



# City of Palm Coast Agenda City Council Special Workshop

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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**Tuesday, October 24, 2023**

**9:00 AM**

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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 - CITY COUNCIL POLICIES AND PROCEDURES**

**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**

**2 AGENDA WORKSHEET AND CALENDAR**

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** October 24, 2023

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> PRESENTATION - CITY COUNCIL POLICIES AND PROCEDURES	
<b>Presenter:</b> Neysa Borkert, City Attorney	
<b>Attachments:</b> 1. City Council Policies and Procedures	
<b>Background:</b>  City Council received a presentation of this topic at the January 31, 2023, Special Workshop Meeting. City staff were asked to present on this item and other additional matters as requested by Council members, to consider some potential changes or additions.	
<b>Recommended Action:</b> <b>FOR PRESENTATION AND DISCUSSION</b>	



## MAYOR and CITY COUNCIL

### Meeting Policies and Procedures

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It is the policy of the Palm Coast City Council that these Rules of Procedure shall govern all official meetings of the City Council. The members of the City Council, City Manager, City Attorney, City staff, and the public shall adhere to these rules, to wit:

#### I. Governing Rules.

Except as may be provided by these rules or by law, questions of order, the methods of organization and the conduct of business of the City Council shall be governed by *Robert's Rules of Order Revised* in all cases in which they are applicable as determined to be consistent with the customs and practices of the City Council.

#### II. Open to the Public.

- A. Meetings Open to Public. All meetings of the Palm Coast City Council shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, *Florida Statutes*.
- B. Exempt Meetings. The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), *Florida Statutes*, meetings regarding risk management claims, Section 768.28(15), *Florida Statutes*, and litigation meetings pursuant to Section 286.011(8), *Florida Statutes*, the City Council shall follow all statutory requirements for exempt meetings.
- C. Seating Capacity. Due to the need to comply with seating capacity requirements of the controlling Fire Code, there may be occasions when entrance by the public to the City Council Chambers or other meeting rooms shall be limited. In cases where there is limited seating capacity, every effort will be made to provide "overflow seating" in a room or rooms equipped with "streaming" audio and video of the meeting in progress.
- D. Accessibility. All meetings of the Mayor and City Council shall be conducted in a publicly accessible building and, as feasible, provide access to meetings through diverse media sources.
- E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in the meeting rooms. Other signs, placards, banners, shall not disrupt meetings or interfere with others' visual rights.

#### III. Quorum.

- A. Quorum. A majority of the entire City Council shall constitute a quorum. No ordinance, resolution, policy, or motion shall be adopted by the City Council without the affirmative vote of the majority of the members present or, if required by the *Florida Statutes*, a super-majority vote of the members present.

- B. Remaining in Chambers. During a City Council meeting, City Council Members should remain in the City Council Chambers at all times unless an emergency or illness should occur. City Council Members present in the meeting should not absent themselves for a particular item.
- C. Conflict of Interest. Any member of the City Council who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, *Florida Statutes*, and chooses to refrain from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
- D. Loss of Quorum. In the event that a City Council Member is required to depart a City Council meeting prior to adjournment, and the departure causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.
- E. No Quorum. Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting of the City Council, or upon a meeting having commenced with a quorum, which quorum has been lost, the Mayor or the Vice-Mayor, or in their absence, another City Council Member, in order of seniority, shall adjourn the meeting. The names of the members present and their action at such meeting shall be recorded in the minutes by the City Clerk. In the event that an emergency situation, such as a hurricane or other similar event, results in the unavailability of a quorum for a meeting or public hearing, the City Manager, or designee, may grant a continuance of the meeting, but, if practicable, shall be present at the site of the meeting or public hearing, post a notice of a continuance to a later date and time and advise members of the public who attempt to attend of the date and time of the meeting or hearing.

#### IV. **Presiding Officer.**

- A. Mayor. The Presiding Officer shall be the Mayor of the City of Palm Coast. The Mayor presides at all meetings of the City Council. The Mayor's responsibilities shall include, but not be solely limited to:
  1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
  2. Announce the business to come before the City Council, in accordance with the prescribed order of business.
  3. Recognize all City Council, the City Manager or City Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Mayor.
  4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the City Council Chambers, may cause the same to be cleared or cause any disruptive individual to be removed.
  5. Call to order any member of the City Council who violates any of these procedures and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
  6. Expedite business in every way compatible with the rights of the members.

7. Remain objective. For the Mayor to make a motion, the gavel must be relinquished. Upon relinquishing the gavel, the Mayor or such other members of the City Council who may be presiding may offer motions and seconds, subject only to limitations of debate. The gavel shall be relinquished in the following order:

- (a) to the Vice-Mayor;
- (b) to other City Council Members based upon seniority.

8. In the event that the Mayor relinquishes the gavel to offer a motion or a second he/she should not resume chairing the meeting until the pending main motion has been decided.

9. Declare the meeting adjourned when the City Council so votes, or at any time in the event of an emergency affecting the safety of those present.

B. Vice Mayor. In the absence of the Mayor or in the event of the Mayor's inability to serve by reason of illness or accident, the Vice Mayor shall perform the duties and functions of the Mayor until the Mayor's return or recovery and resumption of duty. In the absence of both the Mayor and Vice Mayor, City Council Members, in order of their seniority, shall chair.

## V. Order of Business.

A. Official Agenda. There shall be an official agenda for every meeting of the City Council, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings of the City Council shall be conducted in accordance with the official agenda subject to matters being added on to an agenda consistent with these Policies and Procedures.

B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the City Manager in a form approved by the City Council. The City Manager shall make available to City Council Members a copy of the agenda before the meeting. All supporting information for agenda items shall be delivered to the City Council no later than the evening of three (3) business days before the regular meeting (electronically onto IPADs and/or in paper format if necessary).

C. Agenda Format for Regular Meeting. The agenda format for a regular City Council meeting shall be in substantially the form as set forth below; provided, however, that the Mayor may move agenda items as he or she deems in the public interest or for the convenience of the public or City Council Members:

1. Call to Order and Pledge of Allegiance.
2. Public Comments on Non-Agenda Items (three (3) minute limit individually and thirty (30) minute limit for this agenda item).
3. Awards and Presentations.
4. Scheduled Public Hearings.

5. General Business.
  6. Consent Agenda.
  7. Public Comments on Non-Agenda Items (three (3) minute limit).
  8. City Council Comments and Directions for Action on Non-Agenda items.
  9. City Manager Comments and City Attorney reports, as needed.
  10. Adjournment.
- D. Scheduled Public Hearings. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular City Council meetings, public hearings shall be heard as the first order of business or as soon thereafter as is possible. In the event the party initiating the public hearing process requests a continuance of a public hearing after a notice of the hearing has been distributed, posted or published; the City Manager, or designee, may, in the event that the City Manager concludes that the motion has been filed in good faith and not solely for the purposes of delay or another improper purpose, grant the motion to continue and notify other potentially affected or interested parties of the continuance; provided, however, that this power shall only be applicable to the first request for a continuance and any other requests shall be subject to approval by the City Council.
- E. General Business. Business items are items of a general nature that require City Council direction or pertain to City Council policy. The City Council shall provide an opportunity for the public to comment on each item considered under general business. Persons commenting shall limit their contribution to three (3) minutes. All comments shall be addressed to the Mayor.
- F. Consent Agenda. On the portion of the agenda designated as "Consent," all items contained therein may be voted on with a single motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past City Council direction or policy. However, any City Council Member may withdraw an item from the consent agenda and it shall then be voted on individually.
- G. Public Comments on Non-Agenda Items. The public may provide comments to the City Council relative to matters not on the agenda for a meeting at an appropriate time during the course of each meeting. Following all comments from the public, there may be discussion by the City Council, but the City Council shall take no major policy action except to agenda the topic for a later date or by a unanimous vote of the City Council but may take action to address exigent matters or to ensure that matters are addressed in a timely manner.
- H. City Council Comments. The purpose of City Council Comments is to promote the public discussion of City Business and to encourage the dissemination of information. The City Council shall take no major policy action without an agenda item unless such is approved by the consent of the City Council but may take action to address exigent matters or to ensure that matters are addressed in a timely manner.

- I. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only by the Mayor or upon motion and consent of the majority of City Council members of the City Council present at the meeting.
- J. Placing Items on Agenda. Matters may be placed on the agenda by the City Manager or by any member of the City Council. When a City Council Member wishes to place a matter on the agenda, the City Council Member shall raise the matter at a regular City Council meeting or workshop and seek the City Council's consent for inclusion of the matter on the next available regular agenda or, in exigent circumstances or circumstances clearly warranting immediate action, on the current agenda. A City Council Member may not unilaterally add a matter to an agenda without the majority of the City Council's prior approval.
- K. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the City Council. Non-agenda matters shall generally be confined to items that are informational only consistent with these Policies and Procedures.
- L. Supplemental Agenda Items. Items not included on the agenda for a meeting should be considered by the City Council only in exigent circumstances or as otherwise stated in these Policies and Procedures, for issues that are time critical or cost sensitive to the City. If the "supplemental" agenda is approved, the City Manager shall modify and reprint the agenda table of contents for redistribution to all persons who receive the initial agendas if time permits. Furthermore, the City's Web site should be updated to reflect the new agenda as soon as practicable. For matters of extreme emergency, a special meeting of the City Council may be called by the Mayor or a majority of the City Council upon adequate notice being provided under Section 286.011, *Florida Statutes*.
- M. Announcing Agenda Items. The Mayor shall announce each item on the agenda. The City Manager or City Attorney shall then present the item to the City Council.

## **VI. Special Meetings and Emergency Meetings.**

- A. Special Meeting. A special meeting of the City Council may be called by the City Manager, the Mayor, or by a majority of the members of the City Council. Whenever a special meeting is called, the City Manager shall serve personal notice upon each member of the City Council stating the date, hour and place of the meeting and the purpose for which such meeting is called. At least twenty-four (24) hours must elapse between the time City Council receives notice and the time the meeting is held. However, if a determination to hold a special meeting is reflected upon the record of any regular City Council meeting, no additional notice is necessary. If after reasonable diligence, it was impossible to give notice to each City Council Member or it was impossible to let twenty-four (24) hours elapse between the time the notice of the meeting and the time the meeting was held, such failure shall not affect the legality of the meeting if a quorum is in attendance.
- B. Emergency Meeting. An emergency meeting of the City Council may be called by the City Manager or the Mayor whenever in his, her, or their opinion an emergency exists which requires immediate action by the City Council. Whenever



such an emergency meeting is called, the City Manager shall serve personal notice upon each member of the City Council, stating the date, hour and place of the meeting and the purpose for which it is called. At least twenty-four (24) hours shall elapse between the time the City Council receives notice of the meeting and the time the meeting is to be held. If because of the nature of the emergency it was impossible to give notice to each City Council Member or it was impossible to let twenty-four (24) hours elapse between the time the notice of the meeting and the time the meeting was held, such failure shall not affect the legality of the meeting if a quorum is in attendance.

- C. Minutes: Open Meetings. The minutes of each special or emergency meeting shall show the manner and method by which notice of such special or emergency meeting was given to each member of the City Council or shall show a waiver of notice. (See paragraph D. below) Minutes thereof shall be kept by the City Manager. All special or emergency meetings shall be open to the public.
- D. Notice. Reasonable public notice, sufficient to comply with the provision and intent of Section 286.011, *Florida Statutes*, must be given and in no event may be waived.
- E. Litigation Meetings. The City Attorney may request litigation strategy meetings in accordance with the controlling provisions of State law.

## **VII. Parliamentarian.**

The City Attorney shall act as parliamentarian and shall advise and assist the Mayor in matters of parliamentary law. In the absence of a policy or procedure as provided for by these Policies and Procedures, the parliamentarian shall refer to such sources as he or she deems appropriate to provide guidance to the City Council.

## **VIII. Rules of Debate.**

- A. Decorum.
  - 1. Every City Council Member desiring to speak should address the Mayor, and upon receiving recognition by the Mayor, shall confine discussion to the question under debate.
  - 2. City Council Members shall refrain from: attacking a member's motives; speaking adversely on a prior motion not pending; speaking while the Mayor or other City Council Members are speaking; and disturbing the City Council.
  - 3. A City Council Member, once recognized, should not be interrupted when speaking unless said Member is being called to order. The Member should then cease speaking until the question of order is determined, without debate, by the Mayor. If in order, said member shall be at liberty to proceed.
  - 4. A City Council Member shall be deemed to have yielded the floor when he or she has finished speaking. A Member may claim the floor only when recognized by the Mayor.

B. Motions.

1. All motions shall be made and seconded before debate.
2. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except to: adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are mentioned.
3. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane, that is, it must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A City Council Member may amend the main motion in either of the following ways:

1. Consent of the City Council Members. The Mayor, or another City Council Member through the Mayor, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.
2. Formal Amendment. An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If it fails, the motion shall be the motion as it was before the amendment was presented.

**IX. Voting.**

- A. Votes and Voice Votes. The Mayor may, after a motion is made and seconded as to a matter, ask if there is objection to the motion and, if none is stated, all votes shall be recorded as affirmative "aye" votes on the matter; provided, however, if directed by the Mayor, votes shall be taken by roll call voice votes.
- B. Results. At the conclusion of voting the City Clerk shall announce the results. Upon any roll call, there shall be no discussion by any City Council Member prior to voting, and each City Council Member shall vote either in the affirmative or negative on the matter in accordance with custom unless abstaining from a vote in accordance with the controlling provisions of law.
- C. Voting. Every member who was in the City Council Chambers when the question was put must give his or her vote, unless the member has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, *Florida Statutes*. If any City Council Member declines to vote "aye" or "nay" by voice, his or her silence shall be counted as an "aye" vote.
- D. Absent for Vote, Changing Vote. If a City Council Member is momentarily absent from a meeting and misses a vote on a particular item or a City Council

Member desire to change his or her vote on a matter, a vote may be recorded or a vote may be changed if such action occurs before the next item is called for consideration, or before a recess or adjournment of the meeting occurs, whichever occurs first. After either such event, no vote of a City Council Member may be recorded or changed except with the consent of all the City Council Members who voted thereon. If an advertised public hearing has concluded no vote may be modified if not permitted by controlling State law. A City Council Member changing his or her vote on a matter or voting after an absence shall not be entitled to move for reconsideration of the vote as a voting City Council Member on the prevailing side of the matter.

- E. City Council Reconsideration Of/Rescinding Action Previously Taken. A motion to reconsider enables the City Council to set aside a vote on a main motion taken at the same meeting, or at the next meeting as set forth herein. If a motion to reconsider is made and passed, the City Council may set aside the reconsidered vote and consider the matter anew as though no vote had been taken. Only a City Council Member who voted on the prevailing side of the matter may make a motion to reconsider. Motions to reconsider may only be made when no other matter is being considered or heard. A motion to reconsider merely determines whether or not to reconsider the matter to which the motion is directed. If successful, a motion on the main matter must be made and acted upon. The last opportunity to make a motion to reconsider is the meeting after the action occurred for which reconsideration is proposed. If the motion relates to a matter heard at a public hearing which has concluded, and the motion is successful, all required advertisements and notices shall be implemented to notify affected persons and the public that the matter will be reheard.
- F. Majority Vote; Super Majority Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution requires a majority vote of a quorum of the City Council unless a controlling provision of law requires otherwise. In the case of a tie vote on any matter, the action shall be deemed not to have been approved; provided, however, that if an advertised public hearing results in a tie vote, all reasonable consideration shall be given to continuing the hearing if the tie results from an absence of a City Council Member and not recusal or a long term inability to attend.
- G. Voting Conflict. A City Council Member shall not vote on a matter when the City Council Member has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, *Florida Statutes*. A City Council Member abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that City Council meeting, the City Council Member shall file with the Clerk a Form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the matter. Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.
- H. Votes On City Council Appointees. When making appointments to City boards, committees, etc., the City Council shall attempt, insofar as practical, to reflect the diversity of the City. The City Manager shall design a form that shall be used to record City Council Member votes for appointees when motions are made relative to appointments unless the Mayor determines that a voice vote is appropriate.

**X. Public Input: Addressing the City Council.**

- A. Public Input. The City Council recognizes the importance of protecting the right of the public to express their opinions on the operation of City government and encourage citizen participation in the local government process. The City Council also recognizes the necessity for conducting orderly and efficient meetings in order to complete City business in a timely manner. Public participation shall be encouraged in order that the public interest may be best served with regard to all matters. Also, it is acknowledged that quasi-judicial proceedings require special treatment in order for the City to comport with the requirements of controlling law and afford administrative due process to all parties. The Mayor shall seek guidance from the City Attorney as to quasi-judicial proceedings as may be necessary under the particular circumstances of the matter.
- B. Non-Agenda Public Comments. The City Council shall provide a scheduled comment period for public comment on non-agenda items. This public comment period is denoted on the agenda as "Public Comments." The remarks of each speaker shall be limited to no more than three (3) minutes, unless the Mayor extends the time.
- C. Public Input on a Matter Pending Before the City Council. Each person who addresses the City Council on an agenda item pending before the City Council shall limit his or her presentation to three (3) minutes. The Mayor has the discretion to either extend or reduce the time limits, based on the number of speakers. The Mayor shall evaluate the statements of persons stating that they are either legal counsel for or a representative of a group or association of persons or entities in terms of granting such persons additional time to present the views of the group.
- D. Issues of Concern Expressed by the Public.
1. Members of the public may submit a "Public Inquiry Form" to the City Manager to provide him or her all necessary information relative to the matter of concern.
  2. The matter expressed in the "Public Inquiry Form" will then be considered by the City Manager, or his/her designee, and the City Manager may choose to resolve the matter or to present the matter to the City Council.
  3. In any event, the City Manager shall report to the City Council the filing of the "Public Inquiry Form" and any action that he or she may have taken.
  4. This procedure shall not be used if "appeal" mechanisms already exist to address the matter set forth in the "Public Inquiry Form" and the filing of a "Public Inquiry Form" shall not constitute the filing of an appeal under any provision of any City code or ordinance.
- E. Public Input at Workshops. Public input at City Council workshops shall be limited to the items on that workshop agenda. The first 30 minutes will be reserved for public comment and may be extended by the Mayor. Such public

input at City Council workshops shall be conducted twice: 1) as the Workshop's 1<sup>st</sup> Agenda item after Call to Order and Pledge of Allegiance, and 2) after the Council's consideration of its' agenda items and before reports.

F. Addressing the City Council.

1. When addressing the City Council, each individual in turn, shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
  - (a). name;
  - (b). place of residence or business address;
  - (c). if requested by the Mayor, the person may be required to state whether the person speaks for a group of persons or a third party, if the person represents an organization, whether the view expressed by the person represents an established policy or position approved by the organization, and whether the person is being compensated by the organization.
2. All remarks shall be addressed to the Mayor.
3. Speakers must make their comments concise and to the point and present any data or evidence they wish the City Council to consider. No person may speak more than once on the same subject unless specifically granted permission by the Mayor.
4. If a person or group intends to introduce written or illustrative materials to be considered by the City Council, such materials, once submitted, become part of the public record and will not be returned to the presenter. Also, if such materials are voluminous, a presenter should provide the materials as early as possible to the City Manager for review and analysis and inclusion, as appropriate, in agenda materials. The presentation of voluminous materials at a City Council meeting could result in continuation of the matter.

G. Decorum.

1. Order must be preserved. It is prohibited for a person, by speech or otherwise, to delay or interrupt the proceedings or the peace of the City Council or disturb any person having the floor. No person shall refuse to obey the orders of the Mayor or the City Council. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the City Council shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Mayor and given the opportunity to conclude remarks on the subject in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Mayor, unless permission to continue or again address the City Council is granted by the majority of the City Council Members present. Presentations at City Council meetings are to relate to matters on the agenda or matters that are suggested with regard

to actions proposed to be taken by the City Council.

2. The use of presentations at City Council meetings for political campaign purposes is prohibited. People who attempt to use the public participation opportunity at City Council meetings for political campaign purposes shall be first cautioned to confine their comments to non-political campaign purposes and, failing to comport with such warning, shall relinquish their opportunity to make comments at the public participation time as enforced at the direction of the Mayor.
3. If the Mayor or the City Council declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, he or she is subject to removal from the City Council Chambers or other meeting room and may be arrested by a law enforcement officer subject to Section 810.08(1), *Florida Statutes*.
4. Any person who becomes disruptive or interferes with the orderly business of the City Council may be removed from the City Council Chambers or other meeting room for the remainder of the meeting.

#### **XI. Adjournment.**

No meeting shall be permitted to continue beyond 11:00 P.M. without the approval of a majority of the City Council. A new time limit must be established before taking a City Council vote to extend the meeting. In the event that a meeting has not been adjourned or continued by City Council vote prior to 11:00 P.M., the items not acted on are to be continued to 9:00 a.m. on the following day, unless State law requires hearing a matter at a different time, or unless the City Council determines, by a majority vote of City Council Members present, some other time certain.

# City of Palm Coast, Florida Agenda Item

**Agenda Date:** October 24, 2023

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> AGENDA WORKSHEET AND CALENDAR	
<b>Presenter:</b> Kaley Cook, City Clerk	
<b>Attachments:</b> 1. Agenda Worksheet 2. Agenda Calendar	
<b>Background:</b>  <b>Council Priority:</b>	
<b>Recommended Action:</b>	

	<b>November 7, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Proclamation	Diabetes Alliance	Cook
Proclamation	Lung Cancer Awareness Month	Cook
Presentation	Cybersecurity	Akins
Presentation	Citizens Academy Graduation	Kershaw
Proclamation	Be Local Buy Local	Kershaw
Proclamation	Veteran Appreciation Month	Kershaw
Appointment	Vice Mayor Appointment	Cook
Appointment	Council Liaison Appointments	Cook
Ordinance 2nd	Cascades at Grand Landings Future Land Use Map	Papa
Ordinance 2nd	Cascades at Grand Landings Rezoning	Hoover
Ordinance 2nd	Palm Coast Park Master Planned Development	Hoover
Ordinance 1st	Amendment to Solicitation Ordinance	Grossman
Resolution	Economic Development Feasibility Study	DeLorenzo
Resolution	FIND Grant Agreement for Waterfront Park Phase 2	Gebo
Resolution	Southern Recreation Center - IT Expenses	Gebo
Resolution	Reverie at Palm Coast Vacation of Easement	Smith
Resolution	Citywide Surveying and Mapping Services	Smith
	<b>November 14, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Economic Development Update	DeLorenzo
Presentation	Utility Rate Study	Flanagan
Presentation	Community Cats	Grossman
Presentation	Sign Code	Lens
Resolution	Forestar Contract	Smith
	<b>November 14, 2023 SPECIAL BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Fiscal Year 2023 Budget Amendment	Alves/Cote
	<b>November 21, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>December 5, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Utility Rate Study Approval	Flanagan
Ordinance 2nd	Amendment to Solicitation Ordinance	Grossman
Ordinance 1st	Belle Terre & US1 Rezoning	Hoover
Proclamation	Boat Parade	Kershaw
Resolution	Colbert Landings Final Plat	Leap/Lens
Resolution	Whiteview Phase II	Leap/Lens
Ordinance 1st	Sign Code	Lens
Resolution	Landings Community Development District Boundary Expansion	Nguyen
Ordinance 1st	Belle Terre & US1 Future Land Use Map	Papa
Ordinance 1st	Town Center Planned Unit Development Amendments	Papa
Resolution	Town Center Development of Regional Impact Amendments	Papa
Resolution	Installation Of New and Replacement PEP Tanks	Roussell
Resolution	Forestar Contract	Smith
	<b>December 12, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Budget at a Glance FY 23	Johnston
Presentation	Fire Fleet	Berryhill
Resolution	Residential Study for Speed Limit Posting	Cote



Resolution	Community Development Block Grant (CDBG) Annual Report	Papa/Gonzalez
Resolution	Update to Local Housing Assistance Plan (LHAP)	Papa/Gonzalez
Presentation	Rentals (Air B&B)	Grossman
	<b>December 19, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Work Order - Citation Boulevard Reclaimed Watermain Extension	Blake
Resolution	Indian Trails Sports Complex Reclaim Water Extension	Blake
Ordinance 2nd	Old Kings Village Rezoning	Hoover
Ordinance 1st	Belle Terre & US1 Rezoning	Hoover
Resolution	Old Kings Multi Family Master Site Plan Tier 3	Hoover
Ordinance 2nd	Sign Code	Lens
Ordinance 2nd	Landings Community Development District Boundary Expansion	Nguyen
Ordinance 2nd	Old Kings Village Future Land Use Map	Papa
Ordinance 2nd	Town Center Planned Unit Development Amendments	Papa
Resolution	Community Development Block Grant (CDBG) Annual Report	Papa/Gonzalez
Resolution	Update to Local Housing Assistance Plan (LHAP)	Papa/Gonzalez
	<b>Future</b>	<b>PRESENTER</b>
Resolution	Cigar Lake Effluent Pump Station Filter Upgrades	Ashburn
Resolution	Cleaning and Rehabilitation of Ground Storage Tank at Waste Water Plant 1	Ashburn
Resolution	Reuse Distribution System Filtration Upgrades	Ashburn
Resolution	Above Ground Piping Rehab for Water Treatment Plant 1	Ashburn
Presentation	Fire Suppression Fleet Capital Plan	Berryhill
Resolution	Construction Contract for the Old Kings Road Force Main to Waste Water Treatment Plant 1	Blake
Resolution	Construction Contract for the Water Treatment Plant 1 Generator Project	Blake
Resolution	Construction Contract for the Water Treatment Plant 1 Sludge Dewatering Project	Blake
Resolution	Old Kings Road Design Force Main to Water Treatment Plant 1	Blake
Ordinance	Construction Contract for the Equip Wells SW-1, SW-2 & SW-3 for Water Treatment Plant 1	Blake
Resolution	Supervisor of Elections Interlocal Agreement for 2024 Elections	Cook
Resolution	Construction Contract for Old Kings Road Widening North Phase 2	Cote
Resolution	Matanzas/Bird of Paradise Intersection (Right-of-Way)	Cote
Resolution	Old Kings Road South Phase 2 Study	Cote
Resolution	Old Kings Road South Phase 2 Engineering Design Services	Cote
Resolution	FDOT Agreement for Belle Terre Safety Improvements	Cote
Resolution	FDOT Agreement for Old Kings Road North Phase 2 Widening	Cote
Resolution	FDOT Agreement for Old Kings Road South Phase 2 Study	Cote
Resolution	FDOT Agreement for Matanzas Woods/Palm Coast Parkway Connector Loop Phase 1	Cote
Resolution	Construction Manager Agreement for Matanzas Woods/Palm Coast Parkway Connector Loop	Cote
Resolution	FPL Relocation Agreement for Matanzas Woods/Palm Coast Parkway Connector Loop	Cote
Resolution	Matanzas Woods/Palm Coast Parkway Connector Loop CM Agreement Maximum Price Amendment for Phase 1 Construction	Cote/Blake
Resolution	Matanzas Woods/Palm Coast Parkway Connector Loop Phase 1 Right-of-Way	DeLorenzo
Presentation	Strategic Action Plan - Building and Planning Level of Service	DeLorenzo
Resolution	Occupational Services	Fuller
Resolution	Grant Agreement for Fire Station 26	Gebo
Resolution	Palm Coast Parkway Banners - Childhood Cancer Awareness	Gonzalez
Ordinance 1st	Animal Control Amendment	Grossman
Ordinance	No Smoking Ordinance	Hirst
Resolution	Old Kings Multi Family Master Site Plan Tier 3	Hoover

Resolution	Savannah at Seminole Pointe Master Site Plan Tier 3	Hoover
Ordinance	Colbert Lane Master Plan Development	Hoover
Resolution	Whiteview Subdivision Phase 2 Final Plat	Leap/Lens
Resolution	Wireless Communication Facility - 7 Clubhouse Drive	Lens
Resolution	Cell Tower Master Plan Modification	Lens
Resolution	Sawmill Branch Phase 2B	Lens/Leap
Ordinance	Sawmill Branch Phase 6	Lens
Ordinance	Seminole Trails	Lens
Resolution	Reverie at Palm Coast Phase II	Lens/Leap
Resolution	Hammock at Palm Harbor	Lens/Leap
Resolution	Seminole Palms Phase I	Lens/Leap
Resolution	Colbert Landings Phase I	Lens/Leap
Resolution	Retreat at Town Center Phase II	Lens/Leap
Resolution	Installation Of New and Replacement PEP Tanks	Melley
Resolution	K-Section Drainage Improvements Additional Design	Morales
Resolution	Blare and Colbert Culvert Crossing Upgrades	Morales
Resolution	P-1 Weir Replacement	Morales
Resolution	Grant Agreement for P-1 Weir Replacement	Morales
Ordinance	Dry Lake Rezoning	Nguyen
Resolution	The Station at Town Center - TH - Town Center Tracts 18B & 18C	Nguyen/Lens
Ordinance	Landings Community Development District Boundary Expansion	Nguyen
Ordinance	Town Center Master Planned Development	Papa
Resolution	Pre-Annexation Agreement for Airport Commons II	Papa
Resolution	Transportation Impact Fee Study	Papa/DeLorenzo
Ordinance	Town Center PUD Amendments	Papa
Resolution	Town Center DRI Amendments	Papa
Resolution	Legacy at Town Center - Tract 18 Technical Site Plan Tier 3	Planning



**Meeting Calendar for 11/7/2023 through 12/31/2023**

**11/7/2023 6:00 PM**

City Council  
City Hall

**11/14/2023 9:00 AM**

City Council Workshop  
City Hall

**11/14/2023 9:00 AM**

City Council Special Business Meeting  
City Hall

**11/15/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**11/16/2023 5:30 PM**

Citizens' Advisory Task Force  
City Hall

**11/17/2023 8:30 AM**

Volunteer Firefighters' Pension Board  
City Hall

**11/21/2023 9:00 AM**

City Council  
City Hall

**12/5/2023 10:00 AM**

Animal Control Hearing  
City Hall



**Meeting Calendar for 11/7/2023 through 12/31/2023**

**12/5/2023 6:00 PM**

City Council  
City Hall

**12/6/2023 10:00 AM**

Code Enforcement Board  
City Hall

**12/7/2023 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**12/12/2023 9:00 AM**

City Council Workshop  
City Hall

**12/19/2023 9:00 AM**

City Council  
City Hall

**12/20/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall