



City of Palm Coast

Agenda

COUNCIL WORKSHOP

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

Mayor David Alfin
Vice Mayor Eddie Branquinho
Council Member Victor Barbosa
Council Member Ed Danko
Council Member Nick Klufas

Tuesday, September 14, 2021

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, Interim City Manager

William Reischmann, City Attorney

Virginia A. Smith, City Clerk

- > Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- > Other matters of concern may be discussed as determined by City Council.
- > If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- > In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- > City Council Meetings are streamed live on YouTube at <https://www.youtube.com/user/PalmCoastGovTV/live>.
- > All pagers and cell phones are to remain OFF while City Council is in session.

A CALL TO ORDER

B PLEDGE OF ALLEGIANCE TO THE FLAG

C ROLL CALL

D PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (2) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the City Council.
- (3) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
 - (a) direct all comments to the Mayor;
 - (b) make their comments concise and to the point;

- (c) not speak more than once on the same subject;
 - (d) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
 - (e) obey the orders of the Mayor or the City Council; and
 - (f) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

E PRESENTATIONS

- 1 PRESENTATION - COMMERCIAL VEHICLE ORDINANCE SURVEY**
- 2 PRESENTATION - NATIONAL COMMUNITY SURVEY DISCUSSION**
- 3 PRESENTATION - CITY MANAGER SEARCH DISCUSSION**
- 4 RESOLUTION 2021-XX APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY REGARDING MARINELAND ACRES DRAINAGE AND ROADWAY IMPROVEMENTS PROJECT**
- 5 RESOLUTION 2021-XX ADOPTING GUIDELINES FOR NAMING OF PUBLIC FACILITIES**
- 6 RESOLUTION 2021-XX APPROVING THE CULTURAL ARTS GRANTS FOR THE FISCAL YEAR 2021-2022**
- 7 ORDINANCE 2021-XX AMENDING THE UNIFIED LAND DEVELOPMENT CODE CHAPTER 10.02 FLOODPLAIN MANAGEMENT**
- 8 ORDINANCE 2021-XX REPEALING AND REPLACING CHAPTER 2, ARTICLE 1, DIVISION 3 OF THE CITY OF PALM COAST CODE OF ORDINANCES**
- 9 ORDINANCE 2021-XX AMENDING SECTION 2-1 (b) CITY OF PALM COAST-CORPORATE SEAL; LOGO; USE OF, CODE OF ORDINANCES OF THE CITY OF PALM COAST**

F WRITTEN ITEMS

- 10 RESOLUTION 2021-XX APPROVING PIGGYBACKING THE CITY OF ST. AUGUSTINE WITH ENGINEERED SPRAY SOLUTIONS, INC., FOR GRAVITY SEWER MANHOLE SEALING AND**

COATING ON AN AS NEEDED BASIS

**11 RESOLUTION 2021-XX APPROVING A MASTER SERVICES AGREEMENT WITH HARN
R/O SYSTEMS, INC. FOR NANOFILTRATION MEMBRANE REPLACEMENT PROJECT**

G PUBLIC PARTICIPATION

Remainder of Public Comments is limited to three (3) minutes each.

H DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

J DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

K ADJOURNMENT

12 WORKSHEET

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 14, 2021

Department Item Key	11137	Amount Account #
Subject PRESENTATION - COMMERCIAL VEHICLE ORDINANCE SURVEY		
Presenter: Jason DeLorenzo, Chief Development Officer and Blake Kershaw, IT Applications Analyst		
<p>Background: FY 21/22 City Council Priorities (Resolution 2021-81), B5 Business Friendly Initiative Staff to evaluate and report to City Council on codes associated with working vehicles in residential driveways to restrict to a maximum of one vehicle. A survey shall be conducted as part of staff's evaluations.</p> <p>Chapter 44, Article II of the Code of Ordinances prohibits certain vehicles from parking overnight in residential zones. At the March 2, 2021 City Council workshop, staff was tasked to develop an open survey related to parking of one commercial vehicle, of limited size, in residential driveways.</p> <p>The Commercial Vehicle Ordinance Survey was a single question survey with three possible answers (yes, no, or undecided), citizens entered their responses through the City website. The total survey response was 16,491 submissions. To maintain survey integrity, the City captured the user's IP address in an effort to group potential duplicates. The City used the data from all of the submissions (5/1/2021 – 5/31/2021) for the analysis. The analysis consisted of calculating a statistical average grouped by the IP addresses. The response(s) for each IP address were averaged. The final percentages represent a total average of the averaged responses for all IP addresses.</p> <p>City staff will present the survey results for discussion and direction.</p>		
Recommended Action: Provide staff direction for next steps		

Commercial Vehicles

Overnight Parking in a Residential Zone

Community Development Department



Sec. 44-34 (c) – Parking and storage of vehicles generally.

(c) It is prohibited and unlawful to park or store a motor vehicle overnight in a residential zone, except passenger vehicles, as defined herein. Such vehicles must be parked in a garage or carport, or parked in a driveway or designated residential parking lot. A passenger vehicle is an automobile, motorcycle, moped, passenger van, sport utility vehicle, or a pickup truck. Pickup truck means any motor vehicle designed primarily for the transportation of property or cargo within a permanently attached open cargo box and having a carrying capacity of one ton or less. A pickup truck which is equipped with a standard flatbed topper which does not exceed the height of the cab portion of the vehicle by more than 12 inches shall not be considered a commercial vehicle. It is prohibited and unlawful to park or store a commercial vehicle anywhere in City limits as posted per Florida State Statute 316.1945 at any time unless at a residence for a residential service call. A commercial vehicle means any agricultural, construction or industrial equipment; any motor vehicle upon which advertising markings have been affixed which occupy in excess of three square feet per side; any motor vehicle having a carrying capacity of more than one ton; any motor vehicle to which has been added a platform rack or other similar apparatus designed for carrying property or cargo, but excluding a standard luggage rack; any pickup truck to which has been added a cargo box, or similar carrying device, which is located outside the flatbed portion of the vehicle, or which is located within the flatbed portion but exceeds the height of the cab portion of the vehicle; any motor vehicle equipped with a hoist or other similar mechanical equipment. The term may include, but is not limited to, a bus, step van, tractor, trailer, semitrailer, or semitruck, limousine, cab, ice cream truck, tow truck or any vehicle which requires a commercial driver's license to operate. The allowance of passenger vehicles, as defined herein, shall not be used by owners of residential lots as a pretext for storing commercial supplies and goods in violation of the City's home occupation use special exception standards.



Allowed under current ordinance – signage under 3 sq. ft.



Allowed under current ordinance – signage under 3 sq. ft.



Prohibited - Vans with racks (equipment or materials) and signage in excess of three square feet



Prohibited - Signage in excess of three square feet



Prohibited - Commercial vehicles by definition



Prohibited - Commercial vehicles by definition



Prohibited - Commercial vehicles by definition



Prohibited - Commercial vehicles by definition



Prohibited - Utility Box Trailers by definition



Prohibited - Utility Trailers by definition



Prohibited – other commercial type vehicles



Next Steps

- Staff needs guidance on how to proceed
- If City Council recommends changes to code of ordinances
 - Staff will work with legal to update code
 - Bring ordinance back to city council for two readings

City of Palm Coast, Florida Agenda Item

Agenda Date : September 14, 2021

Department	CITY CLERK	Amount
Item Key	11656	Account
		#
Subject	PRESENTATION – NATIONAL COMMUNITY SURVEY DISCUSSION	
Presenter :	Brittany Kershaw	
Background :	Staff will provide a presentation detailing the proposed custom questions for the national citizen's survey. The presentation will provide an opportunity for discussion and direction from City Council on the topics for the custom questions.	
Recommended Action :	FOR COUNCIL DISCUSSION AND DIRECTION	



City Council Workshop Meeting - September 14, 2021

2021–2022 NATIONAL CITIZEN SURVEY



ANNUAL PHOTO
CONTEST

RUNNER UP



Survey History

The City has been using the National Citizen Survey since 2002.

The results of the Citizen Survey allow the Palm Coast City Council and City staff to determine ways to move forward.

- Identify Council Priorities
- Plan for Capital Projects
- Budget Efficiently
- Improve Customer Service
- Evaluate Levels of Service
- Strengthen Communication with Citizens

The National Citizen Survey

A scientific survey of resident opinion and an important benchmarking tool that allows for comparison among communities.



Engage residents safely and effectively



Inform Budget Priorities and Capital Investments



Make evidence-based decisions



Form strategic vision



Measure performance



Guide economic recovery and growth



Survey Engagement

The survey will be mailed to
1,200 randomly selected residents.

A postcard invitation to take the survey online will be mailed to
2,700 randomly selected residents.

This process uses scientific survey methods and best practices to guarantee valid findings and presents the results in meaningful context.

The survey will be made available online to
an unlimited number of respondents.

While not included in the scientific survey results, this method provides feedback from a larger number of residents for informed decision making.

Custom Questions

The Strategic Action Planning team will work with the vendor to create three Custom Questions relevant to the City of Palm Coast.

Proposed topics include:

- Streetlights
- Stormwater/Swales
- Street Maintenance

Sample Custom Questions

Continuous Street Lighting Program

Since 2017, Palm Coast City Council has prioritized street lights. Rate your satisfaction with the continuous street lighting program.

- Very Satisfied
- Satisfied
- Not Satisfied
- Unsure
- Other (Please specify) _____

Stormwater Maintenance

If your property is a part of our stormwater swale system, rate your satisfaction with the swale on your property.

- Very Satisfied
- Satisfied
- Not Satisfied
- Unsure
- Other (Please specify) _____

Sample Custom Questions

Street Maintenance

Part 1

How satisfied are you with the quality of the streets in Palm Coast?

- Very Satisfied
- Satisfied
- Not Satisfied
- Unsure
- Other (Please specify) _____

Part 2

If you answered "Not Satisfied," which of the following is a top concern?

- Street Resurfacing
- Road Signage
- Repair of Potholes
- Road Striping
- Other (Please specify) _____

Thank you!

We appreciate your time and feedback.



ANNUAL PHOTO
CONTEST
FIRST PLACE
CYNDE BAUMANN²⁷



City of Palm Coast, Florida

Agenda Item

Agenda Date: September 14, 2021

Department	Human Resources	Amount
Item Key		Account #
Subject DISCUSSION - CITY MANAGER SEARCH		
Presenter : Renina Fuller		
Background : At the June 1, 2021, City Council Business Meeting, City Council requested staff provide Council with the process options for a City Manager search. On June 8, 2021 staff presented options for City Manager Search. As the search for City Manager begins, it is crucial to have a strategy as a blueprint to help identify a diverse group of candidates. The position profile is the core information that will be used in the marketing brochure where the City Council describes what the body is seeking in the next City Manager. The profile encompasses the qualities, experience, and characteristics the Council seeks in a model candidate. Also, it is the criteria that will be used in the screening and selection process. At the September 14, 2021 workshop, staff will be looking for a consensus on the position profile attributes. For your convenience, attached a draft brochure as a starting point and a list of points that Council may wish to consider in preparation for the development of the position profile: <ul style="list-style-type: none">• Education• Experience• Salary, etc. Staff will provide a presentation on the Preparation, Promotion, Application Process, and Evaluation Process for the City Manager Executive Search. The presentation will provide an opportunity for discussion and direction from City Council on key elements of the recruitment framework needed for the Executive Search. Staff serves as a resource and look forward to Council’s direction.		
Recommended Action : FOR COUNCIL CONSIDERATION AND DIRECTION.		



City Manager Search Schedule

September 14, 2021
City Council Workshop

Presenter:
Director of Human Resources
Renina Fuller

City Manager Search

Review Recruiting Options

Request for
Proposal (RFP) for
Executive Search
Firm

Appoint Internal

Appoint External

Staff Conduct
Search



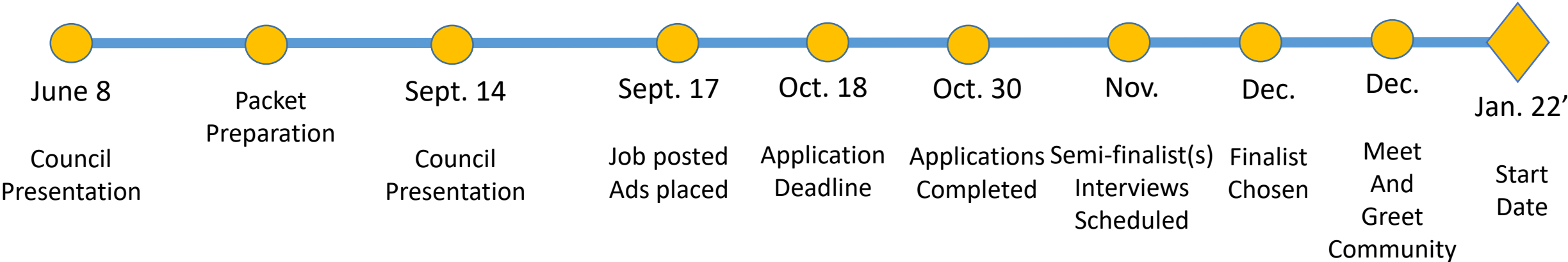
Process Phases and Timeline



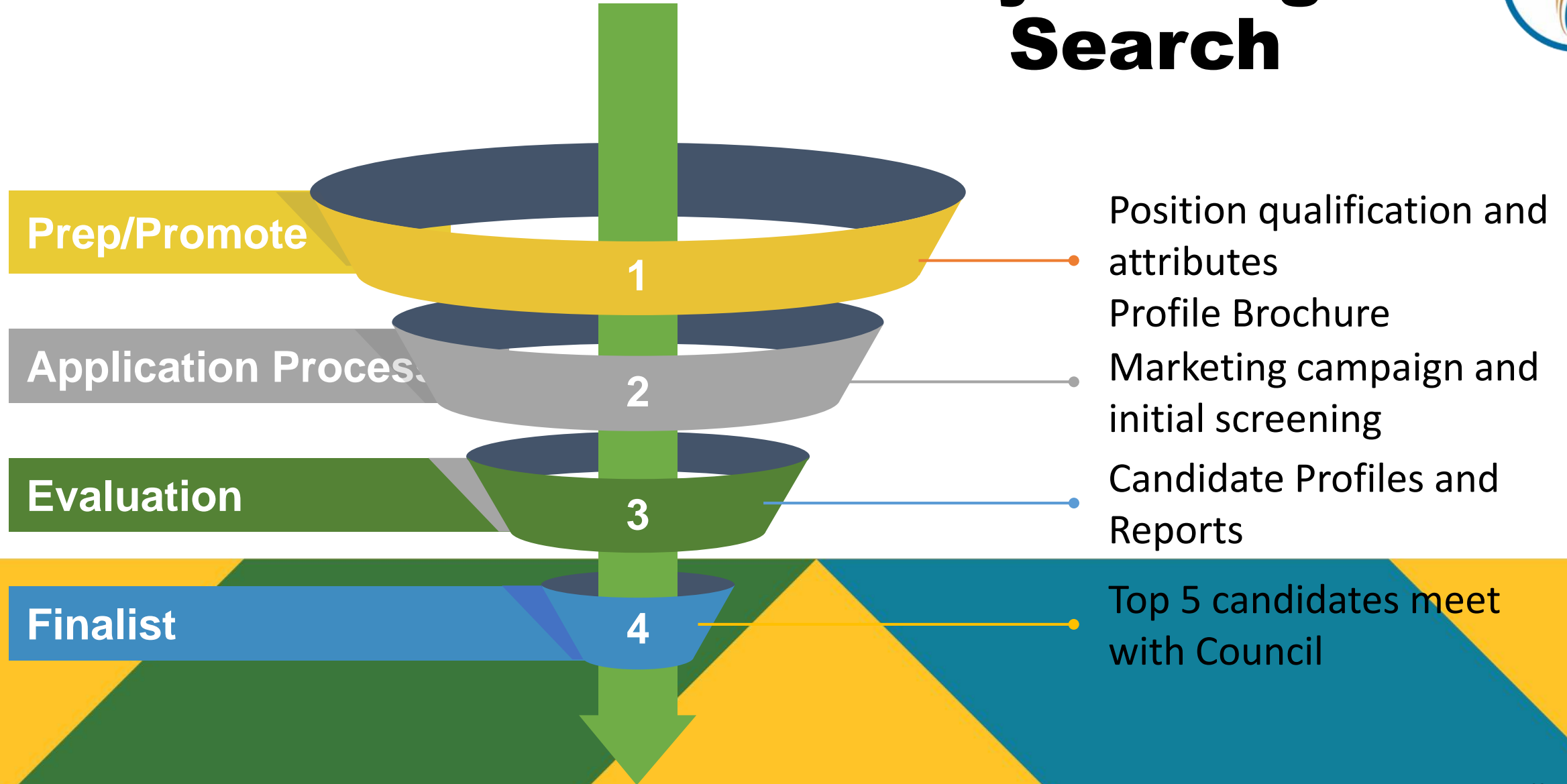
Staff Preparation
and
Promotion

Application
Processing

City Council
Evaluation



City Manager Search



Staff Preparation and Promotion

June 8th – September 16th

- ✓ ☒ Identify qualifications and attributes
- ✓ ☒ Complete Position Profile Brochure
- ✓ ☒ Advertising target markets and costs identified
Twelve organizations: total of \$2,275



City Council Discussion

Application Process:

1. Position Profile and Brochure
 - a) Education level
 - b) Experience
 - c) Salary range
2. Applicant Qualification Screening (Semi-Finalist)
3. Literary Component
4. Video Introduction
5. Comprehensive Background & References (Finalist)



City Council Discussion

Application Process(Yes or No):

1. Position Profile and Brochure
 - a. Education level (Verified by HR)



City Council Discussion

Application Process(Yes or No):

1. Position Profile and Brochure
 - b. Experience (Verified by HR)



City Council Discussion

Application Process(Yes or No):

1. Position Profile and Brochure
c. Salary range

Municipality/County	Population	Budget	Salary	FTE
City of Palm Coast	94,000	190,000,000	161,385	440
City of Doral	71,000	76,182,225	180,000	428
City of Lauderdale	70,963	188,569,344	287,174	494
City of North Port	77,561	170,600,000	173,457	699
City of Delray Beach	68,217	152,265,641	230,000	834
City of Daytona Beach	67,604	258,000,000	220,000	920
City of Sunrise	94,060	138,985,070	221,411	1,049
City of Boca Raton	97,468	187,377,200	281,255	1,501
City of Lakeland	107,922	132,401,007	214,294	2,188



City Council Discussion

Application Process(Yes or No):

2. Applicant Qualification Screening (Semi-Finalist)
3. Literary Component – Would you all like to see a writing sample or presentation?
4. Video Interviews – Would you prefer to conduct 1st interview by zoom to narrow your pool of finalist?
5. Comprehensive References – Once finalist are selected.



Application Processing

September 17th – October 30th

- ☐ Job Posted on September 17th
- ☐ Advertising and Marketing, Communication with Applicants
- ☐ City Manager Applications completed and provided to City Council



City Council Discussion

Application Screening Phase (Yes or No):

- ☐ Initial Screening and Review by Human Resources staff
- ☐ City Council to provide qualifications for initial screening
 - ☐ Discussion on City Council to receive all applications, top 25 candidates, top 10 candidates



City Council Evaluation

November – December

- ☐ City Council interview and make selection of Finalists
- ☐ Evaluation of Final Candidates by HR staff
(Comprehensive Background Investigation Reports and References)
- ☐ Interview of Finalists

Targeted
Start Date

January 2022



City Council Discussion

Interview Process (Yes or No):

Interview Strategy for Finalists

- a. Panel Interview **or** One on One Council Interviews?
- b. Community Meetings?
- c. Staff Involvement ?





Questions?





CITY MANAGER

PALM COAST, FLORIDA





THE COMMUNITY

Palm Coast possess beautiful natural vistas and is nestled between St. Augustine and Daytona Beach, offering a perfect mix for living, working, and playing. It is an oceanfront community located in Flagler County. The City is situated on 96 square miles along saltwater and freshwater canals and the Intracoastal Waterway, just minutes from the pristine Atlantic Ocean. Palm Coast is rich in recreational and cultural opportunities boasting endless recreation, technological, historical, and arts activities.



One of Florida's newest cities, Palm Coast was incorporated in 1999 and is the most populous city in Flagler County. This growing and dynamic city offers a vibrant lifestyle in a scenic natural environment. The City has a dozen beautiful parks, 125+ miles of connecting trails for walking, bicycling, and birding, various fishing and boating opportunities, world-class tennis and golf, and recreation programming for residents and visitors of all ages. The Indian Trails Sports Complex hosts baseball, lacrosse, soccer, and other athletic tournaments for teams throughout the Southeast. James F. Holland Memorial Park is rapidly completing phase II renovations providing a regional destination for pickleball, tennis, bocce ball, basketball, dog parks, pavilions, the Historical Society museum, and state-of-the-art playground and splash pad. The City also hosts several community events throughout the year, including the Arbor Day celebration, Movies in the Park, Food Truck Tuesdays, Palm Coast & Flagler Beaches Senior Games, memorial ceremonies, Palm Coast Open, 5K races, and much more.

Since its early days, Palm Coast has been carefully designed for a healthy balance between nature and development with energy savings initiatives, green building initiatives, and conservation programs. Flagler Schools leverage a full-range of technology and digital resources for students and has partnered with the community to bring Flagship Choice Programs to all of its schools. Daytona State College has a campus in Palm Coast. Regional colleges and universities include Embry-Riddle Aeronautical University, Bethune-Cookman University in Daytona, Stetson University in DeLand, Flagler College in St. Augustine, University of St. Augustine for Health Sciences, and University of North Florida and Florida Coastal School of Law in Jacksonville.

The economy of Palm Coast is a mix of business services, health care, government, and the convention and tourism industry. In addition to the City of Palm Coast, major employers in the area include Flagler County Schools, AdventHealth Palm Coast, Boston Whaler, Publix Supermarkets, and Flagler County Sheriff's Office. Innovative partnerships with Jacksonville University and University of North Florida will bring medical campuses to Palm Coast. This economic development project brings Flagler County governments together in an entirely new way that benefits local community health, education, and employment opportunities.

Learn more about the City of Palm Coast by visiting palmcoast.gov.



THE ORGANIZATION

Palm Coast has a Council-Manager form of government and is composed of the Mayor and four-member City Council who are responsible for setting policy, approving the budget, determining the tax rate, and formulating broad, long-term policies that outline the City's public function. The Mayor and Council Members are elected at-large for a term of four years and may not serve more than two consecutive four-year terms in the same seat. The City Manager is appointed by the Mayor and Council and implements the policies of the Council, in addition to directing day-to-day operations, preparing the annual budget, overseeing personnel matters, and keeping the Council advised of financial and operational conditions of the City.

Each year, the City Council conducts a comprehensive strategic action plan review. During the review, which includes results of the annual Citizen Survey, City Council priorities are identified and strategies are developed to ensure that priorities are addressed. In May 2021, City Council reaffirmed direction provided in previous years and adopted by resolution eight focus areas with supporting priorities that include: Innovation District; Business Friendly Initiative; Community Engagement; Smart City, Service Delivery and Efficiency; Street Maintenance; Streetlights and Safety; and Fiber. The City continues to focus on public-private partnerships to assist in the efforts of expansion and maintenance.

The City provides a full-range of municipal services supported by approximately 450 full-time, 5 part-time, and 70 seasonal/temporary employees. The FY 2021 annual budget is approximately \$190.9 million.



CITY OF PALM COAST EMPLOYEES

450	full-time
5	part-time
70	seasonal/temporary

THE OFFICE OF THE CITY MANAGER

The City Manager's Executive Team consists of Chief of Staff, City Clerk, Finance Director, Fire Chief, Executive Assistant, and 9 other Department Directors. Police protection is provided through an interlocal agreement with the Flagler County Sheriff's Department.

The City Manager is responsible for assisting with the development, implementation, and administration of the City's Comprehensive Plan, as well as coordinating and overseeing the City Strategic Plan. The City Manager oversees daily internal operations of all City departments by providing strategic direction and leadership oversight of City Council goals, policies, and performance expectations. The City Manager will be highly visible in the community and should be comfortable dealing with a high level of citizen and business engagement.



RESPONSIBILITIES

This position represents several core areas of responsibility; specific position assignments will vary depending on the needs of the City and the departments.

- Plans, manages and administers City goals and objectives in conjunction with the established Council policy and direction.
- Assists in the development, implementation and control of the City budget and business plans; coordinates and oversees City Strategic Plan with Departmental Business Plans.
- Oversees daily internal operations of all City.
- Collaborates with the City Council and Department Heads to coordinate, manage and implement a wide variety of special projects and programs.
- Oversees escalated inquiries, complaints, and requests from the general public and business community, evaluating the needs of the customer, and ensuring appropriate departmental assistance and information is provided.
- Oversees Command functions of the City Emergency Management Plan and acts as Emergency Management Director in conjunction with the City Fire Chief.

MINIMUM TRAINING AND EXPERIENCE

The ideal candidates will possess the required knowledge and experience normally obtained through the completion of an advanced education from an accredited educational institution of higher learning. The candidate must hold a bachelor's degree in Public Administration, Business Administration, or related field; master's degree is preferred. State of Florida municipal government experience is required. A minimum of five (5) years of progressively responsible experience in local government administration. Any equivalent combination of education and experience that provides the required knowledge and skills will also be considered.

THE IDEAL CANDIDATE

The City of Palm Coast seeks a skilled leader and manager with a proven track record of motivating and developing staff to obtain measurable results. The ideal candidate should be politically astute with the demonstrated ability to effectively communicate with staff, contractors, elected officials, and the public. The selected individual will have a proven record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.

The ideal candidate should have operational experience while understanding the big picture. The selected individual will be an implementer able to understand and carry out details essential to achieving desired outcomes. He or She will have general knowledge of the ordinances, policies, and procedures associated with City management, as well as considerable knowledge of state and federal policies and regulations as they relate to different departments and functions. The selected individual will have extensive budget and capital project experience as well.

The Palm Coast City Manager should be an ecosystem thinker who is creative when pursuing economic development opportunities. The ideal candidate will be an innovator creating new ideas and getting others to understand and embrace change. An optimistic focus with the ability to mentor and motivate others. It is imperative that the candidate has knowledge of managing in the changing world of working virtually.

The selected individual will be willing to take risks as knowledge is gleaned from failures, not just successes. The ideal candidate should possess a consistent desire to improve the organization and possess strong presentation skills when addressing council members, citizens, or employees.

COMPENSATION AND BENEFITS

The City Council will provide a competitive salary range between \$140,000 up to DOQ (depending on qualifications). The City provides an excellent and competitive benefit package including relocation expenses. This position requires residency within the City of Palm Coast within six months of employment.

HOW TO APPLY

For more information refer to the City Manager Profile on the city website at <http://palmcoastgov.com>. To apply, submit a cover letter and resume with a salary history and four (4) work references to rfuller@palmcoastgov.com. All submittals are public record with the State of Florida. Successful applicants will be subject to a background check. Interested candidates should apply by October 18, 2021.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Confidentiality: Under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.

Contact Information:

Renina Fuller, Director of Human Resources

email: rfuller@palmcoastgov.com | phone: 386-986-3725



City of Palm Coast, Florida

Agenda Item

Agenda Date: September 14, 2021

Department	UTILITY	Amount	\$ 1,030,377.00
Item Key	11612	Account	# 54029088 063000 81029
Subject	RESOLUTION 2021-XX APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY REGARDING MARINELAND ACRES DRAINAGE AND ROADWAY IMPROVEMENTS PROJECT.		
Presenter : Steve Flanagan			
Background : Flagler County is in the process of constructing road and storm water improvements, as well as including the City's potable water main relocations (the "Project"), in the unincorporated area known as "Marineland Acres", which is located on the beachside and is served by the City of Palm Coast Utilities. These Storm Water and Roadway improvements have necessitated the relocation of the existing water main system in the area. The County is paying for the design costs (valued at \$130,000) and the construction engineering inspection services for water line relocations/replacements as part of the County's contribution to the City's Utility replacement. In addition to those County contributions, the prior City Administration and City staff presented to the County Commission and requested additional possible financial assistance for the cost burden of replacing the water mains and services due to the magnitude of the replacement costs and the remaining life of the utility water main assets. The County then further freed up \$775,277.00 of project funding and has agreed to contribute this amount to the cost of relocating the water lines. The total estimated cost of construction is \$1,640,654.00 (One Million Six Hundred Forty Thousand, Six Hundred Fifty Four and 00/100) for the water related portion of the overall project. Local governments are encouraged to cooperate on the basis of mutual advantage to provide services that will influence the needs of local communities. As part of the City's goals and objectives to ensure all infrastructure is a priority regarding maintenance and performance it was determined that a large portion of the water main would need to be relocated based on the County storm water design and taking all factors into consideration it was decided that a complete replacement of the water main was the best choice. City staff will assist in efforts to coordinate, inspect, manage and provide limited engineering resource input on the project as needed. Upon completion of the Project, the County will execute all necessary documents to effectuate the complete transfer to City of ownership, operation and maintenance of the potable water lines, including a bill of sale for the lines, for the City's operation and maintenance of the utility lines. The COUNTY will continue to be responsible for maintenance of the remainder of the Project in all other respects. All work will be performed to meet City specifications and standards. To recap construction costs, the total utility construction costs that will be associated with the County's General Contractor contract is \$1,640,654.00. Of that, the County is contributing \$775,277.00 leaving an amount of \$865,377.00 for City funding. Staff is requesting a contingency of 10% of the total value of the project which comes to \$165,000. The total City impact then would be \$1,030,377.00. This budgeted project will be funded under the Utility's Capital Project Fund. This project is in the current 5 Year CIP.			

Source of Funds Worksheet FY 2023

Utility Capital Project Fund 54029088-063000-81029	\$1,200,000.00
Total Expenses/ Encumbered to Date	0000.00
Current Work Order	<u>\$1,030,377.00</u>
Balance	\$ 169,623.00

Recommended Action :

ADOPT RESOLUTION 2021-XX APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY REGARDING MARINELAND ACRES DRAINAGE AND ROADWAY IMPROVEMENTS PROJECT, IN AN AMOUNT NOT-TO-EXCEED \$1,030,377.00

RESOLUTION 2021-____
INTERLOCAL AGREEMENT WITH FLAGLER COUNTY
REGARDING MARINELAND ACRES DRAINAGE AND ROADWAY
IMPROVEMENTS PROJECT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AN INTERLOCAL AGREEMENT WITH FLAGLER COUNTY REGARDING MARINELAND ACRES DRAINAGE AND ROADWAY IMPROVEMENTS PROJECT; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Flagler County has expressed a desire to provide an interlocal agreement regarding Marineland Acres drainage and roadway improvements project for the City of Palm Coast; and

WHEREAS, the City Council of the City of Palm Coast desires to enter into this interlocal agreement with Flagler County for the Marineland Acres drainage and roadway improvements project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA:

SECTION 1. APPROVAL OF THE AGREEMENT. The City Council of the City of Palm Coast hereby approves the terms and conditions of the interlocal agreement with Flagler County for the Marineland Acres drainage and roadway improvements project, as attached hereto and incorporated herein by reference as Exhibit "A."

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager or designee is hereby authorized to execute the Authorization Form as depicted in Exhibit "A."

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 21st day of September 2021.

CITY OF PALM COAST, FLORIDA

ATTEST:

DAVID ALFIN, MAYOR

VIRGINIA A. SMITH, CITY CLERK

Attachment: Exhibit A – Interlocal Agreement Flagler County/Marineland

Approved as to form and legality:

William E. Reischmann, Jr.
City Attorney

**INTERLOCAL AGREEMENT BETWEEN
FLAGLER COUNTY AND CITY OF PALM COAST
REGARDING MARINELAND ACRES DRAINAGE
AND ROADWAY IMPROVEMENTS PROJECT**

THIS INTERLOCAL AGREEMENT is made and entered into this _____ day of _____, 2021, and between **FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS**, a political subdivision of the State of Florida, whose address is 1769 E. Moody Blvd., Bldg. 2, Bunnell, Florida 32110, hereinafter referred to as “COUNTY”, and the **CITY OF PALM COAST**, a Florida municipal corporation, whose address is 160 Lake Avenue, Palm Coast, Florida 32164, hereinafter referred to as “CITY”.

W I T N E S S E T H:

WHEREAS, pursuant to Chapter 163, Florida Statutes, local governments are encouraged to cooperate on the basis of mutual advantage to provide services that will influence the needs of local communities; and

WHEREAS, the COUNTY is prepared to construct road improvements, including at the CITY’s request potable water relocations (the “Project”), in the unincorporated area known as “Marineland Acres”, more thoroughly described in Exhibit A, which is served by CITY utilities at a premium rate to customers as allowed by law; and

WHEREAS, the CITY’s predecessor in interest extended centralized potable water lines into Marineland Acres in exchange for the right of the predecessor’s parent company to develop in the area; and

WHEREAS, Sections 337.403 – 337.404, Florida Statutes, require the CITY to bear the cost of relocating its potable water lines within the COUNTY’s rights of way in Marineland Acres; and

WHEREAS, the cost to relocate the CITY’s potable water lines located in the right of way

is based on the construction plans and specifications and the request of the CITY for additional fire hydrants, gate valves and appurtenant structures, bringing the estimated cost to \$1,640.654; and

WHEREAS, the COUNTY is contributing the design costs and the construction engineering inspection services for the water line relocations as part of its contribution; and

WHEREAS, at the urging of the CITY, the COUNTY has further freed \$775,277 of Project funding and has agreed to contribute this amount to the CITY's cost of relocating its water lines; and

WHEREAS, it has been determined by the parties that the waterline relocation can be accomplished most efficiently in the manner set forth in this Agreement; and

WHEREAS, entering this Agreement is in the best interests of the citizens of Flagler County and the City of Palm Coast, as it will benefit the health, safety and welfare of said citizens.

NOW THEREFORE, in consideration of mutual understandings and agreements set forth herein, COUNTY and CITY agree as follows:

Section 1. Recitals. The recitals above are true and correct and form a material part of this Agreement.

Section 2. Purpose. The purpose of this Agreement is to establish the term and conditions to provide for the reimbursement of a portion of the City's costs to relocate its potable water lines as part of the Project in Marineland Acres.

Section 3. Term. This Agreement shall commence and become effective upon the date it is filed with the Clerk of Court after its execution by the parties. This Agreement shall automatically be renewed thereafter for successive periods not to exceed one (1) year each, unless earlier terminated as provided herein. This Agreement will expire when the CITY makes final payment to

the COUNTY for the CITY's share of the costs of relocating the water lines as provided herein.

Section 4. Obligations of COUNTY.

(a) The scope of services for the relocation of the water lines is described in Exhibit B, to include design and construction.

(b) COUNTY will be responsible for coordination and preparation of all plans, specifications, and other professional services, and will construct the Project. The COUNTY has hired England, Thims & Miller, Inc. for professional engineering services to design and permit the Project, including for the relocation of existing CITY potable water facilities at the CITY's request. The estimated cost of design for the relocation of City's potable water lines is approximately \$130,000 which the COUNTY will pay. COUNTY agrees to provide the plans to the CITY for review and comment before approving the plans. One copy of all final plans will be provided to the CITY. COUNTY shall also be responsible for construction engineering inspection services ("CEI") for the project.

(c) The COUNTY has hired Besch & Smith Civil Group, Inc. to construct the Project. The COUNTY agrees to construct the Project substantially in accordance with the plans, after CITY's approval of the plans.

(d) COUNTY will be solely responsible for ensuring the potable water relocation proceeds substantially in accordance with the CITY approved construction plans. COUNTY will have sole control and responsibility for the procurement, award and administration of the Project, including the CITY potable water relocates, which will be in accordance with applicable state, federal and local requirements. COUNTY will be solely responsible for all Project costs and expenses, except for the cost of relocation of the CITY potable water lines, which will be paid as provided in this Agreement.

(e) COUNTY will require COUNTY contractor/subcontractors to indemnify and hold harmless the CITY from liability, damages, losses and costs, including attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the COUNTY contractor/subcontractors.

(f) COUNTY will provide written notice to the CITY during construction to allow CITY to inspect the relocation of the potable water lines throughout the Project's progress. Upon receipt of such written notice from the COUNTY, the CITY will promptly inspect the Project to ensure the construction is proceeding in accordance with the plans approved by the CITY. CITY will provide written notice of any objections within 24 hours of observing work not acceptable to the CITY. COUNTY will notify the CITY before approving a change order that raises the cost of the Project above the original estimated amount identified in this Agreement. City will not be responsible for change orders exceeding 5% of the total value of the utility relocation work, or \$84,000, and City will have approval authority over all change orders for the utility relocation work. COUNTY will provide CITY an engineer's certification of compliance with the plans. CITY will not accept the construction if the construction is not in accordance with the plans.

(g) Upon completion of the Project, COUNTY will execute all necessary documents, attached hereto as Exhibit C, to effectuate the complete transfer to CITY of ownership, operation and maintenance of the potable water lines, including a bill of sale for the lines, for the CITY's operation and maintenance of the utility lines. The COUNTY will continue to be responsible for maintenance of the Project in all other respects.

Section 5. Obligations of CITY.

(a) CITY will cooperate with the COUNTY to achieve success of the Project and will execute any documents reasonably required by the COUNTY for the Project.

(b) CITY will promptly review the design of the Project, and comment on those plans within 10 days of receipt. CITY will, as is felt necessary, inspect construction of the potable water line relocation and promptly provide written comments to COUNTY of work not acceptable to the CITY.

(c) Upon completion of the Project, CITY will promptly inspect the line relocations and provide written comments to COUNTY or written notice of acceptance of the relocated lines.

(d) After CITY's written acceptance of the potable water line relocation portion of the Project, CITY will reimburse COUNTY for the cost of the relocation beyond the contribution of the COUNTY described in Section 6 below.

Section 6. Compensation and Reimbursement.

(a) Costs of Relocation of Water Lines. The total estimated cost of construction is \$1,640,654 (One Million Six Hundred Forty Thousand, Six Hundred Fifty Four and 00/100). The COUNTY agrees to contribute \$775,277 to the CITY to help pay for the relocation construction of the CITY potable water lines. COUNTY will pay England, Thims & Miller, Inc. for the cost of design and permitting services related to the water line relocation. CITY agrees to pay to COUNTY the total cost of relocation and construction in addition to engineering and inspection beyond the COUNTY's contribution.

(b) One invoice for cost of relocating the water lines shall be submitted to CITY by COUNTY in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable deliverables as established in Exhibit B, Scope of Services. Supporting documentation must establish that the deliverables were received and accepted in writing by the COUNTY and CITY.

(c) After acceptance of the relocated water lines by the CITY, the CITY will make

payment to COUNTY within 45 days for the total cost of utility relocation beyond the COUNTY's contribution. If the CITY determines that the performance by the COUNTY is unsatisfactory, the CITY shall notify the COUNTY of the deficiency to be corrected within ten days, which correction period may be modified by the parties. The COUNTY agrees, within five days after notice from the CITY, if any, to provide the CITY with a corrective action plan addressing the specific deficiencies identified by the CITY.

(d) Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the CITY at all times during the period of this Agreement and for five years after final payment is made. Records of costs incurred include the COUNTY's general accounting records and the Project records, together with supporting documents and records of the contractor and all subcontractors performing work on the Project, and all other records of the contractor and subcontractor considered necessary by the CITY for a proper audit of costs.

(f) The COUNTY's contractors/consultants/vendors must comply with Section 20.055(5), Florida Statutes, and incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

Section 7. Termination.

(a) This Agreement may be terminated, in whole or in part, by either party. However, any obligation under this Agreement incurred prior to the termination date shall survive the termination and be performed or paid, as the case may be.

(b) If the CITY requires termination of the Agreement for reasons other than unsatisfactory performance of the COUNTY, the CITY shall notify the COUNTY of such termination with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

(c) If the Agreement is terminated before performance is completed, the CITY will: (i) pay the COUNTY only for the work satisfactorily performed, and (ii) promptly complete the relocation of its utilities as required for the Project at the CITY's sole expense.

Section 8. Indemnification. Neither party to this Agreement, its officers, employees and agents shall be deemed to assume any liability for the acts, omissions and negligence of the other party, its officers, employees and agents.

Section 9. Assignments. Neither party to this Agreement shall assign this Agreement nor any interest arising herein without the written consent of the other.

Section 10. Notices. Whenever either party desires to give notice unto the other, notice shall be sent to:

For COUNTY:

Flagler County Administrator
1769 E. Moody Blvd., Bldg. 2
Bunnell, FL 32110

For CITY:

City Manager
160 Lake Ave.
Palm Coast, FL 32164

Either party to this Agreement may change, by written notice as provided herein, the addresses or persons for receipt of notices.

Section 11. Compliance with Laws and Regulations. In performing obligations pursuant to this Agreement, the parties shall abide by all statutes, ordinances, rules and regulations pertaining to or regulating the provisions of such services, including those now in effect and hereafter adopted.

Section 12. Amendment and Waiver. Neither this Agreement nor any portion of it may be modified or waived orally. The provisions of this Agreement may be amended or waived only

pursuant to an instrument in writing, approved by COUNTY and CITY, and jointly executed by such parties. Either COUNTY or CITY shall have the right, but not the obligation, to waive any right or condition intended for the benefit of such party without being deemed to have waived any other rights. Such waiver shall be valid only if expressly granted in writing as set forth above.

Section 13. Third Party Beneficiary. This Agreement is binding upon and solely for the benefit of COUNTY and CITY, and no right or cause of action shall accrue upon or by reason hereof to the benefit of any third party. Nothing in this Agreement is intended or shall be construed to confer upon or give any person, corporation or governmental entity or agency, other than COUNTY and/or CITY, any right, remedy or claim under or by reason of this Agreement or any provisions hereof.

Section 14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Section 15. Entire Understanding. This Agreement sets forth the entire understanding between the parties notwithstanding any stipulations, representations, agreements, or promises, or otherwise, not expressly provided herein.

Section 16. Time is of the Essence. Time is of the essence for each obligation in this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates written below.

[Signatures and attestations continued on following pages.]

CITY OF PALM COAST

David Alfin, Mayor

ATTEST:

Virginia Smith, City Clerk

APPROVED AS TO FORM:

William E. Reischmann, Jr., Esq.
City Attorney

As approved by the City Council of the
City of Palm Coast, Florida, on
_____, 2021

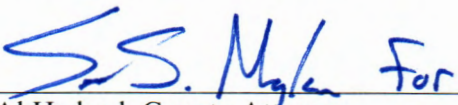
FLAGLER COUNTY BOARD OF
COUNTY COMMISSIONERS

Donald T. O'Brien Jr., Chair

ATTEST:

Tom Bexley, Clerk of the Circuit Court
and Comptroller

APPROVED AS TO FORM:



Al Hadeed, County Attorney

As approved by the Flagler County
Board of County Commissioners at its
regular meeting on the 21st day of
June, 2021.

EXHIBIT A
[Project Location]

Within the publicly dedicated and maintained right of ways located within Section 17 and part of Section 39, Township 10 South, Range 31 East, Flagler County, Florida, lying between State Road A1A and the Atlantic Ocean and more particularly described as follows: Ocean Street and a portion of Central Avenue, each 50' wide, within the Marineland Acres subdivision, according to the plat thereof recorded in Map Book 5, Pages 49 and 50; Moody Drive and a portion of Central Avenue, each 50' wide, within the First Addition to Marineland Acres subdivision, according to the plat thereof recorded in Map Book 5, Pages 54 and 55; and Surf Drive, Rollins Drive, Flagler Drive, Atlantic Drive and a portion of Central Avenue, each 50' wide, within the Second Addition to Marineland Acres subdivision, according to the plat thereof recorded in Map Book 5, Pages 60 – 62, all as recorded in the public records of Flagler County, Florida.

EXHIBIT B
[Scope of Services]

Flagler County in partnership with the residents of the Marineland Acres area has been working to improve relief from flooding events that have occurred from both rainfall and coastal storms. Standing water from events effected vehicular travel within the community. To accomplish this and to provide for paving the roads, a piped collection and conveyance system will take water runoff from within the community to the recently completed master treatment facility near the easterly end of Bay Drive.

Planned construction is causing the community's existing, City of Palm Coast potable water system to be relocated. A replacement system, in coordination with the planned roadway and drainage improvements, must be designed and permitted through the Florida Department of Environmental Protection to the City of Palm Coast utility standards.

After design, approximately 2.8 miles of replacement potable water mains and service lines, for both existing and future utility customers, will be constructed. These efforts will be performed by the County's contractor forces mobilized to complete the roadway and drainage improvements. Replacement potable water system construction activities will proceed in coordination with maintaining service to utility customers, City of Palm Coast and County monitoring activities and construction of other community improvements.

EXHIBIT "C"

Return to:

City of Palm Coast
Utility 160 Lake Avenue
Palm Coast, FL 32164

CITY OF PALM COAST BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS:

That (Developer Name), a (Corporation, Governing Body, etc.) organized and existing under and by virtue of the laws of the State of Florida, having its principal place of business in the City of (City), and County of (County) in the State of Florida, party of the first part, for and in consideration of the sum of (See Note 1) Dollars (\$), in lawful money (and other good and valuable considerations unto it moving) to it paid by CITY OF PALM COAST, of the City of Palm Coast, County of Flagler, and State of Florida, party of the second part, the sufficiency and receipt of which is hereby acknowledged by it, has granted, bargained, sold, transferred, set over and delivered, and by these presents does grant, bargain, sell, transfer, set over and deliver unto the party of the second part, (Description of the facilities to be Dedicated) and assigns all those certain goods and chattels, described as follows:

Project Name _____ County _____ System Connecting To: _____

LIST OF MATERIALS (See Note 2)

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Prices</u>	<u>Extended Price</u>
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____

TO HAVE AND TO HOLD the same unto the party of the second part, CITY OF PALM COAST and assigns forever.

And the party of the first part, for itself and its successors, hereby covenants to and with the party of the second part, CITY OF PALM COAST, and assigns that it is the lawful owner of the said goods and chattels; that they are free from all liens and encumbrances; that it has good right to sell the same as aforesaid, and that it will warrant and defend the same against the lawful claims and demands of all persons whomsoever.

IN WITNESS WHEREOF, the party of the first part has caused its corporate name to be hereunto subscribed and its corporate seal to be affixed by its officer, hereunto duly authorized, this _____ day of _____, 20__.

By: _____
(Signature)

Typed Name:

Typed Title:

Signed, sealed and delivered in the presence of:

Witnesses:

(Signature)
Typed Name:

(Signature)
Typed Name:

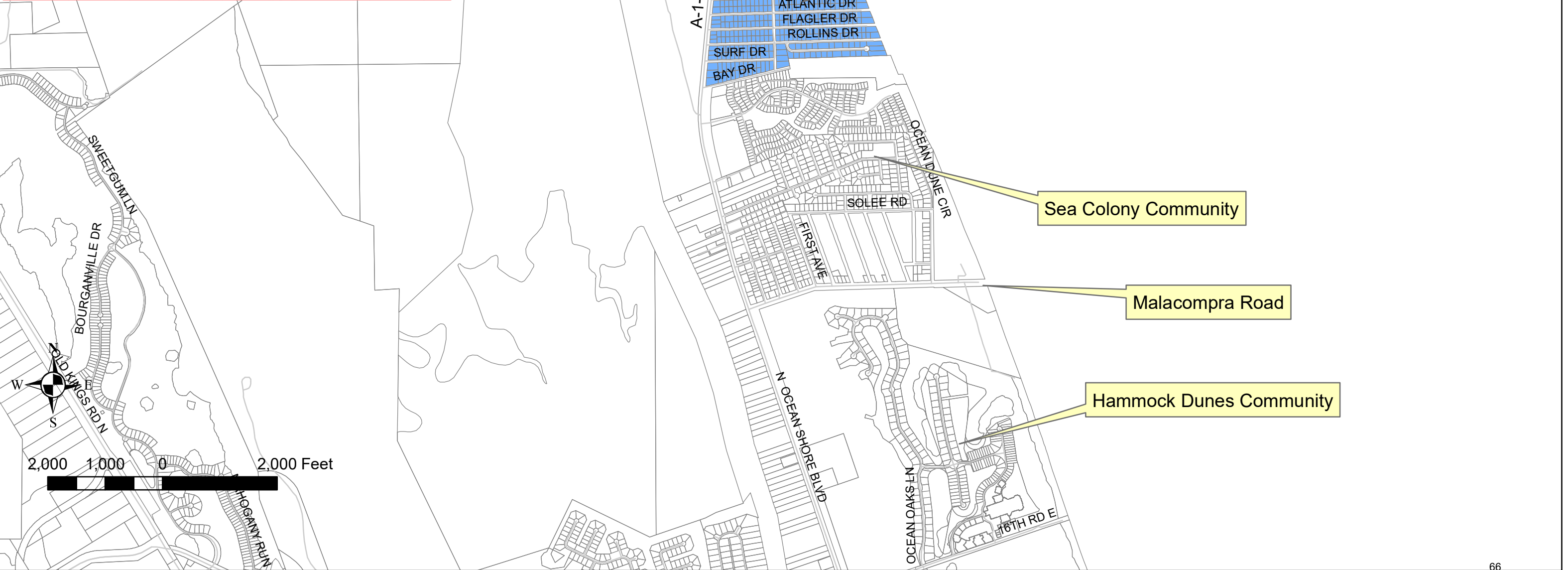
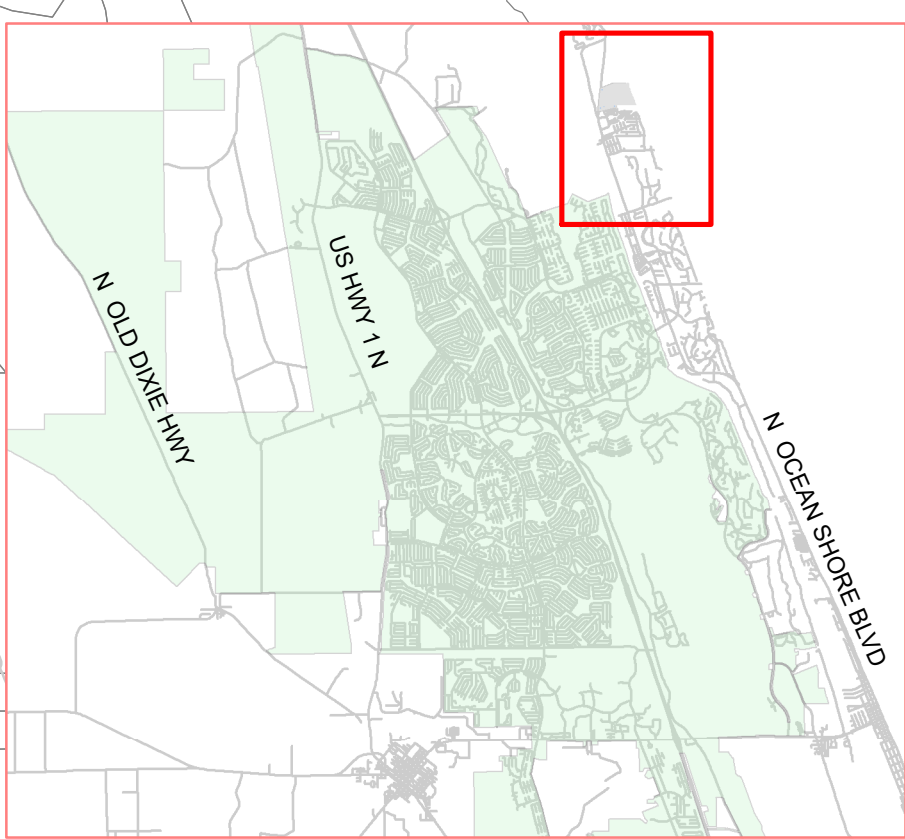
State of Florida)
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by _____ who is personally known to me or has produced _____ (Type of identification), as identification and who did/did not take an oath.

Name typed:
Notary Public
My Commission expires:

Note 1: \$10.00 typical dollar amount.

Note 2: If item is too lengthy, create an Exhibit "A". Put name of project, date, Etc. on Exhibit "A" for reference.



2,000 1,000 0 2,000 Feet





Marineland Acres
Area

Sea Colony

City of Palm Coast, Florida Agenda Item

Agenda Date :

Department	CITY CLERK	Amount
Item Key	11616	Account
		#
Subject	RESOLUTION 2021-XX ADOPTING GUIDELINES FOR NAMING OF PUBLIC FACILITIES	
Presenter : Jason DeLorenzo		
Background : The City of Palm Coast desires to establish guidelines and a procedure for the naming or renaming of public facilities owned or operated by the City in order to ensure a consistent and systematic approach to honoring individuals or organizations that have made significant contributions to the City. This will ensure that the process of naming Public Facilities results in the easy identification and location of Public Facilities. This process will also provide all citizens and groups in the community the opportunity to participate in the naming of Public Facilities, subject to review and recommendation by the Beautification Environmental Advisory Committee, with final review and approval by the City Council. By establishing such guidelines and procedure, the City Council wishes to encourage public participation in the naming of Public Facilities, as well as to increase awareness of and public support for the City’s Public Facilities and programs.		
Recommended Action : ADOPT RESOLUTION 2021-XX ADOPTING GUIDELINES FOR NAMING OF PUBLIC FACILITIES		

Public Naming Policy

Jason DeLorenzo

Chief Development Officer

September 14, 2021

City Council Workshop



City Dedicated Facilities



James F. Holland
Memorial Park
18 Florida Park Dr.



Ralph Carter Park
1385 Rymfire Dr.



Palm Coast Aquatic
Center
339 Parkview Dr.

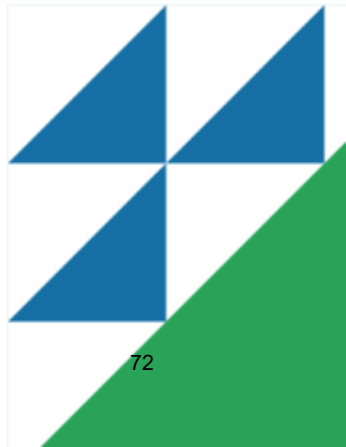
Policy Objectives

- Ensure that given names to City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming, and dedication of City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.



Policy Exclusion

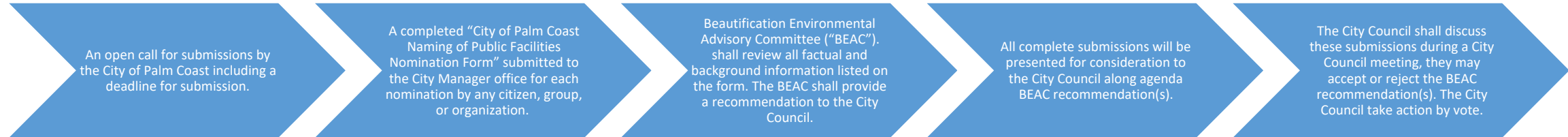
- City core services facilities (e.g., City Hall, Fire Stations)
- Non-City facilities
- Non-City facilities which occupy City lands and where the building is currently owned or leased by other than the City.
- Naming of programs, events, or other kinds of sponsorships conducted through the City.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches, litter stations and tables.



Criteria

- An individual, living or deceased [a] who has made a significant land and/or monetary contribution to the park, recreation area, facility, or municipal building, or [b] who has had the contribution made “In Memoriam” and when the name has been stipulated as a condition of the donation;
- A public facility, property or park may be designated with only one name
- An individual, living or deceased, who has contributed outstanding civic service to the City

Process



Naming of Public Facilities Nomination Form



City of Palm Coast Naming of Public Facilities Nomination Form

This Nomination Form is to establish a systematic and consistent approach for the official naming of public facilities in the City of Palm Coast including parks, facilities, recreational areas, streets, municipal buildings, and specialized areas. The criteria for nomination are explained in the document "Guidelines for the Naming of Public Facilities".

Nominator

Name _____
Address, City, State, Zip _____

Phone _____ Email _____

Nomination

The nominator must answer the following questions and submit this form to the City Manager or designee by _____

Name being nominated: _____

If a person:

A. Address, City, State, Zip (or former if deceased):

B. Date of Death (if deceased) _____

C. List specific years of involvement (Example - 01/10-12/17)

D. Identify the general area of contribution made by the nominee.

(Example - Health, Education, Business, Environment, Civic, Other)

E. Summarize the type of contribution (accomplishments and community involvement) that the nominee made. (more detail further below) :

significant monetary contributions or have contributed outstanding service to the community).

If other than a person:

A. Summarize the reason for this nomination (more detail to be provided in section D. below)

B. Identify in detail the area of contribution made by the nominee and be specific – name either facilities or specialized areas. (Example - Health, Education, Business, Environment, Civic, Other).

C. Describe the type of contribution (accomplishments and community involvement) that the nominee made. (Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made significant monetary contributions or have contributed outstanding service to the community).

D. Describe in detail why the name being nominated is related to this facility, including any background, details, or other relevant information.

Signature of Nominator: _____

Return the completed forms by email or mail to:

Email: customer-service@palmcoastgov.com

Mail: 160 Lake Ave, Palm Coast FL 32164



Questions?

Thank you!

RESOLUTION 2021-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, ADOPTING GUIDELINES AND PROCEDURES FOR THE OFFICIAL NAMING OF PUBLIC FACILITIES OWNED OR OPERATED BY THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Coast (“City”) desires to establish guidelines and a procedure for the naming or renaming of public facilities owned or operated by the City (“Public Facilities”) in order to ensure a consistent and systematic approach to honoring individuals or organizations that have made significant contributions to the City; and

WHEREAS, the City Council wishes to ensure that the process of naming Public Facilities results in the easy identification and location of Public Facilities; and

WHEREAS, the City Council intends to provide all citizens and groups in the community the opportunity to participate in the naming of Public Facilities, subject to review and recommendation by the Beautification Environmental Advisory Committee, with final review and approval by the City Council; and

WHEREAS, by establishing such guidelines and procedure, the City Council wishes to encourage public participation in the naming of Public Facilities, as well as to increase awareness of and public support for the City’s Public Facilities and programs; and

WHEREAS, the City Council of the City of Palm Coast finds that this Resolution is in the best interests of the public health, safety, and welfare of the citizens of Palm Coast.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF PALM COAST, FLORIDA:

SECTION 1. RECITALS. The foregoing recitals are deemed true and correct and are hereby fully incorporated herein by this reference.

SECTION 2. GUIDELINES AND PROCEDURE. The guidelines and procedure for naming or renaming the City’s Public Facilities attached hereto as Exhibit “A” is hereby approved and incorporated herein for all purposes.

SECTION 3. SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

SECTION 5. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

DULY PASSED and approved this ____ day of _____, 2021.

CITY OF PALM COAST, FLORIDA

ATTEST:

DAVID ALFIN, MAYOR

VIRGINIA SMITH, CITY CLERK

APPROVED AS TO FORM AND LEGALITY

WILLIAM E. REISCHMANN, JR., ESQ.
CITY ATTORNEY

GUIDELINES FOR THE NAMING OF PUBLIC FACILITIES

City of Palm Coast, Florida

Purpose

The purpose of these guidelines is to establish a systematic and consistent approach for the official naming of public facilities owned or operated by the City of Palm Coast ("City"), including but not limited to parks, facilities, recreational areas, streets, municipal buildings, and specialized areas. These guidelines are not intended to suggest that existing names of public facilities, properties or parks will be or should be changed and is intended only as guidelines for future decisions.

Objectives

- Ensure that City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are easily identified and located.
- Ensure that given names to City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming, renaming, and dedication of City parks, facilities, recreational areas, streets, municipal buildings, and specialized areas.
- Encourage the dedication of lands, facilities, or donations by individuals and/or groups.
- Advance the reputation of the City as well as increase the understanding and public support for its programs.

This Policy does not apply to:

- City core services facilities (e.g., City Hall, Fire Stations);
- Non-City facilities;
- Non-City facilities which occupy City lands and where the building is currently owned or leased by other than the City.
- Naming of programs, events, or other kinds of sponsorships conducted through the City.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches, litter stations and tables.

Definitions

Naming means the name assigned by the City Council via resolution to a given public facility, property, or park.

Nominee means an individual or organization after whom a public facility, property or park is considered for naming.

Organization means a group, business, company, corporation or non-profit entity which has made an extraordinary contribution to the City of Palm Coast.

Park shall have the same meaning as “City Park” as defined in Section 42-161, Code of Ordinances, City of Palm Coast, Florida,

Property means any parcel of real property, developed or undeveloped, owned or managed by the City of Palm Coast.

Public Facility means any capital facility owned or operated by the City of Palm Coast.

Criteria

The practice of the City is to name parks, recreation areas, facilities, streets, municipal buildings, and specialized areas through an adopted process utilizing the above objectives, emphasizing community values and character, local and national history, geography, the environment, civics, and service to the City. Therefore, the following criteria shall be used in determining the appropriateness of the naming designation:

- Neighborhood, geographic, or common usage identification;
- A historical figure, place, event, or other instance of historical or cultural significance;
- National, state, and local leaders or heroes, both past and present;
- Natural or geographical features, such as plant materials, streams, rivers, lakes, and creeks;
- An individual, living or deceased [a] who has made a significant land and/or monetary contribution to the park, recreation area, facility, or municipal building, or [b] who has had the contribution made “In Memoriam” and when the name has been stipulated as a condition of the donation;
- An individual, living or deceased, who has contributed outstanding civic service to the City;
- Consideration shall be given to whether the nominee has already had a street, facility, property or park named after him/her/it;
- A public facility, property or park may be designated with only one name;

- No name will be considered that diminishes the historic integrity of a public facility, property or park;
- A request is ineligible when a similar request was considered and declined by the City Council within three years of the date of submittal of the current application;
- Public facilities, properties and parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as road or waterways. However, naming of specific major areas of public facilities, properties and parks will be permitted. For example, a tennis court area within a larger public park may be named after a specific nominee. In such circumstances, such names must be different from the larger facility, property or park to avoid user confusion.
- The City shall make all decisions relating to the design and placement of all signs or markers on or at City facilities, properties and parks.

Facilities, specialized areas, or amenities may have a name different from that of the larger park, recreation area, facility, or municipal building.

Names that are similar to names of existing parks, recreation areas, facilities, streets, municipal buildings, and specialized areas should not be considered in order to minimize confusion.

Renaming

The City reserves the right to change the name of a City property, park, recreation area, public facility, street, municipal building, or specialized area to maintain consistency with these guidelines. However, renaming carries with it a much greater burden of process compared to initial naming. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Tradition and continuity of name and community identification are important community values. Each request to rename must meet the criteria of this policy, but meeting all criteria does not ensure renaming.

Only those parks and facilities named for a location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.

Parks and facilities named after individuals shall not be changed unless it is found that the individual's personal character is or was such that the continuing use of the name for a park or facility would not be in the best interest of the community.

Procedures

The steps to name a public facility, park or property are as follows:

1. An open call for submissions by the City of Palm Coast including a deadline for submission.
2. A completed "City of Palm Coast Naming of Public Facilities Nomination Form" submitted to the City Manager or his or her designee for each nomination by any citizen, group, or organization.
3. The City Manager or designee will place complete submissions upon an agenda to be reviewed by the Beautification Environmental Advisory Committee ("Committee"). The Committee shall review all factual and background information listed on the nomination form as well as any other information deemed appropriate. The Committee shall provide a recommendation to the City Council regarding the naming request.
4. Following Committee review and recommendation, the City Manager or designee will place complete submissions and Committee recommendation(s) upon a subsequent City Council agenda for review. All complete submissions will be presented for consideration to the City Council along with the Committee's recommendation(s).
5. The City Council shall discuss these submissions during a scheduled City Council meeting. The City Council may accept or reject the Committee's recommendation(s). If the City Council does not accept any nominations for naming submissions, the City Council shall refer the call for submissions back to the Committee. The City Council shall select the name or otherwise take action by vote at a scheduled City Council meeting.



City of Palm Coast Naming of Public Facilities Nomination Form

This Nomination Form is to establish a systematic and consistent approach for the official naming of public facilities in the City of Palm Coast including parks, facilities, recreational areas, streets, municipal buildings, and specialized areas. The criteria for nomination are explained in the document "Guidelines for the Naming of Public Facilities".

Nominator

Name _____

Address, City, State, Zip _____

Phone _____ Email _____

Nomination

The nominator must answer the following questions and submit this form to the City Manager or designee by _____

Name being nominated: _____

If a person:

A. Address, City, State, Zip (or former if deceased):

B. Date of Death (if deceased) _____

C. List specific years of involvement (Example - 01/10-12/17)

D. Identify the general area of contribution made by the nominee.

(Example - Health, Education, Business, Environment, Civic, Other)

E. Summarize the type of contribution (accomplishments and community involvement) that the nominee made. (more detail further below) :

(Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made

significant monetary contributions or have contributed outstanding service to the community).

If other than a person:

- A. Summarize the reason for this nomination (more detail to be provided in section D. below)

- B. Identify in detail the area of contribution made by the nominee and be specific – name either facilities or specialized areas. (Example - Health, Education, Business, Environment, Civic, Other).

- C. Describe the type of contribution (accomplishments and community involvement) that the nominee made. (Examples – Neighborhood or geographic; Natural or geological features; National, State, and local leaders; Historical figure, place, or event; Individuals who have made significant monetary contributions or have contributed outstanding service to the community).

- D. Describe in detail why the name being nominated is related to this facility, including any background, details, or other relevant information.

Signature of Nominator: _____

Return the completed forms by email or mail to:

Email: customer-service@palmcoastgov.com

Mail: 160 Lake Ave, Palm Coast FL 32164