



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, August 8, 2023

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Kaley Cook, 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 - SALTWATER CANAL UPDATE**
- 2 PRESENTATION - PARKS & RECREATION MASTER PLAN - GOALS AND OBJECTIVES**
- 3 PRESENTATION - 2023 LEGISLATIVE SESSION OVERVIEW AND 2024 LEGISLATIVE PRIORITY DISCUSSION**
- 4 PRESENTATION - CONTRACT WITH FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES**
- 5 PRESENTATION - 2023 SUMMER INTERN PROJECT**
- 6 PRESENTATION - PROPOSED FISCAL YEAR 2024 GENERAL FUND BUDGET**
- 7 PRESENTATION - CAPITAL, INTERNAL SERVICES, SPECIAL REVENUE FUNDS, AND PROPOSED BUDGET FOR ALL REMAINING FUNDS**
- 8 PRESENTATION - BACKYARD CHICKENS PILOT PROGRAM**
- 9 RESOLUTION 2023-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2023 (FY 2023/24) ANNUAL ACTION PLAN**

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

10 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	ENGINEERING	Account #
Subject: PRESENTATION - SALTWATER CANAL UPDATE		
Presenter: Carmelo Morales, Stormwater Engineer & Terry Cake, Tyler Engineering Consultant		
Attachments: 1. Presentation		
<p>Background:</p> <p>Council Priority: D. Sustainable Environment and Infrastructure: 5. Develop a plan for maintenance of the saltwater canals.</p> <p>On January 17, 2023, Council approved a contract with Taylor Engineering, Inc., (RFSQ-SWE-22-33) for design, permitting, and engineering services to dredge approximately 26 miles of the saltwater canal system.</p> <p>Scope of services will include data collection, preliminary design, permit application assistance, final design, technical specifications, preparation of bid documents, bid assistance, and construction phase services</p> <p>Taylor Engineering, Inc., proposed a three (3) phased approach to the project:</p> <p>Phase I – Initial Investigation</p> <ol style="list-style-type: none"> 1. Permit and Design Review 2. Data Collection 3. Identify and Evaluate Potential Funding Sources <p>Phase II – Design and Permitting</p> <p>Phase III – Construction Administration</p> <p>This presentation will give an update on the findings for Phase I.</p>		
Recommended Action: PRESENTATION FOR COUNCIL REVIEW AND DIRECTION		

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

<p>Department PARKS & RECREATION Division</p>	<p>Amount \$100,000 Account # 21066016 - 034000</p>
<p>Subject: PRESENTATION - PARKS & RECREATION MASTER PLAN - GOALS AND OBJECTIVES</p>	
<p>Presenter: Brittany McDermott, Deputy Director of Parks & Recreation and Art Thatcher, Consultant with BerryDunn</p>	
<p>Attachments:</p> <ol style="list-style-type: none"> 1. Presentation 2. COPC-FC Visioning Presentation 3. Maintenance Analysis 4. Appendix A 5. Appendix B 	
<p>Background:</p> <p>Council Priority: B. Safe and Reliable Services 2. Identify local recreation demands (i.e., aquatics, fields, senior services, etc.) to balance the need of regional activity centers</p> <p><u>UPDATE FROM JUNE 20, 2023, WORKSHOP:</u> In line with Council Priority B2, which focuses on identifying local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have created a 'Goals and Objectives' presentation for review by City Council. This presentation will encompass the essential aspects of the Master Plan to include identifying key themes and priorities as well as a level of service analysis.</p> <p><u>UPDATE FROM DECEMBER 13, 2022, WORKSHOP:</u> As part of the ongoing Council Priority B2 to identify local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have prepared a 'Findings Summary' presentation for City Council to review. The Findings Summary will include an overview of the data collected so far through surveys, a social pinpoint website, demographics analysis, and parks & trails assessments.</p> <p><u>ORIGINAL BACKGROUND FROM THE DECEMBER 13, 2022, WORKSHOP:</u> As adopted by City Council, the 2023 Strategic Action Plan, B2 priority, staff began to prioritize recreation projects as part of the Parks & Recreation Capital Improvement Plan.</p> <p>The Comprehensive Parks & Recreation Master Plan will make project recommendations and develop a financially feasible 5-year Capital Improvements Schedule to meet the defined needs of the community. This will be accomplished over several phases including an</p>	

inventory of all recreation facilities, a needs assessment, and a visioning workshop. The City of Palm Coast is working closely with Flagler County on this initiative and has established an Interlocal Agreement approved by City Council, which identified a cost share for City and County.

In accordance with the City's Purchasing Policy, City staff advertised a Request for Statement of Qualifications: RFSQ-PR-22-87 - Parks and Rec Master Plan for COPC & Flagler County. The City received two (2) responses. The evaluation team ranked the qualifications and selected BerryDunn to conduct the study. The cost share of the study is \$100,000 for the City of Palm Coast and \$100,000 for Flagler County.

**Recommended Action:
FOR PRESENTATION AND DISCUSSION**

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department CITY ADMINISTRATION	Amount
Division	Account #
Subject: PRESENTATION 2023 LEGISLATIVE SESSION OVERVIEW AND 2024 LEGISLATIVE PRIORITY DISCUSSION	
Presenter: Jason DeLorenzo, Chief of Staff, Laura Boehmer, The Southern Group	
Attachments: <ol style="list-style-type: none"> 1. 2024 Legislative Priorities Presentation 2. The Southern Group Presentation 3. 2024 Proposed Legislative Priorities 	
Background: Council Priority: D. Sustainable Environment and Infrastructure <p>The City has a contract with The Southern Group to provide state lobbying services. Our registered lobbyist, Laura Boehmer, specializes in advocating for local governments. Ms. Boehmer will present an overview of the 2023 legislative session and describe key legislation that will affect local governments and residents of Palm Coast.</p> <p>Following Ms. Boehmer’s presentation, staff will review a list of potential priorities for the upcoming 2024 state legislative session for City Council’s discussion.</p>	
Recommended Action: PRESENTATION AND DISCUSSION OF 2024 LEGISLATIVE PRIORITIES	

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department CITY ADMINISTRATION	Amount
Division	Account #
Subject: RESOLUTION 2023-XX APPROVING A CONTRACT WITH FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES	
Presenter: Lauren Johnston, Assistant City Manager and Chief Strobridge, Flagler County Sheriff's Office	
Attachments: 1. Presentation 2. Resolution 3. Interlocal Agreement	
Background: The City has partnered with the Flagler County Sheriff's Office for law enforcement services since the City's incorporation in 1999. Services within the agreement include: <ul style="list-style-type: none"> • Patrol service and traffic enforcement; • Special event details (including traffic control, safety and security for community-wide events); • Enforcement of City Ordinances as defined in Appendix "B" attached hereto and incorporated herein; • Attendance at all City Council meetings and workshops; • Attendance at City board meetings upon request by the City Manager; and • All other duties and functions customarily rendered by municipal police departments. <p>The terms of the agreement will commence on October 1, 2023, and will end on September 30, 2024. The agreement can then be renewed at the beginning of each successive fiscal year (October 1, 2023) unless notice of non-renewal is given by either party, in writing, prior to May 1st.</p> <p>Additional compensation and staffing shall be addressed annually before July 1st of each year and a mutual agreement of the parties shall be reached and reflected in an annually revised.</p>	
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH FLAGLER COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES	

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department CITY ADMINISTRATION	Amount
Division	Account #
Subject: PRESENTATION - 2023 SUMMER INTERN PROJECT	
Presenter: Gerald Hinds, Fire I.T. Intern; Masen Keltner, Public Works Intern; Dylan Otte, City Manager’s Office Intern; Tommy Widera, Urban Forestry Intern	
Attachments: 1. Presentation	
<p>Background: The City of Palm Coast offers paid internship opportunities to current or recent college graduates during the summer months. An internship with the City of Palm Coast is more than just a job – it’s an experience! From day one, our interns are encouraged to take initiative in their own projects, network with professionals, work hands-on in their career field, and make a difference in their community.</p> <p>In addition to their individual projects, all of the interns this year were tasked by the City Manager with a joint project to evaluate current employee job satisfaction, determine avenues of increasing job satisfaction, and to improve recruiting to our local government. This project was then presented to the Executive Team during a meeting at the end of July.</p> <p>This summer we welcomed 14 incredible interns that participated in this project:</p> <p>Madison Asbill (Fire Public Administration Intern) Jocelyn Caraway (I.T. (GIS) Intern) Nicholas Eriser (I.T. (Applications) Intern) Lovie Haley (Fire Emergency Management Intern) Gerald Hinds (Fire I.T. Intern) Madison Jursca (City Manager’s Office Intern) Masen Keltner (Public Works Intern) Nandi Khadoo (Human Resources Intern) Alex Machado (Finance Intern) Joshua Nicholas (Public Works Intern) Dylan Otte (City Manager’s Office Intern) Lindsey Polak (Parks and Recreation Intern) Matthew Sierra (Urban Forestry Intern) Tommy Widera (Urban Forestry Intern)</p> <p>Please enjoy this presentation of the interns’ project for the City of Palm Coast. This project contains portions related to employee satisfaction, improving younger generations recruitment, improving job outreach, increasing job retention, and a potential mentorship program.</p> <p>A survey was sent out to all City of Palm Coast employees that contained simple questions to</p>	

be used as data points in a statistical analysis. Some of the questions included commute distance, age, salary, experience, education level, and job satisfaction, as well as some qualitative questions to help us interpret the data. We received around 140 responses in total, across all different departments within the city government.

All the data was organized into a spreadsheet and ran through a linear regression model which is used in statistics to measure how much of the variation in your dependent variable is explained by your independent variables. In our case, the dependent variable was job satisfaction; we were trying to interpret how much the variation in job satisfaction is affected by independent variables like commute distance, age, salary, experience, and all the other variables previously mentioned. By understanding how much of the variation in job satisfaction was explained by these variables, we would be able to understand the factors that influence job satisfaction the most and know where to focus for the project.

After running all the variables through the linear regression model, we found that none of them had a significant impact on job satisfaction. To determine whether a variable has a significant impact, it is tested for statistical significance, which is essentially a certain value of correlation the variable must reach to be able to say that it was an influential factor. This does not mean that the variables are not influential towards job satisfaction, it just means they weren't a major factor and did not make too big of an impact on people's job satisfaction responses. This led us to our conclusion that job satisfaction for the City of Palm Coast employees is more dependent on individual factors in someone's life rather than variables like experience and education. There were responses that came from people with minimal education, lower wages, and less experience that had a high job satisfaction rate, just as much as there were responses that came from those with higher wages, more experience, and people with more education.

Someone's home life may affect their mentality and mood which in turn would affect how they complete their job and their overall job satisfaction. Positive and negative factors outside of work might be more influential on job satisfaction than the variables we measured, but these external influences are much harder to measure to say for certain.

There were some trends/correlations we found from the data, however. The departments that tended to have higher percentages of "blue-collar workers" had on average less job satisfaction than other departments. Using the qualitative data from the survey, many of these employees claimed that their tools/equipment was old or did not have enough quantity to be able to complete their job effectively. These jobs are more reliant on their equipment to be working properly to be efficient in their job. The survey was also conducted in the middle of the summer and being that many of these employees are working outside in the heat, this could be an influence of their satisfaction.

The lack of resources was not just limited to these departments, however, as someone from just about every department had claimed they could use updated or more resources. With the current trend of growth in the City of Palm Coast, it may be difficult for all the departments to keep up with hiring the proper staff, buying the proper equipment, and organizing the workload for its employees to be efficient.

Another trend we found within the data is that age had no correlation to salary or education level. This means that there are people in higher up positions making bigger salaries and the city is not on a hierarchy where you must wait years before your big promotion. There were employees that were older working lower salary jobs just as much as younger people in

higher paying jobs. This is a good sign in general as it means we have a diverse workplace that is not controlled by any specific age demographic.

In order to discover different ways to improve recruitment in the next generation, an intern conducted an interview with a Career Coordinator at Daytona State College. In this interview it was determined that peer referrals are one of the “main factors” in increasing engagement. Along with this, the interviewee gives ideas for how the City of Palm Coast can and should reach out to the younger generation for potential new hires.

When determining how to improve our job outreach, the interns looked at and compared the City of Palm Coast to 13 different cities around the State of Florida, although only 3 were put into the presentation. These 3 are Naples, a city with a positive population growth rate; Jacksonville, a much larger city than Palm Coast; and Plantation, a city with a similar population size to Palm Coast. With these comparisons, the interns were able to discover things that Palm Coast did well compared to these cities, as well as some areas for improvement.

Another one of the interns’ research objectives was to grasp the retention rate in the new generation. Employee retention pertains to the organization’s ability to keep high-quality employees. While the city has crafted roadmaps and initiated their implementation, the primary cause of employee departure remains in the absence of career advancements and opportunities for development. People crave opportunities for advanced learning, mentorship, and a clear trajectory to leadership. Millennials and Generation-Z are fueled by a sense of purpose, seeking to make positive impact on their communities. To boost job retention rates, our focus should be highlighting the chance to make a meaningful difference in the lives of fellow citizens.

Upon consolidating our research and an evaluation of Human Resources’ strategic roadmap, the interns introduce a potential mentorship program. Unlike the existing internship program, this program will exclusively cater to current employees, aiming to bridge the gap among employees at different levels within the city. We will focus on early career roles, providing guidance from various executive levels. Our vision is to create department-tailored mentorship programs to meet specific needs. By participating in this mentorship, Palm Coast’s current employees will be coached by their superiors for one to two years, equipping them with necessary expertise to excel in their desired roles. Additionally, research from LinkedIn’s 2022 Workplace learning report reinforces the value of the mentorship, highlighting how it enables employees, especially Generation Z’ers to explore tasks beyond their initial job scope.

Thank you for allowing us the opportunity to gain valuable experience in the government sector of work.

**Recommended Action:
FOR COUNCIL CONSIDERATION**

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department	FINANCIAL SERVICES	Amount	
Division		Account #	
Subject:	PRESENTATION - PROPOSED FISCAL YEAR 2024 GENERAL FUND BUDGET		
Presenter:	Helena Alves, Director of Financial Services		
Attachments:	1. Presentation		
Background:	<p>City Council adopted the Fiscal Year 2023 Budget on September 21, 2022, in the amount of \$328,187,636 per Resolution 2022-123.</p> <p>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.</p> <p>On May 2, 2023, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2023-2024.</p> <p>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.</p> <p>On June 13, 2023, City Council was presented with 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.</p> <p>On July 11, 2023, City Council was presented the Fiscal Year 2024 General Fund Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.6100 mills, which is an 8.29% increase from the rolled-back rate of 4.2570 mills, and the first budget hearing to be held at 5:15 p.m. on Thursday, September 7, 2023, at the Palm Coast City Hall Community Wing, located at 160 Lake Ave, Palm Coast.</p> <p>Local governments must conform to the maximum millage limitation requirements as outlined in Section 200.065(5), F.S. within 35 days of the certification of value, the City of Palm Coast must inform the property appraiser of the current year's proposed millage rate and the first budget hearing date and location which will be advertised on the Notice of Proposed Property Taxes (TRIM notice) that the property appraiser mails.</p> <p>On July 18, 2023, Council adopted Resolution 2023-64 setting the Proposed Maximum Millage Rate for Fiscal Year 2024 at 4.2570 and setting the date, time, and location for the Tentative Budget Hearing for September 7, 2023, at 5:15 PM at the Palm Coast City Hall Community Wing, 160 Lake Ave, Palm Coast, Florida.</p>		

On July 25, 2023, City Council was presented the Proprietary Funds Budget for Fiscal Year 2024.

Director of Financial Services, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will be presenting to City Council the proposed Fiscal Year 2024 General Fund Budget.

**Recommended Action:
FOR PRESENTATION ONLY**

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department FINANCIAL SERVICES	Amount
Division	Account #
Subject: PRESENTATION - CAPITAL, INTERNAL SERVICES, SPECIAL REVENUE FUNDS, & PROPOSED BUDGET FOR ALL REMAINING FUNDS	
Presenter: Helena Alves, Director of Financial Services	
<p>Attachments:</p> <ol style="list-style-type: none"> 1. Presentation 2. ARPA Fund 5-Year 2023-08-01 3. Capital Projects Fund 5-Year 2023-08-01 4. Fire Fund 5-Year 2023-08-01 5. OKR SAD Fund 5-Year 2023-08-01 6. Recreation Fund 5-Year 2023-08-01 7. SR100 CRA Fund 5-Year 2023-08-01 8. Town Center Transportation Fund 5-Year 2023-08-01 9. Transportation Fund 5-Year 2023-08-01 	
<p>Background: City Council adopted the Fiscal Year 2023 Budget on September 21, 2022, in the amount of \$328,187,636 per Resolution 2022-123.</p> <p>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.</p> <p>On May 2, 2023, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2023-2024.</p> <p>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.</p> <p>On June 13, 2023, City Council was presented with 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.</p> <p>On July 11, 2023, City Council was presented the Fiscal Year 2024 General Fund Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.6100 mills, which is an 8.29% increase from the rolled-back rate of 4.2570 mills, and the first budget hearing to be held at 5:15 p.m. on Thursday, September 7, 2023, at the Palm Coast City Hall Community Wing, located at 160 Lake Ave, Palm Coast.</p> <p>Local governments must conform to the maximum millage limitation requirements as outlined in Section 200.065(5), F.S. within 35 days of the certification of value, the City of Palm Coast</p>	

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On July 18, 2023, Council adopted Resolution 2023-XX setting the Proposed Maximum Millage Rate for Fiscal Year 2024 at 4.2570 and setting the date, time, and location for the Tentative Budget Hearing for September 7, 2023, at 5:15 PM at the Palm Coast City Hall Community Wing, 160 Lake Ave, Palm Coast, Florida.

On July 25, 2023, City Council was presented the Proprietary Funds Budget for Fiscal Year 2023.

Director of Financial Services, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will be presenting to City Council the Capital, Internal Services, Special Revenue Funds, & Proposed Budget for All Remaining Funds for Fiscal Year 2024.

Recommended Action:
FOR PRESENTATION ONLY

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject	PRESENTATION - BACKYARD CHICKENS PILOT PROGRAM	
Presenter:	Barbara Grossman, Code Enforcement Manager	
Attachments:	1. Presentation	
Background:	At the June 13, 2023, City Council Workshop, Council requested staff provide more information regarding a pilot program and community chickens. Staff will present on both for Council consideration.	
Recommended Action:	FOR COUNCIL DIRECTION	

City of Palm Coast, Florida Agenda Item

Agenda Date: August 8, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2023 (FY 2023/24) ANNUAL ACTION PLAN		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments:		
<ol style="list-style-type: none"> 1. Presentation 2. Resolution 3. CDBG Annual Action Plan 		
Background:		
Council Priority:		
C. Safe and Reliable Service		
<p>The Community Development Block Grant (CDBG) Program started in 1974 in order to provide funding for housing and community development. Activities or Programs funded by CDBG funds must meet one of the following the National Objectives of the Program:</p> <ol style="list-style-type: none"> 1) Benefit low- and moderate-income persons (LMI) 2) Prevent or eliminate slum or blight 3) Address urgent community development needs (Emergency) <p>As an entitlement community, the City of Palm Coast will be eligible to receive an annual allocation from the Department of Housing and Urban Development (HUD). Historically, CDBG funds have been used for various community development activities such as:</p> <ul style="list-style-type: none"> • Housing Programs, • Public Services (Limited to 15% of Grant), • Public Infrastructure/Facilities (In Qualified Areas based on Census or benefits area 51% or greater LMI Area), • Economic Development, and • Planning/Administration/Monitoring of the Program (limited to 20% of allocation). <p>In the City of Palm Coast, CDBG funds have been used to fund the following activities:</p> <ul style="list-style-type: none"> • Housing rehabilitation of owner-occupied units, • Financial assistance for first-time homebuyers, • Public Services, • Public Infrastructure (Multi-use paths), and • Planning/Administration/Monitoring of the program. 		

In order to receive CDBG funds, an entitlement community is required to complete a Consolidated Plan/Strategic Plan, and Annual Action Plan. The Consolidated Plan is designed to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, and expanded economic opportunities. The Strategic Plan is an outlay of expected actions and programs to address City needs as consistent with the national objectives and the Annual Action Plan describes the intended use of CDBG funds over the coming year.

The City is to receive \$463,637 in CDBG funds for FFY 2023 (FY 23/24). Consistent with prior years, the following activities are proposed to be funded in the upcoming fiscal year:

- financial assistance to homeowners for home repairs,
- financial assistance for first-time homebuyers,
- provide grant opportunity for public service providers, and
- compliance activities for the CDBG program.

On June 29, 2023, the Citizens Advisory Task Force (the CDBG Advisory Board for City Council), reviewed and made recommendations regarding the proposed allocation of CDBG funds. The proposed allocation is as follows:

ACTIVITY	Allocation
Housing Assistance Activities	
Financial Assistance for Home Repair Owner-Occupied Unit	\$259,092
First-time homebuyers Program	\$100,000
Public Service Activities	
Public Service Grant Program (Max. 15% of annual allocation)	\$69,545
Planning and Administration	\$35,000
TOTAL ALLOCATION FOR FFY-2023 (FY 2023/24)	\$463,637

Recommended Action:
THE CITIZENS ADVISORY TASK FORCE RECOMMENDS THAT CITY COUNCIL APPROVE THE FFY 2023 (FY 23/24) CDBG ANNUAL ACTION PLAN