



City of Palm Coast Agenda City Council Workshop Meeting

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

Tuesday, April 9, 2024

9:00 AM

City Hall - Community Wing

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, 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 - ANNUAL INVESTMENT REPORT

2 PRESENTATION - PERMANENT CITY MANAGER SEARCH

3 PRESENTATION - SALTWATER CANAL UPDATE

4 RESOLUTION 2024-XX APPROVING AMENDING RESOLUTION 2009-114 BY INCREASING THE LAND DEVELOPMENT SITE PERMITTING AND INSPECTION FEES; AMENDING RESOLUTION 2004-44 BY INCREASING THE RENTAL REGISTRATION FEES

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

5 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: April 9, 2024

Department FINANCIAL SERVICES Division	Amount Account #
Subject: PRESENTATION - ANNUAL INVESTMENT REPORT	
Presenter: Helena Alves, Director of Financial Services	
Attachments: 1. Presentation	
Background: As per the City's investment policy, revised in August 2022 through Resolution 2022-103, each year the Director of Financial Services shall submit to the City Council, a written report on all invested funds. The annual report shall include, but not be limited to the following: A complete list of all invested funds, name or type of security in which the funds are invested, the amount invested, maturity date, earned income, book value, market value, and yield on each investment. The annual report will show performance on both a book value and total rate of return basis and will compare the results to the performance benchmarks. The City's investment advisor, Scott Stitcher, from PFM Asset Management, LLC will present the annual report.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: April 9, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PRESENTATION - PERMANENT CITY MANAGER SEARCH	
Presenter: Renina Fuller, Director of Human Resources	
Attachments: 1. Presentation	
Background: At the April 2, 2024, City Council Business Meeting, City Council requested staff provide Council with the options to conduct a City Manager search. As the search for City Manager begins, it is crucial to have a strategy as a blueprint to help identify a qualified and diverse group of candidates. At the April 9, 2024, workshop, staff will be looking for a consensus to move forward with the selection process. Staff has identified options for Council consideration and direction: 1. Go out to bid – Request for Proposals (RFP) for a search firm (ICMA Search Firm Brochure Attached). 2. Piggyback a current contract with a neighboring Municipality. They are currently utilizing a National Search Firm recommended by The Florida League of Cities.	
Recommended Action: NEXT STEPS AND DIRECTION FROM CITY COUNCIL	

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 9, 2024

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account #
Subject:	PRESENTATION - SALTWATER CANAL UPDATE	
Presenter:	Carmelo Morales, Stormwater Engineer	
Attachments:	1. Presentation 2. Scope of Work	
Background:	Council Priority: D. Sustainable Environment and Infrastructure 5. Develop a plan for maintenance of the saltwater canals On January 17, 2023, Council approved a contract with Taylor Engineering, Inc., (RFSQSWE-22-33) for design, permitting, and engineering services to dredge approximately 26 miles of the saltwater canal system. On August 8, 2023, Staff shared Taylor Engineering's three (3) phased approach to the project and shared with Council Phase I findings: Phase I – Initial Investigation 1. Permit and Design Review 2. Data Collection 3. Identify and Evaluate Potential Funding Sources Phase II – Design and Permitting Phase III – Construction Administration This presentation will provide a recap and update for Council's comments on Phase I findings, along with the next steps for Phase I and Phase II of the Saltwater Canal Study.	
Recommended Action:	PRESENTATION FOR COUNCIL REVIEW AND DIRECTION	

City of Palm Coast, Florida

Agenda Item

Agenda Date: April 9, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2024-XX APPROVING AMENDING RESOLUTION 2009-114 BY INCREASING THE LAND DEVELOPMENT SITE PERMITTING AND INSPECTION FEES; AMENDING RESOLUTION 2004-44 BY INCREASING THE RENTAL REGISTRATION FEES		
Presenter: Phong Nguyen, Senior Planner and Virginia Smith, Land Development Administrator		
Attachments: 1. Presentation 2. Resolution 3. Exhibit A - Fee Schedule		
Background: This is a legislative item. In 2023, City Council requested City Staff to review the Land Development Fee Schedule and Site Permitting and Inspection Fee Schedule. In 2009, City Council adopted Resolution 2009-114 Land Development Fee Schedule and the Site Permitting and Inspection Fee Schedule, and the Resolution was amended by Resolutions 2010-108 and 2010-169. It is important to note the fees have not increased since 2009. Development trends for the City of Palm Coast slowed down from 2009 through 2012. A regrowth occurred again after 2012. Growth remained at slow steady rate over the next eight years. Then came the COVID years, and the trend again slowed from 2020 through 2021. The City has seen another growth spurt since 2021 to present. Since Council requested staff to review the planning fee schedule, staff studied the fees of the surrounding area and reviewed costs, and determined the increased fees more accurately reflect City costs and inflation. Staff proposes to keep with fees charged by similar local governments by increasing the rates by the CPI index since 2009 of 43.4%. Although this is a high percentage value, this is a modest increase in dollar value. Staff is also recommending several new fees for Council's consideration to keep with fees charged by similar local governments as shown in the agenda item. In addition, at Council's request, this item includes the proposal to increase rental registrations fees. This item also proposes to amend Resolution 2004-44 by increasing the rental registration fee previously adopted by City Council from \$5.00 to \$35.00 annually for each rental registration.		

Both Section 2.05.01D of the Land Development Code and City Code Section 17-39(e) provide that City Council is authorized to set these fees by resolution. The proposed increases would not be effective until 60 days from Council's approval.

Recommended Action:

ADOPT RESOLUTION 2024-XX AMENDING RESOLUTION 2009-114 BY INCREASING THE LAND DEVELOPMENT SITE PERMITTING AND INSPECTION FEES; AMENDING RESOLUTION 2004-44 BY INCREASING THE RENTAL REGISTRATION FEES