



City of Palm Coast

Agenda

City Council Workshop

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoast.gov

Mayor Michael Norris
Vice Mayor Theresa Pontieri
Council Member Charles Gambaro
Council Member Ty Miller
Council Member David Sullivan

Tuesday, June 10, 2025

6:00 PM

City Hall - Jon Netts 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/@PalmCoastFL>.
- 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

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) This agenda item has a thirty (30) minute limit.

- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) 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.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
 - (a) make their comments concise and to the point;
 - (b) not speak more than once on the same subject;
 - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
 - (d) obey the orders of the Mayor or the City Council; and
 - (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) 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 ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE II TRANSPORTATION IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY**
- 2 PRESENTATION - THE TOP TWO (2) RANKED FIRMS FOR AUDITOR SERVICES**
- 3 PRESENTATION - FIRE DEPARTMENT OVERVIEW**
- 4 PRESENTATION - PARKS ORDINANCE OVERVIEW**
- 5 PRESENTATION - BACKGROUND CHECKS AND VOLUNTEERS OVERVIEW**

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

6 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 10, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division		Account #
Subject: ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE II TRANSPORTATION IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY		
Presenter: Phong Nguyen, Senior Planner		
Attachments: <ol style="list-style-type: none">1. Presentation2. Ordinance3. Reports		
Background: <p><u>UPDATED BACKGROUND FROM THE JUNE 3, 2025, BUSINESS MEETING:</u> The first reading of this item was scheduled for the June 3, 2025, Business Meeting. City Council tabled the first reading to the June 17, 2025, Business Meeting and requested for additional information to be presented at the June 10, 2024, Workshop.</p> <p><u>UPDATED BACKGROUND FROM THE MAY 27, 2025, WORKSHOP MEETING:</u> City Council received a presentation on this item at the May 27, 2025, Workshop Meeting. City Council requested additional information at the workshop meeting which is in progress. The updated Technical Report and the Extraordinary Circumstances Study are expected before the second reading, which is currently scheduled for June 17, 2025.</p> <p><u>ORIGINAL BACKGROUND FROM THE MAY 27, 2025, WORKSHOP MEETING:</u> A transportation impact fee is a one-time assessment on new development on residential and non-residential development to fund the proportionate share of the costs of capital transportation improvements created by impact-generating development. A Transportation impact fee will be imposed by the City of Palm Coast (City) on impact-generating development proposed within the corporate boundaries of the City at the time of building permit application and are to be paid at the time a building permit is issued by the City.</p> <p>The City last updated its transportation impact fee in 2018. This update is being undertaken to ensure that the City's transportation impact fee is based on the most recent and localized data as required by Florida Statute Section 163.31801 (3)(a). The "City of Palm Coast Transportation Impact Fee Technical Report Update" report dated April 2025, and the "City of Palm Coast Extraordinary Circumstances Study" report dated May 2025 prepared by LTG, Inc. and NUE Urban Concepts LLC, provide the rational nexus to justify transportation impact fee assessment and meet Statutory requirements for using the "most recent and localized data."</p>		

The City Council has four (4) options as it considers whether to vote for the finding of extraordinary circumstances to adopt the fully calculated Transportation Impact Fee rates:

(1) Accept the Technical Report. Do not vote for a finding of extraordinary circumstances. Phase-in increases consistent with Florida Statute. Limit overall increases to 50%.

(2) Amend the Road Improvements. Identify additional funding, amend or remove needed projects. Increasing funding or lowering the cost will result in a decrease in Transportation Impact Fee rates.

(3) Accept the Technical Report analysis and the finding of extraordinary circumstances. Then develop an alternative phase-in to the fully calculated rates, even-those over 50%, so that by the time of the next update, the adopted fees reflect fully calculated rates. Assuming the legislature does not limit local governments from doing so as part of amendments to the Impact Fee Act.

(4) Accept the Technical Report analysis and finding of Extraordinary Circumstances Study, adopting the calculated Transportation Impact Fee rates at 100%.

Once City Council provides direction to staff regarding the four (4) options or another option, staff will present the draft at the first hearing for the proposed changes to the ordinance. This Ordinance will require at least two-thirds (2/3) vote of the governing body if including the extraordinary circumstances in the Ordinance.

Recommended Action:

ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE II TRANSPORTATION IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY PREPARED BY LTG, INC., AND NUE URBAN CONCEPTS, LLC

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 10, 2025

Department	FINANCIAL SERVICES	Amount
Division		Account #
Subject:	PRESENTATION - THE TOP TWO (2) RANKED FIRMS FOR AUDITOR SERVICES	
Presenter:	Helena Alves, Director of Financial Services	
Attachments:	1. Presentations (2)	
Background:	<p>The contract with the City's previous independent auditor firm has completed its five-year term. Pursuant to the auditor selection procedures approved by City Council, City staff facilitated RFP-FS-25-30 for the competitive selection of an independent auditor firm to contract with for the next five years. Pursuant to the required procedures, the top ranked firms will each provide a ten (10) minute presentation followed by a question-and-answer period.</p> <p>The City issued the Notice of Shortlist 5/21/2025 and the top ranked proposers James Moore & Co. from Daytona Beach, FL as well as Mauldin & Jenkins from Bradenton, FL were selected for presentations.</p> <p>Webb Sheppard (Partner), and Brendan McKitrick (Director), will be presenting for James Moore & Co.</p> <p>Daniel Anderson (Partner), Garrett Marlowe (Manager), and Wade Sansbury (Partner), will be presenting for Mauldin & Jenkins CPAs & Advisors.</p>	
Recommended Action:	FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: June 10, 2025

Department	PUBLIC SAFETY	Amount
Division	FIRE	Account #
Subject: PRESENTATION - FIRE DEPARTMENT OVERVIEW		
Presenter: Kyle Berryhill, Fire Chief		
Attachments: <ul style="list-style-type: none">1. Presentation2. Fire Fleet Capital Plan		
Background: <p>Staff will present City Council with a Fire department overview to assist Council during the upcoming budget preparations. This overview will detail current operational effectiveness, three pillars of successful fire service provisions, and future opportunities.</p>		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 10, 2025

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION - PARKS ORDINANCE OVERVIEW	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. Presentation	
Background: Pillar of Priority: Safe & Reliable Services: A safe community for all is the catalyst to ensure that residents and regional visitors enjoy quality amenities year-round. As part of the City's ongoing efforts to ensure that parks, trails, and recreational facilities remain safe, welcoming, and enjoyable, City Staff have prepared a brief presentation highlighting the ordinances currently in place across the City of Palm Coast's park system. These ordinances help guide the use and care of public spaces – supporting a positive parks experience and helping to protect the natural environment so these spaces can be enjoyed by all.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida

Agenda Item

Agenda Date: June 10, 2025

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION - BACKGROUND CHECKS AND VOLUNTEERS OVERVIEW	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: <ol style="list-style-type: none">1. Presentation2. Examples of Affidavits3. Florida Statue 943.0438 amendment	
Background: <p>Strategic Action Plan Pillars of Priorities: Safe & Reliable Services: A safe community for all is the catalyst to ensure that residents and regional visitors enjoy quality amenities year-round.</p> <p>On June 16, 2023, Governor DeSantis approved an amendment to Florida Statute 943.0438, updating the background screening requirements for athletic coaches in independent youth sports organizations.</p> <p>At the February 25, 2025, Business Meeting, City Council requested a review of the City's current policies in relation to the updated statute. This presentation includes an overview of the statute, examples of how other Florida municipalities have approached implementation, and a review of the City's current policies regarding volunteers. City Staff is seeking Council's direction on how to move forward in relation to the statute and the City's existing policies, including whether any updates should be considered.</p>	
Recommended Action: FOR PRESENTATION AND DISCUSSION	