



**City of Palm Coast  
Minutes  
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 Heighter  
Council Member Nick Klufas  
Council Member Theresa Pontieri*

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**Tuesday, May 23, 2023**

**9:00 AM**

**Community Wing**

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**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 meeting 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**

*Mayor Alfin called the meeting to order at 9 a.m.*

**B PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE**

**C ROLL CALL**

*Deputy City Clerk Kaley Cook called the roll. Council Member Klufas was absent.*

**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.

*There were none.*

## **E PRESENTATIONS**

### **1 PRESENTATION - OVERVIEW OF FUND ACCOUNTING AND REVENUE RESTRICTIONS**

*Helena Alves, Director of Financial Services, and Gwen Ragsdale, Budget & Procurement Manager, presented the topic to Council.*

*Mayor Alfin provided information about the item and asked Council members to comment on the presentations.*

*Topics presented included: budget presentation timeline, definition of terms, fund types, classifications, revenue diversification compared to other municipalities, fund balance explained, fund balance policy, special revenue fund restricted revenues, capital fund restricted revenues, unrestricted revenues major sources, electric franchise fee, municipal public service tax, millage rate comparison, information available, and next steps.*

*Council held discussion on the following topics: street improvement fuel tax, collections from electric vehicles, electric charging stations and upcoming*

*Council discussions, request for information regarding revenue losses, history of half-cent versus 1 cent, reduction of funds received from communication services tax, contingency reserve balance, diversification of revenues, franchise fee, and public service tax.*

## **2 PRESENTATION - PARKS & RECREATION DEPARTMENT OVERVIEW**

*James Hirst, Director of Parks & Recreation, presented the topic to Council.*

*Topics presented included: mission and 'why' statements, benefits to the community from Parks & Recreation, current operations and staffing, key performance indicators by the numbers, parks maintenance, challenges, Palm Harbor Golf Course, Community Center, Southern Recreation Center, expenditures, looking into the future, anticipated increase in expenditures, and Parks & Recreation priorities.*

*Council held discussion on the following topics: staffing shortage and utilizing volunteers, parking constrictions, date for Parks Master Plan, and thanks to staff.*

## **3 PRESENTATION - PUBLIC WORKS DEPARTMENT OVERVIEW**

*Matt Mancill, Director of Public Works, presented the topic to Council.*

*Topics presented included: divisions within Public Works, department 'why' statement, department goals, streets mowing and landscape, key performance indicators, streets special projects, quick response time, signs and signals, collection and sanitation, facilities management, fleet management, replacement fleet, challenges, tightening job market, planning, succession planning, and an eye towards the future.*

*Council held discussion on the following topics: compliments to special projects staff, business community to adopt areas to contribute removing litter, anti-litter campaign, complaints received from residents regarding trash and weeds on a trail, signage related to litter-related repercussions, measurable goals for litter, factors reviewed in fleet management, ability to move projects around based on material cost, Flagler Technical Institute for graduates that may fill the roles, suggestion to meet with Flagler Technical College and Chamber of Commerce for needs, internships with trade schools, potholes and DOT standards, off-season duties, programs focused on decreasing litter to include fine signage, request for current ordinance related to litter, more trucks and route review for increased efficiency, and encouragement for commercial entities to utilize the City for solid waste pick-up.*

#### **4 PRESENTATION - STORMWATER & ENGINEERING DEPARTMENT OVERVIEW**

*Carl Cote, Director of Stormwater & Engineering, presented the topic to Council.*

*Topics presented included: engineering projects, staff, operations, level of service, succession plan, and challenges.*

*Council held discussion on the following topics: definition of inspection as discussed in the presentation, building permits in correlation to this item, uniqueness of the swale system, stormwater maintenance, and public responsibility for certain stormwater maintenance.*

#### **5 PRESENTATION - UTILITY DEPARTMENT OVERVIEW**

*Steve Flanagan, Director of Utility, presented the topic to Council.*

*Topics presented included: utility purpose and history, safe and reliable services, data driven metrics, staffing challenges, and succession planning.*

*Council discussion included: pushing benefits offered to applicants as a method of acquiring additional staff.*

#### **F PUBLIC PARTICIPATION**

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

*Robert Skiffington thanked staff, FCSO, and Flagler County Schools. Spoke about a Council comment and reminded Council that they represent the people of Palm Coast. Mr. Skiffington also spoke about increases and asked Council to be sure they are truly needed.*

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

*Vice Mayor Danko shared compliments about City of Palm Coast water.*

*Council Member Pontieri thanked staff and wished everyone a safe and bless Memorial Day weekend.*

*Council Member Heigher thanked everyone for presentations.*

*Mayor Alfin shared about an upcoming 'Touch a Truck' event and invited the Community to the event.*

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

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

*Ms. Bevan shared an introduction to the interns who were in attendance during the meeting.*

**J ADJOURNMENT**

*The meeting was adjourned at 12:11 p.m.*

*Respectfully submitted by: Kaley Cook, CMC, FCRM  
Deputy City Clerk*