



**City of Palm Coast**  
**Agenda**  
**CITY COUNCIL BUDGET**  
**HEARING**

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*

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**Wednesday, September 20, 2023**

**5:15 PM**

**CITY HALL**

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**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 - FISCAL YEAR 2023-2024 BUDGET**

**RECESS CITY COUNCIL AND CONVENE THE SR 100 CORRIDOR CRA BOARD**

## **F. SR 100 CORRIDOR CRA RESOLUTIONS**

### **2 RESOLUTION 2023-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2023-2024**

**ADJOURN THE SR 100 CORRIDOR CRA BOARD AND RECONVENE CITY COUNCIL**

## **G. CITY RESOLUTIONS**

### **3 RESOLUTION 2023-XX ADOPTING THE MILLAGE RATE FOR THE FISCAL YEAR 2023-2024**

### **4 RESOLUTION 2023-XX ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2023-2024**

### **5 RESOLUTION 2023-XX APPROVING THE FISCAL YEAR 2024 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2024 BUDGET**

**H. PUBLIC PARTICIPATION**

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

**I. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

**J. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**K. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

**L. ADJOURNMENT**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** September 20, 2023

<b>Department</b>	FINANCIAL SERVICES	<b>Amount</b>	
<b>Division</b>		<b>Account#</b>	
<b>Subject</b>	PRESENTATION - FISCAL YEAR 2023-2024 BUDGET		
<b>Presenter: Helena Alves, Director of Financial Services</b>			
<b>Attachments:</b>			
1. Presentation			
<b>Background:</b>			
<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> <p>On July 25, 2023, City Council was presented the Proprietary Funds Budget for Fiscal Year 2023.</p> <p>On August 8, 2023, staff came back to City Council with the General Fund Budget at the maximum approved millage rate of 4.2570. City Council was also presented the Capital,</p>			

Internal Services, Special Revenue Funds, & Proposed Budget for All Remaining Funds for Fiscal Year 2023.

On August 29, 2023, staff presented to City Council the Final Proposed Fiscal Year 2023-2024 Budget for all appropriated funds.

On September 7, 2023, 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 2023-2024 Budget.

**Recommended Action:  
FOR PRESENTATION ONLY**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** September 20, 2023

<b>Department Division</b>	FINANCIAL SERVICES	<b>Amount Account#</b>	
<b>Subject</b>	SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2023-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2023-2024		
<b>Presenter: Helena Alves, Director of Financial Services</b>			
<b>Attachments:</b>			
<ul style="list-style-type: none"> <li>1. Resolution</li> <li>2. Exhibit A</li> </ul>			
<b>Background:</b>			
<p>The SR 100 Corridor Community Redevelopment Agency of the City of Palm Coast, Flagler County, Florida, held the first public hearing on September 7, 2023, and adopted a tentative budget of \$2,912,077 for Fiscal Year 2023-2024.</p> <p>The attached resolution proposes the adoption of the final budget for Fiscal Year 2023-2024 for the SR 100 Corridor Community Redevelopment Agency (SR 100 Corridor CRA) at a total amount of \$2,912,077.</p> <p><b>ACTION: <u>THE CHAIR OF THE SR100 CRA BOARD WILL ANNOUNCE THE FOLLOWING:</u></b></p> <p><i>“The SR 100 Corridor Community Redevelopment Agency Board hereby proposes to adopt a budget with total appropriated expenditures and reserves of \$2,912,077.”</i></p>			
<b>Recommended Action:</b>			
<p><b>ADOPT STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2023-XX ADOPTING THE SR 100 CORRIDOR CRA FINAL BUDGET FOR THE FISCAL YEAR 2023-2024</b></p>			

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** September 20, 2023

<b>Department</b> FINANCIAL SERVICES	<b>Amount</b>
<b>Division</b>	<b>Account#</b>
<b>Subject</b> RESOLUTION 2023-XX ADOPTING THE MILLAGE RATE FOR THE FISCAL YEAR 2023-2024	
<b>Presenter: Helena Alves, Director of Financial Services</b>	
<b>Attachments:</b> 1. Resolution	
<b>Background:</b> 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 7, 2023. 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 17, 2023.  At this hearing, the City Council will: <ol style="list-style-type: none"><li>1. Discuss the percentage increase in millage over the rolled-back rate, if any, and the specific purposes for which the ad valorem tax revenues are being increased.</li><li>2. Allow the general public to speak and ask questions.</li><li>3. Adopt a final millage and budget.</li><li>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.</li></ol> 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 for the City:  <b>Adopt Final Millage Rate:</b>  <b>STEP ONE: <u>INTRODUCE THE TAX ISSUE:</u></b>  <b>ACTION: <u>MAYOR ANNOUNCES:</u></b> "The City of Palm Coast proposes to levy a millage rate of 4.2570 mills. This is an increase of 0% from the rolled-back rate of 4.2570 mills."  <b>STEP TWO: <u>HEAR PUBLIC COMMENTS REGARDING THE PROPOSED TAX RATE:</u></b> The general public must be allowed to speak and ask questions prior to the adoption of any measure by City Council.	

**STEP THREE: ADOPT THE MILLAGE RATE RESOLUTION:**

**ACTION MAYOR ANNOUNCES:**

“The City of Palm Coast proposes to adopt a millage rate of 4.2570 mills.”

**Recommended Action:**

**ADOPT RESOLUTION 2023-XX SETTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2023-2024, FOLLOWING THE STEPS AND WORDING AS OUTLINED ABOVE**



# City of Palm Coast, Florida Agenda Item

**Agenda Date:** September 20, 2023

<b>Department</b>	FINANCIAL SERVICES	<b>Amount</b>
<b>Division</b>		<b>Account#</b>
<b>Subject</b>	RESOLUTION 2023-XX ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2023-2024	
<b>Presenter: Helena Alves, Director of Financial Services</b>		
<b>Attachments:</b> 1. Resolution 2. Exhibit A - Budget Summary		
<b>Background:</b> <p>The attached resolution proposes the adoption of the final budget at a total amount of \$357,748,234. The attached exhibits provide the breakdown by fund in the Fiscal Year 2023-2024 column.</p> <p>In addition to approving the budget, staff has added an acknowledgment 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 7, 2023. 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 17, 2023.</p> <p><u>At this hearing, the taxing authority will:</u></p> <ol style="list-style-type: none"><li>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.</li><li>2. Allow the general public to speak and ask questions.</li><li>3. Adopt a final millage and budget.</li><li>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.</li></ol> <p>The following outlines the required format and exact wording, according to Section</p>		

200.065(2)(e)1., Florida Statutes, for the adoption of the millage rate and budget for the City:

**THE FOLLOWING STEPS MUST BE COMPLETED ONLY AFTER ADOPTING THE MILLAGE:**

Adoption of the Final Budget:

**STEP ONE: Introduce the Final Budget**

**ACTION: MAYOR ANNOUNCES:**

*“The City of Palm Coast proposes to adopt a budget with total appropriated expenditures and reserves of \$357,748,234.”*

**STEP TWO: Allow Public Comment on the Final Budget**

**ACTION: HEAR PUBLIC COMMENT ON THE FINAL BUDGET:**

Hear public comments regarding the tentative 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 \$357,748,234.”*

**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 2023-XX APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2023-2024, FOLLOWING THE STEPS AND WORDING AS OUTLINED IN THIS AGENDA ITEM**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** September 20, 2023

<p><b>Department</b> PUBLIC WORKS <b>Division</b> FLEET</p>	<p><b>Amount</b> \$ 5,205,000.00 <b>Account #</b> VARIOUS ACCOUNTS, SEE EXHIBIT</p>
<p><b>Subject:</b> RESOLUTION 2023-XX APPROVING THE FISCAL YEAR 2024 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2024 BUDGET</p>	
<p><b>Presenter:</b> Matt Mancill, Director of Public Works</p>	
<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Resolution</li> <li>2. Exhibit A</li> <li>3. Quotes</li> </ol>	
<p><b>Background:</b></p> <p><b>Council Priority:</b> <b>A. Strong Resilient Economy</b></p> <p>Each fiscal year, an assessment of all fleet assets is conducted to make sure the fleet remains operationally effective. 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 224 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 39 vehicles/equipment items including 2 Fire items, and the purchase of 21 new assets as outlined in the exhibits below.</p> <p>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. 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.</p> <p>Staff is requesting approval to piggyback the following contracts for fleet purchases:</p> <p><b>Bradford County Sheriff's Contract:</b> The Bradford County Sheriffs' Contract offers purchasing contracts on various vehicles and equipment for local municipalities and public safety agencies.</p>	

**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.

**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.

**Lake County Contract:** Lake County contract provides the opportunity for the provision of equipment, supplies, repair, and maintenance services related to the purchase of an airboat and trailer for canal and weir maintenance

**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.

**City of Tallahassee RFP-130-20-KM:** The City of Tallahassee provides other governmental agencies the opportunity to share from several contracts for a wide variety of vehicles and equipment.

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 ER32 is going out for competitive bid, the numbers will remain close. We are still working on one more quote, we will meet the budget numbers and have the quotes before September 7, 2023.

The Fleet Fund budget is set to be approved by City Council as part of the FY 2024 Budget on **September 20, 2023**. Staff is seeking City Council's approval immediately following the adoption of the FY 2024 budget for purchasing fleet vehicles and equipment as approved in the Fiscal Year 2024 Budget for the Fleet Fund.

Attached to the Resolution is Exhibit A - The Fiscal Year 2024 Fleet Vehicles and Equipment Purchases

TOTAL AMT FOR NEW EQUIPMENT AND REPLACEMENT EQUIPMENT	\$5,205,000.00
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**Recommended Action:**  
**ADOPT RESOLUTION 2023-XX APPROVING THE FISCAL YEAR 2024 FLEET  
REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR  
FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2024  
BUDGET**