



City of Palm Coast
Agenda
CITY COUNCIL SPECIAL
BUDGET MEETING

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

Mayor David Alfin
Vice Mayor Eddie Branquinho
Council Member Ed Danko
Council Member John Fanelli III
Council Member Nick Klufas

Wednesday, September 21, 2022

5:15 PM

COMMUNITY WING

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Virginia A. Smith, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- City Council Meetings are streamed live on YouTube at <https://www.youtube.com/user/PalmCoastGovTV/live>.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG

C. ROLL CALL

D. PRESENTATION

1 PRESENTATION - FISCAL YEAR 2022-2023 BUDGET

**RECESS CITY COUNCIL MEETING AND CONVENE THE SR 100 CORRIDOR COMMUNITY
REDEVELOPMENT AGENCY MEETING**

E. SR 100 CORRIDOR CRA RESOLUTIONS

- 2 SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2022-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2022-2023**

RECESS THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY MEETING AND RECONVENE CITY COUNCIL

F. CITY RESOLUTIONS

- 3 RESOLUTION 2022-XX ADOPTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2022-2023**
- 4 RESOLUTION 2022-XX ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022-2023**
- 5 RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2023 BUDGET**

G. PUBLIC PARTICIPATION

H. ADJOURNMENT

City of Palm Coast, Florida Agenda Item

Agenda Date : September 21, 2022

Department FINANCIAL SERVICES Division	Amount Account #
Subject PRESENTATION - FISCAL YEAR 2022-2023 BUDGET	
Presenter : Helena Alves, Finance Director	
Background : Through a series of budget workshops held during July and August, the Director of Financial Services and Budget & Procurement Manager presented to the City Council an overview of the proposed budget for all appropriated funds. On September 8, 2022, the City of Palm Coast held its first Budget Hearing to adopt the tentative budget and tentative millage rate. Staff will now provide Council with a presentation on the final Fiscal Year 2022-2023 Budget.	
Recommended Action : FOR PRESENTATION	

City of Palm Coast, Florida Agenda Item

Agenda Date : September 21, 2022

Department	FINANCIAL SERVICES	Amount
Division		Account
		#
Subject	SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2022-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2022-2023	
Presenter : Helena Alves, Financial Services Director and Gwen Ragsdale, Budget & Procurement Manager		
Background : The SR 100 Corridor Community Redevelopment Agency of the City of Palm Coast, Flagler County, Florida, held the first public hearing on September 8, 2022 and adopted a tentative budget of \$2,644,452 for Fiscal Year 2022-2023. The attached resolution proposes the adoption of the final budget for Fiscal Year 2022-2023 for the SR 100 Corridor Community Redevelopment Agency (SR 100 Corridor CRA) at a total amount of \$2,644,452. ACTION: The Chair of the SR 100 CRA Board will announce the following: “The SR 100 Corridor Community Redevelopment Agency Board hereby proposes to adopt a budget with total appropriated expenditures and reserves of \$2,644,452.”		
Recommended Action : ADOPT SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2022-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2022-2023		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 21, 2022

Department	FINANCIAL SERVICES	Amount
Item Key		Account#
Subject: RESOLUTION 2022-XX ADOPTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2022-2023		
Presenter: Helena Alves, Finance Director		
<p>Background: Within 15 days of the first public hearing and adoption of the tentative millage rate and tentative budget, the City must advertise the final hearing. The public hearing to adopt the tentative budget and tentative millage was held on September 8, 2022. The final hearing must be held within two to five days after the advertisement appears in the newspaper. The advertisement appeared in the newspaper on Sunday, September 18, 2022.</p> <p>At this hearing, the City Council will:</p> <ol style="list-style-type: none"> 1. Discuss the percentage increase in millage from the rolled-back rate, if any, and the specific purposes for which the ad valorem tax revenues are being increased. 2. Allow the general public to speak and ask questions. 3. Adopt a final millage and budget. 4. Instruct the City Clerk to forward a copy of the resolution adopting the final millage to the Property Appraiser and the Tax Collector within three days. <p>The following outlines the required format and exact wording, according to Section 200.065(2)(e)1., Florida Statutes, for the adoption of the final millage rate and the final budget for the City: Adoption of Final Millage Rate:</p> <p>STEP ONE: Introduce the tax issue <u>ACTION: Mayor Announces the following:</u> “The City of Palm Coast proposes to levy a millage rate of 4.6100 mills. This is an increase of 14.85% from the rolled-back rate of 4.0138 mills”</p> <p>STEP TWO: Hear Public Comments regarding the proposed tax rate: The general public must be allowed to speak and to ask questions prior to the adoption of any measure by the City Council.</p> <p>STEP THREE: Adopt the millage rate resolution: <u>ACTION: Mayor Announces the following:</u> “The City of Palm Coast proposes to adopt a final millage rate of 4.6100 mills.”</p> <p>STEP FOUR: forward a copy of the resolution to the Property Appraiser, the Tax Collector, and the State of Florida Department of Revenue within 3 days.</p>		

ACTION: MAYOR ADVISES CITY CLERK

“The City Clerk must forward a copy of the resolution adopting the final millage to the Property Appraiser, the Tax Collector, and the State of Florida Department of Revenue within 3 days.”

Recommended Action :

ADOPT RESOLUTION 2021-XX SETTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2022-2023 FOLLOWING THE STEPS AND WORDING AS OUTLINED ABOVE

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 21, 2022

Department FINANCIAL SERVICES	Amount
Item Key	Account#
Subject: RESOLUTION 2022-XX ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022-2023	
Presenter: Helena Alves, Finance Director	
Background: <p>The attached resolution proposes the adoption of the final budget at a total amount of \$328,187,636. The attached exhibits provide the breakdown by fund in the Fiscal Year 2022- 2023 column.</p> <p>In addition to approving the budget, staff has added an acknowledgement to the Resolution, as required by law, that Council has been made aware of the Capital Improvements Element Schedule of the Comprehensive Plan as modified annually in the City’s Annual Budget. The Capital Improvements Plan in the City’s Annual Budget will serve to update the 5-year capital improvement schedule of the Capital Improvements Element of the Comprehensive Plan.</p> <p>Within 15 days of the first public hearing to adopt the tentative millage rate and tentative budget, the City must advertise the final hearing. The first public hearing was held on September 8th, 2022. The final hearing must be held within two to five days after the advertisement appears in the newspaper. The advertisement appeared in the newspaper on Sunday, September 18, 2022.</p> <p><u>At this hearing, the taxing authority will:</u></p> <ol style="list-style-type: none">1. Discuss the percentage increase in millage from the rolled-back rate, if any, and the specific purposes for which the ad valorem tax revenues are being increased.2. Allow the general public to speak and ask questions.3. Adopt a final millage and budget.4. Instruct the City Clerk to forward a copy of the resolution adopting the final millage to the Property Appraiser and the Tax Collector within three days. <p>The following outlines the required format and exact wording, according to Section 200.065(2)(e)1., Florida Statutes, for the adoption of the millage rate and budget for the City:</p>	

Adoption of Final Budget:

STEP ONE: Introduce final budget:

ACTION: MAYOR ANNOUNCES

“The City of Palm Coast proposes to adopt a budget with total appropriated expenditures and reserves of \$328,187,636.”

STEP TWO: Allow Public Comment on the Final Budget:

ACTION: HEAR PUBLIC COMMENT

Hear public comments regarding the final budget. The general public must be allowed to speak and to ask questions prior to the adoption of any measure by the governing body.

STEP THREE: Adopt the final Budget Resolution:

ACTION: MAYOR ANNOUNCES

“The City of Palm Coast proposes to adopt a budget of \$328,187,636.”

STEP FOUR: forward a copy of the resolution to the Property Appraiser, the Tax Collector, and the State of Florida Department of Revenue within 3 days.

ACTION: MAYOR ADVISES CITY CLERK

“The City Clerk must forward a copy of the resolution adopting the final millage to the Property Appraiser, the Tax Collector, and the State of Florida Department of Revenue within 3 days.”

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2022-2023, FOLLOWING THE STEPS AND WORDING AS OUTLINED IN THIS AGENDA ITEM

City of Palm Coast, Florida Agenda Item

Agenda Date: September 21, 2022

Department	PUBLIC WORKS	Amount	\$6,495,828
Division	FLEET	Account #	65010071-064000 and 65010071-064000-46001
Subject	RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2023 BUDGET		
Presenter: Matt Mancill, Public Works Director			
Background :			
<u>UPDATE FROM THE AUGUST 30, 2022 SPECIAL BUDGET WORKSHOP</u>			
This item was heard by City Council at their August 30, 2022 Special Budget Workshop. There were no changes suggested to this item. However, staff has continued to search for additional resources for additional savings. ER3 and ER19, are stand on spray units originally presented with WescoTurf. Wesco cannot provide us with any estimated ETA on these units. Flagler Power Equipment, who is a local vendor, has similar equipment in stock and another one is readily available. N27 the Vac-Con sewer cleaning truck, originally presented with Southern Sewer Equipment Sales. The Fleet department had a demonstration with the Jet-Vac company and is suggesting purchasing a similar truck with this company at a \$45,216.00 savings including a 5 year service plan.			
New Equipment/Replacement Equipment			
TOTAL BUDGET FY 2023			\$ 6,495,828
Current Expenditures/Encumbered.....			\$ 0
Current Work Order/Contract			\$ 6,221,275
Balance.....			\$ 274,553
<u>ORIGINAL BACKGROUND FROM THE AUGUST 30, 2022 SPECIAL BUDGET WORKSHOP</u>			
As a part of the annual budget process, an assessment of all fleet assets is conducted. All vehicles and equipment that have met or exceeded the original estimated useful life are inspected by the Fleet Maintenance Division. This year we inspected 181 vehicles/equipment items that have met this criterion. After inspection, any fleet vehicles and equipment determined to need replacement are included in the fleet replacement schedule for the forthcoming budget year. In addition to replacement vehicles and equipment, new fleet vehicles and equipment are also included in the Fleet Fund budget for the upcoming year. Our recommendation contained in this resolution is for the replacement of 46 vehicles/equipment items, 4 Fire items, and the purchase of 30 new assets as outlined in the exhibits below.			
To properly execute this process at the best value to our citizens, we propose several purchasing methods, including piggybacking existing state and national contracts, sole source agreements, and the collection of competitive bids. We have outlined our proposed methods			

below.

Staff is requesting approval to piggyback the following contracts for fleet purchases:

Florida Sheriffs Association Contract: The Florida Sheriffs Association, in partnership with the Florida Association of Counties, offers statewide purchasing contracts on various vehicles and equipment. By utilizing this contract, City staff can take advantage of year-end pricing, which remains in effect for the September 30, 2022, contract and the September 30, 2023, contract.

Each year, staff works with vendors to maximize the cost savings from locking-in year-end pricing. We also work to promptly issue purchase orders for the purchase of vehicles and equipment, which may experience a longer lead time for delivery due to high demand.

Florida State Contract: This state term contract provides agriculture and lawn equipment, including all-terrain vehicles; utility vehicles; walk-behind and stand-on lawn mowers; riding lawn and garden tractors; handheld and walk-behind lawn equipment; utility tractors; row-crop tractors; agricultural/specialty tractors; large lawn, agricultural, and small forestry equipment; golf carts and golf specialty vehicles; golf and turf mowers; golf and sports specialty equipment and accessories; large commercial/production forestry equipment; flat/utility axle trailers; and specialty trailers. Prices include packing, handling, freight, distribution, and delivery charges.

Sourcewell: Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units," as defined by the American Bar Association Model Procurement Code for State and Local Governments. Sourcewell's analysts streamline the procurement process by developing RFPs and IFBs for national, competitive solicitations that meet or exceed local requirements. Their rigorous process is continually refined to best meet the needs of participating agencies and allows them to offer exceptional products from nationally acclaimed suppliers.

Orange County Contract: for the provision of equipment, supplies, repair, and maintenance services related to the purchase of firefighting apparatuses.

National IPA is now OMNIA Partners: This is a cooperative purchasing organization that reduces procurement costs by leveraging the volume of participating agencies nationwide. All NIPA-OMNIA agreements are competitively solicited, publicly awarded, and administered by a public agency/governmental entity.

Piggybacking existing competitively bid contracts is advantageous because the Dept. can immediately leverage the competitively awarded contract prices without the need to go out for a time-consuming formal bid, wait for the bids to come back, and abstract the bids. Using these contracts, we can save a significant amount of time compared to the typically lengthy process while leveraging the best value of a competitively awarded agreement.

Item N11-23 is going out for competitive bid, the numbers will remain close. We are still working on three more quotes, we will meet the budget numbers and have the quotes before September 21, 2022.

The Fleet Fund budget is set to be approved by City Council as part of the FY 2023 Budget on September 21, 2022. Staff is seeking City Council's approval immediately following the adoption of the FY 2023 budget for purchasing fleet vehicles and equipment as approved in the Fiscal

Year 2023 Budget for the Fleet Fund.

Attached to the Resolution is Exhibit A – The Fiscal Year 2023 Fleet Vehicles and Equipment Purchases and Exhibit B – The fiscal Year 2023 available and approved Piggyback Contracts to be used for the purchase of fleet vehicles and equipment as approved in the Fiscal Year 2023 budget.

New Equipment/Replacement Equipment

TOTAL BUDGET FY 2023	\$6,495,828
Current Expenditures/Encumbered.....	\$ 0
Current Work Order/Contract	\$6,208,439
Balance	\$ 287,389

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2023 BUDGET