



**CITY OF PALM COAST  
NOTICE OF VIRTUAL/CMT SPECIAL BUDGET WORKSHOP MEETING**

Notice is hereby given that the City of Palm Coast will hold a virtual special budget workshop meeting at 9:00 a.m. Tuesday, July 28, 2020. The virtual meeting agenda is shown below.

Due to the current threat of COVID-19, the City Council will not be meeting in person; rather, the meeting will be held via a virtual meeting. Pursuant to [Governor DeSantis' Executive Order Number 20-69](#), issued on March 20, 2020, "Local government bodies may utilize communications media technology (CMT), such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2. Florida Statutes."

This meeting will be video and audio recorded, as usual. To view or listen to the meeting recording after the meeting, please visit the City's website at [www.palmcoastgov.com](http://www.palmcoastgov.com). The audio and video will be posted in accordance with City policy.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation for this proceeding should contact the City Clerk by Monday, July 27, 2020 by noon.

**INSTRUCTIONS FOR LISTENING AND PROVIDING PUBLIC COMMENT:  
JULY 28, 2020 CITY OF PALM COAST VIRTUAL/CMT SPECIAL BUDGET WORKSHOP**

The July 28, 2020 City of Palm Coast Virtual/CMT Council meeting will be an audio conference conducted electronically (or "virtually") via the ZOOM platform with the ability to dial in via telephone. The meeting will NOT be held in the Community Wing of City Hall.

Members of the public may listen and make comments during the public comment portion of the meeting by dialing:

**386-223-1690**

**Once in the meeting, you will press \*9 to raise your hand, you will be unmuted during public comments only.**

Please be advised that public comment will only be permitted during the public comment portions of the agenda. All Council Policy and Procedures will remain in full force and effect during this public hearing.

Should you experience any difficulty connecting to the meeting, please call 386-986-2391. There will be technicians available to assist you. If you do not reach a technician, please leave a message and they will get back to you as soon as possible.

**VIRTUAL MEETING AGENDA**



**City of Palm Coast**  
**Agenda**  
**CMT/VIRTUAL SPECIAL**  
**BUDGET WORKSHOP**

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

**Mayor Milissa Holland**  
**Vice Mayor Nick Klufas**  
**Council Member Eddie Branquinho**  
**Council Member Robert G. Cuff**

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**Tuesday, July 28, 2020**

**9:00 AM**

**CITY HALL**

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**City Staff**

**Matthew Morton, City Manager**

**William Reischmann, City Attorney**

**Virginia A. Smith, 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, persons needing assistance to participate in any of these proceedings 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>.

> All pagers and cell phones are to remain OFF while City Council is in session.

**A CALL TO ORDER**

**B PLEDGE OF ALLEGIANCE TO THE FLAG**

**C ROLL CALL**

**D PRESENTATIONS**

**1 PRESENTATION OF THE FY 2021 PROPOSED BUDGET FOR UTILITY,  
STORMWATER, IT ENTERPRISE & BUILDING FUND**

**E ADJOURNMENT**

# City of Palm Coast, Florida Agenda Item

Agenda Date: 7/28/2020

<b>Department</b> FINANCIAL SERVICES	<b>Amount</b>
<b>Item Key</b>	<b>Account</b>
	<b>#</b>
<b>Subject:</b> PRESENTATION OF THE FY 2021 PROPOSED BUDGET FOR UTILITY, STORMWATER, IT ENTERPRISE & BUILDING FUND	
<b>Presenter:</b> Helena Alves, Financial Services Director and Gwen Ragsdale, Budget Manager	
<b>Background:</b> The Director of Financial Services will present the City Council with the proposed FY 2021 budget for the Water and Wastewater Utility, Stormwater, IT Enterprise, and Building funds.	
<b>Recommended Action:</b> For Presentation Only.	

# **FISCAL YEAR 2021 BUDGET WATER & WASTEWATER UTILITY, STORMWATER, BUILDING & IT ENTERPRISE FUNDS**

**Tuesday, July 28, 2020**

Helena P. Alves, CGFO, CIA, MBA  
Financial Services Director

Gwen E. Ragsdale  
Budget and Procurement Manager



# BUDGET PRESENTATION TIMELINE

## JAN - MAR

- Survey Results 3/10
- Annual City Council  
SAP evaluation 3/18 -3/25

## APR - JUNE

- Annual Financial Audit 4/7
- YTD Budget Results Presentation 5/12
- Fund Accounting Presentation 5/12
- Review 10 year CIP Plan & Revenue  
Restrictions 5/12
- Property Tax Presentation 6/9
- Adoption of Council Priorities 6/16



# BUDGET PRESENTATION TIMELINE

## JUL - SEPT

- General Fund Workshop – 7/14
- Adopt Maximum Millage Rate 7/21
- Budget Workshop  
Presentations to City Council
- Public Hearings to Adopt Tentative 9/10  
and Final Millage Rate & Budget 9/23

## OCT - DEC

- FY20 Year End Close-Out
- End of Year Review with  
Departments

# PRESENTATION OVERVIEW

Water &  
Wastewater

- Operating Fund Summary
- Capital Projects 5 Year Plan

Stormwater

- Fund Summary
- Projects Per Accelerated Plan
- Capital Projects 5 Year Plan

Building

- Operating Fund Summary

IT Enterprise

- Enterprise Fund Summary



# WATER & WASTEWATER FUND POSITION SUMMARY

	2020	Proposed 2021	Change
Utility Customer Service	16	16	0
Utility Finance	6	6	0
Utility Construction Manangement Engineering	5	5	0
Utility Administration	9	9	0
Wastewater Pumping	10	10	0
Wastewater Collection	22	22	0
Wastewater Treatment Plant #1	10	10	0
Wastewater Treatment Plant #2	5	5	0
Water Plant #1	10	10	0
Water Plant #2	7	7	0
Water Plant #3	8	8	0
Water Quality	10	10	0
Water Distribution	28	28	0
<b>Total Full Time Positions</b>	<b>146.00</b>	<b>146.00</b>	<b>0.00</b>



# STORMWATER, BUILDING & IT ENTERPRISE FUND POSITION SUMMARY

	2020	Proposed 2021	Change
Stormwater Engineering	9	9	0
Stormwater Operations	6	6	0
Stormwater Maintenance	33	33	0
Stormwater Total	48	48	0
Building	23	24	1
IT Enterprise Fund	1	1	0



# PERSONNEL CHANGES

## Water & Wastewater

- Transfer-Construction Site Inspector from CM&E
- Transfer-Senior Construction Site Inspector moving from Utility CM&E to Planning

## Building

- New - Building Inspector
- Transfer - Compliance Manager split with Building move 100% to Business Tax
- Transfer – Code Enforcement Supervisor split 50/50 with Codes

**Budget includes 0% average merit raise and 0% adjustment to cost of living for FY 21**

# WATER & WASTEWATER UTILITY FUND DIRECTOR STEVE FLANAGAN



# WATER & WASTEWATER OPERATING FUND

	Revised 2020	Estimated 2020	Proposed 2021	FY 20-21 Change	Percentage Change
Revenue	45,753,102	45,506,895	46,363,978	610,876	
Fund Balance Appropriation	-	-	2,159,892	2,159,892	
<b>Total Revenues</b>	<b>45,753,102</b>	<b>45,506,895</b>	<b>48,523,870</b>	<b>2,770,768</b>	<b>6.1%</b>
Customer Service & Finance	1,698,565	1,694,528	1,770,747	72,182	
Administration	1,135,502	1,134,406	1,224,110	88,608	
Wastewater Operations	8,300,800	7,992,836	8,252,214	(48,586)	
Water Operations	12,005,958	12,043,082	12,404,974	399,016	
Construction Management	548,075	541,509	553,366	5,291	
Non-Departmental	22,064,202	22,100,534	24,318,459	2,254,257	
<b>Total Expenditures</b>	<b>45,753,102</b>	<b>45,506,895</b>	<b>48,523,870</b>	<b>2,770,768</b>	<b>6.1%</b>

## Personnel Changes:

Transfer – Construction Site Inspector from CME

Transfer – Senior Construction Site Inspector to Planning



# WATER & WASTEWATER CAPITAL PROJECT FUND SUMMARY

	Revised 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
Impact Fees	6,653,000	5,753,412	5,868,480	5,985,849	6,105,566	6,227,678
Interest on Investments	275,000	124,445	129,541	134,892	140,510	143,320
OKR SAD Interest	230,408	225,555	220,459	215,108	209,490	213,680
Developer Contributions	-	-	4,000,000	-	-	-
R&R Transfer	5,895,435	5,687,888	5,858,525	7,231,248	7,303,560	7,522,667
Grants	1,250,437	488,908	-	-	-	-
Debt Proceeds	-	6,550,000	19,400,000	9,750,000	-	-
Appropriated Fund Balance	3,135,452	12,706,900	6,155,524	-	434,559	136,970
<b>Total Revenues</b>	<b>17,439,732</b>	<b>31,537,108</b>	<b>41,632,529</b>	<b>23,317,097</b>	<b>14,193,685</b>	<b>14,244,315</b>
Misc. Utility Services	1,051,688	1,712,108	1,372,529	1,638,054	1,348,685	1,329,315
Total Water System Improvements	4,785,674	11,390,000	9,330,000	9,590,000	4,915,000	4,815,000
Total Wastewater System Improvements	11,602,370	18,435,000	30,930,000	11,830,000	7,930,000	8,100,000
Reserves	-	-	-	259,043	-	-
<b>Total Expenditures</b>	<b>17,439,732</b>	<b>31,537,108</b>	<b>41,632,529</b>	<b>23,317,097</b>	<b>14,193,685</b>	<b>14,244,315</b>



# WATER CAPITAL PROJECTS FUND EXPENDITURES

	Revised 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
Water Treatment Plant #1	774,000	2,625,000	1,300,000	300,000	200,000	200,000
Water Treatment Plant #2	200,000	2,550,000	300,000	-	-	-
Water Treatment Plant #3	-	515,000	1,150,000	4,600,000	-	750,000
Wellfield and Wells	1,460,000	2,650,000	730,000	2,600,000	2,600,000	1,600,000
Water Mains	190,000	605,000	3,460,000	-	-	600,000
WTP #2 Fiber Construction	61,674	-	-	-	-	-
Distribution System Improvem	1,450,000	1,795,000	1,690,000	1,390,000	1,365,000	915,000
General Plant R & R - Water	650,000	650,000	700,000	700,000	750,000	750,000
<b>Total Water Capital Projects</b>	<b>4,785,674</b>	<b>11,390,000</b>	<b>9,330,000</b>	<b>9,590,000</b>	<b>4,915,000</b>	<b>4,815,000</b>



# WASTEWATER CAPITAL PROJECTS

## FUND EXPENDITURES

	Revised 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024	Proposed 2025
Pretreatment Effluent Pumping System (PEP)	2,565,000	2,650,000	2,650,000	2,650,000	2,650,000	2,650,000
Wastewater Treatment Plant #1	285,000	6,150,000	4,700,000	500,000	1,500,000	1,000,000
Wastewater Treatment Plant #2	411,669	3,200,000	15,500,000	4,400,000	-	-
Wastewater Treatment Plant #3	-	-	-	-	-	200,000
Force Mains	2,879,493	600,000	2,100,000	450,000	-	50,000
Reclaimed Water Mains	115,958	1,050,000	500,000	-	-	1,250,000
Beachside Sewer System	-	50,000	-	-	-	-
Lift Stations and Pump Stations Generators (FEMA)	2,073,200	800,000				
Lift Stations and Pump Stations	922,050	1,430,000	3,230,000	1,580,000	1,530,000	700,000
RIB Site Fencing	-	200,000	-	-	-	-
General Plant R & R - Wastewater	2,350,000	2,305,000	2,250,000	2,250,000	2,250,000	2,250,000
<b>Total Wastewater Capital Projects</b>	<b>11,602,370</b>	<b>18,435,000</b>	<b>30,930,000</b>	<b>11,830,000</b>	<b>7,930,000</b>	<b>8,100,000</b>



# STORMWATER FUND DIRECTOR CARL COTE





# STORMWATER FUND SUMMARY

	Revised 2020	Estimated 2020	Proposed 2021	FY 20-21 Change	Percentage Change
Estimated Revenue	11,231,712	11,694,426	12,493,723	1,262,011	
Debt Proceeds	6,992,148	5,375,000	1,959,800	(5,032,348)	
Fund Balance Appropriation	157,520	-	3,012,191	2,854,671	
<b>Total Revenue</b>	<b>18,381,380</b>	<b>17,069,426</b>	<b>17,465,714</b>	<b>(915,666)</b>	<b>-5.0%</b>
Budgeted Expenditures	18,381,380	15,724,296	17,465,714	(915,666)	
Contingency	-	1,345,130	-	-	
<b>Total Expenditures</b>	<b>18,381,380</b>	<b>17,069,426</b>	<b>17,465,714</b>	<b>(915,666)</b>	<b>-5.0%</b>

Personnel Changes:  
None

# STORMWATER PROJECTS ENHANCED PROGRAM



# STORMWATER PROJECTS

## ENHANCED PROGRAM – FY 2020 PROJECTS

### FY 20 Major Projects:

- Design Projects:
  - Multiple capacity and conveyance projects
  - Pipe inspections – 65 locations
  - L-4 Royal Palms Canal weir analysis
  - E-Section Stormwater Improvements – canal dredging, ditch & pipe work
  - K-6 weir replacement and Smith Trail pipe crossing
  - K-Section Conceptual Drainage Improvements
- Construction Projects:
  - E-Section drainage improvements – ditch restoration (numerous locations)
  - F-Section concrete lined ditch removal & replacement with pipe system
  - Belle Terre major pipe replacements (south of Citation Blvd.)
  - R-Section/Rymfire drainage improvements
  - Major pipe lining projects – 13 locations
  - 1.5 mile of Canal Vegetation Removal – I95 to Old Kings Road

# STORMWATER PROJECTS

## ENHANCED PROGRAM – FY 2021 PROJECTS

### FY 21 Projects:

- Design Projects:
  - L-4 Royal Palms Canal weir replacement
  - P-1 weir replacement on Belle Terre (Pine Grove)
  - W-1 Belle Terre (BTMS) pipe crossing
  - E-Section Phase A & B Stormwater Improvements – golf course bypass
  - Blare Castle & Colbert major pipe crossing upsizing (capacity improvement)
  - Pipe Inspections – 20 locations
  - K-Section Drainage Improvements
  - Multiple capacity and conveyance projects
- Construction Projects:
  - E-Section stormwater improvements – dredging, ditch & pipe work
  - K-6 weir replacement and Smith Trail pipe crossing

# STORMWATER FUND – 5 YEAR PLAN

	Revised 2020	Proposed 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Stormwater Fees	10,913,420	11,970,602	13,030,930	14,094,403	15,161,021	15,464,241
Ad Valorem Taxes	521,556	523,121	542,690	526,264	527,843	529,426
Grants	154,450	-	-	-	-	-
Debt Proceeds	5,375,000	1,959,800	8,080,000	3,100,000	4,760,000	-
Interest	105,000	-	-	-	-	-
Fund Balance Appropriation	-	3,012,191	494,813	1,787,830	-	-
<b>Total Stormwater Revenue</b>	<b>17,069,426</b>	<b>17,465,714</b>	<b>22,148,433</b>	<b>19,508,497</b>	<b>20,448,864</b>	<b>15,993,667</b>
Operating Expenditures	9,092,521	10,949,225	12,207,833	11,922,897	11,736,950	13,335,284
Saltwater Canal System	80,000	60,000	65,000	70,000	75,000	80,000
Stormwater Storage/Detention	60,000	80,000	1,700,000	-	-	-
Control Structure Replacements (Weirs)	320,000	575,000	2,780,000	115,000	230,000	-
Major Pipe & Canal Crossings	1,980,032	315,000	1,000,000	2,600,000	1,580,000	-
Capacity Improvements	900,000	2,920,000	2,150,000	950,000	950,000	-
Pipe Replacements	1,310,000	820,000	875,000	930,000	1,010,000	1,010,000
Swale Maintenance Rehab & Renewal	465,000	465,000	515,000	540,000	847,500	847,500
Ditch Maintenance Rehab & Renewal	220,000	205,000	200,000	170,000	170,000	170,000
Weed Control	61,260	641,600	180,600	190,600	200,600	200,600
Freshwater Canal Dredging	-	-	-	250,000	2,000,000	-
New Equipment	1,235,483	434,889	475,000	1,770,000	185,000	185,000
Reserves	1,345,130	-	-	-	1,463,814	165,283
<b>Total Stormwater Expenditures</b>	<b>17,069,426</b>	<b>17,465,714</b>	<b>22,148,433</b>	<b>19,508,497</b>	<b>20,448,864</b>	<b>15,993,667</b>

# BUILDING FUND

## DIRECTOR JASON DELORENZO



# BUILDING PERMITS FUND

	Revised 2020	Estimated 2020	Proposed 2021	FY 20-21 Change	Percentage Change
Permits, Fees and Miscellaneous	2,318,000	2,208,000	1,318,000	(1,000,000)	
Interest	15,000	50,000	-	(15,000)	
Appropriated Fund Balance	582,973	657,973	1,826,468	1,243,495	
<b>Total Revenues</b>	<b>2,915,973</b>	<b>2,915,973</b>	<b>3,144,468</b>	<b>228,495</b>	<b>7.8%</b>
Operating Expenditures	2,915,973	2,915,973	3,144,468	228,495	
Reserves	-	-	-	-	
<b>Total Expenditures</b>	<b>2,915,973</b>	<b>2,915,973</b>	<b>3,144,468</b>	<b>228,495</b>	<b>7.8%</b>

## July 1 2019 – June 30 2020

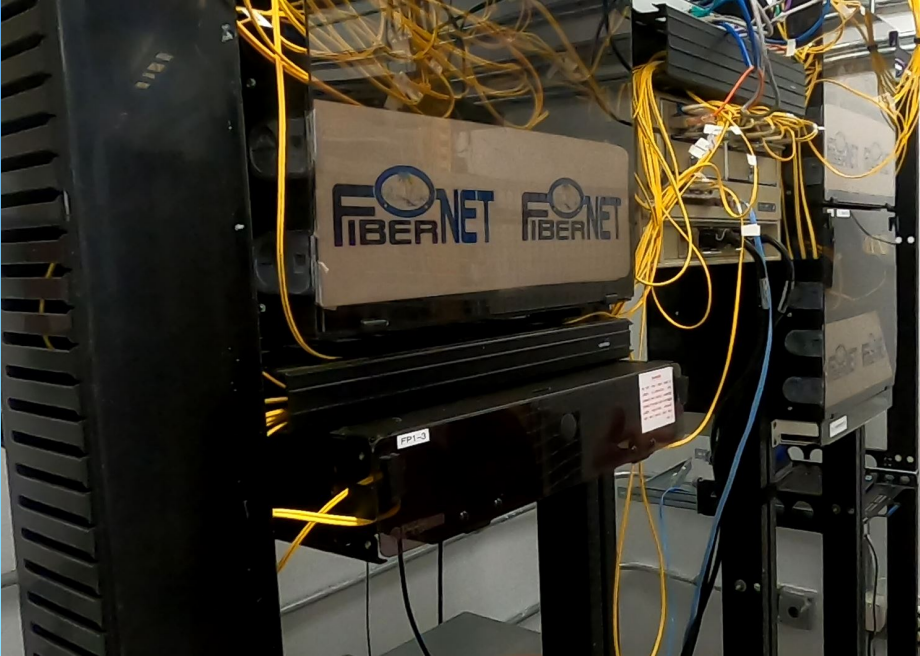
- 14,027 Permits Reviewed/ 13,376 Issued
- 49,375 Inspections Performed

## Personnel Changes:

Plans Examiner/Building Inspector (as determined)

Building Permit Fees are not being charged in Q4 FY 20 & Q1 FY21 to absorb the Fund Balance to be in compliance

# IT ENTERPRISE FUND DIRECTOR DON KEWLEY





# INFORMATION TECHNOLOGY FUND

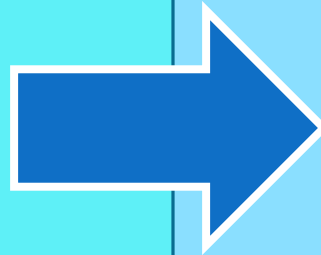
## ENTERPRISE

	Revised 2020	Estimated 2020	Proposed 2021	FY 20-21 Change	Percentage Change
Fiber Optic Charges & Leases	275,340	303,440	307,440	32,100	
Cell Tower Consulting	20,000	20,000	20,000	-	
Cell Tower Rentals	257,166	313,119	371,257	114,091	
Cell Tower Revenue Sharing	-	26,000	26,000	26,000	
Interest	10,000	10,000	-	(10,000)	
Appropriated Fund Balance	-	-	-	-	
Total Revenues	562,506	672,559	724,697	162,191	28.8%
Operating Expenditures	400,568	510,621	420,514	19,946	
Cell Tower Consulting	20,000	20,000	20,000	-	
Transfer to Internal Service Fund	-	-	-	-	
Capital Outlay	141,938	141,938	284,183	142,245	
Total Expenditures	562,506	672,559	724,697	162,191	28.8%

# LEARN MORE!

Visit [www.palmcoastgov.com](http://www.palmcoastgov.com) and click the link

Access to the FY21 budget calendar, budget worksheets, and previous Council presentations



2021 BUDGET  
PREPARATION

# QUESTIONS

