



City of Palm Coast Amended Agenda COUNCIL BUSINESS MEETING

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

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

Tuesday, December 19, 2023

9:00 AM

COMMUNITY WING

City Staff

City Attorney

Denise Bevan, City Manager

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. MINUTES

- 1. MINUTES OF THE CITY COUNCIL:**
 - DECEMBER 5, 2023, BUSINESS MEETING**
 - DECEMBER 12, 2023, WORKSHOP MEETING**

F. PROCLAMATIONS AND PRESENTATIONS

- 2. PROCLAMATION - DECEMBER 19, 2023, AS WORLD POLIO DAY IN PALM COAST**
- 3. PRESENTATION - REQUEST FOR REHEARING ON CASCADES**

G. ORDINANCES FIRST READ

- 4. ORDINANCE 2024-XX AN AMENDMENT TO THE FUTURE LAND USE MAP FOR 6+/- ACRES OF PROPERTY FROM GREENBELT TO MIXED USE WITH LIMIT ON DEVELOPMENT OF 30,000 SQ. FT.**
- 5. ORDINANCE 2024-XX BELLE TERRE & US 1 REZONING - APPLICATION NO. 5500**
- 6. ORDINANCE 2024-XX RENAMING RICHENBACKER DRIVE TO RICKENBACKER DRIVE IN**

KEEPING WITH CURRENT PRACTICE

H. RESOLUTIONS

- 7. RESOLUTION 2023-XX OLD KINGS MULTI-FAMILY MASTER SITE PLAN - APPLICATION NO. 5447**
- 8. RESOLUTION 2023-XX APPROVING A REQUEST TO PURSUE A UNITED STATES TENNIS ASSOCIATION (USTA) GRANT AND FUNDING FOR EXPENSES ASSOCIATED WITH THE SOUTHERN RECREATION CENTER PROJECT**

I. CONSENT

- 9. RESOLUTION 2023-XX APPROVING EXPENSES FOR THE RALPH CARTER PARK MULTI-PURPOSE FIELD REHAB AND RENEWAL PROJECT**
- 10. RESOLUTION 2023-XX APPROVING A CAPITAL PROJECT FUNDING PROGRAM AGREEMENT WITH FLAGLER COUNTY**
- 11. RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH MUSCO SPORTS LIGHTING, LLC., FOR THE PURCHASE OF SPORTS LIGHTING SOLUTIONS, EQUIPMENT AND SERVICES AS NEEDED**
- 12. RESOLUTION 2023-XX APPROVING PIGGYBACKING THE GSA CONTRACT WITH IMMIX TECHNOLOGY, INC., TO UTILIZE PRICING FOR VARIOUS KRONOS PRODUCTS**
- 13. RESOLUTION 2023-XX APPROVING MASTER PRICE AGREEMENTS WITH HERITAGE LANDSCAPE SUPPLY GROUP, INC., HOWARD FERTILIZER & CHEMICAL COMPANY, INC., AND SITEONE LANDSCAPE SUPPLY COMPANY FOR PURCHASE OF LANDSCAPE CHEMICALS AND FERTILIZERS**
- 14. RESOLUTION 2023-XX APPROVING PIGGYBACKING VOLUSIA COUNTY CONTRACT 22-B-122HO WITH C&D INDUSTRIAL MAINTENANCE FOR OVERHEAD DOOR MAINTENANCE AND REPAIRS AS NEEDED**
- 15. RESOLUTION 2023-XX APPROVING PIGGYBACKING FLAGLER COUNTY CONTRACT ITB-18-057B WITH VILLAGE KEY AND ALARM FOR INTRUSION AND FIRE ALARM MONITORING**
- 16. RESOLUTION 2023-XX APPROVING PIGGYBACKING FLORIDA SHERIFFS' ASSOCIATION (FSA) CONTRACT WITH THOMPSON PUMP & MANUFACTURING CO., INC., FOR EMERGENCY BACKUP PUMPS**
- 17. RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH MILLER-**

**LEAMAN, INC., FOR THE PURCHASE OF TWO SIXTEEN POD ATD 3" TURBODISC
FILTERS EACH WITH 10" T304 MAINLINES AND MAXIM CONTROLLER**

- 18. RESOLUTION 2023-XX APPROVING THE PURCHASE OF FRESHWATER MITIGATION
CREDITS FROM BRICK ROAD MITIGATION HOLDINGS, LLC, RELATED TO THE
MATANZAS WOODS ROADWAY EXTENSION PROJECT**
- 19. RESOLUTION 2023-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR
ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE CITATION BLVD
RECLAIMED WATERMAIN EXTENSION, STREET LIGHTING AND PATHWAY**
- 20. RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH PBM
CONSTRUCTORS, INC., FOR THE UPGRADES OF TWO AGING PUMP STATIONS**
- 21. RESOLUTION 2023-XX APPROVING THE ANNUAL AFFORDABLE HOUSING 2023
REPORT OF RECOMMENDATIONS FROM THE AFFORDABLE HOUSING ADVISORY
COMMITTEE (AHAC)**
- 22. RESOLUTION 2023-XX APPROVAL OF THE CDBG CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1,
2022 TO SEPTEMBER 30, 2023**
- 23. RESOLUTION 2023-XX AMENDING THE MAYOR AND CITY COUNCIL MEETING
POLICIES AND PROCEDURES**

J. PUBLIC PARTICIPATION

Remainder of Public Comments is limited to three (3) minutes each.

K. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

L. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

M. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

- 24. REPORTING OF EMERGENCY & SOLE SOURCE PURCHASES FOR NOVEMBER 2023**

N. ADJOURNMENT

- 25. AGENDA WORKSHEET AND CALENDAR**

City of Palm Coast, Florida Agenda Item

Agenda Date: December 19, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: DECEMBER 5, 2023, BUSINESS MEETING DECEMBER 12, 2023, WORKSHOP MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes(2)		
Background: Council Priority:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: DECEMBER 5, 2023, BUSINESS MEETING DECEMBER 12, 2023, WORKSHOP MEETING		

City of Palm Coast, Florida Agenda Item

Agenda Date: December 19, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject:	PROCLAMATION - DECEMBER 19, 2023, AS WORLD POLIO DAY IN PALM COAST	
Presenter:	Mayor and City Council	
Attachments:	1. Proclamation	
Background:	The City of Palm Coast would like to proclaim December 19, 2023, as World Polio Day,	
Recommended Action:	PROCLAIM DECEMBER 19, 2023, AS WORLD POLIO DAY	

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: REQUEST FOR REHEARING - CASCADES		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: 1. City Transmittal Request for Rehearing		
Background: This is a legislative item. On November 7, 2023, City Council took action on a Future Land Use Map Amendment and Zoning Map amendment for 375+/- acres of property along Seminole Woods Blvd. The property is commonly referred to as "The Cascades". Mr. Michael D. Chiumento III, as authorized agent for JTL Grand Landings Development, LLC (JTL) has filed a motion for rehearing regarding the agenda item(s). The Motion for Rehearing was sent, in a timely manner, by e-mail on November 17, 2023. Section 2.16(D) of the Land Development Code, states that the request for rehearing may be made by any person aggrieved by the City Council's decision and must be filed with the Land Use Administrator within 10 working days after rendition of the decision. Requests must include the grounds for a rehearing. The pertinent section of the Land Development Code is provided as follows: <i>D. Rehearing.</i> <i>1. If it is alleged that the Planning and Land Development Regulation Board or City Council, as the case may be, has overlooked or misapprehended some facts or points of law, a rehearing of any decision of the Planning and Land Development Regulation Board or City Council may be granted by the Planning and Land Development Regulation Board or City Council either on the motion of any member voting on the prevailing side, or on the motion of any person aggrieved by its decision. That motion shall be in writing, shall be filed with the Land Use Administrator within ten working days after rendition of the decision, and shall state its grounds.</i> <i>2. If the Planning and Land Development Regulation Board or City Council decide to grant a rehearing, the movant shall notify by certified mail or hand delivery upon the City Clerk and all abutting property owners previously notified of the hearing, together with a notice stating the date, time, and place it will be</i>		

orally presented to the Planning and Land Development Regulation Board or City Council.

3. The Planning and Land Development Regulation Board or City Council shall not rehear applications based upon the same facts or issues, but rather on new evidence not heard before or new law.

Mr. Chiumento has provided the attached 'new evidence' as the grounds for the request for a Motion of Rehearing.

Recommended Action:
CITY COUNCIL TO CONSIDER

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2024-XX AN AMENDMENT TO THE FUTURE LAND USE MAP FOR 6+/- ACRES OF PROPERTY FROM GREENBELT TO MIXED USE WITH LIMIT ON DEVELOPMENT OF 30,000 SQ. FT.		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: 1. Presentation 2. Ordinance 3. Staff Report 4. Location Map 5. Existing Future Land Use Map 6. Existing Zoning Map 7. Proposed Future Land Use Map 8. Business Impact Estimate		
Background: This is a legislative item. The subject area is an approximately 10.9-acre parcel located at the northeast corner of US-1 and Belle Terre Blvd. The application is a proposed Future Land Use Map (FLUM) amendment to change approximately 6 acres of the parcel from Greenbelt to Mixed Use with a site specific policy to limit development to 30,000 sq. ft. In addition to the FLUM amendment, there is a companion zoning map amendment to change the designations on the parcel to General Commercial (COM-2) and Preservation (PRS). The proposed amendment was reviewed for the following: • Analysis of the proposed amendment's impacts on public facilities and infrastructure. Consistent with the required analysis to compare the proposed land use designation with the existing land use designation, staff conducted a maximum potential development analysis for public facilities and infrastructure. The proposed amendment will result in a net decrease in the demand on public facilities and infrastructure.		

- **Impacts on the environmental/cultural resources.** There are no significant impact on the environmental attributes on the subject parcel since the parcel. There are no unique topographies on site, no Special Flood Hazard Areas, no identified high-quality wetlands, no listed species, not within a Primary Wellhead protection Zone, and no evidence of impacts on cultural/historical resources.
- **Compatibility with surrounding land uses.** The proposed FLUM designations are consistent with the surrounding properties. Additionally, the companion rezoning will provide an open space buffer between the proposed Mixed Use area and the single-family residential uses to the east.

Finally, the proposed amendment is consistent with comprehensive plan policies regarding:

- Directing development where infrastructure is available.

Public Process

Neighborhood Meeting

As required by the Land Development Code, a neighborhood meeting was hosted by the applicant on July 10, 2023. Four (4) residents from the adjacent neighborhood attended the meeting and raised concerns regarding the proposed use of the property, turnover of tenants in shopping centers, and preference for a park or no development on the subject property.

Planning and Land Development Regulation Board (PLDRB) Public Hearing

The PLDRB held a public hearing on October 18, 2023, to discuss and hear public comments on the proposed amendment. There were no public comments or discussion of any outstanding issues with the proposed amendment. The PLDRB unanimously recommended the approval of the proposed amendment.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS APPLICATION NO. 5526 CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE FLUM AMENDMENT FROM GREENBELT TO MIXED USE WITH A SITE-SPECIFIC POLICY TO LIMIT DEVELOPMENT TO 30,000 SQ. FT.

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department Division	COMMUNITY DEVELOPMENT	Amount Account #
Subject: ORDINANCE 2024-XX BELLE TERRE & US 1 REZONING - APPLICATION NO. 5500		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: 1. Presentation 2. Ordinance 3. Staff Report 4. Location Map 5. Future Land Use Map 6. Existing and Proposed Zoning Maps 7. Potential Conceptual Plan 8. Rezoning Application/Title Opinion/Authorization Letter/Corporate Identity 9. Applicant's Rezoning Analysis 10. Neighborhood Meeting Data, Sign Affidavit 11. Business Impact Estimate Additional documents available for review in the City Clerk's Office: Environmental Resource Study, Traffic Study, Survey, etc.		
Background: This is a quasi-judicial item, please disclose any ex parte communication. Atlas Investments PC, LLC wants to rezone the westerly 6 +/- acres that is also the upland area of the site and fronts along Belle Terre Boulevard and US Highway 1 from EST-1 to COM-2. The easterly 5 +/- acres of the site is primarily wetlands with a drainage canal and the applicant is proposing to rezone those 5 +/- acres to Preservation (PRS) so it can remain protected as a natural area. This PRS or natural area will also act as a natural buffer between the proposed COM-2 area and the eight single-family homes/homesites along Kaufman Place that back up to this 11 +/- acre parcel. This natural buffer area is generally 200 – 300 feet wide except adjacent to Belle Terre Boulevard where City transportation staff has asked that the project's access onto Belle Terre Boulevard be located further from its intersection with US 1 for improved traffic safety and traffic flow purposes. In this area the natural buffer area is 180 feet wide per the applicant. The canal is located on a 40-foot drainage easement on the very eastern area of the subject property that also backs up to the rear property lines of those single-family homes/homesites along Kaufman Place. Additionally, a City owned heavily wooded area (zoned PRS) is located directly across Belle Terre Boulevard from the proposed COM-2 area, that will act as a similar natural buffer area for residents to the south along Kaywood Place and Kadot Court. These natural buffer areas and the required 25-foot-wide Buffer "G" along Belle Terre Boulevard and US 1 will make the proposed COM-2 land easily compatible with neighboring properties.		

As the COM-2 area develops, area residents will have the opportunity to shop or receive commercial services nearby and should also have a few job opportunities. Currently other key commercial locations are not so convenient as they are within the City of Bunnell (2 miles to the NW) or at the intersection of Belle Terre Boulevard and SR 100 (3 miles to the NE).

Public Participation: The developer notified the neighboring property owners via standard USPS first class mail of an upcoming neighborhood meeting that was held at 6:30 PM on July 10, 2023, at the Hilton Garden Inn at 55 Town Center Boulevard. Four neighboring property owners attended as well as the applicant, Bob Dickinson the applicant's representative, and one City staff member. Signs along US 1 and another along Belle Terre Blvd. will be erected at least 14 days prior to each public hearing and news ads will be run at least 10 days prior to each public hearing.

Planning and Land Development Regulation Board (PLDRB): The PLDRB reviewed this application at its regularly scheduled meeting at 5:30 PM on September 18, 2023, and by a 6 – 0 vote found it in compliance with the Comprehensive Plan and recommended approval to City Council. No one from the public spoke regarding this petition.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD DETERMINED THE BELLE TERRE & US 1 REZONING APPLICATION NO. 5500 TO BE CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDED APPROVAL TO CITY COUNCIL TO REZONE THE SUBJECT PROPERTY FROM SUBURBAN ESTATES (EST-1) TO THE GENERAL COMMERCIAL (COM-2) AND PRESERVATION (PRS)

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2024-XX RENAMING RICHENBACKER DRIVE TO RICKENBACKER DRIVE IN KEEPING WITH CURRENT PRACTICE		
Presenter: Virginia Smith, Land Management Administrator		
Attachments: 1. Presentation 2. Ordinance 3. Business Impact Estimate		
Background: This is a legislative item. Pursuant to Section 335.01, Florida Statutes, all roads which are open and available for use by the public and dedicated for public use are established as public roads. The street name Rickenbacker Drive has been in use for at least 20 years by property owners, the City of Palm Coast, the U.S. Postal Service, and on file with the Flagler County Property Appraisers and Tax Collector's Office. The plat recorded in Map Book 10 Page 43-53 identifies the street as Richenbacker Drive, and the City would like to rename the street Rickenbacker Drive in keeping with current practice. The City Council of the City of Palm Coast hereby finds that this Ordinance serves a legitimate government purpose and is in the best interests of the public health, safety, and welfare of the citizens of Palm Coast, Florida. Pursuant to Section 166.041(4), Florida Statutes, a business impact estimate regarding this proposed ordinance has been prepared, is attached to this agenda item and has been posted to the City's website. Staff recommends approval of renaming Richenbacker Drive to Rickenbacker Drive in keeping with the current practice.		
Recommended Action: ADOPT ORDINANCE 2024-XX RENAMING RICHENBACKER DRIVE TO RICKENBACKER DRIVE IN KEEPING WITH CURRENT PRACTICE		

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX OLD KINGS MULTI-FAMILY MASTER SITE PLAN - APPLICATION NO. 5447		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: 1. Presentations (2) Staff and Applicant 2. Resolution 3. Staff Report 4. Location 5. Future Land Use Map 6. Zoning Map 7. Master Site Plan 8. Master Site Plan Application Packet 9. Neighborhood Meeting Data 10. Resident Correspondence Additional documents available for review in the City Clerk's Office: Recreation Plans, Landscape Plans, Drainage Plan, Traffic Study, Environmental Studies (2), School Concurrency Application.		
Background: The applicant has submitted an application (AR#5447) for a Master Site Plan – Tier 3 for Old Kings Multi-Family, a proposed 216-unit, three-story residential rental community located on a 29.24 +/- acre site on the east side of Old Kings Road about 2 miles south of Palm Coast Parkway and 2 miles north of Town Center Boulevard. The northern 12.1 +/- acres of the site was recently rezoned from General Office (OFC-2) to Multi-Family Residential-2 (MFR-2) when the City Council adopted Ordinance 2022-13 on July 5, 2022. The density calculations for this project are based on the 29.24 +/- acres of the site which include 10.63 +/- acres of wetlands and/or conservation lands and 18.61 +/- acres of uplands. Maximum density for the MFR-2 Zoning District is 12 units/per acre for the uplands and 3 units/per acre of the wetlands/conservation lands which would yield a maximum of 255 units and maximum density of 8.7 units/per acre. Actual density for the proposed 216 units on the 29.24 +/- acre site is 7.4 units/per acre. This is a multi-family project comprised of 216 units in nine 3-story, 24-unit buildings. This community also includes a clubhouse with pool and numerous sidewalks and walking trails for the residents. The project has at least 72 garages for residents use and two		

access points onto Old Kings Road.

Since the number of multi-family units is above the 100-unit threshold, the Master Site Plan is considered a “Major” (Tier 3) development, requiring review and recommendation by the PLDRB followed by review and final determination by the City Council. If the City Council approves the Master Site Plan, the applicant can follow with a Technical Site Plan application with administrative review of detailed engineering drawings.

Surrounding and neighboring uses of the project will not incur negative impacts from this residential community due to its location. To the north is a potential future flyover of White View Parkway over I-95, to the northeast is the City’s effluent disposal field, to the east are an approximate 175’-wide average wetland area and then the City’s wastewater rapid infiltration basins, to the southeast about 1100’ from the project’s most southerly building are single-family homes/ homesites along New Leatherwood Drive but wetlands areas encompass most of this 1100’ area, to the south is land zoned MFR-2 and to the west is Old Kings Road and then lands zoned COM-3 (along south half of project) and OFC-1 (along north half of project).

Public Participation: A neighborhood information meeting was held on April 9, 2022, during the rezoning process of the northern 12.1 +/- acres to MFR-2. A second neighborhood meeting was held on November 2, 2023, at the Palm Coast Community Center at 5:00 PM for this Master Site Plan process. Staff and the applicant’s team attended this meeting but no one from the public attended.

Planning and Land Development Regulation Board (PLDRB): The PLDRB reviewed this application at its regularly scheduled meeting at 5:30 PM on November 15, 2023, and by a 5 - 2 vote found it in compliance with the Comprehensive Plan and recommended approval to City Council. Several PLDRB members expressed concerns with traffic along Old Kings Road and potential impacts from the project to the Toscana and Hidden Lakes Subdivisions. No one from the public spoke regarding this petition.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD FOUND THIS IN COMPLIANCE WITH THE COMPREHENSIVE PLAN AND RECOMMENDED APPROVAL TO CITY COUNCIL FOR APPLICATION NO. 5447, OLD KINGS MULTI-FAMILY A MASTER SITE PLAN FOR 216 HOMES SO THE DEVELOPER MAY APPLY FOR A TECHNICAL SITE PLAN THAT WOULD NEED TO MEET ALL APPLICABLE DEVELOPMENT REQUIREMENTS

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,300,000.00
Division	ENGINEERING	Account #	43000099-063000-52005/66008 21066015-063000-99054
Subject:	RESOLUTION 2023-XX APPROVING A REQUEST TO PURSUE A UNITED STATES TENNIS ASSOCIATION (USTA) GRANT AND FUNDING FOR EXPENSES ASSOCIATED WITH THE SOUTHERN RECREATION CENTER PROJECT		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	1. Presentation 2. Resolution		
Background:	Council Priority: C. Safe and Reliable Services On May 4, 2021, City Council approved an Agreement with Ohlson Lavoie Corporation to provide Architectural and Engineering Design Services as well as Agreements with Gilbane Building Company, to provide construction management services for the Southern Recreation Facility. On July 19, 2022, City Council approved an amendment to the contract with Gilbane Building Company to establish the guaranteed maximum price for the Southern Recreation Facility along with a contingency and related expenses to the project. This project is nearing completion with a ribbon cutting ceremony planned for January of 2024. This item is to address several expense items related to the Southern Recreation Center related to existing facility rehabilitation and renovation, energy savings, design, permitting and sitework, pursue USTA grant and city costs associated with grant award. 1. The City has identified and budgeted funds for renovation and rehabilitation of the existing tennis courts site to address drainage issues, electrical modifications to transfer power from existing electrical service to the new electrical service to take advantage the solar panels and other misc. items. This item is to request approval for funding in a not-to-exceed amount of \$225,000. 2. The City has identified and budgeted funds for renovation and rehabilitation of the		

existing tennis lighting to convert them to LED. As part of the city comprehensive energy analysis, it was determined that the conversion of these lights would pay for itself with the costs savings obtained. Work would be performed utilizing piggyback contract with Musco Lighting as well as self-performing some work with city staff. This item is to request approval for funding in the amount not-to-exceed \$625,000.

3. The City has identified and budgeted funds for design, permitting, CE release expenses to complete site design for future facility improvements, partial stormwater infrastructure, path and miscellaneous items. As part of the London Waterway Stormwater Improvement Project the City will be able to obtain the approximately 20,000 cubic yards of fill material needed for the site saving the city \$240,000 in material costs alone. City staff have already begun site clearing to have material stockpiled. Completing the design and permitting and site clearing will provide the city with final construction plans and have a site pad ready for future needs resulting in less impact to operations. Seeking approval for expenses in the amount of \$450,000.
 - Design: \$132,180
 - Permitting & CE Release Expenses: Not-To-Exceed \$92,820
 - Construction Expenses: Not-To-Exceed \$175,000 (\$20,296.50 encumbered)
 - Contingency: \$50,000
4. The City has been coordinating with USTA for potential grant funding to construct additional clay tennis courts, 1 stadium court and 4 clay courts. This item is to seek approval from council for staff to pursue grant with USTA Grant for Additional Courts. The grant would only cover the cost of the court construction, which would be managed directly by USTA seeking grant funding in the amount of \$600,000.
 - In support of USTA grant there are several items that will be required that the City would be responsible for that are non-USTA funded as part of the additional courts. These include but not limited to site preparation, stormwater, grading, sidewalks, stadium seating, landscaping, benches, and shade coverings. The City funding and equal amount of \$600,000 to cover the non-USTA funded elements. City staff would bring this item back to City Council in the future to approve the grant agreement and city expenses.

Funds for this project are budgeted in the Capital Projects fund for FY 24.

Source of Funds Worksheet FY 24	
Energy Improvements 4300099-063000-52005	\$ 625,000.00
Total Expended/Encumbered to Date	
Pending Work Orders/Contracts	
Current (WO/Contract)	<u>\$ 625,000.00</u>
Balance	\$ -

Source of Funds Worksheet FY24	
Capital Parks R&R 43000099-063000-66008	\$ 250,000.00
Total Expended/Encumbered to Date	
Pending Work Orders/Contracts	\$ 17,056.91
Current (WO/Contract)	<u>\$ 207,943.09</u>
Balance	\$ 25,000.00

Source of Funds Worksheet FY 24	
Rec Impact - SRC Phase II 21066015-063000-99054	\$ 550,000.00
Total Expended/Encumbered to Date	
Pending Work Orders/Contracts	\$ 20,296.50
Current (WO/Contract)	<u>\$ 429,703.50</u>
Balance	\$ 100,000.00

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING A REQUEST TO PURSUE A UNITED STATES TENNIS ASSOCIATION (USTA) GRANT AND FUNDING FOR EXPENSES ASSOCIATED WITH THE SOUTHERN RECREATION CENTER PROJECT

City of Palm Coast, Florida Agenda Item

Agenda Date: December 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$450,000
Division	ENGINEERING	Account #	43000099-063000- 66032

Subject: RESOLUTION 2023-XX APPROVING EXPENSES FOR THE RALPH CARTER PARK MULTI-PURPOSE FIELD REHAB AND RENEWAL PROJECT

Presenter: Carl Cote, Stormwater & Engineering Director

Attachments:
1. Resolution

Background:

Council Priority: C. Safe and Reliable Services

Ralph Carter Park was completed in 2009 as a neighborhood park. In the current budget funding was included to address the multi-purpose field conditions. Efforts to proceed with these field improvements which will be performed with in-house staff. The scope of work will include correcting any grading and drainage issues and to replace the sod. In addition, we have explored options with the field lighting manufacturer to explore options to address stray lighting concerns that the City has received. The current Musco lighting has light level warranty until September of 2033. Musco has provided a solution to install fixture visors to address the stray lighting concerns at a cost of \$10,404.00. Due to the remaining life of the existing fixtures, this being a neighborhood park and available funding artificial turf and LED lighting conversion was not explored at this time. Staff is seeking approval of project expenses in the amount of \$450,000 to competes these renovations as included in the approved budget.

Source of Funds Worksheet FY 24

Capital Improv. 43000099-063000-66032	\$	450,000.00
Total Expended/Encumbered to Date	\$	-
Pending Work Orders/Contracts	\$	-
Current (WO/Contracts)	\$	<u>450,000.00</u>
	\$	-

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING EXPENSES FOR THE RALPH
CARTER PARK MULTI-PURPOSE FIELD REHAB AND RENEWAL PROJECT**

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department CITY ADMINISTRATION	Amount
Division	Account #
Subject: RESOLUTION 2023-XX APPROVING A CAPITAL PROJECT FUNDING PROGRAM AGREEMENT WITH FLAGLER COUNTY	
Presenter: Lauren Johnston, Assistant City Manager	
Attachments: 1. Resolution 2. Grant Agreement	
Background: The City of Palm Coast was awarded a Capital Projects Grant from the Flagler County Tourism Development Council in 2021 for the Southern Recreation Center. This funding agreement is the mechanism to receive reimbursable expenditures for the construction of the facility. The Southern Recreation Center aims to improve and expand our recreational facilities, contributing to the overall development of tourism in Palm Coast. This initiative aligns with our commitment to creating a vibrant and attractive destination for both residents and visitors. We acknowledge the terms outlined in the grant agreement and are committed to fulfilling the requirements over the specified grant period of 5 years. We understand the importance of adhering to the stipulated guidelines to ensure the successful implementation and completion of the Southern Recreation Center. We are fully committed to achieving the economic impact goals set forth by the grant. The Southern Recreation Center is designed to stimulate economic growth by: 1. Tournaments and Events: Hosting a series of tournaments and events that attract participants and spectators, resulting in increased room nights for local accommodations. 2. Direct Spending: Encouraging direct spending in the local economy through increased tourism-related activities, such as shopping, dining, and entertainment. Reporting and Accountability: To ensure transparency and accountability, we are prepared to provide regular updates and reports on the progress of the Southern Recreation Center. These reports will include detailed information on economic impact, tournament outcomes, room nights generated, and direct spending figures.	

We understand the importance of meeting and exceeding the expectations set by the grantor and are committed to leveraging this opportunity to bolster tourism in the City of Palm Coast. The City of Palm Coast looks forward to working collaboratively to achieve the shared goals outlined in the grant agreement.

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING A CAPITAL PROJECT FUNDING
PROGRAM AGREEMENT WITH FLAGLER COUNTY**

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	AS NEEDED PER APPROVED BUDGET
Division	ENGINEERING	Account #	MULTIPLE – CITY WIDE USE
Subject:	RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH MUSCO SPORTS LIGHTING, LLC., FOR THE PURCHASE OF SPORTS LIGHTING SOLUTIONS, EQUIPMENT AND SERVICES AS NEEDED		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	1. Resolution 2. Piggyback Contract		
Background:	Council Priority: D. Sustainable Environment & Infrastructure City Staff will need to make purchases for various projects as part of the Capital Improvement Plan. They would like to piggyback the Sourcewell Contract (RFP #041123) with Musco Sports Lighting, LLC., to purchase sports lighting solutions with related technology, equipment, and services on an as-needed basis. Since the underlying contract is an agreement on a per-unit price basis, City staff will make purchases on an as-needed basis using budgeted funds appropriated by City Council.		
Recommended Action:	ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SOURCEWELL CONTRACT WITH MUSCO SPORTS LIGHTING, LLC., FOR THE PURCHASE OF SPORTS LIGHTING SOLUTIONS, EQUIPMENT AND SERVICES AS NEEDED		

City of Palm Coast, Florida Agenda Item

Agenda Date: December 19, 2023

Department	INFORMATION TECHNOLOGY	Amount	\$51, 935.00
Division		Account #	65052525 051020
Subject	RESOLUTION 2023-XX APPROVING PIGGYBACKING THE GSA CONTRACT WITH IMMIX TECHNOLOGY, INC., TO UTILIZE PRICING FOR VARIOUS KRONOS PRODUCTS.		
Presenter: Doug Akins, Director of IT			
Attachments: 1. Resolution			
The piggyback contract is available in the City Clerk’s Office for review.			
Background: As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). The City of Palm Coast uses Kronos software for workforce timekeeping and Telestaff for specialized scheduling needs for the Fire Department, and piggybacks off a GSA contract for the pricing of software renewals and as-needed contractual services. The City has been using Kronos as its workforce timekeeping solution since 2007. This contract is used to purchase the annual renewals for the Kronos and Telestaff software, budgeted in FY24 at \$51,935 combined and is at the threshold where Council approval is needed.			
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE GSA CONTRACT WITH IMMIX TECHNOLOGY, INC., TO UTILIZE PRICING FOR VARIOUS KRONOS PRODUCTS			

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Departments	PUBLIC WORKS, PARKS & RECREATION	Amount	AS NEEDED PER APPROVED BUDGET
Division		Account #s	10015011-052000 10015015-052000 10016056-052030
Subject:	RESOLUTION 2023-XX APPROVING MASTER PRICE AGREEMENTS WITH HERITAGE LANDSCAPE SUPPLY GROUP, INC., HOWARD FERTILIZER & CHEMICAL COMPANY, INC., AND SITEONE LANDSCAPE SUPPLY COMPANY FOR THE PURCHASE OF LANDSCAPE CHEMICALS AND FERTILIZERS		
Presenter:	Matthew Mancill, Director of Public Works		
Attachments:	1. Resolution 2. Project Overview 3. Notice of Intent to Award 4. Master Price Agreements (3)		
Background:	Council Priority: D. Sustainable Environment & Infrastructure As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). The City has been using this vendor since 2023 and anticipates total spending over the life of the contract to exceed \$50K. The City of Palm Coast's Public Works department is seeking approval for Master Price Agreement Contracts with multiple vendors capable of supplying lawn fertilizer, herbicides, pesticides, and miscellaneous landscape chemicals on an as-needed basis. Several divisions within the City procure various chemicals, fertilizers, herbicides, and pesticides to treat and maintain citywide medians, facilities, parks, athletic fields, and other citywide properties as needed. City staff adhered to the City's Purchasing Policy by advertising and soliciting bids. Several bids were received, and upon evaluation, they were found to be both responsive and responsible. The notice of intent to award and executive summary are attached to this agenda item. Staff recommends City Council approval of a Master Price Agreement with the following		

vendors, based on the City of Palm Coast's bid ITB-PW-24-05:

1. Heritage Landscape Supply Group, Inc.
2. Howard Fertilizer & Chemical Company, Inc.
3. SiteOne Landscape Company

The Fiscal Year 2024 budget incorporates allocated funds within the City's Public Works, Parks & Recreation, and Golf budgets to cover the costs of various chemicals and fertilizers. Purchases for these items will be executed on an as-needed basis, utilizing budgeted funds as appropriated by City Council. A detailed monetary breakdown is provided in the attached Source of Funds Worksheet.

In light of the comprehensive procurement process and the alignment with budgetary allocations, staff recommends City Council approval of the Master Price Agreements with the aforementioned vendors to ensure a reliable and cost-effective supply of essential landscape chemicals.

City staff will make purchases on an as-needed basis using budgeted funds appropriated by City Council.

Source of Funds Worksheet FY 2024

PW Streets - Operating Supp&Equip Under \$5K Fund 10015011-052000	\$230,900.00
Total Expended/Encumbered to Date	\$92,415.73
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$90,000.00
Balance	\$48,484.27
Parks Facilities Maintenance - Operating Supplies Fund 10015015-052000	\$466,000.00
Total Expended/Encumbered to Date	\$359,801.14
Pending Work Order/Contracts	\$0.00
Current (WO/Contract)	\$30,000.00
Balance	\$76,198.86
Palm Harbor Golf Course - Chemicals Fund 10016056-052030	\$145,000.00
Total Expended/Encumbered to Date	\$107,749.28
Pending Work Order/Contracts	\$0.00
Current (WO/Contract)	\$25,000.00
Balance	\$12,250.72

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING MASTER PRICE AGREEMENTS WITH HERITAGE LANDSCAPE SUPPLY GROUP, INC., HOWARD FERTILIZER & CHEMICAL COMPANY, INC., AND SITEONE LANDSCAPE SUPPLY COMPANY FOR VARIOUS LANDSCAPE CHEMICALS AND FERTILIZERS

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	PUBLIC WORKS	Amount	AS NEEDED PER APPROVED BUDGET
Division		Account #	65035012-046000- 99042
Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING VOLUSIA COUNTY CONTRACT 22-B-122HO WITH C&D INDUSTRIAL MAINTENANCE FOR OVERHEAD DOOR MAINTENANCE AND REPAIRS AS NEEDED			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Contract			
Background: Council Priority: B. Safe and Reliable Services As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). We are asking City Council to approve a Resolution to upgrade a contract with C&D Industrial Maintenance for overhead door maintenance and repairs at the City's five fire stations. As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). Due to the anticipated total spend exceeding this threshold, the contract, originally piggybacked from Volusia County #22-B-122HO, requires an upgrade. The City has already encumbered \$18,695 between Fiscal Year 2023 and 2024 purchase orders, leaving a balance of \$31,305 to be spent over the contract's life. The contract is set to end on November 15th, 2025, with two potential one-year renewals. Given the unpredictability of overhead door maintenance and repair needs due to unforeseen accidents and occurrences, it is crucial to have the flexibility to cover potential significant repair costs. This includes not only repairs but also preventive maintenance over the contract's duration. Therefore, the City is seeking the Council's approval to upgrade the contract value to "Over \$50K" to ensure the effective maintenance and repair of the fire station's overhead doors.			

City staff will make purchases on an as-needed basis using budgeted funds appropriated by City Council.

SOURCE OF FUNDS WORKSHEET FY 2024

Facilities Fire-Repair and Maintenance SVCS Fund 65035012-046000-99042	\$98,500.00
Total Expended/Encumbered to Date	\$25,000.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$19,000.00
Balance	\$54,500.00

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING VOLUSIA COUNTY
CONTRACT 22-B-122HO WITH C&D INDUSTRIAL MAINTENANCE FOR OVERHEAD
DOOR MAINTENANCE AND REPAIRS AS NEEDED**

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	PUBLIC WORKS	Amount	AS NEEDED PER APPROVED BUDGET
Division		Account #	65035012-034000
Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING FLAGLER COUNTY CONTRACT ITB-18-057B WITH VILLAGE KEY AND ALARM FOR INTRUSION AND FIRE ALARM MONITORING			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Contract			
Background: Council Priority: B. Safe and Reliable Services As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). The expected total expenditure with Village Key and Alarm throughout the contract's duration, which is projected to surpass the previous spending limit of "Under \$30K." Each year, the city spends \$11,157 for intrusion and fire alarm monitoring services at various City facilities. The existing contract is set to conclude on November 7, 2024, with an option for a three-year renewal, potentially extending the contract to November 7, 2027. Over the span of fiscal year 2023 to fiscal year 2028 (including the contract's final expiration without further renewals), the City will have disbursed \$66,942, significantly exceeding the current "Under \$30K" contract threshold. In light of this, the City is requesting an upgrade to the current piggyback contract with Flagler County # ITB-18-057B to a contract value of "Over \$50K" to accommodate the anticipated total spending. City staff will make purchases on an as-needed basis using budgeted funds appropriated by City Council.			
SOURCE OF FUNDS WORKSHEET FY 2024			
Facilities - Other Contractual SVCS Fund 65035012-034000			\$877,031.00
Total Expended/Encumbered to Date			\$11,157.00
Pending Work Orderes/Contracts			\$0.00
Current (WO/Contract)			\$25,000.00
Balance			\$840,874.00

Recommended Action:

**RESOLUTION 2023-XX APPROVING PIGGYBACKING FLAGLER COUNTY CONTRACT
ITB-18-057B WITH VILLAGE KEY AND ALARM FOR INTRUSION AND FIRE ALARM
MONITORING**

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED PER APPROVED BUDGET
Division	WASTEWATER	Account #	MULTIPLE-CITY WIDE USE
Subject: RESOLUTION 2023-XX APPROVING PIGGYBACKING FLORIDA SHERIFFS' ASSOCIATION (FSA) CONTRACT WITH THOMPSON PUMP & MANUFACTURING CO., INC., FOR EMERGENCY BACKUP PUMPS			
Presenter: James Melley, Utility Systems Manager			
Attachments: 1. Resolution 2. Piggyback Contract			
Background: Council Priority: D. Sustainable Environment & Infrastructure As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). Wastewater Pumping will utilize this contract to purchase emergency backup diesel operated, float-controlled pumps for lift/pump stations to replace emergency backup power supply throughout the city. City staff is recommending piggybacking Florida Sheriffs Association (FSA) contract FSA23-EQU21.0: Equipment. City staff is recommending piggybacking FSA (FSA23-EQU21.0: Equipment) with Thompson Pump & Manufacturing Co., Inc., for emergency backup pumps. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the City does not incur the expense and delay of soliciting a bid. City staff will purchase these services using budgeted funds appropriated by City Council. These services will be purchased on an as needed basis.			
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING FLORIDA SHERIFFS' ASSOCIATION (FSA) CONTRACT WITH THOMPSON PUMP & MANUFACTURING CO., INC., FOR EMERGENCY BACKUP PUMPS			

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$161,385.00
Division	WASTEWATER	Account #	54029083 063000 85005
Subject:	RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH MILLER-LEAMAN, INC., FOR THE PURCHASE OF TWO SIXTEEN POD ATD 3" TURBODISC FILTERS EACH WITH 10" T304 MAINLINES AND MAXIM CONTROLLER		
Presenter:	Danny Ashburn, Utility Systems Manager		
Attachments:	1. Resolution 2. Intent to Award 3. Project Overview 4. Draft Master Price Agreement		
Background:	Council Priority: D. Sustainable Environment and Infrastructure As per Ordinance 2021-23, Sec. 2-26, City Council approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than or equal to fifty thousand dollars (\$50,000.00). Staff is requesting approval to purchase two Miller-Leaman, Inc. sixteen (16) pod ATD 3" Turbodisc filter skids, each with 10" T304 10" mainlines and Maxim controller for Cigar Lake Reuse Pump Station. There is a need to increase filtration capacity for our public access reuse system due to growth and increase flow to Wastewater Treatment Plant #1. The existing system is equipped with two original 16 pod Miller-Leaman Turbodisc filter skids installed with the original construction of the pump station. This system is designed to filter the public access reuse system to prevent line sediment and small debris from fouling residential and commercial irrigation systems. The infrastructure in the original design of this pump station allows for the addition of increased filtration capacity therefore no major construction is necessary. Staff has been pleased with the performance of the existing filtration system. In accordance with the City's purchasing policy, City staff advertised and solicited bids for the purchase of two (2) fully automatic, self-cleaning, skid mounted disc filter systems for the Palm Coast Cigar Lake Reclaimed Water Pump Station and received one bid and was determined to be responsive and responsible. Staff recommends the purchase of two (2) Miller Leaman, Inc. Model ML21007-22B-MOD1		

sixteen (16) pod ATD 3" Turbodisc Filter with Maxim Controller. Funds for this purchase are included in the 2024 Utility capital funds budget.

SOURCE OF FUNDS WORKSHEET FY 2024

UTILCAPRJ GENERAL PLANT R&R 54029083 063000 85005	\$1,800,000.00
Total Expended/Encumbered to Date	\$627,523.02
Pending Work Orders/Contracts	\$6,252.00
Current (WO/Contract)	<u>\$161,385.00</u>
Balance	\$1,004,839.98

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH MILLER-LEAMAN, INC., FOR THE PURCHASE OF TWO SIXTEEN POD ATD 3" TURBODISC FILTERS EACH WITH 10" T304 MAINLINES AND MAXIM CONTROLLER

City of Palm Coast, Florida- Agenda Item

Agenda Date: December 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$277,950
Division	ENGINEERING	Account #	21097011-063000- 54620 43000099-063000- 59005
Subject:	RESOLUTION 2023-XX APPROVING THE RELEASE OF CONSERVATION EASEMENTS AND THE PURCHASE OF FRESHWATER MITIGATION CREDITS FROM BRICK ROAD MITIGATION HOLDINGS, LLC, RELATED TO THE MATANZAS WOODS ROADWAY EXTENSION & MAINTENANCE CENTER PROJECTS		
Presenter:	Carl Cote, Director of Stormwater & Engineering		
Attachments:	1. Resolution 2. Brick Road Mitigation Contract		
Background:	Council Priority: D. Service Delivery and Efficiency. City Council received a presentation on this item at their December 12, 2023, Workshop Meeting. The Matanzas Woods Roadway Extension and the Maintenance Operations Center Complex Projects are currently under design. As part of the design phase impacts to conservation easements were identified that requires conservation easement releases from St. John's River Water Management District. This item is for the City to seek approval and approve any documents related to the release of conservation easements associated with these projects. In addition, this item is requesting approval for the purchase of Wetland Mitigation Credits associated with the St. Johns River Water Management District Conservation Easement Release Permitting related to the Matanzas Roadway Extension and the proposed Maintenance Operations Center Complex.		

Source of Funds Worksheet FY 2024

Transportation Impact - 21097011-063000-5462	\$	8,752,070.00
Total Expenses/Encumbered to date	\$	7,200,546.31
Pending Work Orders/Contracts	\$	-
Current Contract	\$	<u>235,875.00</u>
Balance	\$	1,315,648.69

Source of Funds Worksheet FY 2024

Capital Improvement 43000099-063000-59005	\$	13,000,000.00
Total Expended/Encumbered to Date	\$	2,089,138.52
Pending Work Orders/Contracts	\$	<u>42,075.00</u>
Balance	\$	10,868,786.48

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING THE RELEASE OF CONSERVATION EASEMENT RELEASE AND THE PURCHASE OF FRESHWATER MITIGATION CREDITS FROM BRICK ROAD MITIGATION HOLDINGS, LLC, RELATED TO THE MATANZAS WOODS ROADWAY EXTENSION AND MAINTENANCE OPERATIONS CENTER PROJECTS

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$298,519.00
Division	ENGINEERING	Account	54029083-063000-82025 21055011-063000-51014 21097011-063000-54623
Subject:	RESOLUTION 2023-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE CITATION BLVD RECLAIMED WATERMAIN EXTENSION, STREET LIGHTING AND PATHWAY		
Presenter:	Alexander Blake, Utility Engineer III		
Attachments:	1. Work Order Proposal		
Background:	Council Priority: D. Sustainable Environment and Infrastructure The section of Citation Blvd which extends from Belle Terre Pkwy to Grand Landings Pkwy, is an existing paved roadway, approximately 4,700 LF (0.89 miles) in length, which serves new and upcoming residential developments. The city is currently engaged in an interlocal agreement for the extension of Citation Blvd between Seminole Woods Blvd and Grand Landings Pkwy, which will provide utility extensions, an 8 ft wide pedestrian pathway, and street lighting. The existing section of Citation Blvd between Belle Terre Pkwy and Grand Landings Pkwy will need an extension of reclaimed watermain, residential pathway, and street lighting to maintain consistency with the new section of Citation Blvd. Under the existing contract (RFSQ-CD-19-12), City staff requested a proposal and negotiated a scope to perform design and construction engineering services for the improvements to the existing section of Citation Blvd, which will include reclaimed watermain extension, residential pathway, and street lighting. City staff has determined that the cost for the engineering services is reasonable and fair and consistent with these types of services for a project of this size and scope. The project is in the Utility 5-Year Capital Improvement Plan and is budgeted for Fiscal Year 2024.		

SOURCE OF FUNDS WORKSHEET FY 2024

WWTF 1 RCW Extension 54029083-063000-82025	\$	1,900,000.00
Total Expended/Encumbered to Date	\$	-
Pending Work Orders Contracts	\$	-
Current (WO/Contract	\$	<u>191,139.00</u>
	\$	1,708,861.00

SOURCE OF FUNDS WORKSHEET FY 2024

Street Improvement Fund 21055011-063000-51014	\$	395,000.00
Total Expended/Encumbered to Date	\$	108,255.00
Pending Work Orders Contracts	\$	6,148.09
Current WO/Contract	\$	<u>30,400.00</u>
	\$	250,196.91

SOURCE OF FUNDS WORKSHEET FY 2024

Transporation Impact Fee 21097011-063000-54623	\$	3,000,000.00
Total Expended/Encumbered to Date	\$	-
Pending Work Order/Contracts	\$	<u>76,980.00</u>
Current WO/Contract	\$	2,923,020.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE CITATION BLVD RECLAIMED WATERMAIN EXTENSION, STREET LIGHTING AND PATHWAY

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$385,000.00
Division	WASTEWATER	Account #	54029082 063000 85003
Subject: RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH PBM CONSTRUCTORS, INC., FOR THE UPGRADES OF TWO AGING PUMP STATIONS			
Presenter: James Melley, Utility Systems Manager			
Attachments: 1. Resolution 2. Intent to Award 3. Project Overview 4. Draft Master Services Agreement			
Background: Council Priority: D. Sustainable Environment and Infrastructure As part of City Council’s goals to ensure that all infrastructure maintenance and performance is a priority, City staff is recommending approving a Master Services Agreement with PBM Constructors, Inc., for upgrades to Pump Stations 19-1 and 21-1. The pump stations were recently inspected and evaluated by staff and were determined to require upgrades to their internal and external structural integrity. The modifications will include replacement of base elbows, internal wet well piping, above ground discharge piping with check and plug valves, and lining of internal concrete. It is estimated that the work under this contract will add twenty years to the life expectancy of the stations. In accordance with the City’s purchasing policy, City staff advertised and solicited bids for construction services to rehab two (2) aging pump stations. The City received one (1) bid which were responsive and responsible, and staff recommends approving a Master Services Agreement with PBM Constructors, Inc. This contract (ITB-UT-24-06) will be a one-time services agreement to provide construction services. The project bid overview and Notice of Intent to Award are attached. The contract amount for these services is \$385,000.00.			
SOURCE OF FUNDS WORKSHEET FY 2024			
IMPR-LIFT STATION REPLACEMENT 54029082 063000 85003			\$665,000.00
Total Expended/Encumbered to Date			\$3,529.36
Pending Word Orders/Contracts			\$0.00
Current (WO/Contracts)			\$385,000.00
Balance			\$276,470.64

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH
PBM CONSTRUCTORS, INC., FOR THE UPGRADES OF TWO AGING PUMP STATIONS**

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX APPROVING THE ANNUAL AFFORDABLE HOUSING 2023 REPORT OF RECOMMENDATIONS FROM THE AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)		
Presenter: Devrie Paradowski, Flagler County Housing Program Manager and Jose Papa, Senior Planner		
Attachments: 1. Resolution 2. Annual Affordable Housing Incentives Report		
Background: <u>UPDATED BACKGROUND FROM THE DECEMBER 12, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at the December 12, 2023, Workshop Meeting. No changes have been made to the item. <u>ORIGINAL BACKGROUND FROM THE DECEMBER 12, 2023, WORKSHOP MEETING:</u> The formation of the Affordable Housing Advisory Committee is a statutory requirement for local governments receiving State Housing Initiatives Partnership (SHIP) funding, which is a revenue share program distributed to all 67 counties and CDBG entitlement cities in the state of Florida. An interlocal agreement signed in 2008 between the City of Palm Coast and Flagler County, assigning Flagler County the administrative responsibility for the funding, established the joint Flagler County and City of Palm Coast Affordable Housing Advisory Committee. The statutory purpose of the Affordable Housing Advisory Committee (AHAC) is to review the local government's implementation of the following incentives as defined in 420.9076 F.S. and to draft a report of recommendations to the governing bodies: • The processing of expedited approvals of development orders or permits for affordable housing. • Allowable fee waivers for development or construction of affordable housing. • The allowance of flexible densities for affordable housing. • The reservation of infrastructure capacity for housing for lower income households • Allowance of accessory residential units. • The reduction of parking and setback requirements for affordable housing. • The allowance of flexible lot configurations for affordable housing. • The modification of street requirements for affordable housing.		

- The process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions, the impact on the cost of housing.
- The process of identifying surplus lands owned by the county suitable for affordable housing.
- The support of development near transport and employment hubs.

Receipt of the annual allocation of SHIP funding is contingent upon the committee producing its annual report of recommendations.

The committee reviewed and discussed the implementation of incentives during its regular monthly meetings. On November 14, 2023, the committee held a Public Hearing at the Emergency Operations Center. The Public Hearing was advertised in the Flagler/Palm Coast News Tribune on October 18, 2023. The committee members voted unanimously in favor of the following five recommendations:

1. The committee recommends that staff develop a pre-application checklist for developers which informs the developers of the affordable housing incentives available to them. The Committee recommends staff develop such checklist using the attached form (See Appendix A of the Annual Report) retrieved from the City of St. Petersburg.
2. Flagler County Board of County Commissioners and Palm Coast City Council are required by statute to establish a process by which they each consider, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
3. The committee recommends that staff develop and implement an impact statement form like the one used in the City of St. Petersburg (See Appendix B of the Annual Report) when requesting any changes to policies, procedures, ordinances, regulations or plan provisions that increase the cost of housing.
4. The committee recommends that staff develop a process by which any policy, procedure, ordinance, regulation, or plan provision being considered which would impact affordable housing be brought before the Affordable Housing Advisory Committee for consideration and input prior to staff initiating the first steps leading toward implementing such changes.
5. The committee recommends that staff review Flagler County's Purchasing Manual in conjunction with the SHIP program to develop an expedited process for the use of SHIP funds in home rehabilitation and roof replacement. **(This recommendation is only applicable to Flagler County).**
6. The committee recommends that the County Administrator and Palm Coast City Manager or their Designee(s) attend a first quarter AHAC meeting following the adoption of the committee's recommendations in December, preferably during the February meeting, whereby the Administrator and Manager or their Designee(s) will present an implementation plan to the Affordable Housing Advisory Committee.

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING THE ANNUAL AFFORDABLE HOUSING
2023 REPORT OF RECOMMENDATIONS FROM THE AFFORDABLE HOUSING
ADVISORY COMMITTEE (AHAC)**

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX APPROVAL OF THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2022 TO SEPTEMBER 30, 2023		
Presenter: Jose Papa, Senior Planner and Jackie Gonzalez, Site Development Coordinator		
Attachments: 1. Resolution 2. CAPER (Oct. 1, 2022 to Sept. 30, 2023)		
Background: <u>UPDATED BACKGROUND FROM THE DECEMBER 12, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at the December 12, 2023, Workshop Meeting. No changes have been made to the item. <u>ORIGINAL BACKGROUND FROM THE DECEMBER 12, 2023, WORKSHOP MEETING:</u> In accordance with the regulations for the Community Development Block Grant (CDBG) program, participants are required to complete an annual performance report called the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER describes the activities and accomplishments during the recently completed program year (October 1, 2022 to September 30, 2023), using CDBG funds. This document provides information on expenditures of the CDBG funds received by the City through HUD. Additionally, this report provides an update on the City’s progress in implementing the CDBG programs and activities identified in the Consolidated and Annual Action Plan. The projects/activities and the accomplishments described in the CAPER, consistent with the national objectives of the CDBG program benefit low- and moderate-income persons or neighborhoods where there is a high percentage of low- and moderate income residents. During the reporting period, the City used \$737,682.82 from the regular CDBG allocation as well as the CDBG-CV (CARES) allocation to accomplish the following: Completed rehabilitation of 5 single-family homes (next round of 13 under review), Assisted three households with down-payment assistance Provided recreational activities scholarships to 85 students Assisted 260 persons or households through subrecipient (CDBG-CV) Program Administration (including Housing Activity Admin)		
		\$276,425.37 \$60,000.00 \$45,260.24 \$278,478.98 \$77,518.23

Citizens Advisory Task Force (CATF) Public Hearing

On November 16, 2023, the CATF held a public hearing to review and hear comments on the CAPER. There were no public comments and the CATF voted to recommend that City Council approve the FFY 2022 CAPER (October 1, 2022 to Sept. 30, 2023).

Recommended Action:

THE CITIZENS ADVISORY TASK FORCE RECOMMENDS THAT THE CITY COUNCIL APPROVE THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM PERIOD OF OCTOBER 1, 2022 TO SEPTEMBER 30, 2023

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 19, 2023

Department CITY ADMINISTRATION	Amount
Division	Account #
Subject: RESOLUTION 2023-XX AMENDING THE MAYOR AND CITY COUNCIL MEETING POLICIES AND PROCEDURES	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Resolution 2. City Council Policies and Procedures	
Background: <u>UPDATED BACKGROUND FROM THE OCTOBER 24, 2023, SPECIAL WORKSHOP MEETING:</u> City Council held discussion on the topic at their October 24, 2023, Special Workshop Meeting. Direction was provided to City Attorney Borkert for updates to the City Council Policies and Procedures. The amended Mayor and City Council Meeting Policies and Procedures is attached to this item. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 24, 2023, SPECIAL WORKSHOP MEETING:</u> 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.	
Recommended Action: ADOPT RESOLUTION 2023-XX AMENDING THE MAYOR AND CITY COUNCIL MEETING POLICIES AND PROCEDURES	

City of Palm Coast, Florida Agenda Item

Agenda Date: December 19, 2023

Department FINANCIAL SERVICES Division	Amount Account #
Subject: REPORTING OF EMERGENCY & SOLE SOURCE PURCHASES FOR NOVEMBER 2023	
Presenter: Denise Bevan, City Manager	
Attachments: 1. Emergency & Sole Source Purchase Report	
Background: Attached is a list of all emergency and sole source purchases for the month of November 2023, in accordance with Sec. 2.25 of Chapter 2, Article 1 Division 3 of the Code of Ordinances of the City of Palm Coast (Procurement Policy).	
Recommended Action: FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS	

City of Palm Coast, Florida Agenda Item

Agenda Date: December 19, 2023

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