



# City of Palm Coast

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
www.palmcoastgov.com

## Meeting Minutes City Council Workshop

*Mayor Milissa Holland*  
*Vice Mayor Steven Nobile*  
*Council Member Robert G. Cuff*  
*Council Member Nick Klufas*  
*Council Member Heidi Shipley*

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Tuesday, April 11, 2017

9:00 AM

City Hall Community Wing

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### City Staff

**Jim Landon, City Manager**

**William Reischmann, City Attorney**

**Virginia A. Smith, City Clerk**

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

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

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### A. Call to Order

*Mayor Holland 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:** 4 - Mayor Holland, Council Member Cuff, Council Member Klufas, and Council Member Shipley

**Excused:** 1 - Vice Mayor Nobile

### D. PRESENTATIONS

#### 1 [17-162](#) PRESENTATION BY THE PALM COAST HISTORICAL SOCIETY

*Mr. Art Dycke, Palm Coast Historian, spoke about the developer of the City, ITT, and*

*the incorporation of the City of Palm Coast and its founders as well as the inception of the Palm Coast Historical Society and its need for a facility to call home for displays and records, also volunteers.*

*We were founded on October 29, 1970. Founders Day this year is proposed for the pavilion at Holland Park (since the Community Center is closed). October 29, 2020 will be our 50th anniversary.*

*Mr. Dycke spoke of the Centennial of Flagler County set for April 29, 2017, it is going to be a super event.*

*Palm Coast Historical Society is ready for a new generation and would like to polish a new slideshow presentation for the public.*

*Mr. Dycke spoke of the Palm Coast Historian 2001-2016 booklet filled with information about the history of Palm Coast, which he will send to the Mayor and Council Members. It is available at the public library as well as the Palm Coast Historical Society.*

*CM Shipley asked about setting a policy of some sort, so that we would start at 50 years, and he had mentioned he had 18 different locations already marked for historical status. She believes it is better to wait until the 50th year and start marking it from the 50th anniversary, rather than the 35th anniversary.*

*Mr. Dycke - At this particular point, his feeling is society provides the history and how it is communicated is up to the City Council. Mr. Landon - For it to get State and National recognition it has to be 50 years and at this point we are not there yet. CM Shipley - The residents do not want the historic district where tours are going through and disrupting the homes; more just (public) places/facilities like the community center, etc.*

*CM Klufas - Maybe we could get some volunteers from the high schools for volunteer hours to help. Mr. Landon - Mr. Dycke has someone that wants to help coordinate that.*

*CM Cuff - Intern applications that the City gets, there may be some college student(s) looking for a summer internship; history majors or photography program students to help digitize and catalog information.*

*Mr. Dycke - He would like to have a co-historian at this point to keep up with the technology.*

**The Presentation was Continued.**

## **2**      [17-140](#)

### **PRESENTATION OF CURRENT YEAR-TO-DATE BUDGET REVIEW**

*Mr. Landon gave a brief overview of this item. Mr. Christopher Quinn, Finance Director, assisted by Ms. Helene Alves, Accountant, gave a PowerPoint presentation, attached to these minutes.*

*>2017 Ad Valorem Taxes by Use slide:*

*Mayor Holland - Is that per our policy or is that something you plug in and figure out (3% capital projects)? Mr. Quinn - There is not a specific written policy that says taxes have to be used for this but this has been the traditional.*

*>State Pass-Through Revenue slide:*

*Mayor Holland - This clearly demonstrates why shopping local has a huge impact on*

*the services we provide for our local residents; every single time someone fuels up in the City, that generates dollars that get plugged back in and offsets the burden solely on ad valorem taxes. Mr. Quinn stated our revenues (relating to this slide) are slightly behind budget this year by approximately \$100,000.*

*Mayor Holland - Do we have any forecasting to know if the State is going to change any of their formulas? Mr. Quinn - He has not seen anything yet; all the indicators in general say the State is getting higher revenues.*

*CM Klufas - So, right now we are behind what we should be? Mr. Quinn - Revenues come in more seasonal, so they are where expected (except for Communications Services Tax).*

*>Utility Fund Revenue slide:*

*Mayor Holland - Do we ever have to write-off unpaid balances on utilities? Mr. Quinn - We are no different than any other business when it comes to that.*

*Mayor Holland - Has it fluctuated over the years? Mr. Quinn - For the most part because of all of the liens and the legal framework that we have on our utilities, the amounts are relatively small in total compared to our revenues. It becomes more difficult when the economy is poor, but because of the ability to lien the homes, eventually we get most of those funds although it may take a while.*

*>Building Fund Revenue slide:*

*Mayor Holland - What was that when there were very few permits being pulled in Palm Coast, what money did you utilize in the absence of that revenue for operations? Mr. Landon - We did not have as many inspectors and plan review people, so you cut your expenses during those times. Also, we have eliminated some of the smaller fees so we have reduced our revenue for a lot of our building permits that we were collecting before so those smaller fees helped during the harder times. Because the projections are coming in higher than expected, this is a way of helping out the remodels and home improvements. We had very large reserves, so we used reserves during the hard time too. We still have a strong reserve in this fund. Mr. Quinn - The building permit fund is a self-contained unit, any excess revenue has to be reinvested back into this program whether through fee reductions or investment of technology or efficiency, etc.*

*>Public Safety slide:*

*Mayor Holland - When we have wildfires in Flagler County and give assistance has that ever been an issue for the City as far as budgetary items? Mr. Landon - Any time you have a fire out in the County, we start responding for our neighbors; it does increase our overtime. The Fire Dept. is usually not over budget, because we anticipate that every year. He cannot recall a fire season that really impacted the budget significantly.*

*>Utility Fund Expenditures slide:*

*Mayor Holland - With the refinancing that took place and debt service, did that lower the payment? Mr. Quinn - It did, it reduced the interest costs but it will take place of the next 10 years. Mr. Landon - Over the last few years with refinancing we have saved millions of dollars long term.*

*>Information Technology slide:*

*Mayor Holland - Do we have reserves in each one of these funds? Mr. Quinn - Other than the Utility fund, most of the other funds are more capital intensive, so basically whatever money is in there we spend; there is no minimum requirement. Mr. Landon - We monitor this every month; departments are required quarterly to bring in their*

*budgets and go over them.*

*CM Klufas - Year to date, is that fiscal year to date or does that just include January and February? Mr. Quinn - Our year to date (YTD) starts October 2016 to February 2017; 5 months' worth.*

*>Total Salaries & Wages slide:*

*Mayor Holland - Have there been any type of salary increases? Mr. Landon - At this time of year we look at whether we are competitive and start making adjustments in specific areas particularly where we see turnover. We are in that process right now, and then our pay plan calls for salary schedule adjustment (keeping up with cost of living type of adjustment) in January of each year. Traditionally, we do at least a CPI (Consumer Price Index) increase in June or minimum of 2% lately. Right now, the CPI trend is between 2%-3% and then we have merit increases 0-5%; on average 2%. We may take a look at a proposal of increase in that area to maybe 3%.*

*Mayor Holland - What departments have the highest turnover rate? Mr. Landon - Fire Dept., and we have made a number of changes and what we found there when we did the analysis is that many of the firefighters that we hired were from surrounding communities, like Jacksonville, and they never moved here. So, when Jacksonville started hiring again, we lost a lot due to commuting times. We have also done a lot to change the structure, we are trying to grow our own; we are putting a lot of effort into retaining them. We had significant turnover in Public Works, but this past year we made major increases where our starting salaries are very competitive now.*

*>Budgetary Impact of Hurricane Matthew slide:*

*Mayor Holland - How comfortable, confident are we have insured our documentation for FEMA, etc.? Mr. Quinn - He is right now. We have had other hurricanes, and we have been able to recoup for all of those from FEMA, even though it took 5-7 years to get. In this case, because of the complexity and because FEMA is getting more and more complex, we hired a financial monitoring firm to help us through the process of getting that information into the FEMA payment system. He has no reason to believe there are any grounds for objection for anything we are requesting reimbursement.*

*Mayor Holland - To replenish the funds in the reserve policy, how does that work?*

*Mr. Quinn - The disaster reserve fund has a minimum fund balance based on the percentage (approx. 2%) of the total taxable value of the City. There is a calculation that we use each year. If we are short of that fund balance requirement, then we are required to, over a 3-year period, replenish the disaster reserve fund. Mr. Landon - We also have a reserve balance in each of our major operating funds and we did not have to touch any of that and those are major dollars, so this is not the only reserve we have for these unexpected events.*

*CM Shipley - We can touch those if we need to? Mr. Landon - Yes.*

*Mayor Holland - 85% is the normal amount from FEMA that is reimbursed? Mr. Quinn - Typically, normally FEMA will reimburse 75% and the State will reimburse 12.5%. We are actually participating in an accelerated recovery program so it is a little higher.*

*Mayor Holland - The group you are using for the tree removal, do you feel they are getting a fair price for that service? Mr. Landon - Yes, that is the good thing about having a price agreement; when the demand goes up we still get the same price.*

*>Looking Ahead slide:*

*Mayor Holland - When does Jay Gardner come in with his appraised values? Mr.*

Quinn - Preliminary values are June 1st and then the official values are July 1st. Mr. Landon - That is just one part of the equation, the other is the millage rate and what City Council does with the millage is also a driving force.

**The Presentation was Received and Filed.**

**3**      [17-154](#)

**PRESENTATION ON THE REVISED 10-YEAR CAPITAL IMPROVEMENT PROGRAM**

Mr. Landon gave a brief overview of this item. Mr. Carl Cote, Construction Management & Engineering Manager, gave a PowerPoint presentation, attached to these minutes.

>Transportation slide:

Mayor Holland - How many of these are in the TPO (River to Sea Transportation Planning Organization) 5-year plan, any? Mr. Cote - The problem with bridges is the TPO will not fund any rehabs, they will only fund full bridge failure replacements. We do have one here at Sesame (@ Little Channel) and Citation, it is failing and is on a 6-month inspection with FDOT (Dept. of Transportation). Here we are going to be submitting for a grant to replace that.

Mayor Holland - Are all of these bridges in Palm Coast? Mr. Cote - This is between the two Palm Coast Parkways.

CM Shipley - If we were to take that money and do one that is rated F, then they would not give us the funds because we did it ourselves already? Mr. Cote - Correct. Mr. Landon - We do not know if we are going to get the grant. Mr. Cote - We are going to pursue a grant.

Capacity Improvements:

Mayor Holland - How many of these are funded through impact fee dollars, any? Mr. Cote - Palm Harbor extension, part of that. Mr. Quinn - Our transportation impact fee fund, over the last couple of years, has not really had enough money in it to do anything.

Mayor Holland - This is all through the TPO, so they are voting on these priority lists? Mr. Landon - Yes, there is a rating process they go through with their advisory committees and the list goes to the full board and it is adopted and it is sent off to the district office. We also work directly with the district on our priorities and some of those dollars have to come into Flagler County just by their policy. We are somewhat competing with Volusia projects but not totally because FDOT looks at it by County.

Mayor Holland - Does FDOT decide when we need additional capacity on our roadways or do we do an engineering report? Mr. Landon - When it is on the State system they will drive that force. If it is off the State system, like Old Kings Rd., they will require us to provide that information and do the studies to show what our needs are.

Mayor Holland - What triggers us to say that is a road we have to look at? Mr. Landon - Our long term plan, safety studies; they start driving our capital program that you see here. Feedback that we get in the community. It is a dynamic process.

Mayor Holland - Is that between the County and the City (Matanzas Woods Pkwy. 4 laning vs. Old Kings Rd. widening)? Mr. Landon - County has now transferred all of the right of way to us, so it is now between the City and FDOT.

Mayor Holland - Is Old Kings Rd. Extension planned to design? Mr. Cote - The

design is complete; there is one piece of right of way that we are in the process of acquiring for that project. Mr. Landon - That is a good example, one of the reasons why they fund that is because the dollars are small and they can. When you talk about Old Kings Rd. Widening, you are talking over \$20 mil., and they cannot find \$20 mil. for Flagler County so they move on to the next project even though that is our highest priority. There are a lot of factors involved when dealing with State dollars.

*Sidewalks and Bike Paths:*

Mayor Holland - How are those prioritized? Mr. Landon - Based on our path and sidewalk master plan; it was adopted about 10 years ago and updated about every other year.

Mayor Holland - It is also to identify areas of connectivity, is that outlined in that plan?

Mr. Landon - The plan had different factors, paths to school was a major factor, another one was connectivity (when we had a gap and connecting them), amount of ridership/users was a factor; a variety of things.

Mayor Holland - Future development, does that outline sidewalks for future growth patterns? Mr. Landon - All developments are required to build a sidewalk that is adjacent to the property or contribute to a sidewalk fund.

CM Shipley - Are we looking to move Lakeview Blvd. and try to find funds to do that this year or next year? Mr. Landon - It is funded for 2017, but it is funded by FDOT and their fiscal year starts July 1st. Our plan is to start construction in the last half of 2017 using FDOT funds. It is in our next fiscal year's budget because the major costs come in after October.

Mayor Holland - Has the plan been designed? Mr. Cote - The design is being finalized now; we are working with FDOT for review and acceptance.

CM Shipley - So, people will not see it happening until Sept./Oct.? Mr. Cote - Fall, some time.

CM Cuff - Seminole Woods path, when is the path going to be done 100% from SR100 to US1? Mr. Cote - It is done. Now we are working on Sesame down to Citation/Sesame connection.

Mayor Holland - School to home, how are we with that? Mr. Landon - We are all completed with that.

*Safety Projects:*

Mayor Holland - Bulldog Dr. improvements, that is within the CRA, will that project we recently approved contribute to it? Mr. Landon - They will have to create the additional lane along their property and as that moves forward that would very likely be tied into development along there.

*Street Rehab and Renewal:*

CM Shipley - Guardrail/cabinets replacements from accidents, do we ever not spend that money? Mr. Landon - The dollar amount was in the 100s of 1,000s because we were behind. Mr. Quinn - Last year we started the Street Rehab and Renewal line to include all the resurfacing, guardrails, traffic cabinets. He would love to say the number is going down but it is not really going down. Mr. Cote - Material costs go up; we added guardrails with some projects so it is just to make sure we carry enough dollars.

Mayor Holland - Do we do those in-house or do we contract those out? Mr. Landon - They are contracted out.

Mayor Holland - How many guardrails does the City have? Mr. Landon - More than what you realize.

CM Cuff - That includes the aluminum tube fencing? Mr. Cote - This is just the curved steel, FDOT guardrail.

CM Cuff - Where does the replacement of fencing fall in the budget when cars hit it, etc.? Messrs. Landon and Quinn - Out of general street maintenance.

Traffic Operations:

Mayor Holland - Where does that bucket come from FDOT for turn lanes, different fund? Mr. Cote - They do have different funds, they have multiple funds.

Mayor Holland - If we are applying for these kinds of dollars, we are applying from a different bucket so we are not taking from another project that we could get eligible funding? Mr. Landon - Most of these are probably going to be the TPO; these small dollar amounts have other types of funds.

Mayor Holland - How far do you have to get to be eligible for funding, do you have to go through all the studies, is that part of the process? Mr. Landon - Belle Terre safety study was funded through TPO/State dollars. The fact that they approved the safety study, the chances of them approving the actual improvements that were recommended out of that study are enhanced, better.

Mayor Holland - How do we determine from the list the priorities, are they equal? Mr. Landon - The studies, based on crash analysis, traffic numbers, etc., they recommend the priorities.

Traffic Signals:

Mayor Holland - Are any of these using impact fee dollars? Mr. Cote - It is under review right now as to whether traffic signals can be done using impact fees.

Mayor Holland - Is that a statutory limitation? Mr. Landon - Yes, it is a State law as to how impact fees can be used. They can be used for capacity but not maintenance.

Attorney Reischmann - That is why you hire a consultant and study. The other way to look at it is it is not just capacity; is the necessity of increasing the capacity of the road caused by growth? There has to be a direct correlation between the growth and the expenditure of these monies that are coming a specific source, etc.

CM Klufas - Do we have plans to extend fiber optic structure to all of these locations and to also have the video cameras and Opticom systems? Mr. Cote - Yes, that is what the optimization is about, to get them all connected.

CM Klufas - Is it our policy with these new traffic signal conversions that when we go from a pole to a mast arm that we will be adding connectivity? Mr. Cote - They may already be connected; a lot of them are connected to fiber. Mr. Landon - The key to it is getting fiber to them, and we do not wait for the change out of the pole to get fiber to them. That is a whole separate other set of priorities. The priorities have been Palm Coast Pkwy., and then Belle Terre and all of the side streets that go along with that. Two different issues, our cameras and our automated timing system versus having to go out to the cabinet and do it manually. The Opticom system (allows emergency vehicles to change the traffic signal to green), goes into every signal we

put in.

CM Klufas - So, what is the system that Council looked at Public Works? Mr. Landon - That is our optimization, implementation project.

CM Klufas - The traffic optimization, are we planning on putting in these video cameras? Mr. Landon - Every year we have additional dollars because every year the plan is to add to it.

>Unfunded Projects slides:

Continuous Street Lighting:

Mayor Holland - Was there a goal to have a certain number of streetlights or on just certain corridors, was safety considered as well? Mr. Landon - 10 years ago when he first came here, there really was not a plan; they just said we needed to have streetlights and Palm Coast Pkwy. was the major corridor that was completed, like Belle Terre north. The other policy that we are still implementing is that every time we do a street project we add streetlights and we design those as part of those projects, but what this is are the gaps, like Belle Terre south, from Palm Coast Pkwy. to SR100.

Mayor Holland - What is the cost broken out from just the streetlights we currently have? Mr. Landon - \$700,000 a year.

Mayor Holland - Just for the 2,100? Mr. Landon - Yes.

Mayor Holland - Is there an alternative to save on the costs of energy, is there solar or anything else we could look at? Mr. Landon - Solar is not practical from a continuous lighting standpoint, because if you have a couple of days without sun and then you have dark nights, there is not enough light to give off isn't where it needs to be; the solars are not bright enough. The cost is coming down, so now LED is going to be FPL's standard, it used to be a premium and charged us more for the light and less for electricity.

Mayor Holland - The cost per light is what? Mr. Landon - They install it, maintain it and then they just have a monthly cost; they figure out what their annual cost is and they divide it by 12. It is like a master plan that will be coming to Council soon.

CM Shipley - So, if we wanted to just stop at Belle Terre that would be \$100,000 more? Mr. Landon - No, we do not know how much it is going to cost to light it, the \$100,000 is for the design.

CM Shipley - So, we did not put anything in the budget to light it up? Mr. Landon - We knew we would have design completed to light them up for this fiscal year and that FPL would get them installed so there was no need to put a dollar amount in there because we didn't know what that dollar amount was. So, this is getting the project started.

>Recreation Projects:

Parks & Recreational Facilities:

Mayor Holland - Are we within budget with Holland Park still? Mr. Cote - Yes.

CM Klufas - The splash park that is part of Holland Park, is that the design done by Little John four years ago? Mr. Cote - We had three categories of project, we had one design team that worked on structures, a maintenance building that still needs to go up, rehab of the pavilions to make them ADA compliant. We had Little John that worked on the playground and splash park, so we have some remaining playground



phases to complete and the splash park. Then we have Arcadis, which is the civil engineer, where we have some lighting, handball court, pickle ball court and other activity areas that still need to happen. Mr. Landon - This is our phased approach to a lot of our projects.

Mayor Holland - What is our concern about vandalism in our parks? She mentioned cameras in certain facilities and the bathrooms in Indian Trails Sports Complex, etc. Mr. Cote - With Holland Park now we ran a conduit loop so we can add those cameras in, the infrastructure is in place and we do have enough in our park renovation fund to add cameras to other facilities.

Mayor Holland - Do we utilize park impact fees for these? Mr. Landon - Yes.

Mayor Holland - What does our park impact fee fund look like today? Mr. Quinn - Most of our park and transportation impact fees are based on developments and as we get those balances we are using them for projects. They are not huge dollars that come in, but where we can use them, we are using them.

Mayor Holland - Are we restricted in using them? Mr. Landon - Yes, you cannot use it for maintenance; it has to be to add capacity.

#### Park Renovations:

Mayor Holland - Have the strange conflicts with tennis and pickle ball gotten better over there? Mr. Landon - At all our fields we get this; soccer and lacrosse, basketball players and skateboarders, tennis and pickle ball, baseball and softball, etc. All of our fields/courts have multiple uses.

Mayor Holland asked for information on how many of our facilities have been vandalized, what the cost has been for replacement of those fixtures, etc. Mr. Landon - We can do that.

CM Shipley thinks it is important that Council knows what the deadline is for them to comment on these projects. Mr. Quinn - Now would be a good time, what happens is this will become the 5-year CIP (Capital Improvements Program) and comments are needed when you finalize the 5-year CIP. Mr. Landon - These decisions will be made when we bring back the CIP as part of the budget, so this is a planning document.

#### Palm Harbor Golf Club:

CM Shipley - Since the bunkers were already done, does that mean the \$125,000 is left? Mr. Quinn - We started it last year and finishing it this year.

#### Trails & Trail Amenities:

Mayor Holland - The Lehigh/Belle Terre one needs a trailhead. Mr. Landon - It is a trailhead by default but it does not have a restroom. Mr. Cote - It is programmed to receive a grant of \$100,000 right now, because they will only fund a portion of the design there is additional enhancements and the FPL easement; that is in their 2019 work program

Mayor Holland - That is designated Rails to Trails funding over there, is it not? Mr. Landon - The Lehigh Trail is Rails to Trails, but our property which is where the FPL easement is, is not within that same corridor; it is adjacent to it.

Mayor Holland - (Turning service road into a trail) Lowes to where? CM Cuff - It is the old shell road that used to go out to the antennae farm, along I-95 that gives access to the billboards.

*Mayor Holland - What does it ultimately connect to? Mr. Landon - It will connect to Royal Palms path. Mr. Cote - Near the canal crossing.*

*Unfunded Projects:*

*Mayor Holland asked about a trails map. Mr. Landon stated we have had one for 7-8 years. Every time someone signs up for water, they get a welcome message with all kinds of information. Mr. Landon handed out to Council the "Trek It Out!" and "Palm Coast Blueways Paddling Guide" brochures (copies attached to these minutes).*

*Mayor Holland - How many acres do we own at the tennis center? Mr. Cote will get back to Council with that information.*

*Mayor Holland - Fire impact fees, when was the last time they were evaluated? Mr. Landon - They have never changed. Mr. Quinn - They have never been evaluated; somewhere in next year's budget we will get that started. Mr. Landon - We updated recently Utility and Parks. The Utility is going to be part of the rate study so that will be updated again. We are in the process right now of updating the transportation impact fees. Mayor Holland believes with all of the building material costs going up that it is an appropriate time to do an evaluation of these. Parks we do not index but said we would look at every three years. Utility we index as our costs go up.*

*Mayor Holland - Are all these facilities, are we still continuing with LEED certification of future facilities? Mr. Landon - Yes.*

*Mayor Holland - There are not a lot of dollars remaining in the environmentally sensitive lands fund for the County and she was talking to two board members the other day about some of our priorities and projects that are important to our wildlife corridor, water conservation, quality of water. So, when those come up does Denise Bevan, City Administration Coordinator, regularly coordinate with Tim Telfer, the County Environmental Planner? Mr. Landon - Yes.*

*>Stormwater Projects:*

*Major Crossings:*

*CM Klufas - Is there a type of rating system for those projects like where we have rated A-F (for bridges)? Mr. Cote - A lot of these are harder to do the inspection, because they are under water; you cannot get a good visual inspection. You can do a partial visual inspection, etc., do some probing but the cost to block off the water and clean out the pipe and do an inspection, at that point you may as well do the project and re-line the pipe. It is more difficult to do with these.*

*Mayor Holland - Have we done an analysis of stormwater fee structure and what that looks like? Mr. Quinn - We did a few years ago and it is time to do it again. Our utility fee is indexed to inflation, so what we have happening in stormwater is that the revenues haven't really been increasing very much but the costs and the demands on the system are going up considerably faster than the revenues are so you are getting to a point where the only thing to do is to do less work in order to stay within the revenues you have. So, there is a structural deficiency in the rates that we have.*

*Saltwater Canals:*

*Mayor Holland - Is this where we are looking at a taxing district? Mr. Landon - That is why it is in red; we would definitely have to have a funding source for this; major dollars and long term project. Mr. Quinn - Yes.*

*>Water and Wastewater Utility (Mr. Richard Adams, Utility Director, presented this portion of the presentation):*

*Mayor Holland - Regulatory requirements are something we obviously have to*

adhere to, how many of these projects are unfunded mandates where legislation is created in Tallahassee and we are required to meet the standard that they are imposing on us, does that happen often with these projects? Mr. Adams - With the Utility it is more gradual, it is not a new regulation creates a huge demand on our budget but does require us to do some planning. For instance the first project, Wellfield Expansion at Water Treatment Plant 2; basically, that is a regulatory mandate as a result of the withdrawals from our wellfield in the south zone. Some diminishing water quality of the raw water source so what we are doing is we are putting in more wells to spread out the withdrawal. It is a regulatory mandate because the St. Johns River Water Management District (SJRWMD) says you have cut back on production for particular wells it causes us to drill more wells to get the same amount of water.

Mayor Holland - Are any of these part of the request for appropriations this legislative session? Mr. Adams - Yes, we got some grants for some of these projects already from the SJRWMD. Mr. Beau Falgout, Administrative Services and Economic Development Director - For PEP (pretreatment effluent pump) tanks and wellfield expansion.

Mayor Holland - They all come out of the Utility fund? Mr. Landon - Yes. Mr. Quinn added the way the utility fees are designed are to pay for the operation costs of the Utility, pay for the debt service of the Utility and contribute towards renewal and replacements and a little towards other capital projects. They are not really designed to fund another huge project, another huge plant. That would require rate adjustments.

Mayor Holland - That goes back to that impact fee study to make sure that the impact that is created by additional capacity is met. Mr. Landon - Yes.

CM Klufas - At what point do you take it to the next step, meters that are actively connected to monitors and have radio reading? Mr. Adams - You will see an allocation there for fixed base meter reading and you can see in FY 2018 we plan to start that process but rather than make that a huge multi-million dollar project, we can phase that in.

Mayor Holland - What is our reserve balance policy in Utility? Mr. Quinn - 15%-20% for Utility operating, for capital there is no reserve (policy) so to speak; just the need to get the money in there.

CM Cuff - On the PEP tank items, are any of that upgrades to hopefully alleviate the problems we had during the storm or is that just routine maintenance? Mr. Adams - What is shown is mostly for new PEP tanks for new houses, and the PEP system upgrades is actually allocated for pipeline enlargements parallel to the pipelines to increase capacity. The only thing we are doing with the existing is all new PEP panels have a generator receptacle. The pump stations in the PEP areas; equipping generators; going back and retrofitting existing PEP panels with PEP panels that have generator receptacles is not budgeted.

CM Cuff - Do we know what the cost is for that, retrofitting the old panels? Mr. Adams - Around \$4 mil.

CM Cuff - Is there a per unit amount, etc.? Mr. Adams - We have never had a homeowner request to pay for one of our panels but interesting concept. Mr. Quinn stated we did put that in to FEMA as a grant request.

(Lunch break 12:16 pm - 12:38 pm)

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**The Presentation was Received and Filed.****4**      [17-157](#)**PRESENTATION ON WHITEVIEW PARKWAY CORRIDOR IMPROVEMENTS**

*Mr. Landon gave a brief overview of this item. Mr. Sean Castello, Traffic Engineer, gave a PowerPoint presentation, which is attached to these minutes.*

*>Existing Conditions - Crash Analysis slide:*

*CM Shipley - At Ravenwood Dr., injuries at 62, was that pedestrians. Mr. Castello - Unfortunately, one crash involved a school bus, with 47 injuries.*

*>Future Improvements Locations slide:*

*Mayor Holland - This area is pretty much built out that is what you said earlier, correct? Mr. Castello - We really do not expect and increase in commercial development, there are still plenty of undeveloped lots out there that are going to add onto the roadway. This part of the R section and the W section are relatively built up. Mr. Landon - And so is the P section on the other side, etc.*

*>Traffic Volumes - Existing and Future Conditions slide:*

*CM Klufas - Is there any timeline to the 5,300 to 10,200? Mr. Castello - That is the range for the whole road, and he used a buildout condition to go to the year 2040, which is typical of doing traffic studies for FDOT.*

*>Options A-C slides:*

*CM Shipley - Are people still coming from the south side thought, are there still streets that would have to go across the parkway to get on the 2-lanes or is that all sidewalk over there, are there any roads that empty onto there? Mr. Landon - Currently, Rolling Sands; that is the only place it would cross the new path. The existing path ends at Whitemill, so we are talking about this whole section from Whitemill to US1.*

*Mayor Holland - If this is approved, what and when is funding mechanism? Mr.*

*Landon - It is coming. Mr. Cote - We had two funding sources for the project; all the turn lanes are coming out of impact fees and the sidewalk with the landscaping/beautification park element is coming out street funds; next year's budget.*

*CM Cuff - Other than the multi-use path and landscaping, any other improvements anticipated, are there any other plans for that area? Mr. Landon - Turn lanes.*

*CM Cuff - Any concerns from the homes that back up to it? Mr. Landon - We always put benches and trash cans, also there will be streetlights.*

*CM Cuff - What changes would be necessary to go from 4 lanes to 2 lanes? Mr.*

*Castello - You would keep some semblance of the median there for the first few hundred feet and then eliminate one of those lanes on the southern side of the road and transition it back out to US1.*

*CM Cuff - Would we have enough room? Mr. Castello - Yes.*

*CM Shipley - Where would those funds be coming from? Mr. Landon - Impact fees.*

*CM Shipley - And the money is available for this year? Mr. Cote - We have some programmed this year (for design) but not all of the dollars; the construction dollars are for next year.*

CM Cuff - Right now the median extends down to those two churches on the north side of the road, is the median going to be coming out of there? Mr. Landon - The median will become part of the linear (park).

CM Cuff mentioned traffic and the churches. Mr. Castello stated they operate at off peak hours so the impact should be relatively small.

CM Shipley - Is this taking from money that would be available for the lighting? Mr. Landon - This is actually going to include lighting.

CM Shipley - She would rather have lighting on Belle Terre south and Lakeview than have this, so that is what she is wondering, is it the same pot of money that it would come out of? Mr. Landon - Lighting would be out of operating general fund. The lighting for this section would also be out of that same fund, but the construction dollars will be coming out of capital which is not where your dollars are for the Belle Terre lighting. This is a one time expenditure. Obviously, there will be maintenance of the path.

CM Klufas - Is there any feedback from the community over there whether it would be okay or not? Mr. Landon - That is one of the things we would need to do, we would have to have a neighborhood meeting.

CM Cuff - We have budgeted amount from Lakeview path, does that include light as well or is that just the path? Mr. Landon - That is just the path, but the lighting design will include Lakeview.

CM Cuff - Presumably, based on that design when the path is installed, FPL would install lights if we asked them to? Mr. Landon - Two separate projects, the path has a grant from FDOT, and they are not going to include the lighting. The two projects will be separate and not in conflict with one another.

CM Cuff - In terms of timing for the design, what's it look like? Mr. Cote - We are in the process of selecting a consultant for design.

CM Cuff - Once we get the consultant, what do we anticipate the timeframe to be? Mr. Cote - They will have to prioritize which streets they are going to have to work on first. There are a lot of lights and a lot of streets, we are probably talking years to design all of the streets but probably a couple of months for one street, because we have to work with FPL, etc.

CM Cuff - So, what role does Council have as far as which streets are prioritized, etc.? Mr. Landon - The concept is we have a long way to go; streets that have potential lighting are the same streets that have paths. In other words, it is all the major streets that do not have residential driveways attached to them. We will be doing a master plan and the concept of the master plan is trying to get similar costs for each one of those and then that will come to City Council and that master plan will set the priorities and that is something you can change around. Once the master plan is done, then the top one will go to design. Once the design is finished and it goes to FPL and they plug it into their work schedule to put up lights. He went on to explain some of the complications the City runs into with these.

CM Klufas - Did you think about things other than streetlights? Phillips released something a few years ago that other cities have done - strands that are strung between poles with LED bulbs inside the tubes. Mr. Landon - FPL probably will not allow anything on their poles, so we would have to do our own poles.

CM Shipley - We have \$100,000 for design? Mr. Landon - Yes.

CM Cuff - So, when are we thinking we will have an RFP (request for proposal) brought to Council? Mr. Landon - It is already in the process; it should be coming to Council for action in June.

City Attorney Reischmann had another meeting scheduled in City Hall and had to excuse himself. There were no Council questions for him at this time.

**The Presentation was Continued.**

5 [17-156](#)

#### PRESENTATION ON OLD KINGS ROAD WIDENING PROJECT STATUS UPDATE

Mr. Landon gave a brief overview of this item. Mr. Cote gave a PowerPoint presentation, which is attached to these minutes.

>Background slide:

CM Cuff - The strain pole with the lights is the old cement pole(s) with tension wire? Mr. Cote - Yes.

Mayor Holland - Why is this not in the work program, what project do we have in the work program? Mr. Landon - Old Kings Rd. extension phase 2 and the design for the widening of Matanzas Woods Pkwy. are the two major ones. The dollars for right of way acquisition is in there. In his opinion, the reason is because the price tag is so high they can never come up with that amount of money, so they always bump it and come up with projects that are less money.

CM Cuff - Do we have any estimate for right of way acquisition? Mr. Cote - There is only a handful of acquisitions; we have quite a few easements and then we have some right of way and temporary grading easements. We have dozens that we are working on all together.

CM Cuff - Any thoughts on where phase 1 and phase 2 would break if we phased it? Mr. Cote - Obviously, we want to do the intersection at Palm Coast Pkwy. and get the intersection functioning that is most critical. We are trying to tie it in with FDOT funding to work with them. How much funding is available, how can we stretch it to work, etc. Mr. Landon - You see where bingo row is, we would want to get past that because the most dangerous things are the left turns.

**The Presentation was Received and Filed.**

6 [17-155](#)

#### RESOLUTION 2017-XX APPROVING A CONTRACT WITH SHADE SYSTEMS, INC., IN THE AMOUNT OF \$446,694.92, INCLUDING A 10% CONTINGENCY, FOR THE DESIGN AND CONSTRUCTION OF SHADE SAILS AT FOUR CITY PARKS

Mr. Landon gave a brief overview of this item. Mr. Cote gave a PowerPoint presentation, which is attached to these minutes.

CM Klufas - We have to take these down (sails to come down in high winds)? The proposal said they were rated up to 150 miles per hour. Mr. Cote - Poles only; with the fabric it is less; some are 90 or 105 with the fabric; the poles have to be rated to the full hurricane wind.

Mayor Holland - Are there any factors about how much these shade structures bring the temperature down? Mr. Cote - He does not know if there were studies done about

*the temperature but it blocks the sun from the equipment.*

*Mayor Holland - How long do the shade structures last? Mr. Cote - Two timeframes, one on the fabric and one on the structures. This one had the best ease of use of removing and putting up the sails.*

*Mayor Holland - How long are they projected to last? Mr. Cote - 20 years for the poles and 10-year warranty for the fabric.*

*CM Klufas - He is confused about where the extra cost is coming from. Mr. Cote - All of our prices are going up. Bids range from \$360,000 is the lowest. Mr. Landon suggested that Mr. Cote and CM Klufas get together and call the contractor to see if they can negotiate the price down.*

*Mayor Holland - Where is this money coming from? Mr. Cote - Parks renovation fund.*

**The Resolution was Continued.**

Enactment No: R2017-46

## E. WRITTEN ITEMS

- 7     [17-132](#)     RESOLUTION 2017-XX APPROVING A WORK ORDER TO CONNECT CONSULTING, INC., FOR THE EVALUATION AND REHABILITATION OF LW-21

*Mr. Landon gave a brief overview of this item.*

*No Council questions.*

**The Resolution was Continued.**

Enactment No: R2017-48

- 8     [17-133](#)     RESOLUTION 2017-XX APPROVING A WORK ORDER TO CONNECT CONSULTING, INC., FOR THE CONSTRUCTION AND TESTING OF WELL SW-8R

*Mr. Landon gave a brief overview of this item.*

*No Council questions.*

**The Resolution was Continued.**

Enactment No: R2017-49

- 9     [17-158](#)     RESOLUTION 2017-XX APPROVING ONE-YEAR PRICE AGREEMENTS WITH CENTRAL PRO AND SITEONE LANDSCAPE SUPPLY FOR THE PURCHASE OF VARIOUS IRRIGATION SUPPLIES

*Mr. Landon gave a brief overview of this item.*

*No Council questions.*

**The Resolution was Continued.**

Enactment No: R2017-47

- 10     [17-137](#)            RESOLUTION 2017-XX AUTHORIZING LOW LEVEL FLIGHTS IN CONNECTION WITH OPERATIONS OF THE EAST FLAGLER MOSQUITO CONTROL DISTRICT

*Mr. Landon gave a brief overview of this item.*

*No Council questions.*

**The Resolution was Continued.**

Enactment No: R2017-50

**F. PUBLIC PARTICIPATION**

**Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. After the Mayor calls for public participation each member of the audience interested in speaking on topics on the workshop agenda or any topic or proposition not on the agenda, shall come to the podium and state their name. Each speaker will have up to three (3) minutes each to speak. The Mayor will advise when the three (3) minutes are up and the speaker will be asked to take a seat and wait until all public comments are finished to hear answers to all questions. Once all members of the audience have spoken, the Mayor will close public participation and no other questions/comments shall be heard. Council and staff will then respond to questions posed by members of the audience. Should you wish to provide Council with any material, all items shall be given to the City Clerk and made part of the record. If anyone is interested in discussing an issue further or ask additional questions, individual Council Members and staff will be available after the meeting to discuss the matter and answer questions.**

*Mark Green - He would like to sell hot dogs in front of Home Depot. He was a carpenter but got cancer and his lifestyle changed drastically. He is asking the Council's permission to do this. His attorney, Jay Livingston, was unable to come today. He has all the licenses for handling food, and he needs this to live. What can Council do about the situation? (Mr. Green provided a handout to Council including a permission letter from Home Depot, which is attached to these minutes).*

*Response:*

*Mr. Landon - We have an ordinance that says food carts are not allowed in Palm Coast. Council would have to change the ordinance and once you allow one, you would have to allow for all. Mayor Holland - This is a long-standing code. Mr. Landon - You do see a couple of carts around town and they are on State property and the hot dog cart in front of Sears was grandfathered from before the City was incorporated. Mr. Landon suggested Mr. Green speak with Mr. Ray Tyner, Planning Manager, to discuss his options.*

**G. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

*CM Shipley - She wanted to know about the fitness program. Mr. Alex Boyer, Parks and Recreation Director, spoke of the Mayor's Healthy Community Challenge which is a national challenge going on. We are showing people a healthy way to get involved with Palm Coast. It is 90 miles from City Hall to the Magic Kingdom. We have 126 miles of paths and bikeways. We are trying to maximize what we are already doing with recreational activities. No dollars into it; just brainstorming efforts. Motivations Mondays, Toning Tuesdays, etc. We will have an entry-level program, intermediate and advanced; different ways for people to get involved at a park. We have a couple of different options. We will have registration so they can fill out a*



*waiver. We are going to do a nice social media platform that will be out on the City's Facebook page saying here is today's activity or we will give motivation - go walk a mile in a park, etc. We are also going to offer a Zumba class (space will be limited). We are changing as we go. We have to go to the community; we do not expect them to come to us anymore. This is a great opportunity for us.*

*Mayor Holland liked their approach because they included the Safety Team, Wellness Team and Parks & Rec, and they all came together and said how do we incorporate a healthy lifestyle and promote our amenities. Our Facebook page has 11,000 followers built into it. We already have the platform. There are swimming classes and the Arbor Day 5K race. They have taken a calendar of events that are already ongoing in the City and put it into this 40-day challenge. CM Klufas agreed to do the 5K on Arbor Day as part of the Council's engagement and involvement. Mr. Boyer - We are going to have Recipe Wednesdays, Natural Thursdays; so each day we are going to do something that applies to a healthier environment. Mayor Holland - We are not going to necessarily do weigh-ins, but you can register and follow us on Facebook. The Mayor was talking to PC Bike and they will map how many miles you are actually going on different trails; all can utilize the trails to integrate all of our outdoor amenities and opportunities to say - you can do this. We are going to do yoga in the park and walk with the Mayor. All five Mayors in the County have agreed to participate. On Arbor Day, we will do the kick off. Mayors across the country have done it differently, but we will be highlighting everything we have here to do with your families at a low cost. Mayor Holland asked that the schedule of events be sent to all the Council Members and to post it on Facebook.*

*CM Klufas - Private land, no food truck allowed there? Mr. Landon - Correct, maybe he could do it inside the store, and Mr. Ray Tyner, Planning Manager, will talk to him to give him more details.*

#### **H. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

*No comments.*

#### **I. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

*We are closed Friday (4/14) for the Easter holiday weekend.*

*Friday night (4/14) is the Teen Flashlight Egg Hunt at 7:30 pm.*

*Friday night (4/14) Movies in the Park in Central Park at 8:00 pm.*

*Saturday (4/15) is the Eggstravaganza Egg Hunt at 10:00 am.*

*The radio talk show "Discover Palm Coast" is Saturday (4/15) at 9:30-10:00 am. The radio station said they had a lot of hits for it.*

*Mayor Holland mentioned the young man that was on the radio station last Saturday was so impressive. Mr. Landon - Jose Papa is working with him to move forward.*

#### **J. ADJOURNMENT**

*The meeting was adjourned at 2:07 p.m.*

*Respectfully submitted,  
Barbara Redline*

**Calendar and Worksheet**

[17-163](#) MEETINGS CALENDAR AND AGENDA WORKSHEET

[17-164](#) ATTACHMENTS TO MINUTES