

REGULAR MEETING OF THE FLAGLER BEACH CITY COMMISSION THURSDAY, JULY 27, 2023, AT 5:30 P.M. AND TO BE CONTINUED UNTIL ITEMS ARE COMPLETE. CITY COMMISSION CHAMBERS, 105 S. SECOND STREET, FLAGLER BEACH, FLORIDA 32136

AMENDED AGENDA

1. Call the meeting to order.
2. Pledge of Allegiance followed by a moment of silence to honor our Veterans, members of the Armed Forces and First Responders.
3. Proclamations and Awards.
4. Deletions and changes to the agenda.
5. Public comments regarding items not on the agenda. Citizens are encouraged to speak. However, comments should be limited to three minutes. *A thirty-minute allocation of time for public comment on items not on the agenda. Each speaker has up to three-minutes to address the Chair, and one opportunity to speak, no time can be allotted to another speaker.*

CONSENT AGENDA

6. Approve the Regular Meeting minutes of July 12, 2023, the Special Meeting minutes of July 14, 2023, and the Workshop Meeting of July 19, 2023.

GENERAL BUSINESS

7. Receive a presentation of the Impact Fee Study results and approve implementation of the recommendations of the study – Presentation, Carson Bise, Tischler Bise.
8. Provide direction to staff regarding quotes for shed relocation costs – Jeffery and Tara Ronan.
9. Approve the purchase, removal of existing, and installation of new LED fixture heads on the SR 100 bridge and bridge approaches in an amount not to exceed \$36,269 and renew the sole source vendor declaration for Chinchor Electric- Jennifer Crews, Public Works Supervisor.
10. Approve Change Order #1 to Mead & Hunt for the Sewer Lateral and Lift Station Wetwell Lining, City Project #255 in the amount of \$8,829.
11. Approve Change Order #1 to APT, Advanced Plumbing Technology for the Sewer Laterals & Lift Stations CIPP & Spray Polyurethane Lining Bid # FB- 22-2010 with a net increase to cost and time.
12. Receive the Fiscal year 2021/2022 Audit report – Webb Shepard, James Moore & Co.
13. Approve and adopt the compensation study as presented by Evergreen Solution at the June 22, 2023 meeting – Liz Mathis, HR Director.
14. Approve Compensation Study and Salary adjustments for Police and Fire Department employees in compliance with the updated Public Safety Evergreen Study– Mike Abels, Interim City Manager.

15. Consider a request from Flagler County Board of County Commission Chair Greg Hanson for a letter of Support regarding the proposed ½ Cent Small County Discretionary Sales Tax.
16. Establishment of the fiscal year 2023/2024 tentative general fund millage rate for the DR 420 certification of taxable value.
17. Review a plan of action for future joint cities and county meetings including: major points to be covered, and the role of the Flagler Beach Commission – Mike Abels, Interim City Manager.
18. Discussion and possible action regarding the contract for the City Manager position – Drew Smith, City Attorney.
19. Staff Reports.
  - City Attorney:
  - City Manager:
  - City Clerk:

#### COMMISSION COMMENTS

20. Commission comments, including reports from meetings attended.
21. Public comments regarding items not on the agenda. Citizens are encouraged to speak. However, comments should be limited to three minutes. *A thirty-minute allocation of time for public comment on items not on the agenda. Each speaker has up to three-minutes to address the Chair, and one opportunity to speak, no time can be allotted to another speaker.*
22. Adjournment.

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript, or you may buy a CD of the meeting for \$3.00 at the City Clerk's office. Copies of CDs are only made upon request. The city is not responsible for any mechanical failure of the recording equipment. 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) 517-2000 ext. 233 at least 72 hours prior to the meeting.

SPECIAL MEETING OF THE FLAGLER BEACH CITY COMMISSION FRIDAY, JULY 14, 2023 AT 1:30 P.M. CITY COMMISSION CHAMBERS, 105 S. SECOND STREET, FLAGLER BEACH, FLORIDA 32136

MINUTES

PRESENT: Mayor Suzie Johnston, Chair Eric Cooley, Vice-Chair Rick Belhumeur, Commissioners Jane Mealy, James Sherman, and Scott Spradley, and City Clerk Penny Overstreet.

1. CALL THE MEETING TO ORDER: Chair Cooley called the meeting to order at 1:30 p.m.
2. PLEDGE TO THE FLAG: Mayor Johnston led the pledge to the flag.
3. REVIEW OF PROCEDURE FOR CANDIDATE INTERVIEWS: Mr. Baenziger reviewed the process for today's interviews.
4. CANDIDATE INTERVIEWS:
  - 1:45 P.M. TO 2:15 P.M. MR. DALE MARTIN: Mr. Martin provided the officials with brief history of his professional career. The Commission posed questions to Mr. Martin to which he responded.
  - 2:15 P.M. TO 2:45 P.M. MR. JIM GLEASON: Mr. Gleason provided a quick background of his work history. Questions were posed by the Officials to Candidate Gleason.
  - 2:45 P.M. TO 2:55 P.M. BREAK: The Commission reached a consensus to push the break to the end of the interview period.
  - 2:55 P.M. TO 3:25 P.M. MR. TODD MICHAELS: Mr. Michaels reviewed his work history. A question-and-answer period followed.
  - 3:25 P.M. TO 3:55 P.M. MR. DAVID WILLIAMS: Mr. Williams provided the officials with a history of his previous employment. A question-and-answer period followed.

Chair Cooley recessed the meeting at 4:07 p.m.

Chair Cooley resumed the meeting at 4:22 p.m.

5. DISCUSSION AND POSSIBLE ACTION REGARDING SELECTION OF CITY MANAGER AND POSSIBLE DIRECTION TO THE CITY ATTORNEY TO ENTER INTO NEGOTIATIONS WITH THE CHOSEN CANDIDATE: Mr. Baenziger suggested the Officials complete their straw poll for their 1<sup>st</sup> and 2<sup>nd</sup> choice, and turn it into the Clerk for tabulation. Chair Cooley opened public comments: Patti King, Bob Cunningham, Scott Crone, Diane Macklemore, Paul Chestnut, and Kathy Wilcox provided comments. Chair Cooley closed public comments. Clerk Overstreet read the results of the straw poll into the record. Mr. Martin was the unanimous number one choice for the City Manager position. Mr. Gleason was the second choice. However, it was not a unanimous choice.

	Mayor	Cooley	Belhumeur	Mealy	Sherman	Spradley
<b>Candidates</b>						
Gleason		2	2	2	2	2
Martin	1	1	1	1	1	1
Michaels						
Williams	2					

Motion by Commissioner Mealy that we ask our attorney that negotiations occur with whoever that is supposed to be involved with Mr. Dale Martin to be the next City Manager of Flagler Beach. Commissioner Sherman seconded the motion. The motion carried unanimously. Motion by Commissioner Mealy that we follow the same procedure for Mr. Gleason in the event it does not work out with Mr. Martin. Commissioner Belhumeur seconded the motion. The motion carried unanimously. The Officials thanked Mr. Baenziger for his work to help the Commission select a candidate.

6. ANY NECESSARY OR ADDITIONAL DIRECTION TO STAFF REGARDING THE CITY MANAGER POSITION: None.
7. ADJOURNMENT: Commissioner Sherman put forth a motion to adjourn the meeting at 4:35 p.m.´

Attest:

\_\_\_\_\_  
Eric D. Cooley, Chair

\_\_\_\_\_  
Penny Overstreet, City Clerk

MINUTES

PRESENT: Mayor Suzie Johnston, Chair Eric Cooley, Vice-Chair Rick Belhumeur, Commissioners Jane Mealy, James Sherman and Scott Spradley, Interim City Manager Mike Abels, Finance Director Rhonda Allen, and City Clerk Penny Overstreet.

1. CALL THE MEETING TO ORDER. Chair Cooley called the meeting to order at 8:00 a.m.
2. PLEDGE OF ALLEGIANCE: Mayor Johnston led the pledge to the flag.
3. 8:00-8:30A.M. PRESENTATION FY 23/24 BUDGET - MIKE ABELS, INTERIM CITY MANAGER: Mr. Abels read a prepared budget message highlighting the general fund, enterprise funds, 5-year capital plan, and the CRA fund. Commissioner Mealy requested a breakdown of the salaries with the associated positions.

*Due to the format and length of this meeting the minutes will only reflect action items and items requiring staff follow-up.*

4. 8:30-9:00 A.M. BUDGET OVERVIEW, REVENUES - RHONDA ALLEN-FINANCE DIRECTOR: Ms. Allen advised the draft budget proposes a 5.6 millage rate, and that expenses are projecting at a 12.7% increase over last years. Ms. Allen further advised that some of the decision modules are built into this budget prior to approval. Ms. Allen continued advising, if the Commission decides to keep the MIL at 5.45, \$191,379 will remain to fund decision modules. Ms. Allen advised each 1/10 of a MIL is approximately \$99k. Ms. Allen reported the tax bill effect of the MIL at 5.6 is \$193 increase, at 5.45 a tax bill increase would be \$103. The general fund revenues are projected to increase 13.82%. Discussion ensued regarding fee revenue. The Commission reached a consensus to increase the Fire Inspection projected revenue to \$10,450 and increase the doggie dining fee revenue as well as parking ticket projected revenue.
5. BUDGET REVIEW 9:00-10:45 A.M.  
**GENERAL FUND**

POLICE: No Changes. The Commission reached a consensus to approve the decision module for cell phones/smart phones for the police officers, and the decision module for the less-lethal shotguns. The Commission recommended the Decision module for the "Swing Shit" be held until the new City Manager can input his recommendation.

VOCA: No changes.

FIRE: No changes were recommended to the budget for the Fire Department. The Commission reached a consensus to approve the decision module related to Paramedic Incentive.

BEACH, PARKS & REC: No changes were recommended to the budget for the Beach

Department. The Commission reached a consensus to install sand fence the entire city limit everywhere except where impractical and the board walk area in the FY 22/23 budget.

RECREATION: No changes were recommended to the budget for the Recreation Department. The Commission reached a consensus to approve the decision module related to the Fourth of July.

PLANNING & ZONING: Consensus to reduce capital amount from \$155k to \$110k on the Wickline former school building renovations. Consensus reached to remove the funding for painting of the building.

COMMISSION: Consensus to add \$10k to the capital expenditures for high-definition cameras. The Commission requested the Clerk submit a survey to the North East Region of Florida Association of City Clerks group to survey: Elected Officials salary, and benefits.

Chair Cooley recessed the meeting at 10:42 a.m.

Chair Cooley resumed the meeting at 10:55 a.m.

EXECUTIVE: No changes.

CITY CLERK: No changes.

HUMAN RESOURCES: No changes. The Commission reached a consensus to approve the decision module for the assistant for the HR. The commission reached a consensus to push to next year's consideration the HR software and the life scan benefit for employees.

LEGAL: No changes.

FINANCE: No changes. The Clear Gov software decision module was not approved.

Chair Cooley recessed the meeting at 12:20 p.m.

Chair Cooley resumed the meeting at 12:40 p.m.

GENERAL GOVERNMENT: Finance Director Allen noted a typo in the addition of workers comp expenditures to this department and will remove it. Decision modules: The Commission reached a consensus to not approve the Civil Space Citizen Survey module. The Commission reached a consensus to approve the funding of the Grants Administrator position. The Commission reached a consensus to wait and have the new City Manager provide input in regard to the Assistant City Manager position. The Commission reached a consensus to approve the COLA and implement a merit plan for the remainder of the funding. The Commission reached a consensus to add the City Hall Architectural decision module for a discussion at the Strategic Planning meeting.

LIBRARY: The Commission reached a consensus to remove the \$7k for shelving in the library capital budget.

MAINTENANCE/GROUNDS: The Commission reached a consensus to increase the maintenance budget from \$5,000 to \$7,500 for walkovers.

ROADS AND STREETS: No changes were made. The Commission provided direction to staff to go back and look at the Gas Tax and the money in reserves for stop bar striping. Decision Modules: Consensus to include stop bar in budget in road repair. The Commission reached a consensus to not fund the street paving study, nor the bike path/sidewalk on S. Flagler Avenue.

MUSEUM: No changes.

**UTILITY FUND**

WATER – Capital Budget replacement vehicle. Consensus to change the line from 75,000 to 40,000. Direction to replace the 2015 vehicle in the next budget year. Discussion ensued regarding the relocation of a raw water line. The Commission reached a consensus for the Manager to place an item on a future agenda for discussion once the Plant Supervisor obtains all of the information necessary for a decision to be made. Decision modules: The Commission reached a consensus regarding the decision module for the part-time to full-time operator position, to wait for the new City Manager for input regarding the decision module. The decision module for the redundant 16” main water line under the Intracoastal was approved by consensus. The water line looping was not approved.

TRANSMISSION & DISTRIBUTION: Consensus reached to move forward with the GIS mapping, by use of the vetted approved list and bring Agreement/Scope to Commission for approval. Decision modules: The VAC Truck module received consensus for approval.

WASTE WATER TREATMENT PLANT: No changes.

UTILITY EXPENDITURES: Remove a redundant entry in operating supplies in amount of \$8k for mapping. Remove the built in Clear Gov software expense in this fund.

**SANITATION FUND:**

SANITATION: No changes. Decision Modules: The Commission reached a consensus to fund

the decision module for the full -time employee in Sanitation.

Chair Cooley recessed the meeting at 4:13 p.m.

Chair Cooley resumed the meeting at 4:24 p.m.

**BUILDING FUND**

BUILDING FUND: The Commission reached a consensus to lower the budget for a new truck from \$50k to \$40k for the inspector. Discussion ensued regarding a decision module for a merit pay for obtaining licensing. The Commission reached a consensus for the Manager to bring this issue back for a budget amendment.

**STORMWATER FUND**

STORMWATER: The Commission reached a consensus to fund the dredging of the S. Flagler Avenue Stormwater Pond to remove the silt. Decision modules: The Commission reached a consensus to approve the decision module for FORERUNNER Software.

**PIER FUND**

PIER: No changes.

**CRA FUND**

CRA: The Commission reached a consensus to repaint the crosswalks in the CRA vs. thermos plastic repairs. Decision modules: The Commission reached a consensus for installation of turf block pavers vs. paving of the parking lots. The Commission reached a consensus to construct two (2) restrooms in the parking lots, one funded through the CRA, and the second funded from the General Fund Reserves if not enough reserves

remain in the CRA Fund. The locations are S. 6<sup>th</sup> Street parking lot, and N. 4<sup>th</sup> Street parking lot.

6. **5-YEAR CAPITAL PLAN:** The Capital items were discussed with the associated department budgets.
7. **REVIEW DECISION MODULES 2:45-4:00 P.M.:** The decision modules were generally discussed with the associated department budgets. The remaining decision modules not reviewed were discussed. The Commission reached a consensus to not fund the Civil Engineer position until the FY 24/25 budget. Discussion turned to installing a PEP system on Oak Street. Ben Fries, CPH, spoke of available grants offered by the Florida Department of Environmental Protection to convert septic tanks to a sewer system. The Commission reached a consensus for CPH to submit a Scope Agreement for the grant application for consideration. The Commission gave direction to staff to add to the list of discussion items for the Strategic Planning and item regarding Tourist Development Council grant ideas. The Commission reached a consensus to approve a \$25k payroll increase for Public Safety (Police and Fire) employees for over and above current funding in the FY 23/24 draft budget.

Chair Cooley opened public comments. Lee Richards provided public comment. Chair Cooley closed public comments.

8. **DISCUSS AND DETERMINE CONSENSUS REGARDING THE FY 23/24 TENTATIVE MILLAGE RATE 4:00-5:00 P.M.:** The Commission reached a consensus to have staff prepare an agenda item for the July 27<sup>th</sup> meeting to set the tentative millage rate at 5.45.
9. **ADJOURNMENT:** Chair Cooley adjourned the meeting at 6:18 p.m.

Attest:

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Eric Cooley, Chair

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Penny Overstreet, City Clerk





## FLAGLER BEACH CITY COMMISSION

Item No.

7

**Meeting Date:** July 27, 2023

**Issue** Receive a presentation of the Impact Fee Study results and approve implementation of the recommendations of the study

**From:** Summary provided by Mike Abels, Interim City Manager

**Organization:** Tischler Bise

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**RECOMMENDATION:** Motion to approve.

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**BACKGROUND:**

Flagler Beach currently charges impact fees for water and sewer improvements. In 2022, the City Commission authorized a contract with Tischler Bise to review and update the impact fees the city charges new development. As new development impacts more than utilities, Tischler Bise was instructed to expand their evaluation to Police, Fire, Parks & Recreation, Library, and Administrative Support.

As a summary, impact fees are designed to offset the demands future development creates for city infrastructure that supports that development. Impact fees assist in paying for the improvements the City must construct or purchase to serve new growth. Impact fees are applied to new development on vacant lands as well as with the expansion of existing uses.

Tischler Bise will present the study completed for Flagler Beach. To implement the recommendations of the study, the City will need to implement the new impact fee structure through adoption of an ordinance with the first reading scheduled at the Commission's meeting on August 17.

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:** Interim City Manager

**POLICY/REQUIREMENT FOR BOARD ACTION:**

**IMPLEMENTATION/COORDINATION:** Executive, Legal, Finance Department

Attachments

- Report by Carson Bise

**DRAFT**  
**Impact Fee Study**

Prepared for:  
**Flagler Beach, Florida**

July 18, 2023



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**Bethesda, MD 20816**  
**301.320.6900**  
**[www.TischlerBise.com](http://www.TischlerBise.com)**

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## EXECUTIVE SUMMARY

Flagler Beach, Florida, contracted with TischlerBise to update its impact fees pursuant to Florida Statutes § 163.31801. Cities in Florida may assess impact fees to offset infrastructure costs necessitated by future growth. Impact fees are one-time payments used to construct system improvements needed to accommodate future development. The fee represents future development's proportionate share of infrastructure costs. Impact fees may be used for infrastructure improvements or debt service for growth-related infrastructure. In contrast to general taxes, impact fees may not be used for operations, maintenance, replacement, or correcting existing deficiencies.

### FLORIDA IMPACT FEE ENABLING LEGISLATION

The authority for Florida counties to adopt and collect impact fees to offset the demands future development creates for new infrastructure is well established. *St. Johns County v. Northeast Florida Builders Association* (583 So. 2d 635, 638 Fla. 1991) states, "The use of impact fees has become an accepted method of paying for public improvements that must be constructed to serve new growth."<sup>1</sup> State statutes specifically "encourage the use of innovative land development regulations which include provisions such as [...] impact fees," and Florida courts have upheld local government's authority to adopt fees under general home rule and police power theories.<sup>2</sup>

In 2006, the Florida legislature passed the "Florida Impact Fee Act," which recognized impact fees as "an outgrowth of the home rule power of a local government to provide certain services within its jurisdiction." § 163.31801(2), Fla. Stat. The statute – concerned mostly with procedural and methodological limitations – did not expressly allow or disallow any particular public facility type from being funded with impact fees. The Act did specify procedural and methodological prerequisites, most of which were common to the practice already. Subsequent amendments to the Act, in 2009, removed prior notice requirements for impact fee reductions (but not increases) and purported to elevate the standard of judicial review. Under Florida law, impact fees must comply with the "dual rational nexus" test, which requires "a reasonable connection, or rational nexus, between the need for additional capital facilities and the growth in service units generated by new development. In addition, the government must show a reasonable connection, or rational nexus, between the expenditures of the funds collected and the benefits accruing to the subdivision," *St. Johns County*, 583 So.2d at 637 (quoting *Hollywood, Inc.* 431 So. 2d at 611-12). Impact fee calculation studies, generally speaking, establish the pro rata, or proportionate, "need" for new infrastructure and implementing ordinances to ensure that new growth paying the fees receive a pro rata "benefit" from their expenditure.

In the most recent amendments to the Florida Impact Fee Act, House Bill 750 (2021) specified that impact fees can only be used for fixed capital expenditures, revised requirements for crediting contributions against the collection of impact fees, and restricted impact fee increases. Among the increase restrictions, an adopted increase of 25 percent or less must be phased over two years; increases between 25-50 percent must be phased over four years; no increase can exceed 50 percent; and impact fees cannot be

<sup>1</sup> Citing *Home Builders & Contractors Association v. Palm Beach City.*, 446 So.2d 140 (Fla. 4th DCA 1984); *Hollywood, Inc. v. Broward County*, 431 So.2d 606 (Fla. 4th DCA 1983).

<sup>2</sup> See §163.3202(3), Fla. Stat.; see also *Home Builders & Contractors Association*, 446 So.2d 140.

increased more than once every four years. The restrictions can be bypassed if the jurisdiction complies with the impact fee rational nexus test; can demonstrate extraordinary circumstances; and the jurisdiction hold two publicly noticed workshops the need to exceed the limitations; and the increase is approved by no less than two-thirds vote of the governing body.

Flagler Beach is updating its impact fees related to police, fire, park and recreation, libraries, water, and wastewater in order to fund capital facilities needed to meet the demand created by future development. The need for these services, and the infrastructure necessary to provide them, is driven by development; therefore, as vacant lands within Flagler Beach develop, or as existing uses expand, the demand imposed upon Flagler Beach for additional capital facilities increases proportionately.

The need for additional capacity for future development is further shown through an established level-of-service standard and Flagler Beach's existing capital improvement plan. *Hollywood, Inc.*, 431 So.2d at 611 (holding that a plan for providing facilities at a reasonable level of service demonstrates "a reasonable connection between the need for additional park facilities and the growth in population"). Capital facilities necessary to provide this infrastructure have been provided by Flagler Beach to date; however, Flagler Beach will need to provide new residents and visitors with the same levels of service. The expenditures required to maintain existing levels of service are not necessitated by existing development, but rather by future development.

Furthermore, through the implementation of Flagler Beach's capital improvement plans, future development paying impact fees will receive a pro rata benefit from new facilities built with those fees. In addition, Flagler Beach's impact fee ordinance, including any amendments necessary to implement the fees recommended in this study, earmarks impact fees solely for capital facilities necessary to accommodate future development.

Finally, there are several steps Flagler Beach will take to ensure ongoing compliance with applicable Florida laws related to impact fees. First, it will continue to update and implement plans for expending impact fee revenues on the types of facilities TischlerBise has used to develop the fees in this study. In Florida, this is typically satisfied through the Capital Improvement Plan (CIP) and Capital Improvements Element (CIE) framework. Also, Flagler Beach will update its existing impact fee ordinance to ensure compliance with the approach used here and any developments in statutory and case law since Flagler Beach's fees were last updated. This update will address, among other things, earmarking of impact fee revenues, limitations on the use of revenues, revisions related to developer credits, and ongoing compliance with other city and state law requirements.

#### **CONCEPTUAL DEVELOPMENT FEE CALCULATION**

In contrast to project-level improvements, impact fees fund growth-related infrastructure that will benefit multiple development projects, or the entire service area (usually referred to as system improvements). The first step is to determine an appropriate demand indicator for the particular type of infrastructure. The demand indicator measures the number of service units for each unit of development. For example, an appropriate indicator of the demand for parks is population growth and the increase in population can be estimated from the average number of persons per housing unit. The second step in the impact fee formula is to determine infrastructure improvement units per service unit, typically called level-of-service



(LOS) standards. In keeping with the park example, a common LOS standard is improved park acres per person. The third step in the impact fee formula is the cost of various infrastructure units. To complete the park example, this part of the formula would establish a cost per acre for land acquisition and/or park improvements.

### GENERAL METHODOLOGIES

Impact fees for the capital improvements made necessary by new development must be based on the same level of service provided to existing development in the service area. There are three basic methodologies used to calculate impact fees that examine the past, present, and future status of infrastructure. The objective of evaluating these different methodologies is to determine the best measure of the demand created by new development for additional infrastructure capacity. Each methodology has advantages and disadvantages in a particular situation and can be used simultaneously for different capital improvements.

Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss basic methodologies for calculating impact fees and how those methodologies can be applied.

- **Cost Recovery** (past improvements) - The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new development will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.
- **Incremental Expansion** (concurrent improvements) - The incremental expansion methodology documents current LOS standards for each type of public facility, using both quantitative and qualitative measures. This approach assumes there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. Revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion methodology is best suited for public facilities that will be expanded in regular increments to keep pace with development.
- **Plan-Based** (future improvements) - The plan-based methodology allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified in a long-range facility plan and development potential is identified by a land use plan. There are two basic options for determining the cost per demand unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in demand units over the planning timeframe (marginal cost).

**Evaluation of Credits**

Regardless of the methodology, a consideration of credits is integral to the development of a legally defensible impact fee. There are two types of credits that should be addressed in impact fee studies and ordinances. The first is a revenue credit due to possible double payment situations, which could occur when other revenues may contribute to the capital costs of infrastructure covered by the impact fee. This type of credit is integrated into the fee calculation, thus reducing the fee amount. The second is a site-specific credit or developer reimbursement for dedication of land or construction of system improvements. This type of credit is addressed in the administration and implementation of the impact fee program. For ease of administration, TischlerBise normally recommends developer reimbursements for system improvements.

**IMPACT FEE COMPONENTS**

Figure 1 summarizes service areas, methodologies, and infrastructure components for each fee category. There is a single, citywide service area for all impact fees.

**Figure 1: Proposed Impact Fee Service Areas, Methodologies, and Cost Components**

Category	Service Area	Cost Recovery	Incremental Expansion	Plan Based	Cost Allocation
Library	Citywide	N/A	Facilities	N/A	Population
Parks and Recreation	Citywide	N/A	Land, Amenities	N/A	Population
Police Services	Citywide	N/A	Facilities, Vehicles	N/A	Population, Vehicle Trips
Fire	Citywide	N/A	Facilities, Vehicles	N/A	Population, Vehicle Trips
Water	Citywide	Treatment Plant	N/A	Wells, Storage, Transmission	EDU
Wastewater	Citywide	N/A	N/A	System Upgrades	EDU
Administrative Charge	Citywide	N/A	N/A	Administrative Costs	Population, Jobs

**MAXIMUM SUPPORTABLE IMPACT FEES**

Impact fees for residential development will be assessed per dwelling unit, based on the size of the unit, and nonresidential fees will be assessed per 1,000 square feet of floor area, based on the land use. Water and Wastewater fees will be assessed based on meter size. Flagler Beach may adopt fees that are less than the proposed fees shown below; however, a reduction in impact fee revenue will necessitate an increase in other revenues, a decrease in planned capital improvements, and/or a decrease in Flagler Beach's LOS standards. All costs in the Impact Fee Study are in current dollars with no assumed inflation rate over time.

**Figure 2: Maximum Supportable Impact Fees**

Residential Fees per Unit						
Development Type	Library	Parks and Recreation	Fire	Police Services	Administrative Charge	Total
1,100 or less	\$123	\$1,352	\$538	\$455	\$13	<b>\$2,480</b>
1,101 to 1,500	\$193	\$2,132	\$849	\$717	\$20	<b>\$3,911</b>
1,501 to 2,000	\$244	\$2,691	\$1,071	\$905	\$26	<b>\$4,936</b>
2,001 to 2,500	\$284	\$3,133	\$1,247	\$1,054	\$30	<b>\$5,747</b>
2,501 to 3,000	\$317	\$3,497	\$1,392	\$1,176	\$33	<b>\$6,415</b>
3,001 to 3,500	\$345	\$3,809	\$1,516	\$1,281	\$36	<b>\$6,987</b>
3,501 or more	\$370	\$4,082	\$1,625	\$1,373	\$39	<b>\$7,488</b>

Nonresidential Fees per 1,000 Square Feet						
Development Type	Library	Parks and Recreation	Fire	Police Services	Administrative Charge	Total
Industrial	\$0	\$0	\$451	\$381	\$18	<b>\$850</b>
Commercial	\$0	\$0	\$2,261	\$1,911	\$24	<b>\$4,196</b>
Office & Other Services	\$0	\$0	\$1,003	\$848	\$38	<b>\$1,889</b>
Institutional	\$0	\$0	\$1,380	\$1,166	\$35	<b>\$2,581</b>

Meter Size and Type	Water	Wastewater	Total
0.75 Displacement	\$1,755	\$1,860	<b>\$3,615</b>
1.00 Displacement	\$2,931	\$3,106	<b>\$6,037</b>
1.50 Displacement	\$5,844	\$6,194	<b>\$12,038</b>
2.00 Displacement	\$9,354	\$9,914	<b>\$19,268</b>
3.00 Singlejet	\$18,726	\$19,846	<b>\$38,572</b>
3.00 Compound	\$18,726	\$19,846	<b>\$38,572</b>
3.00 Turbine	\$20,481	\$21,706	<b>\$42,187</b>
4.00 Singlejet	\$29,256	\$31,006	<b>\$60,262</b>
4.00 Compound	\$29,256	\$31,006	<b>\$60,262</b>
4.00 Turbine	\$36,855	\$39,060	<b>\$75,915</b>
6.00 Singlejet	\$58,494	\$61,994	<b>\$120,488</b>
6.00 Compound	\$58,494	\$61,994	<b>\$120,488</b>
6.00 Turbine	\$76,044	\$80,594	<b>\$156,638</b>
8.00 Compound	\$93,594	\$99,194	<b>\$192,788</b>
8.00 Turbine	\$163,794	\$173,594	<b>\$337,388</b>
10.00 Turbine	\$245,700	\$260,400	<b>\$506,100</b>
12.00 Turbine	\$310,056	\$328,606	<b>\$638,662</b>

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

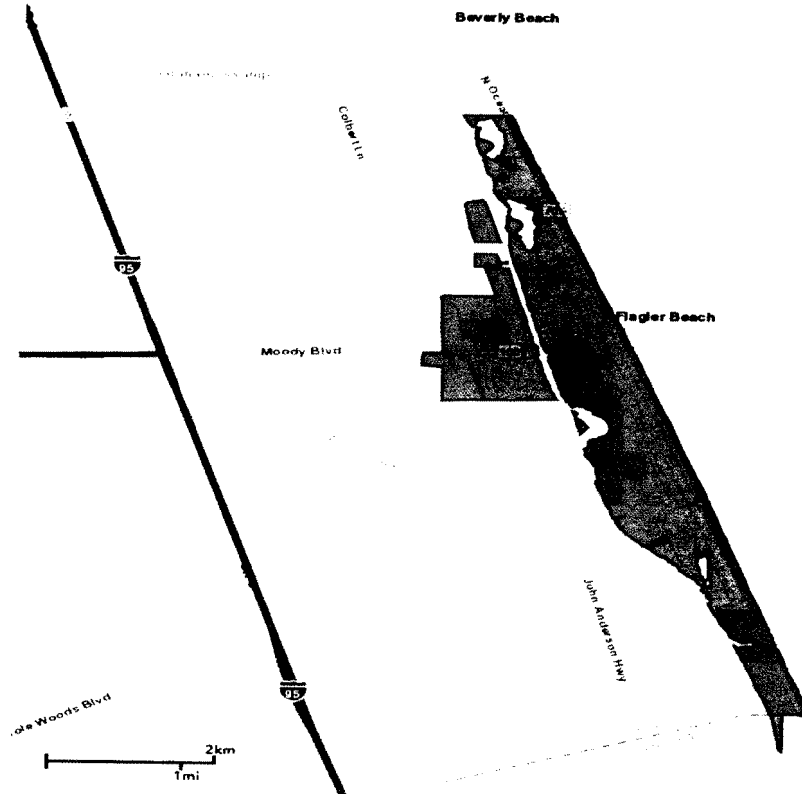
## POLICE IMPACT FEES

### METHODOLOGY

The Police impact fees include components for police facilities and police vehicles. The incremental expansion methodology is used for all components.

### SERVICE AREA

Flagler Beach plans to provide a uniform level of service citywide; therefore, the police impact fees will be assessed in a citywide service area.



**PROPORTIONATE SHARE**

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The police impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2019 estimates from the U.S. Census Bureau’s OnTheMap web application (the latest year available), residential development accounts for approximately 76 percent of functional population and nonresidential development accounts for the remaining 24 percent.

**Figure P1: Proportionate Share**

Demand Units in 2019				Demand Hours/Day	Person Hours
<b>Residential</b>					
Population	5,002				
Residents Not Working	3,231			20	64,620
Employed Residents	1,771				
Employed in Flagler Beach		218		14	3,052
Employed outside Flagler Beach		1,553		14	21,742
				<b>Residential Subtotal</b>	<b>89,414</b>
				<b>Residential Share</b>	<b>76%</b>
<b>Nonresidential</b>					
Non-working Residents	3,231			4	12,924
Jobs Located in Flagler Beach	1,517				
Residents Employed in Flagler Beach		218		10	2,180
Non-Resident Workers (inflow commuters)		1,299		10	12,990
				<b>Nonresidential Subtotal</b>	<b>28,094</b>
				<b>Nonresidential Share</b>	<b>24%</b>
				<b>Total</b>	<b>117,508</b>

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Version 6.8 (employment).

**DEMAND UNITS**

Residential impact fees are calculated on a per capita basis, then converted to an appropriate amount for each size of housing unit based on the number of persons per housing unit (PPHU). As shown in Figure P2, the current PPHU factors range from 1.04 persons per unit units that are 1,100 square feet or less, to 3.14 persons per units that are 3,501 square feet or more. These factors are based on the U.S. Census Bureau’s 2016-2020 American Community Survey 5-year estimates (further discussed in Appendix B).

Nonresidential Police impact fees are calculated on a per vehicle trip basis, then converted to an appropriate amount for each type of nonresidential development based on the number of vehicle trip ends generated per 1,000 square feet of floor area. Trip generation rates are used because vehicle trips are highest for retail developments, such as shopping centers, and lowest for industrial development.

Office and institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for police services from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, will not accurately reflect the demand for service. For example, if employees per thousand square feet were used as the demand indicator, police impact fees would be disproportionately high for office and institutional development because offices typically have more employees per 1,000 square feet than retail uses. If floor area were used as the demand indicator, police impact fees would be disproportionately high for industrial development.

A trip end represents a vehicle either entering or exiting a development (as if a traffic counter were placed across a driveway). Trip ends for nonresidential development are calculated per thousand square feet and require an adjustment factor to avoid double counting each trip at both the origin and destination points. As shown below, the current vehicle trip generation factors per 1,000 square feet of floor area are 2.44 trips for industrial, 12.21 trips for commercial, 5.42 trips for office and other service, and 7.45 trips for institutional. These factors are defined in *Trip Generation, 11<sup>th</sup> Edition*, published in 2021 by the Institute of Transportation Engineers (further discussed in Appendix A).

**Figure P2: Service Units**

Residential Development			
Development Type	Persons per Housing Unit <sup>1</sup>		
1,100 or less	1.04		
1,101 to 1,500	1.64		
1,501 to 2,000	2.07		
2,001 to 2,500	2.41		
2,501 to 3,000	2.69		
3,001 to 3,500	2.93		
3,501 or more	3.14		

Nonresidential Development			
Development Type	AWVT per 1,000 Sq Ft	Trip Rate Adjustment	AWVT per 1,000 Sq Ft
Industrial	4.87	50%	2.44
Commercial	37.01	33%	12.21
Office & Other Services	10.84	50%	5.42
Institutional	22.59	33%	7.45

1. See Land Use Assumptions

**LEVEL-OF-SERVICE ANALYSIS**

**Police Facilities – Incremental Expansion**

Flagler Beach will maintain current levels of service by incrementally expanding police facilities. As Figure P3 indicates, Flagler Beach’s existing Police Station is 5,451 square feet. To allocate the proportionate share of demand to residential and nonresidential development, this analysis uses functional population outlined in Figure P1. Flagler Beach’s existing level of service for residential development is 0.5655 square feet per person (5,451 square feet X 76 percent residential share / 7,326 persons). For nonresidential development, the existing LOS is 0.2023 square feet per vehicle trip (5,451 square feet X 24 percent nonresidential share / 6,466 nonresidential vehicle trips).

This analysis uses a construction cost of \$520 per square foot. For police facilities, the cost is \$294.07 per person (0.5655 square feet per person X \$520 per square foot) and \$105.21 per vehicle trip (0.2023 square feet per vehicle trip X \$520 per square foot).

**Figure P3: Existing Level of Service**

Description	Square Feet
Main Station	5,451

Cost Factors	
Cost per Square Foot	\$520

Level-of-Service (LOS) Standards	
Existing Square Feet	5,451
<b>Residential</b>	
Residential Share	76%
2023 Peak Population	7,326
Square Feet per Person	0.5655
Cost per Person	\$294.07
<b>Nonresidential</b>	
Nonresidential Share	24%
2023 Vehicle Trips	6,466
Square Feet per Vehicle Trip	0.2023
Cost per Vehicle Trip	\$105.21

Source: Flagler Beach Police Department

**Police Vehicles – Incremental Expansion**

As indicated in Figure P4, Flagler Beach has an inventory of 23 police vehicles. This fleet will need to be expanded as the City hires additional officers to serve new growth. To allocate the proportionate share of demand to residential and nonresidential development, this analysis uses functional population outlined in Figure P1. Flagler Beach’s existing level of service for residential development is 0.0024 units per person (23 units X 76 percent residential share / 7,326 persons). For nonresidential development, the existing LOS is 0.0009 units per vehicle trip (23 units X 24 percent nonresidential share / 6,466 nonresidential vehicle trips).

Based on information from Flagler Beach staff, the cost for a new vehicle is \$60,000 – this includes the cost of the vehicle and any equipment needed to place the vehicle into service (i.e., decals, lights, radios, computers, etc.). For police vehicles, the cost is \$143.17 per person (0.0024 units per person X \$60,000 per unit) and \$51.22 per vehicle trip (0.0009 units per vehicle trip X \$60,000 per unit).

**Figure P4: Existing Level of Service**

Description		Vehicles
Police Vehicles		23
Cost Factors		
Cost per Vehicle		\$60,000
Level-of-Service (LOS) Standards		
Existing Vehicles		23
Residential		
Residential Share		76%
2023 Peak Population		7,326
Vehicles per Person		0.0024
Cost per Person		\$143.17
Nonresidential		
Nonresidential Share		24%
2023 Vehicle Trips		6,466
Vehicles per Vehicle Trip		0.0009
Cost per Vehicle Trip		\$51.22

Source: Flagler Beach Police Department



**PROJECTED DEMAND FOR POLICE INFRASTRUCTURE**

**Police Facilities – Incremental Expansion**

Projected demand for police facilities over the next 10 years is shown below in Figure P5. Based on a projected population increase of 1,579 persons, future residential development demands approximately 893 square feet of police facilities (1,525 additional persons X 0.5655 square feet per person). With projected nonresidential vehicle trip growth of 1,903 vehicle trips, future nonresidential development demands approximately 385 square feet of police facilities (1,903 additional vehicle trips X 0.2023 square feet per vehicle trip). Future development demands approximately 1,278 square feet of police facilities at a cost of \$664,672 (1,278.2 square feet X \$520 per square foot).

**Figure P5: Projected Demand for Police Facilities**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Police Facilities	0.5655 Square Feet	per Person	\$520
	0.2023 Square Feet	per Vehicle Trip	

Demand for Police Facilities					
Year	Peak Population	Vehicle Trips	Square Feet		
			Residential	Nonresidential	Total
2023	7,326	6,466	4,142.8	1,308.2	5,451.0
2024	7,484	6,656	4,232.1	1,346.7	5,578.8
2025	7,641	6,846	4,321.4	1,385.3	5,706.6
2026	7,799	7,037	4,410.7	1,423.8	5,834.5
2027	7,957	7,227	4,500.0	1,462.3	5,962.3
2028	8,115	7,417	4,589.3	1,500.8	6,090.1
2029	8,273	7,608	4,678.7	1,539.3	6,217.9
2030	8,431	7,798	4,768.0	1,577.8	6,345.8
2031	8,589	7,988	4,857.3	1,616.3	6,473.6
2032	8,747	8,178	4,946.6	1,654.8	6,601.4
2033	8,905	8,369	5,035.9	1,693.3	6,729.2
<b>10-Yr Increase</b>	<b>1,579</b>	<b>1,903</b>	<b>893.2</b>	<b>385.1</b>	<b>1,278.2</b>

Growth-Related Expenditures	\$464,440	\$200,232	\$664,672
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**Police Vehicles – Incremental Expansion**

Projected demand for police vehicles over the next 10 years is shown below in Figure P6. Based on a projected population increase of 1,579 persons, future residential development demands approximately 3.8 police vehicles (1,579 additional persons X 0.0024 units per person). With projected nonresidential vehicle trip growth of 1,903 vehicle trips, future nonresidential development demands approximately 1.6 police vehicles (1,903 additional vehicle trips X 0.0009 units per vehicle trip). Future development demands approximately 5.4 police vehicles at a cost of \$323,599 (5.4 units X \$60,000 per unit).

**Figure P6: Projected Demand for Police Vehicles**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Police Vehicles	0.0024 Vehicles	per Person	\$60,000
	0.0009 Vehicles	per Vehicle Trip	

Demand for Police Vehicles					
Year	Peak Population	Vehicle Trips	Vehicles		
			Residential	Nonresidential	Total
2023	7,326	6,466	17.5	5.5	23.0
2024	7,484	6,656	17.9	5.7	23.5
2025	7,641	6,846	18.2	5.8	24.1
2026	7,799	7,037	18.6	6.0	24.6
2027	7,957	7,227	19.0	6.2	25.2
2028	8,115	7,417	19.4	6.3	25.7
2029	8,273	7,608	19.7	6.5	26.2
2030	8,431	7,798	20.1	6.7	26.8
2031	8,589	7,988	20.5	6.8	27.3
2032	8,747	8,178	20.9	7.0	27.9
2033	8,905	8,369	21.2	7.1	28.4
<b>10-Yr Increase</b>	<b>1,579</b>	<b>1,903</b>	<b>3.8</b>	<b>1.6</b>	<b>5.4</b>

Growth Related Expenditures	\$226,115	\$97,484	\$323,599
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**CREDITS**

As the City has no outstanding debt on its police facilities, a credit for future principal payments is not included. If elected officials make a legislative policy decision to fully fund growth-related costs from impact fees, there will be no potential double-payment from other revenue sources.

**POLICE IMPACT FEES**

Infrastructure components and cost factors for police impact fees are summarized in the upper portion of Figure P7. The cost for police impact fees is \$437.24 per person and \$156.43 per vehicle trip.

Police impact fees for residential development are assessed according to the number of persons per household. The 2,001 square feet to 2,500 square feet fee of \$1,054 is calculated using a cost of \$437.24 per person multiplied by 2.41 persons per household.

Police impact fees for nonresidential development are assessed according to the number of vehicle trips generated per 1,000 square feet of floor area. The industrial fee of \$381 per 1,000 square feet is calculated using a cost of \$156.43 per vehicle trip multiplied by 2.44 vehicle trips per 1,000 square feet of industrial development.

**Figure P7: Schedule of Police Impact Fees**

Fee Component	Cost per Person	Cost per Trip
Police Facilities	\$294.07	\$105.21
Police Vehicles	\$143.17	\$51.22
<b>Total</b>	<b>\$437.24</b>	<b>\$156.43</b>

Residential Fees per Unit		
Development Type	Persons per Household <sup>1</sup>	Proposed Fees
1,100 or less	1.04	\$455
1,101 to 1,500	1.64	\$717
1,501 to 2,000	2.07	\$905
2,001 to 2,500	2.41	\$1,054
2,501 to 3,000	2.69	\$1,176
3,001 to 3,500	2.93	\$1,281
3,501 or more	3.14	\$1,373

Nonresidential Fees per 1000 Square Feet		
Development Type	Avg Weekday Vehicle Trips <sup>1</sup>	Proposed Fees
Industrial	2.44	\$381
Commercial	12.21	\$1,911
Office & Other Services	5.42	\$848
Institutional	7.45	\$1,166

1. See Land Use Assumptions

**POLICE IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections in Appendix B and the police impact fees shown on the previous page. To estimate single family revenue the 2,001 square feet to 2,500 square feet fee is used, and for multi-family the less than 1,100 square feet fee is used. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease, along with impact fee revenue. Over the next 10 years, projected impact fee revenues equal \$1,047,800 and projected expenditures equal \$988,270. Based on the actual mix of future residential construction, the projected police fee revenue shown below may change.

**Figure P8: Projected Police Impact Fee Revenue**

		Fee Component	Growth Share	Existing Share	Total
		Police Facilities	\$664,672	\$0	\$664,672
		Police Vehicles	\$323,599	\$0	\$323,599
		<b>Total</b>	<b>\$988,271</b>	<b>\$0</b>	<b>\$988,271</b>

		Single Family \$1,054 per unit	Multi-Family \$455 per unit	Industrial \$380.92 per sq ft	Commercial \$1,910.58 per sq ft	Office & Other \$847.88 per sq ft	Institutional \$1,166.17 per sq ft
Year		Hsg Unit	Hsg Unit	KSF	KSF	KSF	KSF
Base	2023	3,012	775	54	373	208	88
Year 1	2024	3,082	779	55	384	215	90
Year 2	2025	3,151	783	57	395	221	93
Year 3	2026	3,221	787	59	406	227	95
Year 4	2027	3,290	791	60	417	233	98
Year 5	2028	3,360	795	62	427	239	101
Year 6	2029	3,429	799	63	438	245	103
Year 7	2030	3,499	803	65	449	251	106
Year 8	2031	3,568	807	66	460	257	108
Year 9	2032	3,638	810	68	471	264	111
Year 10	2033	3,707	814	70	482	270	114
10-Year Increase		695	39	16	110	61	26
<b>Projected Revenue</b>		<b>\$732,354</b>	<b>\$17,734</b>	<b>\$6,033</b>	<b>\$209,563</b>	<b>\$52,003</b>	<b>\$30,108</b>

Projected Fee Revenue	\$1,047,800
Total Expenditures	\$988,270

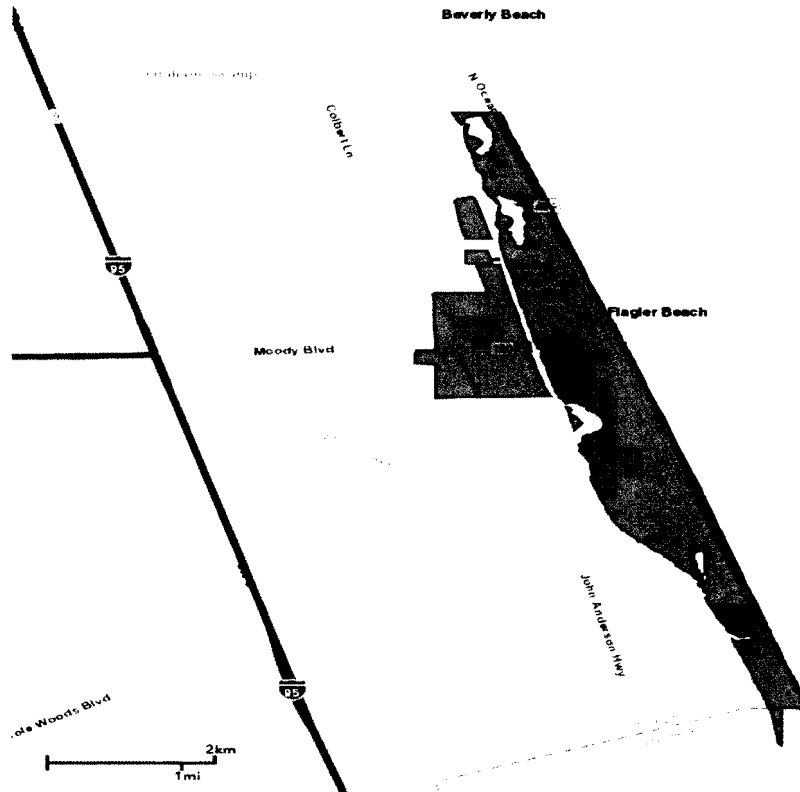
**FIRE IMPACT FEES**

**METHODOLOGY**

The Fire impact fees include components for fire facilities and fire Apparatus. The incremental expansion methodology is used for all components.

**SERVICE AREA**

Flagler Beach plans to provide a uniform level of service citywide; therefore, the fire impact fees will be assessed in a citywide service area.



**PROPORTIONATE SHARE**

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The fire impact fees allocate the cost of capital facilities between residential and nonresidential development using functional population. Based on 2019 estimates from the U.S. Census Bureau’s OnTheMap web application (the latest year available), residential development accounts for approximately 76 percent of functional population and nonresidential development accounts for the remaining 24 percent.

**Figure F1: Proportionate Share**

Demand Units in 2019					
<b>Residential</b>					
Population	5,002			<b>Demand Hours/Day</b>	<b>Person Hours</b>
Residents Not Working	3,231			<b>20</b>	64,620
Employed Residents	1,771				
Employed in Flagler Beach		218		<b>14</b>	3,052
Employed outside Flagler Beach		1,553		<b>14</b>	21,742
				<b>Residential Subtotal</b>	<b>89,414</b>
				<b>Residential Share</b>	<b>76%</b>
<b>Nonresidential</b>					
Non-working Residents	3,231			<b>4</b>	12,924
Jobs Located in Flagler Beach	1,517				
Residents Employed in Flagler Beach		218		<b>10</b>	2,180
Non-Resident Workers (inflow commuters)		1,299		<b>10</b>	12,990
				<b>Nonresidential Subtotal</b>	<b>28,094</b>
				<b>Nonresidential Share</b>	<b>24%</b>
				<b>Total</b>	<b>117,508</b>

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Version 6.8 (employment).

**DEMAND UNITS**

Residential impact fees are calculated on a per capita basis, then converted to an appropriate amount for each size of housing unit based on the number of persons per housing unit (PPHU). As shown in Figure F2, the current PPHU factors range from 1.04 persons per unit units that are 1,100 square feet or less, to 3.14 persons per units that are 3,501 square feet or more. These factors are based on the U.S. Census Bureau’s 2016-2020 American Community Survey 5-year estimates (further discussed in Appendix B).

Nonresidential fire impact fees are calculated on a per vehicle trip basis, then converted to an appropriate amount for each type of nonresidential development based on the number of vehicle trip ends generated per 1,000 square feet of floor area. Trip generation rates are used because vehicle trips are highest for retail developments, such as shopping centers, and lowest for industrial development. Office and

institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for fire and emergency medical services from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, will not accurately reflect the demand for service. For example, if employees per thousand square feet were used as the demand indicator, fire impact fees would be disproportionately high for office and institutional development because offices typically have more employees per 1,000 square feet than retail uses. If floor area were used as the demand indicator, fire impact fees would be disproportionately high for industrial development.

A trip end represents a vehicle either entering or exiting a development (as if a traffic counter were placed across a driveway). Trip ends for nonresidential development are calculated per thousand square feet and require an adjustment factor to avoid double counting each trip at both the origin and destination points. As shown below, the current vehicle trip generation factors per 1,000 square feet of floor area are 2.44 trips for industrial, 12.21 trips for commercial, 5.42 trips for office and other service, and 7.45 trips for institutional. These factors are defined in *Trip Generation, 11<sup>th</sup> Edition*, published in 2021 by the Institute of Transportation Engineers (further discussed in Appendix A).

Figure F2: Service Units

Residential Development	
Development Type	Persons per Housing Unit <sup>1</sup>
1,100 or less	1.04
1,101 to 1,500	1.64
1,501 to 2,000	2.07
2,001 to 2,500	2.41
2,501 to 3,000	2.69
3,001 to 3,500	2.93
3,501 or more	3.14

Nonresidential Development			
Development Type	AWVT per 1,000 Sq Ft	Trip Rate Adjustment	AWVT per 1,000 Sq Ft
Industrial	4.87	50%	2.44
Commercial	37.01	33%	12.21
Office & Other Services	10.84	50%	5.42
Institutional	22.59	33%	7.45

1. See Land Use Assumptions

## LEVEL-OF-SERVICE ANALYSIS

### Fire Facilities – Incremental Expansion

Flagler Beach will maintain current levels of service by incrementally expanding Fire facilities. As Figure F3 indicates, Flagler Beach’s existing Fire Station is 5,451 square feet. To allocate the proportionate share of demand to residential and nonresidential development, this analysis uses functional population outlined in Figure F1. Flagler Beach’s existing level of service for residential development is 0.5655 square feet per person (5,451 square feet X 76 percent residential share / 7,326 persons). For nonresidential development, the existing LOS is 0.2023 square feet per vehicle trip (5,451 square feet X 24 percent nonresidential share / 6,466 nonresidential vehicle trips).

This analysis uses a construction cost of \$520 per square foot. For Fire facilities, the cost is \$294.07 per person (0.5655 square feet per person X \$520 per square foot) and \$105.21 per vehicle trip (0.2023 square feet per vehicle trip X \$520 per square foot).

**Figure F3: Existing Level of Service**

Description	Square Feet
Main Station	5,451

Cost Factors	
Cost per Square Foot	\$520

Level-of-Service (LOS) Standards	
Existing Square Feet	5,451
<b>Residential</b>	
Residential Share	76%
2023 Peak Population	7,326
Square Feet per Person	0.5655
Cost per Person	\$294.07
<b>Nonresidential</b>	
Nonresidential Share	24%
2023 Vehicle Trips	6,466
Square Feet per Vehicle Trip	0.2023
Cost per Vehicle Trip	\$105.21

Source: Flagler Beach



**Fire Apparatus – Incremental Expansion**

As indicated in Figure F4, Flagler Beach has an inventory of 16 Fire Apparatus. This fleet will need to be expanded to serve new growth. To allocate the proportionate share of demand to residential and nonresidential development, this analysis uses functional population outlined in Figure F1. Flagler Beach’s existing level of service for residential development is 0.0017 units per person (16 units X 76 percent residential share / 7,326 persons). For nonresidential development, the existing LOS is 0.0006 units per vehicle trip (16 units X 24 percent nonresidential share / 6,466 nonresidential vehicle trips).

The weighted average cost for a new piece of fire apparatus is \$134,557. For Fire Apparatus, the cost is \$223.36 per person (0.0017 units per person X \$134,557 per unit) and \$79.91 per vehicle trip (0.0006 units per vehicle trip X \$134,557 per unit).

**Figure F4: Existing Level of Service**

Description	Cost
75 ft. Ladder Truck	\$650,000
Pumper Truck	\$550,000
Pumper Truck	\$550,000
Command Vehicle – Ford Explorer	\$36,760
Command Vehicle – Ford Explorer	\$36,760
Command Vehicle – Ford Expedition	\$42,998
Fire Marshal Truck- Ford Ranger	\$27,400
UTV Mule	\$17,000
ATV	\$8,399
Boat Trailer- 18-21 ft.	\$3,596
Boat Trailer-21-25 ft.	\$6,999
Jet Ski	\$15,000
Jet Ski Trailer	\$3,000
Brush Truck	\$175,000
Boat- Transom Style, Rigid Hull 12 ft.	\$12,000
Boat-Transom Style , Rigid Hull 15 ft.	\$18,000

Cost Factors	
Weighted Average Cost per Unit	\$134,557

Level of Service (LOS) Standards	
Existing Units	16
<b>Residential</b>	
Residential Share	76%
2023 Peak Population	7,326
Units per Person	0.0017
Cost per Person	\$223.36
<b>Nonresidential</b>	
Nonresidential Share	24%
2023 Vehicle Trips	6,466
Units per Vehicle Trip	0.0006
Cost per Vehicle Trip	\$79.91

Source: Flagler Beach Fire Department

**PROJECTED DEMAND FOR FIRE INFRASTRUCTURE**

**Fire Facilities – Incremental Expansion**

Projected demand for fire facilities over the next 10 years is shown below in Figure F5. Based on a projected population increase of 1,579 persons, future residential development demands approximately 893 square feet of Fire facilities (1,525 additional persons X 0.5655 square feet per person). With projected nonresidential vehicle trip growth of 1,903 vehicle trips, future nonresidential development demands approximately 385 square feet of Fire facilities (1,903 additional vehicle trips X 0.2023 square feet per vehicle trip). Future development demands approximately 1,278 square feet of Fire facilities at a cost of \$664,672 (1,278.2 square feet X \$520 per square foot).

**Figure F5: Projected Demand for Fire Facilities**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Sq Ft
Fire Facilities	0.5655 Square Feet	per Person	\$520
	0.2023 Square Feet	per Vehicle Trip	

Demand for Fire Facilities					
Year	Peak Population	Vehicle Trips	Square Feet		
			Residential	Nonresidential	Total
2023	7,326	6,466	4,142.8	1,308.2	5,451.0
2024	7,484	6,656	4,232.1	1,346.7	5,578.8
2025	7,641	6,846	4,321.4	1,385.3	5,706.6
2026	7,799	7,037	4,410.7	1,423.8	5,834.5
2027	7,957	7,227	4,500.0	1,462.3	5,962.3
2028	8,115	7,417	4,589.3	1,500.8	6,090.1
2029	8,273	7,608	4,678.7	1,539.3	6,217.9
2030	8,431	7,798	4,768.0	1,577.8	6,345.8
2031	8,589	7,988	4,857.3	1,616.3	6,473.6
2032	8,747	8,178	4,946.6	1,654.8	6,601.4
2033	8,905	8,369	5,035.9	1,693.3	6,729.2
<b>10-Yr Increase</b>	<b>1,579</b>	<b>1,903</b>	<b>893.2</b>	<b>385.1</b>	<b>1,278.2</b>

Growth-Related Expenditures	\$464,440	\$200,232	\$664,672
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### Fire Apparatus – Incremental Expansion

Projected demand for fire apparatus over the next 10 years is shown below in Figure F6. Based on a projected population increase of 1,579 persons, future residential development demands approximately 2.6 Fire Apparatus (1,579 additional persons X 0.0017 units per person). With projected nonresidential vehicle trip growth of 1,903 vehicle trips, future nonresidential development demands approximately 1.1 Fire Apparatus (1,903 additional vehicle trips X 0.0006 units per vehicle trip). Future development demands approximately 3.8 Fire Apparatus at a cost of \$504,841 (3.8 units X \$134,557 per unit).

**Figure F6: Projected Demand for Fire Apparatus**

Type of Infrastructure	Level of Service	Demand Unit	Cost per Unit
Fire Apparatus	0.0017 Units	per Person	\$134,557
	0.0006 Units	per Vehicle Trip	

Demand for Fire Apparatus					
Year	Peak Population	Unit Trips	Units		
			Residential	Nonresidential	Total
2023	7,326	6,466	12.2	3.8	16.0
2024	7,484	6,656	12.4	4.0	16.4
2025	7,641	6,846	12.7	4.1	16.8
2026	7,799	7,037	12.9	4.2	17.1
2027	7,957	7,227	13.2	4.3	17.5
2028	8,115	7,417	13.5	4.4	17.9
2029	8,273	7,608	13.7	4.5	18.3
2030	8,431	7,798	14.0	4.6	18.6
2031	8,589	7,988	14.3	4.7	19.0
2032	8,747	8,178	14.5	4.9	19.4
2033	8,905	8,369	14.8	5.0	19.8
<b>10-Yr Increase</b>	<b>1,579</b>	<b>1,903</b>	<b>2.6</b>	<b>1.1</b>	<b>3.8</b>

Growth-Related Expenditures	\$352,758	\$152,083	\$504,841
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**CREDITS**

As the City has no outstanding debt on its Fire facilities, a credit for future principal payments is not included. If elected officials make a legislative policy decision to fully fund growth-related costs from impact fees, there will be no potential double-payment from other revenue sources.

**FIRE IMPACT FEES**

Infrastructure components and cost factors for Fire impact fees are summarized in the upper portion of Figure F7. The cost for Fire impact fees is \$517.43 per person and \$185.12 per vehicle trip.

Fire impact fees for residential development are assessed according to the number of persons per household. The 2,001 square feet to 2,500 square feet fee of \$1,247 is calculated using a cost of \$517.43 per person multiplied by 2.41 persons per household.

Fire impact fees for nonresidential development are assessed according to the number of vehicle trips generated per 1,000 square feet of floor area. The industrial fee of \$451 per 1,000 square feet is calculated using a cost of \$185.12 per vehicle trip multiplied by 2.44 vehicle trips per 1,000 square feet of industrial development.

**Figure F7: Schedule of Fire Impact Fees**

Fee Component	Cost per Person	Cost per Trip
Fire Facilities	\$294.07	\$105.21
Fire Appartus	\$223.36	\$79.91
<b>Total</b>	<b>\$517.43</b>	<b>\$185.12</b>

Residential Fees per Unit		
Development Type	Persons per Household <sup>1</sup>	Proposed Fees
1,100 or less	1.04	\$538
1,101 to 1,500	1.64	\$849
1,501 to 2,000	2.07	\$1,071
2,001 to 2,500	2.41	\$1,247
2,501 to 3,000	2.69	\$1,392
3,001 to 3,500	2.93	\$1,516
3,501 or more	3.14	\$1,625

Nonresidential Fees per 1000 Square Feet		
Development Type	Avg Weekday Vehicle Trips <sup>1</sup>	Proposed Fees
Industrial	2.44	\$451
Commercial	12.21	\$2,261
Office & Other Services	5.42	\$1,003
Institutional	7.45	\$1,380

1. See Land Use Assumptions

**FIRE IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections in Appendix B and the Fire impact fees shown on the previous page. To estimate single family revenue the 2,001 square feet to 2,500 square feet fee is used, and for multi-family the less than 1,100 square feet fee is used. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease, along with impact fee revenue. Over the next 10 years, projected impact fee revenues equal \$1,239,960 and projected expenditures equal \$1,169,510. Based on the actual mix of future residential construction, the projected Fire fee revenue shown below may change.

**Figure F8: Projected Fire Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Fire Facilities	\$664,672	\$0	\$664,672
Fire Units	\$504,841	\$0	\$504,841
<b>Total</b>	<b>\$1,169,513</b>	<b>\$0</b>	<b>\$1,169,513</b>

Year		Single Family	Multi Family	Industrial	Commercial	Office & Other	Institutional
		\$1,247 per unit	\$538 per unit	\$-150.78 per sq ft	\$2,260.98 per sq ft	\$1,003.38 per sq ft	\$1,380.05 per sq ft
		Hsg Unit	Hsg Unit	KSF	KSF	KSF	KSF
Base	2023	3,012	775	54	373	208	88
Year 1	2024	3,082	779	55	384	215	90
Year 2	2025	3,151	783	57	395	221	93
Year 3	2026	3,221	787	59	406	227	95
Year 4	2027	3,290	791	60	417	233	98
Year 5	2028	3,360	795	62	427	239	101
Year 6	2029	3,429	799	63	438	245	103
Year 7	2030	3,499	803	65	449	251	106
Year 8	2031	3,568	807	66	460	257	108
Year 9	2032	3,638	810	68	471	264	111
Year 10	2033	3,707	814	70	482	270	114
10-Year Increase		695	39	16	110	61	26
<b>Projected Revenue</b>		<b>\$866,668</b>	<b>\$20,987</b>	<b>\$7,140</b>	<b>\$247,997</b>	<b>\$61,541</b>	<b>\$35,630</b>

Projected Fee Revenue	\$1,239,960
Total Expenditures	\$1,169,510

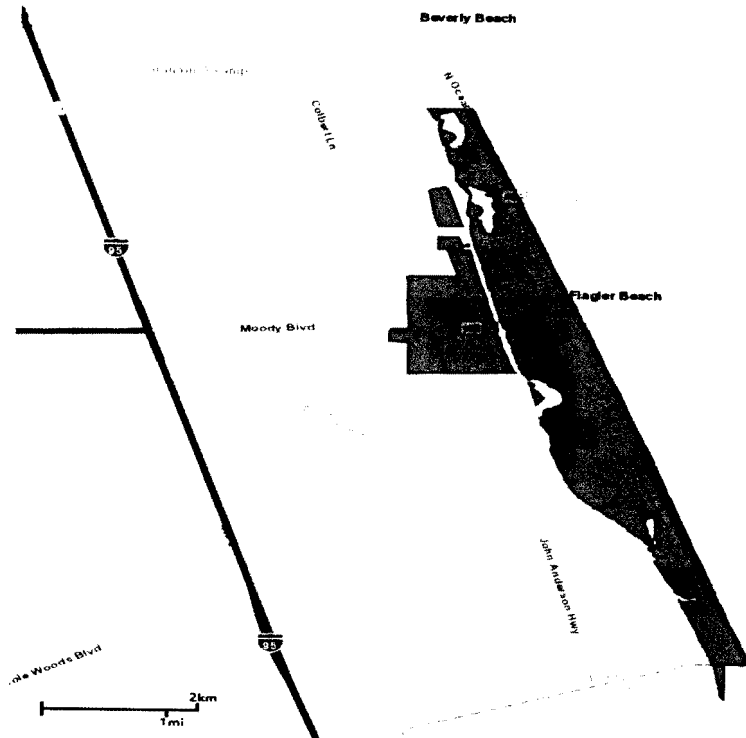
## **PARK AND RECREATION IMPACT FEES**

### **METHODOLOGY**

The Park and Recreation impact fees include components for park land and amenities. The incremental expansion methodology is used for all components.

### **SERVICE AREA**

Flagler Beach plans to provide a uniform level of service and equal access to parks within the city limits; therefore, the park and recreation impact fees will be assessed in a citywide service area.



### **PROPORTIONATE SHARE**

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The park and recreation impact fees allocate 100 percent of the cost of capital facilities to residential development. The proportionate share of costs attributable to residential

development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit type.

**DEMAND UNITS**

Residential impact fees are calculated on a per capita basis, then converted to an appropriate amount for each size of housing unit based on the number of persons per housing unit (PPHU). As shown in Figure P2, the current PPHU factors range from 1.04 persons per unit units that are 1,100 square feet or less, to 3.14 persons per units that are 3,501 square feet or more. These factors are based on the U.S. Census Bureau’s 2016-2020 American Community Survey 5-year estimates (further discussed in Appendix B).

**Figure PR 1: Service Units**

Residential Development	
Development Type	Persons per Housing Unit <sup>i</sup>
1,100 or less	1.04
1,101 to 1,500	1.64
1,501 to 2,000	2.07
2,001 to 2,500	2.41
2,501 to 3,000	2.69
3,001 to 3,500	2.93
3,501 or more	3.14

**LEVEL-OF-SERVICE ANALYSIS**

**Park Land – Incremental Expansion**

As indicated in Figure PR2, the City of Flagler Beach has 57.2 acres of park land. The City plans on maintaining current levels of service by incrementally expanding park land over time. When the existing inventory of park land is compared to the existing residential population, the City’s existing level of service is 0.0078 acres per person (57.2 acres X 100 percent residential share / 7,326 persons).

The City estimates a land acquisition cost of \$100,000 per acre. For park land, the cost is \$781.36 per person (0.0078 acres per person X \$100,000 per acre).

**Figure PR2: Existing Level of Service**

Description	Acres
Pal and Irma Parker Reserve	5.2
Silver Lake Park	46.0
Custer Park	0.3
Venice Park	0.1
Wickline Park	4.4
Veterans Park	0.9
Flagler Beach Pier	0.3
Palm Circle Park	0.1
<b>Total</b>	<b>57.2</b>

Cost Factors	
Cost per Acre	\$100,000

Level-of-Service (LOS) Standards	
Existing Acres	57.2
<b>Residential</b>	
Residential Share	100%
2023 Peak Population	7,326
Acres per Person	0.0078
Cost per Person	\$781.36

Source: Flagler Beach



**Park Amenities – Incremental Expansion**

As indicated in Figure PR3, Flagler Beach currently provides 161 park amenities in its parks with an estimated value of \$3,798,500, which results in a weighted average cost per amenity of \$23,593 (\$3,798,500 / 161 amenities). As is the case with park land, the City plans to construct additional park amenities to serve future development.

**Figure PR3: Existing Inventory**

Description	Units	Unit Cost	Total Cost
Fields	4	\$90,000	\$360,000
Basketball Courts	1	\$30,000	\$30,000
Canoe Launch	1	\$10,000	\$10,000
Tennis Courts	2	\$100,000	\$200,000
Volleyball Courts	1	\$100,000	\$100,000
Restrooms	2	\$150,000	\$300,000
Playgrounds	3	\$260,000	\$780,000
Pavilions	4	\$20,000	\$80,000
Fitness Trails	2	\$20,000	\$40,000
Grills	6	\$200	\$1,200
Benches	64	\$1,000	\$64,000
Picnic Tables	19	\$700	\$13,300
Walkovers	52	\$35,000	\$1,820,000
<b>Total</b>	<b>161</b>	<b>\$23,593</b>	<b>\$3,798,500</b>

When the City’s inventory of 161 park amenities is compared to current population, the City’s existing level of service is 0.0220 amenities per person (161 amenities X 100 percent residential share / 7,326 persons). Using the weighted average cost per amenity of \$23,593, the cost per demand unit is \$518.52 per person (0.0220 amenities per person X \$23,593 per amenity).

**Figure PR4: Existing Level of Service**

Cost Factors	
Weighted Average per Unit	\$23,593

Level-of-Service (LOS) Standards	
Existing Units	161
<b>Residential</b>	
Residential Share	100%
2023 Peak Population	7,326
Units per Person	0.0220
Cost per Person	\$518.52

Source: Flagler Beach

**PROJECTED DEMAND FOR PARK AND RECREATION INFRASTRUCTURE**

**Park Land – Incremental Expansion**

Projected demand for park land over the next 10 years is shown below in Figure PR5. Based on a projected population increase of 1,579 persons, future residential development demands 12.3 acres of park land (1,579 additional persons X 0.0078 acres per person) at a cost of \$1,234,038 (12.3 acres X \$100,000 per acre).

**Figure PR5: Projected Demand for Park Land**

Park Land		
Level of Service	Demand Unit	Unit Cost
0.0078 Acres	per Person	\$100,000

Demand for Park Land		
Year	Peak Population	Acres
2023	7,326	57.2
2024	7,484	58.5
2025	7,641	59.7
2026	7,799	60.9
2027	7,957	62.2
2028	8,115	63.4
2029	8,273	64.6
2030	8,431	65.9
2031	8,589	67.1
2032	8,747	68.3
2033	8,905	69.6
<b>10-Yr Increase</b>	<b>1,579</b>	<b>12.3</b>

Growth-Related Expenditures	\$1,234,038
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**Park Amenities – Incremental Expansion**

Projected demand for park amenities over the next 10 years is shown below in Figure PR6. Based on a projected peak population increase of 1,579 persons, future residential development demands approximately 34.7 park amenities (1,579 additional persons X 0.0220 amenities per person) at a cost of \$818,934 (34.7 park amenities X \$23,593 per amenity).

**Figure PR6: Projected Demand for Park Amenities**

Park Amenities		
Level of Service	Demand Unit	Unit Cost
0.0220 Units	per Person	\$23,593

Demand for Park Amenities		
Year	Peak Population	Park Amenities
2023	7,326	161.0
2024	7,484	164.5
2025	7,641	167.9
2026	7,799	171.4
2027	7,957	174.9
2028	8,115	178.4
2029	8,273	181.8
2030	8,431	185.3
2031	8,589	188.8
2032	8,747	192.2
2033	8,905	195.7
<b>10-Yr Increase</b>	<b>1,579</b>	<b>34.7</b>

Growth-Related Expenditures	\$818,934
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**CREDITS**

As the City has no outstanding debt on its park and recreation facilities, a credit for future principal payments is not included. If elected officials make a legislative policy decision to fully fund growth-related costs from impact fees, there will be no potential double-payment from other revenue sources.

**PARK AND RECREATION IMPACT FEES**

Infrastructure components and cost factors for park and recreation impact fees are summarized in the upper portion of Figure PR7. The cost for park and recreation impact fees is \$1,299.88 per person, and Flagler Beach will not assess park and recreation impact fees to nonresidential development.

Park and recreation impact fees for residential development are assessed according to the number of persons per household. The 2,001 square feet to 2,500 square feet fee of \$3,133 is calculated using a cost of \$1,299.88 per person multiplied by 2.41 persons per single-family household.

**Figure PR7: Schedule of Park and Recreation Impact Fees**

Fee Component	Cost per Person
Park Amenities	\$518.52
Park Land	\$781.36
<b>Total</b>	<b>\$1,299.88</b>

Residential Fees per Unit		
Development Type	Persons per Household <sup>1</sup>	Proposed Fees
1,100 or less	1.04	\$1,352
1,101 to 1,500	1.64	\$2,132
1,501 to 2,000	2.07	\$2,691
2,001 to 2,500	2.41	\$3,133
2,501 to 3,000	2.69	\$3,497
3,001 to 3,500	2.93	\$3,809
3,501 or more	3.14	\$4,082

1. See Land Use Assumptions

**PARK AND RECREATION IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections in Appendix B and the updated park and recreation impact fees shown on the previous page. To estimate single family revenue the 2,001 square feet to 2,500 square feet fee is used, and for multi-family the less than 1,100 square feet fee is used. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease, along with impact fee revenue. Over the next 10 years, projected impact fee revenue equals \$2.26 million and projected expenditures equal \$2.05 million. Based on the actual mix of future residential construction, the projected parks and recreation fee revenue shown below may change

**Figure PR8: Projected Park and Recreation Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Park Amenities	\$818,934	\$0	\$818,934
Park Land	\$1,234,038	\$0	\$1,234,038
<b>Total</b>	<b>\$2,052,972</b>	<b>\$0</b>	<b>\$2,052,972</b>

		Single Family \$3,133 per unit	Multi-Family \$1,352 per unit
Year		Hsg Unit	Hsg Unit
Base	2023	3,012	775
Year 1	2024	3,082	779
Year 2	2025	3,151	783
Year 3	2026	3,221	787
Year 4	2027	3,290	791
Year 5	2028	3,360	795
Year 6	2029	3,429	799
Year 7	2030	3,499	803
Year 8	2031	3,568	807
Year 9	2032	3,638	810
Year 10	2033	3,707	814
10-Year Increase		695	39
<b>Projected Revenue</b>		<b>\$2,177,233</b>	<b>\$83,140</b>

Projected Fee Revenue	\$2,260,373
Total Expenditures	\$2,052,972

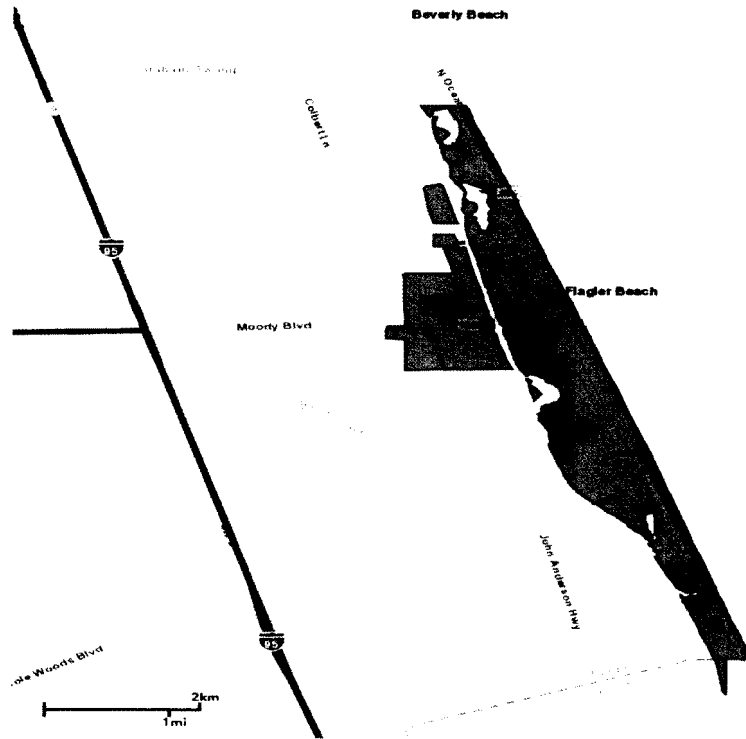
## **LIBRARY IMPACT FEES**

### **METHODOLOGY**

The Library impact fee includes a component for library facilities. The incremental expansion methodology is used for this component.

### **SERVICE AREA**

Flagler Beach plans to provide a uniform level of service and equal access to libraries within the city limits; therefore, the library impact fee will be assessed in a citywide service area.



### **PROPORTIONATE SHARE**

Impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The library impact fee allocates 100 percent of the cost of capital facilities to residential development. The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit type.

**DEMAND UNITS**

Residential impact fees are calculated on a per capita basis, then converted to an appropriate amount for each size of housing unit based on the number of persons per housing unit (PPHU). As shown in Figure P2, the current PPHU factors range from 1.04 persons per unit units that are 1,100 square feet or less, to 3.14 persons per units that are 3,501 square feet or more. These factors are based on the U.S. Census Bureau’s 2016-2020 American Community Survey 5-year estimates (further discussed in Appendix B).

**Figure L1: Service Units**

Residential Development	
Development Type	Persons per Housing Unit
1,100 or less	1.04
1,101 to 1,500	1.64
1,501 to 2,000	2.07
2,001 to 2,500	2.41
2,501 to 3,000	2.69
3,001 to 3,500	2.93
3,501 or more	3.14

**LEVEL-OF-SERVICE ANALYSIS**

**Library Facilities – Incremental Expansion**

The City of Flagler Beach operates one library facility – the Flagler Beach Library. As indicated in Figure L2, the library is currently 4,850 square feet. The City will either add on to this existing facility or construct an additional branch in order to maintain current levels of service for new growth. Flagler Beach’s existing level of service for residential development is 0.6621 square feet per person (4,850 square feet X 100 percent residential share / 7,326 persons).

Based on RS Means data this analysis uses a construction cost of \$178 per square foot. For library facilities, the cost is \$117.85 per person (0.6621 square feet per person X \$178 per square foot).

**Figure L2: Existing Level of Service**

Description	Square Feet
Flagler Beach Library	4,850

Cost Factors	
Cost per Square Foot	\$178

Level-of-Service (LOS) Standards	
Existing Square Feet	4,850
<b>Residential</b>	
Residential Share	100%
2023 Peak Population	7,326
Square Feet per Person	0.6621
Cost per Person	\$117.85

Source: Flagler Beach



**PROJECTED DEMAND FOR LIBRARY INFRASTRUCTURE**

**Library Facilities – Incremental Expansion**

Projected demand for library space over the next 10 years is shown below in Figure L3. Based on a projected population increase of 1,579 persons, future residential development demands 1,045.6 square feet of library facilities (1,579 additional persons X 0.6621 square feet per person) at a cost of \$186,122 (1,045.6 square feet X \$178 per square foot).

**Figure L3: Projected Demand for Library Facilities**

Library Facilities		
Level of Service	Demand Unit	Unit Cost
0.6621 Square Feet	per Person	\$178

Demand for Library Facilities		
Year	Peak Population	Square Feet
2023	7,326	4,850
2024	7,484	4,955
2025	7,641	5,059
2026	7,799	5,164
2027	7,957	5,268
2028	8,115	5,373
2029	8,273	5,477
2030	8,431	5,582
2031	8,589	5,687
2032	8,747	5,791
2033	8,905	5,896
<b>10-Yr Increase</b>	<b>1,579</b>	<b>1,046</b>

Growth-Related Expenditures	\$186,122
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**CREDITS**

As the City has no outstanding debt on its library facilities, a credit for future principal payments is not included. If elected officials make a legislative policy decision to fully fund growth-related costs from impact fees, there will be no potential double-payment from other revenue sources.

**LIBRARY IMPACT FEES**

Infrastructure components and cost factors for the library impact fees are summarized in the upper portion of Figure L3. The cost for library impact fees is \$117.85 per person, and Flagler Beach will not assess library impact fees to nonresidential development.

Library impact fees for residential development are assessed according to the number of persons per household. The 2,001 square feet to 2,500 square feet fee of \$284 is calculated using a cost of \$117.85 per person multiplied by 2.41 persons per single-family household.

**Figure L3: Schedule of Library Impact Fees**

Fee Component	Cost per Person
Library Facilities	\$117.85
<b>Total</b>	<b>\$117.85</b>

Residential Fees per Unit		
Development Type	Persons per Household	Proposed Fees
1,100 or less	1.04	\$123
1,101 to 1,500	1.64	\$193
1,501 to 2,000	2.07	\$244
2,001 to 2,500	2.41	\$284
2,501 to 3,000	2.69	\$317
3,001 to 3,500	2.93	\$345
3,501 or more	3.14	\$370

1. See Land Use Assumptions

**LIBRARY IMPACT FEE REVENUE**

Projected fee revenue shown below is based on the development projections in Appendix B and the library impact fees shown on the previous page. To estimate single family revenue the 2,001 square feet to 2,500 square feet fee is used, and for multi-family the less than 1,100 square feet fee is used. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than projected, the demand for infrastructure will also decrease, along with impact fee revenue. Over the next 10 years, projected impact fee revenue equals \$202,170 and projected expenditures equal \$186,120. Based on the actual mix of future residential construction, the projected library fee revenue shown below may change

**Figure L4: Projected Library Impact Fee Revenue**

Fee Component	Growth Share	Existing Share	Total
Library Facilities	\$186,122	\$0	\$186,122
<b>Total</b>	<b>\$186,122</b>	<b>\$0</b>	<b>\$186,122</b>

		Single Family \$284 per unit	Multi-Family \$123 per unit
Year		Hsg Unit	Hsg Unit
Base	2023	3,012	775
Year 1	2024	3,082	779
Year 2	2025	3,151	783
Year 3	2026	3,221	787
Year 4	2027	3,290	791
Year 5	2028	3,360	795
Year 6	2029	3,429	799
Year 7	2030	3,499	803
Year 8	2031	3,568	807
Year 9	2032	3,638	810
Year 10	2033	3,707	814
<b>10-Year Increase</b>		<b>695</b>	<b>39</b>
<b>Projected Revenue</b>		<b>\$197,388</b>	<b>\$4,780</b>

Projected Fee Revenue	\$202,170
Total Expenditures	\$186,120

## WATER IMPACT FEES

### METHODOLOGY

The City operates a water treatment plant with 2 million gallons a day (MGD) of capacity. Since the City's Water treatment plant has excess capacity in the system to serve future development, the Water impact fee includes a buy-in components for the City's investment. The Water impact fee utilizes a plan-based approach for planned water well, storage, and transmission projects.

### PROPORTIONATE SHARE AND DEMAND UNITS

The Water impact fees are assessed on both residential and nonresidential development, using an equivalent dwelling unit approach. In order to determine the water system demand from an equivalent single family dwelling unit, TischlerBise obtained water billing data and production data for 2021. TischlerBise estimates that, the 2,937 residential customers served by the City accounted for 186.1 million gallons in 2021, or 509,919 gallons daily. The City's 1,118 nonresidential customers are estimated to have accounted for 71.2 million gallons annually, or 195,160 gallons daily. To determine an equivalent dwelling unit (EDU) for the water system, the 2,937 residential customers are compared to the average daily consumption (509,919 gallons), for an average of 174 gallons a day.

Figure W1: Water Demand Factors

Account Type		Annual	Daily	Avg. Daily Usage
Residential	2,937	186,120,462	509,919	174
Commercial	1,118	71,233,538	195,160	175
<b>Total</b>	<b>4,055</b>	<b>257,354,000</b>	<b>705,079</b>	<b>174</b>

Source: Flagler Beach

As discussed above, Water impact fees are calculated by multiplying the number of gallons per single family unit equivalent (EDU) by the capacity ratio for the corresponding size and type of meter multiplied by the cost per EDU. The City's demand for a single-family equivalent dwelling unit is 174 gallons per day. Figure W2 shows the capacity ratio by meter size from the *AWWA Manual of Water Supply Practices*, which is used for water meters larger than .75 inches.

Figure W2: Water Ratio of Demand Units to Development Units

Meter Size and Type		Capacity Ratio
0.75	Displacement	1.00
1.00	Displacement	1.67
1.50	Displacement	3.33
2.00	Displacement	5.33
3.00	Singlejet	10.67
3.00	Compound	10.67
3.00	Turbine	11.67
4.00	Singlejet	16.67
4.00	Compound	16.67
4.00	Turbine	21.00
6.00	Singlejet	33.33
6.00	Compound	33.33
6.00	Turbine	43.33
8.00	Compound	53.33
8.00	Turbine	93.33
10.00	Turbine	140.00
12.00	Turbine	176.67

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

**WATER IMPACT FEE COMPONENTS**

**Treatment Plant Investment Buy-In**

The Water impact fee contains a buy-in component for the City’s investment (original cost, no inflation included) in the water treatment plant, transmission lines, vehicles, and equipment, as well as administrative components. As shown in Figure W3, this investment is \$16,563,374. The City has the capacity to treat 2 million gallons a day. This results in a cost per gallon of \$8.28 (\$16,563,374 / 2,000,000 gallons).

**Figure W3: Water Treatment and Transmission System Investment Buy-In**

<b>Water Treatment Plant Investment</b>	
New Pumps and Clear	\$436,489
Portable Generator	\$8,794
Sierra Model 210 Flow Meter Tester	\$5,300
Water Treatment Plant from CIP 2009	\$8,294,281
Upgrade to Water Treatment Plant in	\$7,511,582
Acutec Detector Monitor	\$11,099
Million Gallon Fuel Tank @ WTP	\$57,731
Monitoring Equipment	\$14,355
Sulfuric Acid Tank	\$13,450
Sulfuric Acid Tank	\$13,450
Sodium Hypochlorite Tank	\$8,000
ABB Variable Frequency Drive Control Panel	\$6,630
Variable Frequency Drive Well #10	\$13,543
Variable Frequency Drive Well #11	\$13,543
Variable Frequency Drive Well #13	\$10,252
Antenna at South Tank	\$8,668
2015 Ford F250 4 x 4	\$31,474
High Speed Pump	\$10,945
Pump Replaced Well #10	\$15,870
2016 Ford F150	\$22,858
16 inch Ultra Mag Meter	\$6,576
Sand Separator	\$16,161
Sand Separator	\$16,161
Sand Separator	\$16,161
<b>Total</b>	<b>\$16,563,374</b>

<b>Cost Allocation Factors</b>	
Water Treatment Plant Investment	\$16,563,374
System Capacity	2,000,000
Cost per Gallon of Capacity	\$8.28

### Planned Well Upgrades

Flagler Beach plans to construct an additional well to serve future development. This project will add 648,000 gallons of capacity to the water system, at a cost of \$1.5 million. To calculate the cost per demand unit (gallons), the costs of planned improvements (\$1.5 million) are allocated to the additional capacity added (648,000 gallons per day). This results in a cost of \$2.34 per gallon.

Figure W4: Planned Well Upgrades

Description	Cost
Well 17 Design	\$115,000
Well 17 Construction	\$1,400,000
<b>Total Cost</b>	<b>\$1,515,000</b>
Total Capacity (Gallons)	648,000
Cost per Gallon	\$2.34

### Planned Water Storage Upgrades

Flagler Beach plans to construct upgrades to the water storage system to serve future development. These projects will add 1 million gallons of capacity to the water storage system, at a cost of \$1.9 million. To calculate the cost per demand unit (gallons), the costs of planned improvements (\$1.9 million) are allocated to the additional capacity added (1 million gallons). This results in a cost of \$2.00 per gallon.

Figure W5: Planned Water Storage Upgrades

Description	Cost
Tank Design	\$150,000
Tank Construction	\$1,800,000
High Service Pump #3	\$45,000
<b>Total Cost</b>	<b>\$1,995,000</b>
Total Capacity (Gallons)	1,000,000
Cost per Gallon	\$2.00

### Planned Water Transmission Upgrades

Flagler Beach plans to construct upgrades to the water transmission system to serve future development. These projects will cost \$3.7 million. To calculate the cost per demand unit (gallons), the costs of planned improvements (\$3.7 million) are allocated to the projected increase in water usage in the next 10 years (185,593 gallons). This results in a cost of \$19.94 per gallon.

Figure W6: Planned Water Transmission Upgrades

Description	Total Cost
16" Main Running Down Lambert Ave.	\$1,500,000
16" River Crossing	\$2,200,000
<b>Total Cost</b>	<b>\$3,700,000</b>
10 Year Increase in Gallons	185,593
Cost per Gallon	\$19.94

**MAXIMUM ALLOWABLE WATER IMPACT FEES**

The proposed Water impact fees are shown in Figure W7. As shown in Figure W7, the total water system investment totals \$32.56 per gallon. New residential units needing a 3/4" meter will have a maximum water impact fee of \$5,653 (174 gallons X capital cost per gallon of capacity of \$32.56 X 1.0 capacity ratio), and future development needing a 1.0" meter will have a maximum water impact fee charge of \$9,441 (174 gallons X capital cost per gallon of capacity of \$32.56 X 1.67 capacity ratio). The proposed fees represent a 50% increase from the current water impact fees.

**Figure W7: Maximum Allowable Water Impact fees**

Fee Component	Cost per Gallon
Wells	\$2.34
Storage	\$2.00
Investment in Plant	\$8.28
Transmission	\$19.94
<b>Total</b>	<b>\$32.56</b>

Single Family (Base Meter) Demand Factors	
Average Day Gallons	174

Meter Size and Type	Capacity Ratio	Maximum Fees	Proposed Fees	Current Fees	Difference
0.75 Displacement	1.00	\$5,653	<b>\$1,755</b>	\$1,170	\$4,483
1.00 Displacement	1.67	\$9,441	<b>\$2,931</b>	\$1,954	\$7,487
1.50 Displacement	3.33	\$18,826	<b>\$5,844</b>	\$3,896	\$14,929
2.00 Displacement	5.33	\$30,132	<b>\$9,354</b>	\$6,236	\$23,896
3.00 Singlejet	10.67	\$60,321	<b>\$18,726</b>	\$12,484	\$47,837
3.00 Compound	10.67	\$60,321	<b>\$18,726</b>	\$12,484	\$47,837
3.00 Turbine	11.67	\$65,974	<b>\$20,481</b>	\$13,654	\$52,320
4.00 Singlejet	16.67	\$94,241	<b>\$29,256</b>	\$19,504	\$74,737
4.00 Compound	16.67	\$94,241	<b>\$29,256</b>	\$19,504	\$74,737
4.00 Turbine	21.00	\$118,720	<b>\$36,855</b>	\$24,570	\$94,150
6.00 Singlejet	33.33	\$188,425	<b>\$58,494</b>	\$38,996	\$149,429
6.00 Compound	33.33	\$188,425	<b>\$58,494</b>	\$38,996	\$149,429
6.00 Turbine	43.33	\$244,959	<b>\$76,044</b>	\$50,696	\$194,263
8.00 Compound	53.33	\$301,492	<b>\$93,594</b>	\$62,396	\$239,096
8.00 Turbine	93.33	\$527,625	<b>\$163,794</b>	\$109,196	\$418,429
10.00 Turbine	140.00	\$791,466	<b>\$245,700</b>	\$163,800	\$627,666
12.00 Turbine	176.67	\$998,774	<b>\$310,056</b>	\$206,704	\$792,070

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

2. Base meter fee is the current water fee for an ELU and then is scaled up using the proposed meter capacity ratio



**WASTEWATER IMPACT FEES**

**METHODOLOGY**

The Wastewater impact fee utilizes a plan-based approach for planned wastewater capacity projects, and treatment plant improvements.

**PROPORTIONATE SHARE AND DEMAND UNITS**

The Wastewater impact fees are assessed on both residential and nonresidential development, using an equivalent dwelling unit approach. In order to determine the wastewater system demand from an equivalent single family dwelling unit, TischlerBise obtained sewer and production data for 2021. TischlerBise estimates that the 2,835 residential customers served by the City accounted for 171.4 million gallons in 2021, or approximately 469,000 gallons daily. The City’s 1,003 nonresidential customers accounted for 65.8 million gallons, or approximately 180,000 gallons daily. To determine an equivalent dwelling unit (EDU) for the wastewater system, the 2,835 residential customers are compared to the average daily consumption (469,706 gallons), for an average of 166 gallons a day.

**Figure WW1: Wastewater Demand Factors**

Account Type		Annual Consumption	Daily Consumption	Avg. Daily Usage
Residential	2,835	171,442,777	469,706	166
Commercial	1,003	65,807,223	180,294	180
<b>Total</b>	<b>3,838</b>	<b>237,250,000</b>	<b>650,000</b>	<b>169</b>

Source: Flagler Beach

As discussed above, Wastewater impact fees are calculated by multiplying the number of gallons per single family unit equivalent (EDU) by the capacity ratio for the corresponding size and type of meter multiplied by the cost per EDU. The City’s demand for a single family equivalent dwelling unit is 166 gallons per day. Figure WW2 shows the capacity ratio by meter size from the *AWWA Manual of Water Supply Practices*, which is used for meters larger than .75 inches.

**Figure WW2: Wastewater Ratio of Demand Units to Development Units**

Meter Size and Type		Capacity Ratio
0.75	Displacement	1.00
1.00	Displacement	1.67
1.50	Displacement	3.33
2.00	Displacement	5.33
3.00	Singlejet	10.67
3.00	Compound	10.67
3.00	Turbine	11.67
4.00	Singlejet	16.67
4.00	Compound	16.67
4.00	Turbine	21.00
6.00	Singlejet	33.33
6.00	Compound	33.33
6.00	Turbine	43.33
8.00	Compound	53.33
8.00	Turbine	93.33
10.00	Turbine	140.00
12.00	Turbine	176.67

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

**WASTEWATER IMPACT FEE COMPONENTS**

**Planned Wastewater System Upgrades**

The City of Flagler Beach plans to construct upgrades to its existing wastewater system to serve future development. These projects will cost a total of \$34.45 million. To calculate the cost per demand unit (gallons), the costs of planned improvements (\$34.45 million) are allocated to the total wastewater system capacity (1,500,000 gallons). This results in a cost of \$22.97 per gallon.

**Figure WW3: Planned Wastewater Systems Upgrade Cost**

Description	Total Cost
Treatment Plant Improvements Project	\$25,000,000
Reclaimed Water Infrastructure	\$3,000,000
Reclaimed Water Distribution System	\$4,500,000
New WWTF Operations Building	\$1,100,000
Screw Press*	\$850,000
<b>Total</b>	<b>\$34,450,000</b>
Total System Capacity (Gallons per Day)	1,500,000
Cost per Gallon	\$22.97

\*City's share. Half is assumed to be funded through grants

**MAXIMUM ALLOWABLE WASTEWATER IMPACT FEES**

Cost factors for Wastewater infrastructure components are summarized in the upper portion of Figure WW5. The Wastewater impact fee is derived from the average gallons per day per single family equivalent residential connection of 166 gallons multiplied by the capital cost per gallon of capacity (\$22.97). New residential units needing a 3/4" meter will have a maximum Wastewater impact fee of \$3,806 (166 gallons X capital cost per gallon of capacity of \$22.97 X 1.0 capacity ratio), and future development needing a 1.0" meter will have a maximum Wastewater impact fee charge of \$6,356 (166 gallons X capital cost per gallon of capacity of \$22.97 X 1.67 capacity ratio). The proposed fees represent a 50% increase from the current wastewater impact fees.

**Figure WW4: Maximum Allowable Wastewater Impact fees**

Fee Component	Cost per Gallon
System Upgrades	\$22.97
<b>Total</b>	<b>\$22.97</b>

Equivalent Dwelling Unit (Single Family Unit) Demand Factor	
Average Gallons per Day	166

Meter Size and Type	Capacity Ratio <sup>1</sup>	Maximum Fees	Proposed Fees	Current Fees	Difference
0.75 Displacement	1.00	\$3,806	<b>\$1,860</b>	\$1,240	\$620
1.00 Displacement	1.67	\$6,356	<b>\$3,106</b>	\$2,071	\$1,035
1.50 Displacement	3.33	\$12,673	<b>\$6,194</b>	\$4,129	\$2,065
2.00 Displacement	5.33	\$20,284	<b>\$9,914</b>	\$6,609	\$3,305
3.00 Singlejet	10.67	\$40,607	<b>\$19,846</b>	\$13,231	\$6,615
3.00 Compound	10.67	\$40,607	<b>\$19,846</b>	\$13,231	\$6,615
3.00 Turbine	11.67	\$44,412	<b>\$21,706</b>	\$14,471	\$7,235
4.00 Singlejet	16.67	\$63,441	<b>\$31,006</b>	\$20,671	\$10,335
4.00 Compound	16.67	\$63,441	<b>\$31,006</b>	\$20,671	\$10,335
4.00 Turbine	21.00	\$79,920	<b>\$39,060</b>	\$26,040	\$13,020
6.00 Singlejet	33.33	\$126,844	<b>\$61,994</b>	\$41,329	\$20,665
6.00 Compound	33.33	\$126,844	<b>\$61,994</b>	\$41,329	\$20,665
6.00 Turbine	43.33	\$164,901	<b>\$80,594</b>	\$53,729	\$26,865
8.00 Compound	53.33	\$202,958	<b>\$99,194</b>	\$66,129	\$33,065
8.00 Turbine	93.33	\$355,186	<b>\$173,594</b>	\$115,729	\$57,865
10.00 Turbine	140.00	\$532,798	<b>\$260,400</b>	\$173,600	\$86,800
12.00 Turbine	176.67	\$672,353	<b>\$328,606</b>	\$219,071	\$109,535

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

2. Base meter fee is the current sewer fee for an ELU and then is scaled up using the proposed meter capacity ratio

**ADMINISTRATIVE CHARGE**

Figure AC1 summarizes expected administrative costs over the next five years, totaling approximately \$12,866. This amount is split between residential and nonresidential components, with residential development paying for 76 percent of administrative costs and nonresidential development covering the remaining 24 percent. The residential share of administrative costs is divided by the projected increase in peak population over five years, 790 persons, to yield a cost per person of \$12.38. Similarly, the nonresidential share of administrative costs is divided by the projected increase in jobs over five years, 268 jobs, to yield a cost per job of \$11.53. The cost per person is then multiplied by the average number of persons per household for each size category to calculate the appropriate impact fee per residential dwelling unit. The cost per job is multiplied by the average number of jobs per 1,000 square feet for each nonresidential typology to calculate the appropriate impact fee per 1,000 square feet of nonresidential development.

**Figure AC1. Administrative Costs**

Bookkeeper salary (at 1%) [1]	\$764.19	
Permit Technician salary (at 2.5%) [1]	\$1,809.08	
<b>Annual Administrative Costs</b>	<b>\$2,573.27</b>	
<b>Five-Year Administrative Costs</b>	<b>\$12,866.36</b>	
	<i>Residential</i>	<i>Nonresidential</i>
Proportionate Share (Functional Population)	76%	24%
	<i>Peak Population</i>	<i>Jobs</i>
Five-Year Increase in Service Units	790	268
	<i>Cost per Person</i>	<i>Cost per Job</i>
	\$12.38	\$11.53

[1] Flagler Beach

**Figure AC2. Proposed Administrative Fee**

Residential Fees per Unit		
Development Type	Persons per Household	Proposed Fees
1,100 or less	1.04	\$13
1,101 to 1,500	1.64	\$20
1,501 to 2,000	2.07	\$26
2,001 to 2,500	2.41	\$30
2,501 to 3,000	2.69	\$33
3,001 to 3,500	2.93	\$36
3,501 or more	3.14	\$39

Nonresidential Fees per Square Foot		
Development Type	Jobs per 1,000 Sq Ft	Proposed Fees
Industrial	1.57	\$18.11
Commercial	2.12	\$24.49
Office & Other Services	3.26	\$37.52
Institutional	3.03	\$34.95

1. See Land Use Assumptions

## **APPENDIX A: LAND USE DEFINITIONS**

### **RESIDENTIAL DEVELOPMENT**

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. Flagler Beach will collect impact fees from all new residential units. One-time impact fees are determined by site capacity (i.e., number of residential units).

#### **Single-Family Units:**

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.
3. Mobile home includes both occupied and vacant mobile homes, to which no permanent rooms have been added. Mobile homes used only for business purposes or for extra sleeping space and mobile homes for sale on a dealer's lot, at the factory, or in storage are not counted in the housing inventory.

#### **Multi-Family Units:**

1. 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with "2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments."
2. Boat, RV, Van, Etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

## NONRESIDENTIAL DEVELOPMENT

As discussed below, the nonresidential development categories are defined by Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). Flagler Beach will collect impact fees from all new nonresidential development. One-time impact fees are determined by site capacity (i.e., square feet).

**Commercial:** Establishments primarily selling merchandise, eating/drinking places, entertainment uses, and places of lodging. By way of example, *commercial* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, and lodging.

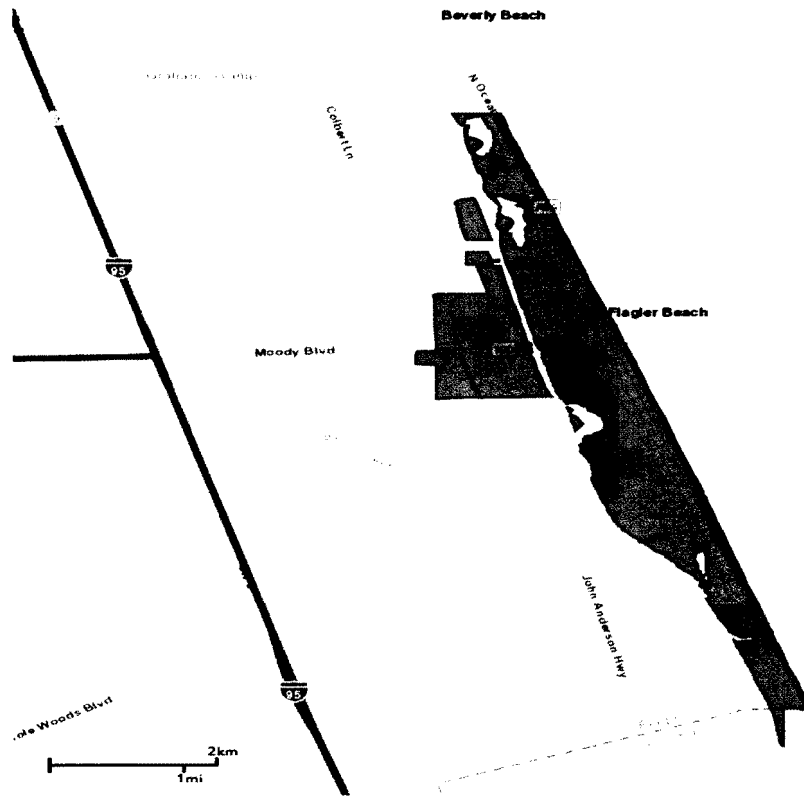
**Industrial:** Establishments primarily engaged in the production of goods. By way of example, *industrial – general* includes manufacturing plants, utility substations, power generation facilities, and telecommunications buildings.

**Institutional:** Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *institutional* includes schools, universities, churches, daycare facilities, and government buildings.

**Office & Other Services:** Establishments providing management, administrative, professional, business services, and health services. By way of example, *office & other services* include banks, business offices, medical offices, hospitals, and veterinary clinics.

**APPENDIX B: LAND USE ASSUMPTIONS**

This section includes estimates and projections of development for areas within the boundaries of Flagler Beach, Florida. The map below illustrates Flagler Beach's Impact Fee Service Area.





### SUMMARY OF GROWTH INDICATORS

Key land use assumptions for the Flagler Beach Impact Fee Study are population, housing units, employment, and nonresidential floor area. Based on discussions with staff, TischlerBise projects Flagler Beach to add approximately 69 single family housing units per year, and approximately 4 multi-family housing units per year. For population, TischlerBise applies person per housing unit factors derived from American Community Survey 2016-2020 5-Year Estimates to housing unit projections. For nonresidential development, TischlerBise uses job estimates from Esri's Business Analyst and uses projections based on the increase in Flagler Beach's population. These employment projections are converted to floor area using employment density factors published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021).

Complete development projections are summarized in Figure B13. These projections will be used to estimate impact fee revenue and to indicate the anticipated need for growth-related infrastructure. However, impact fee methodologies are designed to reduce sensitivity to development projections in the determination of the proportionate share fee amounts. If actual development is slower than projected, fee revenue will decline, but so will the need for growth-related infrastructure. In contrast, if development occurs faster than anticipated, fee revenue will increase, but Flagler Beach will need to accelerate infrastructure improvements to keep pace with the actual rate of development. Over the next 10 years, development projections indicate an average increase of approximately 73 housing units per year and approximately 21,300 square feet of nonresidential development per year.

**RESIDENTIAL DEVELOPMENT**

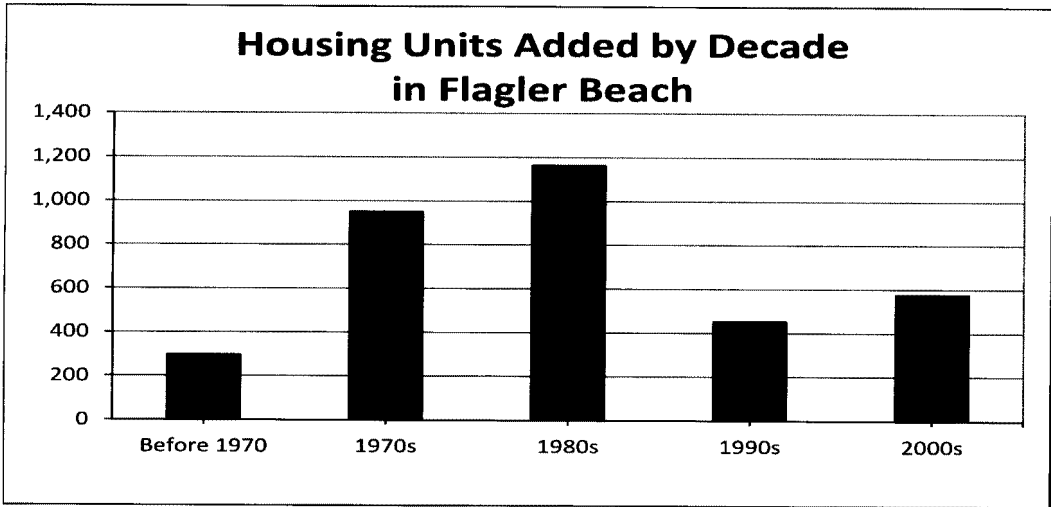
This section details current estimates and future projections of residential development including population and housing units.

**Recent Residential Construction**

Impact fees require an analysis of current levels of service. For residential development, current levels of service are determined using estimates of population and housing units. Shown below, Figure B1 indicates the estimated number of housing units added by decade according to data obtained from the U.S. Census Bureau. In the previous decade, Flagler Beach’s housing stock grew by an average of 25 housing units per year.

**Figure B1: Housing Units by Decade**

Census 2010 Housing Units	3,439	Flagler Beach's housing stock grew by an average of 25 housing units per year from 2010 to 2020.
Census 2020 Housing Units	3,687	
New Housing Units 2010 to 2020	248	



Source: U.S. Census Bureau, Census 2020 Summary File 1, Census 2010 Summary File 1, 2016-2020 5-Year American Community Survey (for 2000s and earlier, adjusted to yield total units in 2010).

## Housing Unit Size

According to the U.S. Census Bureau, a household is a housing unit occupied by year-round residents. Impact fees often use per capita standards and persons per housing unit (PPHU) or persons per household (PPH) to derive proportionate share fee amounts. When PPHU is used in the fee calculations, infrastructure standards are derived using year-round population. When PPH is used in the fee calculations, the impact fee methodology assumes a higher percentage of housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. TischlerBise recommends Flagler Beach impose impact fees for residential development according to the number of persons per household.

Occupancy calculations require data on population and the types of units by structure. The 2010 census did not obtain detailed information using a “long-form” questionnaire. Instead, the U.S. Census Bureau switched to a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are now combined with attached single units (commonly known as townhouses, which share a common sidewall, but are constructed on an individual parcel of land). For impact fees in Flagler Beach, detached, stick-built units and attached units are included in the “Single-Family” category. The “Multi-Family” category includes duplexes, structures with two or more units on an individual parcel of land, mobile homes, boats, RVs, and vans.

Figure B2 below shows the occupancy estimates for Flagler Beach. Single-family units average 2.19 persons per household and multi-family units average 1.39 persons per household.

**Figure B2: Persons per Housing Unit**

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing Unit	Housing Mix	Vacancy Rate
Single-Family <sup>1</sup>	4,483	2,043	<b>2.19</b>	2,850	1.57	79.4%	28.32%
Multi-Family <sup>2</sup>	582	418	<b>1.39</b>	741	0.79	20.6%	43.59%
<b>Total</b>	<b>5,065</b>	<b>2,461</b>	<b>2.06</b>	<b>3,591</b>	<b>1.41</b>	<b>100.0%</b>	<b>31.47%</b>

Source: U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates

1. Includes detached, attached (i.e., townhouses), and mobile home units.

2. Includes dwellings in structures with two or more units, RVs, and all other units.

## Persons by Bedroom Range

Development fees must be proportionate to the demand for infrastructure. Because averages per housing unit have a strong, positive correlation to the number of bedrooms, TischlerBise recommends a fee schedule where larger units pay higher development fees. Benefits of the proposed methodology include 1) a proportionate assessment of infrastructure demand using local demographic data and 2) a progressive fee structure (i.e., smaller units pay less, and larger units pay more).

Custom tabulations of demographic data by bedroom range can be created from individual survey responses provided by the U.S. Census Bureau in files known as Public Use Microdata Samples (PUMS).

PUMS files are only available for areas of at least 100,000 persons, and Flagler Beach is located within one Public Use Microdata Area (Florida PUMA 3500).

Shown in Figure B5 below, cells with yellow shading indicate the unweighted survey results, which yield the unadjusted estimate of 2.22 persons per household. Unadjusted persons per housing unit estimates are adjusted to match the control total for Flagler Beach – 2.06 persons per household. Adjusted persons per housing unit estimates range from 1.18 persons per housing unit for housing units with zero to one bedroom up to 3.27 persons per housing unit for housing units with five or more bedrooms.

**Figure B3: Persons by Bedroom Range**

Bedroom Range	Persons <sup>1</sup>	Households <sup>2</sup>	Housing Mix	Unadjusted PPH	Adjusted PPH
0-1	81	64	3%	1.27	1.18
2	790	447	18%	1.77	1.64
3	3,108	1,430	58%	2.17	2.02
4	1,262	467	19%	2.70	2.51
5+	257	73	3%	3.52	3.27
<b>Total</b>	<b>5,498</b>	<b>2,481</b>	<b>100%</b>	<b>2.22</b>	<b>2.06</b>

1. American Community Survey, Public Use Microdata Sample for Florida PUMA 3500 (2016-2020 ACS 5-Year unweighted data).

2. Adjusted multipliers are scaled to make the average PUMS values match control totals for Flagler Beach based on 2016-2020 ACS 5-Year Estimates.

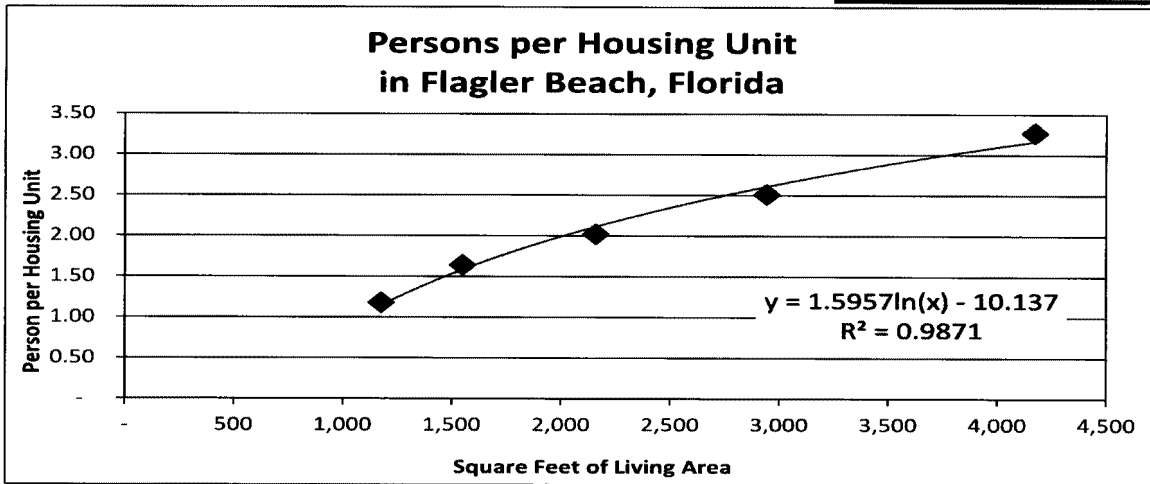
### **Persons by Square Feet of Living Area**

To estimate square feet of living area by bedroom range, TischlerBise uses 2020 U.S. Census Bureau data for housing units constructed in the South Atlantic region. Based on 2020 estimates, living area ranges from 1,178 square feet for housing units with zero to one bedroom up to 4,174 square feet for housing units with five or more bedrooms.

Average square feet of living area and persons per housing unit by bedroom range are plotted in Figure B4 with a logarithmic trend line derived from U.S. Census Bureau estimates discussed in the previous paragraph and adjusted persons per housing unit estimates shown in Figure B4. Using the trend line formula shown in Figure B4, TischlerBise calculates the number of persons per housing unit, by living area, using intervals of 500 square feet. For the purpose of development fees, TischlerBise recommends a minimum development fee based on a unit size of 1,100 square feet and a maximum fee for units 3,501 square feet or more.

Figure B4: Persons by Square Feet of Living Area

Average persons per housing unit derived from 2016-2020 ACS PUMS data Flagler Beach. Unit size from the 2020 U.S. Census Bureau average for units constructed in the Census South Atlantic region.	Average per Housing Unit			Fitted Curve Values	
	Bedrooms	Square Feet	PPHU	Sq Ft Range	PPHU
	0-1	1,178	1.18	1,100 or less	1.04
	2	1,550	1.64	1,101 to 1,500	1.64
	3	2,159	2.02	1,501 to 2,000	2.07
	4	2,944	2.51	2,001 to 2,500	2.41
	5+	4,174	3.27	2,501 to 3,000	2.69
				3,001 to 3,500	2.93
				3,501 or more	3.14



### **Seasonal Households**

To account for seasonal residents, the analysis includes vacant households used for seasonal, recreational, or occasional use. According to 2020 ACS estimates, seasonal units account for 910 of Flagler Beach’s 1,130 vacant units. With all seasonal units occupied, Flagler Beach’s peak vacancy rate is 6.13 percent (3,527 peak households / 3,758 housing units). Applying Flagler Beach’s persons per household factor of 2.06 to seasonal households provides a seasonal population estimate of 1,966 persons. Shown in Figure B5, Flagler Beach’s peak population estimate for 2022 is 7,266 (5,300 fulltime resident population + 1,966 seasonal population).

**Figure B5: Seasonal Households**

Flagler Beach, Florida	2022
<b>Population</b>	
Single Family	4,691
Multi-Family	609
<b>Resident Population</b>	<b>5,300</b>
<b>Seasonal Population</b>	<b>1,960</b>
<b>Peak Population</b>	<b>7,260</b>
<b>Housing Units</b>	
Single Family	2,982
Multi-Family	775
<b>Total Housing Units</b>	<b>3,758</b>
<b>Seasonal Households</b>	<b>230</b>
<b>Peak Households</b>	<b>3,527</b>

### **Residential Estimates**

According to information provided by city staff, Flagler Beach’s 2022 resident population equals 5,300 persons. Applying the housing unit occupancy rates shown on the previous page to the 2022 population estimate provides a 2022 estimate of 3,758 housing units. 2022 building permit data is used to get an estimate for 2023 housing units and the housing unit occupancy rates are used to calculate population. This results in a base year housing unit estimate of 3,788 total housing units, and a peak population of 7,326.

### Residential Projections

Population and housing unit projections are used to illustrate the possible future pace of service demands, revenues, and expenditures. To the extent these factors change, the projected need for infrastructure will also change. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease.

Based on discussions with Flagler Beach staff, in the next 10 years residential development is estimated at approximately 69 single family units per year, and approximately 4 multi-family units per year. Based on these projections, Flagler Beach can expect 734 additional housing units over the next 10 years. For this study, the analysis assumes the occupancy factors shown in Figure B2 will remain constant. Converting projected housing units to population, as discussed above, results in a 10-year population increase of 1,579 persons.

Figure B6: Residential Projections

Flagler Beach, Florida	Base Year	1	2	3	4	5	6	7	8	9	10	Total
<b>Population</b>												
Single Family	4,757	4,909	5,062	5,214	5,367	5,519	5,672	5,824	5,977	6,129	6,282	1,525
Multi-Family	609	614	620	625	631	636	642	647	652	658	663	54
<b>Resident Population</b>	<b>5,366</b>	<b>5,524</b>	<b>5,682</b>	<b>5,840</b>	<b>5,998</b>	<b>6,156</b>	<b>6,313</b>	<b>6,471</b>	<b>6,629</b>	<b>6,787</b>	<b>6,945</b>	<b>1,579</b>
<b>Seasonal Population</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>0</b>
<b>Peak Population</b>	<b>7,326</b>	<b>7,484</b>	<b>7,641</b>	<b>7,799</b>	<b>7,957</b>	<b>8,115</b>	<b>8,273</b>	<b>8,431</b>	<b>8,589</b>	<b>8,747</b>	<b>8,905</b>	<b>1,579</b>
<b>Housing Units</b>												
Single Family	3,012	3,082	3,151	3,221	3,290	3,360	3,429	3,499	3,568	3,638	3,707	695
Multi-Family	775	779	783	787	791	795	799	803	807	810	814	39
<b>Total Housing Units</b>	<b>3,788</b>	<b>3,861</b>	<b>3,934</b>	<b>4,008</b>	<b>4,081</b>	<b>4,155</b>	<b>4,228</b>	<b>4,301</b>	<b>4,375</b>	<b>4,448</b>	<b>4,522</b>	<b>734</b>
<b>Seasonal Households</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>0</b>
<b>Peak Households</b>	<b>3,556</b>	<b>3,624</b>	<b>3,693</b>	<b>3,762</b>	<b>3,831</b>	<b>3,900</b>	<b>3,969</b>	<b>4,038</b>	<b>4,107</b>	<b>4,176</b>	<b>4,245</b>	<b>689</b>

**NONRESIDENTIAL DEVELOPMENT**

This section details current estimates and future projections of nonresidential development including jobs and nonresidential floor area.

**Nonresidential Demand Units**

In Figure B7, gray shading indicates the nonresidential development prototypes used by TischlerBise to derive employment densities and average weekday vehicle trip ends. For nonresidential development, TischlerBise uses data published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). The prototype for industrial development is Light Industrial (ITE 110) which generates 4.87 average weekday vehicle trip ends per 1,000 square feet of floor area and has 637 square feet of floor area per employee. Institutional development uses Government Office (ITE 730) and generates 22.59 average weekday vehicle trip ends per 1,000 square feet of floor area and has 330 square feet of floor area per employee. For office & other services development, the proxy is General Office (ITE 710); it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area and has 307 square feet of floor area per employee. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area and has 471 square feet of floor area per employee.

**Figure B7: Nonresidential Demand Units**

ITE Code	Land Use / Size	Demand Unit	Wkdy Trip Ends Per Dmd Unit	Wkdy Trip Ends Per Employee	Emp Per Dmd Unit	Sq Ft Per Emp
<b>110</b>	<b>Light Industrial</b>	<b>1,000 Sq Ft</b>	<b>4.87</b>	<b>3.10</b>	<b>1.57</b>	<b>637</b>
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	4.75	2.51	1.89	528
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	1,631
310	Hotel	room	7.99	14.34	0.56	1,795
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	1,082
<b>710</b>	<b>General Office (avg size)</b>	<b>1,000 Sq Ft</b>	<b>10.84</b>	<b>3.33</b>	<b>3.26</b>	<b>307</b>
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
<b>820</b>	<b>Shopping Center (avg size)</b>	<b>1,000 Sq Ft</b>	<b>37.01</b>	<b>17.42</b>	<b>2.12</b>	<b>471</b>

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

**Nonresidential Estimates**

TischlerBise uses the term jobs to refer to employment by place of work. Shown below in Figure B8, Esri Business Analyst estimates 2021 employment equal to 1,766 jobs. TischlerBise estimates 2021 nonresidential floor area equals 700,903 square feet. To estimate nonresidential floor area and employment in the 2023 base year, TischlerBise utilizes 2021 BEBR population estimates to get a population to jobs ratio, and then applies this ratio to the full time resident population estimate for 2023. As shown at the bottom of Figure B8, the 2023 estimate includes 1,821 jobs. Applying the employment



multipliers shown in Figure B7 to the jobs results in a nonresidential floor area increase of 21,657 square feet. The 2023 base year nonresidential floor area estimate equals 722,560 square feet (700,903 square feet in 2021 + 21,657 additional square feet).

**Figure B8: Nonresidential Estimates**

Nonresidential Category	2021 Jobs <sup>1</sup>	Percent of Total Jobs	Square Feet per Job <sup>2</sup>	2021 Estimated Floor Area <sup>3</sup>	Jobs per 1,000 Sq. Ft. <sup>4</sup>
Industrial <sup>4</sup>	82	5%	637	52,197	1.57
Commercial <sup>5</sup>	768	43%	471	361,485	2.12
Office & Other Service <sup>6</sup>	658	37%	307	202,135	3.26
Institutional <sup>7</sup>	258	15%	330	85,086	3.03
<b>Total</b>	<b>1,766</b>	<b>100%</b>		<b>700,903</b>	

1. Esri Business Analyst Online, Business Summary, 2021.
2. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).
3. TischlerBise calculation (2021 jobs X square feet per job).
4. Major sectors are Construction; Manufacturing.
5. Major sectors are Retail; Accommodation & Food Services.
6. Major sectors are Real Estate, Rental & Leasing; Other Services;
7. Major sectors are Public Administration; Health Care & Social Assistance.

Nonresidential Category	2023 Jobs <sup>1</sup>	Percent of Total Jobs	Square Feet per Job <sup>2</sup>	2022 Estimated Floor Area <sup>3</sup>	Jobs per 1,000 Sq. Ft. <sup>4</sup>
Industrial <sup>4</sup>	85	5%	637	53,810	1.57
Commercial <sup>5</sup>	792	43%	471	372,655	2.12
Office & Other Service <sup>6</sup>	678	37%	307	208,380	3.26
Institutional <sup>7</sup>	266	15%	330	87,715	3.03
<b>Total</b>	<b>1,821</b>	<b>100%</b>		<b>722,560</b>	

1. TischlerBise calculation.
2. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).
3. TischlerBise calculation (2023 jobs X square feet per job).
4. Major sectors are Construction; Manufacturing.
5. Major sectors are Retail; Accommodation & Food Services.
6. Major sectors are Real Estate, Rental & Leasing; Other Services;
7. Major sectors are Health Care & Social Assistance; Education.

### Nonresidential Projections

This analysis projects jobs based off the projected increase in population. Shown below in Figure B9, this results in a 10-year increase of 536 jobs.

To project nonresidential floor area, TischlerBise divides the projected employment by the square feet per employee factors shown in Figure B7. Over the next 10 years, Flagler Beach is projected to gain 536 jobs and approximately 213,000 square feet of nonresidential floor area.

**Figure B9: Nonresidential Projections**

Flagler Beach, Florida	2023	2024	2025	2026	2027	2028	2033	10 Year Increase
	Base Year	1	2	3	4	5	10	
<b>Population</b>	<b>5,366</b>	<b>5,524</b>	<b>5,682</b>	<b>5,840</b>	<b>5,998</b>	<b>6,156</b>	<b>6,945</b>	<b>1,579</b>
<b>Employment</b>								
Industrial	85	87	90	92	94	97	109	<b>25</b>
Commercial	792	815	838	862	885	908	1,025	<b>233</b>
Office & Other Services	678	698	718	738	758	778	878	<b>200</b>
Institutional	266	274	282	289	297	305	344	<b>78</b>
<b>Total</b>	<b>1,821</b>	<b>1,874</b>	<b>1,928</b>	<b>1,981</b>	<b>2,035</b>	<b>2,088</b>	<b>2,356</b>	<b>536</b>
<b>Nonres. Floor Area (x1,000)</b>								
Industrial	54	55	57	59	60	62	70	<b>16</b>
Commercial	373	384	395	406	417	427	482	<b>110</b>
Office & Other Services	208	215	221	227	233	239	270	<b>61</b>
Institutional	88	90	93	95	98	101	114	<b>26</b>
<b>Total</b>	<b>723</b>	<b>744</b>	<b>765</b>	<b>786</b>	<b>808</b>	<b>829</b>	<b>935</b>	<b>213</b>

**AVERAGE WEEKDAY VEHICLE TRIPS**

Flagler Beach will use average weekday vehicle trips (AWVT) for nonresidential Police and Fire Impact Fees. Components used to determine average weekday vehicle trips include trip generation rates and adjustments for pass-by trips.

**Nonresidential Demand Units**

In Figure B10, gray shading indicates the nonresidential development prototypes used by TischlerBise to derive average weekday vehicle trip ends. For nonresidential vehicle trips, TischlerBise uses data published in Trip Generation, Institute of Transportation Engineers, 11<sup>th</sup> Edition (2021). The prototype for industrial development is Light Industrial (ITE 110) which generates 4.87 average weekday vehicle trip ends per 1,000 square feet of floor area. Institutional development uses Government Office (ITE 730) and generates 22.59 average weekday vehicle trip ends per 1,000 square feet of floor area. For office & other services development, the proxy is General Office (ITE 710); it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area.

Figure B10: Nonresidential Demand Units

ITE Code	Land Use / Size	Demand Unit	Wkly Trip Ends Per Dmd Unit	Wkly Trip Ends Per Employee	Emp Per Dmd Unit	Sq Ft Per Emp
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	4.75	2.51	1.89	528
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	1,631
310	Hotel	room	7.99	14.34	0.56	1,795
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	1,082
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
770	Business Park	1,000 Sq Ft	12.44	4.04	3.08	325
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

### Trip Rate Adjustments

To calculate impact fees, trip generation rates require an adjustment factor to avoid double counting each trip at both the origin and destination points. Therefore, the basic trip adjustment factor is 50 percent. As discussed further below, the impact fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

#### Adjustment for Pass-By Trips

For commercial and institutional development, the trip adjustment factor is less than 50 percent since these types of development attract vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For an average shopping center, ITE data indicate 34 percent of the vehicles that enter are passing by on their way to another primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Since attraction trips are half of all trips, the trip adjustment factor is 66 percent multiplied by 50 percent – approximately 33 percent of trip ends.

#### Average Weekday Vehicle Trips

Shown in Figure B11 are the demand indicators for nonresidential land uses related to average weekday vehicle trips (AWVT) generated per 1,000 square feet of floor area. To calculate average weekday vehicle trips, multiply average weekday vehicle trip ends by the trip rate adjustment factor. For example, the industrial demand unit of 2.44 average weekday vehicle trips per 1,000 square feet of floor area is the sum of 4.87 average weekday vehicle trip ends per 1,000 square feet of floor area multiplied by a trip rate adjustment factor of 50 percent. Figure B12 includes nonresidential vehicle trips in the 2022 base year.

**Figure B11: Average Weekday Vehicle Trips (AWVT) by Development Type**

<b>Nonresidential Development</b>			
Development Type	AWVTE per 1,000 Sq Ft <sup>1</sup>	Trip Rate Adjustment	AWVT per 1,000 Sq Ft <sup>1</sup>
Industrial	4.87	50%	<b>2.44</b>
Commercial	37.01	33%	<b>12.21</b>
Office & Other Services	10.84	50%	<b>5.42</b>
Institutional	22.59	33%	<b>7.45</b>

1. See Land Use Assumptions

**Figure B12: Nonresidential Vehicle Trips**

Development Type	ITE Code	Avg Wkday VTE	Trip Adjustment	2023 Dev Units	2023 Veh Trips
Industrial	110	4.87	50%	54	<b>131</b>
Commercial	820	37.01	33%	373	<b>4,551</b>
Office & Other Services	710	10.84	50%	208	<b>1,129</b>
Institutional	610	22.59	33%	88	<b>654</b>

**DEVELOPMENT PROJECTIONS**

Provided below are summaries of development projections used in the Impact Fee Study. Development projections are used to illustrate a possible future pace of demand for infrastructure and cash flows resulting from revenues and expenditures associated with those demands.

**Figure B13: Development Projections**

Flagler Beach, Florida	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total 2023-2034
Base Year	1	2	3	4	5	6	7	8	9	10			
<b>Resident Population</b>													
Single Family	4,757	4,909	5,062	5,214	5,367	5,519	5,672	5,824	5,977	6,129	6,282		<b>1,525</b>
Multi-Family	609	614	620	625	631	636	642	647	652	658	663		<b>54</b>
<b>Resident Population</b>	<b>5,366</b>	<b>5,524</b>	<b>5,682</b>	<b>5,840</b>	<b>5,998</b>	<b>6,156</b>	<b>6,313</b>	<b>6,471</b>	<b>6,629</b>	<b>6,787</b>	<b>6,945</b>		<b>1,579</b>
<b>Seasonal Population</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>	<b>1,960</b>		<b>5,649</b>
<b>Peak Population</b>	<b>7,326</b>	<b>7,484</b>	<b>7,641</b>	<b>7,799</b>	<b>7,957</b>	<b>8,115</b>	<b>8,273</b>	<b>8,431</b>	<b>8,589</b>	<b>8,747</b>	<b>14,554</b>		<b>7,228</b>
<b>Housing Units</b>													
Single Family	3,012	3,082	3,151	3,221	3,290	3,360	3,429	3,499	3,568	3,638	3,707		<b>695</b>
Multi-Family	775	779	783	787	791	795	799	803	807	810	814		<b>39</b>
<b>Total</b>	<b>3,788</b>	<b>3,861</b>	<b>3,934</b>	<b>4,008</b>	<b>4,081</b>	<b>4,155</b>	<b>4,228</b>	<b>4,301</b>	<b>4,375</b>	<b>4,448</b>	<b>4,522</b>		<b>734</b>
<b>Employment</b>													
Industrial	85	87	90	92	94	97	99	102	104	107	109		<b>25</b>
Commercial	792	815	838	862	885	908	932	955	978	1,001	1,025		<b>233</b>
Office & Other Services	678	698	718	738	758	778	798	818	838	858	878		<b>200</b>
Institutional	266	274	282	289	297	305	313	321	329	336	344		<b>78</b>
<b>Total</b>	<b>1,821</b>	<b>1,874</b>	<b>1,928</b>	<b>1,981</b>	<b>2,035</b>	<b>2,088</b>	<b>2,142</b>	<b>2,196</b>	<b>2,249</b>	<b>2,303</b>	<b>2,356</b>		<b>536</b>
<b>Nonres. Floor Area (x1,000)</b>													
Industrial	54	55	57	59	60	62	63	65	66	68	70		<b>16</b>
Commercial	373	384	395	406	417	427	438	449	460	471	482		<b>110</b>
Office & Other Services	208	215	221	227	233	239	245	251	257	264	270		<b>61</b>
Institutional	88	90	93	95	98	101	103	106	108	111	114		<b>26</b>
<b>Total</b>	<b>723</b>	<b>744</b>	<b>765</b>	<b>786</b>	<b>808</b>	<b>829</b>	<b>850</b>	<b>871</b>	<b>893</b>	<b>914</b>	<b>935</b>		<b>213</b>

**DRAFT Impact Fee Study**  
**Flagler Beach, Florida**

Provided below are summaries of nonresidential vehicle trip projections used in the Impact Fee Study.

**Figure B14: Nonresidential Vehicle Trip Projections**

Flagler Beach, Florida		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Development	Single Family Units	3,012	3,082	3,151	3,221	3,290	3,360	3,429	3,499	3,568	3,638	3,707	656
	Multi-Family Units	775	779	783	787	791	795	799	803	807	810	814	35
	Industrial KSF	54	55	57	59	60	62	63	65	66	68	70	15
	Commercial KSF	373	384	395	406	417	427	438	449	460	471	482	103
	Office & Other Services KSF	208	215	221	227	233	239	245	251	257	264	270	58
	Institutional KSF	88	90	93	95	98	101	103	106	108	111	114	24
Avg Weekday Vehicle Trips	Single-Family Trips	14,203	14,530	14,858	15,186	15,513	15,841	16,169	16,497	16,824	17,152	17,480	3,091
	Multi-Family Trips	2,613	2,626	2,639	2,652	2,666	2,679	2,692	2,705	2,718	2,731	2,744	118
	<b>Residential Trips</b>	<b>16,816</b>	<b>17,157</b>	<b>17,497</b>	<b>17,838</b>	<b>18,179</b>	<b>18,520</b>	<b>18,861</b>	<b>19,202</b>	<b>19,542</b>	<b>19,883</b>	<b>20,224</b>	<b>3,209</b>
	Industrial Trips	131	135	139	143	146	150	154	158	162	166	170	36
	Commercial Trips	4,551	4,685	4,819	4,953	5,087	5,221	5,355	5,489	5,623	5,757	5,891	1,261
	Office & Other Services Trips	1,129	1,163	1,196	1,229	1,262	1,296	1,329	1,362	1,395	1,429	1,462	313
	Institutional Trips	654	673	692	712	731	750	769	789	808	827	846	181
	<b>Nonresidential Trips</b>	<b>6,466</b>	<b>6,656</b>	<b>6,846</b>	<b>7,037</b>	<b>7,227</b>	<b>7,417</b>	<b>7,608</b>	<b>7,798</b>	<b>7,988</b>	<b>8,178</b>	<b>8,369</b>	<b>1,792</b>
	<b>Total Vehicle Trips</b>	<b>23,281</b>	<b>23,813</b>	<b>24,344</b>	<b>24,875</b>	<b>25,406</b>	<b>25,937</b>	<b>26,468</b>	<b>26,999</b>	<b>27,531</b>	<b>28,062</b>	<b>28,593</b>	<b>5,001</b>





# FLAGLER BEACH CITY COMMISSION

Item No. 8

**Meeting Date:** July 27, 2023

**Issue** Provide direction to staff regarding quotes for shed relocation costs – Jeffery and Tara Ronan.

**From:** Summary provided by Penny Overstreet, City Clerk

**Organization:**

---

**RECOMMENDATION:** Provided direction to staff regarding monetary compensation for the repositioning of the shed.

---

**BACKGROUND:** The Commission at the June 08, 2023 meeting requested the Ronan's provide them with a minimum of two quotes for them to base a decision from. The Ronan's have provided the quotes as well as a revised design which meets code and reduces the driveway relocation area.

Excerpt from the June 8, 2023 minutes:

*DISCUSSION AND DIRECTION TO STAFF REGARDING THE RONAN'S SHED – ATTORNEY SMITH: Discussion ensued regarding if the Commission wants to reconsider the variance. Jeff Ronan stated the PARB unanimously recommended approval of the variance, and does not want to pay to move it, he feels he shouldn't have to since the City issued the permit. Attorney Smith responded his interpretation of hardship was not found because there were options. Attorney Smith advised tonight's point is the commission direction to participate on the cost to move the shed, and further suggested since an estimate was not provided, the Commission provide direction with a cap on the expense a "Not to exceed amount". The Commission reached a consensus to have the Ronan's provide two quotes to the City Clerk. Chair Cooley opened public comments. Comments were heard from Marvin Howell and Denise Streit. Chair Cooley closed public comments. Motion by Commissioner Spradley to table the item. Commissioner Belhumeur seconded the motion. The motion carried unanimously with Commissioner Mealy filing a Form 8B voting conflict. Chair Cooley asked the Manager to respond to Mrs. Streit's report of code violations. Mr. Abels advised there are not specific code violations reported that he is aware of, he is aware of other issues with the hydrant project. Mr. Abels stated he will address this with the Building Official and Code Enforcement.*

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:**

**POLICY/REQUIREMENT FOR BOARD ACTION:** Provided direction to staff regarding monetary compensation for the repositioning of the shed.

**IMPLEMENTATION/COORDINATION:**

Attachments

- Email communications with the Ronan's
- Revised Site design
- Quotes



## Penny Overstreet

---

**From:** Jeffrey Ronan <jeffr@meta.com>  
**Sent:** Wednesday, June 28, 2023 12:23 PM  
**To:** Penny Overstreet  
**Cc:** Tara Ronan  
**Subject:** Ronan Shed Variance - relocation quotes  
**Attachments:** Coquina Landscape.pdf; Nature Scapes.pdf; Ronan shed relocation v.01.pdf; Ronan shed relocation v.02.pdf

Hi Penny,

Sorry we are a little late getting these quotes in. One contractor had to be harassed to get them to send us a quote.

After doing some extensive measuring we feel we can get this done without a driveway relocation by removing the 8' ramp and building the driveway up to the level of the shed floor. The contractors agreed, providing tremendous savings as we no longer need a driveway relocation and extensive sod work.

**Attached to this email:**

Quote 1: \$3300 – Coquina Landscape

Quote 2: \$3675 – Nature Scapes

v.01 - Shed relocation v.01 including driveway relocation

v.02 - New shed relocation showing relocated shed position as well as driveway connection with ramp removed. – quotes are based on this.

**Not attached to this email:**

Quote to relocate building: \$300 (Shed movers of FL (386-566-0453) - verbal over phone)

Please let us know if you have any questions.

Thanks,

 Meta

**Jeff Ronan**

BMS Program and Technical Strategy Lead | Design Leadership

[Meta](#) | 8283055205





ESTIMATE  
**Coquina Landscape Management**

PO Box 351326  
 Palm Coast, FL 32135  
 (386) 931-8700



To:  
 Tara Ronan  
 212 Lambert Avenue  
 Flagler Beach, FL 32136

Estimate # 8549  
 Estimate Date 06/17/2023  
**Total Amount \$3,300.00**

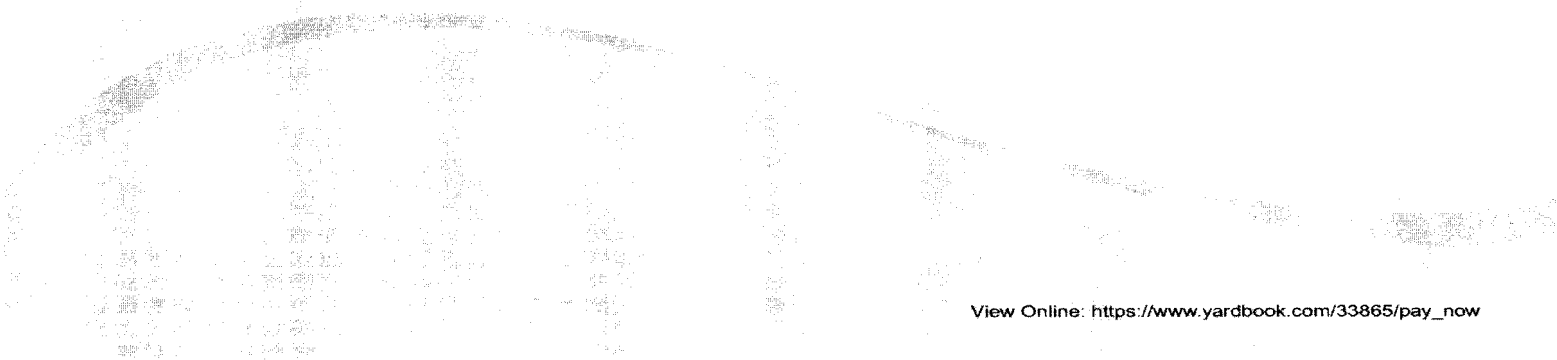
p: (386) 931-2799

Item	Quantity	Price	Line Total
Delivery of Crushcrete or 57 stone. We estimate needing roughly 10 cubic yards of material to create 8"-10" depth pad	10.0	\$200.00 / Per Cu.yd	\$2,000.00
Ground prep & installation of crush crete or 57 stone pad for shed. 22'x14'x9". Shed size 20x12. Build up stone for ramp at front door and walkway to side door.	1.0	\$500.00	\$500.00
Ground prep & Installation of Bahia sod in pre existing shed pad area. Remove stone and spread throughout driveway in low spots. Approximately 1 pallet of sod.	1.0	\$800.00	\$800.00

Subtotal: \$3,300.00  
 Tax: \$0.00  
 Past Due Amount: \$0.00  
**Total Amount: \$3,300.00**

Deposit amount equaling 50% of total cost of selected line items is due to secure your spot on the schedule; Remaining balance due upon completion of the project. 10% of Deposit is non-refundable if project is cancelled by customer. All work and plant materials are guaranteed to be free from defects, pests and diseases upon installation and guaranteed for 30 days post install under proper care. Lifetime guarantee if under full service maintenance contract with Coquina Landscape Management. Lack of Fertilization, pest control, proper pruning & watering; Acts of nature, God, or vandalism void warranty. Thank you.

**Notes**



View Online: [https://www.yardbook.com/33865/pay\\_now](https://www.yardbook.com/33865/pay_now)



386/ 437-2045

313 Old Brick Road  
Bunnell, FL 32110

www.NatureScapesOnline.com  
Email: naturescapesonline@gmail.com

Name: Tara Ronan Date in: 6-15-23  
Address: 212 Lambert Ave Date Due: 6-27-23  
City: Flagler Beach : FL Zip: 32136 Telephone: 386-931-2799  
Email: tararonan14@yahoo.com

Quantity	Size	Price	Description	Amount
230	SQFT	\$6.50	6" Compacted Paver Base	\$1,495.00
4	Yards	\$95.00	Fill dirt to taper	\$380.00
4	Yards	\$450.00	Gray Rock	\$1,800.00
				\$0.00
Subtotal				\$3,675.00
Tax				

Deliver/ Labor / Hauling \_\_\_\_\_  
**BALANCE DUE UPON COMPLETION** **\$3,675.00**

Signature: \_\_\_\_\_

**All plants subNATURESCAPES PLANT GUARANTEE**

We guarantee that at the time of purchase, delivery or installation, all plants will free of insects, disease, defects or dam age, and are subject to inspection by the customer at the time of purchase, delivery or installation.

Since the care for plant(s) after purchase, deliver or installation is beyond the control of Naturescapes, it is the CUSTOMER 'S RESPONSIBILITY to insure the proper care of the plant(s) that shall include watering sufficiently, fertilizations, and spraying for disease and insects should the occur. Should you have a probl em, DO NOT wait until the plants are dead before you contact us. Most often, the problem can be remedied.

**PLANT MATERIAL INSTALLED BY NATURESCAPES:**

- Plant material 30 gallon and larger – 1 Year Guarantee
- Plant material 15 gallon and smaller – 6 Month Guarantee

**PLANT MATERIAL INSTALLED BY THE CUSTOMER:**

- 3 Month (90 Days) Guarantee – (Annuals not included)

Naturescapes is not responsible for the losses or damages caused by drought, storms, wind, fire, severe winters, mechanical i njury, vandalism, abuse, neglect, or damage from disease, insect or animals.

Stock replaced under warranty policy are a ONE TIME replacement.

\*A receipt must be present for any warranty returns.

ect to change based on availability. Nature Scapes gauruntees all plants to be disease and insect free in Zone 9 for 60 days. Not responsible for improper watering.



# FLAGLER BEACH CITY COMMISSION

Item No. 9

**Meeting Date:** July 27, 2023

**Issue** Approve the purchase, removal of existing, and installation of new LED fixture heads on the SR 100 bridge and bridge approaches in an amount not to exceed \$36,269 and renew the sole source vendor declaration for Chinchor Electric. Jennifer Crews, Public Works Supervisor.

**From:** Summary provided by Jennifer Crews, Public Works Supervisor.

**Organization:**

---

**RECOMMENDATION:** Approve the purchase and sole source designation so staff can proceed with the repair of the bridge lights.

---

**BACKGROUND:** At your July 12<sup>th</sup> meeting the Commission requested staff contact the vendor to determine the rationale of the cost for the five fixtures in comparison to the twenty-five repaired in Phase I.

After discussion with the vendor, it was clarified the lighting proposal is for five (5) light fixtures on SR 100 that are currently not working from John Anderson HWY. to the East on 100 to A1A. The price of the light fixture replacement will be the same amount as the previous proposal for the removal of the old (HPS) light heads and install the (LED) light fixtures. The proposal estimate cost is for hours needed and materials, they are not sure how long or what materials will be needed to get the lights working again. Such as trouble shooting, replacing of electric cables, rewiring, and fuses. Please keep in mind that the proposal is not the bill.

This is the second phase of the FDOT bridge light repair project. The proposal is in the amount of \$36,268.52. This amount includes the removal of five (5) High pressure sodium vapor (HPS) fixtures to light emitting diode (LED) lights, fuses, cabling and other ancillary parts as well as mobilization of equipment, labor, lane closure, and Maintenance of Traffic (MOT) plan.

The vendor has provided the quotes, and is prepared to begin the work. Staff is returning to the Commission for approval of the expenditure that exceeds the City Managers allowance.

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:**

**POLICY/REQUIREMENT FOR BOARD ACTION:**

**IMPLEMENTATION/COORDINATION:**

**Attachments**

- Email from Chinchor Electric
- Proposal



**PROPOSAL FOR SERVICES**

To: City of Flagler Beach  
 Street Address: 105 Second Street South  
 City/State/Zip: Flagler Beach, FL 32136  
 Phone: 386-517-2000  
 Fax: 386-517-2008

Date: 6/8/2023

Project Name: SR100 Bridge HPS to LED  
 Location: Flagler Beach Bridge

**SCOPE:** Chinchor Electric, Inc. proposes services to provide a budget to replace twenty-five existing fixture heads, from high pressure sodium to LED and make the best possible necessary repairs to bring all lighting on the bridge to working operation. Chinchor Electric only includes what is stated within this proposal.

**Breakdown of Budget Items**

- Mobilization
- Maintenance of Traffic
- Aerial equipment
- **Removal and disposal of Five (5) HPS fixture heads on existing single arm poles.**
- **Furnish and install Five (5) LED fixture heads on existing single arm poles.**
- **Perform Time and Material Work for the following:**
- **Replace existing pole wiring for three (3) existing light poles.**
- **Troubleshoot and determine best method of repair for existing light on mast arm.**
- **1 Year Warranty on Workmanship. Fixture warranty will be provided in closeout documents.**

We shall furnish labor and materials complete and in accordance with above specifications and in compliance with the National Electric Code, Local Code and Standard Practices for the sum of:

<b>Unit Price Work</b>			
Description	Quantity	Unit Price	Extended Cost
Remove HPS Fixtures and Replace with LED	5	\$1,566.80	\$7,834.00
<b>Sub Total</b>			<b>\$7,834.00</b>
<b>Time and Material Work - Material</b>			
Description	Quantity	Unit Price	Extended Cost
12-3 Tray Cable	300	\$1.02	\$304.80
#6 Conductors THHN	1200	\$0.55	\$660.00
Contractor Markup of 15%			\$144.72
<b>Sub Total</b>			<b>\$1,109.52</b>
<b>Time and Material Work - Time</b>			
Description	Quantity	Unit Price	Extended Cost
Project Manager	5	\$150.00	\$750.00

Superintendent	80	\$125.00	\$10,000.00
Journeyman Electrician	75	\$115.00	\$8,625.00
Service Truck	75	\$60.00	\$4,500.00
55' Bucket Truck	20	\$105.00	\$2,100.00
Single Lane Closure	1	\$1,350.00	\$1,350.00
<b>Sub Total</b>			<b>\$27,325.00</b>
<b>Total</b>			<b>\$36,268.52</b>

Cost: .....\$36,268.52

- Contract terms to follow but must include above items for scope of work.

Chinchor Electric, Inc.

City of Flagler Beach

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**By signing this proposal, you are accepting the terms as outlined above and authorizing Chinchor Electric, Inc. to begin work. In addition, you are guaranteeing that Chinchor Electric, Inc. will be paid for the work performed.**

-



## Jennifer Crews

---

**From:** Jennifer Crews  
**Sent:** Tuesday, July 18, 2023 7:51 AM  
**To:** David Morris  
**Subject:** RE: SR 100 Flagler Bridge Light Replacement

David,  
Thank you for the clarification on the proposal that was sent.

**From:** David Morris <dmorris@chinchoelectric.com>  
**Sent:** Monday, July 17, 2023 12:17 PM  
**To:** Jennifer Crews <JCrews@cityofflaglerbeach.com>  
**Subject:** RE: SR 100 Flagler Bridge Light Replacement

Jen,

Just to clarify, there are two parts to this proposal.

1. The first section of this is Unit Price Work. This only applies to the 5 light fixtures on SR 100 where we need to remove the old High-Pressure Sodium (HPS) light heads and replace with new LED light fixtures. The unit price is the same as what was used on the previous proposal where removed all the existing HPS light fixture and replaced with new LED light fixtures.
2. The next part of this proposal is regarding work that needs to be done to get some of the bridge lights completely working. While the old SR 100 lights were replaced with new LED fixtures, there are other issues (such as bad wire running up the pole) that need to be addressed in order to get lights actually burning again. There are also lights at the NE corner of SR 100 that we were going to trouble shoot and try and repair. Because we don't know all the work that this will entail, we have to estimate the material and hours needed to make the repairs.

If we need to change something to reduce the cost for time and materials, please let me know.

Thanks,

David Morris  
Project Manager

1460 S. Leavitt Ave.  
Orange City, FL 32763  
O – 386.774.1020, Ext. 218  
F – 386.774.7223  
C – 321.403.5591





# FLAGLER BEACH CITY COMMISSION

Item No. 10

**Meeting Date:** July 27, 2023

**Issue** Approve Change Order #1 to Mead & Hunt for the Sewer Lateral and Lift Station Wet Well Lining, City Project #255 in the amount of \$8,829.

**From:** Summary provided by Dr. Lee Richards

**Organization:** Engineering

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**RECOMMENDATION:** Approve a Change Order to Mead & Hunt in the amount of \$8,829 for additional work done in conjunction with Project #255 Slip Lining Phase 3 Grant

---

**BACKGROUND:** The City of Flagler Beach was initially awarded a St. John's River Water Management District (SJRWMD) grant for \$500,000 (which included a city share of \$250,000) to line 200 sewer laterals and reline two lift stations. APT was the low bidder at \$722,157.72. The City Commission approved this award on October 27, 2022. The contract between the City and APT was fully executed on November 17, 2022 and NTP was issued on November 30, 2022.

Mead & Hunt was hired to provide Bidding Assistance, Construction Contract Administration, Request for Reimbursements, and Grant Administration. This fee was approved for \$94,035 at the February 2023 meeting.

The contractor failed to mobilize or prepare for construction in any way and, on January 12, 2023, sent a letter to Mead & Hunt stating that they were going to exit from their contractual obligations. The matter was turned over to the City Attorney. During this hiatus, as a precaution, and with the approval of SJRWMD and the City Commission, the city re-bid the project. The low bid was \$1,188,866.65 which exceeded the available funding by \$438,866.65. Staff decided not to bring this to the City Commission for approval.

Throughout this process, Mead & Hunt incurred costs that were not in their approved scope of work including managing the rebid process and participating in numerous meetings associated with this issue. These costs accrued to the amount of \$8,829. If approved, these costs will be passed through to APT above and beyond the change order to their contract.

**BUDGETARY IMPACT:** None, change order for the contract of the project (APT) and the additional grant monies from SJRWMD will make the city whole.

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:** Lee Richards, David King

**POLICY/REQUIREMENT FOR BOARD ACTION:** Motion to approve the change order and authorize the Mayor to sign same.

**IMPLEMENTATION/COORDINATION:**

Attachments

- Scope Change Order



**Scope of Services/Fee  
Change #1**

**Project Name: Sewer Lateral and Lift Station  
Wetwell Lining, City Project # 255**

**Client: City of Flagler Beach**

**Project Location: Flagler Beach**

**Client representative: Dr. Lee Richards**

**Project number: 1000709-220026**

**Mead & Hunt Manager: David King, P.E.**

**Date: 4/3/2023**

**Mead & Hunt, Inc. phone: 386-337-3273**

**General:**

The CITY desires to rebid the project due to the original original awarded bidder/contractor defaulting on construction project. The rebidding will occur as the CITY seeks resolution via the original awarded bidder/contractor and their surety. If resolution is successful, the CITY will halt the rebidding.

This Scope of Services/Fee Change hereby amends and is subject to the terms and conditions of the original Scope of Services executed on 10/6/22 and authorized by receipt of CITY purchase order # 22-20615 received on 10/14/22.

**Changes to Scope of Work:**

**Phase 1 – Bidding Assistance:** MEAD & HUNT will assist the City with rebidding the project including completing subtasks 2 -11 as mentioned in the original approved Scope of Services.

**Phase 2 – Construction Phase Administration:** MEAD & HUNT will complete subtasks 1-2 as mentioned in the original approved Scope of Services upon award to new contractor.

**Phase 3 – Resident Project Representative Services:** No change

**Phase 4 – Grant Administration Assistance:** MEAD & HUNT will complete portions of subtasks 1a-1d and 2 as mentioned in the original Scope of Services due to the rebidding and project delay.

**Changes to Schedule:**

MEAD & HUNT will strive to complete the above-mentioned additional work pre the following schedule:

Phase 1: Within 60 days/CITY bidding schedule

Phase 2: Within 30 days of the bid award by the CITY.

Phase 3: n/a

Phase 4: Through 12/31/23

**Changes to Compensation:**

MEAD & HUNT will strive to complete the above-mentioned additional work pre the following schedule:

Phase 1: Additional \$5,709 (equivalent to original fee for subtasks 2-11)

Phase 2: Additional \$1,846 (equivalent to original fee for subtasks 1-2)

Phase 3: n/a

Phase 4: Additional \$1,274 (equivalent to 50% original fee for subtasks 1 and 25% of subtask 2)

TOTAL = \$8,829 additional

Mead & Hunt, Inc. shall commence work on this change as soon as it receives this signed document by delivery, regular mail, fax or e-mail.

For: MEAD & HUNT, INC.

For: CITY OF FLAGLER BEACH

By:



By:

Name: David King P.E.

Name:

Title: Vice President

Title:

*The above person is authorized to sign for Client and bind the Client to the terms hereof.*

Date: 4/3/23

Date:

Approval: n/a

Approval

*required if signature above is not authorized to sign contracts*



# FLAGLER BEACH CITY COMMISSION

Item No 11

**Meeting Date:** July 27, 2023

**Issue** Approve Change Order #1 to APT, Advanced Plumbing Technology for the Sewer Laterals & Lift Stations CIPP & Spray Polyurethane Lining Bid # FB- 22-2010 with a net increase to cost and time.

**From:** Summary provided by Dr. Lee Richards.

**Organization:** Engineering

---

**RECOMMENDATION:** Approve Change Order #1 in the amount of \$258,561 and a time extension of 267 days to the contract described above.

---

**BACKGROUND:** The City of Flagler Beach was initially awarded a St. John's River Water Management District (SJRWMD) grant for \$500,000 (which included a city share of \$250,000) to line 200 sewer laterals and reline two lift stations. APT was the low bidder at \$722,157.72. The City Commission approved this award on October 27, 2022. The contract between the City and APT was fully executed on November 17, 2022 and NTP was issued on November 30, 2022.

The contractor failed to mobilize or prepare for construction in any way and, on January 12, 2023, sent a letter to Mead & Hunt (who was representing the city on this project) that said, "It is with great regret and difficulty that Advanced Plumbing Technology formally provides notification of our intent to exit from our contractual obligations on BID NO. FB-22-2010. The need to exit is the direct result of corporate restructuring caused by insurmountable force majeure market conditions in our service area."

The situation was referred to the City Attorney and it appeared to staff that a prolonged and sporadic negotiation could result in SJRWMD pulling the grant. The course of action was to pursue relief from APT's Surety Company. However, as a precaution, and with the approval of SJRWMD and the City Commission, the city re-bid the project. The low bid was \$1,188,866.65 which exceeded the available funding by \$438,866.65. Staff decided not to bring this to the City Commission for approval.

Concurrent with the above, the City Attorney, in conjunction with the Interim City Manager and staff, successfully negotiated a solution with ATP. The conditions of this negotiation included an increase to the original bid to a new total Base Bid cost equaling \$989,657.72. Acceptance by the City was predicated on an additional \$239,658 plus \$9,324 (incurred by legal fees and consultant fees) being provided by APT through an outside entity and that the city would not be responsible for any additional capital beyond the \$250,000 cost share to the original grant. The city was notified by SJRWMD in early July that they would be supplying the additional funding to complete the project base bid.

The SJRWMD awarded the city an additional \$239,658 (\$989,657 - \$750,000), at the July 11, 2023 meeting of their Board. Hence, the change order to APT is \$258,176 (\$989,657.72 - \$722,157.72). The change order also awards a time extension of 267 days bringing the date of Substantial Completion to December 26, 2023 and a Project Completion date of January 26, 2024.

The SJRWMD has not yet sent the city a contract amendment so all of the above is contingent upon having a fully executed contract amendment.

**BUDGETARY IMPACT:** None to the city.

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:** Lee Richards, David King

**POLICY/REQUIREMENT FOR BOARD ACTION:**

**IMPLEMENTATION/COORDINATION:**

**Attachments**

- **Change Order #1 APT**
- **Explanation letter from APT**

CITY OF FLAGLER BEACH  
SEWER LATERALS LIFT STATIONS CIPP SPRAY POLYURETHANE LINING  
BID NO. FB-22-2010  
BID TABULATION

	ADVANCED PACE TECHNOLOGIES, LLC Clermont, FL	ADVANCED PACE TECH PRICING ESCALATION BASE BID
<b>BASE BID</b>		
1 Mobilization/Demobilization	1 LS \$15,000.00	1 Mobilization/Demobilization 1 LS \$15,000.00
2 Sewer Laterals CIPP, 4' to 6' diameter	4 LF \$80.00	2 Clean & Televise Sewer Lateral 250 EA \$250.00
3 Line Lift Station Wetwell	2 EA \$113,578.86	3 Sewer Laterals CIPP, 4' to 6' Diameter 200 EA \$3,350.00
4 Maintenance of Traffic	1 LS \$15,000.00	4 Line Lift Station Wetwell 2 LS \$113,578.86
		5 Maintenance of Traffic 1 LS \$15,000.00
<b>TOTAL BASE BID \$577,157.72</b>		<b>TOTAL BASE BID \$989,657.72</b>
<b>ADDITIVE ALTERNATE BID</b>		
5 Install 4' to 6' City Standard Lateral Cleanout	50 EA \$2,000.00	
6 Perform Point Repair of Lateral	20 EA \$2,000.00	
6a Dewatering for Point Repair of Lateral	10 EA \$500.00	
<b>TOTAL ADDITIVE ALTERNATE BID \$145,000.00</b>		
<b>GRAND TOTAL BID \$722,157.72</b>		<b>GRAND TOTAL BID \$989,657.72</b>
<b>Escalation Bid</b>		
Original Bid	\$ 989,657.72	\$ 989,657.72
Difference in Original and Escalation Bid	\$ 722,157.72	\$ 750,000.00
Deduct Engineering fees for rebid	\$ 267,500.00	\$ 239,657.72
Change Order #1 Total	\$ 9,324.00	
	<b>\$ 258,176.00</b>	

Updated w/ #11  
Signature of  
Contractor

**CHANGE ORDER #1**

Project: **SEWER LATERALS & LIFT STATIONS CIPP & SPRAY  
POLYURETHANE LINING  
CITY PROJECT # FB-22-2010  
CITY OF FLAGLER BEACH**

DATE OF ISSUANCE: **See Approved date below** CONTRACTOR: **APT, Advanced Plumbing Technology**  
EFFECTIVE DATE: **See Approved date below**

The following changes are hereby made to the Contract Documents:

CHANGE IN CONTRACT PRICE: Original Contract Price  \$722,157.72	CHANGE IN CONTRACT TIMES: Original Contract Times  Substantial Completion: 120 – April 4, 2023 Final Completion: + 30 days May 4, 2023
Net changes from previous Change Orders  \$0	Net change from previous Change Orders  0 days
Contract Price prior to this Change Order  \$722,157.72	Contract Times prior to this Change Order  Substantial Completion: 120 days – April 4, 2023 Final Completion: + 30 days – May 4, 2023
Net Increase (decrease) of this Change Order  \$258,561	Net Increase (decrease) of this Change Order  267 Days
Contract Price with all approved Change Orders  \$980,718.72	Contract Times with all approved Change Orders  Substantial Completion: 387 days – December 26, 2024 Final Completion: + 30 days – January 26, 2024



**CHANGES ORDERED:**

- I. **GENERAL:** This change order is necessary to cover changes in the work to be performed under this Contract.

The change in price and/or delivery date described, is fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of the modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

- II. **REQUIRED CHANGES:**

**CONTRACT PRICE:** The contract amount is hereby increased by \$258,561.00.

**CONTRACT TIME:** The contract time is hereby increased by 267 days.

- III. **JUSTIFICATION:**

**CONTRACT PRICE:** See attached 6/24/23 letter from Contractor requesting \$267,500 in additional costs due to material cost escalation. The Owner expended an additional \$8,938.99 in material cost escalation. The Contractor proposed a reduction of \$10,000.00 in the Contractor's requested amount. The Contractor's proposed amount is hereby approved.

**CONTRACT TIME:** The Contractor has properly selected the material and equipment, and that all work will be complete by 1/26/24 and therefore an additional 267 days are required.

- IV. **PAYMENT:** Payment shall be made at the unit costs shown in the Contractor's proposal upon successful completion of such work per the Contract.

- V. **APPROVAL AND CHANGE AUTHORIZATION:**

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**Acknowledgments:**

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order; and,

The change in price and/or delivery date described, is considered to be fair and reasonable and has been mutually agreed upon in full agreement and final settlement of all claims arising out of the modification including all claims for delays and disruptions resulting from, caused by, or incident to such modifications and change orders.

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein.

RECOMMENDED BY:


Mead & Hunt  
(Engineer)

By:  7/18/23  
(Authorized Signature) (Date)

David King, P.E.

ACCEPTED BY:

APT, Advanced Plumbing Technology  
(Contractor)

 7/18/2023  
(Authorized Signature) (Date)

\_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
(Owner)

By: \_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_

City of Flagler Beach  
Attention: Drew Smith  
C/O Shepard, Smith, Kohlmyer, & Hand, P.A.  
2300 Maitland Center Parkway, Suite 100  
Maitland, Florida 32751

June 24th, 2023

RE: Flagler Beach Project Number FB-22-2010 (Bond Number 613104652)

Mr. Smith:

In response to our call held Wednesday, June 21st, 2023, related to Advanced Plumbing Technology's plan to execute on FB-22-2010, within this letter, you will find our escalated pricing structure and proposed timeline for the execution of this project.

The intention of APT has always been to honor our commitments and communicate with complete transparency and integrity throughout any contract, including having difficult conversations when circumstances like those surrounding this project come to light. We appreciate your time on Wednesday to further discuss and lay out a plan of action to allow Flagler Beach to have the necessary rehabilitation work required and to allow APT to set forth a proper escalation structure and schedule.

To briefly summarize the background, the original bid opening was conducted on October 20th, 2022 meaning our original pricing structure was based on late September 2022 pricing indexes as supplied by our manufacturers. Throughout 2022, unprecedented pricing escalations in the cured-in-place pipe space continued due to world events out of any contractor's control. Manufacturers would previously issue a pricing index for an entire calendar year because of the stability in the marketplace and out of fairness to all contractors, given the length of time it typically takes to execute municipal contracts. In Mid-2022, this moved to a thirty-day pricing index. While we can place certain protections into any bid, ultimately, we must remain competitive and effectively guess where the market is heading in combination with our overall business plan for any particular bid opportunity. Unfortunately, in this case, continued escalation in raw material pricing and other factors outside of our control ultimately put us in a position of having a conversation with the City related to this contract which ultimately led to our original letter on January 12th as a result of a meeting with multiple parties including then City Manager, Mr. Whitson who indicated they would not entertain any escalation or willingness to move forward which has proposed a stalemate over the past several months.

Thankfully, with the conversation on Wednesday, it appears favorable for APT to continue forward on this contract with the assumption the City will accept our proposed pricing escalation in combination with the likelihood of an increase in grant funding required to fully execute this project with minimal to no additional funding required from the City.

Please review the following pages for a detailed breakdown.

Sincerely,



Chris Parker  
Chief Operating Officer  
Advanced Plumbing Technology  
Mobile: 407-726-0383 | [chris@chooseapt.com](mailto:chris@chooseapt.com)

June 24th, 2023

## Original Bid - October 2022

For the original bid, FB-22-2010, our total bid price was \$722,157.72, which we bid very aggressively as we had the desire to become the City's preferred partner for all lateral rehabilitation work in the future given this is our specialty vs. other contractors that lightly participate in this area but typically focus on larger diameter mainline sewers. Ultimately, our aggressive bid would have been honored without any conversation of pricing escalation had we not faced substantial increases in early December 2022 and again in January 2023 and have continued to escalate over the first part of 2023.

**CITY OF FLAGLER BEACH  
 SEWER LATERALS LIFT STATIONS CIPP SPRAY POLYURETHANE LINING  
 BID NO. FB-22-2010  
 BID TABULATION**

Item	Description	Est. Qty.	Unit	ADVANCED PACE TECHNOLOGIES, LLC Clermont, FL		NATIONAL WATER MAIN CLEANING COMPANY Kearny, NJ		GCU, LLC Theodore, AL	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
<b>BASE BID</b>									
1	Mobilization/Demobilization	1	LS	\$15,000.00	\$15,000.00	\$45,000.00	\$45,000.00	\$91,402.50	\$91,402.50
2	Sewer Laterals CIPP, 47/8" diameter	4,000	LF	\$80.00	\$320,000.00	\$201.00	\$804,000.00	\$275.50	\$1,102,000.00
3	Line Lift Station Wetwell	2	EA	\$113,578.86	\$227,157.72	\$70,775.00	\$141,550.00	\$105,501.50	\$211,003.00
4	Maintenance of Traffic	1	LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$30,000.00	\$30,000.00
				<b>TOTAL BASE BID</b>	<b>\$877,157.72</b>		<b>\$1,606,560.00</b>		<b>\$1,440,406.50</b>
<b>ADDITIVE ALTERNATE BID</b>									
5	Install 47/8" City Standard Lateral Cleanout	90	EA	\$2,000.00	\$180,000.00	\$1,800.00	\$90,000.00	\$2,288.00	\$114,300.00
6	Perform Point Repair of Lateral	20	EA	\$2,000.00	\$40,000.00	\$5,500.00	\$110,000.00	\$9,643.00	\$192,880.00
6a	Downsizing for Point Repair of Lateral	10	EA	\$500.00	\$5,000.00	\$2,200.00	\$22,000.00	\$5,357.50	\$53,575.00
				<b>TOTAL ADDITIVE ALTERNATE BID</b>	<b>\$145,000.00</b>		<b>\$222,000.00</b>		<b>\$380,735.00</b>
				<b>GRAND TOTAL BID</b>	<b>\$722,157.72</b>		<b>\$1,227,560.00</b>		<b>\$1,801,146.50</b>

## New Bid - May 2023

In May 2023, the City re-released the bid to seek new pricing and review alternative options to execute the work. The revised bid featured two of the original bidders and a new bidder; in fact, the lowest bidder on the rebid somehow lowered their price by 33% despite market conditions showing the amount of coverage most bidders currently place in cured-in-place pipe bids. On the following page, we present our escalated pricing based on current market conditions to allow APT to continue forward on this contract with execution.

**BID TABULATION  
 SEWER LATERALS & LIFT STATIONS CIPP AND SPRAY POLYURETHANE LINING - REBID  
 BID NO. FB-23-3666**

Item	Description	Est. Qty.	Unit	GCU, LLC Theodore, AL		NATIONAL WATER MAIN CLEANING COMPANY Loxahatchee Groves, FL		DALE BEASLEY CONSTRUCTION Howey-in-the-Hills, FL	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	Mobilization/Demobilization	1	LS	\$35,390.40	\$35,390.40	\$85,000.00	\$85,000.00	\$63,857.04	\$63,857.04
2	Clean and Re-linew Sewer Lateral	250	EA	\$422.60	\$105,650.00	\$350.00	\$87,500.00	\$280.00	\$70,000.00
3	Sewer Laterals CIPP, 47/8" diameter	200	EA	\$4,508.75	\$901,750.00	\$4,400.00	\$880,000.00	\$5,310.00	\$1,062,000.00
4	Line Lift Station Wetwell	2	EA	\$64,243.10	\$128,486.20	\$85,000.00	\$170,000.00	\$85,070.41	\$170,140.82
5	Maintenance of Traffic	1	LS	\$17,590.05	\$17,590.05	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
				<b>TOTAL BID</b>	<b>\$1,182,866.65</b>		<b>\$1,217,500.00</b>		<b>\$1,346,997.86</b>

June 24th, 2023

## Advanced Plumbing Technology - Escalated Pricing Review

After a review of the market conditions and what it would take to execute this project, our analysis found that the following pricing model, presented in the format like the May 2023 re-bid, is what APT would require to move forward with the execution of this contract.

As previously stated, our goal is always to honor our commitments and communicate transparently. The City will find this pricing escalation acceptable given the market conditions, and it is still the lowest pricing any bidder offers. This pricing escalation offers a 16.7% lower pricing structure than the next lower bidder.

Our pricing model was reviewed without consideration to the other bidders and based solely on our internal requirements to execute the project and meet the commitments to the City. After that analysis, we found it still the lowest available pricing based on what the City has sourced thus far.

<b>Flagler Beach - Pricing Escalation Request - Base Bid</b>					
<b>Item</b>	<b>Description</b>	<b>Est. Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
1	Mobilization/Demobilization	1	LS	\$15,000.00	\$15,000.00
2	Clean & Televiser Sewer Lateral	250	EA	\$250.00	\$62,500.00
3	Sewer Laterals CIPP, 4"/6" Diameter	200	EA	\$3,350.00	\$670,000.00
4	Line Lift Station Wetwell	2	EA	\$113,578.86	\$227,157.72
5	Maintenance of Traffic	1	LS	\$15,000.00	\$15,000.00
<b>Total Base Bid Price</b>					<b>\$989,657.72</b>

We fully understand the sensitivity of the timeline of this project. After some preliminary conversations with the grant provider for this project, we understand that if the City moves forward with the original contract awardee, Advanced Plumbing Technology, a grant extension would likely be given. In addition, we understand that additional grant monies are highly likely to be made available specifically for this project based on the grant provider's understanding of the market conditions contractors like APT have faced over the twelve months.

Assuming the City accepts our pricing escalation in coordination with a grant extension and additional grant funding to mitigate any further expense to the City, APT would like to schedule an in-person meeting with all parties to go over our specific plan of attack for this project and to make sure all parties are on the same page for the execution of the work required.

June 24th, 2023

## Project Timeline

As for a tentative project schedule, we propose the following again with the assumptions of the grant extension and additional grant monies:

- July 7: Contract Addendum/Pricing Escalation Approval
- July 20: Initial In-Person Meeting for Revised Contract Execution
- August 1: Revised Notice to Proceed Issued
- August 20: Pre-Construction Meeting (Technical Details, Permit Requirements, Etc.)
- September: Logistical Planning, Technical Submittal Requirements, and Securing of Permits
- October 2: Project Start
- November 22: 50% Completion Goal
- January 26, 2024: Project Complete

This schedule will flex based on final contract addendum approvals, etc., but an October 1st project start date is realistic based on the current workload and project schedule. Finally, we are providing a conversation project timeline with an actual goal to be completed before the end of 2023.

Based on the project quantities, this project would be scheduled for (1) TV/Clean Crew and (1) Lateral Lining Crew. No formal project details have been provided as of yet regarding the locations of laterals; the project timeline will flex based on whether they are centrally located, spread across multiple basin areas, and the general conditions of the mainline sewers and lateral sewers for rehabilitation.

As with any trenchless rehabilitation project, the schedule can flex in either direction once further details are provided.

## Conclusion

We appreciate the opportunity to work with the City of Flagler Beach to help solve their lateral piping concerns. We are hopeful that the information outlined in this letter will allow us to work collaboratively to move forward on this project to allow the Flagler Beach community to have better infrastructure and ultimately set the groundwork for future opportunities with the City.



## FLAGLER BEACH CITY COMMISSION

#13

**Meeting Date: 06/22/2023**

**Issue:** Approve and Adopt the Evergreen Compensation Study

**From:** Liz Mathis, HR Manager

**Organization:** City of Flagler Beach

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**RECOMMENDATION:** Commission accept and approve the final report from Evergreen solutions, LLC presented at the June 22, 2023 meeting and adopt the recommended pay range structure.

**BACKGROUND:**

Rapid shifts in the job market combined with inflation, labor shortages, increased minimum wage requirements and local competition are creating challenges for the City to recruit and retain employees. This was recognized and made a City Strategic Priority in 2022.

The City's current compensation plan was created and adopted in 2007. There have only been a few adjustments made to it since then, causing the plan to be outdated and pay to be far below market rates. This has made recruitment and retaining employees a challenge. The need for adjustments to the compensation plan were identified and funds allocated with the 22/23 budget. Evergreen Solutions, LLC was then contracted to complete a study. The purpose of the study was to review and compare the local employment market to determine the competitiveness of the City's salary ranges and to make suggestions to improve our current compensation methodology. In February 2023 the City utilized the Hybrid-Parity Solution provided by Evergreen to begin alignment with this compensation schedule.

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:**

**POLICY/REQUIREMENT FOR BOARD ACTION:**

**IMPLEMENTATION/COORDINATION:**

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**Attachments**

- Evergreen Executive Summary
- Evergreen Pay Classifications

Evergreen Pay Grades				
METER READER	1	\$ 33,280.00	\$ 44,096.00	\$ 54,912.00
LIBRARY ASSISTANT	1	\$ 33,280.00	\$ 44,096.00	\$ 54,912.00
PUBLIC WORKS LABORER	1	\$ 33,280.00	\$ 44,096.00	\$ 54,912.00
MAINTENANCE/GROUNDSKEEPER	1	\$ 33,280.00	\$ 44,096.00	\$ 54,912.00
MAINTENANCE WORKER	2	\$ 34,944.00	\$ 46,300.80	\$ 57,657.60
WATER PLANT OPERATOR - TRAINEE	2	\$ 34,944.00	\$ 46,300.80	\$ 57,657.60
BAIT SHOP COORDINATOR	3	\$ 36,691.20	\$ 48,615.84	\$ 60,540.48
CUSTOMER SERVICE BUILDING AND ZONING	3	\$ 36,691.20	\$ 48,615.84	\$ 60,540.48
UTILITY BILLING CLERK	3	\$ 36,691.20	\$ 48,615.84	\$ 60,540.48
POLICE RECORDS CLERK	3	\$ 36,691.20	\$ 48,615.84	\$ 60,540.48
SOLID WASTE EQUIPMENT OPERATOR	3	\$ 36,691.20	\$ 48,615.84	\$ 60,540.48
WATER PLANT OPERATOR - TRAINEE	3	\$ 36,691.20	\$ 48,615.84	\$ 60,540.48
PERMIT TECHNICIAN	4	\$ 38,525.76	\$ 51,046.63	\$ 63,567.50
ACCOUNTING CLERK	4	\$ 38,525.76	\$ 51,046.63	\$ 63,567.50
LIFT STATION MECHANIC	4	\$ 38,525.76	\$ 51,046.63	\$ 63,567.50
LIGHT EQUIPMENT OPERATOR	4	\$ 38,525.76	\$ 51,046.63	\$ 63,567.50
UTILITY MECHANIC	5	\$ 40,452.05	\$ 53,598.96	\$ 66,745.88
WATER PLANT OPERATOR - CLASS C	5	\$ 40,452.05	\$ 53,598.96	\$ 66,745.88
ADMIN. TO POLICE CHIEF	6	\$ 42,474.65	\$ 56,278.91	\$ 70,083.17
VICTIMS ADVOCATE	6	\$ 42,474.65	\$ 56,278.91	\$ 70,083.17
SOLID WASTE FLEET MECHANIC	7	\$ 44,598.38	\$ 59,092.86	\$ 73,587.33
DEPUTY CITY CLERK	7	\$ 44,598.38	\$ 59,092.86	\$ 73,587.33
HUMAN RESOURCES ASSISTANT	7	\$ 44,598.38	\$ 59,092.86	\$ 73,587.33
CODE ENFORCEMENT OFFICER	8	\$ 46,828.30	\$ 62,047.50	\$ 77,266.70
PAYROLL SPECIALIST	9	\$ 49,169.72	\$ 65,149.88	\$ 81,130.03
UTILITY BILLING MANAGER	9	\$ 49,169.72	\$ 65,149.88	\$ 81,130.03
LIBRARY DIRECTOR	9	\$ 49,169.72	\$ 65,149.88	\$ 81,130.03
WATER PLANT OPERATOR - CLASS B	9	\$ 49,169.72	\$ 65,149.88	\$ 81,130.03
WASTEWATER UTILITY MECHANIC CREW LEADER	10	\$ 51,628.20	\$ 68,407.37	\$ 85,186.53
PLANNER	10	\$ 51,628.20	\$ 68,407.37	\$ 85,186.53
ASSISTANT TO THE CITY MANAGER	10	\$ 51,628.20	\$ 68,407.37	\$ 85,186.53
SENIOR PROJECT COMPLIANCE ANALYST/COORDINATOR	12	\$ 56,920.09	\$ 75,419.12	\$ 93,918.15
WATER PLANT-CLASS A	12	\$ 56,920.09	\$ 75,419.12	\$ 93,918.15
BUILDING INSPECTOR	12	\$ 56,920.09	\$ 75,419.12	\$ 93,918.15
ASSISTANT FINANCE DIRECTOR	13	\$ 59,766.10	\$ 79,190.08	\$ 98,614.06
PROJECT COORDINATOR FOR ENGINEERING SERVICES	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
MAINTENANCE SUPERVISOR	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
RECREATION DIRECTOR	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
INTERIM PUBLIC WORKS SUPERVISOR	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
SOLID WASTE SUPERVISOR	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
WATER PLANT SUPERINTENDENT	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
WASTEWATER PLANT SUPERINTENDENT	14	\$ 62,754.40	\$ 83,149.58	\$ 103,544.77
CITY CLERK	16	\$ 69,186.73	\$ 91,672.42	\$ 114,158.10
CRA DIRECTOR	16	\$ 69,186.73	\$ 91,672.42	\$ 114,158.10
HUMAN RESOURCE OFFICER	16	\$ 69,186.73	\$ 91,672.42	\$ 114,158.10
BUILDING OFFICIAL	21	\$ 88,301.75	\$ 116,999.82	\$ 145,697.88
FINANCE DIRECTOR	21	\$ 88,301.75	\$ 116,999.82	\$ 145,697.88



## Executive Summary

The leadership of the City of Flagler Beach, FL (the “City”), in keeping with its commitment to attracting and retaining the staff necessary to provide high-quality services to its citizens, determined that its current compensation and classification system and structures needed to be updated to better reflect best practices. Evergreen Solutions, LLC (“Evergreen”) was selected by the City as its partner to accomplish this goal. This study and the analysis contained within provides the City with valuable information related to market data and internal and external equity.

Internal equity relates to the fairness of an organization’s compensation practices among its current employees. Specifically, by reviewing the skills, responsibilities, and duties of each position, it can be determined whether similar positions are being compensated in an equitable manner within the organization. External equity relates to the differences between how an organization’s classifications are valued and the compensation available in the marketplace for the same skills, responsibilities, and duties. This component of the study aims to address how the City is positioned in the market relative to other local area government organizations with similar positions and to develop recommendations that allow the City to recruit and retain quality employees. The classification component of this study resolves any inconsistencies related to job requirements or job titles and ensures that all jobs are appropriately categorized and aligned with the work currently performed.

In today’s rapidly evolving economic landscape, it is crucial for municipalities to maintain market competitive compensation systems. Competitive compensation will help ensure that local governments can attract, retain, and motivate highly skilled and dedicated professionals, which in turn contributes to the efficient delivery of public services and fosters a thriving community. As competition for top talent increases across various sectors, a competitive compensation system will help the City stand out as an employer of choice, enabling it to secure the necessary human capital for addressing complex challenges and achieving strategic objectives. Moreover, by offering equitable and market-aligned remuneration, the City will demonstrate its commitment to fair employment practices and employee well-being, fostering a positive work environment and promoting overall job satisfaction. In essence, a market competitive compensation system is vital to the City’s success, as it directly impacts the quality of public services, employee morale, and long-term sustainability.

### Notable Findings:

- All City’s pay plans have a range spread of 50 percent, except for PAT 6 which has a range spread of 30 percent. This is in line with the current market expectations for ranges.
- Most City employees are paid less than 80.0 percent of their supervisors’ salaries, generally indicating adequate space between supervisors.
- A little more than half of all employees (51.95 percent) are in Quartile 4 of their pay grade. This is a likely caused by the City’s below market average pay plan. In February of 2023, the City began implementing changes to the structure of the plan and began partially paying in accordance with the Evergreen recommended pay plan.
- The City’s original compensation structure was generally below market, with the average pay range below the market from 20.4 – 24.3 percent at the midpoint.



**Study Compensation Recommendations:**

- Adopt an updated pay structure with a consistent progression from the bottom to the top of the plan.
- In February 2023 the city utilized the Hybrid-Parity Solution provided by Evergreen and the city appropriated funds to begin alignment with this compensation schedule.
- Evergreen in conjunction with City Leadership recommends the City adopt hybrid-parity methodology to transition employee salaries into the proposed pay plan considering both time in classification and time with the city, which aligns with its established compensation philosophy and meets the available financial resources of the City.
- Provide pay scales for certified public safety classifications in a separate plan with defined ranges to realign its position within the market.
- Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues, and make adjustments to pay grade assignments if necessary.
- Revise policies and practices for moving employees' salaries through the pay plan, including procedures for determining salaries of newly hired employees and employees who have been promoted, demoted, or transferred to a different classification.

**Compensation System Administration Recommendations for Consideration:**

- Revise policies and practices for moving employees' salaries through the pay plan, including procedures for determining salaries of newly hired employees and employees who have been promoted, demoted, or transferred to a different classification. Details of each of these policies are included in the Final Report.
- Evergreen recommends that the basis of salary adjustment in the future be done at three distinct levels.
  - **Structural:** Adjustment to the ranges should be done annually and with the aim of adjusting for the changes in cost of living.
  - **Classification:** As a result of the market surveys, the City may identify classifications or job families that are experiencing considerable market movement and as a result, reassignment of the pay grades should be considered when this occurs.
  - **Individual:** To tie into the adjustment of the structure, Evergreen recommends the City adjust employee salaries annually for Cost-of-living adjustment (COLA). This adjustment would be done for all employees who receive a satisfactory performance evaluation, and the percentage adjustment would need to be roughly 1.0 percent more than the movement of the compensation structure in any given years, in order to allow for employee progression into the range.





# FLAGLER BEACH CITY COMMISSION

Item No. 14

**Meeting Date:** July 27, 2023

**Issue:** Approve Compensation Study & Salary Adjustments for Police and Fire Department employees in compliance with the updated Public Safety Evergreen Study

**From:** Liz Mathis, HR Manager

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**RECOMMENDATION:** Commission approve and adopt the Classification and Compensation Public Safety Study and salary adjustments for public safety employees in compliance with the updated Evergreen salary study.

**BACKGROUND:**

After development of the Evergreen city compensation schedule, it was found that rapidly changing conditions in public safety job market required that public safety employees be placed into their own compensation plan. Therefore, Evergreen Solutions was asked to conduct a further more updated analysis of the Public Safety positions to ensure the City's pay plan is competitive when compared to other organizations in Flagler and Volusia Counties. The outcome of this analysis resulted in an updated recommendation from the consultant, as well as, a reclassification of the Police and Fire Captains to Deputy Chiefs. The pay plan also incorporates an updated schedule for the part/time property / evidence technician, and, compensates a Fire Lieutenant who has been assigned special duties as the EMS Coordinator with a 5% stipend.

As police officers and police sergeants are represented by a bargaining unit, they are not listed within the classification plan. Their salary is negotiated through collective bargaining.

**BUDGETARY IMPACT:** \$23,600.00 impacting the General Fund. This cost includes salary and fringe benefits.

**LEGAL CONSIDERATIONS/SIGN-OFF:** N/A

**PERSONNEL:** N/A

**POLICY/REQUIREMENT FOR BOARD ACTION:** Adopt the Public Safety Classification and Compensation Plan and approve the recommended funding adjustments of \$23,600 in total funding towards the adjustments

**IMPLEMENTATION/COORDINATION:**

The Finance Department will initiate retro pay dating to October 1, 2022 for the three (3) employees. The three 3 employees will be paid at the new pay rates moving forward.

**Attachments**

- Salary summary for Fire and Non-contracted Police positions.
- Evergreen Public Safety Recommended Ranges

Recommended Classification	Annual	Recommended Grade	Recommended Minimum	Recommended Midpoint	Recommended Maximum	Hybrid Parity Salary	Cost	% Adjustment	Fringe Benefits	
Chief	\$107,881.00	F5	\$92,716.84	\$122,849.81	\$152,982.79					
Deputy Chief	\$76,668.45	F4	\$72,646.07	\$96,256.04	\$119,866.02	\$82,801.93	\$6,133.48	8.00%	\$1,630.28	
Fire Driver Engineer	\$47,175.18	F2	\$46,828.30	\$62,047.50	\$77,266.70					
Fire Driver Engineer	\$47,307.24	F2	\$46,828.30	\$62,047.50	\$77,266.70					
Fire Driver Engineer	\$48,853.32	F2	\$46,828.30	\$62,047.50	\$77,266.70					
Firefighter	\$43,351.99	F1	\$42,474.65	\$56,278.91	\$70,083.17					
Firefighter	\$43,351.99	F1	\$42,474.65	\$56,278.91	\$70,083.17					
Lieutenant	\$49,169.72	F3	\$51,628.20	\$68,407.37	\$85,186.53					
Lieutenant	\$58,763.14	F3	\$51,628.20	\$68,407.37	\$85,186.53	\$2,938.16	5% Stipend		\$780.96	
Lieutenant	\$53,164.76	F3	\$51,628.20	\$68,407.37	\$85,186.53					
Police Chief	\$107,149.00	P5	\$92,716.84	\$122,849.81	\$152,982.79					
Deputy Police Chief	\$83,179.20	P4	\$80,092.29	\$106,122.28	\$132,152.28	\$89,833.54	\$6,654.34	8.00%	\$2,964.35	
P/T Property/Evidence Custodian	\$27,852.26	8	\$46,828.30	\$62,047.50	\$77,266.70	\$30,084.60	\$2,231.84	8.00%	\$170.74	
							<b>\$17,957.81</b>			<b>\$5,546.33</b>

Evergreen Public Safety Recommended Ranges

	Grade	Minimum	Midpoint	Maximum	Range Spread
Firefighter	F1	\$ 42,474.65	\$ 56,278.91	\$ 70,083.17	65%
Driver/Eng.	F2	\$ 46,828.30	\$ 62,047.50	\$ 77,266.70	65%
Lieutenant	F3	\$ 51,628.20	\$ 68,407.37	\$ 85,186.53	65%
Deputy Chief	F4	\$ 72,646.07	\$ 96,256.04	\$ 119,866.02	65%
Fire Chief	F5	\$ 92,716.84	\$ 122,849.81	\$ 152,982.79	65%
Marshal	FM	\$ 51,628.20	\$ 68,407.37	\$ 85,186.53	65%
Prop./Evidence	8	\$ 46,828.30	\$ 62,047.50	\$ 77,266.70	65%
Deputy Chief	P4	\$ 80,092.29	\$ 106,122.28	\$ 132,152.28	65%
Police Chief	P5	\$ 92,716.84	\$ 122,849.81	\$ 152,982.79	65%



## FLAGLER BEACH CITY COMMISSION

Item No. 15

**Meeting Date:** July 27, 2023

**Issue:** Consider a request from Flagler County Board of County Commission Chair Greg Hanson for a letter of Support regarding the proposed ½ Cent Small County Discretionary Sales Tax

**From:** Flagler County Board of County Commissioners

**Organization:** ½ sales tax

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### **RECOMMENDATION:**

If in agreement, please direct Staff to send a letter of support to the County Administrator.

If no, direct staff to send an email informing the County of your opinion.

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### **BACKGROUND:**

Below is an email sent from Heidi Petito sent on July 18, 2023.

I am sending this email at the request of Chair Hansen, following consensus from the Board at this yesterday's workshop, seeking input from your municipality with regard to consideration of an additional ½ Cent Small County Discretionary Sales Tax. As you know, local governments rely heavily on local gas tax as a source of revenue for roadway maintenance activities. As our community continues to grow, and the cost of maintaining and constructing roads increase, these revenues simply cannot keep up.

Flagler County needs a long-term strategy and a dedicated local funding source that enhances County's roadways pavement management and performance by using an integrated, cost-effective set of practices that extend pavement life, improve safety and meet Flagler County citizens and motorist expectations. Yesterday, we conducted a budget workshop to discuss the current condition of our roadway system, identified shortfalls, and options for funding consideration. Two options for consideration were discussed, the use of a dedicated millage based on Ad Valorem, and the implementation of an additional ½ cent sales tax.

As you know, anything tied to Ad Valorem (property tax) has residents paying additional costs with little to no control. On the contrary, ½ cent sales tax is based on purchases made, in which the consumer controls. Additionally, based on research conducted by the Flagler County School Board, the ½ cent sales tax is paid by everyone who purchases items in Flagler County, including both residents and visitors. It is estimated that almost 40% of the funds collected will be paid by non-residents, with 100% remaining in Flagler County. Think of it as costing a dime for every \$20 purchase (not including sales tax-exempt items such as groceries and prescription drugs). The ½ cent sales tax will cost a family of four with a median income of \$56,000 less than \$6 per month.

Furthermore, according to the Office of Economic and Demographic Research, the single county (in Florida) not currently levying this surtax at the maximum rate is Flagler County. By not levying, this allows an estimated \$9.7 million to go unrealized. Here is an estimated breakdown of how those dollars would be dispersed within our community; \$4.4M – Flagler County, \$4.8M – Palm Coast, \$264K – Flagler Beach and \$180K – Bunnell.

In order for this item to be considered and subsequently passed by the Board of County Commissioners, a super majority would need to approve this item. We would like to hear from you, and are seeking your input on this consideration. If you could, at your earliest convenience, let us know your thoughts on the consideration of an additional ½ cent sales tax to be used for public infrastructure. I sincerely appreciate

your time and attention to this matter.

**BUDGETARY IMPACT:**

**LEGAL CONSIDERATIONS/SIGN-OFF:**

**PERSONNEL:** Interim City Manager

**POLICY/REQUIREMENT FOR BOARD ACTION:**

**IMPLEMENTATION/COORDINATION:** Executive

Attachments



## FLAGLER BEACH CITY COMMISSION

Item No. 16

**Meeting Date:** July 27, 2023

**Issue:** Establishment of Fiscal Year 2023/2024 Tentative General Fund Millage Rate for the DR 420 Certification of Taxable Value.

**From:** Michael Abels, Interim City Manager

**Organization:** City Staff

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**RECOMMENDATION:** The Commission adopts a tentative mill rate of 5.4500.

**BACKGROUND:** To be in compliance with TRIM requirements by August 4<sup>th</sup>, we need to have the municipality section of form DR420 returned to the Flagler and Volusia County Property Appraisers. We need to inform the counties of our tentative mill rate.

The increase from last years' rate of 5.450 is 0.0%.

The Commission will need to set the first and final budget meeting dates in September. City Staff recommends September 14<sup>th</sup> and 28<sup>st</sup>, which are regular meeting dates.

**BUDGETARY IMPACT:** Attached is the Draft Budget Summary, which shows all funds for the city. It summarizes all anticipated revenues and expenditures for the upcoming 2023/24 Fiscal Year. The tentative mill rate is set at 5.4500

**LEGAL CONSIDERATIONS/SIGN-OFF:** N/A

**PERSONNEL:** N/A

**POLICY/REQUIREMENT FOR BOARD ACTION:** N/A

**IMPLEMENTATION/COORDINATION:** N/A

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**Attachments: Budget Summary, Rates and Definitions, Calendar**



**CITY OF FLAGLER BEACH - FISCAL YEAR 2023/24**

\*THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF FLAGLER BEACH ARE 13.9% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES.

	GENERAL FUND	PIER ENTERPRISE FUND	BUILDING CODE INSPECTION FUND	UTILITY FUND	SANITATION FUND	STORM WATER FUND	CRA FUND	TOTAL BUDGET
<b>ESTIMATED REVENUES:</b>								
Taxes: Millage per \$1000 = Flagler Co.	<b>5.4500</b>							
Taxes: Millage per \$1000 = Volusia Co.	<b>5.4500</b>							
Ad Valorem Taxes	\$5,220,146						\$540,163	\$5,760,309
Sales and Use Taxes	\$1,736,200							\$1,736,200
Licenses and Permits	\$221,500		\$549,000					\$770,500
Intergovernmental	\$780,872	\$0		\$3,750,525	\$0	\$2,121,000	\$170,000	\$6,822,397
Charges for Services	\$13,275	\$0		\$6,366,500	\$1,565,000	\$797,000	\$0	\$8,741,775
Fines and Forfeitures	\$81,650			\$60,000	\$13,750	\$0		\$155,400
Miscellaneous Revenue	\$370,000	\$137,100		\$7,035,525	\$62,500	\$5,800		\$7,610,925
<b>TOTAL SOURCES</b>	<b>\$8,423,643</b>	<b>\$137,100</b>	<b>\$549,000</b>	<b>\$17,212,550</b>	<b>\$1,641,250</b>	<b>\$2,923,800</b>	<b>\$710,163</b>	<b>\$31,597,506</b>
Transfers In	\$943,927					\$0	\$0	\$943,927
Use of Fund Balances/Reserves/Net Assets			\$71,883	\$1,633,263	\$170,661	\$874,328	\$426,726	\$3,176,861
<b>TOTAL ESTIMATED REVENUES, TRANSFERS AND BALANCES</b>	<b>\$9,367,570</b>	<b>\$137,100</b>	<b>\$620,883</b>	<b>\$18,845,813</b>	<b>\$1,811,911</b>	<b>\$3,798,128</b>	<b>\$1,136,889</b>	<b>\$35,718,294</b>
<b>EXPENSES</b>								
General Government Services	\$1,854,230						1,062,693	\$2,916,923
Public Safety	\$4,819,757		\$594,883					\$5,414,640
Physical Environment	\$392,200			16,942,426	1,602,963	\$3,681,430		\$22,619,019
Transportation	532,825							\$532,825
Human Services								\$0
Culture and Recreation	358,971	\$137,100						\$496,071
Debt Services	\$0			\$511,682	\$0	\$116,698	\$74,196	\$702,576
Financial and Administrative	\$1,151,213			\$1,002,380	\$208,948			\$2,362,541
<b>TOTAL EXPENSES</b>	<b>\$9,109,196</b>	<b>\$137,100</b>	<b>\$594,883</b>	<b>\$18,456,488</b>	<b>\$1,811,911</b>	<b>\$3,798,128</b>	<b>\$1,136,889</b>	<b>\$35,044,595</b>
Transfers Out	\$165,000		\$26,000	\$389,325				\$580,325
Fund Balances/Reserves/Net Assets	\$93,374	\$0	\$0	\$0	\$0	\$0	\$0	\$93,374
<b>TOTAL APPROPRIATED EXPENDITURES</b>	<b>\$9,367,570</b>	<b>\$137,100</b>	<b>\$620,883</b>	<b>\$18,845,813</b>	<b>\$1,811,911</b>	<b>\$3,798,128</b>	<b>\$1,136,889</b>	<b>\$35,718,294</b>

The tentative, adopted, and / or final budgets are on file in the clerk's office of the City of Flagler Beach as a public record

Must show at least 95% Ad Valorem for each millage

***Rates and Definitions for 2023/24 Budget***

<i>Description</i>	<i>Rate</i>	<i>Definition</i>	<i>Vote</i>
Prior Year Operating Millage	<b>5.4500</b>	2022/23 Rate	Majority
Current Year Rolled Back Rate	<b>5.0712</b>	Produces Same amount of revenue as Prior Year Operating Millage	Majority
Rate Proposed for setting of Tentative Mill Rate	<b>5.4500</b>	Proposed by city manager for 2023/24 Budget	
Majority Vote Maximum Millage	<b>5.2152</b>	Calculated based on an adjusted current roll back rate of 5.0712. This is the highest amount we can impose with a majority vote and includes a adjustment for per capita growth in personal income. The increase for this year is 2.84%	Majority
2/3 Vote Maximum Millage	<b>5.7367</b>	Maximum levy allowed is a 10% increase over the Maximum Millage and requires 2/3 Vote	2/3 vote (4 of our 5 commissioners)

**1/10 of a Mill increase generates \$99,732 for the General Fund**

**There is no difference from Proposed Mill Rate to Prior Year Operating Rate.**

**Overall, Taxable Property Values Increased 7.76% from 2022 Values.**

**Flagler Beach Property increased 12.38% from 2021 Values**

**The increase in Taxable Property Values is almost 5% less this year**

**The Proposed Tentative Mil Rate of 5.4500 represents a 0.0% increase to the rate from Budget Year 2022-2023**

# September

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
		Flagler County Schools 2 <sup>nd</sup> public budget hearing Volusia County 1 <sup>st</sup> public budget hearing	Flagler County 1 <sup>st</sup> public budget hearing			
10	11	12	13	14	15	16
		Volusia County Schools 2 <sup>nd</sup> public budget hearing				
17	18	19	20	21	22	23
	Flagler County 2 <sup>nd</sup> public budget hearing	Volusia County 2 <sup>nd</sup> public budget hearing				
24	25	26	27	28	29	30



# FLAGLER BEACH CITY COMMISSION

Item No.

#17

**Meeting Date:** July 27, 2023

**Issue:** Major Points from Joint County Meeting & Future Direction.

**From:** Mike Abels, Interim City Manager

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**RECOMMENDATION:** Discuss plan of action for future joint cities-county meeting, major points to be covered and role of the Flagler Beach Commission

**BACKGROUND:** A joint meeting of the Flagler County Commission and municipalities in Flagler County was hosted by the Flagler City Commission. Hosting this meeting addressed a strategic goal of the city "Building intergovernmental bridges to enhance long term City sustainability". Several action items were discussed at this meeting. These are summarized on attachment A and in the minutes of the meeting Attachment B

**BUDGETARY IMPACT:** None at this time

**LEGAL CONSIDERATIONS/SIGN-OFF:** N/A

**PERSONNEL:** N/A

**POLICY/REQUIREMENT FOR BOARD ACTION:** Determine the action steps the city should pursue and the role the city should play in participating and/or hosting future meetings.

**IMPLEMENTATION/COORDINATION:**

Attachments

- Possible Action Step Summary
- Minutes from June 21, 2023 Joint Meeting

### **Possible Action Steps from Joint Cities-County Meeting**

- Survey beach users to determine use of beach statistics (Location of residence, number of times used, location of use etc.)
- Expand beaches for use north & south, provide coverage with life guards. Increase guards through county-city joint cooperation.
- Remove tool from Hammock Dunes Bridge.
- Need another bridge to access ocean
- Provide more emphasis on eco-tourism. Create new parks. (Washington Oaks). Market freshwater recreation. Better marketing for current parks and county trail system.
- Paid parking for beach parking.
- Other issues
  - ✓ Affordable housing
  - ✓ Keeping A1A
  - ✓ Traffic throughout the county

JOINT WORKSHOP MEETING OF THE FLAGLER BEACH CITY COMMISSION, FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS, PALM COAST CITY COUNCIL, CITY OF BUNNELL COMMISSION, TOWN OF BEVERLY BEACH COMMISSION, AND ADMINISTRATION FROM EACH AGENCY WEDNESDAY, JUNE 21, 2023, AT 6:00 P.M. AND TO BE CONTINUED UNTIL ITEMS ARE COMPLETE. CITY COMMISSION CHAMBERS, 105 S. SECOND STREET, FLAGLER BEACH, FLORIDA 32136

## MINUTES

### PRESENT:

City of Flagler Beach: Chair Eric Cooley, Commissioner Scott Spradley, Interim City Manager Michael Abels, and Deputy City Clerk Jeanelle Jarrah.

Flagler County Board of County Commissioners: Commissioners Leann Pennington and David Sullivan, and County Administrator Heidi Petito.

City of Palm Coast: Council Member Theresa Pontieri and City Manager Denise Bevin.

City of Bunnell: Mayor Catherine Robinson and Commissioner Tina-Marie Schultz.

Town of Beverly Beach: Mayor Stephen Emmett and Commissioner Donna Procida.

1. CALL THE MEETING TO ORDER: Chair Cooley called the workshop meeting to order at 6:00 p.m.
2. PLEDGE OF ALLEGIANCE: Chair Cooley asked Mayor Johnston to lead the pledge to the flag.
3. PURPOSE: TO DISCUSS ISSUES IMPACTING OUR COMMUNITIES TO BEGIN A COLLECTIVE APPROACH FOR ADDRESSING THE CHALLENGES WE WILL FACE IN THE FUTURE, INCLUDING SPECIFIC ITEMS FROM: Chair Cooley welcomed the group and everyone introduced themselves. Chair Cooley apologized for any confusion regarding the purpose of the meeting and would like everyone to take what is discussed and bring the information back to their municipalities. Chair Cooley began by addressing the population growth in Florida and the tourism in the state. With the addition of the new developments around the city, Chair Cooley posed potential ideas to the group including municipalities helping each other with reclaimed water, or working together to ensure there is enough room for wellfields. County Commissioner David Sullivan commented that the County is different because they already help Flagler Beach.
  - a) CITY OF FLAGLER BEACH: DISCUSS HOW WE CAN COLLABORATIVELY ENSURE THE FUTURE QUALITY OF LIFE FOR RESIDENTS OF FLAGLER BEACH AND FLAGLER COUNTY: Chair Cooley asked everyone to look at a map of the county and recognize the bottleneck that occurs when people go to the beach and how can we effectively make sure that there are additional beach access points. Chair Cooley then spoke to the number of parking spaces that the city has lost in past storms and the potential for the city to lose even more within the next five years. Beverly Beach Mayor Steve Emmett commented that Beverly Beach is getting the overflow from Flagler Beach and that he would like to see more of the county beach used and recommended paid parking. County Commissioner Sullivan defined a tourist as someone visiting from outside of the county and a local visitor as someone who lives inside the county, and that when discussing Tourist Development dollars, they can only be used on tourists. Discussion ensued and covered the Margaritaville Hotel, parking, lifeguards on the beach, surveying beach goers including zip code, fresh water access points within the county, and ecotourism. Bunnell Mayor Catherine Robinson commented that traffic is bad all over the county. Additional discussion ensued and covered lifeguards in other areas in the City of Flagler Beach and Flagler County, ecotourism options, other event options, awareness of other parks and beaches available, and the 6 secret Flagler County beaches. County Commissioner Sullivan recommended that the toll be removed from the Hammock Dunes Bridge.

- b) TOWN OF BEVERLY BEACH: SEA LEVEL RISE AND EROSION: Beverly Beach Mayor Steve Emmett discussed the erosion of the temporarily restored dunes and sand and believes a sea wall would be the answer.
- c) CITY OF PALM COAST: UPDATE ON DEVELOPMENT IN FLAGLER BEACH AND ECONOMIC DEVELOPMENT INITIATIVES: Commissioner Spradley discussed the crowding of the beach and believes that more access points will create more economic development. Discussion ensued covering a future County access point in the works, additional boat ramps, encouraging growth to be spread throughout the County, and surrounding County growth including a future Bass Pro Resort developing in Putnam County that may bring even more visitors.
- d) CITY OF PALM COAST: FUTURE OF THE GOLF COURSE IN FLAGLER BEACH: Commissioner Spradley informed the group that there was a court remediation a couple of weeks ago and there will be an executive shade meeting tomorrow, June 22, 2023 for the commission to decide if they would like to settle. If the settlement agreement is reached, this item will go before the commission at a regular public meeting. Chair Cooley asked the group if they felt that the current workshop meeting was worthwhile, and if they should meet again. Commissioner Spradley recommended that they could meet quarterly. Mayor Emmett believes that there should be five Mayors sitting at the table. There was a consensus that each municipality can choose to have whoever they would like attend, and to speak with city attorneys prior to setting future meetings. The meetings could be held in different locations. Mayor Emmett suggested following the League of Mayors schedule and each taking a turn hosting the meeting. Bunnell Commissioner Tina- Marie Schultz recommended gathering public comments at these meetings in written form, even if public comment is not on the agenda.

4. ADJOURNMENT: The workshop meeting adjourned at 7:43 p.m.

Attest:

\_\_\_\_\_  
Eric Cooley, Chair

\_\_\_\_\_  
Jeanelle Jarrah, Deputy City Clerk

**Item  
19  
Staff  
Reports**



# Beach/Parks/Recreation

## Weekly Highlights July 12, 2023

- Surf conditions have been calm the past week however, swimmers should always swim in front of a lifeguard.
- Lifeguards have continued to post “Smoke Free Beach” information flags at the bottom of the beach walkovers within the lifeguard protected swimming area to remind people about our smoke free beach City ordinance. The goal is to reduce the number of cigarette butts tossed on the beach. The flags are removed at the end of each work day.
- Unfortunately, August First Friday was canceled due to weather. The next First Friday is scheduled for Friday, September 1. We have already put in a order for nice weather!
- On Monday, July 10 we began session five of Junior Lifeguard Camp. 16 participants are enrolled in this session. Session six will begin on Monday, July 17.
- We are continuing to put “Dodge the Dune” signs along A1A and on the beach to remind people to stay off the dunes. We even have residents along Highway A1A volunteer to replace the signs that go missing near their homes.

# Beach/Parks/Recreation

## Weekly Highlights July 19, 2023

- Surf conditions have continued to be calm during the past week however, afternoon storms have brought about dangerous lightning conditions. As always, lifeguards are always encouraging swimmers to always swim in front of a lifeguard tower and always seek shelter indoors when lightning is present.
- Lifeguards have continued to post “Smoke Free Beach” information flags at the bottom of the beach walkovers within the lifeguard protected swimming area to remind people about our smoke free beach City ordinance. The goal is to reduce the number of cigarette butts tossed on the beach. The flags are removed at the end of each work day.
- The next First Friday is scheduled for Friday, August 4. We have already put in a order for nice weather!
- On Monday, July 17 we began session six of Junior Lifeguard Camp. 12 participants are enrolled in this session. Session seven will begin on Monday, July 24.
- 8 lifeguards will be attending The United States Lifesaving Association Southeast Regional Lifeguard Competition and July meeting in Delray Beach on July 19 and 20.

## Penny Overstreet

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**From:** Robert Pace  
**Sent:** Thursday, July 13, 2023 11:39 AM  
**To:** Michael Abels  
**Cc:** Penny Overstreet; Kathleen Settle  
**Subject:** Weekly Highlights

Mr. Abels,  
The following are the weekly highlights;

- Electrical Fire

Over the weekend, B Shift's crew were toned out for a structure fire in the 1900 block of S. Flagler Ave. The crew arrived on scene to find a ceiling fan arching and obvious signs of charring around the ceiling. The family exited the home and Lt. Evans requested they remain outside the residence until a complete investigation was completed. Power was secured to the home and the thermal imaging camera (TIC) was utilized to confirm there was no further fire extension. Lt. Evans explained to one of the homeowners that an electrician should be brought in to address the faulty wiring. The crew went above and beyond typical practices by removing the fan for easy access of the electrician. The home belongs to Commissioner Sherman and he contacted Chief Doughney and me to express his sincere appreciation for a job well done and looking out for his family. The positive feedback was passed onto the crew.

- Medical Advisory Review Board Special Meeting

The Medical Advisory Review Board requested that a special meeting be held to analyze calls for service involving the three fire agencies within the county. Obviously, quality data reviewed can assist in response times, patient care, and transport. The first meeting focused on a few points including quantity of calls for service totals within the county, time frame from call for service to patient contact, and ALS (Advance Life Support) compared to BLS (Basic Life Support) calls. Captain Cox represented the department at the meeting and he found reviewing the content was very productive. These meetings will now take place once a quarter in addition to the regular meetings.

- Part-Time Firefighters

I have mentioned to you a few times that there are some staffing issues with the department. There has been some traction made towards part-time firefighters. Unfortunately, FF/EMT Bruce Adams is going to be moving onto another agency, but requested and it was approved that his status be changed from a full-time firefighter to a part-time firefighter. In addition, an interview was conducted with FF/EMT John Strickland for a part-time position. FF Strickland is currently working for another agency and he will be a true asset to the department as part-time member. FF Strickland is going through processing with HR and should be available to the department in the next couple of weeks. A testing process will take place in approximately a month for a full-time firefighter position

- Smoke Detector Installation and Battery Replacement Program

A resident living in the 1400 block of S. Central Ave. called the station house with a smoke detector issue. The resident explained that a smoke detector was sounding for the better part of the day and requested the crew on shift come to her home for assistance. B Shift's crew reported to the home and disconnected the faulty detector. The crew would have installed new detectors, but the original ones were specialized hard-wired detectors. The homeowner ordered new detectors and B Shift's crew returned to the home three days later to install the new detectors. The resident could not have been happier and expressed the highest appreciation to the crew.

- Continual Education Unit

Staff was assigned a continual education unit called Burn Management. There are over half a million burn injuries in the United States treated each year. The firefighters were expected to accomplish several objectives upon successful completion of the course. Describe the classifications and subsequent characteristics of superficial burns, partial thickness burns, and full-thickness burns. Identify the methods of determining burn extent and severity in the field.

Discuss the assessment and emergency medical care of thermal, chemical, and electrical burns. Finally, identify the systemic pathophysiology that ensues following a thermal insult to the body.

- Monthly Chief's Meeting

This afternoon, the Monthly Chief's Meeting will take place at the EOC. Some of the agenda items include a follow-up on what training is warranted concerning Unified Command. There was a CAD update for all public safety computers this week. The proficiency of the update will be discussed. Hurricane preparations will continue regarding the three fire agencies. Captain Cox will be representing the department at the meeting, as Chief Doughney and will be giving facility tours for city manager candidates. I will give a full report of the Chief's Meeting in next week's submission.

- Impact Issues

Both FBOR and FBFD are expecting busy beach days this weekend. There are no other special events scheduled.

I look forward to talking to you soon.

Thanks,

***Robert Pace***

*Fire Chief*

*Flagler Beach Fire Rescue*

*320 S. Flagler Ave*

*Flagler Beach, Florida 32136*

*Office-386-517-2010*

*Cell-386-276-0405*



# FBFD Operational Response Report

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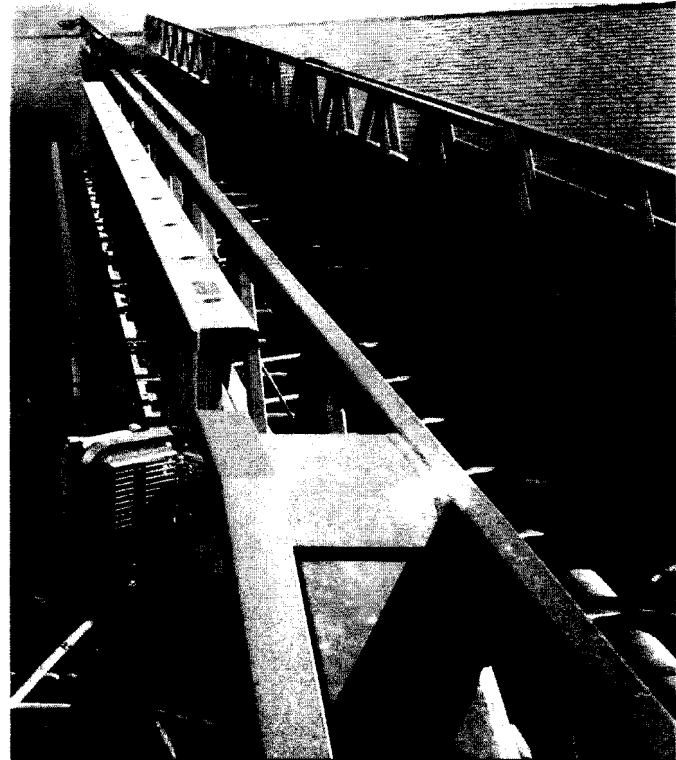
This weekly report conducted by the Flagler Beach Fire Department contains the following data:

- Number of incidents responded to over the dates listed below.
- Incident types.
- Total number of incidents for 2023.

Report Conducted: July 6 - July 12

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**Flagler Beach Fire Department**  
Captain Stephen Cox  
Scox@Fbfire.org



# Weekly Incident Response Data

Last 7 Days Jul 6, 2023 - Jul 12, 2023

37%

**FIRE**  
Percentage of Total Incidents

63%

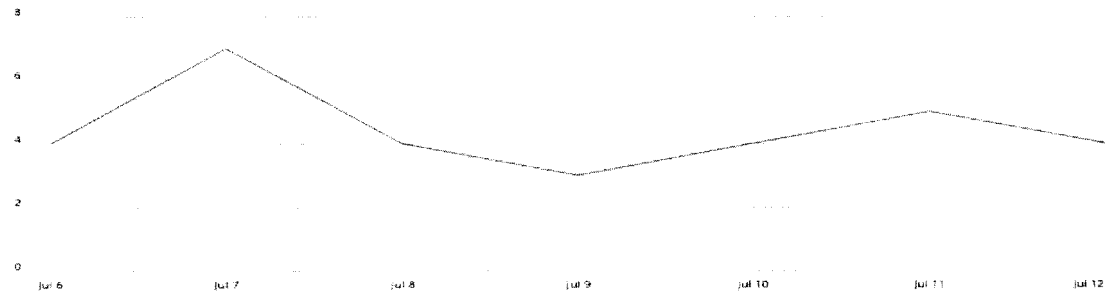
**EMS**  
Percentage of Total Incidents

27

**INCIDENTS**  
Number of Reported Time Calls

7

**DAYS**  
Number of Reported Time Calls



Feb '23 Mar '23 Apr '23 May '23 Jun '23 Jul '23

	7/6/23	7/7/23	7/8/23	7/9/23	7/10/23	7/11/23	7/12/23	7/13/23	7/14/23	7/15/23	7/16/23	7/17/23	7/18/23	Total
(12) Fire in mobile property used as a fixed structure			1											1
(32) Emergency medical service (EMS) incident	2	3	2	3		5	2							17
(44) Electrical wiring/equipm. problem		1												1
(51) Person in distress	1													1
(55) Public Service assistance			1											1
(61) Dispatched and canceled en route	1	2												3
(62) Wrong location, no emergency found							2							2
(70) False alarm and false call, other		1												1
<b>Total</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>3</b>		<b>5</b>	<b>4</b>							<b>27</b>

## Total Number of Incident for 2023

861

## Penny Overstreet

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**From:** Robert Pace  
**Sent:** Thursday, July 20, 2023 11:52 AM  
**To:** Michael Abels  
**Cc:** Penny Overstreet; Kathleen Settle  
**Subject:** Weekly Highlights

Mr. Abels,

The following are the weekly highlights;

- Follow-up for the Monthly Chief's Meeting

As mentioned in last week's report due to tours for city manager candidates, Captain Cox represented the department at the Monthly Chief's Meeting in my absence. There were some additional points discussed outside listed agenda items. The recent active shooter drill was reviewed as well as lessons learned. Station location updates were given by both FCFR and the PCFD. FBFD is hosting an Urban Search and Rescue Class in coordination with U.S. Coast Guard. An invitation was extended to the other agencies. A USAR class was discussed and how the three fire agencies will work together towards a unified team in the future. Finally, the recent State grants that have opened were reviewed.

- Fire Mitigation Project

It has been a while since a fire mitigation issue was addressed. Now that we are in the full summer season, the latest one was presented to the department. The discrepancy came from a resident living on N. Daytona Ave. that sent an email stating that palm trees encroaching her property are dead and in danger of falling. The resident also deemed the trees as fire hazards. C Shift's crew went out to investigate the issue and determined there were no discrepancies as none of the trees were within ten feet of the property, the dead tree identified was outside the fall-out zone, and the trees were all larger than six inches in diameter. Penny advised the homeowner of the findings. This fire mitigation projects marks the 79<sup>th</sup> addressed to date by the department.

- Lighting Project

The department has enlisted the services of Breakers Electric several times over the last few years for lighting issues. The rescue bay is the latest problem. The salt environment wreaks havoc with the light fixtures in the bays. The technician removed two of the three lighting strips and replaced the faulty lights on the middle strip with LED bulbs. The one strip of LED lights is brighter than the old lights and will be more cost efficient. The county paramedics are very happy that they can actually see now in their bay.

- Smoke Detector Installation and Battery Replacement Program

Another request came in for smoke detector replacement this week. This program has gained a lot of traction over the years and as the Chief this is very significant to me, because fire prevention is as if not more important than fire suppression. The recent request was to replace three faulty detectors. The crew completed the task and requested that a fire safety inspection be conducted in the home. The homeowner agreed and there were no discrepancies noted. The resident was very appreciative of the services provided.

- Strategic & Tactical Considerations on the Fireground Course

Lieutenant Oberst and Driver/Engineer Mullen have begun the Strategic & Tactical Course. The course is designed to cover factors involved in coping with a fire emergency and determine the best use of available resources in protecting lives and property. The course emphasizes the changing nature of an emergency situation and the ways in which the fire officer can evaluate the effectiveness of his or her proposed incident action plan. The course is done at the individuals desired pace, typically 3 to 4 weeks to complete. This is the last Fire Officer 1 course for both Lt. Oberst and D/E Mullen.

- Captain Cox on Paternity Leave

Captain Cox and his wife Ashley were expecting their second child and the baby was born on July 16<sup>th</sup>. The baby's name is Mathew and his big brother Carter could not be more excited. Captain Cox is obviously wanting spend time with his

family to celebrate the birth. He will be out on Paternity Leave for the next month. All the members of department are very excited for the Cox family and are looking forward to meeting our newest junior firefighter.

- Impact Issues

FBOR and FBFD are expecting busy beach days over the weekend. There are no other scheduled special events.

I look forward to talking to you soon.

Thanks,

***Robert Pace***

*Fire Chief*

*Flagler Beach Fire Rescue*

*320 S. Flagler Ave*

*Flagler Beach, Florida 32136*

*Office-386-517-2010*

*Cell-386-276-0405*







# Flagler Beach Fire Department

Weekly Run Report from 7/13/23 – 7/20/23

## **CALLS BY INCIDENT TYPE**

### **EMS**

13

### **FIRE**

2

### **Hazardous Condition (No Fire)**

0

### **Service Call**

5

### **Motor Vehicle Accident**

1

### **HazMat**

0

### **Water Rescue**

0

### **Total**

21





**FLAGLER BEACH POLICE DEPARTMENT**  
 Matthew P. Doughney, Chief of Police  
 204 South Flagler Avenue  
 Flagler Beach, FL 32136  
 386.517.2023

**Chief's Weekly Report**

From: Friday		7/7/2023		To: Thursday		7/13/2023	
Calls For Service	84	Felony Arrest	1	Reports Written	13	Citations Issued	14
Self-Initiated	55	Misd. Arrest	1	Comm. Policing	10	Warnings (Written/Verbal)	117
Traffic Stops	99	City Ordinance	3	Security Checks	416		

**Chief's Weekly Summary**

**Friday:** Dayshift Officers conducted proactive traffic enforcement at the following locations and times:

2200 block of North Oceanshore Boulevard, from 8:58 a.m. to 9:20 a.m. No violations.

1300 block of South Oceanshore Boulevard, from 1:30 p.m. to 1:42 p.m. One (1) traffic stop, with a written warning issued.

**First Friday:** This month's event was cancelled due to inclement weather (rain and lightning). The cancellation was posted on social media.

**Friday:** Dayshift Officers conducted proactive traffic enforcement at the following locations and times:

400 block of John Anderson Highway, from 6:15 p.m. to 6:45 p.m. No violations.

1700 block of North Oceanshore Boulevard, from 8:30 p.m. to 9:00 p.m. No violations.

**Saturday:** 7/8/23 @ 1:48 a.m. / Disturbance with Weapons - Arrest / 319 Moody Boulevard (Johnny D's): Officers were dispatched to the business in reference to a male subject who allegedly had a gun and was trying to fight people. Upon our Officers arrival, three (3) male subjects were detained and no-one on scene would cooperate or provide any information. Staff at the business were unaware as to what had happened. Officers attempted to make contact with the reporting party via telephone several times, but no one answered or ever called back. There were no firearms located. Two (2) of the males were released, and one (1) subject was taken into protective custody due to his level of intoxication and belligerent behavior. A Police report was completed.

**Saturday:** Dayshift Officers conducted proactive traffic enforcement at the following location and times:

1300 block of South Oceanshore Boulevard, from 1:33 p.m. to 2:32 p.m. Four (4) traffic stops conducted, with four (4) written warnings issued.

**Saturday:** 7/8/23 @ 7:42 p.m. / Traffic Stop - Arrest / 700 Block of South Daytona Avenue: A traffic stop was conducted on a blue Hyundai for failure to stop at a stop sign. The juvenile Driver of the vehicle was found to be operating the vehicle without a valid Driver's License, and he is also on Felony Probation for Grand Theft of a Motor Vehicle, and Fleeing and Eluding. The juvenile was taken into custody without incident, and he was transported to the Flagler County Inmate Facility for processing. Once the subject was processed, he was turned over to his grandparents per the Department of Juvenile Justice. A Police report was completed. **Great Job!**

**Saturday:** Nightshift Officers conducted proactive traffic enforcement at the following locations and times:  
South Flagler Avenue at 7<sup>th</sup> Street South, from 7:15 p.m. to 7:45 p.m. One (1) traffic stop, with the Felony arrest above.  
1300 block of South Oceanshore Boulevard, from 7:15 p.m. to 7:45 p.m. Two (2) traffic stops, with two (2) written warnings.  
2200 block of North Oceanshore Boulevard, from 9:15 p.m. to 9:45 p.m. No violations.

**Sunday:** Dayshift Officers conducted proactive traffic enforcement at the following locations and times:  
2200 block of North Oceanshore Boulevard, from 7:31 a.m. to 7:51 a.m. No violations.  
North Flagler Avenue at 8<sup>th</sup> Street North, from 10:20 a.m. to 11:06 a.m. No violations.

**Sunday:** Nightshift Officers conducted proactive traffic enforcement at the following locations and times:  
200 block of Roberts Road, from 7:45 p.m. to 8:15 p.m. No violations.  
South Flagler Avenue at 7<sup>th</sup> Street South, from 8:00 p.m. to 8:30 p.m. Two (2) traffic stops, with written warnings and toy vouchers.

**Monday:** Chief Doughney met with a citizen at the Police Department from 2:00 p.m. to 3:00 p.m. with regards to motorcycle noise during Bike Week and Biketoberfest. Chief Doughney also attended a meeting at City Hall with Mr. Abels from 3:30 p.m. to 4:00 p.m. in reference to Wednesday's tour of our City with the final four (4) City Manager Candidates.

**Monday:** Dayshift Officers conducted proactive traffic enforcement at the following location and times:  
2000 block of North Oceanshore Boulevard, from 7:39 a.m. to 8:13 a.m. One (1) traffic stop, with one (1) written warning issued.  
500 block of John Anderson Highway, from 1:49 p.m. to 2:09 p.m. No violations.

**Monday:** 7/10/23 @ 8:52 p.m. / Larceny Shoplifting / 414 Beach Village Drive (Publix): Officers responded in reference to a delayed report of a shoplifting incident that occurred at the business. Upon our Officers arrival, the Store Manager advised that an hour prior, a Hispanic male was observed on video taking \$388.35 worth of wine. The suspect placed said merchandise in a Publix shopping bag and exited the store without paying. The suspect walked in a southeast direction through the parking lot. The video footage from Publix losses the male in the parking lot and no vehicle description available. The male was wearing a black Jordan hat, shorts with miscellaneous graphics, white shoes, and a medical mask. Further follow-up to retrieve video from Publix and other businesses will be conducted on 7/11/23. A Police report was completed.

**Tuesday:** Chief Doughney participated in a Community Traffic Safety Team meeting via Microsoft Teams from 9:00 a.m. to 10:00 a.m. The meeting was chaired by Flagler County Commissioner Andy Dance. The FDOT meeting at the Flagler Women's Club on July 20<sup>th</sup> from 5:30 p.m. to 7:30 p.m. was mentioned/discussed during the meeting. Additionally, Chief Doughney attended a Flagler Sheriff's Police Athletic League (P.A.L.) Board of Directors meeting in Palm Coast from 3:00 p.m. to 5:00 p.m.

**Tuesday:** Dayshift Officers conducted proactive traffic enforcement at the following location and times:  
400 block of John Anderson Highway, from 11:56 a.m. to 12:32 p.m. Two (2) traffic stops, with two (2) written warnings issued.

**Tuesday:** 7/11/23 @ 9:24 a.m. / Crash – Minor Injuries / 600 Block of Moody Boulevard (Bridge): Officers responded in reference to a single-vehicle crash on the Moody Bridge. The Driver advised he lost control of his vehicle while removing his jacket and struck the concrete median. A wrecker responded and removed the vehicle, as the impact knocked off two (2) of the vehicles wheels. A State Crash report was completed.

**Wednesday:** Dayshift Officers conducted proactive traffic enforcement at the following locations and times:  
400 block of John Anderson Highway. from 9:45 a.m. to 10:17 a.m. No violations.  
2200 block of North Oceanshore Boulevard, from 4:28 p.m. to 4:48 p.m. No violations.  
1300 block of South Oceanshore Boulevard, from 2:42 p.m. to 3:31 p.m. Five (5) traffic stops conducted, with written warnings along with accompanying toy vouchers.

**Wednesday:** Chief Doughney participated in Wellness Walk Wednesday from 8:00 a.m. to 8:45 a.m. Chief Doughney met with one of the organizers for this year's *Witches of Flagler Beach - Halloween Charity Bike Ride*, to discuss the event and a proposed new route. The meeting was from 10:00 a.m. to 11:00 a.m. This year's event is scheduled for October 28, 2023. Lastly, Chief Doughney attended the City Commission meeting at City Hall from 5:30 p.m. to 10:00 p.m.

**Wednesday:** Nightshift Officers conducted proactive traffic enforcement at the following location and times:  
200 block of Roberts Road, from 6:45 p.m. to 7:15 p.m. No violations.

**Thursday:** Chief Doughney and Chief Pace provided a guided, mobile tour of the City for two (2) of our final four (4) City Manager Candidates from 1:30 p.m. to 3:30 p.m. Chief Doughney and Chief Pace also attended the "Meet & Greet" with all four (4) finalist Candidates, which was held in the City Commission Chambers from 5:30 p.m. to 7:00 p.m.

**Thursday:** Dayshift Officers conducted proactive traffic enforcement at the following locations and times:  
400 block of John Anderson Highway, from 10:41 a.m. to 11:01 a.m. No violations.  
2100 block of South Oceanshore Boulevard, from 11:01 a.m. to 11:23 am. No violations.  
1300 block of South Oceanshore Boulevard, from 12:51 p.m. to 1:45 p.m. Five (5) traffic stops, with five (5) written warnings and toy vouchers issued.

**Thursday:** 7/13/23 @ 6:55 a.m. / Commercial Alarm / 909 North Oceanshore Boulevard (Dulce De Leche): Officers responded to the business in reference to a panic alarm. Upon our Officers arrival it was determined that the alarm was set of accidentally. There was no further action required.

**Thursday:** 7/13/23 @ 8:57 a.m. / Crash - No Injury / 600 Block of Moody Boulevard (Moody Bridge): Officers responded in reference to a two (2) vehicle crash in the eastbound lanes of the Bridge; which resulted in road blockage and significant damage to the involved vehicles. There were no injuries. A State Crash report was completed.

**Thursday:** 7/13/23 @ 9:09 a.m. and 12:59 p.m. / Follow-Up Investigation / 319 Moody Boulevard (Johnny D's): Officers conducted two (2) follow-up investigations in reference to an allegation of possible petit theft that occurred at the business. The follow-up investigations included reviewing video surveillance footage at the business, which determined that no theft had occurred. The reporting party was intoxicated, and misplaced his wallet. A supplement report was completed. **Great Follow Up!**

**Thursday:** Dayshift Officers conducted proactive traffic enforcement at the following location and times:  
400 block of John Anderson Highway, from 7:30 p.m. to 8:00 p.m. No violations.

**Christmas in July:** Our summer traffic safety initiative this year started on Sunday, July 9<sup>th</sup> and will continue through Sunday, July 30<sup>th</sup>. During the first five (5) days of this year's program, Officers issued sixty (60) written warnings, along with accompanying toy vouchers. A copy of the News Release about the program accompanies this report.

**Monthly Training:** All Sworn Officers continued to work on completing their July 2023 online monthly training through Police Law Institute. This month's topic; **New Florida Laws 2023 - Part 1.**



# City of Flagler Beach

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Flagler Beach, Florida 32136

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Phone (386) 517-2000 Fax (386) 517-2008

## NEWS RELEASE

Matthew P. Doughney, Chief of Police  
City of Flagler Beach  
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E-mail: [mdoughney@fbpd.org](mailto:mdoughney@fbpd.org)

FOR IMMEDIATE RELEASE

### Toys for Tickets – Christmas in July 2023!

**July 7, 2023** – The Flagler Beach Police Department is proud to announce that the summer version of our *"Toys for Tickets"*, titled *"Christmas in July"* will return in 2023! Citizens who receive a warning citation for a minor traffic infraction or a parking offense can volunteer to participate in a program that truly benefits the youth of our community. **Citizen participation in this program is 100% voluntary.**

Beginning **Sunday, July 9, 2023 and continuing through Sunday, July 30, 2023**, Flagler Beach Police Department Officers, at their discretion, will be issuing "toy waivers" along with warning citations for non-criminal State traffic offenses and/or City parking offenses. The "toy waiver" provides motorists with information on how to donate a new, unwrapped toy to the Police Department. At the end of the campaign the Police Department will turn over all donated toys to our partner in this initiative; *"Christmas Come True"*. *"Christmas Come True"* is a local non-profit organization, whose mission is *"to provide a complete Christmas experience for area resident parents who are unable to financially afford a traditional Christmas for their families."* Motorists who voluntarily choose to participate in the program will be instructed to drop off a new, unwrapped toy, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. at:

Flagler Beach Police Department  
204 South Flagler Avenue  
Flagler Beach, FL 32136

"We started the summer version of *"Toys for Tickets"* in 2021, and over the last two (2) years this initiative has brought about the spirit of the holidays during the heat of the summer" stated Flagler Beach Police Chief Matt Doughney. "This program is about making the winter holidays truly special for the children of our community. Our incredible community partners at *Christmas Come True*, work diligently all year and we're glad to help them make the holidays special." Doughney continued.

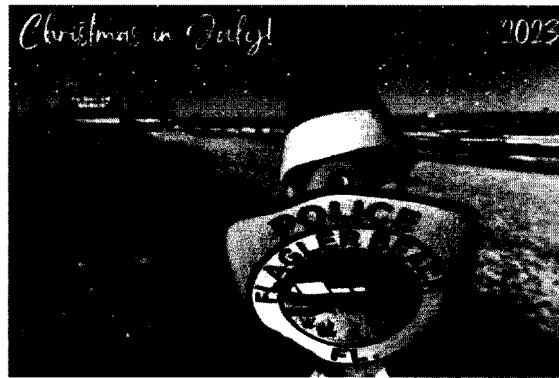
News Release – Toys for Tickets / Christmas in July 2023!

Doughney concluded by stating; "The education and awareness of motorists in order to gain compliance with State traffic laws and City Ordinances is the overall goal of this program. The opportunity to undertake this winter holiday initiative during the summer will help our City, while making the holidays special for our children!".

The summer programs partnership was summed up by Executive Director of Christmas Come True, Ms. Nadine King who stated ""Christmas Come True is so excited to be partnering with Flagler Beach Police Department for the 3rd year of collecting toys for our struggling families in Flagler County. Times are very tough and many of our families have medical issues that have crushed their pocketbooks! It takes us all year to collect donations and contributions to help these families at Christmas and all year through. We feel so blessed that Chief Matt Doughney and his team are so very supportive of everything we do."

For additional information regarding this year's "Christmas in July" program, please contact Chief Doughney at (386) 517-2024.

#ToysforTickets #ChristmasinJuly



News Release – Toys for Tickets / Christmas in July 2023!