



City of Palm Coast Agenda COUNCIL 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, June 13, 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 PROPERTY TAXES AND MILLAGE (TRIM) RATE**
- 2 PRESENTATION - BROWN & BROWN INSURANCE OVERVIEW**
- 3 RESOLUTION 2023-XX APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN**
- 4 ORDINANCE 2023-XX ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE, AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE**
- 5 RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS RELATING TO THE INITIATIVE/REFERENDUM PROCESSES**
- 6 PRESENTATION - BACKYARD CHICKENS**
- 7 PRESENTATION - CITY COUNCIL PRIORITY UPDATE ON LAND ASSETS**
- 8 PRESENTATION - LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM PROJECTS**

**9 RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE
PROPERTY OWNERS OF 266 BIRD OF PARADISE DRIVE FOR FUTURE ROADWAY USES**

**10 RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE
PROPERTY OWNERS OF 6 LUDLOW LANE E FOR FUTURE ROADWAY USES**

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

11 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	FINANCIAL SERVICES	Amount
Division		Account
		#
Subject	PRESENTATION - OVERVIEW OF PROPERTY TAXES AND MILLAGE (TRIM) RATE	
Presenter: Helena Alves, Director of Financial Services and Gwen Ragsdale, Budget & Procurement Manager		
Background: City Council adopted the Fiscal Year 2023 Budget on September 21, 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. On May 2, 2023, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2023-2024. At the May 23, 2023, Workshop, staff presented to City Council on fund accounting and revenue source restrictions to prepare for the upcoming Fiscal Year 2024 budget. Director of Financial Services, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will present to City Council an overview of the process for adopting the Property Tax and TRIM rate in preparation to adopt the Fiscal Year 2024 TRIM rate in September.		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	CITY ADMINISTRATION	Amount	
Division		Account	
		#	
Subject	PRESENTATION - BROWN & BROWN INSURANCE OVERVIEW		
Presenter: Renina Fuller, Director of Human Resources, and Danielle Boyle, Senior Vice President of Brown & Brown			
Background:			
<p>The City currently offers a well-rounded, self-insured benefits program to all full-time employees. Under the self-insured programs, the City pays a per employee, per month fee for the group health plan administration services and pays for any health insurance claims incurred. In addition to the fixed fee for the plan administration services, there is a fixed monthly per-employee fee for stop-loss insurance up to \$175,000 per person, per year as well as aggregate coverage for the group as a whole.</p> <p>Due to an unprecedented spike in high-cost claims, the 2023/2024 health plan is projected to be 20% higher than the current year.</p>			
Recommended Action:			
FOR PRESENTATION ONLY			

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	COMMUNITY DEVELOPMENT	Amount	\$150,000.00
Division	PLANNING	Account #	10013507-031000
Subject	RESOLUTION 2023-XX APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN		
Presenter: Jose Papa, AICP, Senior Planner			
Background:			
<p>A4. Palm Coast’s future expansion is guided by master planning for smart, managed growth.</p> <p>a. Staff to develop an infrastructure plan to include conservation, public safety, water resources, transportation, and economic resiliency.</p> <p>To ensure a proactive and open community process to updating the Comprehensive Plan, the City will engage a professional planning team to focus on collecting input from the community, identify key issues, and complete the necessary data analysis to support policy updates based on the community input.</p> <p>This engagement will continue through the entire process of updating the Comprehensive Plan and will include a range of outreach including community-wide meetings, “roadshow” presentations, smaller group meetings, web-based interactions, integration of neighborhood and City-wide events when possible.</p> <p>The selected consultant will coordinate with the City’s Public Information Office on a public outreach campaign to inform the public that the planning process is underway and to lay the groundwork for an education process related to Comprehensive Plan issues. A variety of tools may be used to circulate information about the on-going update of the Comprehensive Plan potentially including, but not necessarily limited to:</p> <ul style="list-style-type: none"> • Press release(s)/press conference(s) • Traditional and nontraditional media coverage • Marketing collateral (paper and digital) posters, flyers, postcards, or rack cards • Mass e-mails <p>The update process is expected to last 14 months.</p> <p>City staff advertised (RFSQ-CD-23-24) and solicited proposals for services to assist the City in updating the Comprehensive Plan in accordance with the City’s purchasing policy. The Notice of Intent to Award and Project Bid Overview are attached to this agenda item.</p>			

After review of the proposals and an oral interview with the two respondents, the Selection Committee ranked JBrown Professional Group Inc., as the top respondent. Funds for this purchase are included in the FY2023 funds budget.

SOURCE OF FUNDS WORKSHEET FY 23

10013507-031000	\$150,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$150,000.00
Current (WO/Contract)	\$0.00
Balance	\$0.00

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	CITY ADMINISTRATION	Amount
Division	CITY ATTORNEY	Account #
Subject	ORDINANCE 2023-XX ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE, AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE	
Presenter: Neysa Borkert, City Attorney		
<p>Background: Last year, a citizen brought forth a potential initiative to amend the City of Palm Coast Charter. The City of Palm Coast relied upon the guidance of the Supervisor of Elections and the Florida Statutes to provide to the citizen the process for initiatives and referendums. Upon legal review, it was determined the City did not have an Ordinance outlining these processes for the citizens. Therefore, this item is to present to Council an ordinance to provide those processes in accordance with Art. IX. - General provisions, of the City of Palm Coast Charter provides “(t)he form, content, and certification of any petition to amend (the Charter) shall be established by ordinance,” and that petitions to amend ordinances and for recall shall also be established by ordinance.</p> <p>Section 166.031(6), Florida Statutes recognizes that municipalities are vested with the procedural power to amend municipal charters.</p> <p>Art. IX- General provisions, of the City of Palm Coast Charter also provides, in accordance with Florida Statute 166.031: “At least 10 percent of the qualified electorate of the City shall have the power to petition the Council to propose an ordinance or to require reconsideration of an adopted ordinance, or to propose an amendment to this Charter...This Procedure for such initiative or referendum shall be as established by ordinance.”</p> <p>The City Council desires to establish procedures for recall, for amending the Charter, proposing an ordinance and reconsideration of an adopted ordinance by citizen initiative and referendum.</p>		
<p>Recommended Action: ADOPT ORDINANCE 2023-XX ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE, AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	CITY ADMINISTRATION	Amount	
Division		Account	
		#	
Subject	RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS RELATING TO THE INITIATIVE/REFERENDUM PROCESSES		
Presenter:	Neysa Borkert, City Attorney		
Background:	<p>The City of Palm Coast has developed by Ordinance the process for Initiatives and Referendums for citizens wishing to bring forth changes to the City of Palm Coast Charter or Code of Ordinances for Council consideration. This is the second agenda item relating to the approval of an Interlocal Agreement with the Flagler County Supervisor of Elections to assist with Initiatives and Referendum processes.</p>		
Recommended Action:	<p>ADOPT RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS RELATING TO THE INITIATIVE/REFERENDUM PROCESSES</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject	PRESENTATION - BACKYARD CHICKENS	
Presenter: Barbara Grossman, Code Enforcement Manager		
<p>Background: The City Council has publicly received multiple requests from residents to allow backyard chickens. A local resident has opened a Political Action Committee called "The Chicken Alliance" to put forth a referendum on the General Election ballot for 2024.</p> <p>City Council directed the City Manager to give Council a presentation on backyard chickens. A team was created to research the options of allowing backyard chickens, which consisted of the Code Enforcement Manager and staff, the Chief Sustainability & Resiliency Officer, and the Land Management Administrator. Several other staff members also provided input.</p> <p>Staff researched eight (8) counties/cities that allow or have a backyard chicken program. There are several options for Council's consideration as presented in this agenda item.</p>		
<p>Recommended Action: FOR PRESENTATION AND DIRECTION</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject PRESENTATION - CITY COUNCIL PRIORITY UPDATE ON LAND ASSETS		
Presenter: Estelle Lens, AICP, Planner		
<p>Background:</p> <p>City Council Priority:</p> <p style="margin-left: 20px;">A. Strong Resilient Economy</p> <p style="margin-left: 40px;">6. Inventory, assess, and identify optimal use of City land assets.</p> <p>Scope of project:</p> <ul style="list-style-type: none"> • Create a multi-department team to inventory and map City (land) assets. • Assess existing conditions including but not limited to drainage, environmental, and encumbrances. • Analysis of optimal uses of City-owned properties. <p>A multi-departmental team was established consisting of:</p> <ul style="list-style-type: none"> Estelle Lens - Planner - Project Manager Virginia Smith - Land Management Administrator Cathy Almberg, Monica Diaz, Jacob Ejnes - IT/GIS Jordan Meyers - Stormwater Operations Manager Andy Hyatt - Stormwater Maintenance Manager Chris Johnson - Utility GIS Analyst James Hirst - Director of Parks & Recreation Bill Eldredge - IT Broadband Manager <p>A color-coded ArcGIS Land Assets map was created whereby the team could inventory the parcels being used by their respective departments. This map will continue to be utilized to update the City's database of land assets. As of May 1, 2023, the City-owned 859 parcels of land encompassing 4,820 acres. After the team's initial review there remained 110 parcels of land for use analysis. The team analyzed the parcels for viable uses including potential for stormwater, utilities (including well sites), conservation, parks, affordable housing, and economic development. Many parcels were identified for stormwater, conservation and preservation, and/or future park sites. Some parcels are encumbered by easements and contain infrastructure for other utilities, such as Florida Power & Light. After further inventory of the lands, the State Road (SR) 100 Community Redevelopment Areas (CRA) were identified as well as parcels for future well sites, and parcels suitable for Economic Development.</p> <p>Project Deliverables:</p> <p>The Land Assets Evaluation Map provides an inventory of all City-owned land, and a PowerPoint presentation was prepared to report the findings of the team.</p>		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department Division	CITY ADMINISTRATION	Amount Account #
Subject	PRESENTATION - LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM PROJECTS	
Background:		
<p>To address City needs for executive leadership, succession planning, and to develop additional capacity within the City organization, the Leadership Intern Training Experience (LITE) team concept was established in 2012 and successfully continues today. Employees are provided the rare opportunity to work directly with the City Manager and other members of top management through a mentoring approach. The program is also intended to provide growth opportunities for employees in developing their skills and tackling challenges that affect the community and the organization.</p> <p>To be accepted into the program, an employee must first apply to the City Manager's Office. Last year's program had 19 candidates apply with top applicants interviewed and ultimately selected by the outgoing LITE Team members. The 2022-23 LITE Team consisting of the following staff commenced in August 2022 and now closes out through these presentations. Since the program's inception, 32 employees have graduated, and many have moved on to top leadership roles in the organization.</p> <p>For 2022-23 LITE Team, eight employees have successfully completed the program and associated project objective(s).</p> <p><u>Electric Vehicle (EV) Team:</u> Strategic Action Plan Priority: Collaborate with FPL and community partners to provide electric vehicle fast charging stations across multiple locations in the City.</p> <p>The Team (Name and Department):</p> <ul style="list-style-type: none"> • Kim Brown, Parks & Recreation • Melissa Hill, Utility • Angelo D'Souza, Fire Department • Kim Trettner, Human Resources 		

Rebranding Team:

Strategic Action Plan Priority: Palm Coast brands its future as a "City on the Rise" to include becoming a regional model for medical training and careers.

The Team (Name and Department):

- Shannon Martin, Communications & Marketing
- Stacey Davis, Stormwater & Engineering
- Matt Johnson, Public Works
- Bill Eldredge, Information & Technology

**Recommended Action:
FOR PRESENTATION ONLY**

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	COMMUNITY DEVELOPMENT	Amount	\$81,000
Division	PLANNING	Account #	21097011-061000-54413
Subject	RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 266 BIRD OF PARADISE DRIVE FOR FUTURE ROADWAY USES		
Presenter: Virginia Smith, Land Management Administrator, and Carl Cote, Director of Stormwater & Engineering			
Background:			
<p>The City has a future project to realign Luther Drive with Bird of Paradise Drive over Matanzas Woods Parkway. This intersection will change from a T-intersection to a 4-way intersection. This alignment is better suited for the intersection if a traffic signal becomes warranted at this location.</p> <p>Staff has been following the process as if the City would be receiving grant dollars from the Florida Department of Transportation (FDOT). At this time, we have not received grant funding. However, the City is continuously looking to have it funded by FDOT grants. If this project is funded by FDOT and the City continues to follow the FDOT guidelines for these purchases, there is a possibility the City will be reimbursed for the land purchases.</p> <p>The City will need to acquire four (4) parcels and one (1) easement in this location. This item is for Council's consideration to purchase 266 Bird of Paradise Drive, at the appraised value of \$79,000, and to pay minimal closing costs, in an approximate amount of \$2,000.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
Matanzas/BOP Intersection - 21097011-061000-54413			\$300,000.00
Total Expended/Encumbered to Date			\$4,960.00
Pending Work Orders/Contracts			\$68,000.00
Current (WO/Contract)			\$81,000.00
Balance			\$146,040.00
Recommended Action:			
ADOPT RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 266 BIRD OF PARADISE DRIVE FOR FUTURE ROADWAY USES			

City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

Department	COMMUNITY DEVELOPMENT	Amount	\$58,000
Division	PLANNING	Account #	21097011 - 061000-54413
Subject	RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 6 LUDLOW LANE E FOR FUTURE ROADWAY USES		
Presenter: Virginia Smith, Land Management Administrator and Carl Cote, Director of Stormwater & Engineering			
Background:			
<p>The City has a future project to realign Luther Drive with Bird of Paradise Drive over Matanzas Woods Parkway. This intersection will change from a T-intersection to a 4-way intersection. This alignment is better suited for the intersection if a traffic signal becomes warranted at this location.</p> <p>Staff has been following the process as if the City would be receiving grant dollars from the Florida Department of Transportation (FDOT). At this time, we have not received grant funding. However, the City is continuously looking to have it funded by FDOT grants. If this project is funded by FDOT and the City continues to follow the FDOT guidelines for these purchases, there is a possibility that the City will be reimbursed for the land purchases.</p> <p>The City will need to acquire four (4) parcels and one (1) easement in this location. This item is for Council's consideration to purchase 6 Ludlow Lane E, at appraised value of \$56,000 and to pay minimal closing costs, in an approximate amount of \$2,000.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
Matanzas/BOP Intersection – 21097011-061000-55413			\$300,000.00
Total Expended/Encumbered to Date			\$4,960.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$58,000.00
Balance			\$237,040.00
Recommended Action:			
ADOPT RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 6 LUDLOW LANE E FOR FUTURE ROADWAY USES			