



City of Palm Coast
Agenda
COUNCIL BUSINESS
MEETING

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

Mayor David Alfin
Vice Mayor Eddie Branquinho
Council Member Ed Danko
Council Member John Fanelli III
Council Member Nick Klufas

Tuesday, October 18, 2022

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Virginia A. Smith, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- In accordance with the Americans with Disabilities Act 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

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.

E. MINUTES

- 1. MINUTES OF THE CITY COUNCIL:
OCTOBER 4, 2022 BUSINESS MEETING
OCTOBER 11, 2022 WORKSHOP**

F. PROCLAMATIONS

- 2. PROCLAMATION - WORLD DISABILITY EMPLOYMENT AWARENESS MONTH**
- 3. PROCLAMATION - WORLD POLIO DAY IN PALM COAST**
- 4. PROCLAMATION - NATIONAL PLANNING MONTH**

G. APPOINTMENTS

- 5. APPOINTMENTS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD**

H. ORDINANCES SECOND READ

- 6. ORDINANCE 2022-XX OAK TRAILS ALF REZONING – APPLICATION #5153**

I. RESOLUTIONS

- 7. RESOLUTION 2022-XX APPROVING INDEMNITY AGREEMENT FOR THE NEWLY APPOINTED FIRE CHIEF AND CITY MANAGER**

8. RESOLUTION 2022-XX APPROVING A GRANT AGREEMENT WITH FIND, A WORK ORDER WITH CPH ENGINEERS, A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., FOR CONSTRUCTION OF WATERFRONT PARK PHASE I, PART A, B & C AND APPROVAL OF A PROJECT CONTINGENCY

J. CONSENT

9. RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY LAW ENFORCEMENT IMPACT FEE
10. RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE EMERGENCY MEDICAL SERVICES IMPACT FEE
11. RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY LIBRARY IMPACT FEE
12. RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH SPORTS FACILITIES COMPANIES FOR THE SPORTS COMPLEX FEASIBILITY STUDY
13. RESOLUTION 2022-XX APPROVING THE CULTURAL ARTS GRANTS FOR THE FISCAL YEAR 2022-2023
14. RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FEDERAL SUPPLY SERVICE CONTRACT WITH CORE ENGINEERED SOLUTIONS, INC., FOR THE FUEL TANK REPLACEMENT PROJECT
15. RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE OLD KINGS ROAD FORCE MAIN PROJECT
16. RESOLUTION 2022 -XX APPROVING A WORK ORDER WITH AQUATIC MANAGEMENT PLUS, LLC, FOR WEED CONTROL OF THE FRESHWATER STORMWATER DRAINAGE SYSTEM
17. RESOLUTION 2022-XX APPROVING MASTER SERVICE AGREEMENTS WITH FLAGLER SEPTIC SYSTEMS, ALL DAYTONA SEPTIC TANK SERVICE, INC., AND BROWNIES SEPTIC & PLUMBING, FOR WASTEWATER EMERGENCY TANK TRUCKING SERVICES
18. RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH POLYDYNE, INC., FOR THE PURCHASE OF LIQUID POLYMER

K. PUBLIC PARTICIPATION

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

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

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

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

19. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR SEPTEMBER 2022

O. ADJOURNMENT

20. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	CITY ADMINISTRATION	Amount
Division	CITY CLERK	Account
		#
Subject	MINUTES OF THE CITY COUNCIL: OCTOBER 4, 2022 BUSINESS MEETING OCTOBER 11, 2022 WORKSHOP	
Presenter :	Virginia Smith, City Clerk	
Background :		
Recommended Action :	APPROVE THE MINUTES OF THE CITY COUNCIL: OCTOBER 4, 2022 BUSINESS MEEETING OCTOBER 11, 2022 WORKSHOP	

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department CITY ADMINISTRATION Division	Amount Account #
Subject PROCLAMATION - WORLD POLIO DAY IN PALM COAST	
Presenter : Mayor and City Council	
Background : The Rotary Club of Flagler County has requested the City of Palm Coast proclaim October 24, 2022 as World Polio Day in Palm Coast.	
Recommended Action : PROCLAIM OCTOBER 24, 2022 AS WORLD POLIO DAY IN PALM COAST	

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department CITY ADMINISTRATION Division	Amount Account #
Subject PROCLAMATION - NATIONAL PLANNING MONTH	
Presenter : Mayor and City Council	
Background : The City of Palm Coast hereby requests City Council proclaim October as National Planning Month.	
Recommended Action : PROCLAIM OCTOBER AS NATIONAL PLANNING MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	CITY ADMINISTRATION	Amount	
Division	CITY CLERK	Account #	

Subject	APPOINTMENTS TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD
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Presenter : Virginia Smith, City Clerk

Background :
UPDATE FROM THE SEPTEMBER 20, 2022 BUSINESS MEETING
 This item was presented to City Council at their September 20, 2022 Business Meeting. Council appointed the sole applicant from District 3 to be on the PLDRB and continued the appointments to the two other vacant seats. This allowed City Council to contact the applicants to set up individual interviews with the applicants prior to appointment. Mr. Greg Blose withdrew his application from consideration to the appointment. Ms. Heather Haywood advised she would be out of the state again during this Council meeting and has provided a brief overview as to why she would like to participate on the PLDRB.

POSITIONS FOR APPOINTMENT	DISTRICT	OCCUPATION
Jake Scully	2	IT Consultant
Sybil Dodson-Lucas	1	Ret. NYC Gov't Manager

APPLICANTS	DISTRICT	OCCUPATION
Sybil Dodson-Lucas **	1	Ret. NYC Gov't Manager
Larry Gross	2	Systems Engineer
Heather Haywood	1	Realtor
Hung Hilton *	2	Solutions Architect (IT)
Suzann Nichols *	2	Design Consultant

Should the either current alternate be chosen to be a regular member, Council will then appoint to the alternate seat(s).

ORIGINAL BACKGROUND FROM THE SEPTEMBER 20, 2022 BUSINESS MEETING
 Pursuant to State law, the PLDRB is designated as the local Planning Agency. Responsibilities of the PLDRB include making recommendations to the City Council regarding the Comprehensive Plan, Land Development Code, and development applications. Further, the PLDRB acts as final authority (subject to appeal to the City Council) on special exceptions.

Section 2-2(a)(1) of the City's Code of Ordinances says, "All appointees shall be limited to two

consecutive terms of office on the same body unless the City Council by a four -fifths vote determines that it is in the best interests of the City to appoint a person to a term of office exceeding that limitation.”

Section 2-2(a)(5) of the City's Code of Ordinances provides, “In appropriate circumstances the City Council shall make every reasonable effort to ensure that City Council Districts are as equally represented as practicable; provided, however, that the City's local planning agency (Planning and Land Development Regulation Board) shall have at least one appointed from each City Council District.”

CONTINUING MEMBERS	DISTRICT	TERM EXPIRES	OCCUPATION
Sandra Shank	4	2024	Realtor
Clint Smith	2	2024	Project Manager
Charles Lemon	2	2024	Retired Engineer
James Albano	1	2024	Building Contractor

There are three seats that expiring. This item is for City Council to appoint three members to the PLDRB.

POSITIONS FOR APPOINTMENT	DISTRICT	OCCUPATION
Jake Scully	2	IT Consultant
Christopher Gabriel	3	Realtor
Sybil Dodson-Lucas	1	Ret. NYC Gov't Manager

APPLICANTS	DISTRICT	OCCUPATION
Greg Blose	1	PC Regional Chamber
Sybil Dodson-Lucas **	1	Ret. NYC Gov't Manager
Christopher Gabriel ***	3	Realtor
Larry Gross	2	Systems Engineer
Heather Haywood	1	Realtor
Hung Hilton *	2	Solutions Architect (IT)
Suzann Nichols *	2	Design Consultant

*Applicants currently serve as alternate board members and would like to be appointed as a regular member.

**Applicant is currently serving as a regular member. Has completed 2 full consecutive terms, therefore requires a 4/5th vote.

***Currently serves as a regular member whose term is expiring and would like to be appointed as a regular member.

Since there are members appointed from Districts 1, 2, and 4 currently serving, Council shall make every reasonable effort to appoint from District 3 to ensure the Council districts are equally represented as practicable.

District information has been verified by the City Clerk's Office. Staff has also performed the necessary background screenings of all applicants. The results are available in Human Resources.

Recommended Action :
**APPOINT THREE (3) MEMBERS TO THE PLANNING AND LAND DEVELOPMENT
REGULATION BOARD**

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject ORDINANCE 2022-XX OAK TRAILS ALF REZONING – APPLICATION #5153		
Presenter: Jordan Myers, Environmental Planner, CFM		
<p>Background: THIS IS A QUASI-JUDICIAL ITEM</p> <p><u>UPDATE FROM THE OCTOBER 4, 2022 BUSINESS MEETING</u> This item was heard by City Council at their October 4, 2022 Business Meeting. There were no changes suggested to this item.</p> <p><u>ORIGINAL BACKGROUND FROM THE OCTOBER 4, 2022 BUSINESS MEETING</u> This is an application to amend the zoning map designation for 9.81 +/- acres of real property from Suburban Estate (EST-1) to Public/Semipublic (PSP) zoning district. The project is located at the intersection of Old Kings Road and Oak Trails Boulevard. The subject property was purchased in July 2018 by Kings Business Center, LLC from Palm Coast Holdings, Inc. A portion of the parcels were rezoned in 2018 from COM-1 to MFR-2, which is the existing zoning. The portion of the parcels that are part of this rezoning application were not affected.</p> <p><u>Public Participation:</u> The developer notified the neighboring property owners via standard USPS mail of an upcoming neighborhood meeting that was held on August 29, 2022, at 6:00 pm at the Palm Coast Community Center, 305 Palm Coast Parkway NE, Palm Coast, Florida. The developer erected a city provided sign on Oak Trails Blvd., notifying the public of all upcoming public hearings. Newspaper ads will be run approximately two weeks before each of the three public hearings.</p> <p>On September 20, 2022, PLDRB voted 6-0 to recommend approval to City Council.</p> <p><u>Summary:</u> Staff has reviewed this project in accordance with 2.05.05 & 2.06.03 of the Land Development Code and find that it is in compliance. The project is not contrary to the public interest; it is consistent with the Comprehensive Plan, and it has compatibility with proximate uses.</p>		
<p>Recommended Action: THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDED BY A VOTE OF 6 TO 0 FOR CITY COUNCIL TO DETERMINE THE PROPOSED REZONING OF OAK TRAILS ALF (APPLICATION NO. 5153) IS CONSISTENT WITH THE COMPREHENSIVE PLAN AND REZONE 9.81+/- ACRES FROM SUBURBAN ESTATE (EST-1) TO PUBLIC/SEMIPUBLIC (PSP) ZONING DISTRICT</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department Division	FINANCIAL SERVICES	Amount Account #	
Subject	RESOLUTION 2022-XX APPROVING INDEMNITY AGREEMENT FOR THE NEWLY APPOINTED FIRE CHIEF AND CITY MANAGER		
Presenter : Helena Alves, Director of Financial Services			
<p>Background : The City's existing 401a Retirement Plan and 457 Deferred Compensation Plan require the appointment of plan administrators. On or about April 1, 2000, the City established a retirement plan fiduciary committee in order to be responsible for various administrative functions with respect to the retirement plans for the benefit of the employees of the City, and act as plan administrators.</p> <p>As authorized under Resolution 2012-98, in recognition of the committee members' various administrative functions and fiduciary responsibilities, without additional compensation, the City has agreed to indemnify the committee members. The indemnification is in respect to any and all claims, losses, damages and expenses which may be incurred as a result of, or arising out of, the performance of the members' duties as part of this committee.</p> <p>Pursuant to Plan Resolution, as of August 21, 2020, the positions that serve in this capacity are the City Manager, Financial Services Director, Human Resources Director, Public Works Director, and the Fire Chief.</p> <p>Resolution 2021-122 approved the indemnity agreement between each member of the City of Palm Coast Retirement Plan Fiduciary Committee. As the current Fire Chief has announced his retirement from the City of Palm Coast, the newly appointed Fire Chief should be indemnified in this role as a member of the City of Palm Cost Plan Fiduciary Committee.</p> <p>As the City Manager is no longer an interim position, a new agreement should be executed removing that designation from the title.</p>			
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING INDEMNITY AGREEMENT FOR THE NEWLY APPOINTED FIRE CHIEF AND CITY MANAGER</p>			

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,409,628.00
Division		Account	21066015-063000- multiple project numbers
Subject	RESOLUTION 2022-XX APPROVING A GRANT AGREEMENT WITH FIND, A WORK ORDER WITH CPH ENGINEERS, A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., FOR CONSTRUCTION OF WATERFRONT PARK PHASE I, PART A, B & C AND APPROVAL OF A PROJECT CONTINGENCY		
Presenter: Carl Cote, Director of Stormwater & Engineering			
<p>Background: This item is for standard operations. In 2008, the City provided affordable and enjoyable options for cultural, educational, recreational, and leisure-time opportunities with the construction of Waterfront Park. This park serves as connector to other public park attractions. An original Master Plan of Waterfront Park noted a dual designation as a waterfront amenity/park while also recognizing it as a trailhead. The "Plan" highlighted numerous amenities, many of which exist today.</p> <p>Already constructed as of today and in use are:</p> <ul style="list-style-type: none"> • Parking lot • Picnic Pavilions (three along the waterfront) • Playground • Fishing Pier • Restroom facilities • Utilities and other essential infrastructure • Shoreline stabilization along the Intracoastal Waterway Trail (FIND Property) and along Waterfront Park <p>Not constructed:</p> <ul style="list-style-type: none"> • Boat docking and launching capabilities <p>On April 19, 2005, City Council gave approval to submit a grant application to Florida Inland Navigation District (FIND) for design and permitting funding for a double boat launch facility with an access channel to the Intracoastal Waterway, and included associated paved trailer parking, docks, shoreline stabilization, and a fishing pier at Waterfront Park. The City of Palm Coast was awarded the grant with an estimated total cost of \$414,026.00. On April 25, 2006, City Council entered into the grant agreement (FL-PC-05-12) for the amount \$130,810.00 match for a total project cost of \$261,620.00 after the original cost estimate was revisited.</p> <p>On February 19, 2008, City Council gave approval to submit a grant application to FIND for Construction of Phase I with an estimated cost of \$360,000.00. On November 4, 2008, City Council entered into the grant agreement (FL-PC-08-14) for the amount \$296,750.00 match for</p>			

a total project cost of \$593,500.00 after the original cost estimate was revisited. On April 7, 2020, City Council gave approval to submit a grant application to further enhance the recreational uses within the park and contiguous waterways. The proposed enhancements include a non-motorized boat access through a floating pier structure, shoreline stabilization, and dredging activities. The improvements are associated with a larger conceptual plan to expand parking and traffic circulation within the site. Ample right-of-way, stabilized grass parking along the north side of Waterfront Park Road will support any vehicles with trailers. The project will enhance park users' experiences by highlighting connections to other regional attractions via water-based activities.

City staff obtained a FIND grant for multi-year funding for this project. FIND allows multi-year approved projects to submit up to 3 requests. The City has identified the multi-year components described below, and shown on the attached graphic as Phase I, Part A, Part B, and Part C.

- Part A – Sitework, Boat Launch, & Dock Access
- Part B – Dredging & Shoreline Modification
- Part C – Coquina Revetment & Floating Dock

In the future, the City intends to submit a new project grant application to construct a parking lot to serve the new water access. The estimated total construction cost for Phase I is \$1,100,000.00 of which \$533,000.00 will be requested through FIND as part of their grant program.

On October 20, 2020, City Council entered into a grant agreement (FL-PC-20-31) for a not-to-exceed amount of \$146,000.00 for Phase I, Part A of the project.

On November 16, 2021, City Council entered into a grant agreement (FL-PC-31-32) for a not-to-exceed amount of \$211,250.00 for Phase 1, Part B of the project.

On March 15, 2022, City Council approved the submittal of a FIND waterways assistance grant program application for the construction of Waterfront Park Phase A, Part 3 of the project.

On August 17, 2022, City Staff advertised this project (ITB-SWE-22-66) and received two (2) bids.

This item is to approve execution of Phase A, Part 3 grant agreement (FL-PC-22-33), approve the award of construction contract to the low bidder Saboungi Construction, Inc., of Ormond Beach, FL for \$1,252,450.00, approve a Work Order in the amount of \$29,030.00 with CPH Engineers for construction phase engineering services, as well as approval of a 10% project contingency of \$128,148.00, for a total of \$1,409,628.00.

This project is in the 5-year Capital Improvement Plan and is budgeted in FY23 and through a multi-year FIND agreements.

SOURCE OF FUNDS WORKSHEET FY 2023

Waterfront Park, Phase I, Part A 21066015-063000-66001	\$ 146,000.00
Total Expended/Encumbered to Date.....	\$ 0.00
Pending Work Orders/Contracts.....	\$ 0.00
Current (WO/Contract).....	\$ 146,000.00
Balance	\$ 0.00

SOURCE OF FUNDS WORKSHEET FY 2023

Waterfront Park, Phase I, Part A 21066015-063000-66001	\$ 331,154.21
Total Expended/Encumbered to Date.....	\$ 0.00
Pending Work Orders/Contracts.....	\$ 0.00
Current (WO/Contract).....	\$ 277,950.00
Current (WO/ CEI)	\$ 9,826.55
Current (Contingency)	\$ 43,377.66
Balance	\$ 0.00

SOURCE OF FUNDS WORKSHEET FY 2023

Waterfront Park, Phase I, Part B 21066015-063000-66020	\$ 211,250.00
Total Expended/Encumbered to Date.....	\$ 0.00
Pending Work Orders/Contracts.....	\$ 0.00
Current (WO/Contract).....	\$ 211,250.00
Balance	\$ 0.00

SOURCE OF FUNDS WORKSHEET FY 2023

Waterfront Park, Phase I, Part B 21066015-063000-66020	\$ 473,839.68
Total Expended/Encumbered to Date.....	\$ 0.00
Pending Work Orders/Contracts.....	\$ 0.00
Current (WO/Contract).....	\$ 397,450.00
Current (WO/ CEI)	\$ 14,108.80
Current (Contingency)	\$ 62,280.88
Balance	\$ 0.00

SOURCE OF FUNDS WORKSHEET FY 2023

Waterfront Park, Phase I, Part C 21066015-063000-66021	\$ 175,750.00
Total Expended/Encumbered to Date.....	\$ 0.00
Pending Work Orders/Contracts.....	\$ 0.00
Current (WO/Contract).....	\$ 109,900.00
Balance	\$ 65,850.00

SOURCE OF FUNDS WORKSHEET FY 2023

Waterfront Park, Phase I, Part C 21066015-063000-66021	\$ 137,484.11
Total Expended/Encumbered to Date.....	\$ 0.00
Pending Work Orders/Contracts.....	\$ 0.00
Current (WO/Contract).....	\$ 109,900.00
Current (WO/ CEI)	\$ 5,094.65
Current (Contingency)	\$ 22,489.46
Balance	\$ 0.00

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING A GRANT AGREEMENT WITH FIND, A WORK ORDER WITH CPH ENGINEERS, A CONTRACT WITH SABOUNGI CONSTRUCTION, INC., FOR CONSTRUCTION OF WATERFRONT PARK PHASE I, PART A, B & C AND APPROVAL OF A PROJECT CONTINGENCY

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject	RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY LAW ENFORCEMENT IMPACT FEE	
Presenter: Jason DeLorenzo, Chief of Staff		
<p>Background: <u>UPDATE FROM THE OCTOBER 11, 2022 WORKSHOP</u> This item was heard by City Council at their October 11, 2022 Workshop. There were no changes suggested to this item.</p> <p><u>ORIGINAL BACKGROUND FROM THE OCTOBER 11, 2022 WORKSHOP</u> On December 6, 2021, Flagler County adopted Ordinance 2021-09, known as the Comprehensive Impact Fee Ordinance. The ordinance includes the adoption of an impact fee to fund the capital costs related to the provision of law enforcement services.</p> <p>The County, through funding to the Flagler County Sheriff, has a responsibility to provide law enforcement services within both the unincorporated and incorporated areas of the County. Additional capital facilities and equipment provided by the County that are used for calls for service for the prevention of criminal violations and the apprehension of criminals are necessary to maintain the standard of service currently provided.</p> <p>The ordinance concludes that future growth should contribute its fair share to the cost of improvements and additions to the law enforcement system that are required to accommodate the impact generated by such growth.</p> <p>The ordinance requests that each municipality consider an interlocal agreement for the purpose of collecting such fees: “The Law Enforcement Impact Fees shall be imposed in all unincorporated areas of the County and within all municipalities that consent to the imposition of the law enforcement impact fees within their municipal boundaries”.</p> <p>The adopted impact fee for a single-family home is \$218 per dwelling unit. A complete schedule of fees is included in Section 17-62 of the ordinance.</p>		
<p>Recommended Action: ADOPT RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY LAW ENFORCEMENT IMPACT FEE</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject	RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE EMERGENCY MEDICAL SERVICES IMPACT FEE	
Presenter: Jason DeLorenzo, Chief of Staff		
<p>Background: <u>UPDATE FROM THE OCTOBER 11, 2022 WORKSHOP</u> The Mayor heard from the Mayor at the October 11, 2022 Workshop. There were no changes suggested to the item.</p> <p><u>ORIGINAL BACKGROUND FROM THE OCTOBER 11, 2022 WORKSHOP</u> On December 6, 2021, Flagler County adopted Ordinance 2021-09, known as the County Emergency Medical Services Impact Fee Ordinance. The ordinance includes the adoption of an impact fee to fund the capital costs related to the addition to the Emergency Medical Services.</p> <p>Development needed by the growth contained in the Flagler County Comprehensive Plan and the Emergency Medical Services Impact Fee Study requires provisions and additions to the Emergency Medical Services Sites to accommodate the new development generated by the growth and to sustain the standards of service provided by the Emergency Medical Services Sites.</p> <p>Future growth would contribute its fair share to the cost of provisions and additions to the system enforced by the sites that are required to accommodate the impact generated by the growth.</p> <p>The ordinance requires that each participating jurisdiction enter an interlocal agreement for the purpose of collecting the fee: "The Emergency Medical Services Impact Fee is hereby imposed in all unincorporated areas of the County and within all participating jurisdictions that consent to the imposition of the system enforced impact fee within the participating jurisdiction".</p> <p>The adopted impact fee for a single-family house is \$62 per dwelling unit. A complete schedule of fees is included in Section 17-82 of the ordinance.</p>		
<p>Recommended Action: ADOPT RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY EMERGENCY MEDICAL SERVICES IMPACT FEE</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject	RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY LIBRARY IMPACT FEE	
Presenter: Jason DeLorenzo, Chief of Staff		
<p>Background: <u>UPDATE FROM THE OCTOBER 11, 2022 WORKSHOP</u> This item was heard by City Council at their October 11, 2022 Workshop. There were no changes suggested to this item.</p> <p><u>ORIGINAL BACKGROUND FROM THE OCTOBER 11, 2022 WORKSHOP</u> On December 6, 2021, Flagler County adopted Ordinance 2021-09, known as the Comprehensive Impact Fee Ordinance. The ordinance includes the adoption of an impact fee to fund the capital costs related to the additions to the Library Service.</p> <p>Development necessitated by the growth contemplated in the Flagler County Comprehensive Plan and the Library Impact Fee Study will require improvements and additions to the Library System to accommodate the new development generated by such growth and to maintain the standards of service provided by the Library System.</p> <p>Future growth should contribute its fair share to the cost of improvements and additions to the law enforcement system that are required to accommodate the impact generated by such growth.</p> <p>The ordinance requests that each municipality consider an interlocal agreement for the purpose of collecting such fees: "The Flagler County Library Impact Fees shall be imposed in all unincorporated areas of the County and within all municipalities that consent to the imposition of the law enforcement impact fees within their municipal boundaries".</p> <p>The adopted impact fee for a single-family home is \$268 per dwelling unit. A complete schedule of fees is included in Section 17-92 of the ordinance.</p>		
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING AN INTERLOCAL AGREEMENT FOR THE COLLECTION OF THE FLAGLER COUNTY LIBRARY IMPACT FEE</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

<p>Department CITY ADMINISTRATION Division</p>	<p>Amount \$113,870 Account # 10012103-049000</p>
<p>Subject RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH SPORTS FACILITIES COMPANIES FOR THE SPORTS COMPLEX FEASABILITY STUDY</p>	
<p>Presenter : Lauren Johnston, Assistant City Manager</p>	
<p>Background : <u>UPDATE FROM THE OCTOBER 11, 2022 WORKSHOP</u> This item was heard by City Council at their October 11, 2022 Workshop. There were no changes suggested to this item.</p> <p><u>ORIGINAL BACKGROUND FROM THE OCTOBER 11, 2022 WORKSHOP</u> Through the Strategic Action Plan, City Council identified a priority for the westward expansion.</p> <p>A5. The westward expansion is guided by master planning for smart, managed, growth. Economic development is driven by Town Center regional destination initiatives. Economic growth and community marketing are supported by competitive youth sport activity centers catering to young athletes, families, and fans from regional and distant locations.</p> <p>The Sports Complex feasibility study will determine the market demand and feasibility of developing a sports complex. The City suspects there may be a growing need for high quality venues to host regional, state-wide and even national sporting events and at the same time providing excellent facilities for resident use. The City presently has facilities that accomplish some of these same purposes and wishes to understand the impacts of a new complex on enhanced opportunities to produce economic development through visitor spending.</p> <p>In accordance with the City's Purchasing Policy, City staff advertised for a request for qualifications. The City received seven (7) responses. The evaluation team ranked the qualifications and selected Sports Facilities Companies to conduct the study.</p> <p>The agreement amount for these services is \$113,870.</p>	
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH SPORTS FACILITIES COMPANIES FOR THE SPORTS COMPLEX FEASABILITY STUDY</p>	

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	PARKS AND RECREATION	Amount
Division	PARK & RECREATION	Account
		#
Subject	RESOLUTION 2022-XX APPROVING THE CULTURAL ARTS GRANTS FOR THE FISCAL YEAR 2022-2023	
Presenter: James Hirst, Director of Parks & Recreation and Katelyn Anderson, Parks & Recreation Senior Staff Assistant		
<p>Background: <u>UPDATE FROM THE OCTOBER 11, 2022 WORKSHOP</u> This item was heard by City Council at their October 11, 2022 Workshop. There were no changes suggested to this item.</p> <p><u>ORIGINAL BACKGROUND FROM THE OCTOBER 11, 2022 WORKSHOP</u> The City of Palm Coast has sponsored the annual Cultural Arts Financial Assistance Matching Grant program since 2002.</p> <p>The Cultural Arts organizations highlighted in our PowerPoint presentation have expressed a desire to receive grant monies from the City of Palm Coast for programs and/or events held within the City. The City of Palm Coast has supported many local organizations over the past twenty-one years by awarding Cultural Arts Grants to eligible applicants.</p> <p>Thirteen applications were accepted for review for Fiscal Year 2022-2023. This year, our team of City employees met on September 16, 2022, in a public meeting with the applicants. The committee reviewed the thirteen applications to make sure they met the qualifications of the rubric and received a passing score. Attached is the recommendation for Council consideration.</p> <p>The applications are available in the City Clerk's office.</p>		
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING THE CULTURAL ARTS GRANTS FOR A TOTAL OF \$39,000.00 FOR THE FISCAL YEAR 2022-2023</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department UTILITY	Amount \$ 1,377,545.43
Division	Account # Several
Subject RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FEDERAL SUPPLY SERVICE CONTRACT WITH CORE ENGINEERED SOLUTIONS, INC., FOR THE FUEL TANK REPLACEMENT PROJECT	
Presenter: Peter Roussel, Utility Deputy Director	
<p>Background: This item is for standard operations.</p> <p>This agenda item was originally presented to Council on March 1, 2022 and was approved under Resolution 2022-26. However, due to changes in scope and cost, the project was delayed. Utility Staff later revised the scope, reviewed previously submitted proposals, and decided to resubmit this project to Council for approval.</p> <p>On average, underground fuel tanks should be replaced every 25 years. The City of Palm Coast currently has three underground diesel fuel storage tanks that provide fuel for our generators. The fuel tanks have been inspected against this metric and have reached the point where replacement is the most prudent course of action. The Utility Department is seeking to replace the underground fuel storage tanks with state-of-the-art above-ground systems that use inventory monitoring with leak detection capabilities at Water Treatment Plants #1 and #2, and Wastewater Treatment Plant #1.</p> <p>City staff is recommending piggybacking the General Services Administration (GSA) Federal Supply Service contract #GA07F-011GA with Core Engineered Solutions, Inc., for the fuel tank replacement project. Piggybacking an existing competitively bid contract has many advantages as City Staff can immediately leverage the contract pricing without conducting a lengthy formal bid. City Staff can save a significant amount of time while leveraging the best value for the City.</p> <p>The Fiscal Year 2023 Budget includes available funding appropriated by City Council for the fuel tank replacements. The total cost of this project is \$1,377,545.43 plus a 10% contingency of \$125,231.40 for a total allocation of \$1,377,545.43.</p>	
SOURCE OF FUNDS WORKSHEET FY 2023	
Utility Capital Projects-General Plant WTP#1 54029086 063000 84002.....	\$950,000.00
Total Expended/Encumbered to Date.....	0.00
Current (WO/Contract).....	441,437.18
Balance.....	\$508,562.82
SOURCE OF FUNDS WORKSHEET FY 2023	
Utility Capital Projects-General Plant WTP#2 54029087 063000 84003.....	\$3,600,000.00
Total Expended/Encumbered to Date.....	0.00
Current (WO/Contract).....	528,790.35
Balance.....	\$3,071,209.65

SOURCE OF FUNDS WORKSHEET FY 2023

Utility Capital Projects - WWTP #1 Expansion 54029082 063000 82002.....	\$9,950,000.00
Total Expended/Encumbered to Date.....	0.00
Pending Work Orders/Contract.....	0.00
Current (WO/Contract).....	\$407,317.90
Balance.....	\$9,542,682.10

Recommended Action :

RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FEDERAL SUPPLY SERVICE CONTRACT WITH CORE ENGINEERED SOLUTIONS, INC., FOR THE FUEL TANK REPLACEMENT PROJECT

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$299,736.00
Division		Account	#54029082-063000-82003
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE OLD KINGS ROAD FORCE MAIN PROJECT		
Presenter : Alex Blake, PE, Utility Engineer			
Background :			
This item is for standard operations.			
<p>Existing sanitary sewer force mains along Old Kings Rd (OKR) serve to provide flows from several master sewer pump stations. A section of the OKR corridor from Utility Drive to approximately two (2) miles south, have had additional force mains added over the past thirty (30) years to accommodate increased flow demand from development. Currently, the need to increase flow capacity through the corridor exists to reduce or eliminate tank trucking from the master pump stations during high demand days. Recently, McKim & Creed, the City's existing consultant, completed a feasibility study and force main sizing needs analysis. The feasibility study and analysis was for upsizing force main capacity along that section of OKR and to the receiving Wastewater Treatment Facility No.1 at the end of Utility Drive. The study indicated that a 24-inch diameter force main is needed, approximately 1.5 miles total, of which approximately 1.1 miles of the force main will be along OKR. The proposed force main will allow the elimination of the existing smaller diameter force mains and provide enough flow capacity for buildout demand. The specific design location of the proposed force main will be coordinated with future OKR widening plans.</p> <p>Under the existing contract (RFSQ-CD-19-12) with McKim & Creed, staff negotiated a scope and fee, in a not-to-exceed amount of \$299,736.00, for design and construction engineering services for the Old Kings Road Force Main project. City staff has determined that the cost for the engineering services is reasonable, fair, and consistent with these types of services for a project of this size and scope.</p> <p>Funds for this project are budgeted out of the Utility Capital Improvement Fund and are included in the 5-Year Capital Improvement Plan.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
	WWCOLL IMPRVEMNTS FORCE MAINS 54029082-063000-82003		\$ 4,450,000.00
	Total Expended/Encumbered to Date.....	\$	0.00
	Pending Work Orders/Contracts.....	\$	0.00
	Current (WO/Contract).	\$	<u>299,736.00</u>
	Balance	\$	4,150,264.00

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR ENGINEERING DESIGN AND CONSTRUCTION SERVICES FOR THE OLD KINGS ROAD FORCE MAIN PROJECT

City of Palm Coast, Florida Agenda Item

Agenda Date: October 18, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$178,283.08
Division		Account	#54205511-034000-99019
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH AQUATIC MANAGEMENT PLUS, LLC, FOR WEED CONTROL OF THE FRESHWATER STORMWATER DRAINAGE SYSTEM		
Presenter: Don Schrager, Stormwater & Engineering Deputy Director			
<p>Background : This item is for standard operations.</p> <p>Currently, the City has a master services contract with Aquatic Management Plus, LLC to conduct freshwater canal spraying to control aquatic weed growth. Aquatic Management Plus, LLC, has held multiple contracts with the City of Palm Coast over the past 12 years. Aquatic Management Plus, LLC will only spray state-approved herbicides, using multiple pieces of equipment to access all ditch areas.</p> <p>City staff requested additional ditch spraying services from Aquatic Management Plus, LLC. This additional scope of work includes an initial and secondary treatment of all ditches within City easements and rights-of-way.</p> <p>Under the existing contract (RFP-CD-18-60), staff negotiated a scope and fee not-to-exceed \$178,283.08 for the ditch weed control. City staff has determined that the cost for these services is reasonable, fair, and consistent with these types of services. Funds for this project have been budgeted out of the FY 2023 Stormwater Maintenance budget.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
	SW Maintenance–Weed control 54205511-034000-99019	\$	641,600.00
	Total Expended/Encumbered to Date.....	\$	0.00
	Pending Work Orders/Contracts.....	\$	0.00
	Current (WO/Contract).....	\$	<u>178,283.08</u>
	Balance	\$	463,316.92
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A WORK ORDER WITH AQUATIC MANAGEMENT PLUS, LLC, FOR WEED CONTROL OF THE FRESHWATER STORMWATER DRAINAGE SYSTEM</p>			

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	WATER AND WASTEWATER UTILITY	Amount	As Needed
Division		Account #	Utility Contingency Fund
Subject	RESOLUTION 2022-XX APPROVING MASTER SERVICE AGREEMENTS WITH FLAGLER SEPTIC SYSTEMS, ALL DAYTONA SEPTIC TANK SERVICE, INC., AND BROWNIES SEPTIC & PLUMBING, FOR WASTEWATER EMERGENCY TANK TRUCKING SERVICES		
Presenter : Danny Ashburn, Utility Systems Manager			
Background :			
This item is for standard operations.			
<p>During times of extreme wet weather or abnormal events such as tropical storms, hurricanes, or tornadoes, it may become necessary for the City to supplement the City tank truck fleet with outside contractors. These contractors are needed to assist the Wastewater Collection System with pumping excess inflow/infiltration ground and surface water to reduce the possibility of sanitary sewer overflows in the wastewater collection and pumping system.</p> <p>City staff advertised ITB-UT-22-68 emergency tank trucking of wastewater collection system on an as needed basis in accordance with the City's Purchasing Policy. The City received three bids which were responsive and responsible. The Notice of Intent to Award and Project Bid Overview are attached to this agenda item.</p> <p>Staff recommends City Council approve master service agreements with Flagler Septic Systems, All Daytona Septic Tank Service, Inc., and Brownies Septic & Plumbing. The services will be utilized as needed, and as most advantageous to the City.</p> <p>This contract will be used for the emergency tank trucking of the wastewater collection system on an as-needed basis during Fiscal Year 2023 utilizing utility contingency funding.</p>			
Recommended Action :			
ADOPT RESOLUTION 2022-XX APPROVING MASTER SERVICE AGREEMENTS WITH FLAGLER SEPTIC SYSTEMS, ALL DAYTONA SEPTIC TANK SERVICE, INC., AND BROWNIES SEPTIC & PLUMBING, FOR WASTEWATER EMERGENCY TANK TRUCKING SERVICES			

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	WATER AND WASTEWATER UTILITY	Amount	\$ 205,000.00
Division		Account	# 54019083 052030 # 54019084 052030
Subject	RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH POLYDYNE, INC., FOR THE PURCHASE OF LIQUID POLYMER		
Presenter : Danny Ashburn, Utility Systems Manager			
Background : This item is for standard operations.			
<p>The City's Wastewater Treatment Division utilizes liquid polymer in the dewatering of waste sludge from the process before being disposed. Both dewatering processes utilize a positive charged polymer as a flocculant for dewatering. This process is necessary to maintain the balance between the treatment process and the wasting process.</p> <p>City staff advertised and solicited bids in ITB-UT-22-75 for Wastewater Residuals Management Services in accordance with the City's Purchasing Policy. One (1) bid was received. City staff recommends entering into an agreement with the sole bidder, Polydyne Inc., at \$1.82 per pound. The estimated annual cost for both treatment plants is \$205,000.00.</p> <p>City staff will schedule the services on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2023 Budget includes funding within the Utility Fund to pay for these services. Staff estimates the City will expend approximately \$205,000.00 annually under this contract.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
UTILITYFND WWTP 1 CHEMICALS 54019083 052030.....		\$	324,000.00
Total Expended/Encumbered to Date.....			0.00
Current (WO/Contract).....			165,000.00
Balance			159,000.00
UTILITYFND WWTP 2 CHEMICALS 54019084 052030.....		\$	570,050.00
Total Expended/Encumbered to Date.....			0.00
Current (WO/Contract).....			40,000.00
Balance			530,050.00
Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A MASTER PRICE AGREEMENT WITH POLYDYNE, INC., FOR THE PURCHASE OF LIQUID POLYMER			

City of Palm Coast, Florida Agenda Item

Agenda Date : October 18, 2022

Department	FINANCIAL SERVICES	Amount
Division	FINANCE	Account
		#
Subject	REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR SEPTEMBER 2022	
Presenter :	Denise Bevan, City Manager	
Background :	Attached is a list of all emergency and sole source purchases for the month of September 2022, 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	