall progress website
- Staffed Council workshop
- Updated Council bios, prepped for Citizens Academy
- Participated in Employee Academy's visit to A Team
- Coordinated advertising
- Prepping for Memorial Day ceremony



- Work on *Life Well Run* video: Videotaped accident scene PC Fire and County EMS vehicles; logged, organized and distributed videotaped scenes and footage.
- Participated in Employee Academy administration class presentation.
- Attended presentation-planning meeting for Employee Academy.
- Prepared PCTV event needs and video plans for Arbor Day, including DVD reel for city tent.
- Updated news and announcements on PCTV'S ticker tape service.

### **Human Resources**

- New Hire Orientation – Fire Department (2)
- Seasonal Hiring for Parks And Recreation – Summer Program

### **Purchasing and Contracts Management**

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

- Review Committee meeting for RFP-ADM-CLERK-15-03 - Real Estate Broker Services
- Bid Opening for ITB-PW-SD-15-01 - Term Contract for Landscape Chemicals

#### **Contracts:**

- Alpha General Services, Inc. – second contract renewal option for ITB-U-11-06 - Re-Bid Price Agreement for the Purchase of Replacement PEP Pumps
- Alpha General Services, Inc. – ITB-PW-U-15-10 - Price Agreement for Pretreatment Effluent Pumping (PEP) Tank Pump Panel Assemblies
- Connect Consulting, Inc. – RFQ-PW-U-15-12 - Professional Hydrogeological Services



# IMPACT

MAY 1, 2015

## EFFORTS

consulting

**#** 11  
Sessions 48  
2,200

**Hours** 27:15  
88:00  
3,838:30

training

**#** 0  
Attendees 12  
1,195

**Hours** 0:00  
24:00  
4,461:00

## RESULTS

**jobs** 0  
0  
174  
174  
Total

**new businesses** 42  
Total

## INVESTMENT

salaries	capital	sales↑
\$0	\$0	\$0
\$0	\$0	\$0
\$6,976,572	\$7,163,767	\$9,862,573

Current **R O I** = \$100 per \$ invested

Week: April 27 - May 1

Month: April

To Date: Since May 1, 2011



## NEW PALM COAST BUSINESSES

- Adega Grille II – 15 Palm Harbor Village Way – Restaurant
- Smart Choice Shoe & Luggage Repair – 1070 Palm Coast Pkwy – Repair Service
- Bejeweled By Barbara – Home Based – Arts & Crafts
- Complete Property Restoration LLC – Home Based – Handyman Service
- Palm Coast Cleaning Services – Home Based – Janitorial Service
- Florida Senior Solutions Inc – Home Based – Insurance Company
- Lady Deborah's Inc – Home Based – Janitorial Service
- Sally Clark Cleaning – Home Based – Janitorial Service
- Mullings & Son Island & Lawn Service – Home Based – Landscape 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)





## **INFORMATION TECHNOLOGY**

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**TO :** Jim Landon, City Manager  
**FROM :** Steve Viscardi, IT Director  
**DATE :** 5/1/15  
**RE :** Week In Review

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- Operations Division staff is happy to announce that the QCS Telecom circuit went LIVE this morning. QCS Telecom is handling the communications for the Watchtower Group which moved into 4500 Palm Coat Parkway. They have become one of our largest FiberNET customers.
- Operations Division staff assisted our latest FiberNET ISP, Joytel, prepare their rack space for turn up in the next few weeks.

### **DEPARTMENT/DIVISION SUPPORT**

#### **ENTERPRISE**

- Applications Division created a workflow for Finance to be able to review and approve Warrants electronically.
- Applications Division created a workflow for Finance to review and approve Payroll Warrants electronically.
- Applications Division created a new report for the City Clerk's office to allow them to see the number of documents in OnBase that have been processed through Document Retention.
- GIS Division completed coordinate geometry (cogo) of 3 legal descriptions. This is part of an effort to establish License Agreements with all dock owners. These 3 docks were digitized/attribution for inclusion in the Land Rights Project.
- Operations Division received 120 Track IT's this past week.
- Operations Division staff is continuing the upgrade of City computers to MS Office 2013. It is the latest version of Office and it is our goal to make sure all users are on this version in the next few weeks. (Word, Excel, Outlook, etc.) Progress is 97% complete.
- Operations Division staff is continuing their annual site inventory. All sites will be visited in order to verify all computer equipment. Progress is 80% complete.
- Operations Division staff is currently researching and testing cloud based MS Office. (Office 365)

#### **FINANCE**

- GIS Division provided Finance Department with a total count of fire hydrants COPC maintains both inside and outside of the city limits.

# Public Works Department



**Nestor Abreu ~ Public Works Director**

**Activities for the week of May 1, 2015**



**Town Center Paver Path Restoration**





## **Fire Mitigation on City Owned Property**

### **Street Maintenance**

- Currently mowing Pine Lakes Pkwy, Whiteview Pkwy, Matanzas Woods Pkwy and all neighborhoods.
- 46 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 and Bulldog Drive.
- Screened and recycled 2,000 cubic yards of dirt; made ready for future City projects.
- Inspected street lights and reported 14 outages to FPL for repair.
- Sight distance in residential neighborhoods - "P" & "F" sections.
- Fire mitigation on five City-owned properties.
- Inspected 50 miles of sidewalk for pedestrian safety
- Seminole Woods Multi-Use-Path – formed and finished 640 linear feet of sidewalk and second headwall under construction



### Storm Related Clean-Up Of Down Trees

#### **Stormwater Maintenance**

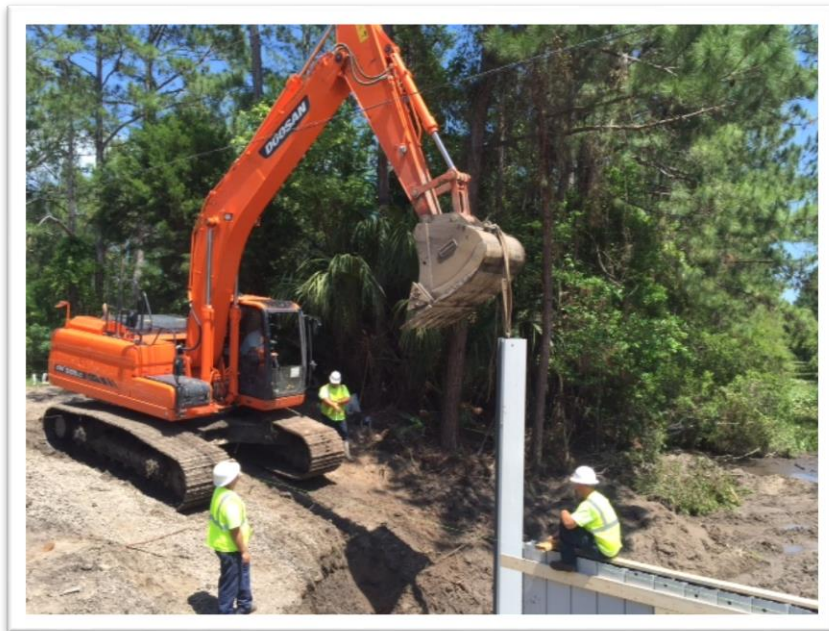
- 70 Right-of Way inspections completed for new construction.
- Graded and stabilized 4,385 linear feet of residential swale.
- Refurbished 1,025 linear feet of Right-of-Way for Swale Rehabilitation.
- Cleaned 111 culvert pipes for a total of 2,886 linear feet.
- Mow and weed 46,280 linear feet of ditch in the “F” section - inmate crew.
- Removed and replaced 100 linear feet of pipe on Pepperdine Drive.
- Inspected 49 swale work orders and 10 non-swale work orders.
- Radius repair- 450 linear feet.
- CPR training – 100% of staff.

#### **Parks & Facility Maintenance**

- Completed 15 facility maintenance requests.
- Inspected 62,865 linear feet of park hiking trails and 281 trail signs.
- Athletic fields made ready for tournament play -Regional B Cup Soccer Tournament.



Arbor Day Butterfly Tent



Seminole Woods Second Headwall

# 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 – May 1, 2015 – Stephen Flanagan, Director PERMITTING ACTIVITY

The following is an update of permit and development application activity in Palm Coast from April 23, 2015 through April 29, 2015:

- Total number of permits issued: 203
- Since January 2009, \$693,709,352 construction dollars have been invested in Palm Coast.

Commercial Permits Issued			
2 Village Parkway N (Grand Haven)	Pickleball Court	SE Cline Construction	\$25,000
Residential Permits Issued			
31 Rybar Lane	Addition	A Certified Screen	\$7,000
4 Casper Drive	Addition	Aluminum Creations	\$8,000
7 Laura Court	Single Family Residence	Bellagio Custom Homes	\$354,000
53 Auberry Drive	Single Family Residence	Dr Horton Inc.	\$228,000
69 Faircastle Lane	Single Family Residence	Ideal Homes	\$317,000
51 Collingwood Lane	Single Family Residence	Ideal Homes	\$310,000
59 Forrester Place	Single Family Residence	John Rawlins Const.	\$346,000
4 Buffalo Meadow Lane	Single Family Residence	PCM Homes	\$214,000
61 Westrobin Lane	Single Family Residence	Seagate Homes	\$232,000
106 Budhollow Lane	Single Family Residence	Seagate Homes	\$239,000
12 Bannbury Lane	Single Family Residence	Seagate Homes	\$274,000
2 Squire Court	Single Family Residence	Seagate Homes	\$232,000
1 Seafarer Court	Single Family Residence	Seagate Homes	\$232,000

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

76 Folsom Lane	Single Family Residence	Vanacore Construction	\$310,000
Occupancy Permit			
145 City Place Bld. 1, Unit 303	Curley Tail Design - Advertising Agency		Kim Fitzgerald
Certificate of Occupancy			
104 Hidden Lakes Drive - Hidden Lakes	Amenity Building	Paytas Homes	\$125,000
Application Submittals			
Non-Statutory Subdivision	McCormick 100 LLC/ Location: 2 McCormick Drive.		McCormick 100

## **PLANNING**

### **Local Mitigation Strategy Meeting**

Staff was invited to the Flagler County Emergency Operation Center to discuss revisions to the Local Mitigation Strategy that can benefit Community Rating System (CRS) rankings for participating communities. For Flagler County, three communities participate in the CRS including the following: Flagler County; Flagler Beach and Palm Coast. Staff will continue to work with Flagler County through the LMS Working Group and the Northeast Florida Regional Council CRS User Group.

## **CONSTRUCTION MANAGEMENT & ENGINEERING**

The following is an update since last week for projects in the City from April 23, 2015 through April 29, 2015.

<b>Projects in Survey, Permitting &amp; Design Phase</b>		
Community Center	20%	City issued comments regarding the revised schematic design submission.
Major Drainage Pipe F-2 Crossing @ Boulder Rock Dr. - Design	98%	Bids were received 4-23-15 by one contractor (SE Cline Construction).
<b>Projects Under Construction</b>		
Palm Coast Parkway Six-Laning	72%	Widening on the north side of the parkway continues. Landscape lighting work has begun. Bacteriological samples have passed for the 16" water main from Old Kings Road to Boulder Rock Drive and a partial clearance from Florida Department of Environmental Protection has been received. 480 feet of 18" HDPE directional drill installation is underway to replace the 16" water main on the north side of Palm Coast Parkway.
Royal Palms Parkway Improvements	87%	All limerock base installed and prepped for next week's asphalt installation. Removal of excess roadway materials from site underway
Holland Park	15%	Excavation of retention pond continues. Old restroom building demolished. Tree barricades installed.
City Hall	40%	Framing of interior walls on the first floor of office portion is 100% complete and 50% on the second floor. Roof on 2-story portion is 90% complete. Mechanical duct work installation and electrical conduit rough-in has begun. Metal roof trusses have been constructed and put into place. The 4" water meter backflow and 6" fire backflow have been installed.

Matanzas Woods Reclaim Water main Phase 1	1%	Pre-construction meeting was held 4-28-15 - Flagler County I-95 Interchange
Matanzas Woods Reclaim water main Phase 2	2%	Silt fencing is being installed on the job site.
Long Creek Nature Preserve Blueway Signage Project Construction	75%	This is a signage project for the waterway kayak trail. Posts have been installed, will give them time to settle, then attach the signs at a later date.
Old King's Road (#734073) Bridge Maintenance	100%	Repair began 4-27-15 and was completed within 2 days. Polyurethane grout was injected into the void space under the bridge abutment.
<b>Development Projects</b>		
Country Club Harbor	97%	A preliminary as-built was provided and a courtesy walk-thru was performed to assist contractor with items that need to be addressed before the official Substantial Inspection is scheduled.
Palm Coast Landings Boulevard	99%	Contractor is working on substantial punch list items.
Palm Coast Landings Boulevard Apartments	92%	Water meters to units for Building 1 have been verified by Utility Water Distribution Technicians.



City Hall water meter assembly



New City Hall Progress (2nd Floor)



118 Cats

81 Dogs

2 Ferrets

5 Rabbits

## *Animals ready for homes*

The Flagler Humane Society would like to remind pet owners that having a collar that fits properly could help when it comes to behavior issues such as leash walking manners. Sometimes the answer to a leash pulling dog is to switch from a regular collar to a harness. Harnesses are beneficial to those dogs that pull because it reduces the pull on the throat area and directs it to the shoulder region. Medically this is better for your pet. Harnesses are also harder for a dog to slip out of and provides the owner with a means of holding their dog at bay when it is reacting to outside stimulus. FHS would be happy to help you in fitting your pet with the proper leash or harness.

**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.

**“Doghouse Donation Boxes”** are found at all the fire stations in Flagler County. You can drop off donations anytime at your nearest fire station. FHS appreciates all donations, especially those from our Wish List (available at [flaglerhumane.org/wish-list](http://flaglerhumane.org/wish-list)). You can also purchase items via the Amazon.com link on the FHS website and ship them directly to the shelter.

**Outreach Adoption Events:** 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. If you are interested in volunteering at these events, please contact Katie DiPippo at [kshare@flaglerhumane.org](mailto:kshare@flaglerhumane.org).

**Adoption Specials:** Last week to participate in the “Back in Black” adoption special. All black animals are only \$10 to adopt until the end of April.

**Upcoming Fundraisers/Events:** Don't forget to attend the Flagler Humane Society Family Pet Fair and Bark –K –Q this coming weekend 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.

**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 or community pets sterilized. Please call FHS at 386-445-1814, email [info@flaglerhumane.org](mailto:info@flaglerhumane.org) for questions.

FHS also offers a “Pet Food Pantry” for those that are in need of assistance. Please call and speak to Christina Miller for the application process and qualifications.

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

## Pet of the Week



### LIL BIT

Lil Bit is a 7 year old gentle lady in need of a loving home. She would prefer to be in a home with no other four legged friends. She is super friendly and loves to be around people. She knows that she is cute and plays it to her advantage – she is a little heavy from all the treats!

Come and meet her today!

#### **Adoption specialist:**

Danielle Camic  
[dcamic@flaglerhumane.org](mailto:dcamic@flaglerhumane.org)  
(All adoptions and outreach)

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



## Parks & Recreation

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**To:** Jim Landon, City Manager  
**From:** Luanne Santangelo, Parks and Recreation Director  
**Date:** May 1, 2015  
**Re:** Week in Review

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### **UPCOMING ACTIVITIES:**

#### ◆ ***Toddlers***

*Teddy Bear Picnic* - Children will bring their favorite teddy bear for story time, snack, and games. This monthly program offers a unique experience for toddlers and their parent. The next Teddy Bear Picnic will be held on **Monday, May 4** beginning at 10am at the Palm Coast Community Center. Pre-registration is 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.

*Wood Carvers* - The art of woodcarving has a history that spans centuries. At its core, woodcarving transforms a piece of wood into a masterfully crafted work of art. Join this group of gifted carvers as they share their skill and know how in this informal teaching atmosphere. The woodcarving group is a mixed group of men and women at all levels and abilities. Visitors are welcome. Held each Tuesday from 1-4pm at the Palm Coast Community Center

*Critic's Choice Dinner Club* - Each month this "Club" visits a new restaurant, chosen by the group, to spend quality time with friends enjoying a casual dinner while rating the food and service. New members are always welcomed. The next Club meeting will be held on **Thursday, May 14** at Captains BBQ located in Bings Landing. The group will meet at the restaurant at 5:30 pm. Pre-Registration Required



*Women's Self Defense* – Learn effective methods to ward off attackers in this three day class. Sergeant Lutz from the Flagler County Sheriff's Office will teach you skills that will make you more aware of your surroundings and methods to protect yourself and provide safety tips to implement right away. Pre-registration required and participants must attend all three classes. The next class will begin on **Wednesday, May 13** beginning at 6pm at the Palm Coast Community Center.

### ◆ *Aquatics*

*Water Babies (Ages 6 months & up)* – Parent and child water introduction class that uses games, music and fun to familiarize your child to being in and around the water. Water Babies participants learn basic skills. The class will begin on **Tuesday, May 12** at 1:30pm at the Frieda Zamba Swimming Pool. Register on-line and receive a \$5 discount by using code SWIM15

### *Itsy Bitsy Pool Parties*

Bring your toddler for mommy/daddy time in the pool with water safety & swimming practice, snack time, and games! The first Party will be held on **Wednesday, May 6** from 2:30-3:30pm at the Frieda Zamba Swimming Pool. Pre-registration required.

### *American Red Cross Lifeguard Certification Class*

Offers the most current training in lifeguarding, first aid, CPR for the Professional Rescuer, and AED (automated external defibrillator). Begins on Friday, May 1 at the Frieda Zamba Swimming Pool. Ages 15 & up.



## Event Calendar for 5/1/2015 through 5/31/2015

**5/1/2015 4:00 PM**

American Red Cross Lifeguard Class

Frieda Zamba Pool

**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**

GratitudeAmerica 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 8:00 AM**

Grace Community Church Food Pantry Golf Tournament

Palm Harbor Golf Club

**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 5/1/2015 through 5/31/2015

**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

**5/3/2015 7:00 PM**

Full Moon Beach Stroll

Gamble Rogers Memorial State Recreational Area at Flagler Beach

**5/6/2015 2:30 PM**

Itsy Bitsy Pool Party

Frieda Zamba Pool

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

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

Wadsworth Park

**5/7/2015 11:30 AM**

National Day of Prayer

Edward Johnson Park

**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



## Event Calendar for 5/1/2015 through 5/31/2015

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

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

Wadsworth Park

**5/16/2015 8:00 AM**

Moose Lodge #2577 Golf Tournament

Palm Harbor Golf Club

**5/16/2015 9:00 AM**

Friends of Tennis Annual Scholarship Fund Tournament

Palm Coast Tennis Center

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

Pennsylvania Social Club

Hilton Garden Inn

**5/19/2015 5:00 PM**

Food Truck Tuesday benefitting Flagler Sheriff's PAL

Central Park in Town Center

**5/19/2015 5:00 PM**

Food Truck Tuesdays

Central Park in Town Center

**5/20/2015 6:00 PM**

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

Wadsworth Park



## Event Calendar for 5/1/2015 through 5/31/2015

**5/23/2015 1:00 PM**

Frieda Zamba Pool Make- Over Celebration

Frieda Zamba Pool

**5/23/2015 6:00 PM**

Chinese Auction to Support Final Salute Inc.

VFW POST 8696

**5/23/2015 7:00 PM**

Battered But Not Broken

Peabody Auditorium

**5/25/2015 12:00 AM**

Tribute to the Troops

Frieda Zamba Pool

**5/25/2015 8:00 AM**

Memorial Day Ceremony

Heroes Memorial Park

**5/27/2015 6:00 PM**

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

Wadsworth Park

**5/30/2015 10:00 AM**

Family Farm Day

Florida Agricultural Museum

**5/30/2015 2:00 PM**

Florida Soup: Putting History On The Table

Florida Agricultural Museum



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To: Jim Landon, City Manager  
From: Richard Adams, Utility Director  
Date: April 30, 2015  
Re: Week in Review

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- April 25<sup>th</sup> Customer Service staffed a booth at the Washington Oaks Gardens State Park Earth day celebration to promote “Water Conservation Month” and promote the National Mayor’s Challenge for Water Conservation. The City of Palm Coast is currently ranked seventh in the challenge with a few more days left of the challenge.



- The average water demand for the week was 7.008 million gallons per day; the average wastewater flow was 5.837 million gallons per day.
- Crews installed 10 new domestic water meters, 3 reuse meters, 1 new PEP tank and replaced 3 existing tanks.
- This week 135 utility customers were shut off for non-payment.
- There were a total of 32 calls after hours.
- Royal Palms Parkway reuse line – Completed 200 feet of pipe, cleaned up trench and prepared area for sod. Also unloaded 8 pallets of sod for restoration.
- The Inflow and Infiltration crew inspected via CCTV 14,263 feet of gravity sewer and inspected 55 manholes.
- Water Distribution crews replaced 7 water service lines (retrofits) and tested and repaired 80 backflow preventers.
- Customer Service continues to promote the “PLAN Program” (People Lending Assistance to Neighbors). In the last few months we have raised \$1,087. The funds will be sent to the Flagler County Social Service to assist residents with their City water bill.
- Installed new odor control unit at pump station 34-4 located on Edwards Drive. This completes this performance measure for this year.





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

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

**April 24, 2015**

### **Introduce little ones to the water at Itsy Bitsy Pool Party and Water Babies program**

**Palm Coast** – Parents with babies, toddlers and preschoolers will have the opportunity to introduce their little ones to the water in two upcoming City of Palm Coast programs – the Itsy Bitsy Pool Party on Wednesday, May 6, and the Water Babies program running three days a week from May 12 to 21. Both programs are at the City’s Frieda Zamba Swimming Pool, 339 Parkview Drive.

The Itsy Bitsy Pool Party, scheduled for 2:30-3:30 p.m. May 6, is for children ages 2-5 and their parents. Together, they will play in the pool practicing swimming, playing games and learning water safety. The cost is \$5, and the children must be pre-registered by 2 p.m. May 5 at [www.palmcoastgov.com/register](http://www.palmcoastgov.com/register).

Water Babies is a parent-child water intro class using games, music and fun to introduce young children (6-36 months) to the water. The class will cover entering and exiting the water safely, blowing bubbles, exploring putting faces in the water and being submerged, rolling over with support, introduction to floating with support, and basic kicking.

Water Babies will be held from 1:30-2 p.m. every Tuesday, Wednesday and Thursday from May 12-21. The cost is \$30, and pre-registration is required no later than 1 p.m. May 10 at [www.palmcoastgov.com/register](http://www.palmcoastgov.com/register). Use the code SWIM15 for \$5 off online registration.

Additional Water Babies class sessions will be held 5:30-6 p.m. Mondays, Tuesdays and Wednesdays June 1-11; 9:30-10 a.m. Mondays, Tuesdays and Wednesdays July 6-16; and 9:30-10 a.m. Mondays, Tuesdays and Wednesdays July 20-30. Registration is now open for those sessions, as well, at [www.palmcoastgov.com/register](http://www.palmcoastgov.com/register).

Palm Coast Parks & Recreation also offers swimming lessons for children and adults at five different levels, depending on ability and skills achieved. Sessions will be offered June 1-11 (Monday through Thursday), June 6-Aug. 1 (Saturdays), June 15-25 (Monday through Thursday), July 6-16 (Monday through Thursday), and July 20-30 (Monday through Thursday).

For a complete schedule of lessons and pool activities, visit [www.palmcoastgov.com/pool](http://www.palmcoastgov.com/pool).

For more information, call the pool at 386-986-4741 or call Parks & Recreation at 386-986-2323.



**NEWS RELEASE – City of Palm Coast**

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

**April 24, 2015**

**City of Palm Coast offers lifeguard class and job fair for summer jobs**

**Palm Coast** – The City of Palm Coast is preparing for summer job hiring for Parks & Recreation’s summer camp counselors and lifeguards by offering a lifeguard certification class and a Job Fair.

Registration is under way for the American Red Cross Lifeguard Class, to be held Friday through Sunday, May 1-3. The class will be 4-8 p.m. Friday, 8 a.m.-3 p.m. Saturday and Sunday at the City of Palm Coast’s Frieda Zamba Swimming Pool, 339 Parkview Drive. The class offers the most current training in lifeguarding, first aid, CPR for the Professional Rescuer, and AED (automated external defibrillator), and is open to ages 15 and up. The fee is \$160. Register: [www.palmcoastgov.com/register](http://www.palmcoastgov.com/register).

Then, from 1-4 p.m. Wednesday, May 6, the City will hold a Job Fair for summer camp counselor and lifeguard positions at City Offices, 160 Cypress Point Parkway, Suite B106. Starting pay for the summer jobs is \$11.20 per hour. For more information, visit [www.palmcoastgov.com/jobfair](http://www.palmcoastgov.com/jobfair).

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





**NEWS RELEASE – City of Palm Coast**

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

**April 28, 2015**

**‘Earth to Echo’ is next free Movie in the Park – on Friday, May 8**

**Palm Coast** – Your family and friends will love sharing a free movie together on the lawn at Central Park in Town Center, 975 Central Ave! Movies in the Park is offered by Palm Coast Parks & Recreation on the second Friday of the month.

On Friday night, May 8, beginning at 8:20 p.m., “Earth to Echo” will be shown on the big screen. The movie is a family tale about best friends who help a robotic extraterrestrial who encodes messages on their cell phones.

Flagler Sheriff’s PAL will be selling popcorn and soft drinks as a benefit for their organization. Bring your blankets, lawn chairs and bug spray to prepare for an evening of smiles and laughs for everyone.

For more information, visit [www.palmcoastgov.com/movies](http://www.palmcoastgov.com/movies) or call Parks & Recreation at 386-986-2323.



**NEWS RELEASE – City of Palm Coast**

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

**April 28, 2015**

**'IMAG\_NE' public-art installation to move to Central Park for month of May**

**Palm Coast** – *IMAG\_NE*, the 14-foot-wide modular artwork by international artist Emma Anna, will be moving to Central Park on Friday, May 1, where it will be available to the public at this Saturday's Arbor Day celebration and throughout the month of May.

The traveling piece of artwork has been on exhibit at the Flagler County Library in Palm Coast during the month of April. The art installation is visiting Palm Coast as part of the City of Palm Coast's Art in Public Places program, which is overseen by the Beautification and Environmental Advisory Committee.

This public-art installation spells "IMAGINE" – minus the second "I" – in oversized Scrabble tiles. This absence operates as a blank canvas, inviting the audience to physically engage with the work in order to complete the word – sometimes filling in the second "I" with themselves, another person or something from the background. *IMAG\_NE* measures 14 feet wide and 3 feet tall by 3 feet deep and weighs 330 pounds, with extra internal ballast weight bringing the total weight to 550 pounds. It is a modular work, allowing relocation.

A native of Sydney, Australia, Emma Anna now lives Barranquilla, Colombia. She is a visual artist and creative producer who created *IMAG\_NE* as part of her master's degree from the University of Technology in Sydney in 1996. She has exhibited in shows in Australia, Europe and South America, and her work is held in a number of collections in the United States, South America, Europe and Australia.

The traveling exhibition is being funded by the Friends of the Library, which received a \$1,500 Cultural Arts Grant from the City to help fund the project.

A great time to enjoy the art installation will be at Arbor Day, this Saturday from 9 a.m. to 2 p.m. at Central Park in Town Center. Arbor Day features a tree give-away, butterfly release and tent, food/pet food drive, run/walk, a dunk tank with local dignitaries and community leaders as "dunkees," exhibits and fun activities for all ages! The butterfly release will be at 11 a.m. See complete info and race registration at [www.palmcoastgov.com/ArborDay](http://www.palmcoastgov.com/ArborDay).

For more information, contact Cindi Lane, Palm Coast Communications & Marketing Manager, at 386-986-3708.



**NEWS RELEASE – City of Palm Coast**

Contact: Karen Harrell, Palm Coast Parkway Widening, Public Information Officer  
1-800-515-9194

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

**April 30, 2015**

**Lane closures planned for Interstate 95 beginning May 4**

**Palm Coast, Fla.** – Beginning Monday, May 4, and running through Friday, May 8, motorists and other travelers should expect dual lane closures on Interstate 95 northbound and southbound at the Palm Coast Parkway exit (Exit 289).

The outside lanes both northbound and southbound will remain open at all times. Traffic will be shifted to the outside lanes nightly.

The lane closures will occur between 9 p.m. and 7 a.m. each night and are required in order for the contractor to install fencing on the bridge railing.

Up-to-date lane closure information will be posted to the Palm Coast Parkway Widening Project website at [www.PalmCoastPkwvy.com](http://www.PalmCoastPkwvy.com). A project hotline number has been established to assist the public with questions and concerns: 1-800-515-9194.

The City of Palm Coast strives for safe construction zones. Travelers need to be aware of heavy equipment and stay within the limits of the orange cones and barrels.

The City asks for the cooperation and patience of residents as this important road improvement project is completed.

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**NEWS RELEASE – City of Palm Coast**

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

**April 30, 2015**

**City of Palm Coast offers swimming lessons for all ages, skill levels**

**Palm Coast** – Florida loses more children under age 5 to drowning than any other state, and older children are also at much greater risk of drowning here, Florida Department of Health statistics show. To help protect our community and prepare for the swimming season, the City of Palm Coast is offering a full lineup of swimming lessons at Frieda Zamba Swimming Pool, 339 Parkview Drive. All classes are taught by a Red Cross-certified swim instructor.

Registration is now open, and the City is offering \$5 off one session of lessons if registration is completed online at: [www.palmcoastgov.com/register](http://www.palmcoastgov.com/register). Use the code SWIM15 to receive the discount. (Prices for each session shown below.) Class size is limited, so register early!

The lesson season kicks off May 12 with a session of Water Babies (ages 6 months to 36 months). Water Babies is a parent-child water intro class using games, music and fun to introduce young children to the water. This first session will be 1:30-2 p.m. every Tuesday, Wednesday and Thursday from May 12-21. The cost is \$30, and pre-registration is required no later than 1 p.m. May 10.

The full array of Learn to Swim swimming lessons for all ages and levels begins June 1 and continues for two months. A Learn to Swim program flier with a full description of each class is available at: [www.palmcoastgov.com/pool](http://www.palmcoastgov.com/pool). The schedule is as follows:

**Session 1 – Monday through Thursday\*, June 1-11**

Water Babies\* 5:30-6 p.m. (\*Monday-Wednesday) \$30  
Parent and Child 5:30-6 p.m. \$30  
Learn to Swim Level 1 6:15-6:45 p.m. \$45  
Learn to Swim Level 2 7-7:30 p.m. \$45  
Learn to Swim Level 3 6:15-7 p.m. \$55

**Session 2 – Saturdays, June 6-Aug. 1 (no class on July 4)**

Learn to Swim Level 1 12:15-12:45 p.m. \$45  
Learn to Swim Level 2 12:15-12:45 p.m. \$45  
Learn to Swim Level 3 12:45-1:30 p.m. \$55

**Session 3 – Monday through Thursday\*, June 15-25**

Parent and Child 5:30-6 p.m. \$30  
Learn to Swim Level 1 6:15-6:45 p.m. \$45  
Learn to Swim Level 2 7-7:30 p.m. \$45  
Learn to Swim Level 3 6:15-7 p.m. \$55

**Session 4 – Monday through Thursday\*, July 6-16**

Water Babies\* 9:30-10 a.m. (\*Monday-Wednesday) \$30  
Parent and Child 9:30-10 a.m. \$30  
Learn to Swim Level 1 10-10:30 a.m. \$45  
Learn to Swim Level 2 10:30-11 a.m. \$45  
Learn to Swim Level 3 11:15 a.m.-Noon \$55

**Session 5 – Monday through Thursday\*, July 20-30**

Water Babies\* 9:30-10 a.m. (\*Monday-Wednesday) \$30  
Parent and Child 9:30-10 a.m. \$30  
Learn to Swim Level 1 10-10:30 a.m. \$45  
Learn to Swim Level 2 10:30-11 a.m. \$45  
Learn to Swim Level 3 10:30-11:15 a.m. \$55

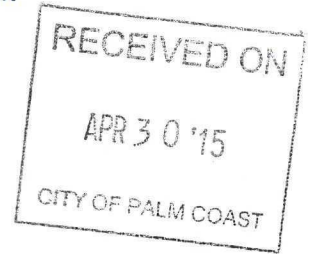
Private lessons are also available, with instruction tailored to the skill level of the participant, from beginner to advanced level. Semi-private lessons are available for two students of similar skill level per instructor. Those lessons are arranged by appointment only. The fees are: \$25 for a private 30-minute lesson and \$20 per student for a semi-private 30-minute lesson.

For more information, call the pool at 386-986-4741 or call Parks & Recreation at 386-986-2323.



Orlando Corporate Office  
 2251 Lucien Way  
 Maitland, FL 32751  
 Tel 407-210-3175  
 Fax 407-210-3146

Marva B. Johnson  
 Corporate Vice President  
 Government Affairs



April 28, 2015

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

VIA FEDERAL EXPRESS

Dear Mayor and Council Members:

This notice is to inform our Bright House Networks customers of upcoming changes to their cable programming lineup.

From time to time our agreements with cable channels and television stations come up for renewal. While we do not anticipate any loss or disruption of service, regulations require us to notify you of the possibility of losing programming. Therefore, please be advised that our agreements with REELZ, Youtoo and Zap2it remain in effect on a month-to-month basis, but we may have to cease carriage in all formats if our authority to continue is withheld.

We are working diligently at this time to come to acceptable and fair terms with all these channels. DoD News (channel 127/HD channel 1229) shut down their signal on April 17, 2015 and is no longer available on Bright House Networks lineups.

Bright House Networks may cease carriage of Sports Pass On Demand (channels 337/1139), Pro Sports On Demand (channel 311), and Smithsonian On Demand (channels 1376/1560) on or around May 31, 2015. After May 31, 2015 Smithsonian On Demand content will be found on Nature and Knowledge On Demand (channels 301/1301). Sports Pass and Pro Sports On Demand content will be found on Sports and Fitness on Demand (channels 312/1185).

Bright House Networks may cease carriage of Movie Pass On Demand (channels 394/1394) on or around May 31, 2015. Please note that Disney Family Movies will still be available through Disney Family Movies On Demand (channel 89).

On or after June 9, 2015, the following Sports Pass services will be removed from the channel lineup:

- Fox Sports Detroit Channel 189
- Fox Sports Detroit HD Channel 1175
- Fox Sports Prime Ticket Channel 192
- Fox Sports Prime Ticket HD Channel 1178
- Fox Sports Wisconsin Channel 190
- Fox Sports Wisconsin HD Channel 1176
- SportSouth Channel 191
- SportSouth HD Channel 1177

City of Palm Coast  
April 28, 2015  
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Bright House Networks utilizes a new digital video delivery technology known as Switched Digital Video (SDV). SDV is a robust bandwidth management system that makes it possible to offer more digital video programming services than before including new HD channels. To be able to offer more new video services, Bright House Networks will be moving some existing programming services to the new SDV system as well as adding new services on the SDV system.

**On or after June 16, 2015**, the following services will be added to the SDV system:

- FOROtv Nuestrros Canales channel 941
- FOROtv HD Nuestrros Canales channel 1941

This service will not be available on uni-directional retail devices as of the date(s) noted above. If you want to subscribe to this service, you will need a digital set-top box or tuning adaptor from Bright House Networks. Customers may continue to use their uni-directional retail device and CableCARD to receive video programming other than the programming delivered on the SDV system. Customers who also utilize a digital set-top box or tuning adaptor will be able to receive video programming delivered on the SDV system. Customers will be notified in advance of any other programming changes.

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

Sincerely,



Marva Johnson

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

