



City of Palm Coast

160 Cypress Point Pkwy.
Suite B-106
Palm Coast, Florida 32164
palmcoastgov.com

Meeting Minutes City Council Workshop

Mayor Jon Netts
Vice Mayor Jason DeLorenzo
Council Member David Ferguson
Council Member William Lewis
Council Member Bill McGuire

Tuesday, April 29, 2014

9:00 AM

Council Conference Room

AMENDED AGENDA

>Other matters of concern may be discussed as determined by City Council.

>If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.

>In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.

>City Council meetings are televised on Bright House Networks Channel 199.

>All pagers and cell phones are to remain OFF while City Council is in session.

A. Call to Order

Mayor Netts called the meeting to order at 9:00 a.m.

B. Pledge of Allegiance to the Flag

C. Roll Call

Records Coordinator Barbara Redline called the roll. All members were present.

Present: 4 - Mayor Netts, Vice Mayor DeLorenzo, Council Member Ferguson, and Council Member McGuire

Excused: 1 - Council Member Lewis

D. PRESENTATIONS

1 [14-142](#) PRESENTATION-UPDATE ON THE BAC

Mr. Landon gave a brief overview of this item. Mr. Beau Falgout, Senior Planner, started the presentation. Mr. Joe Roy, Area Manager of the BAC (Business Assistance Center), continued the PowerPoint presentation (attached to these minutes). Mr. Chris Altmansberger, Certified Business Analyst, and Ms. Leanna Bourke, Program Assistant, with the FSBDC (Florida Small Business Development Center) were present for questions.

VM DeLorenzo - About how many hours one-on-one counseling are you doing? Mr. Roy - Annualized, about 1,000 hours per person; they are finding ways of helping businesses over a longer period of time. He has businesses that he has been working with for over a year and they report back as to how they are doing.

VM DeLorenzo - Are you seeing a couple of specific issues that come up time after time? Mr. Roy - He would say the real issue that he sees is, for any business, to see their costs; there is a tendency for them to say two times what they pay; financials. Mr. Altmansberger added the need for business and marketing plans, they are enthusiastic about getting started but they need a plan or road map and need help thinking that through.

CM McGuire - How do people come to you? Mr. Roy - Almost 100% referral is what he sees; some maybe from the website. Mr. Altmansberger agreed.

CM Ferguson referred to the "Return on Tax Dollar Invested" slide where it depicts for every dollar invested in the FSBDC there was \$172 of economic impact (in 2013); how many dollars is the denominator; common sense says we put more resources to it to get more economic impact but with the contract, etc., he was not sure whether that was the answer. Mr. Falgout stated the contract with the City is for \$70,000 and he explained staffs' roles with the BAC and how they are not part of the partnership (contract). Mr. Roy didn't believe they were prepared to do that (put more money toward it); he would prefer to see where the opportunity really lies and find ways to help some existing businesses grow.

CM Ferguson - The progress that you and the team have made towards economic development and Prosperity 2021, how do we account for the survey results of the public feeling we are underperforming? Mr. Roy - He is in the 1% that probably thinks differently about economic development; it is about quality of life, growing the business community and making sure everyone succeeds, the environment, education, the business community and physical community. If it is always about businesses coming and jobs, we are always going to lose. If we look at what is happening with our focus on Prosperity 2021 and economic development; clearly recruitment is part of it, but it has to be supplemented by what we do here; how do we make that prosper more. We need to let people know this works, it is the environment we are trying to change.

CM McGuire would like to see exit interviews when businesses go under to find out what caused the businesses to fail.

Mayor Netts referred to a slide regarding changing the educational environment; what about the flagship programs that are coming out of the Flagler schools; what about trying to have a better synergy between what we are teaching and what the future is going to require? Mr. Roy agrees and believes the schools are trying to do that now with the flagship programs; he was teaching a marketing class at Matanzas High School a week ago; we need ways of partnering. He encourages the role that we play in exercising the partnership between the Flagler high schools and UCF (University of Central Florida) to create an environment in which entrepreneurs can say this is a great place to be.

Mayor Netts expressed he has 25 years' experience in the educational system; the system per se is not particularly good at change; not sure they have the vision of where to go, whereas the university probably has resources that can help predict what the future is going to need; it seems that is where a partnership is needed. Mr. Roy agrees that is a great opportunity to explore, to get it up to the Superintendent's office and the School Board; change is important, work in progress. Mr. Landon

believes our School District is more open to change than most others; we are making in-roads to those changes.

CM Ferguson - Is UCF willing to put up more resources? Mr. Roy - We are always pushing UCF, he thinks UCF loves the partnership, we are probably a little edgy for them; very edgy for the State. He thinks other cities would benefit from what UCF does; there is opportunity there. Mr. Landon - As long as we keep bringing in the numbers, they will continue to support us.

Mr. Roy - There are very few centers our size, that would have three people here; they are supporting it and believes they will continue to. Shop local has a huge impact on what is going on with the numbers; the more we can make that happen, the stronger the community becomes.

VM DeLorenzo - Changing that message is tough because last month, the last employment report showed that County-wide we gained about 350 jobs, a very strong number, but the unemployment rate still went up. Mayor Netts explained the jobs lost were from outside this area but the people happened to live here.

The Presentation was Received and Filed.

2 [14-133](#)

RESOLUTION 2014-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SHERIFF FOR COOPERATION IN CODE ENFORCEMENT INVOLVING DRUG ACTIVITY

Attachments: [Resolution IA Sheriff-Code Enforcement](#)
[Interlocal re Code Enf-Drug Activity](#)

Mr. Landon gave a brief overview of this item. Commander Mark Carman (Flagler County Sheriff's Office) stated they need a formal mutual aid agreement to receive the Edward Byrne grants for street level narcotics (meth) for deputies to get training and equipment in the event they have any meth labs within the City. It would be an agreement for the Sheriff's Office to contact Code Enforcement to start a code case if a meth lab is found because sometimes they alter plumbing and electricity for meth labs. Sheriff's Office needs professionals to say that everything is safe and to code before people can come back into the house.

Mayor Netts - This doesn't involve the City doing cleanup, it is just to evaluate the structure, etc.? Mr. Abreu, Community Development Director, saw the grant documents and application for Parkland, Florida, a small municipality. For the purpose of the grant, they have to have agreements with DEP (Department of Environmental Protection), EPA (Environmental Protection Agency) and the Department of Health, these are people that are going to come in way before we do to assess the contaminates, poisons and toxins; they are going to do the proper mitigation. The City is going to do what they do every day which is find buildings, houses, structures that do not meet the minimum requirements for life safety with the Florida Building Code, our Land Development Codes and we would document cases, work with the owners to get permitted, inspected and recertified for occupancy. In cases where that doesn't happen, we work with our Code Enforcement side and ultimately condemn if needed. We have never dealt with a meth house here during his tenure, but have dealt with fire damaged houses.

Mayor Netts - Assuming there is a meth house next door, the choices are if we don't do this, there would be a vacant, potentially dangerous structure next door versus a habitable place, etc.? Commander Carman stated this was strictly for safety and

required to receive the grant.

CM McGuire - How many meth houses have we discovered in the last year or so?

Commander Carman - Small operations, usually in the rural areas, you don't find them predominantly in the cities like Palm Coast. He thinks there was one small meth lab last year; he hasn't heard any since.

CM McGuire - Why just meth? He knows there have been houses where they have discovered marijuana being grown. Commander Carman - That is not as dangerous as meth which is explosive, and it relates to this grant.

Mayor Netts - This is not reactive, but proactive, as if and when; the City would be ensuring that the property is safe. Commander Carman - Yes, completely for safety.

Mayor Netts - Does this grant require an agreement with all of the cities or just one of the cities? Commander Carman - The one he is working on, is just this City.

Mayor Netts - This would not require Mr. Abreu to investigate a house outside of the City would it? Commander Carman - No. Mr. Landon - This is just a requirement of the grant; no additional cost to the City at all; it is a piece of paper that the Sheriff can attach to the grant application; no additional cost to us; strictly administrative.

The Resolution was Continued.

3 [14-134](#)

RESOLUTION 2014-XX AUTHORIZATION FOR THE PURCHASE OF MATERIALS AND ASSOCIATED EXPENSES FOR THE CONSTRUCTION OF TWO ADDITIONAL FIELDS FOR EXPANSION OF THE INDIAN TRAILS SPORTS COMPLEX

Attachments: [Resolution Indian Trails Sports Complex Expansion](#)
[Cost Estimate](#)
[Athletic Tournaments Visitor Spending](#)

Mr. Landon gave a brief overview of this item and put on the screen the International Quidditch Association website and spoke of the seriousness of this new sport and they are coming to Palm Coast to look at having tournaments here.

VM DeLorenzo - How did this come about; from a trade show? Mr. Landon - The TDC (Tourist Development Council) brought this to us.

Ms. Luanne Santangelo, Parks & Recreation Director, gave a PowerPoint presentation (attached to these minutes). Mr. Chris Quinn, Finance Director, (presented the funding/budget slides) and Mr. Don Schrager, Project Manager on this project, were present for questions.

CM Ferguson - Are we happy with the fee structure we charge these people? Mr. Landon - We don't charge them anything.

CM Ferguson - Is it worth considering; is it something to look at? Mr. Landon - What we hear is, they primarily come the first time because we don't charge the fee. We are getting our cash register rings from sales taxes, TDC's cash registers ringing and small businesses, etc. If we started charging, it would turn them in the other direction and harmful to the overall thrust of Prosperity 2021.

CM McGuire - We need somebody to do a study for parking facilities as these venues fill up; parking is starting to be a problem. Mr. Landon - We are discussing dealing

with the parking issues.

CM McGuire - At the last business meeting it was mentioned that our revenue is running ahead of schedule, is that reflected on this graph (Funding worksheet slide)?
Mr. Quinn - Yes, at least for 2014.

CM McGuire - Anything to be said for shuttle service to get them out to the fields on golf carts? Ms. Santangelo - The golf carts are part of the services, we provide two golf carts at this location if people need help getting to the field or transport for an injured player getting off the field, etc.

CM Ferguson - On May 6th we will decide whether this is a good project or not prior to the decision of the grant; could it not be approved? Mr. Landon - It is always a possibility, this is a partnership, we are eligible for two \$150,000 grants in a five-year period; this would be the second one. The first one went to the four fields that are already there.

VM DeLorenzo - There are a couple of residents on the corner of Bird of Paradise and they had some pressure put on them with the expanding of Belle Terre and now these fields are getting busier and busier and more tournaments; how are those residents, have you hear anything from them, are they okay? CM McGuire - There was a complaint from those folks that a light was left on too late and Ms. Santangelo took care of it. Ms. Santangelo - She hasn't had any calls from any of the neighbors in that area; once in a while a call about the lights and she gets with the groups and find out what happened and check our system on our side and make sure we are good neighbors and encourage the players to call when they are done early to shut the lights off. Tournaments' play is primarily in the daytime. CM McGuire said there are active homeowners' associations in that area and they are by and large fine with the playing fields.

VM DeLorenzo - The PDA (Players Development Academy) facility, what is going on with it? Mr. Landon - They are in the design stage and finding that they are concerned about drainage and didn't budget for an underground drainage system; looking at alternative soil material to help with that; they are moving forward but this is slowing them down.

CM Ferguson - Is this the land we donated? Mr. Landon - Yes.

CM Ferguson - They had a timeframe to develop, two years or something? Mr. Landon - Yes, he believes it was two years.

CM Ferguson - What was adjacent to the fields that was walkable? Mr. Landon - Path that goes between Indian Trails Middle School and Belle Terre Elementary; a shell trail that goes through the swamp and on out to U.S.1; at the corner of the path and U.S.1 is where the new complex is.

The Presentation was Continued.

4 [14-140](#)

RESOLUTION 2014-XX APPROVING A CONTRACT WITH VOA ASSOCIATES, INC., FOR DESIGN AND CONSTRUCTION MANAGEMENT ADMINISTRATION OF THE COMMUNITY CENTER RENOVATION & EXPANSION PROJECT

Attachments: [Resolution-VOA Contract](#)
[Contract Summary - VOA Associates](#)
[Intent to Award and Ranking](#)

Mr. Landon gave a brief overview of this item. Ms. Luanne Santangelo, Parks & Recreation Director, gave a PowerPoint presentation (attached to these minutes). Mr. Chris Quinn, Finance Director, and Mr. Carl Cote, Project Manager on this project, were available for questions.

CM McGuire - Does that projected number include the election (Room Reservations slide)? Ms. Santangelo - Yes.

CM Ferguson - What would the biggest factor in the increase in reservations? Ms. Santangelo - Rental fee and hourly rate. They come back because of the customer service they receive, we go out of our way to help them.

CM Ferguson - Are there groups that are using it much more now than they used to that account for the change? Ms. Santangelo - There are: People Who Need People group, Wellness with Chrissy, Orchid Club meets once a month, political organizations that meet once a month, etc. This presentation does not include the programs that Parks & Recreation hosts.

CM McGuire - Is the ADA (Americans with Disabilities Act) like OSHA (Occupational Safety and Health Administration) where they give you a certain amount of time to fix deficiencies? Mr. Landon - No, you need an evaluation; you have to have a plan and a reasonable timeframe within which to correct them. In this case, restrooms are the biggest one. You can't renovate a portion of the building without addressing the restrooms (that are not in compliance).

CM McGuire - What about the place where people are growing vegetables? Ms. Santangelo - We would relocate that to the FPL (Florida Power & Light) easement area.

CM McGuire - Does this improvement give more than 125 capacity? Ms. Santangelo - Yes, it is at least double the space we have now.

Mr. Quinn presented the funding/budget slides (5 Year CIP - Capital Improvement Plan).

CM McGuire - Is that projected revenue proceeding along as expected? Mr. Quinn - It is trending along ahead of what we projected right now.

CM McGuire - Have we applied for any (grants)? Mr. Quinn - We are working on that.

CM McGuire - Next year, the (transfer from) Building Dept. Construction Reserve, is that something that this would normally be used for anyway? Mr. Quinn - No, the Building Dept. reserves can only be used for supporting the Building Dept., permit and inspection functions; that is the Building Dept.'s contribution towards their portion of the new City Hall.

CM McGuire - Total transfer of all of the reserve or half of the reserve? Mr. Quinn - Half of the reserve.

CM Ferguson - At the end of Fiscal Year 2015, what part of the expansion or renovation of the Community Center would we be at; what do you get for \$1.3 mil. and the \$430,000? Mr. Cote - The intent there is that construction would begin

towards mid-late Fiscal Year 2015 and roll into the following year for that initial phase.

CM Ferguson - What do you have after Fiscal Year 2016 of the total? Mr. Cote - We had some rough discussions on phasing; the western expansion of the building would be a future phase and everything else would be in phase 1. Not until we work through the design and work with the construction manager on the actual cost, will the fees be in the funding of the budget.

CM McGuire - Would it save any money if we did it all in one phase? Mr. Landon - Yes, there is a variety of things we will look at and that is one of them. That is why having the construction management company involved upfront with design is good, to help answer those questions.

CM Ferguson - Just looking at the timing of the total cost of the project does that all line up to completing the concept plan? Mr. Landon - It should be finished no later than Fiscal Year 2019 or it may be 2017 or 2018 (\$5.6-\$6 mil. for what you see in the concept plan).

Mr. Cote presented the Action Items and Construction Management slides.

Ms. Santangelo presented the Letter of Intent with Bridge Club slide.

CM McGuire - Where does this lease revenue go? Mr. Quinn - The ongoing month-to-month lease revenue would go into the general fund to support the operations of the Parks & Recreation specific to the Community Center; any prepayment amount could potentially be applied to the construction phase of the project.

Mr. Quinn presented the Rent Analysis slide.

CM Ferguson - How many sq. ft. of space are we allocating and the rates? Mr. Landon - Our standard fee rates. Ms. Santangelo - The amount only changes depending on if the organization is for profit or not for profit (\$12 or \$15 per hour).

CM McGuire - The Bridge Club is okay with this? Mr. Quinn - Yes, we gave them this template and went through different scenarios with them. Mr. Landon has not heard any changes to this. They have an attorney, there may be some slight word changes. We are treating this as a rental/lease agreement, long term.

CM McGuire - Assuming their usage, we can have them have a meeting and at the same time we can have an election? Mr. Landon - Yes, the large and small rooms will still be available, plus the when the Bridge Club is not using the new area we can use it.

CM McGuire - But when the Bridge Club is using that meeting space, we feel that there is adequate parking for voters? Mr. Landon - Absolutely.

CM Ferguson - What is the number of players at one time? The answer (from the audience) was 80-100 bridge players per day and 276 members.

VM DeLorenzo - The 2% annual increase on the lease for the first 10 years and then it is renegotiated; he doesn't understand that; why is there a need for a 2% increase? Mr. Landon - Just the cost of doing business. This is the alternative to any increase in room rates in the future, theirs would remain at 2% per year.

The Resolution was Continued.

- 5 [14-141](#) RESOLUTION 2014-XX APPROVING A CONTRACT WITH AJAX BUILDING CORPORATION FOR PRE-CONSTRUCTION MANAGEMENT SERVICES FOR THE COMMUNITY CENTER RENOVATION & EXPANSION PROJECT

Attachments: [Resolution-Ajax Contract](#)
[Contract Summary - Ajax Building Corporation](#)
[Intent to Award](#)

This item was discussed under Item 4.

The Resolution was Continued.

- 6 [14-132](#) RESOLUTION 2014-XX APPROVING THE NON-BINDING LETTER OF INTENT WITH THE PALM COAST DUPLICATE BRIDGE CLUB, INC.

Attachments: [Resolution-Non-Binding Letter of Intent with the Bridge Club](#)
[LOI Bridge Club](#)

This item was discussed under Item 4.

The Resolution was Continued.

E. WRITTEN ITEMS

- 7 [14-98](#) RESOLUTION 2014-XX APPROVING A CONTRACT WITH VERTEX WATER FEATURES FOR THE PURCHASE AND INSTALLATION OF FOUR RECIRCULATING FOUNTAINS AT THE STATE ROAD 100/I-95 INTERCHANGE

Attachments: [Resolution - Vertex Water Features - Fountains SR100 - I-95](#)
[Contract Summary - Vertex Water Features](#)
[Bid Opening Tab](#)

Mr. Landon gave a brief overview of this item.

CM McGuire - What is the maintenance on these fountains and who does it? Mr. Bill Butler, Landscape Architect - Every three months Public Works will pull the fountain to the shore, clean the lenses of scale and algae as well as the filter.

CM McGuire - Where do you wire them into? Mr. Butler - There will be underwater cables that go the shoreline; we will have our contracted electrician, Palmetto Electric, run a conduit to the control panel, connect to the power sources already there for the lighting and update the panels for the added amperage. Vertex will pull the wire through the conduit, etc.

CM McGuire - \$46,000 all together? Mr. Butler - Yes. Landon we have a maintenance program on all of our fountains.

CM McGuire - This is on our property isn't it? Mr. Landon - No, FDOT (Florida Department of Transportation) property.

The Resolution was Continued.

- 8 [14-145](#) RESOLUTION 2014-XX APPROVING THE THIRD AMENDMENT TO THE JOINT PARTICIPATION AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION RELATING TO LANDSCAPING IMPROVEMENTS TO THE SR100/I-95 INTERCHANGE

Attachments: [Resolution-FDOT JPA Amendment 3](#)
[JPA Amendment 3 with FDOT](#)

This item was discussed under Item 7.

The Resolution was Continued.

Public Participation

In accordance with Section 286.0114 Florida Statutes, any member of the public interested in speaking on any proposition agendaed or that Council discusses or considers during this workshop, will be afforded the opportunity to speak during public participation at the next City Council Business Meeting. Contact the City Clerk's office for the meeting date, time, and location at 386-986-3713 or cityclerk@palmcoastgov.com

F. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

VM DeLorenzo passed out rack cards to take a survey for the River to Sea TPO (Transportation Planning Organization), attached to these minutes.

CM McGuire - How can we improve transportation; are they interested in my opinion about that? VM DeLorenzo - Yes. There are 4-5 questions; it takes only a few minutes.

CM McGuire - Can we vote now? VM DeLorenzo - Not yet, the Governor's Office signed and now it's back at the attorneys' offices to look at. Mr. Landon - Now there are boiler plate interlocal agreements required by the State and local governments; hopefully they will come to you in May. His understanding is once all the jurisdictions have signed the interlocal agreements, then we are official members of the organization.

VM DeLorenzo passed out another rack card for Flagler Restaurant Week 2014, April 25-May 9 (attached to these minutes). This is the replacement for Taste of Flagler.

There were raves about the food and Karen, the chef at Canfield's.

CM McGuire - Do we have a signed interlocal agreement with the SOE (Supervisor of Elections)? Mr. Landon - Yes.

CM McGuire - All impediments to the SOE conducting a City election this year have been removed? Mr. Landon - Yes, it is now just a matter of proceeding with all the technical, legal requirements to make it happen.

CM Ferguson was happy to hear about the plan for Perkins demolition and Chick-Fil-A coming in; what is the economic impact of that coming in? Mr. Landon - We did a survey at the high school; it was overwhelmingly the number one thing they

wanted was Chick-Fil-A.

CM Ferguson - When is the process done? Mr. Landon - They submitted a site plan, they will probably start construction this summer.

CM McGuire - Site plan for the Palm Harbor shopping center yet? Mr. Landon - We don't have a formal submittal but their engineers have been in working with our staff about details, etc.

G. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

City Attorney Reischmann stated this is an exciting time, with two different levels of government potentially changing the rules that we have to abide by; Washington, D.C., and Tallahassee; busy week, last minute changes, etc.

CM McGuire noticed the agenda this last week in Tallahassee does not include the element of mcmansions (short term vacation rentals).

Mr. Landon there seems to see less attack on local governments than in previous years.

Attorney Reischmann stated his office, as well as a lot of other attorneys, work closely with the Florida League of Cities, they are very strong and able advocates for us in Tallahassee.

H. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

Mr. Landon - Congratulations to the County and the air show, very successful event and great for all of us.

5/3/14 - Arbor Day at Central Park 9:00 a.m.-2:00 p.m. with free trees; beforehand is the 1 Mile Flutter Fun Run and 5K Root Run/Walk.

State Cup soccer at Indian Trails Sports Complex.

State Floodplain Management Office reported that our ranking here in Palm Coast will stay a Class 6 which allows for a discount of insurance premiums of up to 20%.

Construction projects all moving along.

Seminole Woods project going well.

I. ADJOURNMENT

The meeting was adjourned at 11:47 a.m.

Respectfully submitted,
Barbara Redline

[14-138](#)

MEETINGS CALENDAR AND AGENDA WORKSHEET

Attachments: [City Calendar](#)
 [Agenda Worksheet](#)

[14-135](#)

ATTACHMENTS TO MINUTES

- Attachments:** [Item 1 - Business Assistance Center-BAC](#)
[Item 2 - Indian Trails Sports Complex Expansion](#)
[Item 2 - Cost Estimate 4-29-14](#)
[Items 4-6 Community Center Renovation & Expansion](#)
[Items 4-6 Rent Analysis](#)