



# City of Palm Coast

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

## Meeting Minutes City Council Workshop

**Mayor Jon Netts**  
**Vice Mayor Heidi Shipley**  
**Council Member Jason DeLorenzo**  
**Council Member Bill McGuire**  
**Council Member Steven Nobile**

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**Tuesday, March 8, 2016**

**9:00 AM**

**City Hall Community Wing**

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

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

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### **A. Call to Order**

*Mayor Netts called the meeting to order at 9:00 a.m.*

### **B. Pledge of Allegiance to the Flag**

### **C. Roll Call**

*Records Coordinator Barbara Redline called the roll.*

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

### **D. PRESENTATIONS**

#### **1 [16-86](#) PRESENTATION OF THE ANNUAL INVESTMENT REPORT**

*Mr. Landon gave a brief overview of this item. Mr. Christopher Quinn, Finance Director, introduced the City's consultant, Mr. John Brady, Managing Director of Public Trust Advisors, who gave a PowerPoint presentation (attached to these minutes).*

*CM McGuire - Do you have a chart of any data of how much is in treasury notes and how much is in Freddie Mac? Mr. Brady - Yes, we will give that to you (in the presentation, see slide 19 - Aggregate Investment Holdings 2015).*

CM Nobile - That's an annual yield (book yield on slide 15 - Managed Portfolio Characteristics 2015)? Mr. Brady - The book yield is the yield at that point in time; he talks of book yield because that is what you can expect from income coming from that portfolio as of December 31, 2015.

CM McGuire - Book yield on cash is drawing interest? Mr. Quinn - Some is real interest and some of it is artificial; used to offset the bank fees, so we don't physically get the interest.

CM McGuire - What is that interest rate? Mr. Quinn - At Wells Fargo Bank it is .3% now; our main checking account.

CM McGuire - Can you explain what liquidity for project expenditures means? Mr. Brady - If there is a project that you are working on that has expenditures coming up, we want to keep that in liquid investments so we wouldn't have to sell something to pay that expenditure.

CM McGuire - How do you know how much to put into that account? Mr. Quinn - We don't, he consults with Mr. Brady each month to look at all the securities and to discuss where we need to have our investments and cash, etc.

CM McGuire - \$19 mil. cash reserve level (slide 19 - Aggregate Investment Holdings 2015), is that too high or too low? Mr. Quinn - It is always that way at the end of December because we get a big tax check in the last two weeks of December but it has already been reinvested; if we had a need for it for whatever reason it would be a different story but we didn't.

CM McGuire - Is that the fund we dipped into when the Starlight Tornado hit? Mr. Quinn - That is our disaster reserve fund, a little over \$2 mil. in that. That is actually invested in our longer term investments in the hope that we don't need it; it's very liquid, easy to sell if we have to.

CM McGuire - If the Council decided we wanted to go heavily into capital improvements, the \$19 mil. is available for consideration? Mr. Quinn - \$15 mil. of that is our property taxes so that is to last us all through September 30th to pay our general fund expenditures. The only way that would be available is if you were to cut the budget severely for some other use. Everything in these investments are in the budget somewhere, whether it is disaster reserve, construction funds, general fund, operating fund; it is all already budgeted.

**The Presentation was Received and Filed.**

**2**      [16-75](#)

**PRESENTATION ON ANNUAL PROGRESS REPORT**

Mr. Landon gave a brief overview of this item. Ms. Denise Bevan, City Administration Coordinator, gave a PowerPoint presentation and the Fiscal Year 2015 Quarterly Report End of Year (both attached to these minutes).

CM McGuire - Calendar year or fiscal year? Ms. Bevan - Fiscal year.

CM DeLorenzo - (Progress Report-Economic page) The data with 11,000 jobs and unemployment has been reduced is that Palm Coast or Flagler County? Mr. Landon - Palm Coast MSA. He added, unemployment is based on where you live not where you work so it is the big picture.

CM DeLorenzo - (Progress Report-Improving Customer Service page) The 2010-2011 timeframe is when the reorganization occurred right, so staffing changes

is that right? He sees this as a contributing factor to us getting poorer customer service rates. Mr. Landon - Yes, we reduced staff, reduced revenue, services and some things.

CM DeLorenzo - Where do you see our staffing levels now? Mr. Landon - We require every employee to go through customer service training; it got everybody's attention; we are headed back in the other direction now. Staffing has gone up slightly in most areas; as we continue to grow we are going to have to stay up on services. We are trying to spread the knowledge to more staff.

**The Presentation was Received and Filed.**

**3**      [16-67](#)

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

Mr. Landon gave a brief overview of this item. Mr. Carl Cote, Manager of Construction and Engineering Management gave a PowerPoint presentation (attached to these minutes). Mr. Chris Quinn was also available for questions.

CM DeLorenzo - From the first chart is there a way that we can understand where the funding is potentially coming from? Mr. Cote - Blue is some type of grant funding or developer contribution; green projects are active; yellow is upcoming projects and pink 6-10 years in the future.

CM McGuire - Why does it cost so much money to design a bridge that is a duplicate of what is already there? Mr. Cote - All of our bridges have different spans, some aren't built the same way; you still have to do a structural analysis on them; a lot of times we are redoing the seawalls and headwalls; soil samples; there is always different data they need to analyze. Some of the information is the same but it is not the exact same; they can't reuse the plans per se. There are some cost savings. Mr. Landon - It is a little misleading because many times it crosses over different years; rolled over from the previous year; this is what we have budgeted for this year.

CM McGuire - He would like to see a breakdown of what we get for the \$150,000 (for design of Colorado Bridge 734063). Mr. Cote - Actually, it is closer to \$100,000; we can get that to Council.

VM Shipley - Do we need to consider the ratings when we do our budget? Mr. Landon - Yes, that is basically how we present them to Council for priorities.

CM McGuire - Why are we paying to widen SR100? Mr. Landon - He doubts we are putting money into it; just like our Old Kings Road extension, we are not putting money; this doesn't really reflect funding sources as much as projects we are working on.

CM McGuire - Is there anything in our projects to look at Old Kings Road from SR100 to Palm Coast Pkwy. for washboard? Mr. Landon - Yes, for this fiscal year it is on the top of our list; the schedule is to get it started as soon as the sewer line and pump station project finishes.

CM McGuire - Is most of that construction earmarked for City staff to do (Transportation Projects-Sidewalks and Bikepaths)? Mr. Cote - Everything but Sesame segment, that one has to go to bid with a private contractor (Florida Department of Transportation/FDOT requirement).

CM McGuire - Isn't there already a multi-purpose path from Lakeview to London on the south side of the road? Mr. Cote - There is up to a point; this will continue it north.

CM McGuire - If you put a sidewalk in eastbound from Pine Lakes to St. Joe's Plaza, what then? Mr. Landon - Our plan calls for a sidewalk all the way from Pine Lakes to Belle Terre. The idea is to get people from Pine Lakes path to the shopping area on the south side of the St. Joe's Plaza so you don't have to walk in the mud or across the street, etc., and from there we have plans to go all the way to Belle Terre in a phased process.

CM McGuire - Is the school district contributing anything to the bus stop pads? Mr. Landon - To be determined, this is a pilot program; if it works out we will discuss how to fund it.

CM Nobile - When we do these designs and new streets what determines the right turn lanes, etc. Royal Palm and Belle Terre heading west; we just did that whole section but we didn't put a turn lane there; also Palm Coast Pkwy. initially there wasn't a right turn lane and then they went back and did it. Mr. Landon - It is all about the traffic analysis; the traffic engineers put it in their computer and then they decide what is needed to carry that capacity. If it isn't warranted at the current time they say it can be done in the future. There was a huge ditch at Royal Palms; would have added seven figures to the project and was there really enough traffic there to warrant that kind of expense, so now it is time to put that in five years later.

CM DeLorenzo - Something to take a look at is Palm Coast Pkwy. westbound at Bridge Haven, a right turning lane there; large residential area there with two access points on Bridge Haven one at Belle Terre north and one there and no turning lane; you also have a multi-use path there with people going to the library and to Heroes Park; busy intersection. CM McGuire - There is a lot of people running that stop sign (at Bridge Haven). Mr. Cote - We will review that.

CM DeLorenzo stated we have to be able to improve the signalization timing on Belle Terre between Pine Lakes Pkwy. and Palm Coast Pkwy. westbound. You have five lights a mile apart and they do not time out at all. We could probably make a lot of people happy if we could solve that one-mile section.

CM Nobile stated what would make him happy is that stretch on Palm Coast Pkwy. between Old Kings Road and Boulder Rock; again a small stretch with 4-5 lights there and you have to stop two or more times. Mr. Landon - That is why we have budgeted money specifically for those areas - these are coming to Council to get that project started so we can do better.

CM DeLorenzo - When Cobblestone Village was built didn't the developer contribute or offset some dollars to connect the traffic signals at Cypress Edge, Cypress Point, Palm Coast Pkwy./Cypress Point and I-95 on ramp? He thought we put fiber in the ground so they could all talk to each other. Mr. Landon - That is correct; part of this project. Mr. Cote - We need the software to read it all and there are other parts and pieces that need to be put in place that we are working on now.

CM McGuire - On the Indian Trails (Sports Complex-ITSC) lighting, are we going to apply to the TDC (Tourist Development Council) for any funding for that because ITSC is a big, big contributor to the bed taxes that are collected? Mr. Landon - The County policy is \$150,000 every three years; historically, we have used those dollars for improvements out at ITSC. If there are any additional dollars that we are eligible for, let us know. CM McGuire - He will find out; the County is revising the game plan and also the State Legislature is looking at how tourism funds are used.

CM McGuire - What about the park we were promised at the airport for certain

concessions to be made; is that part of our 5-year plan? Mr. Landon - No, just this week we received a deed that is close to being acceptable at this point, but we do not have that in our 5-year CIP (Capital Improvement Plan).

CM McGuire - Does the City have any parks at the southern end to speak of? Mr. Landon - Seminole Woods. We wanted that five acres. There is also a development just south of there that is proposing the development pay for that and it be a City park so there are a couple of options there; Quail Hollow park.

VM Shipley - Holland Park it says phase 3 lighting but right now when they open up, is there going to be lighting in there? Mr. Cote - There will be lighting on the new basketball courts and the existing lighting on the tennis courts is still going to be there; the sports fields lighting in the future will light the volleyball courts, the horseshoe pits and change out the lighting at the tennis courts with some new fixtures; the handball courts will get lit, so those other elements will all get lighting added to them down the road. In the current phase there will be street lighting, parking lot lighting and lighting to existing basketball and tennis courts.

CM Nobile - Rebunking (Palm Harbor golf course), has that started? Mr. Cote - That has not started yet, there have been quite a few options; trying to look at whether they need to be fully reconstructed, whether some can be eliminated; new sand, reshaping. We are looking to the best cost effective approach to proceed with that; he thinks they are getting close to what the scope of work is going to be.

CM Nobile - For the golf course, can we hold this and not spend those dollars until we know if we are in the same situation with the golf course moving forward, if we are leasing it, etc.? Mr. Landon - Even if we lease it, is it going to be one of those issues as far as who is going to pay for those type of improvements? Everybody, the golfers, our maintenance people are in agreement that this is overdue.

VM Shipley - Do we have a timeframe that we have to build it in (the education center at Longs Creek/Longs Landing)? Mr. Cote - There was a timeframe initially but we have spoken with them during the downturn of the economy and they were amenable to us modifying our management plan. As long as we keep moving forward. Mr. Landon - And as long as it's in your capital improvement plan/ they haven't been picky about the timing as long as you are serious about getting it done.

CM McGuire - What is the contingency/safety improvements of \$75,000? Mr. Cote - That is for things that may come up like if the equipment fails, and we have to replace it; so we can make a fix.

CM McGuire - Why are we buying the mosquito control facility? Mr. Landon - It is the parcel right next to our wastewater treatment plant and our fuel depot so it makes a whole lot of sense to be incorporated into our operation for the future.

CM McGuire - The Mosquito Control District is amenable to selling it? Mr. Landon - Yes ,they approached us; they are moving out to the airport.

CM McGuire - What are we going to do with it? Mr. Landon - There have been some conversations but we don't know yet.

CM McGuire - Did we appraise the property and found it worth \$350,000? Mr. Landon - He doesn't believe so; this is just a budget number; he doesn't think it will be that much but we will get an appraisal if we didn't already.

CM McGuire - Alternative fuel depot, alternative to what? Mr. Landon - Being an

additional one on the west side. Mr. Cote - CNG may be part of it as well (at Public Works facility).

CM Nobile - Stormwater Projects "Pipes Thru Seawalls - 34 of 150 Complete" a year, are we okay with avoiding problems with that? Mr. Cote - If they all start failing at one time, we are going to have to modify that program; it's an ongoing assessment.

CM McGuire - When you dredge a canal, how long is it good for before you have to do it again? Mr. Cote - It depends, this was because the structure failed and that contributed to that happening there; typically it would be a long time; at least 20+ years.

CM DeLorenzo - Have we or are we considering a piece of property for a spoil area for when we do eventually dredge the salt water canals? Mayor Netts - He was told that we could do what other communities have done and that is striking an agreement with the Florida Inland Navigation District (FIND) that already has spoiled management sites. There is one being completed as we speak in the north end of Flagler County at Princess Place and the spoil site down by Heroes Park, also Children's Memorial Garden. The cost for us to acquire land would be astronomical and the cost to construct one of these things is astronomical. He stated we may be able to partner with FIND to improve the Children's Memorial Garden site for us.

CM DeLorenzo - Is the spoil fill available for commercial use? Mayor Netts - Some is, some isn't, it depends on what you can negotiate; they love to coordinate because it reduces the cost to the taxpayer.

CM DeLorenzo - Reclaimed water to ITSC? We have specific grasses out there, Are we confident that we are going to be able to use the reuse water out there? Mr. Landon - We will make sure; we usually here users prefer the reclaimed to the pond water.

CM Nobile - There is not restriction of use in certain areas? Mr. Cote - Not by the picnic areas.

CM DeLorenzo - What is the Cigar Lake water quality improvements for; are we having a problem with water quality out there? Mr. Landon - He hasn't heard anything about it but there must be concern long term.

CM McGuire - Wastewater Treatment Plant 2, does it take three years to get this on line? Mr. Quinn - It is over two calendar years but spans over three fiscal years roughly.

CM Nobile - Is Water Treatment Plant 2, the expansion? Mr. Cote - It is all economic driven; we know it is going to happen some day; development will trigger when we need to put something together.

Mayor Netts - What is the CUP (consumptive use permit) modification application, what are we trying to modify? Mr. Landon - It is usually the result of wanting additional allocation; he doesn't have the specifics.

CM McGuire - Has anyone put any thought about what it would take to put a senior center on the CIP? He is still getting a lot of input about a senior center. Mr. Landon believes the Community Center expansion with a stronger senior element to it will take care of it. There are facilities and then there are programs; whole different thing from recreation. We are going to do a whole lot of new programs after the expansion. Then in the future there will be another senior center, etc.

CM Nobile - He would like to see instead of just an aquatic facility, a first class YMCA. We get the building and we get a management system that will provide all of that; not just seniors but the whole spectrum. Mr. Landon - Some have senior wings; yes there are a variety of things we can do in the future. Right now we are going to rebuild and renovate our current facility. It's a matter of having the dollars to make that happen.

**The Presentation was Received and Filed.**

4 [16-91](#)

PRESENTATION ON PALM COAST PARKWAY 6-LANING - I-95 BRIDGE OVERPASS COMMUNITY BRANDING FEATURE

Mr. Landon gave a brief overview of this item. Mr. Cote gave a PowerPoint presentation (attached to these minutes).

Mayor Netts - Is there a cost estimate? Mr. Cote - We got a range of \$50,000-\$100,000, ballpark. Mr. Landon - FDOT is very picky about these things; they will need to approve.

CM DeLorenzo - Are there any other aesthetic improvements planned for the on/off ramps (Matanzas, I-95 interchange). Mr. Cote - We haven't proposed any additions. Mr. Landon - The only thing might be a fountain in one of the ponds but no signage or landscaping.

CM DeLorenzo - Where are we with signage improvements along I-95 itself with the addition of the interchange? Mr. Landon - We meet with FDOT management district office quarterly, on a regular basis. It always comes up; they always say they are going to look at it. Their policy is, two cities and we are off SR100 and right now it says, Bunnell and Flagler Beach. Their policy also says it should be the two largest cities but in order for that to happen, they would have to eliminate one of the others. They are trying to come up with a way not to eliminate one of the existing cities and highlight Palm Coast. They have already done "Palm Coast the Next 2 Exits" and we are telling them it needs to say "Next 3 Exits."

Council consensus to look at it.

**The Presentation was Received and Filed.**

5 [16-89](#)

PRESENTATION ON IMPROVING SAFETY AT SCHOOL BUS STOPS

Mr. Landon gave a brief overview of this item. Mr. Jose Papa, Senior Planner, and Ms. Cathy AlMBERG, GIS Specialist, gave a PowerPoint presentation (attached to these minutes).

CM DeLorenzo - First week of school, the older kids are going in and talking to the younger kids to talk about bus stop safety.

CM Nobile - Now where the buses stop the kids are crossing the road; block the road from traffic when stopping. Mr. Papa that is something we can provide information to the school district; he had not heard that.

CM McGuire - Did you do any studies on gathering of what would be the maximum amount at any one time at a bus stop? Mr. Papa - We can look at those bus stops and the grades they serve and get a particular idea and divide by three; on average about 20.

CM McGuire - 13,000 students in the school district, less than half ride the bus? Mr. Papa - Yes, inside of Palm Coast.

CM McGuire - How are you going to get feedback? Mr. Papa - Bus drivers, parents, deputies, etc. CM McGuire suggested COPs help.

CM McGuire - Are you going to pour or purchase a concrete pad and get a crane to put it in? Mr. Landon - Our Public Works crews are going to pour concrete.

Mr. Landon summarized, moving forward with three pads \$800-\$900 dollars, move forward with signage regarding no parking at the bus stops and the education regarding the bus stops.

Lunch break (12:00-12:25 p.m.)

**The Presentation was Received and Filed.**

**6**      [16-82](#)

**PRESENTATION ON STRATEGIES FOR EMS EFFICIENCIES**

Mr. Landon gave a brief overview of this item. Deputy Fire Chief Gerry Forte gave a PowerPoint presentation (attached to these minutes). Fire Chief Mike Beadle was available for questions.

CM Nobile - Does the County agree (with Questions Answered slide)? Dep. Chief Forte - In some areas yes, they are reaching their goals of 8 minutes or less 80% of time.

CM Nobile - What about the duplication of services? Dep. Chief Forte - They are reaching their goal because we are up in the north end providing advanced life support (ALS) and we are helping them reach their national standard by having our system in place. The County aspect is we have a very fire heavy department but the better aspect is we are dual certified not only providing ALS support for the citizens. So there is a duplication of services in that we are doing training, we are providing the same services as the County; now we are just talking about resources and where they are at.

CM McGuire - When you talk services, are you just talking about EMT services or also fire services? Dep. Chief Forte - This is predominately for EMS services throughout the City. Mr. Landon - But it really is both. There is no doubt we duplicate services, the question is the coordination of those services and efficiency.

CM Nobile - So our goal is 5 minutes. Dep. Chief Forte - It was. Chief Beadle - We changed it to 7.

CM Nobile - And the County is what? Dep. Chief Forte - 8 minutes.

Mayor Netts - 7 minutes from what time to what time. Dep. Chief Forte - From the time the bell goes off to the time we show up at the door step (total response time). Chief Beadle explained the national standards and 2 minute reaction time.

CM McGuire - If you reduce duplication, don't you automatically increase efficiency? Dep. Chief Forte - In the fire service we look at efficiency and effectiveness in two different ways. If the Chief says he needs us to be more efficient and needs us to cut things, that means we are going to be taking away money but want you to do the same job and that is the mindset of a firefighter to be more efficient, you have to reduce your costs and do the same thing. The idea of being more effective is we would want you to be really good at what you are doing for the same amount of money and



maybe do more with the same amount of money. Mr. Landon - Yes, if you reduce duplication, you increase efficiency but there are other things they have come up with to increase efficiency that has nothing to do with whether or not we are duplicating services.

VM Shipley -(#1 Change Response Protocols - In Progress slide) Would it add more time to how long we get there? Dep. Chief Forte - We are talking about a 20 second question and answer. Chief Beadle explained how the dispatch works and how they are trying to cut that timeframe down as best they can.

Mayor Netts - Original run card, why dispatch a fire truck at all? Chief Beadle - Because when we did the run cards way back in the day, that was the standard way we ran it. It was supposed to be heart attacks, strokes, trouble breathing, trauma type calls to send it out. Unfortunately as this got going, dispatchers didn't have a clue what was going on out there at the scene, etc.

Mayor Netts - So one of the rationale is additional manpower on the scene? Chief Beadle - If you have someone having a heart attack and CPR is required, you need someone to drive the truck, someone to put out different machinery; it is requiring up to 2-3 or more people in the back of that ambulance to do these things to try to save that life.

Mayor Netts - Were there any other rationale? Dep. Chief Forte - The other rationale is if you have someone down at the dispatch center answering a phone call and they are trying to interpret what the caller is saying and they interpret it wrong, there is a certain liability upon the dispatcher that they didn't send the right stuff. In today's advances with emergency medical dispatching, Kelley Eisen has made sure all his folks go through EMT training; all dispatchers are medically trained to answer the calls.

Mayor Netts - So the two reasons for the City dispatching anything is, response time and additional manpower? Chief Beadle - Yes.

CM Nobile - The time he thought the time was 7 minutes? Dep. Fire Chief Forte - That is the goal.

CM Nobile - So, does an ambulance not get in there within their goal of 8 minutes? Chief Beadle - They are making their goal of 8 minutes 90% of the time in the north end of the City because of our engines; they cannot without our assistance.

Mayor Netts - We have two ambulance stations in Palm Coast, suppose an ambulance is out on a call? Chief Beadle - They are moving ambulances in from other stations; they are bringing one from Espanola (#51 down by the Fairgrounds); they are bringing #41 from beachside.

Mayor Netts - At the moment that the first ambulance is dispatched or when the second call comes in? Chief Beadle - Sometimes both, and they are relocating them closer to the zone.

VM Shipley - What is the difference between this (jump truck) and the ambulance? Chief Beadle - Can't transport; just has the supplies needed. Chief Beadle - And remember we don't have a license to transport.

Mayor Netts - We purchase and operate an ambulance, would that be a transport vehicle? Mr. Landon - There are a lot of possibilities; we cannot transport without some kind of agreement with the County.

CM McGuire - Why would we want to buy an ambulance instead of a jump truck? Mr. Landon - You can get 3 or 4 people in a vehicle and it has enough flexibility once you get there as far as what the County can use in their program. They can use our vehicle to transport if they like.

CM McGuire - What is a noncritical call? Dep. Chief Forte - A critical call is someone who has heart pain, chest pain, trouble breathing, stroke symptoms; something that requires immediate intervention, intubation. Where a noncritical call is everything else that doesn't require multiple people to handle.

CM Nobile - Where are the backup 4 ambulances now? Chief Beadle - In the County's yards, fleet.

Mayor Netts - What would the cost be to take a second backup and fully outfit it and get it ready to run? Mr. Landon - The County Administrator told us they are ready to go, they can be fully stocked at any time. In a major event, they will put them all into service and they have equipment to put them all out.

Mayor Netts - So, this concept would double the amount of ambulances in Palm Coast at no additional cost to either the County or to the City, is that a fair statement?

CM Nobile - If by chance, one of those backups was needed by the County, we pull that truck; we still have 2 people that could run a truck if necessary, right? CM DeLorenzo - But you need that 1 County firefighter to make the 4. Mr. Landon - The concept is, if it is a medical call, the County medic is in charge of that medical call; just like they are today so our firefighter if they are paired up with them would be taking direction from the head medic. If it is a fire call, just like today, our Lieutenant at that station is in charge of that call. If we were to put ambulances there, it still then could transport because it is all the County's program still; we are actually coordinating better; instead of theirs versus ours, it is all one program for EMS which is what we are trying to accomplish.

CM DeLorenzo - What if you send all 4 out on a fire call and you get a medical call? Chief Beadle - The same thing that would happen today, the CAD system takes over and starts looking for the next closest, available unit.

CM Nobile - In scenarios with 2 people, but there is a heart attack call; now we are going to need more? Chief Beadle - 3 or 4.

CM Nobile - So, once we do that, the station is out of service? Dep. Fire Chief Forte - Yes.

CM Nobile - And as the Mayor said the incidents of fire calls is so low, that is not a high risk to do that right? Mayor Netts and Chief Beadle - Statistically.

Mayor Netts stated if you have a really bad medical call you could put all 4 on the ambulance. Chief Beadle - Yes, absolutely.

CM McGuire - How far apart are the fire stations? Chief Beadle - These stations were designed because we had two fire station location studies to choose them.

Mayor Netts - Who doesn't like this? Dep. Fire Chief Forte - Here is the thing to consider, in a traditional fire department it is one thing when you have 2 people working the fire station, they do that in station #22 in Oak Hill. He spoke to someone in his position down there and the difference is that we are dealing with other people

*in our stations with other people on different trucks. This is completely new; we don't don't know. No one has said no yet.*

*Mayor Netts - Do our fire stations have the capacity for more County people and another vehicle? Mr. Landon - The newer stations absolutely; #22 is overcrowded and we are remodeling it now.*

*CM DeLorenzo - Backup ambulances, the County is willing or capable of putting them into service? Dep. Chief Forte - They are comfortable with putting the first one into service but not really the second, third and fourth because some of them need work, repairs, etc. Mr. Landon - Not long term, is what they are telling us.*

*CM DeLorenzo - Who says they can do this? Dep. Chief Forte - At the January 6th meeting, the County Administrator and the Fire Chief said they have a good backup frontline, they can put it in tomorrow because they do it now for maintenance when the frontline vehicles go in for maintenance they are using this truck and they are not confident in the other three vehicles for a long term process.*

*Mayor Netts - If we were to implement this would this have any negative effect on Flagler Beach, Bunnell, Hammock? Chief Beadle - Not that we have come up with, they could basically do the same thing on the west side of the County; he talked to both chiefs.*

*CM McGuire - He suggests to see the timeline plan presented at the joint meeting; he wouldn't wait until everyone agreed to move forward. Mr. Landon - We can do the timeline, but at this point we really need the County's approval.*

*Mayor Netts - Suppose the County says absolutely yes; how long would it take to put another ambulance in service, etc.? Dep. Chief Forte - Ambulance personnel are 2 months in training, and our personnel need to have the same training, so 3-4 months out to put the idea into actuation.*

*CM Nobile - What is our position on where the new ambulances are coming from? Mr. Landon - If we do this, ultimately somebody is going to have to buy 2 ambulances. Mayor Netts' position is the County gets all the revenue from transport; they should buy the transport vehicles.*

*CM DeLorenzo - He doesn't care about the transport dollars at all; he would be willing to buy at least 1 of them. We asked to not roll the fire trucks so much; then you have a different piece of equipment that is significantly less expensive, etc.*

*CM Nobile expressed the County at some point would have to roll in new ambulances to make up that service.*

*Mayor Netts - Let's suppose the City bought two ambulances, you would still staff it according to the 2+2 concept? Mr. Landon - If there is an alternative, they won't send out one of their firefighters/paramedics to one of our stations, your goal you told us is to look at alternatives for not sending the big red fire truck out to medical calls as often and we are saying one of the ways we can do that is to have the ambulance there; what you are going to do there is instead of having a fire truck and an ambulance, you are going to have 2 ambulances.*

*Dep. Fire Chief Forte - If someone does say no, and we go this direction, we could always get those ambulances, that we may or may not buy anyway; stick them up at the north end stations and now you are running an engine and an ambulance so either the crews get on the ambulance for a medical call or the fire truck.*

CM DeLorenzo - The 2+2 concept is much smarter. Chief Beadle - We did our homework on cross factors on ambulances and we would look at different types of ambulances other than the big box the County has; we are looking at \$150,000-\$200,000.

Mayor Netts - Is this something we need to do at a business meeting, to make the request for a joint meeting or can we on the basis of this meeting request a joint meeting? Mr. Landon - He thinks it is best that a letter come from the Mayor on behalf of the City Council. You don't need to take action for the Mayor to write a letter requesting a meeting.

CM DeLorenzo praised Dep. Fire Chief Forte for the 2+2 concept; very efficient.

CM McGuire - What is our next move? Mr. Landon - We have to get the County to the table and say this is the policy we want to start implementing.

CM McGuire - Would like the letter to state the entire City Council wants this.

**The Presentation was Received and Filed.**

## E. WRITTEN ITEMS

### 7 [16-87](#) RESOLUTION 2016-XX APPROVING THE RESTRICTIVE COVENANT RELATED TO THE PALM COAST ARTS FOUNDATION

Mr. Landon gave a brief overview of this item.

No Council comments.

**The Resolution was Continued.**

Enactment No: R2016-21

### 8 [16-100](#) RESOLUTION 2016-XX APPROVING AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT TO PROVIDE FOR ANNUAL PAY RAISE

Mr. Landon gave a brief overview of this item.

CM DeLorenzo - He thinks we need something (evaluation) more formal and find out how some other local governments do it; have HR (Human Resources) prepare an evaluation form and put in our mailbox for us to fill out and we return that to HR, and the HR Director goes over the evaluation with the City Manager. It would be a tool for Council because if something was coming up regularly and see if there is a similar issue that is coming up between us and then action would be warranted.

Mayor Netts - FIND has a five page combination check-off narrative evaluation that we use for our executive director; very similar to what we used to use here in Palm Coast when Dick Kelton was manager. It is a 1-5 scale on about 15 different measurements and room for a narrative. He will get a copy of it and let Council look at it. Mr. Landon expressed the other evaluation form we have is, what we use for directors.

CM McGuire - To him an evaluation is based upon individual goals, if we gave a list of goals and this is what we want you to do in terms of performance for the next year, then at the end of the year he can sit down with you and say here is how you did per those goals and here is the max. that you can expect to get, and if you don't, you will

*get something less than that.*

*Mayor Netts - Let HR get one, he will get one from FIND we can get one that was used for the previous City Manager and put together one that Council can agree on.*

*VM Shipley - How did Mr. Kelton get his pay raise? Mayor Netts - There was an evaluation form and raise was based on a percentage. Mr. Landon - When we do it for employees, they get their evaluations and actual pay raises are a percentage from 0-5 percent; 2% average per department.*

**The Resolution was continued with changes.**

9 [16-88](#)

RESOLUTION 2016-XX AMENDING THE CITY OF PALM COAST FUND BALANCE POLICY

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

*Mayor Netts - How does this affect the amount of money and what is the balance? Mr. Quinn - We have that amount already in the fund balance, a little over \$600,000; he wasn't worried we are in violation of the State's policy but it is a good idea to just make it to State policy as opposed to what we had originally established; that is the only change we are making.*

*VM Shipley - The amount that we put into that fund before was based on the year previous and what we expected for more costs? Mr. Quinn - What we did was the actuaries would determine, based on our plan size, history, etc., what the expected total plan cost would be and then what they call the maximum plan cost would be if we had a lot of people get sick. So the difference was typically \$300,000-\$400,000; we budgeted the first couple of years for the worst case scenario but actually it came in at more of the expected plan cost so we were able to accumulate a few hundred thousand dollars of reserves each year for our first few years, which got us to the \$600,000 reserve that we have now. To him, that is what the floor balance should be; what the minimum amount of what the State requires, so basically that is the change he is proposing this year; so there is no conflict.*

*CM McGuire - Why would we not want to do this? Mr. Quinn - There really isn't any reason he can think of; it doesn't affect us financially.*

**The Resolution was Continued.**

Enactment No: R2016-22

10 [16-90](#)

RESOLUTION 2016-XX APPROVING A WORK ORDER WITH CPH ENGINEERS, INC., TO PROVIDE ENGINEERING SERVICES FOR THE CITY OF PALM COAST

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

*CM McGuire - Why does it have to be a P.E. to do that job? Mr. Landon - There are certain things that are required by law or by best practice that they are stamped, certified professional engineer's stamp has to be on those. Their licenses are on the line that say yes this meets the standards.*

*CM McGuire - Is reasonable to expect that if you were to find a qualified candidate and hired them that they wouldn't require any training and if they did require training then who would train them? Mr. Landon - We have training every year for everybody and like any other profession, engineers have continuing education that they are required to have. On specifics, that depends on the candidate pool and what their*

*background is; we are going to try hard to find somebody that has the background that fits what we need. One of the things that we don't have that we spend a lot of money on is the utility side of the business. Utility has never had a professional engineer (on staff).*

*CM McGuire - Is John Moden interested in working part time or under contract? Mr. Landon - Our issues with professional engineers is they have to have insurance that goes along with their license.*

*Mayor Netts - Is this a CCNA (Competitive Consultant Negotiations Act) position? Mr. Landon - Yes, that is why we are using our continuing services contract with CPH; we just give them specific assignments.*

*CM McGuire - Is this budgeted? Mr. Landon - We are not needing those salaries so we are going to reduce our salaries for a while and increase contractual services, so this was not expected but on the other side we are saving money on salaries.*

*CM DeLorenzo - Losing people to the private sector probably means pay is an issue. Would you be able to evaluate to see if it would make sense to replace the employee or keep it as a contractual service, etc.? Mr. Landon - It is a lot cheaper if you keep them busy full time with all the construction projects we have going on, stormwater drainage; if we keep them busy it makes more sense to hire. \$200 an hour now for a contracted engineer. We are still going to have to contract engineers out for certain designs, etc.*

**The Resolution was Continued.**

Enactment No: R2016-19

11 [16-92](#)

RESOLUTION 2016-XX APPROVING PIGGYBACKING THE LEE COUNTY CONTRACT WITH STAPLES CONTRACT & COMMERCIAL, INC., FOR PURCHASING OFFICE SUPPLIES

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

*No Council comments.*

**The Resolution was Continued.**

Enactment No: R2016-20

## **F. PUBLIC PARTICIPATION**

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

*Kyle Berryhill - With the Palm Coast professional firefighters. We don't like that plan (2&2 concept), there are certain parts of it that we can be appreciative of; we are very concerned about the high risk, low incident events like the fires where there are only 2 people on the fire truck. It doesn't conform to existing SOP that we have in our Fire Department. It doesn't conform to the National Fire Protection Agency's standards and we believe you are asking our members to make a really difficult choice in that decision in those kinds of situations. Whenever you talk about duplication of service, he thinks you are totally missing the boat. We have duplication of training in the Fire Dept. with firefighters, paramedics, public safety training, etc. You are getting all different kinds of tools for your Fire Dept. dollars already. He would ask, what is the efficiency or what is the cost savings going to be from less miles on fire trucks? Where is that number? You are still going to need fire trucks; now you are also going to need ambulances. He doesn't believe these numbers are going to result in less dollars to the City of Palm Coast. We have already proven that we are providing a great service. He appreciates that the chiefs are working with the County and Council trying to provide a great service; we are trying to do the same thing, but we don't want to do it at the risk of having to knock on one of their member's doors and telling them that something happened to them.*

*Milissa Holland - FDOT dollars for roadway projects, when the City puts in for a grant for a particular roadway, FDOT requires a contingency built into that project. She was wondering if it comes under budget, do those funds roll through to another project? About the CAD system, when she was on the County Commission there were some issues with the CAD system, and she didn't know if it had to do with a particular vendor or the system as a whole; she wanted to see if that was rectified; she knows it was a source of frustration that we are spending money and not really utilizing the system to its full capacity. She would also suggest that you look at the County Administrator's review sheet, it is simple but it delves into local government issues, in particular communications with elected officials; strength and weakness. She agrees it should be separate if you are looking at giving the administrator (City Manager) a raise or not; it's a tool for City Council to communicate with each other publicly and request forms from other Council Members and have that discussion at that time.*

*Answers:*

*Mr. Landon - FDOT dollars we spend the money and then they reimburse us and if we don't spend the full amount, they don't reimburse us and then there is always negotiations as to whether we can use it on other projects; sometimes we are successful in that effort and sometimes they sweep it back into their pot. There have been many times that projects are coming in higher and FDOT will add more dollars to it. We always try to keep the funds in Palm Coast.*

*Mr. Landon - We had issues with the CAD system it crashed not too long ago; they are working on the upgrade.*

*Mr. Landon - ICMA (International City/County Management Association) has an evaluation sheet that he can bring in, and HR will give some samples.*

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

*CM DeLorenzo - FDOT told the TPO (River to Sea Transportation Planning Organization) that XU set aside funds which are for bicycles and pedestrians; some dollars came back into that fund that are not going to be used in this fiscal year. Mr. Papa is looking to see if we have any projects that might qualify as ready enough to get submitted and take advantage of those available dollars in this fiscal year.*

CM Nobile - He would like to see the potential savings of not sending out our fire trucks; we know the miles we put on our trucks the last 12 months.

CM McGuire - He would suggest, that our goal is to lengthen the life of our big rolling stock, if it says that the cost of the vehicle is this but now you are getting 20% more life from it; those are real savings.

CM Nobile - Also, potential safety issues with this 2+2 scenario, he would like the Chief to address those at some point; that is when the dollars go out the window. Mr. Landon - We will address this in the coming discussions. Mr. Landon - Our protocol is to take out a fire truck to fight a fire - minimum staff of 3 people on that fire truck. The other side is, the firefighters say the ideal number is 4 on a truck. Fire truck with 2 people in it is the issue Lt. Berryhill spoke about; operational details have to be worked out.

CM Nobile - Duplicate bridge club, how are we now utilizing this building (City Hall) for community events? Mr. Landon - One of the criteria - Bridge Club is Mon. through Fri. 9-2; there is no way we can reserve this space because of all the other things happening here.

CM McGuire - He recalls when the Bridge Club first came to the City, they were willing to contribute to some of the renovation of the Community Center with the proviso that they be guaranteed a space down there. CM Nobile - He was just asking about how we are utilizing this community wing, because we have the Community Center shut down next year. Mr. Landon - When the Community Center is shut down, we will move some of those ongoing programs over here and then they will move back when the renovation is done. We have rented it out for receptions and training; to the Bridge Club, they are utilizing Wednesdays 12-4 at the Community Center now. We have an agreement with them but that is a couple of years away; he has always encouraged them that if they can find another permanent home that works for them that would be great too.

CM McGuire - If you look around Flagler County, the relationship between the City Manager and the governing bodies hasn't always been harmonious; acrimony in some of them. He didn't hear anybody offer any negative thoughts relative to the performance of our City Manager, so it is just a matter of what is a fair compensation and he felt gratified. He expressed that there are other constituencies where they are trying to get someone fired or thrown off the board, etc. We always find a way to work together. Relative to a letter to the County suggesting a joint Council/Commission meeting; he wants to make sure we provide a unified front that there is an item here of mutual interest that would behoove all of us to sit down and discuss and we need to stand as one requesting this.

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

*No comments.*

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

*Food truck Tuesday next Tuesday (March 15th) starts at 5:00 p.m.; proceeds go to Parks & Recreation scholarships.*

#### **J. ADJOURNMENT**

*The meeting was adjourned at 2:27 p.m.*



*Respectfully submitted,  
Barbara Redline*

**Calendar and Worksheet**

[16-97](#) MEETINGS CALENDAR AND AGENDA WORKSHEET

[16-109](#) ATTACHMENTS TO MINUTES