



Community Redevelopment Agency Advisory Board Regular Meeting Agenda

Monday, May 11, 2026 at 2:00 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

All meeting items will be continued until meeting is complete.

1. **Call the meeting to order**
2. **Pledge of Allegiance**
3. **Approve Minutes**
 - a. Community Redevelopment Agency Advisory Board Meeting Minutes - April 13, 2026
4. **Old Business**
 - a. CRA Grant Program Overview
 - b. Veterans Park Enhancement Plan
5. **New Business**
 - a. Parking Management Plan
 - b. Capital Improvement Program (CIP) Review
6. **Public Comments**
7. **Board Comments**
8. **Staff Comments**
9. **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. 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. The City Commission reserves the right to request that all written material be on file with the City Clerk when the agenda item is submitted.



Community Redevelopment Agency Advisory Board Regular Meeting Minutes

Monday, April 13, 2026, at 2:00 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

All meeting items will be continued until meeting is complete.

PRESENT: Chairman Chris Marlow, Vice Chairman Jordan Farrell, Jeff Meyer, Anthony Cinelli, Dawn Romero, Manoj Bhoola, Daryl Reynolds, Dale Martin, City Manager, and Colleen Kuhn, Deputy City Clerk

ABSENT: Casey Ryan, CRA Director

1. Call the meeting to order

Chairman Chris Marlow called the meeting to order at 2:00 p.m.

2. Pledge of Allegiance

Chairman Marlow led the Pledge.

3. Approve Minutes

- a. Community Redevelopment Agency Advisory Board Meeting Minutes — March 9, 2026

Manoj Bhoola motioned to approve the March 9, 2026, meeting minutes. Jeff Meyer seconded the motion. Motion carried unanimously.

4. New Business

- a. Wayfinding Program

Dale Martin, City Manager, shared that he had spoken with Carla Cline about starting a short-term Wayfinding Program. Ms. Cline was preparing designs of the same size and shape and was working with Palm Coast Signs to print business information on the signs. The Board discussed signage locations and agreed they should be oriented towards pedestrians. Jordan Farrell offered to work with Palm Coast for some mock-ups, and he said he would send those to the Board.

- b. Solid Waste Ordinance Review — Part II, Chapter 11, Article 1. Regulations

Mr. Martin said there were Code Enforcement issues regarding trash enclosures and asked the Board for their input on the Ordinance. The Board agreed that screens or enclosures should ensure garbage does not blow around, there should be no visibility from the public right of way, the height and size should be based on the receptacle being used, garbage areas should be clean, and educating business owners was important.

- c. Future CIP projects

Mr. Martin noted City staff was starting the budgeting process. He anticipated parking lots, decorative lighting, restroom additions to N. 5th Street and S. 6th Street parking lots, bike racks, and work on Veterans Park would be included. Discussion ensued regarding decorative lighting and poles and ways to prevent vandalism. Mr. Martin indicated that the City Commission was considering an increase in CRA grant amounts.

5. Old Business

Mr. Martin shared that a Lowe’s grant was submitted for parks and that the Corvette Club had withdrawn their Special Event Application. He provided an update on Wickline Park. Daryl Reynolds said the trash cans provided by Keep Flagler Beautiful would be perfect for Wickline and noted Keep Flagler Beautiful coordinated the monthly beach clean-ups

6. Board Comments

Chairman Marlow opened a discussion about parking stating parking needed to be increased. Mr. Martin commented that the Commission had approved the Mobility Plan and Mobility Fee Technical Report on first reading and discussed parking during their Strategic Planning meeting. He recommended the Committee review the Mobility Plan and shared that the Commission directed him to look at options to address traffic, parking, and funding. Discussion ensued. Mr. Martin said the Commission considered the purpose and value of First Friday for residents and businesses and discussed targeted tax incentives. Mr. Reynolds suggested implementing a plastic bag charge in Flagler Beach. Mr. Martin said he would check with the City Attorney.

7. Staff Comments

- a. CRA FY25/26 Capital Project Update

Discussed under item 4c.

- b. Fourth of July Festivities/250th Year Celebration of the United States of America

Mr. Martin shared information about events being held in Veterans Park after the 4th of July parade. He shared that the banner idea the Board previously discussed was found to be too expensive and explained CRA dollars could not be used for this purpose.

8. Public Comments

Patrick Farrell, City of Flagler Beach, asked what was happening with Veterans Park and reminded the Board of the pledge of \$5000 from Flagler Cares. Mr. Martin shared that Mr. Bhoola and Ken Belshe were discussing options for benches, park cleanup, a monument, and improvements to the irrigation and electrical systems. He noted Mr. Belshe was paying for a landscape architect to help with the design.

9. Adjournment

Mr. Bhoola motioned to adjourn the meeting at 3:10 p.m.



Staff Report

Community Redevelopment Agency Advisory Board Regular Meeting

May 11, 2026

To: Community Redevelopment Agency Advisory Board
From: Casey Ryan, CRA Director
Meeting Date: May 11, 2026
Item Name: CRA Grant Program Overview

Background:

The Community Redevelopment Agency (CRA) administers a grant program designed to encourage property and façade improvements within the redevelopment area. The program currently consists of two tiers: a Small Grant, which provides reimbursement of up to \$5,000, and a Large Grant, which provides reimbursement of up to \$15,000.

These grants are intended to support eligible property owners and businesses in enhancing building exteriors, improving site appearance, and promoting reinvestment within the district. By offering financial assistance on a reimbursement basis, the program helps leverage private investment while ensuring that improvements meet established CRA standards and contribute to the overall aesthetic and economic vitality of the area.

The CRA Grant Program serves as a key tool in advancing redevelopment goals, including beautification, increased property values, and the attraction and retention of businesses.

Fiscal Impact:

Staff Recommendation:

Staff recommends the CRA Advisory Board review the current Small and Large Grant programs and provide input on desired updates or priorities for the upcoming fiscal year. The Advisory Board's feedback will be forwarded to the CRA Executive Board for consideration.

Attachments:

None



Staff Report

Community Redevelopment Agency Advisory Board
Regular Meeting

May 11, 2026

To: Community Redevelopment Agency Advisory Board
From: Dale Martin, City Manager
Meeting Date: May 11, 2026
Item Name: Parking Management Plan

Background:

Parking management has been presented as a consideration to the City Commission as far back as 2013. An Ad Hoc Parking Committee was subsequently created (and included current Vice Chair Commissioner Scott Spradley) and presented a report (April 15, 2015; attached). The City's Ten-Year Strategic Plan, crafted in 2022, included a goal to develop a system for paid parking for non-residents. This goal was again informally supported at the City Commission's April 1, 2026 Strategic Planning/Goal-Setting Workshop (April 1, 2026).

A proposed Request for Qualifications is attached to more formally begin the development of a paid parking system for non-residents. The proposed Request for Qualifications will be presented for consideration at the May 14, 2026 City Commission Regular Meeting.

Fiscal Impact:

Staff Recommendation:

City staff seeks comments from the members of the CRA Advisory Board.

Attachments:

1. 2015 Ad Hoc Parking Committee Report
2. City of Flagler Beach

**City of Flagler Beach
Ad Hoc Parking Committee
Final Report and Recommendation**

April 30, 2015

Committee Members:

Roseanne Stocker, Chairman
Scott Spradley, Vice-Chairman
Bruce C. Campbell, City Manager
Robert Smith, Public Works Director
Kathleen Doyle, City Finance Director Ex-Officio Member
Linda Provencher, Mayor
Shelley Warner



Administrative Support and Minutes Provided by:
Penny Overstreet, City Clerk

Table of Contents:

		<u>Page(s)</u>
Section I:	History	3-7
	Timeline	3
	Overview of Work Completed	4
	History of Parking Concerns in Flagler Beach	5-7
Section II:	Cost of Beach/Pier Maintenance	8-10
Section III:	Options and Recommendation	11-19
	Explanation of Recommendation Format	11
	General Recommendations	12
	Four Options Regarding Parking and Paid Parking	13-15
	Voting Techniques, Result and Paid Parking Recommendation	16
	Sample Voting Sheet with Criteria	17
	Scoring Sheet from Criteria Vote	18
	Map Pertaining to Options III and IV	19
Section IV:	Finances	20-26
Section V:	Public Workshops	27
Section VI:	Additional Items to Consider:	28-30
	Enterprise Fund	28
	North Side / South Side of SR 100	28
	Parking Incentives & Amnesty Programs	28
	Enforcement	29
	Technology	29
	State Moratorium	29
	Diagonal On-Street Parking:	30
Section VII:	Exhibits:	
Exhibit A	Bruce Campbell Power Point of 1/31/13	
Exhibit B	Ad Hoc Parking Committee Power Point Presentation to City Commission of 3/4/14	
Exhibit C	Legislative Alert for HB 7175	
	FTC Statewide Parking Facility Inventory Report prepared as study for HB 7175	
	Confirmation that state will not be going forward with HB 7175	
Exhibit D	Ad Hoc Parking Committee Power Point for Public Workshops 10/21/14 and 10/28/14	
Exhibit E	Support Documentation from Public Input from Public Workshops	
Exhibit F	Recommended bicycle rack styles	
Exhibit G	Power Point Presentation from Digital Payment Technologies and Duncan Solutions	

Timeline

- 2012-2013 City of Flagler Beach Strategic Priorities Plan includes “Parking Fees” under the goal area of “Fiscal – Generate Additional Revenue.”
- 1/31/2013 City Manager Bruce Campbell makes presentation to City Commission of City of Flagler Beach regarding need to increase parking capacity and the potential for paid parking to support the 2012/2013 Fiscal Year Strategic Goals.
Exhibit A
- 2/28/2013 City Commission forms the Ad Hoc Parking Committee
- 4/06/2013 First meeting of Ad Hoc Parking Committee
- 3/04/2014 Ad Hoc Parking Committee presents Interim Progress Report to City Commission detailing work completed thus far and direction headed. City Commission gives unanimous consensus to continue the direction presented.
Exhibit B
- 6/20/2014 Governor Scott signs HB 7175, which stated: “From July 1, 2014 – July 1, 2015, no county or municipality can install any parking meters or other parking time-limit devices that regulate designated parking spaces located within or along the right-of-way limits of a state road.” During that time, the Florida State Transportation Commission would be collecting data on revenue collected from parking meters and devices installed on state roads.
Exhibit C
- 10/21/2014 Public workshop held at city hall in round-table discussion format with facilitators and special emphasis on **concerns of businesses** to publicize the work and direction of the Ad Hoc Parking Committee to date and to gain public input regarding all parking concerns.
Exhibit D – presentation
- 10/28/2014 Public workshop held at city hall in round-table discussion format with special emphasis on **concerns of residents** to publicize the work and direction of the Ad Hoc Parking Committee to date and gain public input regarding all parking concerns.
Exhibit D – presentation
- 10/31/2014 Florida Transportation Commission releases its “Statewide Parking Facility Inventory” report and recommendations, based on data collected from state-wide municipalities with existing parking meters on state roads.
Exhibit C
- 4/15/2015 City receives confirmation that the state will not be moving forward with HB 7175
- 4/30/2015 Ad Hoc Parking Committee makes final report and recommendation
To City Commission of City of Flagler Beach
(This Document)

Overview of Work Completed

From April 2013 – April 2015, the Ad-Hoc Parking Committee:

- Conducted 26 public meetings
- Held two public workshops during evening hours
- Made three formal presentations before the City Commission of the City of Flagler Beach
- Met with two technology companies
- Called and/or conducted research on at least a dozen other cities and towns that have paid parking or are in the process of implementing paid parking
- Observed parking patterns in Flagler Beach's downtown corridor at various times of day, counted available/filled spaces on various lots and streets, and made note of weather conditions.
- Met with Police Captain Matt Doughney to discuss enforcement patterns and methods
- Studied various financial models prepared by City Finance Director Kathleen Doyle
- Ad-hoc committee Chairman Stocker attended a meeting in New Smyrna Beach where city staff and officials from county and municipal governments from Flagler, Volusia and St. John's County met to discuss common issues regarding parking capacity, parking fees and parking concerns in general

History of Parking Concerns in Flagler Beach

Flagler Beach's questions about parking capacity have been a topic of conversation at least since the 1980s.

The following text is from the City's Comprehensive Plan written in 1987:

“Substantial demand for beach parking exists in the vicinity of the Flagler Beach Pier and the central business district. This demand is generated from use of the pier, beach, and commercial establishments along S.R. A1A. Currently, parking exists along the S.R. A1A right-of-way on both sides of the pier, at the Pier Restaurant, and along Second Street adjacent to the City Park. As the City, tourism and the County continue to grow, so will the demand for additional beach parking.

In an effort to solve their beach and tourist-related problems, the City has completed a survey of available parking on side roads adjacent to A1A. They have found that there are several hundred street parking spaces that can be designated to solve the parking problem. Use of these spaces would alleviate crowded beach and parking areas in the heart of the City, and business and retailers along A1A will be strengthened.”

During the past two decades, Flagler Beach has done its best to carve out additional street parking where possible, and to add municipal parking lots (the city's newest lots include the 8th St. South lot and the 5th St. South). Recently, 30 new parking spaces have been added along South Flagler Avenue between the police station and 7th St. South.

The potential for paid parking in Flagler Beach became a topic of conversation among residents in the early 2000's, some of whom conducted their own research and presented their findings to the city for consideration. However, the Ad-Hoc Parking Committee created in 2013 is the first formal attempt by City of Flagler Beach to tackle the issues and create a plan to meet today's parking needs and plan for future growth.

The formation of the ad-hoc parking committee is related to goals presented in the 2012 City of Flagler Beach Strategic Priorities Plan which included “Parking Fees” under the goal area of “Fiscal – Generate Additional Revenue.” The City Commission of the City of Flagler Beach produced for 2012/2013 a “Vision 2020” statement that included, among other goals: “Beach Management: Funding to maintain ecosystem – keeping the playground.” It also talked about financial stability, “updating laws to ensure maintaining balance,” the “need to manage change,” the fact that people still wanted Flagler Beach to “be the way it was,” and having visitors share costs.

The same year, then CRA Director Susanne Wilde issued a report that stated, “Parking has long been an issue in the downtown core district. CRA Redevelopment Plan (2008) indicates the need for centralized parking lots, which minimize the use of prime commercial property. The downtown build-out will require additional municipal parking facilities.” She recommended a paid parking plan to be rolled out slowly, with an integrated transportation solution involving a trolley.

Today, the City of Flagler Beach has a total residential population of 4522 (2014 – Bureau of Economic & Business Research) and covers approximately 3.8 square miles, or 2.420 acres, of which 1.2 square miles (747 acres) or 31 percent are in water and wetlands. Flagler Beach is located primarily (but not completely) on the barrier island along the Atlantic Coast. The city is approximately 7.5 miles long from north to south and 1.75 miles wide at its widest point from east to west.

Numbers of visitors to our beach, according to data provided by United States Lifesaving Association via Flagler Beach Ocean Rescue (see arc.usla.org) were:

2009	82,000
2010	96,000
2011	104,000
2012	116,000
2013	124,000
2014	136,000

These figures represent a 66% increase in beach visitors since 2009. Flagler Beach’s population in 2009 was 5554. Thus, growth in the number of visitors to the beach has far out-paced population growth, which has actually decreased compared with 2009.

In 2014, Flagler County surpassed 100,000 in population (estimated Flagler County population in 2014: 102,408 – source: <http://quickfacts.census.gov>).

Year	Flagler Beach	Flagler County	
1970	1,042	4,454	23.39%
1980	2,208	10,913	20.23%
2014	4,522	102,408	4.4%

The figures show that in 1970, Flagler Beach represented over 23 percent of the county’s population. By 1980, the ratio had decreased to about 20 percent. Today the ratio stands at 4.4%.

Currently, there are 3381 taxable parcels in Flagler Beach.

Increased population and development trends are also strong to our south and north in Volusia County and St. John’s County, both of which are grappling with their own beach parking and management concerns in the face of growing development and increased beach visitors. Paid parking and fees to drive/park on the beach are in place in some areas of St. Johns and Volusia County.

At the same time, Flagler Beach has seen many new restaurants and night-life venues open -- while existing restaurants have been expanding throughout the city, and especially in the downtown area, during the past several years.

The busiest season for visitors to Flagler Beach is March – October. Biketoberfest, Bike Week, Spring Break and summer holidays including July 4, Labor Day and Memorial Day are especially busy times for Flagler Beach due to the increased number of visitors.

With the exception of some parking time limits near the pier and on a limited number of streets downtown, Flagler Beach does not currently have a true parking plan that addresses who parks where nor for how long. Some beachgoers park in the downtown in front of small businesses for multiple hours, which make these spaces unavailable for business customers. Employees of downtown businesses sometimes park for the length of their work-day or work-shift in the most premium parking spaces. Spaces in the most desirable city lots that could be used for visitors and customers are often used by employees.

Creating a master parking plan is complicated – as is the task of managing growth. Visitors are attracted to Flagler Beach because of our pristine, lifeguarded, well-serviced beaches, and because of the wide range of restaurants and night life options, mostly along State Rd. A1A. Visitors come for many of the same reasons many of us choose to live here: The quiet, friendly, hometown atmosphere. Some spend money in our local businesses and restaurants, while others come for the day, bring a cooler, enjoy our services and head home without spending money.

The key questions we face are:

- Where is everybody going to park?
- Who will pay for the increased demand for beach management services and parking capacity/infrastructure in Flagler Beach?
- How do we balance support of local businesses and a strong economy with being able to pay for municipal services – and doing it all without jeopardizing Flagler Beach’s unique, friendly, hometown feel that attracts both residents and visitors?

The following findings and recommendation of the Ad-Hoc Parking Committee will not solve every parking challenge faced by the city. The question regarding which parking plan is right for Flagler Beach and whether or not the city should move forward with paid parking is complex and has raised strong opinions on both sides of the issue. Each of the options presented here has its own pros and cons, and any direction the commission may choose to take will certainly need tweaking along the way as issues and new concerns arise. Good communication involving businesses, residents, city staff and elected officials will be key.

Cost of Beach/Pier Maintenance

2014 Annualized Expenses for Beach and Pier: \$289,339.80

The following detailed report and comments were prepared by Bob Smith, Director of Public Works

Parking Committee Narrative

Our City Sanitation Department runs regular residential and commercial trash and re-cycle collection routes seven days per week. Included in the daily routes are emptying the dune walk and pier trash and recycle cans. Four days per week we empty the dune walk cans from city-line to city-line. On Thursdays, Saturdays and Sundays we empty the pier and dune walk cans from N. 10 to S. 10th Streets.

We run the commercial routes on Saturdays and Sundays, which are half days, but pick up the dune cans from N. 10th to S. 10th Streets. Our average truck load of trash weighs approximately 30,000 pounds. Tipping fees at the dump are \$42.50/ton. If we assume two truckloads per month of dune walk can trash, that's 60,000 pounds or 30 tons. Therefore, we pay \$1275 per month tipping fees for dune beach trash. Additionally, we have employee time and expenses for the trips to Volusia Landfill.

Our Maintenance Department cleans the pier rest rooms on a daily basis except for weekends and holidays. We have an outside cleaning service to clean the rest rooms on weekends and holidays

Pier and Dune Walk maintenance is normally an everyday occurrence. Every morning one man inspects every dune walk on the south end of town and another man inspects the dune walks on the north end of town. Repairs are made as needed at that time. If major repairs are needed, we make plans to do the work. The same situation arises with any work on the pier, inspect daily and repair as needed.

Our Public Works Department performs a daily clean up from N. 10th to S. 10th Streets. This normally includes two employees but sometimes after special events we need more time. That is reflected in the spreadsheet under Special Events.

The cost of Special Events, mainly July 4th and Christmas, takes into consideration the efforts of the Police Department, Fire Department and staff to run the events and safety considerations.

We usually request special help from adjacent municipalities for police and fire personnel. Additionally we use staff, volunteers and prison labor to clean afterwards, especially the beach.

The City hires Lifeguards every summer for the obvious health and safety reasons and the County helps by contributing approximately half of our total payroll needs. As the City is being discovered by more and more people, we have had to use our lifeguards more than usual in the off season. This is a trend that is likely to continue in the future.

Parking Recommendation from the Ad-Hoc Parking Committee to the City Commission of the City of Flagler Beach

The Ad-hoc Parking Committee's recommendation is formatted as follows:

- **General Recommendations:**

This list of recommendations concerns parking items not associated with the question of paid parking. The committee reached consensus on these recommendations.

- **Recommendation Pertaining to Paid Parking:**

After the public workshops were held in October, 2014, the committee narrowed down its recommendation to the commission regarding paid parking to four options and compiled the pros and cons for each option. On March 3, 2015, two separate votes were conducted on the four options. Details of the options, pros-and-cons, an explanation of the voting methods and the results are presented in this section.

General Recommendations

To address parking capacity:

- Build two new parking lots on South Flagler Avenue (at the present site of Public Works) to create 75 new spaces (note: With the 30 new on-street spaces on South Flagler Avenue, this adds 95 spaces to city's parking capacity).
- Remove former Public Works building on 4th St. South and make a new parking lot here to create 29 new spaces.
- Study the viability of a future parking structure in Flagler Beach – identify possible sites (committee discussed parcels north of police station on Flagler Avenue but did not conduct formal study).
- Purchase additional lots throughout the city to be used for parking where appropriate.
- Develop a plan to work closely with businesses on employee parking solutions.
- Develop a plan to work closely with businesses on customer parking solutions, customer incentives, etc.
- Review all existing parking regulations regarding new and expanding businesses.
- Install more bike racks throughout the city and find ways to encourage bicycle use.
Exhibit G – recommended rack style.

To address enhancing the visitor's experience to Flagler Beach and make it easier for visitors to find parking:

- Improve signage and make all parking signs uniform.
- Install directional signs regarding parking starting from/near Rt. 100 if possible so visitors know which way to turn to find parking (especially the new parking lots).
- Study the viability of a shuttle/trolley (could be golf-cart style) to make the downtown corridor more pedestrian friendly. Explore possible funding through grants.
- Study the viability of a parking plan for special events/holidays that might include parking under the bridge and free transportation to the beach.

Four Options Created by the Ad-Hoc Parking Committee

Option I:

Take No Action

Pros:

- Aesthetic of the City will remain the same (no kiosks, no additional signage)
- This will satisfy those who feel that parking management and/or paid parking is not in synch with Flagler Beach's unique, eclectic, friendly, hometown feel or would be detrimental to some businesses.

Cons:

- Taking no action means no new stream of revenue for City of Flagler Beach
- Taxpayers continue to cover the costs for non-residents/visitors
- Fails to recognize existing parking challenges
- Challenges will only get worse the longer we do not address them

Option II:

No paid parking in City of Flagler Beach, but create a parking plan with proper enforcement of time-limits where appropriate, all year long. This option includes having time limits on SR A1A to encourage beach goers who will be at the beach for multiple hours to park in the proposed new lots on South Flagler. Institute all general recommendations listed on previous page.

Pros:

- Creates some parking space turnover for businesses
- Some limited revenue for city from enforcement of time-limits
- Aesthetics of the city will remain similar to today (no kiosks, but some added signage)
- This will satisfy those who feel that parking management and/or paid parking is not in synch with Flagler Beach's unique, eclectic, friendly, hometown feel or would be detrimental to some businesses, although some may not like the time-limits.

Cons:

- No significant source of revenue for the city
- Negative stigma for city associated with ticketing visitors for time-limit infractions

IMPORTANT NOTE:

Options III and IV below have paid parking components. In both options, the committee recommends paid parking only 36-weeks per year, with free parking October 15 – February 15, due to the seasonal patterns of visitors to Flagler Beach. Paid parking in the recommendations is from: 8:00 – 8:00 pm, 7 days per week.

Option III:

Paid parking by kiosk in all city parking lots – except the proposed new lots on South Flagler Avenue, which would remain free-of-charge. There is no on-street paid parking in this option. Also included are proper enforcement of on-street time-limits where appropriate, as well as time limits on SR A1A to encourage beach-goers who will be at the beach for multiple hours to park in the proposed new lots on South Flagler. Institute all general recommendations listed on previous page. No annual parking pass for residents of Flagler Beach with this option, since the paid parking would only affect city lots (except for the proposed new lots on Flagler Avenue) and there would be free on-street parking available as well as in the free proposed lots on Flagler Avenue.

<u>Option III</u>	<u>at 35% capacity</u>	<u>at 55% capacity</u>
5-Year Operating Revenue	\$662,640	\$903,855
5-Year Operating Gain	\$208,596	\$417,386

Fees: Kiosks in municipal lots could be set for smaller fees for those who need to park for a short time. Committee considered \$5 for a full day of parking weekdays and \$7 for a full day of parking on the weekend to be reasonable.

Pros:

- This is a conservative approach to paid parking in the City of Flagler Beach requiring a small capital investment.
- More revenue than Option II for City of Flagler Beach
- Does not clutter the aesthetics of Flagler Beach and our scenic A1A (for those who don't want to see kiosks).
- Creates parking space turnover for businesses
- Offers options for those who are willing to walk a few blocks and park in the free lots as well as for those who are willing to pay a small fee for a space in a lot closer to the beach.

Cons:

- Less revenue than Option IV for City of Flagler Beach
- May push cars onto streets in residential neighborhoods – so city may have to institute parking zones where only residents who have a sticker can park on certain streets.
- Less revenue to cover administrative costs
- Since we have some paid parking, there could be a greater expectation for a higher level of beach maintenance and services without significant revenue to pay for this.
- Residents of Flagler Beach would have to pay to park in public lots
- Could negatively impact businesses.

Option IV:

Paid parking by kiosk in all city parking lots – except the proposed new lots on South Flagler Avenue, which would remain free-of-charge. Paid on-street parking in downtown corridor on some streets (see Exhibit H: streets marked as blue on map). This option includes proper enforcement of on-street time-limits where appropriate (but not on A1A where those willing to pay for a premium space could do so through the kiosk and identify the amount of time desired). Institute all general recommendations listed on previous page. Annual parking passes for residents of Flagler Beach (at low TBD cost - possibly about \$30 annually - just to cover administration costs).

<u>Option IV</u>	<u>at 35% capacity</u>	<u>at 55% capacity</u>
5-Year Operating Revenue	\$3,939,754	\$6,191,042
5-Year Operating Gain	\$1,942,333	\$4,048,872

Pros:

- Most revenue for city of the four options and most effective parking space turnover for local businesses.
- Offers something for everyone: Free parking lots to the west, reasonably-priced city parking lots with options for beachgoers and visitors to local businesses, and premium paid parking spaces on-street on A1A and other downtown streets.

Cons:

- May push cars onto streets in residential neighborhoods – so city may have to institute parking zones where only residents who have a sticker can park on certain streets.
- Large capital investment
- Solution must be found to challenge of parking needs for employees of downtown businesses.
- Having parking kiosks on A1A and in our downtown is a negative aesthetic factor for some people.
- Some people feel that parking management and/or paid parking is not in synch with Flagler Beach’s unique, eclectic, friendly, hometown feel or would be detrimental to some businesses.
- Could negatively impact businesses.

Committee Voting Techniques, Result and Recommendation Regarding Paid Parking

The Vote:

On March 3, 2015 the ad-hoc committee voted by worksheet, assigning a number between 1 and 5 to various criteria regarding the four options. Following that vote, and after discussion regarding how the value of the criteria could be interpreted differently by different people, the committee voted again by a show of hands.

The Results:

The same result was attained through the two voting methods.

- **Worksheet vote:**

Option IV scored the highest, followed by Option III, Option II and Option I

Exhibit I: The criteria-based worksheet used in the vote

- **Show of hands vote:**

Option IV 3 votes

Option III 2 votes

Option II 1 vote

The Recommendation Regarding Paid Parking:

Option IV

Proposal	Provide Revenue for City	Risk posed by Capital Outlay	Share costs with visitors	Enhance ability to upgrade beach/visitor services	Enhance visitors' experience	Impact on abutting residential homes	Impact on downtown businesses	Impact on downtown employees	Solve capacity and congestion issues in downtown	Effect on Space Turnover	Responsibly plan for today and future	Encourage pedestrian access to downtown	Total
Option I - Do nothing													
Option II - Enforce current plan													
Option III - Paid Muni lots with on street time limits													
Option IV - Paid On-street and Paid Muni													

Proposal	BC	LP	BS	SS	Shelly	RS	Total
Option I - Do nothing	22	15	26	29	31	23	146
Option II - Enforce current plan, time limits	26	36	27	30	26	22	167
Option III - Paid Muni lots with on street time limits	30	36	32	30	33	32	193
Option IV - Paid On-street and Paid Muni	44	45	37	28	34	46	234

Finances

The financial models presented in this document were prepared by City of Flagler Beach Finance Director Kathleen Doyle based upon assumptions directed by the committee. The financial models were intentionally created upon conservative assumptions.

For Option III, models were constructed based on 35% and 55% capacity in all city parking lots except the new lots on South Flagler Avenue.

For Option IV, models were constructed based on 35% and 55% capacity based upon on-street parking on all streets marked in blue and all city parking lots except the new lots on South Flagler Avenue.

The following comments were prepared by Kathleen Doyle, Finance Director:

At the request of the Parking Committee, I created Projected Revenue and Expenditure Statements for the two options. In the presentation, for each option I used the assumptions of the parking areas being used for 55% of the available time, which was the general consensus of the committee. I also included a projection, which shows the parking areas being utilized for only 35% of the time. At the end of each report is a list of the notes and assumptions I used to create the analysis.

Capital Outlay

Option 3

Option 3 would require six (6) Kiosks (1 per parking lot). Startup Capital required in the amount of \$107,800 would be borrowed from the General Fund at the beginning of year one for the kiosks and related costs, as well as the needed improvements for all 6 lots. The capital also includes \$15,000 for the demolition of the Public Works Building, which is needed to create the South 4th Parking Lot. The Parking Fund would return money to the General Fund during the first four years of operation at a rate of \$26,950 per year, which would allow the Parking Fund to keep a positive cash flow for operating expenses. With the purchase of the kiosks, the Parking Fund would also be charged \$6,120 annually for fees, support and maintenance related to the operation of the devices.

To repay total Capital Outlay of \$138,400 by 2020; each of the 170 parking spaces would need to generate \$204 annually.

Option 4

Option 4 would require the purchase of an estimated 61 Kiosks. Startup Capital required in the amount of \$867,369 would be borrowed from the General Fund at the beginning of year one for the kiosks and related costs, as well as the needed improvements for the lots. The Parking Fund would return money to the General Fund during the first five years of operation at a rate of \$173,474 per year, which would allow the Parking Fund to keep a positive cash flow for operating expenses. With the purchase of the kiosks, the Parking Fund would also be charged \$74,790 annually for fees, support and maintenance related to the operation of the devices.

To repay total Capital Outlay of \$1,241,319 by 2021; each of the 662 parking spaces would need to generate \$375 annually.

CITY OF FLAGLER BEACH

Projected Statement of Revenues and Expenses

Option 3

Paid Parking in Public Lots Only (35% Capacity)

Operating Revenues	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
Parking Revenue	\$ 83,538	\$ 86,044	\$ 81,706	\$ 84,157	\$ 86,682	
Fines and Forfeitures	43,680	44,990	49,140	50,614	52,088	
	<u>\$ 127,218</u>	<u>\$ 131,035</u>	<u>\$ 130,846</u>	<u>\$ 134,771</u>	<u>\$ 138,770</u>	<u>\$ 662,640</u>
Operating Expenditures						
Parking Attendants	\$ 41,500	\$ 43,575	\$ 45,754	\$ 48,041	\$ 50,444	
Golf Carts for Parking Enforcement	5,000	5,000	-			
Merchant Processing Fees	10,500	10,761	11,071	11,520	11,990	
Purchase 6 Kiosks	12,900	12,900	12,900	12,900		
Set Up Fees	1,200					
Improvements	13,750	13,750	13,750	13,750		
Operating Supplies	2,880	2,938	2,996	3,056	3,117	
Repairs & Maintenance	2,500	3,000	3,000	3,000	3,000	
Annual Maintenance	3,600	4,500	4,500	4,500	4,500	
	<u>\$ 93,830</u>	<u>\$ 96,423</u>	<u>\$ 93,972</u>	<u>\$ 96,768</u>	<u>\$ 73,051</u>	<u>\$ 454,044</u>
Operating Gain (Loss) on Operations	<u>\$ 33,388</u>	<u>\$ 34,611</u>	<u>\$ 36,874</u>	<u>\$ 38,003</u>	<u>\$ 65,719</u>	<u>\$ 208,596</u>

Assumptions and Notes to the Statement:

Operating Revenues

Parking Revenues based on 35%(20% Mon - Thur; 55% Fri - Sunday) capacity 36 weeks annually, 12 hours per day

Parking Lot Rates \$5 per day, weekdays; \$7 per day weekends

Year 2017-2018 - 3% increase in capacity

Year 2018-2019 - Increase Parking Lots to \$6 per day, weekdays; \$8 per day on weekends

Year 2019-2020 - 3% increase in capacity

Year 2020-2021 - 3% increase in capacity

Fines & Forfeitures - 6 tickets written per day; increase fine to \$40 in 2017-18. Increase fine to \$45 in 2018-19

This projection includes greater enforcement of the 2-Hour time limits on ATA and throughout the CRA District

Capital Outlay

	Kiosks	\$	
Improvements (Start up Capital)		51,600	
			55,000
Set UP Fees		1,200	
Maintenance Contract (5 Years)		21,600	
Flat Merchant Fees		9,000	
Total Capital	\$	138,400	

Operating Expenditures

2 Parking Attendants - @27 hours per week \$13 per hour plus employer taxes, workers comp

(2 employees will provide 54 hours of service for 84 hours of operation)

Golf Carts Purchase 2 (1 each year). Also the possibility of using bikes or segways could save \$\$

Merchant Processing Fees - \$25 per month plus .13 per transaction for parking lot kiosks

\$1.50 fee for Parking Tickets paid by Credit/Debit (factored that 40% would pay by Credit Card)

Purchase 6 Kiosks - Repayment of initial Capital Outlay of \$51,600 to General Fund

Set Up Fees - \$200 per Kiosk (First Year Only)

Improvements - Repayment of initial Capital Outlay of \$55,000 to General Fund (includes the demolition of old Public Works Building

to create South 4th parking lot and improving all 6 lots)

Operating Supplies - Ink, Paper for Kiosks (\$40 per kiosk per month)

Utilities - NOT NEEDED IF WE GO SOLAR, OPERATES ON BATTERIES

Repairs & Maintenance - for general upkeep of parking areas, batteries for kiosks, etc.

Annual Maintenance - On Kiosks @ \$600 per unit Year 1; \$750 per unit Years 2 - 5

PROS

Small Capital Outlay \$107,800 covered in first four years of operations

Less impact on current administrative staff

Possibility of seeing impact of Paid Parking on community with minimal start up costs

CONS

Could provide small transfers back to General or Sanitation Funds, but not enough to offset current costs and demands

Would not provide for Beach Reserve Fund; unless we did not transfer for our current costs and demands

May still need increases to ad valorem tax in future years

CITY OF FLAGLER BEACH

Projected Statement of Revenues and Expenses

Option 3

Paid Parking in Public Lots Only (55% Capacity)

Operating Revenues	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
Parking Revenue	\$ 131,274	\$ 135,212	128,395	132,247	136,214	
Fines and Forfeitures	43,680	44,990	49,140	50,614	52,088	
	<u>\$ 174,954</u>	<u>\$ 180,203</u>	<u>\$ 177,535</u>	<u>\$ 182,861</u>	<u>\$ 188,303</u>	<u>\$ 903,855</u>
Operating Expenditures						
Parking Attendants	\$ 41,500	\$ 43,575	\$ 45,754	\$ 48,041	\$ 50,444	
Golf Carts for Parking Enforcement	5,000	5,000	-			
Merchant Processing Fees	16,533	16,975	17,472	18,241	19,047	
Purchase 6 Kiosks	12,900	12,900	12,900	12,900		
Set Up Fees	1,200					
Improvements	13,750	13,750	13,750	13,750		
Operating Supplies	2,880	2,938	2,996	3,056	3,117	
Repairs & Maintenance	2,500	3,000	3,000	3,000	3,000	
Annual Maintenance	3,600	4,500	4,500	4,500	4,500	
	<u>\$ 99,863</u>	<u>\$ 102,637</u>	<u>\$ 100,372</u>	<u>\$ 103,489</u>	<u>\$ 80,108</u>	<u>\$ 486,469</u>
Operating Gain (Loss) on Operations	<u>\$ 75,091</u>	<u>\$ 77,565</u>	<u>\$ 77,163</u>	<u>\$ 79,372</u>	<u>\$ 108,194</u>	<u>\$ 417,386</u>

Assumptions and Notes to the Statement:

Operating Revenues

Parking Revenues based on 55%(45% Mon - Thur; 70% Fri - Sunday) capacity, 36 weeks annually, 12 hours per day

Parking Lot Rates \$5 per day, weekdays; \$7 per day weekends

Year 2017-2018 - 3% increase in capacity

Year 2018-2019 - Increase Parking Lots to \$6 per day, weekdays; \$8 per day on weekends

Year 2019-2020 - 3% increase in capacity

Year 2020-2021 - 3% increase in capacity

Fines & Forfeitures - 6 tickets written per day; increase fine to \$40 in 2017-18. Increase fine to \$45 in 2018-19

This projection includes greater enforcement of the 2-Hour time limits on A1A and throughout the CRA District

Capital Outlay

Kiosks	\$ 51,600
Improvements (Start up Capital)	55,000
Set UP Fees	1,200
Maintenance Contract (5 Years)	21,600
Flat Merchant Fees	9,000
Total Capital	\$ 138,400

Operating Expenditures

2 Parking Attendants - @27 hours per week \$13 per hour plus employer taxes, workers comp

(2 employees will provide 54 hours of service for 84 hours of operation)

Golf Carts Purchase 2 (1 each year). Also the possibility of using bikes or segways could save \$\$

Merchant Processing Fees - \$25 per month plus .13 per transaction for parking lot kiosks

\$1.50 fee for Parking Tickets paid by Credit/Debit (factored that 40% would pay by Credit Card)

Purchase 6 Kiosks - Repayment of initial Capital Outlay of \$51,600 to General Fund

Set Up Fees - \$200 per Kiosk (First Year Only)

Improvements - Repayment of initial Capital Outlay of \$55,000 to General Fund (includes the demolition of old Public Works Building to create South 4th parking lot and improving all 6 lots)

Operating Supplies - Ink, Paper for Kiosks (\$40 per kiosk per month)

Utilities - NOT NEEDED IF WE GO SOLAR, OPERATES ON BATTERIES

Repairs & Maintenance - for general upkeep of parking areas, batteries for kiosks, etc.

Annual Maintenance - On Kiosks @ \$600 per unit Year 1; \$750 per unit Years 2 - 5

PROS

Small Capital Outlay \$107,800 covered in first four years of operations

Less impact on current administrative staff

Possibility of seeing impact of Paid Parking on community with minimal start up costs

CONS

Could provide small transfers back to General or Sanitation Funds, but not enough to offset current costs and demands

Would not provide for Beach Reserve Fund; unless we did not transfer for our current costs and demands

May still need increases to ad valorem tax in future years

Option III

Parking Lots Only @ \$5 per day' weekdays; \$7 per day weekends (35% Capacity)

Location	# Spaces	# of Kiosks	Rate per Hour	Hours Per Day	Days per week	Weeks per year	% Occupancy	Total First Year
South 8th P/L	30	1	\$ 5.57	12	7	36	35%	\$ 14,742
South 6th P/L	39	1	\$ 5.57	12	7	36	35%	\$ 19,165
South 5th P/L	24	1	\$ 5.57	12	7	36	35%	\$ 11,794
South 4th P/L	29	1	\$ 5.57	12	7	36	35%	\$ 14,251
N 5th Street P/L	24	1	\$ 5.57	12	7	36	35%	\$ 11,794
N 4th Street P/L	24	1	\$ 5.57	12	7	36	35%	\$ 11,794
	170	6						\$ 83,538

Parking Lots Only @ \$5 per day' weekdays; \$7 per day weekends (55% Capacity)

Location	# Spaces	# of Kiosks	Rate per Hour	Hours Per Day	Days per week	Weeks per year	% Occupancy	Total First Year
South 8th P/L	30	1	\$ 5.57	12	7	36	55%	\$ 23,166
South 6th P/L	39	1	\$ 5.57	12	7	36	55%	\$ 30,116
South 5th P/L	24	1	\$ 5.57	12	7	36	55%	\$ 18,533
South 4th P/L	29	1	\$ 5.57	12	7	36	55%	\$ 22,394
N 5th Street P/L	24	1	\$ 5.57	12	7	36	55%	\$ 18,533
N 4th Street P/L	24	1	\$ 5.57	12	7	36	55%	\$ 18,533
	170	6						\$ 131,274

CITY OF FLAGLER BEACH
Projected Statement of Revenues and Expenses

Option #4
Master Parking Plan (Paid Parking Lots & On Street) 35% Capacity

Operating Revenues	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
Parking Revenue	\$ 608,748	\$ 627,010	753,925	776,543	815,370	3,581,595
Fines and Forfeitures	60,875	62,701	75,392	77,654	81,537	358,159
	<u>\$ 669,622</u>	<u>\$ 689,711</u>	<u>\$ 829,317</u>	<u>\$ 854,197</u>	<u>\$ 896,907</u>	<u>\$ 3,939,754</u>

Operating Expenditures	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
Parking Attendants	\$ 62,250	\$ 65,363	68,631	68,631	68,631	333,506
Golf Carts for Parking Enforcement	5,000	5,000	-	-	-	10,000
Merchant Processing Fees	71,122	72,544	73,995	75,475	76,985	370,121
Lease Payment	116,054	116,054	116,054	116,054	116,054	576,270
Set Up Fees	12,100	-	-	-	-	12,100
Improvements	55,000	55,000	55,000	55,000	55,000	275,000
Operating Supplies	29,040	29,621	30,213	30,817	31,434	151,125
Repairs & Maintenance	7,500	10,000	10,000	10,000	10,000	47,500
Annual Maintenance	36,300	45,375	45,375	45,375	45,375	172,725
	<u>\$ 394,366</u>	<u>\$ 398,957</u>	<u>\$ 399,268</u>	<u>\$ 401,352</u>	<u>\$ 403,478</u>	<u>\$ 1,997,421</u>

Operating Gain (Loss) on Operations \$ 275,256 \$ 290,754 \$ 430,049 \$ 452,845 \$ 493,428 \$ 1,942,333

CITY OF FLAGLER BEACH
Projected Transfers Out, Reserves

Operating Gain (Loss)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
	<u>\$ 275,256</u>	<u>\$ 290,754</u>	<u>\$ 430,049</u>	<u>\$ 452,845</u>	<u>\$ 493,428</u>	<u>\$ 1,942,333</u>

Transfers Out

To the General Fund	\$ 225,078	\$ 225,078	231,830	238,785	245,949	1,166,720
To the Sanitation Fund	48,196	64,262	66,190	68,175	70,221	317,043
	<u>\$ 273,274</u>	<u>\$ 289,340</u>	<u>\$ 298,020</u>	<u>\$ 306,961</u>	<u>\$ 316,169</u>	<u>\$ 1,483,764</u>

Net Position \$ 1,982 \$ 1,415 \$ 132,029 \$ 145,884 \$ 177,259 \$ 458,569

Beach Fund Reserve	-	-	50,000	50,000	85,000	185,000
Capital Replacement Reserve	-	-	60,000	60,000	60,000	180,000
Unreserved Fund Balance	1,982	1,415	22,029	35,884	32,259	93,569
Total Reserves	<u>\$ 1,982</u>	<u>\$ 1,415</u>	<u>\$ 132,029</u>	<u>\$ 145,884</u>	<u>\$ 177,259</u>	<u>\$ 458,569</u>

Assumptions and Notes to the Statement:

Operating Revenues

Parking Revenues based on 35%(20% Mon - Thur; 55% Fri - Sunday) capacity 36 weeks annually, 12 hours per day Street Parking will be \$1 per hour, Parking Lots \$5 Mon - Thurs; \$7 Fri - Sat and Holidays (averaged to \$5.87 per hour) Includes revenue for \$ 4th Street Parking Lot to come after the new Public Works Building is completed and the old building is demolished. (Calculated \$15,014 for this lot)

Year 2016-2017 - 3% increase in capacity

Year 2017-2018 - Increase Street Parking to \$1.25 per Hour; Parking Lots to \$6 and \$8 per day

Year 2018-2019 - 3% increase in capacity

Year 2019-2020 - 3% increase in capacity

Fines & Forfeitures based on 10% of Parking Revenues (Average of 50 tickets written per week @ \$35 each in 2016-17)

Operating Expenditures

3 Parking Attendants - @27 hours per week \$13 per hour plus employer taxes, workers comp

(3 employees could provide 81 hours of service for 84 hours of operation).

Golf Carts Purchase 2 (1 each year) Replacements could be paid from Capital Reserves in Future years.

Merchant Processing Fees - \$45 per month per kiosks on streets; \$25 per month plus .13 per transaction for parking lot kiosks

\$1.50 fee for Parking Tickets paid by Credit/Debit

Lease Payment - Capital Lease for 61 Kiosks (\$8600 each) over 5 Years at 3.75% Interest (Total \$580,269)

Calculated # of Kiosks 1 per 8 spaces on Street Parking; 1 for each Parking Lot; 1 per 12 spaces for angled parking

(Could be done as an interfund loan from the General Fund which would keep the interest (\$59,970) in the city)

Set Up Fees - \$200 per Kiosk (First Year Only)

Improvements - May need to provide bumpers, demolition of PW Building

improve grading on lots; clearly mark spaces sidestreets, provide improvements such as pads to install Kiosks,

signage for kiosk locations. In future years, we could use the capital replacement reserve

\$275,000 will need to be borrowed from General Fund for Start up and paid back over 5 years.

Operating Supplies - Ink, Paper for Kiosks (\$40 per kiosk per month)

Utilities - NOT NEEDED IF WE GO SOLAR, OPERATES ON BATTERIES

Repairs & Maintenance - for general upkeep of parking areas, batteries for kiosks, etc.

Annual Maintenance - On Kiosks @ \$600 per unit Year 1; \$750 per unit Years 2 - 5

TRANSFERS

General Fund - transfer would offset costs of Finance & Maintenance Departments, the overtime paid to Fire & Police Departments during special events.

Transfers back to the General Fund will take the burden off of property taxes paid by the citizens of Flagler Beach.

Based on the 14/15 property taxes the transfer back to General Fund could save tax payers 8-10% of the amount paid to the City

Sanitation Service - This transfer to the Sanitation Fund would offset costs of garbage collection:

could reduce the need for an annual increase of residential and commercial refuse rates.

Capital Reserve Fund - would restrict this portion of collected revenues annually for future replacements of kiosks or start up capital for future paid parking

Beach Fund Reserve - would restrict this portion of collected revenues annually for beach related projects upon City Commission Approval

Other

For Kiosk Costs information was provided by IPS Group which sells Solar Units

Amount of Capital Outlay for Year 1 is \$867,349; amounts to \$1310 per parking space.

Total Capital Outlay is \$1,241,319 or \$1875 per space. Each space must earn \$375 annually to replace capital outlay in 5 Years.

Over the five year projection at 35% Capacity; Parking Revenue would generate \$3,581,594 or \$5,410 per space (based on gross revenues)

Each space would gross \$1,082 annually in this projection

Capital Outlay

Kiosks	\$ 580,269
Improvements (Start up Capital)	275,000
Set UP Fees	12,100
Maintenance Contract (5 Years)	217,800
Flat Merchant Fees (5 Years)	156,150
Total Capital	\$ 1,241,319

CITY OF FLAGLER BEACH
Projected Statement of Revenues and Expenses

Option #4

Master Parking Plan (Paid Parking Lots & On Street) 55% Capacity

Operating Revenues	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
Parking Revenue	\$ 956,603	\$ 985,301	1,184,739	1,220,281	1,281,295	5,628,220
Fines and Forfeitures	95,660	98,530	118,474	122,028	128,130	562,822
	<u>\$ 1,052,264</u>	<u>\$ 1,083,832</u>	<u>\$ 1,303,213</u>	<u>\$ 1,342,309</u>	<u>\$ 1,409,425</u>	<u>\$ 6,191,042</u>

Operating Expenditures

Parking Attendants	\$ 62,250	\$ 65,363	\$ 68,631	\$ 68,631	\$ 68,631	
Golf Carts for Parking Enforcement	5,000	5,000	-	-	-	
Merchant Processing Fees	98,937	100,916	102,934	104,992	107,092	
Lease Payment	116,054	116,054	116,054	116,054	116,054	
Set Up Fees	12,100					
Improvements	55,000	55,000	55,000	55,000	55,000	
Operating Supplies	29,040	29,621	30,213	30,817	31,434	
Repairs & Maintenance	7,500	10,000	10,000	10,000	10,000	
Annual Maintenance	36,300	45,375	45,375	45,375	45,375	
	<u>\$ 422,181</u>	<u>\$ 427,328</u>	<u>\$ 428,207</u>	<u>\$ 430,869</u>	<u>\$ 433,586</u>	<u>\$ 2,142,170</u>

Operating Gain (Loss) on Operations	\$ 630,083	\$ 656,504	\$ 875,006	\$ 911,440	\$ 975,839	\$ 4,048,872
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CITY OF FLAGLER BEACH
Projected Transfers Out, Reserves

Operating Gain (Loss)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	5 Year Totals
	\$ 630,083	\$ 656,504	\$ 875,006	\$ 911,440	\$ 975,839	\$ 4,048,872

Transfers Out

To the General Fund	\$ 225,078	\$ 225,078	\$ 231,830	\$ 238,785	\$ 245,949	\$ 1,166,720
To the Sanitation Fund	64,262	64,262	66,190	68,175	70,221	333,109
	<u>\$ 289,340</u>	<u>\$ 289,340</u>	<u>\$ 298,020</u>	<u>\$ 306,961</u>	<u>\$ 316,169</u>	<u>\$ 1,499,829</u>

Net Position	\$ 340,743	\$ 367,164	\$ 576,986	\$ 604,479	\$ 659,670	\$ 2,549,043
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Beach Fund Reserve	250,000	250,000	375,000	400,000	500,000	1,775,000
Capital Replacement Reserve	60,000	60,000	60,000	60,000	60,000	300,000
Unreserved Fund Balance	30,743	57,164	141,986	144,479	99,670	474,043
Total Reserves	<u>\$ 340,743</u>	<u>\$ 367,164</u>	<u>\$ 576,986</u>	<u>\$ 604,479</u>	<u>\$ 659,670</u>	<u>\$ 2,549,043</u>

Assumptions and Notes to the Statement:

Operating Revenues

Parking Revenues based on 55%(45% Mon - Thur; 70% Fri - Sunday) capacity, 36 weeks annually, 12 hours per day
 Street Parking will be \$1 per hour, Parking Lots \$5 Mon - Thurs; \$7 Fri - Sat and Holidays (averaged to \$5.87 per hour)
 Includes revenue for S 4th Street Parking Lot to come after the new Public Works Building is completed and the old building is demolished. (Calculated \$15,014 for this lot)

Year 2016-2017 - 3% increase in capacity

Year 2017-2018 - Increase Street Parking to \$1.25 per Hour; Parking Lots to \$6 and \$8 per day

Year 2018-2019 - 3% increase in capacity

Year 2019-2020 - 3% increase in capacity

Fines & Forfeitures based on 10% of Parking Revenues (Average of 90 tickets written per week @ \$35 each in 2016-17)

Operating Expenditures

3 **Parking Attendants** - @27 hours per week \$13 per hour plus employer taxes, workers comp

(3 employees could provide 81 hours of service for 84 hours of operation).

Golf Carts Purchase 2 (1 each year) Replacements could be paid from Capital Reserves in Future years.

Merchant Processing Fees - \$45 per month per kiosks on streets; \$25 per month; plus .13 per transaction for parking lot kiosks

\$1.50 fee for Parking Tickets paid by Credit/Debit

Lease Payment - Capital Lease for 61 Kiosks (\$8400 each) over 5 Years at 3.75% Interest (Total \$580,269)

Calculated # of Kiosks 1 per 8 spaces on Street Parking; 1 for each Parking Lot; 1 per 12 spaces for angled parking

(Could be done as an interfund loan from the General Fund which would keep the interest (\$59,970) in the city)

Set Up Fees - \$200 per Kiosk (First Year Only)

Improvements - May need to provide bumpers, demolition of PW Building

Improve grading on lots; clearly mark spaces sidestreets, provide improvements such as pads to install Kiosks,

signage for kiosk locations. In future years, we could use the capital replacement reserve

\$275,000 will need to be borrowed from General Fund for Start up and paid back over 5 years.

Operating Supplies - Ink, Paper for Kiosks (\$40 per kiosk per month)

Utilities - NOT NEEDED IF WE GO SOLAR, OPERATES ON BATTERIES

Repairs & Maintenance - for general upkeep of parking areas, batteries for kiosks, etc.

Annual Maintenance - On Kiosks @ \$600 per unit Year 1; \$750 per unit Years 2 - 5

TRANSFERS

General Fund - transfer would offset costs of Finance & Maintenance Departments, the overtime paid to Fire & Police Departments during special events.

Transfers back to the General Fund will take the burden off of property taxes paid by the citizens of Flagler Beach.

Based on the 14/15 property taxes the transfer back to General Fund could save tax payers 8-10% of the amount paid to the City

Sanitation Service - this transfer to the Sanitation Fund would offset costs of garbage collection:

could reduce the need for an annual increase of residential and commercial refuse rates.

Capital Reserve Fund - would restrict this portion of collected revenues annually for future replacements of kiosks or start up capital for future paid parking

Beach Fund Reserve - would restrict this portion of collected revenues annually for beach related projects upon City Commission Approval

Other

For Kiosk Costs information was provided by IPS Group which sells Solar Units

Amount of Capital Outlay for Year 1 is \$867,339; amounts to \$1310 per parking space.

Total Capital Outlay is \$1,241,319 or \$1875 per space. Each space must earn \$375 annually to replace capital outlay in 5 Years.

Over the five year projection at 55% Capacity; Parking Revenue would generate \$5,628,220 or \$8,502 per space (based on gross revenues)

Each space would gross \$1,700 annually in this projection

Capital Outlay

Kiosks	\$ 580,269
Improvements (Start up Capital)	275,000
Set UP Fees	12,100
Maintenance Contract (5 Years)	217,800
Flat Merchant Fees (5 Years)	156,150
Total Capital	<u>\$ 1,241,319</u>

Option IV

PAID PARKING \$1.00 Per Hour (Parking Lots @ Flat Rate of \$5 & \$7 per day(35% Capacity))

Location	# Spaces	# of Kiosks	Rate per Hour	Hours Per Day	Days per week	Weeks per year	% Occupancy	Total Year One
A1A Parking	176	16	\$ 1.00	12	7	36	35%	\$ 186,278
North Side Streets	66	8	\$ 1.00	12	7	36	35%	\$ 69,854
South Side Streets	250	31	\$ 1.00	12	7	36	35%	\$ 264,600
South 8th P/L	30	1	\$ 5.87	12	7	36	35%	\$ 15,532
South 4th P/L	29	1	\$ 5.87	12	7	36	35%	\$ 15,014
South 6th P/L	39	1	\$ 5.87	12	7	36	35%	\$ 20,192
South 5th P/L	24	1	\$ 5.87	12	7	36	35%	\$ 12,426
N 5th Street P/L	24	1	\$ 5.87	12	7	36	35%	\$ 12,426
N 4th Street P/L	24	1	\$ 5.87	12	7	36	35%	\$ 12,426
	662	61						\$ 608,748

PAID PARKING \$1.00 Per Hour (Parking Lots @ Flat Rate of \$5 & \$7 per day(55% Capacity))

Location	# Spaces	# of Kiosks	Rate per Hour	Hours Per Day	Days per week	Weeks per year	% Occupancy	Total Year One
A1A Parking	176	16	\$ 1.00	12	7	36	55%	\$ 292,723
North Side Streets	66	8	\$ 1.00	12	7	36	55%	\$ 109,771
South Side Streets	250	31	\$ 1.00	12	7	36	55%	\$ 415,800
South 8th P/L	30	1	\$ 5.87	12	7	36	55%	\$ 15,532
South 4th P/L	29	1	\$ 5.87	12	7	36	55%	\$ 15,014
South 6th P/L	39	1	\$ 5.87	12	7	36	55%	\$ 20,192
South 5th P/L	24	1	\$ 5.87	12	7	36	55%	\$ 12,426
N 5th Street P/L	24	1	\$ 5.87	12	7	36	55%	\$ 12,426
N 4th Street P/L	24	1	\$ 5.87	12	7	36	55%	\$ 12,426
	662	61						\$ 906,309

Public Workshops of October 21 and 28, 2014

Considering the complexities of Flagler Beach's parking challenges, the public workshops were held in a round-table, discussion-based format. The ad-hoc parking committee's goal was to gain as much input and knowledge as possible about the ideas, concerns and solutions from citizens. The round-table format helped to create an atmosphere of discussion and gave more time (than the usual 3 minutes) for issues to be explored in depth. Tables of 6-8 attendees were each monitored by a facilitator. Facilitators included local business owners, retired university professors and community leaders. Approximately 50 people were in attendance each evening.

Oct. 21 was advertised to target input from businesses, and Oct. 28 was advertised to target input from residents. However, input from all angles was encouraged each evening. Some citizens attended both public workshops and expressed the same statements/opinions both evenings. All comments were documented, even if they were repeated by the same individual several times.

In studying the information gathered after the two public workshops, the ad-hoc parking committee divided the input into common categories and identified the predominant issues from the two meetings. These were:

Enforcement	Signage
Trolley	Employees of downtown businesses
Kiosks	Residential Neighborhoods abutting paid parking zone
Passes for residents	Phases
Seasons	Fisherman / Passes
Special Events	Time limits / Parking Space Turnover
Effect on businesses	Administration/Logistics
General Concerns	Incentives/Amnesty
Parking structure	Communications
Sharing cost of maintenance with visitors	Alternative Ideas
Capacity	Review of Ordinances/Land Development Regulations
Finances	

The ad-hoc parking committee spent several meetings studying the public input to identify new ideas, common concerns and to address as many issues as possible. The list of public comments and how they were categorized is included in this section. Some logistical details, such as how many resident parking passes would be permitted per household and what the exact technology would be if paid parking were to move forward, were discussed by the committee, but not brought to final conclusion. The committee had consensus on not dedicating additional meetings to working out every detail of a paid parking plan before the City Commission of the City of Flagler Beach made its decision regarding whether or not to move forward with paid parking.

See Exhibit E for comments gathered.

Additional Items to Consider:

Enterprise Fund:

Should the City Commission of the City of Flagler Beach choose either Option III or Option IV, the ad-hoc parking committee recommends creation of an enterprise fund for revenue generated from parking. Emphasis should be placed on using the revenue to fund beach services and maintenance; pay for parking infrastructure, future lots and parking-associated costs; and offset costs of growth management in Flagler Beach.

In addition, signage, website verbiage, brochures and “volunteer parking ambassadors” would be helpful in creating public awareness that the fees collected are to enhance beach services, manage parking and buy new lots – with the thought that people will be more willing to pay a fee to park if they know the money is being used to enhance a place they enjoy visiting.

North Side / South Side of SR 100:

The parking challenges north of SR 100 and those south of SR 100 are different, especially along A1A. The committee did not address whether or not parking should continue to be permitted on the east side of A1A. In considering the four options, the committee assumed parking will continue on both sides of A1A.

The committee discussed in detail the special challenges regarding parking capacity north of SR 100. South of SR 100 has more municipal parking lots than the north side of town (the potential for six lots on the south side if the new lots are built), while there are only two municipal lots (4th St. North and 5th St. North) on the north side of town. While the area to the immediate south of SR 100 sees the most beach visitors, the area to the north of SR 100 also attracts beachgoers and is home to several businesses with limited parking options for their customers.

Regardless of which direction the commission chooses, city and business owners must work together on solutions. One possibility discussed by the committee in addition to purchasing more lots, would be to work with churches on the north side of town to possibly lease parking from them during days and hours that parking was not needed for church activities.

Parking Incentives & Amnesty Programs:

There are many examples of cities across the nation that have created innovative programs within their paid parking plans to enhance visitor appreciation, offer forgiveness of first-time violations (St. Petersburg, for example, which forgives first-time violators who can show a receipt from spending \$25 or more at an area business), etc. Cities also work with businesses to offer frequent-customer appreciation incentives and other programs to support businesses.

Enforcement:

The viability, cost and effectiveness of enforcement of a paid parking program was discussed at length by the ad-hoc parking committee and was a common theme during the public workshops.

For this reason, the ad-hoc parking committee asked Police Captain Matt Doughney to attend the January 29, 2015 committee meeting where Capt. Doughney answered committee member questions regarding enforcement.

Additional Items to Consider (continued):

As per Capt. Doughney:

Tire chalking is a viable method of monitoring timed parking areas.

Training of parking monitors could be completed in two days at our police station.

Current police staff could supplement staff hired to monitor parking enforcement (note: Financial models presented in this document include hiring three part-time individuals for Opt. IV and two parking attendants for Opt. III).

Technology:

Committee discussion and financial models assumed any paid parking in Flagler Beach would involve the more modern kiosks, rather than individual meters, should the city move forward in the direction of paid parking.

The ad-hoc parking committee met with two technology companies: T2 Systems (Digital Payment Technologies) and Duncan Solutions, which gave presentations about possible systems to meet the needs of paid parking in Flagler Beach. Modern municipal paid parking in Florida is mostly conducted through kiosks that accept both cash and credit cards. Many offer pay-by-phone options. Municipalities can choose pay-and-display options or kiosks that operate in a way that does not require the user to return to the vehicle after paying at the kiosk. Whichever technology is chosen affects the number of kiosks to be purchased (since if the user does not have to return to the vehicle, a higher ration of kiosk per space can be obtained). Should the City Commission of the City of Flagler Beach choose Option III or Option IV, an RFP would be used to consider various options. For the purpose of the Option IV financial model in this document, the number of kiosks used in the model (61) assumes the user would return to the car (pay-and-display). Fewer kiosks could be needed if a different technology were chosen.

Exhibit G – Power Points from T2 Systems (Digital Payment Technologies) and Duncan Solutions

The June, 2014 State Moratorium - HB 7175

City of Flagler Beach learned in April, 2015 that the State of Florida does not intend to move forward with HB 7175. Thus, it appears that the moratorium put in place by the state last year will be lifted in July and the state has decided that it is not worth it for them to pursue profit sharing with municipalities that have paid parking on state roads.

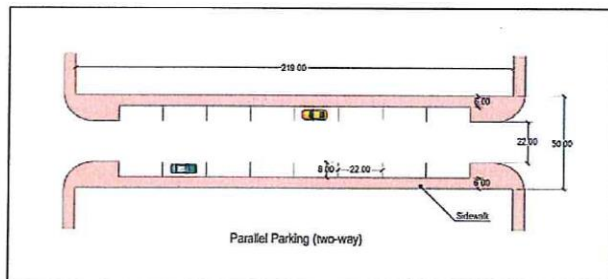
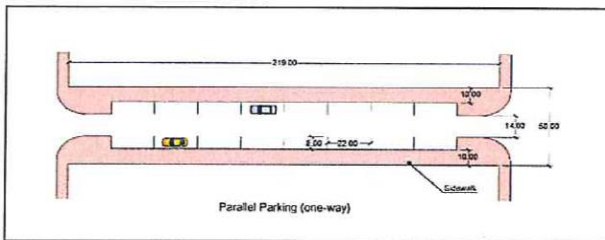
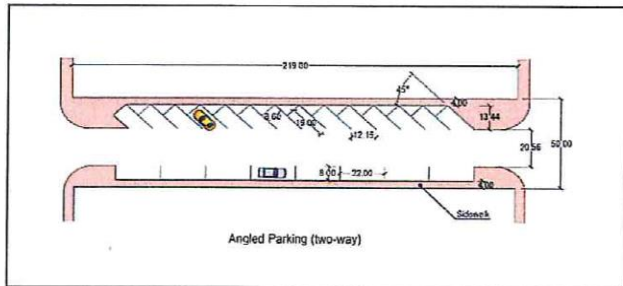
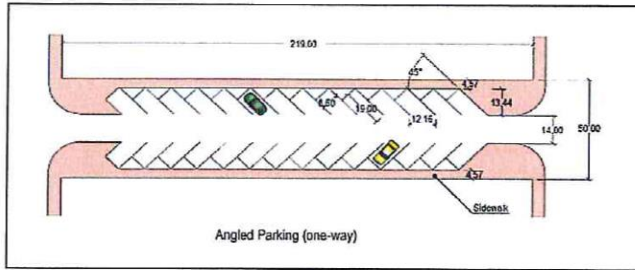
Information about the proposal and the report generated by the Florida State Transportation Commission are included in this report because of the light it sheds on paid parking in other Florida municipalities (although the financials included only pertain to parking spaces on state roads and not city-wide spaces).

Exhibit C - Legislative Alert - HB 7175

Exhibit F – State of Florida Parking Meter Study

Diagonal On-street Parking:

City of Flagler Beach Downtown Design Guidelines feature options for one-way streets with diagonal parking spaces. Consideration of these models could increase parking capacity downtown. Please see diagram on following page from downtown design guidelines.



Parking configuration alternatives

Parking Design

1. Maximum parking stall dimensions for off-street parking and on-street parking should include the following principles:
 - a. Parallel parking space eight (8) by twenty-two (22) feet long constructed of a pervious material approved by the City.
 - b. 60 degree or less (one-way) and 90 degree (one-way) parking space should have minimum parking dimensions of 8.6 feet wide by 20 feet long with an aisle width of 18 feet.
 - c. 90 degree (two-way) parking should have a minimum width of 8.6 feet by 18 feet. The minimum aisle width in this case should be 22 feet.
 - d. One (1) foot continuous concrete strip to separate the adjacent parking space from the traffic way and to maintain the integrity of the asphalt edge of street pavement extending the length of the designated parallel parking strip.
 - e. Parking space strips separated by hard-surface material (e.g. concrete, pavers) extending the full width of the parking space per City approval.
3. Shared parking requirements- The use of shared parking shall be encouraged when the development is under the control of a single owner/ developer and contains commercial, retail, office, institutional or public uses.
4. Parking lot design and layout as per Section 5.04.00 Landscaping, Land Development Regulations.
5. Parking should be located so that it does not break the continuity along the sidewalk.

Vehicular Circulation

1. Curb cut access to property from front property line should be minimized and where possible shared parking should be encouraged.
2. Vehicular access should be provided, where possible, from side streets, rear streets, alleys or adjacent properties only.
3. Internal access drives should join together existing public streets and should line up with adjacent private drives.
4. Internal parking lots should connect with adjacent parking lots where possible.

Section VII: Exhibits:

- Exhibit A Bruce Campbell Power Point of 1/31/13
- Exhibit B Ad Hoc Parking Committee Power Point Presentation to City Commission of 3/4/14
- Exhibit C Legislative Alert for HB 7175 FTC Statewide Parking Facility Inventory Report prepared as study for HB 7175 Confirmation that state will not be going forward with HB 7175
- Exhibit D Ad Hoc Parking Committee Power Point for Public Workshops 10/21/14 and 10/28/14
- Exhibit E Support Documentation from Public Input from Public Workshops
- Exhibit F Recommended bicycle rack styles
- Exhibit G Power Point Presentation from Digital Payment Technologies and Duncan Solutions

City of Flagler Beach, Florida

Request for Qualifications (RFQ #26-0106) for Parking Operations & Enforcement Services

Issue Date: June 1, 2026

Submission Deadline: July 2, 2026

1. Purpose

The City of Flagler Beach (“City”) invites qualified firms to submit **Statements of Qualifications (SOQs)** to provide comprehensive **parking operations, parking enforcement, technology integration, revenue management, customer service, and reporting services** for approximately **400 parking spaces** comprising beachfront, on-street, and City-owned off-street parking lots within the City Community Redevelopment Area (in general, N. 9th Street to S. 9th Street and Flagler Avenue to Oceanshore Boulevard [SR A1A]).

This RFQ will be used to determine a shortlist of the most qualified Respondents for potential contract negotiations.

2. Background

Flagler Beach is a coastal community with significant tourism and local parking demands. The City owns and manages a variety of parking assets that require professional oversight, enforcement, and modern technology for efficient operations and customer satisfaction.

3. Scope of Services

Respondents should demonstrate the ability to provide the following services:

3.1 Parking Operations & Customer Service

Oversight of daily parking operations (beachfront, on-street, off-street lots).

- Implementation and management of parking payment systems (meters, pay-by-app, pay-by-plate).
- Customer service plan for users of all parking facilities.

3.2 Parking Enforcement

- Enforcement of City parking ordinances, including issuance of citations and compliance monitoring.
- Use of technology for enforcement (e.g., electronic citation devices, License Plate Recognition, where appropriate).
- Coordination with City staff and law enforcement to address compliance issues.

3.3 Technology Integration & Reporting

- Proposal for parking technology systems, integration plan, data reporting dashboards, and analytical tools to support City objectives.
- Preparation of regular utilization, revenue, and enforcement reports.

3.4 Revenue Management

- Secure, auditable revenue collection, reconciliation, and timely remittance procedures.
- Transparent financial reporting with monthly and annual summaries.

4. Minimum Qualifications

Respondents must demonstrate:

- A minimum of ten (10) years of experience in municipal parking operations and enforcement.
- Demonstrated experience implementing and managing parking technology solutions.
- Ability to provide references from at least three (3) public sector engagements.
- Compliance with all applicable local, state, and federal regulations.

5. Submission Requirements

All SOQs must be received by the deadline listed above and include:

- **Cover Letter** with contact information.
- **Company Profile** and Florida business license information.
- **Relevant Experience** narrative including largest and or most complex parking operations experience as well as experience with at least one similarly-sized (5,000- 10,000 population) city.
- **Key Personnel Resumes** highlighting municipal and public parking experience.
- **References** from public sector clients.
- **Veteran-Owned Preference Documentation (if applicable):** See Section 7.

Please submit ten (10) original copies and 1 electronic copy (provided in MS Word or .pdf on a “flash” or thumb” drive). Late or incomplete submissions will not be accepted.

6. RFQ Questions & Addenda

All questions concerning this RFQ must be submitted in writing to the City’s Utility Billing Supervisor by the date listed in the Schedule Addendum. Any changes as well as responses to questions regarding this RFQ will be issued as a formal Addendum and posted to the City’s website and additionally provided electronically to all respondents.

7. Veteran-Owned Preference

To qualify for preference points, Respondents must include the following documentation:

A business is eligible to be considered **Veteran-Owned** if:

- **At least 50% of the business is owned by one or more U.S. military veterans**, and
- A **Principal** (an individual owning **at least 25% of the business**) is a veteran.

Documentation required to confirm Veteran-Ownership include:

1. Organizational documents (Articles of Incorporation/Operating Agreement) indicating ownership percentages.
2. Proof of veteran status (e.g., DD-214 or comparable documentation) for veteran owner(s).
3. Identification of principal owners and their ownership percentage.

Incomplete or missing documentation will result in **no preference points** awarded in this category.

8. Evaluation & Selection Process

An Evaluation Committee (composition to be determined) will score responsive SOQs based on the following criteria. The Evaluation Committee will then recommend qualifying Respondents (not to exceed four) to present their qualifications/plan to the City Commission. The City Commission will then rank the Respondents and direct City staff to enter into contract negotiations with the Respondents in the ranked order. If negotiations with the highest-ranked Respondent are unsuccessful, negotiations will continue with the second-ranked Respondent (then third and fourth, if necessary).

9. Scoring Matrix

Category	Max Points
1. Relevant Experience	15
2. Operations & Enforcement Plan	25
3. Technology Integration & Reporting	20
4. Key Personnel Qualifications	10
5. Veteran-Owned Business Preference	5
6. References & Past Performance	10
7. Community Engagement Plan	15
Total Possible Points	100

Minimum Threshold: Respondents must achieve **at least 75 points** to be considered for further review or negotiation.

10. Contract Term & Conditions

The selected Respondent will negotiate a contract with the City, including defined service levels, insurance requirements, indemnification, performance metrics, and an initial term of five (5) years with City renewal options. All City and Florida statutory requirements will apply and additional provisions may be required (negotiated).

11. Miscellaneous

- The City reserves the right to accept or reject any or all SOQs, waive informalities, or re-advertise.
- All responses become public records in accordance with Florida law.
- Costs incurred in responding to this RFQ are the sole responsibility of the Respondent.

12. Schedule

Category	Max Points
1. Request for Qualifications published	Jun 1, 2026
2. Formal site visit (optional)	Jun 12, 2026
3. Questions due	Jun 19, 2026
4. Request for Qualifications due	Jul 2, 2026
5. Evaluation Committee review	Jul 16, 2026
6. City Commission presentations	Aug 11, 2026
7. City Commission consideration	Sep 10, 2026



Staff Report

Community Redevelopment Agency Advisory Board
Regular Meeting

May 11, 2026

To: Community Redevelopment Agency Advisory Board
From: Casey Ryan, CRA Director
Meeting Date: May 11, 2026
Item Name: Capital Improvement Program (CIP) Review

Background:

Each year, the CRA plans and prioritizes capital projects that support redevelopment goals, including infrastructure improvements and beautification. Future-year projects are identified based on community needs and funding availability.

Fiscal Impact:

Staff Recommendation:

Staff recommends the CRA Advisory Board review and discuss potential future capital projects and provide recommendations on priorities based on community needs and available funding.

Attachments:

None