



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 Bill McGuire
Council Member Jason DeLorenzo
Council Member Steven Nobile
Council Member Heidi Shipley

Tuesday, March 31, 2015

9:00 AM

Council Conference Room

>Public Participation shall be in accordance with Section 286.0114 Florida Statutes.

>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.

Present: 5 - Mayor Netts, Vice Mayor McGuire, Council Member DeLorenzo, Council Member Nobile, and Council Member Shipley

D. PRESENTATIONS

1 [15-118](#) PRESENTATION ON POTENTIAL CODE AMENDMENT FOR FENCES IN FRONT YARDS AND ALONG SALTWATER CANALS

Mr. Landon gave a brief overview of this item. Mr. Ray Tyner, Planning Manager, gave a PowerPoint presentation (attached to these minutes).

VM McGuire asked for a definition of what exactly constitutes a landscape feature. Mr. Tyner - We will get into those details; we will work with the planning board.

VM McGuire asked about regulations regarding 30 ft. within the structure and whether or not a fence would impede emergency service, etc. Mr. Tyner said he got a

"no" nod (from Fire Chief Mike Beadle in the audience). Mr. Landon explained that would not be a problem; the City allows 6 ft. solid fences from the front setback of the house back. He explained the 30 ft. buffer is concerning vegetation and vacant lots adjacent to homes which can cause fires to explode and the need for fire mitigation.

VM McGuire - If you had a brush fire back behind the fence, how would the firefighters get to it, dragging the hose? Mr. Landon - Yes.

CM Nobile stated he did some research at Lowe's and Home Depot, and it is hard to find a fence that is 3 ft. high; they are more like 4 ft. high; 3 ft. isn't feasible. Mr. Landon - Good feedback, we will look at 3-4 ft.

Mayor Netts - Can we get a measurement on the fence (in the presentation)? Ms. Barbara Grossman, Code Enforcement Manager - Yes.

VM McGuire - How do you measure opacity; how do you know you have 50%? Mr. Tyner - Basically, if you can see through it. Mayor Netts - If it is a 4 ft. high fence then you have to have at least 2 ft. of clear space. Mr. Landon - Or if your pickets are 4" wide, then 4" solid, then 4" open; chainlink is definitely over 50%.

VM McGuire - If I am set back 5 ft. from the property line plus swale, how far from the road? Mr. Tyner - 20 ft.

VM McGuire - Are all canals in Palm Coast saltwater canals? Mr. Landon - No, the F section and the C section is where you are going to have your saltwater and the rest of the community is going to be freshwater (also portions of the F section have freshwater).

CM Nobile asked what are you really getting for this (fence stepdown to 4 ft.), he guesses maybe a 45 degree view, total. Mr. Landon - This is why we are calling this a compromise; it's that balance between trying to provide some openness but also trying to respect that some people want their privacy; it actually has some basis in a typical zoning/development criteria for a single-family lot, etc.

CM DeLorenzo asked about the wording on the "Fences in Saltwater Canal Backyards" slide and whether it should say allow or require. Mr. Landon - It allows a solid fence as long as it is 4 ft. (high); doesn't require it, but it's versus no, a solid fence is not allowed. Mr. Tyner - We will draft it up to regulation.

VM McGuire - Are we going to grandfather fences that are currently there that may not comply with the new code? Mr. Landon - We don't have a choice, you have to. If they are currently in compliance and you change the law, you can't make them come into compliance.

VM McGuire - What about the non-saltwater canals, why would they be different? Mr. Landon - If you are on a saltwater canal, the atmosphere seems to be much more open; when you are on a freshwater canal there are a lot of lots that have woods, it just doesn't have that open feeling. Ms. Grossman - There is normally a (vegetation) buffer between the canal and the property line also so you are closed in.

Mayor Netts - Do we allow bulkheading on the freshwater canals? Ms. Grossman - No, we didn't; not sure if we do now. Mr. Tyner - No, we don't.

The Presentation was Received and Filed.

Attachments: [Annual Progress Report 2014](#)

Mr. Landon gave a brief overview of this item. Ms. Denise Bevan, City Administration Coordinator, gave a PowerPoint presentation (attached to this agenda item).

VM McGuire - Are these (summary pamphlets attached to these minutes) going to be available at City Council meetings? Ms. Bevan - Yes, we absolutely can do that.

CM Nobile - Do we have any statistical data on how many households are internet saavy or get information on the web? Mr. Landon - If there is, it would be census data.

CM Shipley - Is this part of the survey that we did where 360 people responded? Ms. Bevan - That is included as a component to the report but she doesn't recall that being a question but thinks there was a question about use of the City website; not sure whether there was a question about using the internet in general.

The Presentation was Received and Filed.

3 [15-90](#)

RESOLUTION 2015-XX APPROVING THE SECOND ROUND OF CULTURAL ARTS GRANTS FOR FISCAL YEAR 2014-2015

Attachments: [Resolution-Cultural Arts Grants FY 2015](#)
 [Exhibit A 2015 Round 2 Recomendation](#)
 [2014-2015 Cultural Arts Grant Guidelines & App.Round 2](#)
 [Grant Evaluation Sheet Blank](#)
 [Contract Summary - Cultural Arts Grants](#)
 [Second Round Applications](#)

Mr. Landon gave a brief overview. Ms. Luanne Santangelo, Parks & Recreation Director, discussed this agenda item in more detail.

CM DeLorenzo asked why two applicants were not eligible for funding. Ms. Santangelo - One organization, the activity that they were proposing to funds actually occurs in next fiscal year so we will make sure that they know that it was outside of the current fiscal year and the funding available and that they can submit when we do the next round for 2016 fiscal year. The other organization was proposing to purchase a vehicle so they could travel about to promote what they do which is outside the parameters of what we fund in the program.

CM DeLorenzo - You met with those groups? Ms. Santangelo - Not yet, waiting until after the process here with Council and talk to them individually and let them know what exactly we look for in funding the organizations.

CM DeLorenzo - So, they may be able to achieve something similar by submitting an appropriate project. Ms. Santangelo - Exactly.

The Presentation was Continued.

Enactment No: R2015-30

4 [15-112](#)

RESOLUTION 2015-XX APPROVING A CONTRACT WITH T.B. LANDMARK CONSTRUCTION, INC., FOR THE CONSTRUCTION OF THE SOUTH OLD KINGS ROAD FORCE MAIN IMPROVEMENTS

AND MASTER PUMP STATION PROJECT

Attachments: [Resolution - Old Kings Road FM and MPS improvements](#)
[Contract Summary - TB Landmark Construction](#)
[OKR MPS FM Letter of recommendation](#)
[Old Kings Road - Bid tabulation](#)
[OKR MPS FM Map](#)

Mr. Landon gave a brief overview of this item. Mr. Steven Flanagan, Capital Projects Director, described this agenda item in further detail and presented a map of the area (attached to this agenda item).

VM McGuire - Didn't this come before us once before? Mr. Landon - For design, we issued a contract for the engineering design and it came before you to approve the capital improvement budget so now we are ready to actually start construction and that is where we are today.

CM Nobile - What work is going on out there right now? Mr. Flanagan - They did the hardening of FPL facilities a while back, which we worked on with them to try to get that done in planning for ultimately the 4-laning of Old Kings Rd.

CM Nobile - What are they doing on Royal Palms? CM DeLorenzo - That is the reuse lines from Cigar Lake. Mr. Landon - Basically, from Cigar Lake to Belle Terre.

CM DeLorenzo expressed he was hoping that we could tie this in with the 4-laning (of Old Kings Rd.). Mr. Flanagan - Yes, that was one of the reasons we continued to push it out and push it out hoping we could.

CM DeLorenzo - One time location for these pipes or as expansion grows, etc.? Mr. Flanagan - He suspects that the upgrade of the northerly boundary of this force main improvement will probably be continued, potentially tied with the 4-laning down the road. So, we did stop it short of going all the way to the plant to use better judgment on our funding and resources.

The Resolution was Continued.

Enactment No: R2015-29

5 [15-33](#)

RESOLUTION 2015-XX APPROVING THE CONTRACT WITH PAYMENTUS CORPORATION FOR UTILITY BILLING SERVICES

Attachments: [Resolution](#)
[RFP Evaluation Written - Proposals](#)
[Contract Summary - Paymentus](#)

Mr. Landon gave a brief overview of this item. Mr. Chris Quinn, Finance Director, and Ms. Cynthia Schweers, Customer Service Manager, gave a PowerPoint presentation (attached to these minutes).

VM McGuire - Can you explain what increase and improved customer access points means? Mr. Quinn - Yes, right now for instance the way our system is set up is that there are very little places where you can actually make a payment. Even here within the City offices here there is one payment desk, the new process will allow us to be very specific; okay if you are in the BAC (Business Assistance Center) here are the payments that you can make while you are in the BAC; you don't have to leave to go

somewhere else and come back to make your payment, same with the building department; working on having those payment specific locations where they really belong in the various functions.

VM McGuire - How do most of the citizens pay? Ms. Schweers - It is a variety, hard to tell; we do get busy with people coming in with checks, etc.

VM McGuire - So, if you had to guess how many people pay in person, what would you say? Mr. Quinn - At least 10-15%.

VM McGuire - So, 85% +/- pay their bills online or mail it? Mr. Quinn - Correct, about 25% of the people still mail in their checks/bills, so it's probably getting to about 50% of the people paying electronically.

VM McGuire - If people don't pay, the origination of cutoff comes out of this group also, does it not? Mr. Quinn - Yes.

VM McGuire - Do we know why no local firms were interested in this? Mr. Quinn - We did reach out to our biggest local firm that does this; we spent a lot of time working with our local vendors in preparation for the bid explaining exactly what we are looking for; we did take the extra steps to encourage them to participate.

CM Nobile - Do they link up with bank pay/bill pay systems? Mr. Quinn - Yes.

CM DeLorenzo - For clarification, right now he pays through the bank but he had to put in all the information; so this will auto populate so when he says my biller is City of Palm Coast, it is going to populate the rest? Ms. Schweers - Yes.

CM Shipley - So the cost of that, \$62,000, does it save us money from paying employees, etc.? Mr. Quinn - It is less expensive for us to do it electronically.

VM McGuire - This is budgeted, so we have about 35,000 households give or take and it costs a half a million dollars roughly to implement this billing program to all of them? Mr. Quinn - Between the postage and the mailing of the bills (credit card interchange fees, etc.), yes about that.

(at the request of a member of the public, short 5 min. break - 10:15-10:20 a.m.)

The Resolution was Continued.

Enactment No: R2015-31

E. WRITTEN ITEMS

- 6** [15-99](#) RESOLUTION 2015-XX APPROVING PRICE AGREEMENT WITH ALPHA GENERAL SERVICES, INC., FOR PRETREATMENT EFFLUENT PUMPING (PEP) ASSEMBLIES

Attachments: [Resolution - Pretreatment Effluent Pumping Tank Pump Panel Assemblies](#)
 [Contract Summary - Alpha General](#)
 [Bid Opening Tabulation - Pretreatment Effluent Pumping Tank Pump Panel Assemblies](#)

Mr. Landon gave a brief overview of this item.

Mayor Netts - Are our specifications so strict that you are only getting one supplier?
Mr. Richard Adams, Utility Director - No, our specifications have been rewritten to allow others, in fact Danny Ashburn (Utility Systems Manager) actually solicited proposals from polyethylene tank manufacturers, one thing that we did do this year, that is in the write up of this item, is we are changing to H2O which is a much stronger tank, and hence the main reason for the price increase.

CM DeLorenzo - What is the change in life expectancy, under normal conditions?
Mr. Ashburn - Under normal conditions, these tanks should last a life time, they are wheel-load tested at 21,000 lbs. by an engineer so they are actually rated for being in the street. We are the last of the PEP systems in the State of Florida still using category 4 tanks; they have all switched to H2O.

Mr. Landon - You have all asked for an overview of our PEP tank program and that is coming to you shortly; this is strictly to buy them but as far as the overview, Utility is preparing it and will be coming to you.

The Resolution was Continued.

Enactment No: R2015-33

- 7 [15-101](#) RESOLUTION 2015-XX APPROVING A CONTINUING SERVICES CONTRACT FOR PROFESSIONAL HYDROGEOLOGICAL SERVICES WITH CONNECT CONSULTING, INC.

Attachments: [Resolution-Hydrogeological Services](#)
 [Notice of Intent to Award - Professional Hydrogeological Services](#)

Mr. Landon gave a brief overview of this item.

VM McGuire - What exactly do they do? Mr. Adams - They provide all the engineering services for any well work; it's a specialty of a hydrogeologist, they observe and direct well drillers in all kinds of activities underground.

VM McGuire - We use them where we are considering putting a new wellhead in? Mr. Adams - New wellheads, rehab of existing wells, etc.

VM McGuire - Do they perform the work as well? Mr. Adams - They subcontract the physical labor-type work but oversee the whole operation.

The Resolution was Continued.

Enactment No: R2015-35

- 8 [15-103](#) RESOLUTION 2015-XX AUTHORIZING LOW LEVEL FLIGHTS IN CONNECTION WITH OPERATIONS OF THE EAST FLAGLER MOSQUITO CONTROL DISTRICT

Attachments: [Resolution - East Flagler County Mosquito Control District - East Flagler Mosquito Control District Authorization](#)

Mr. Landon gave a brief overview of this item.

VM McGuire - Do they have to get permission from the FAA? Mr. Landon - Absolutely, yes that is all part of this. CM Nobile - Part of the waiver is to get the City's approval; without the City's approval the FAA won't get the waiver.

The Resolution was Continued.

Enactment No: R2015-36

- 9 [15-100](#) RESOLUTION 2015-XX APPROVING CONTRACT WITH TRI-COUNTY BOBCAT SERVICES, INC., FOR TREE REMOVAL SERVICES

Attachments: [Resolution Tree Removal Services](#)
 [Contract Summary - Tri-County Bobcat](#)
 [Bid Opening Tab](#)

Mr. Landon gave a brief overview of this item. No Council comments.

The Resolution was Continued.

Enactment No: R2015-34

- 10 [15-111](#) RESOLUTION 2015-XX APPROVING AMENDMENT NO. 1 OF THE EXISTING JOINT PARTICIPATION AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION, FOR THE LANDSCAPING AND IRRIGATION OF THE MEDIANS ON STATE ROAD 100 FROM I-95 TO ROBERTS ROAD

Attachments: [Resolution - JPA Amendment 1 - SR100 Medians](#)
 [Amendment 1 JPA with FDOT SR 100 Landscaping](#)

Mr. Landon gave a brief overview of this item. No Council comments.

The Resolution was Continued.

Enactment No: R2015-37

- 11 [15-89](#) RESOLUTION 2015-XX APPROVING PIGGYBACKING THE FLORIDA SHERIFFS ASSOCIATION CONTRACT #15/17-07-0220 WITH BOULEVARD TIRE CENTER TO PURCHASE TIRES FOR CITY FLEET

Attachments: [Resolution-Piggyback Contract FL Sheriffs Assn for Tires](#)
 [Engagement Letter - Boulevard Tire 4-7-15](#)
 [Sheriff Contract Cover Letter](#)
 [Boulevard Tire - FSA contract](#)

Mr. Landon gave a brief overview of this item.

CM Nobile - When we say as needed, but there is an expense associated with it, what is that? Mr. Landon - That is our cost estimate for the year.

CM Shipley - Did we put bids out for the tires too? Mr. Landon - In this case we did not go out to bid, that is why we piggyback. In other words, the Sheriffs Association throughout Florida goes out to bid and hopefully gets a better price, and then most local governments can then take (use) that price. In this case, there were multiple companies that were awarded the bid. We then chose the one that had local

presence here in Flagler County. Attorney Reischmann - Our purchasing policy specifically recognizes and authorizes the City of Palm Coast to use this methodology of piggyback. Most of the time the contracts that are done on a statewide basis are much better than local governments because of the scale. Mayor Netts - Not only that, but there is an in-house cost associated with going out for bid; if you can piggyback on someone else's bid - a) you may get a better price, and b) you can save the in-house cost of paperwork.

The Resolution was Continued.

Enactment No: R2015-32

Public Participation shall be 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

CM DeLorenzo - Is City Hall on schedule? Mr. Landon - Yes, they are at the stage where you might not see a lot of things happening outside; they are working on the structural inside.

VM McGuire - Palm Harbor Golf Course, are they going to make a presentation to us as to how they are going to improve their fiscal operation? Mr. Landon - April 14th, tennis center too.

CM Shipley - She has a lot of emails coming to her about code enforcement; they are asking her to look at code enforcement to see what they do when they drive around, why they drive around, why some people are tagged and others aren't, etc. Is there anyway she can arrange for a drive-along or something so she can explain what the procedures are? Mr. Landon - Yes, absolutely. CM Nobile - Barbara (Grossman) told him their goal is to be on every street in Palm Coast twice a month and of all the notices of violation, half are produced by those drive-arounds and approximately half by complaints. Mr. Landon - The other thing is the policy regarding trash cans out on non-trash days and they go out in the neighborhood, they will actually issue a notice or warning to everyone that has trash cans out. Attorney Reischmann - It is key to understand that code enforcement first of all starts with the State of Florida, it is a statutory process. The process starts with the ride-around, you have to have notices. It would be very instructive and helpful to go to a Code Enforcement Board meeting because then you would see toward the end of the process where you see people coming in and being cooperative and people coming in and it's the sixth time they have come before the Code Enforcement Board or the first time or it's been going on for years, then you see both sides. Because people don't understand all the work involved; being a code enforcement officer is a pretty hard job; they are just looking for code compliance, no agenda, just code compliance.

Mayor Netts described the statutory waiting time after notices are received and the Code Enforcement Board meeting is once a month, so another month goes by, and after an order is issued they have another month to comply, so the grass ends up a few feet high, etc. Ms. Grossman explained that now they take a proactive approach and give courtesy notices when the blooms on the grass start to appear; prior to the first notice, so the grass doesn't end up that high.

CM Nobile - In your experience, do most of them just don't want to do it or they don't believe the code is correct? Mayor Netts - All of the above. Attorney Reischmann - Sometimes it is personal situations. Ms. Grossman - You are going to have the commercial vehicle, they feel the code is not right but the next door neighbor feels differently. CM Nobile - So we need to direct them that breaking the code isn't how you get it fixed. CM Shipley - If they call and say there's a medical problem, we are not able to mow the lawn or I am fixing my boat it's going to be out there a week, they will make exceptions. Attorney Reischmann - Code enforcement officers have a tremendous amount of discretion statutorily to provide reasonable amount of time to allow a property owner to come into compliance. If you didn't have this process to deal with issues of neglect or abuse of property you would have a lot more spite fences and a lot more disputes between neighbors; it provides an outlet for this type of dispute.

Mayor Netts - Florida Inland Navigation District (FIND) is the local sponsor for the maintenance of the Intracoastal Waterway. There are 12 counties and commissioners in FIND from Nassau County in the north, to Miami-Dade in the south, and it is the job of the commissioners to do basically two things: (a) to provide the funding for the maintenance of the Intracoastal Waterway, and (b) by extension of that the Florida Legislature provided the responsibility for developing, implementing grant programs that help local governments maintain those things that are ancillary to the waterway. In order to do that better, the commissioners one year will do a boat trip on the southern half of the Intracoastal; the next year they will do a trip on the northern half. This is also a way that the Mayor can show the commissioner of Miami-Dade County why the project here in Flagler County is so important. He mentions this because, Thursday, 4/2/15, the Army Corps of Engineers' vessel will be docking at the Palm Coast marina and the commissioners and staff of the Army Corps of Engineers and a variety of other folks will be docking around 4:00 pm in the afternoon and then dining at High Jackers, so anyone in the community may want to stop and take a look at the new Army Corps of Engineers' vessel, say hello to the commissioners; tell them why Flagler County needs funds, etc.

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

No comments.

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

This weekend is Easter - Flashlight Easter Egg Hunt, Friday night at Belle Terre Park at 7:00 p.m.

Eggstravaganza - 10:00 a.m. at Central Park on Saturday morning.

City Offices are closed Friday for the holiday weekend.

I. ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

*Respectfully submitted,
Barbara Redline*

[15-122](#)

MEETINGS CALENDAR AND AGENDA WORKSHEET

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

[15-132](#)

ATTACHMENTS TO MINUTES

Attachments: [Item 1-Presentation on Fences](#)
 [Item 2-Presentation 2014 Progress Report](#)
 [Item 5-Utility Billing Presentation](#)