



# 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*

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Tuesday, May 9, 2017

9:00 AM

City Hall Community Wing

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### 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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>City Council Meetings are televised on Charter Spectrum Channel 495 and on AT&T U-verse Channel 99.

>All pagers and cell phones are to remain OFF while City Council is in session.

### 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 [17-207](#) PRESENTATION ON HURRICANE MATTHEW AFTER ACTION REPORT

*Mr. Landon gave a brief overview of this item. Deputy Fire Chief Gerard Forte gave a PowerPoint presentation, which is attached to these minutes. Mr. Beau Falgout, Administrative & Economic Development Services Director, and Travis Greco,*

*Firefighter, assisted.*

*-City Response - Prior to Impact slide:*

*Mayor Holland - The Regional Council, years ago contracted to do the Florida Statewide Evacuation Study Program, and then they brought it down to a regional approach of communication, coordination and local government. Using this storm, when did that coordination kick in from Countywide to more of that regional approach and then to Statewide? Dep. Chief Forte - It starts at the hurricane center, they can see where the storm is, the time of day, where the high tides are going to be, where they expect high tides will be after the first high tide goes through; it stacks up, etc. The decision to make the evacuation comes from reading the models that are presented, what the high tides are and the duration of the time the storm is going to be in place; then they send that out to the State. The State works with all the emergency managers and the recommendations from the hurricane center. The model changes every 4-6 hours, so there is a constant update as to how fast the storm is moving, intensity, center of the eye, low pressure system that it revolves around, the water stack effect, the high tides, low tides, and they put all of that into the model and determine that certain low lying areas need to be evacuated because the model calls for it. Then, they move on from there and indicate which zone - A, B, C or D is going to be affected.*

*-City Response - Recovery slide:*

*Mayor Holland - When did you determine about the weirs and levels, by the computer system? Is that how that was determined? Dep. Chief Forte - Mr. Mike Brennan, Stormwater Manager, has an application on his computer that can take what they predict and plug it into the computer to figure out how high the water needs to be on the weirs. He can preset those weirs to drop so many inches, in so many hours that will accommodate whatever the rainfall is.*

*-City Response - Financial Impact slide:*

*VM Nobile - Any idea what that amount is (reimbursement from FEMA) Mr. Falgout relayed response from Mr. Christopher Quinn, Finance Director - \$6 mil.*

*Mayor Holland - We did not have to tap into the other funds, just the emergency response reserve fund? Mr. Falgout - Yes. Mr. Landon - This is exactly how our system is designed to work; we have the emergency reserve fund with the idea that it takes FEMA a long time; it could take up to a couple of years. We use our dollars in the bank and then they replenish it. If they do not replenish it up to our standard, then each year we will start adding more to it. It had no impact on our operational or capital budgets at this time.*

*Mayor Holland - She was recently talking to the Grand Haven CDD, and they have their own mini emergency strategy plan regarding recoupling FEMA funds, but how does the City view our gated communities with their government bodies; does it change if they are an HOA; how does that function within our City? Mr. Landon - Grand Haven is our largest CDD (community development district), so they have their own emergency management program. They are very much tied into the County and the City, so they got our attention right away. Others usually do not have anything specific; from a cleanup standpoint, if they have private streets it changes what FEMA will reimburse. Of course, Grand Haven will tell you it is a CDD and, therefore, they have public streets, but it is gated so it is kind of a hybrid. We treat them as private streets, because FEMA is going to treat them as private streets. They have a formal and well planned out strategy, and we help like we did for all the gated communities. We do not anticipate getting reimbursed from FEMA, but for the most part we used Waste Pro to help with their debris cleanup on Wednesdays, so it did not cost the rest of the rate payers much. The rest of them, we basically treat like all*

*the other areas in town. Grand Haven has a team that coordinates with us; we are going to formalize that arrangement so we are ready beforehand, rather than after.*

*-Staffing and Training slide:*

*CM Shipley - We are not hiring more personnel just training them in case of emergency? Mr. Falgout - Correct. Dep. Chief Forte explained the matrix for personnel used and the important part customer service plays.*

*Mayor Holland - Who coordinates with FPL? There was some misperception among residents that we were favoring certain areas over others. How do they prioritize when they come into a community? Mr. Landon - They look at countywide; they have essential services that they have a list of that goes to the County EOC (emergency operations center) and that process. Obviously, things like hospitals are on the top of the list, fire stations, etc. What we have done since this event is realize that they do not know where our PEP (pretreatment effluent pumping) system is because it is quite unique; they do not have to worry about sewer other than sewer pump stations and those they know where they are. We have met with them; they got a little tour of our PEP system area. We have given them a map so now they are in the process of incorporating our PEP area into their priority list. As far as what neighborhoods, they do have a system; it is all about feeders for them. If there is a feeder down, they have to get the feeder up and make sure wires are secured.*

*Mr. Danny Ashburn, Utility Systems Manager, recapped Wednesday's (5/3/17) meeting with Malcolm of FPL. Staff learned about how they go about it; they are all about population. We gave him an extensive map with all the PEP areas; where we have the most houses on PEP and how many empty lots in those areas. So, we have a pretty good plan as to how to attack it now.*

*Mayor Holland stated that this will be integrated into our emergency management plan in the future, because moving forward, education to our residents is going to be equally important in advance of this, in particular that we do have a strategy, it is very comprehensive.*

*VM Nobile - Do we have a plan where we are ready to implement to continue to changing out the boxes to the PEP systems to include the generator hookup? Mr. Ashburn - Yes, we have a system, but right now we have PEP maintenance; especially the older aluminum boxes they get changed out. It is about manpower too. You are talking about millions of dollars. We are doing it annually, monthly, as we can get to it. Mr. Landon explained why electricity and PEP tanks are important together, the PEP tanks have a pump in them and if they are not working the water and sewage can back up into homes. Mr. Ashburn - Where we do not have stationary generators, we have portable generators we can hook up.*

*-Continuity of Operations slide:*

*Mayor Holland - What is the standard now to feed the employees? Dep. Chief Forte - We tell the employees that they are on their own for 72 hours; you do not know where you are going to be or how the conditions are going to be. That is great for the folks that live in the fire house that have a locker but we had people from City Hall that had to relocate to the EOC at Fire Station #25 and they were displaced and not conducive to getting work done or a healthy environment and getting the rest you need to do the next day's work. We asked Code Enforcement, Building and GIS staff to come to the station along with the directors and supervisors. Mr. Falgout - Parks and Rec staff really kicked in and served at the location which was great, but we realized if this event would have gone on longer it would not be good; people were tired and punchy. Buying food for 200 people is going to be difficult right after a hurricane, so we need to be better prepared for that. Dep. Chief Forte - Another thing*

to consider, is the facility set up to serve their population? Utility has served food for their folks. The mindset is, the employee goes to work and goes to the same location to eat and then goes back to work, and now we are asking them to change their behavior pattern which is not good for stress either. Putting people back to where their normal operation is a better plan for their response.

Mayor Holland - Do we have a grant for a generator here at City Hall? Mr. Falgout - We are pursuing grant opportunities for that. Mr. Landon - Yes, a big generator.

-After Action Report slide:

VM Nobile - Throughout our communities now, we have many, many trees that are on their last leg (hazardous), big trees; come the summer those trees are going to start coming down. He just wants to know that we are ready to handle this. He fears if we just have a good storm we are going to have trees coming down. A lot of the trees are leaning right towards the power lines and they would come down. Are we ready for that? Mr. Landon - We have two programs, Public Works crews are out taking down dangerous trees; we do it all the time. On private property, we have had private property owners take down thousands of trees; a huge project; it is not finished yet; it is an ongoing process.

## 2 [17-142](#) PRESENTATION ON LONG TERM FINANCIAL PLANNING

Mr. Christopher Quinn, Finance Director, and Ms. Carmelina Williams, Budget Analyst, gave a PowerPoint presentation, which is attached to these minutes. Ms. Helena Alves was also present.

-Assumptions & Consideration slide:

Mayor Holland - What is our rating? Mr. Quinn - It is A+ Stable. It is really good.

-Stormwater Fund Forecast slide:

VM Nobile - Why is it with even a half-percent increase, the revenue stays flat? Mr. Quinn - That is like 7.781, 7.86, 7.89; you are not seeing the second decimal place there. It is going up, but it is going up very, very slow.

**The Presentation was Received and Filed.**

## E. WRITTEN ITEMS

### 3 [17-152](#) RESOLUTION 2017-XX APPROVING A CONTRACT WITH HAROLD BECK & SONS, INC. FOR THE PURCHASE OF VALVE ACTUATORS FOR WATER TREATMENT PLANT 1

No Council questions.

**The Resolution was Continued.**

Enactment No: R2017-57

### 4 [17-208](#) RESOLUTION 2017-XX APPROVING THE GRANTING OF AN UTILITY EASEMENT TO FLORIDA POWER AND LIGHT AS REQUIRED FOR THE COMMUNITY CENTER RENOVATION & EXPANSION PROJECT

No Council questions.

**The Resolution was Continued.**

Enactment No: R2017-61

- 5     [17-200](#)     RESOLUTION 2017-XX APPROVING PIGGYBACKING LEE COUNTY CONTRACT AND ITS EXTENSION WITH MILLER PIPELINE COMPANY FOR WASTEWATER COLLECTION REHABILITATION SERVICES

*No Council questions.*

**The Resolution was Continued.**

Enactment No: R2017-58

- 6     [17-206](#)     RESOLUTION 2017-XX APPROVING PIGGYBACKING OF THE U.S. COMMUNITIES CONTRACT #16154 WITH HOME DEPOT U.S.A., INC. TO PURCHASE MAINTENANCE, REPAIR, OPERATING SUPPLIES, INDUSTRIAL SUPPLIES, AND RELATED PRODUCTS AND SERVICES

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

*VM Nobile - Who is U.S. Communities, is that an organization? Mr. Falgout - It is a purchasing coop.*

**The Resolution was Continued.**

Enactment No: R2017-59

- 7     [17-209](#)     RESOLUTION 2017-XX APPROVING PIGGYBACKING THE LAKE COUNTY CONTRACT WITH PORT CONSOLIDATED, INC. TO PURCHASE FUEL PRODUCTS

*No Council questions.*

**The Resolution was Continued.**

Enactment No: R2017-60

#### **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**

*VM Nobile - FPL and tree trimming around power lines. What ordinances do they follow? Sometimes they do a good job; sometimes it is a mutilation; what is the policy? Mr. Landon - Yes, they have the right to trim a tree which they feel is acceptable in their business; they have their standards. Our landscaping code, when we changed it so that if FPL cuts it ugly, the homeowner can cut it down. We do not have a lot of control over them. Attorney Reischmann - They have easements, they have the rights to protect their infrastructure.*

*CM Shipley - She would like to start the process for a City Charter review. Mayor Holland - Is there a particular reason why you would like to do this? CM Shipley - She thinks it is time. VM Nobile - He thinks it is a good idea. It is a document that is used to govern Council. The last argument was it is like the State Constitution it never changes, but they did a constitution review this year at the State or they are in the process of doing it. He suggests Council discuss (at a workshop) if they want to do it. Council has to meet the minimum requirements as to how it is done and how much public participation Council wants from the citizenry and what kind of policy Council may want to set up before we just put a group of people together and say have at it.*

*CM Shipley suggested the next workshop (5/30/17).*

*Mayor Holland - She is not sure how she feels about the issue, she has to put some thought to it.*

*CM Cuff - He does not see any downside to putting it on a workshop agenda for discussion; he would like more time to think about it as well.*

*CM Klufas - He would be fine with discussing it and reviewing it at a workshop.*

*Mr. Landon suggests City Attorney Reischmann give a little presentation of what the different options are for review and what the process is for each one of those.*

*Attorney Reischmann - There are three ways to periodically review; these are set forth in the Charter, Chapter 166; Council by ordinance, Charter Review Committee and the electors.*

*CM Klufas - As a Council we should have an understanding of what the alternatives would be if we go down one of those paths, and what is the actual goal, intent or reason why Council wants it adjusted.*

*VM Nobile gave a history of discussions in the past regarding Charter Review. For example, people are asking why do we run for election by district when we are voted at large; back when the Charter was created most of the people were represented in two districts. It should be up to the people to get it on the referendum if they want to change it.*

*Attorney Reischmann will do a presentation at the next workshop regarding the process for the Charter review.*

*CM Shipley - Can we figure out how much that would cost? Mr. Landon - Yes, we should be able to get prices to Council (if the option for a Charter Review Committee is chosen, they will need a contracted consulting expert).*

*CM Shipley - Why did they ask for it at the County? Mayor Holland - We are a*

non-charter county and so our constitutional officers are independently elected and they are their own sort of governed entity unto themselves. The Commission approves their budget but does not oversee the day-to-day operations, so there was some discussion as far as evaluating as to what that would look like; what would that mean; would we look at different constitutional officers and say they should be appointed; should we consolidate some of those, etc. It was an overall look at what we were doing; is it functioning in the best interests of the residents; is it efficient; is it effective; is it true representation. She spoke of Volusia's form of government and how they differ. It was a time when the Commission was looking at budget cuts, salaries, staffing; it became very comprehensive. At the end of the day, even the appointees did not have many recommendations for change. Mr. Landon - The Commission said thank you very much, but they did not agree to put it on the ballot.

CM Klufas - We do not have a generator for City Hall? Mr. Landon - Correct.

CM Klufas - That is why City servers are still at Utility and not here? Mr. Landon - Yes, we have a room for them here but until we have the generator for them we will not have the servers come here. It is in the capital improvement budget for this year, but because we are eligible for FEMA grant dollars associated with Hurricane Matthew and based on the amount of dollars available to Flagler County, we think we have a pretty good shot. We are going through that process and hopefully get a generator for this building.

CM Klufas - Do we have a set schedule for the lights in Holland Park; are they on 24/7? Mr. Landon - Two different kinds of lighting; one is security parking lot lighting, and they are going to be on all night long. Then you have the sports lighting that would light up the field, basketball courts, etc. He believes there is a time when they went off, maybe 10:00 pm and that was a pretty major issue with the homeowners there because sports lighting is a whole lot brighter than your parking lot lighting. The major lighting of the ball fields, etc., was not included in this phase. Mr. Carl Cote, Construction Management & Engineering Manager - Lighting in this phase will be for the basketball courts and tennis courts and they have a push button, similar to the other parks where they will go on for an hour, but there is a time where they will not come on.

CM Klufas - Do we have any say over what FPL will install for sports lighting solutions? Are they only installing LED lights now or when we convert from the wooden poles to the concrete? Mr. Landon - This is a timely question, we are in the middle of changes with FPL and LED lights and the streetlighting program and they met with us last week to go through that. Last year or so, we presented a program to start converting our streetlights from high pressure sodium, which use a lot of energy, to LEDs. The issue there is if it is a high pressure sodium light, that was considered to be a standard light for FPL and they would not charge us any upfront dollars to install those, they charge about \$9 for every one they put up per month. LEDs they considered to be a premium light, they charged \$600 upfront and then the electrical charge is less than \$3 a month. So, when you start talking about return on investment and how long it takes to make up for \$600, etc. . . . The policy established by City Council was, we are only going to order LED lights from now on (residential corners and intersections). So, that is what we are doing right now. The continuous lighting along our major thoroughfares, the decision was also made that all new continuous lighting projects would be LEDs. What has changed, just recently, is FPL went to the Public Service Commission and asked for a new tariff on streetlights to make LED a standard light and have a standard tariff, no longer premium, and they would not charge cities an upfront cost. The cost of the light then gets incorporated into the monthly charge. The \$3 charge goes up, but not as high as \$9; somewhere between \$3-\$9 per month, per light; continuous lighting will be the same thing. They also have

*a program to change out all high pressure sodium lights to LEDs at no cost to cities. FPL is starting in Miami, but because of our local reps., and since we were in the pilot program, they will incorporate us as quickly as possible.*

*CM Shipley - FPL, why can't we have them do the design also since they are putting in the lights? Mr. Landon - FPL will not do it.*

*CM Cuff - Was there any discussion about the private lights that homeowners pay for? Mr. Landon - Private lights did not come up in the discussion, but next time there is a conversation he will bring it up.*

*Mayor Holland - The Healthy Community Challenge was launched on Saturday at Arbor Day. There is a scheduled list of things that are already going on in Palm Coast to participate. So, if you go on the City website, [www.palmcoastgov.com/healthy](http://www.palmcoastgov.com/healthy) and click on healthy challenge all of the events will come up. We ask that you pre-register; it is a great way to get people moving and outdoors. Take a selfie, #findyourfitness and share it on Facebook. Up until June 29th, there is something going on almost daily, etc.*

*CM Cuff mentioned for working families it will be hard to participate on the weekdays.*

*Mayor Holland - We have a lot of interns. They introduced themselves: Hannah, the new intern for Cindi Lane (Communications & Marketing), and Charlie is the new intern for HR. Mr. Landon - We have 15 and most came from Matanzas and FPC (Flagler/Palm Coast) High Schools; tremendous success. We had over 300 applicants.*

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

*Nothing to report.*

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

*Arbor Day, last Saturday (5/6/17) - he heard a lot of positive things; big crowd; proud of staff that worked on it.*

*Safety efforts - we have seen a lot of improvements in that area. Our wastewater plant staff earned the 2017 Florida Water Environmental Association Safety Award by not having any lost time entries this year.*

*Update on some capital projects:*

*Community Center - walls are going up.*

*We have about 50-60 capital projects this year and all are going well.*

*Pine Lakes Pkwy. - orange fencing along there; getting ready for the pipes going in.*

*CM Shipley - Do we have a video for the Community Center progress, like we did for City Hall? Ms. Lane, Communications & Marketing Manager - The City website has an update on the progress, but she will check with Mr. Tom Hanson, Video Production Coordinator, to see if he can do one.*

*Wastewater Plant 2 - very pleased; that contractor is doing a great job; everything is on time and working well on the construction site and that is a huge project - about \$30 mil. total; all pipelines going in; moving right along.*



*Holland Park - it is exciting to see the surety bond people are finally getting the subcontractors moving. Very disappointed with the last contractor. You can really see it coming together. Mr. Cote and Ms. Lane can give Council a tour one-on-one.*

**J. ADJOURNMENT**

*The meeting was adjourned at 10:56 a.m.*

*Respectfully submitted,  
Barbara Redline*

**Calendar and Worksheet**

[17-211](#) MEETINGS CALENDAR AND AGENDA WORKSHEET

[17-218](#) ATTACHMENTS TO MINUTES