



City of Palm Coast
Agenda
City Council Special
Business Meeting - Final
Budget Hearing

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor David Alfin
Vice Mayor Ed Danko
Council Member Nick Klufas
Council Member Theresa Pontieri

Wednesday, September 25, 2024

5:15 PM

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 - FINAL PROPOSED FISCAL YEAR 2024-2025 BUDGET

RECESS CITY COUNCIL AND CONVENE THE SR 100 CORRIDOR CRA BOARD

F. SR 100 CORRIDOR CRA RESOLUTIONS

2. SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2024-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2024-2025

ADJOURN THE SR 100 CORRIDOR CRA BOARD AND RECONVENE CITY COUNCIL

G. RESOLUTIONS

3. RESOLUTION 2024-XX ADOPTING THE MILLAGE RATE FOR THE FISCAL YEAR 2024-2025

4. RESOLUTION 2024-XX ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2024- 2025

5. RESOLUTION 2024-XX APPROVING THE FISCAL YEAR 2025 FLEET

**REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE
ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE
FISCAL YEAR 2025 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

AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 25, 2024

Department	FINANCIAL SERVICES	Amount
Division		Account#
Subject	PRESENTATION - FINAL PROPOSED FISCAL YEAR 2024-2025 BUDGET	
Presenter: Helena Alves, Director of Financial Services		
Attachments: 1. Presentation		
Background: City Council adopted the Fiscal Year 2024 Budget on the 20 th day of September 2023, in the amount of \$357,748,234 – Resolution 2023-110. At the April 23, 2024, Special Budget Workshop, City Council was presented with the Year-to-Date Budget results for operating department budgets, for Fiscal Year 2024 October through March. On June 25, 2024, City Council was presented with an overview of the revenue restrictions and of the process for adopting the Property Tax (TRIM) rate to prepare the Fiscal Year 2025 TRIM rate in September. On July 9, 2024, City Council was presented the Fiscal Year 2025 General Fund, IT Operations, and Facilities Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.2570 mills, which is an 8.29% increase from the rolled-back rate of 3.9457 mills, and the first budget hearing to be held at 5:15 p.m. on Thursday, September 5, 2024, at the Palm Coast City Hall Community Wing, located at 160 Lake Ave, Palm Coast. 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. On July 16, 2024, Council adopted Resolution 2024-107 setting the Proposed Maximum Millage Rate for Fiscal Year 2025 at 4.2154 and setting the date, time, and location for the Tentative Budget Hearing for September 5, 2023, at 5:15 p.m. at the Palm Coast City Hall Community Wing, 160 Lake Ave, Palm Coast, Florida. On July 23, 2024, City Council was presented the Proprietary Funds Budget for Fiscal Year 2025. On August 13, 2024, staff presented to City Council the Capital, Internal Services, Special		

Revenue Funds, & Proposed Budget for All Remaining Funds for Fiscal Year 2025.

On August 27, 2024, the Final Proposed Fiscal Year 2025 Budget for all appropriated funds was presented to City Council by staff.

On September 5, 2024, 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 2024-2025 Budget.

Recommended Action:
FOR PRESENTATION ONLY

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 25, 2024

Department	FINANCIAL SERVICES	Amount
Division		Account#
Subject	SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2024-XX ADOPTING THE SR 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY FINAL BUDGET FOR FISCAL YEAR 2024-2025	
Presenter: Helena Alves, Director of Financial Services		
Attachments: 1. Resolution 2. Exhibit "A"		
Background: The SR 100 Corridor Community Redevelopment Agency of the City of Palm Coast, Flagler County, Florida, held the first public hearing on September 5, 2024, and adopted a tentative budget of \$3,581,603 for Fiscal Year 2024-2025. The attached resolution proposes the adoption of the final budget for Fiscal Year 2024-2025 for the SR 100 Corridor Community Redevelopment Agency (SR 100 Corridor CRA) at a total amount of \$3,581,603. ACTION: <u>THE CHAIR OF THE SR 100 CRA BOARD WILL ANNOUNCE THE FOLLOWING:</u> <i>"The SR 100 Corridor Community Redevelopment Agency Board hereby proposes to adopt a budget with total appropriated expenditures and reserves of \$3,581,603."</i>		
Recommended Action: ADOPT STATE ROAD 100 CORRIDOR COMMUNITY REDEVELOPMENT AGENCY RESOLUTION 2024-XX ADOPTING THE SR 100 CORRIDOR CRA FINAL BUDGET FOR THE FISCAL YEAR 2024-2025		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 25, 2024

Department	FINANCIAL SERVICES	Amount
Division		Account#
Subject	RESOLUTION 2024-XX ADOPTING THE MILLAGE RATE FOR THE FISCAL YEAR 2024-2025	
Presenter: Helena Alves, Director of Financial Services		
Attachments: 1. Resolution		
Background: 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 5, 2024. 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 Friday, September 20, 2024. At this hearing, the City Council will: 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. 2. Allow the general public to speak and ask questions. 3. Adopt a final millage and budget. 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. 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 and the final budget for the City: Adopt Final Millage Rate: STEP ONE: <u>INTRODUCE THE TAX ISSUE:</u> <u>ACTION: MAYOR ANNOUNCES:</u> “The City of Palm Coast proposes to levy a millage rate of 4.1893 mills. This is an increase of 4.83% from the rolled-back rate of 3.9961 mills.” STEP TWO: <u>HEAR PUBLIC COMMENTS REGARDING THE PROPOSED TAX RATE:</u> 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 4.1893 mills.”

Recommended Action:

ADOPT RESOLUTION 2024-XX SETTING THE FINAL MILLAGE RATE FOR FISCAL YEAR 2024-2025. FOLLOWING THE STEPS AND WORDING AS OUTLINED ABOVE

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 25, 2024

Department	FINANCIAL SERVICES	Amount
Division		Account#
Subject	RESOLUTION 2024-XX ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2024-2025	
Presenter: Helena Alves, Director of Financial Services		
Attachments: 1. Resolution 2. Exhibit “A” - Budget Summary		
Background: The attached resolution proposes the adoption of the tentative budget at a total amount of \$421,551,721. The attached exhibits provide the breakdown by fund in the Fiscal Year 2024-2025 column. 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. 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 5, 2024. 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 Friday, September 20, 2024. <u>At this hearing, the taxing authority will:</u> 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. 2. Allow the general public to speak and ask questions. 3. Adopt a final millage and budget. 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. The following outlines the required format and exact wording, according to Section 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 \$421,551,721.”

STEP TWO: Allow Public Comment on the Final Budget

ACTION: HEAR PUBLIC COMMENT ON THE FINAL BUDGET:

Hear public comments regarding the final 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 \$421,551,721.”

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 2024-XX APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2024-2025, FOLLOWING THE STEPS AND WORDING AS OUTLINED IN THIS AGENDA ITEM.

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 25, 2024

Department	PUBLIC WORKS	Amount	\$4,089,008.00
Division	FLEET	Account #	VARIOUS ACCOUNTS, see Exhibit A
Subject: RESOLUTION 2024-XX APPROVING THE FISCAL YEAR 2025 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2025 BUDGET			
Presenter: Matt Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Exhibit A 3. Quotes			
Background: Council Priority: B. Safe and Reliable Services A fleet asset assessment is conducted each fiscal year to ensure that the fleet remains operationally efficient. Fleet Maintenance Division inspects all vehicles and equipment that have reached or exceeded their original estimated useful life. We inspected 243 vehicles/equipment items that met this criterion this year. Fleet vehicles and equipment that require replacement after inspection are included in the fleet replacement schedule for the upcoming budget year. The Fleet Fund budget also includes new vehicles and equipment for the fleet in addition to replacements. As outlined in Exhibit A below, we recommend replacing 47 vehicles/equipment items and purchasing 11 new assets. Each year, staff works with vendors to lock-in year-end pricing and maximize cost savings. Purchase orders are issued promptly for the purchase of vehicles and equipment, which may experience a longer lead time for delivery due to high demand. For the purpose of ensuring the best value for our citizens, we propose several purchasing methods from the City of Palm Coast's Procurement Policy, including piggybacking existing state and national contracts, sole source purchasing, and formal request for two or more written quotes. We have outlined our proposed methods below. Staff is requesting approval to piggyback the following contracts for fleet purchases: Bradford County Sheriff's Contract: The Bradford County Sheriff's Contract offers purchasing contracts on various vehicles and equipment for local municipalities and public safety agencies. 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 holds hundreds of competitively solicited cooperative contracts ready for use.

H-GAC: H-GAC is a government agency which provides a Cooperative Purchasing Program as part of its service to other government agencies. The Program currently makes blanket type contracts covering products and services for the use of its membership of more than 9000 local government participants in Texas and other States (Customers) which include cities, counties, emergency services districts, school districts, and non-profit organizations. Any local government or non-profit organization may participate in the Program if their state law allows.

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.

The City may forego its formal solicitation process by piggybacking these existing competitively bid contracts. Piggybacking is an effective and efficient procurement process which will save the department time and resources by allowing the department to immediately leverage the awarded contract prices without the need to go out for a time-consuming formal bid.

The Fleet Fund budget is set to be approved by City Council as part of the FY 2025 Budget on September 25, 2024. Staff is seeking City Council's approval immediately following the adoption of the FY 2025 budget for purchasing fleet vehicles and equipment as approved in the Fiscal Year 2025 Budget for the Fleet Fund.

The Fleet Vehicle and Equipment Purchases for Fiscal Year 2025 are attached to the Resolution as Exhibit "A."

**TOTAL AMOUNT FOR
NEW EQUIPMENT AND
REPLACEMENT
EQUIPMENT**

\$4,089,008.00

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING THE FISCAL YEAR 2025 FLEET REPLACEMENT/PURCHASE PROGRAM AND ASSOCIATED PURCHASE ORDERS FOR FLEET VEHICLES AND EQUIPMENT AS APPROVED IN THE FISCAL YEAR 2025 BUDGET