



City of Palm Coast
Agenda
CITY COUNCIL SPECIAL
BUDGET WORKSHOP

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

Mayor David Alfin
Vice Mayor Ed Danko
Council Member Cathy Heigher
Council Member Nick Klufas
Council Member Theresa Pontieri

Tuesday, May 23, 2023

9:00 AM

Community Wing

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Kaley Cook, Deputy 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 AND A MOMENT OF SILENCE

C ROLL CALL

D PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (2) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public,

there may be discussion by the City Council.

(3) When addressing the City Council on specific, enumerated Agenda items, speakers shall:

(a) direct all comments to the Mayor;

(b) make their comments concise and to the point;

(c) not speak more than once on the same subject;

(d) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;

(e) obey the orders of the Mayor or the City Council; and

(f) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.

(4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

E PRESENTATIONS

1 PRESENTATION - OVERVIEW OF FUND ACCOUNTING AND REVENUE RESTRICTIONS

2 PRESENTATION - PARKS & RECREATION DEPARTMENT OVERVIEW

3 PRESENTATION - PUBLIC WORKS DEPARTMENT OVERVIEW

4 PRESENTATION - STORMWATER & ENGINEERING DEPARTMENT OVERVIEW

5 PRESENTATION - UTILITY DEPARTMENT OVERVIEW

F PUBLIC PARTICIPATION

Remainder of Public Comments is limited to three (3) minutes each.

G DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

H DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

J ADJOURNMENT

6 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: May 23, 2023

| | | |
|--|---|----------------|
| Department | FINANCIAL SERVICES | Amount |
| Division | | Account |
| | | # |
| Subject | PRESENTATION - OVERVIEW OF FUND ACCOUNTING AND REVENUE RESTRICTIONS | |
| Presenter: Helena Alves, Director of Finance and Gwen Ragsdale, Budget & Procurement Manager | | |
| Background: City Council adopted the Fiscal Year 2023 Budget on the 21 st of September 2022, in the amount of \$328,187,636 per Resolution 2022-123. At the April 25, 2023, Special Budget Workshop, City Council was presented with the Year-to-Date budget results for operating department budgets for Fiscal Year 2023, October through March. Director of Financial Services, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will present to City Council fund accounting and revenue source restrictions to prepare for the upcoming Fiscal Year 2024 budget. | | |
| Recommended Action: FOR PRESENTATION ONLY | | |

City of Palm Coast, Florida Agenda Item

Agenda Date: May 23, 2023

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| Department PARKS & RECREATION | Amount |
| Division | Account |
| | # |
| Subject PRESENTATION - PARKS & RECREATION DEPARTMENT OVERVIEW | |
| Presenter: James Hirst, Director of Parks & Recreation | |
| Background: Staff will present City Council with the Parks & Recreation department overview to assist Council during the upcoming budget preparations. This overview will detail Parks & Recreation level of service which will include the following divisions: Parks Maintenance, Aquatics Center, Tennis Center/Southern Recreation Center, and Palm Harbor Golf Course. | |
| Recommended Action: FOR PRESENTATION ONLY | |

City of Palm Coast, Florida Agenda Item

Agenda Date: May 23, 2023

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| Department PUBLIC WORKS Division | Amount Account # |
| Subject PRESENTATION - PUBLIC WORKS DEPARTMENT OVERVIEW | |
| Presenter: Matt Mancill, Director of Public Works | |
| Background: Staff will present City Council with the Public Works Department overview to assist Council during the upcoming budget preparations. This overview will detail current operational effectiveness, successful public works service provisions, and future opportunities. | |
| Recommended Action: FOR PRESENTATION ONLY | |

City of Palm Coast, Florida Agenda Item

Agenda Date: May 23, 2023

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| Department | CONSTRUCTION MANAGEMENT & ENGINEERING | Amount | |
| Division | ENGINEERING | Account # | |
| Subject | PRESENTATION - STORMWATER & ENGINEERING DEPARTMENT OVERVIEW | | |
| Presenter: Carl Cote, Director of Stormwater & Engineering | | | |
| Background: This presentation will provide a summary of our year-to-date budget overview and department progress. | | | |
| Recommended Action: FOR PRESENTATION ONLY | | | |

City of Palm Coast, Florida Agenda Item

Agenda Date: May 23, 2023

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| Department | WATER AND WASTEWATER UTILITY | Amount |
| Division | | Account |
| Subject | PRESENTATION - UTILITY DEPARTMENT OVERVIEW | |
| Presenter: Stephen Flanagan, Utility Director | | |
| Background: Staff will present City Council with the Utility Department overview to assist Council during the upcoming budget preparations. This overview will include: <ul style="list-style-type: none">• Utility Purpose and History• Safe And Reliable Services• Data Driven Metrics• Growth Data• Plant Capacity Expansion• Cost Escalation<ul style="list-style-type: none">• Chemicals• Supplies• Personnel Challenges• Succession Planning | | |
| Recommended Action: FOR PRESENTATION ONLY | | |

City of Palm Coast, Florida Agenda Item

Agenda Date: May 23, 2023

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| Department CITY ADMINISTRATION | Amount |
| Division | Account |
| | # |
| Subject AGENDA WORKSHEET AND CALENDAR | |
| Presenter: Kaley Cook, Deputy City Clerk | |
| Background: | |
| Recommended Action: | |