



City of Palm Coast

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

Meeting Minutes City Council Workshop

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

Tuesday, January 31, 2017

9:00 AM

City Hall Community Wing

City Staff

Jim Landon, City Manager

William Reischmann, City Attorney

Virginia A. Smith, City Clerk

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

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

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A. Call to Order

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

B. Pledge of Allegiance to the Flag

C. Roll Call

Records Coordinator Barbara Redline called the roll.

Present: 5 - Mayor Holland, Vice Mayor Nobile, Council Member Cuff, Council Member Klufas, and Council Member Shipley

D. PRESENTATIONS

1 [17-34](#) PRESENTATION OF PROPOSED CITIZEN SURVEY TO AID IN THE STRATEGIC ACTION PLAN/BUDGET PROCESS

Mr. Landon gave a brief overview of this item. Ms. Denise Bevan, City Administration Coordinator, gave a PowerPoint presentation, which is attached to these minutes.

Mayor Holland - Are those 718 participants derived from certain areas in Palm Coast? Ms. Bevan - No, we do not know. That is one of the drawbacks of a web-based survey. This year we are approaching it with the web component and paper as well as coming in.

CM Klufas - How did we gather the targets? Ms. Bevan - It's really about a campaign approach, pushing it out into the community; asking them to participate in this opportunity to get information directly to our City Council and staff.

CM Klufas - We could actually target them specifically from their voter registration records, age, demographic, etc. Mr. Landon - The actual questionnaire we have is asking for that same information. We are also asking them to say what area of town they are in. As soon as you start sending it out to individuals then they feel like you know who they are and they feel like they are not anonymous then you get a different response usually, but we are open to try different things; something we could look into, so send out by email? Mayor Holland - Absolutely.

CM Shipley - Would that not be anonymous then? CM Klufas - We could still have the list be anonymous, just because it goes to a certain email address it doesn't mean that when you click through we are tracking who they are. It really depends on how the transition happens from the email to wherever the survey is, but he doesn't think they would be outraged if we asked for their opinion.

VM Nobile - What is your plan? Ms. Bevan - The last survey, we had a huge social media push; that is one method we took also using our news releases to get information out; building on already having the National Citizens' Survey active that helped the web-based option because it was staggered and it wasn't all at the same time. If you have any ideas, we have a few days before the launch on the 14th.

Mayor Holland suggested when we launch a campaign in the community that the educational component be equally as critical, not just the questions but why we are using those questions.

VM Nobile - We have social media, we have people who follow us but you could advertise and boost your posts. We have 64,000 of 80,000 people on Facebook in Palm Coast; there is no cheaper way to reach that many people than boosting and advertising on Facebook.

CM Shipley - When we ask how happy they are with the quality of life, do we give them an area where they can say what the problem is if they were going to move, etc.? Ms. Bevan - Our sprinkle fields/feedback areas. We strategically placed them in certain areas to get feedback and we want that tailored from the citizens' perspective, so we can deliver more of what they like.

VM Nobile would like to see as we get the survey results, we take the areas that were not graded well and go back and follow up with an unofficial survey as to why.

CM Klufas asked about question 12 (economic health) and there was discussion about what information we are looking for, private, government; the question has no value. Ms. Bevan - The team wanted a back end to the conversation; understand their shopping habits, are we accommodating them, etc.

Mayor Holland struggled with question 12, economic health of the City, of the community, difficult for individuals to say. Ms. Bevan - It is a perception, how much do our citizens know about the true basis of our economy.

VM Nobile would like to see more effort put to jobs and economic growth that have been rated lowest in the surveys over 13 years. There was further discussion regarding efforts made for job growth, Business Assistance Center, small business expansion, etc. Mr. Landon - We will throw out that question and put a different one related to jobs and economic growth.

CM Shipley asked if we should ask what kind of work, occupation to see where they are traveling to work for.

CM Klufas wants to add, do they have Wi-Fi in their house? Ms. Bevan - No, basically we have smartphone technology and access to the internet (questions on the survey). Mr. Landon - Okay, that is easy to add.

CM Shipley asked if we can add Florida Park Dr. to 19? Mr. Landon stated it would not be consistent with the other streets on the list. Ms. Bevan pointed out there is an open field for "other" that could be used to find out more information.

VM Nobile asked what kind of numbers we received in the past surveys to question 24 (would you pay higher taxes to provide certain things). Ms. Bevan - Those are actually in the results from 2015 presented in February 2016. They are online; you can actually see where the numbers fell.

VM Nobile suggested salary ranges also be in the survey to see if low-income residents say yes to certain things and higher income residents, etc. Mr. Landon - It is not uncommon to ask salary ranges in surveys. CM Klufas - If we use the voter data and median household income for the address, we wouldn't even have to ask that question. There was discussion if it is public record. Attorney Reischmann - We can look into it; if we send out an email and they respond then it becomes public record. Mayor Holland wants diversity but it to be anonymous also.

CM Cuff asked if question 30 was wide open for the amount of characters (letters) that can be inserted. Ms. Bevan - Yes.

CM Shipley suggested highest level of education as a question.

Ms. Bevan handed out a leadership guide for the workshop on 2/3/17, which is attached to these minutes.

Mayor Holland asked if staff is looking for what job creation and economic growth means to each of us for the workshop? Ms. Bevan and Mr. Landon - Yes.

Mayor Holland - Has there ever been a strategy that has been accomplished and removed from the list? Mr. Landon - Yes, some of the strategies are very specific, project oriented. Once widening of Belle Terre North is done, then it is off the list and you move on. There are other strategies that are ongoing and we do every year.

The Presentation was Received and Filed.

E. WRITTEN ITEMS

2 [17-35](#) REQUEST OF THE CITY MANAGER FOR AN ANNUAL BASE SALARY ADJUSTMENT

Mr. Landon explained the history and gave a PowerPoint, which is attached to these

minutes.

Mayor Holland stated she feels a formal evaluation is important at the end of this fiscal year; she wants to keep the momentum; she enjoys working with staff and is proud of what has been accomplished and excited about the challenges.

CM Shipley agrees that the City Manager's handling of Hurricane Matthew cleanup was excellent. She doesn't feel comfortable going back to 2009 before she was on Council; she is fine with 4% in 2017 (2% for last year and 2% for this year). Mayor Holland said her basis is going to be on what she feels the compensation should be that is appropriate for the size of the City, the job we are requesting and the skill set that goes along with that.

VM Nobile - Mr. Landon is a contracted employee; evaluations should not be the determining factor in whether or not he gets a raise. That should determine whether or not we should keep him. He agrees with the evaluations though; he likes things in writing to show this is what we talked about last year and see the changes or adjustments over the year. As far as salary is concerned, he is uncomfortable with contracts that have no embedded adjustments and no term limit. His suggestion is a 4% increase because last year we should have approved that and \$1,500 per year increase. Attorney Reischmann read from section 3 of the contract, ". . . Employer (City Council of the City of Palm Coast) agrees to increase said base salary and/or benefits of Employee in such amounts and to such extent as the Council may determine in its sole discretion that it is desirable to do so on the basis of an annual evaluation and salary review of said Employee made on the anniversary date of employment."

CM Cuff agrees with VM Nobile he always feels City Manager and City Attorney serve at the pleasure of the Council. He is not really in favor of automatic pay increases. He doesn't think he should be overruling a decision that was made in 2009 or 2010 by prior Council. He is in favor of an increase but not sure which option; 2% maybe we need to talk about the ongoing increase.

CM Klufas - He would be in favor of supporting Option B1; we have only been here a few months and you are asking us to make a judgment on pretty much your history here since your last raise; 3.32% increase would be fair and reevaluate each year.

Mr. Landon - If you look at it from an employee standpoint, and if you were on the job and you got a new supervisor just before your anniversary date where the new supervisor says I haven't been here but 2 weeks so I am going to wait until next year and we will just skip your pay raise this year; if he did that to the employees it would not go well. The system is already in place; he is just implementing the system. He agrees it is faulty so he is looking for feedback and correct what the current contract calls for that you don't like.

There was discussion about the severance package. Mayor Holland is hearing we have unified support as far as an increase goes; as far as the different options that were presented today. As far as the options presented today, she likes the reoccurring built-in, etc.

VM Nobile - He is comfortable with 4% and 1% and he would like the change in the evaluation.

Mr. Landon stated we will prepare a resolution with Option B with some blanks as far as percentage on both this year's increase 3%-4% and also 1%-2% in the future.

The Presentation was Continued.

Enactment No: R2017-11

3 [17-23](#)

RESOLUTION 2017-XX APPROVING AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SHERIFF'S OFFICE

Mr. Landon gave a brief overview of this item.

Mayor Holland asked for a presentation from Sheriff Staly at a business meeting to hear what his priorities will be in the City of Palm Coast so that the public can hear them as well. VM Nobile suggested an evening meeting.

Mr. Landon stated as soon as the Sheriff can get the presentation together we will bring it to Council.

VM Nobile - A very big portion of our general fund taxes goes to fire and rescue and police, he would like to know if we didn't have this contract with the Sheriff what level of service would we have and compare it to what we are paying for. Mr. Landon explained our current contract is based on cost for each deputy (approx. \$110,000 - includes, cars, uniforms), etc.

VM Nobile said many people ask him why they are paying taxes to both the City and and the County for these services; he wants to be able to say here it is. He has no problem with the service we are getting. He would like to see what this Sheriff thinks of the level of service.

Mayor Holland - Are we in compliance with our contract, do we analyze to make sure they are providing the services we are paying for? Mr. Landon - As far as he knows, yes. Attorney Reischmann - The contract is very specific as to what the taxpayers of the City of Palm Coast are getting for this extra money that they are paying; starting on page 4 and 5 of the contract it talks about the extra officers. There was further discussion about the level of service and crime.

CM Klufas asked for a question to be added to the survey and to ask for satisfaction of policing in their neighborhood.

CM Shipley asked if the presentation should be at a workshop first to ask questions and then have him do a presentation at a business meeting. Mr. Landon suggested to let the Sheriff do the presentation upfront (at a business meeting) and then a workshop to set the foundation for the new contract, priorities and those things.

Attorney Reischmann - In the existing contract there are standards for review as far as goals that are supposed to be met. He stated Council can incorporate the product of the discussions into the language of the contract. Mayor Holland - Our current liaison, Commander Mark Carman, has obviously been a mainstay in our City for many years and if she gets a citizen complaint that is law enforcement related she will forward to the City Manager to get with Commander Carman. Mr. Landon - Mark is amazing as to his balance of working for the Sheriff and the City; we need the go to person. Mayor Holland stated we need the relationships in order to resolve these issues. Attorney Reischmann read from the contract, "Palm Coast Coordinator (that is Mark) shall also function as a member of the City staff in regard to law enforcement issues and report to the City Manager in that capacity."

CM Klufas - Has anyone ever asked the Sheriff what are some things we can we do to make your job a little easier and the City safer? Mr. Landon - The City Manager and Sheriff, yes. The City Council never really but he welcomes Council's

involvement directly with the Sheriff.

CM Shipley - The watch groups are good liaisons too, helpful.

Adding the policing question to the survey had Council consensus.

The Resolution was Continued.

Enactment No: R2017-13

- 4 [17-28](#) RESOLUTION 2017-XX APPROVING THE GRANTING OF A UTILITY EASEMENT TO FPL AS REQUIRED FOR THE MATANZAS WOODS PARKWAY MASTER PUMP STATION PROJECT

Mr. Landon gave a brief overview of this item.

No Council questions.

The Resolution was Continued.

Enactment No: R2017-14

- 5 [17-31](#) RESOLUTION 2017-XX APPROVING FDOT OFF THE STATE HIGHWAY SYSTEM TRANSPORTATION REGIONAL INCENTIVE PROGRAM AGREEMENT FOR THE RIGHT-OF-WAY ACQUISITION PHASE OF THE OLD KINGS ROAD EXTENSION PHASE II PROJECT

Mr. Landon gave a brief overview of this item.

Mayor Holland would like at a future workshop of the future plans of Old Kings Road Extension project.

Council consensus for a workshop on the future of that project.

The Resolution was Continued.

Enactment No: R2017-15

- 6 [17-33](#) RESOLUTION 2017-XX APPROVING THE SALE OF 2007 STERLING VACCON TRUCK, IN THE AMOUNT OF \$75,000, TO THE CITY OF BUNNELL

Mr. Landon gave a brief overview of this item.

CM Shipley - Does it change where the \$75,000 goes? Mr. Landon - No.

CM Klufas - Who assessed the \$75,000 trade-in value? Mr. Landon - That was included in their bid.

The Resolution was Continued.

Enactment No: R2017-16

- 7 [17-04](#) RESOLUTION 2017-XX APPROVING A PRICE AGREEMENT WITH ARGOS READY MIX, LLC, FOR CONCRETE AS NEEDED

Mr. Landon gave a brief overview of this item.

Mayor Holland - Are you getting input from other cities that they are having the same

issue; not receiving enough bids? Mr. Landon - Absolutely, contractors are busy and as long as they can stay busy and make the same money without going through a formal bidding process, it is not uncommon.

Mayor Holland - Are you seeing a substantial increase as far as the costs? Mr. Landon - Our construction management people in the private sector are saying at least 10% a year right now.

Mayor Holland - The budget and capital projects, you obviously put that with the costs? Mr. Landon - Yes.

CM Cuff - Since we are having such a hard time getting bids, is there any way we could put this out on the open market without going through the bidding process, etc.? Mr. Landon - The only time we do that is if it is kind of the piggyback price; what this does is tie it in for a year.

The Resolution was Continued.

Enactment No: R2017-12

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.

No public comments.

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

CM Cuff - He is anxious to see what happens on Friday (2/3/17); disappointed the agenda was kind of open ended.

Mayor Holland - As far as Friday (2/3) goes, the Hospital has sent an invitation out, they are doing a healthy heart campaign. They originally asked her and Fire Chief Beadle to do a quick jump rope but she spoke to Mr. John Subers and he would like to extend the invitation to the entire Council to go over just for a few minutes. It is just to show leadership support to launch their campaign for healthy heart awareness, so she asked Council to do it at lunch break for a few minutes and come back and eat.

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

No comments.

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

2/3/17 Workshop is at 9:00 am this is for Council to brainstorm and staff will take notes, and after the hospital visit there will be lunch.

Construction: The good news, Holland Park late last week we signed the takeover agreement; the surety has hired a construction company. The landscaping and rock wall both will be done within the next week or two. We were not sitting idle but certain things were the surety's responsibility. Contractor thinks they could be done by the end of April but the contract deadline is May 31st.

Mayor Holland - How do we clean up the issue with the former contractor? Mr. Landon - It contemplates that we have some issues that we don't agree on that we are going to have to negotiate; change orders but he likes their approach (surety); let's get this thing done. He feels comfortable right now; they have been reasonable to deal with. We have wording in our contract that protects us and he believes that we will still come in under budget. Most of the subs have been paid now.

Mayor Holland - Looking back do you recognize anything that we could have done differently to avoid this? Mr. Landon - He wouldn't change anything in the contract; the low bid process hurt us. Usually the low bid process works. If we were to do it all over again, we would probably do it again. Construction management at risk contracts seem to help.

Prices are going up; the two restrooms that we went out to bid for - the amphitheater and Indian Trails Sports Complex came in \$500,000 over budget.

VM Nobile - On both or each? Mr. Landon - Both; we are going to go back out to bid; solicit more bids, maybe more local. We are going to Ajax to see if they would take project on.

CM Cuff - What was the total engineer estimate? Mr. Beau Falgout, Administrative Services & Economic Development Director - \$1.1 mil.

Mayor Holland - Is it material or labor driving it up? VM Nobile - Both.

Aldi is now out of the ground.

CM Klufas - For Friday, is it possible to compile all of the permits that are active for cell phone towers? Mr. Landon - Yes, hopefully this week they are going to get back to us and then he can distribute that. We only have one right now, but we have a contract coming for one.

USTA Pro Circuit Men's Futures Tennis Tournament is going on at our tennis center now until Sunday, 2/5. The quality of the players get better every year.

Mayor Holland said the USTA hosted an event last year with a \$15,000 purse at the tennis center in Ormond; they were giving attendees a free barbecue buffet when they pay \$10 to attend (like 600 people attended and watched event). She would like us to look at something like that for next year and get the residents excited about it.

The following weekend (2/10-2/12) - Birds of a Feather Fest; every year more and more popular. Headquarters will be here at City Hall because the Community Center is unavailable.

A private company out of St. Augustine does events for a living and is interested in using Central Park 3/11-3/12 for a Seafood Festival. If this works, maybe there will be more events.

J. ADJOURNMENT

The meeting was adjourned at 11:24 a.m.

*Respectfully submitted,
Barbara Redline*

Calendar and Worksheet

[17-37](#) MEETINGS CALENDAR AND AGENDA WORKSHEET

[17-45](#) ATTACHMENTS TO MINUTES