



City of Palm Coast
Agenda
COUNCIL BUSINESS
MEETING IMMEDIATELY
FOLLOWING THE
WORKSHOP

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

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

Tuesday, December 13, 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. portions of the agenda at the times indicated by the Chair during the meeting.

E. MINUTES

1. MINUTES OF THE CITY COUNCIL DECEMBER 6, 2022 BUSINESS MEETING

F. RESOLUTIONS

- 2. RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH BERRYDUNN FOR THE DEVELOPMENT OF A COMPREHENSIVE PARKS & RECREATION MASTER PLAN**
- 3. RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH LOOPERS AT PALM HARBOR GOLF CLUB, LLC, FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE**

G. CONSENT

- 4. RESOLUTION 2022-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2021 (FY 2021/22) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**
- 5. RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE NEW SLUDGE THICKENER AT WATER TREATMENT PLANT NO. 2**

6. RESOLUTION 2022-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE DESIGN, PERMITTING, DRILLING, CONSTRUCTION, AND TESTING OF THREE PUBLIC WATER SUPPLY WELLS FOR WATER TREATMENT PLANT 1

H. PUBLIC PARTICIPATION

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

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

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

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

7. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR NOVEMBER 2022

L. ADJOURNMENT

8. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date : December 13, 2022

Department CITY ADMINISTRATION	Amount
Division	Account
	#
Subject MINUTES OF THE CITY COUNCIL DECEMBER 6, 2022 BUSINESS MEETING	
Presenter :	
Background :	
Recommended Action : APPROVE MINUTES OF THE CITY COUNCIL DECEMBER 6, 2022 BUSINESS MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: December 13, 2022

Department	PARKS & RECREATION	Amount	\$100,000
Division		Account #	21066015 - 034000
Subject	RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH BERRYDUNN FOR THE DEVELOPMENT OF A COMPREHENSIVE PARKS & RECREATION MASTER PLAN		
Presenter : Brittany McDermott, Deputy Director of Parks & Recreation			
<p>Background : UPDATE FROM THE OCTOBER 13, 2022 WORKSHOP City Council heard this item at the October 13, 2022 workshop.</p> <p>ORIGINAL BACKGROUND FROM THE OCTOBER 13, 2022 WORKSHOP CITY COUNCIL PRIORITY: C2. Identify local recreation demands (i.e. aquatics, fields, senior services, etc.) to balance the need of regional activity centers</p> <p>As adopted in City Council 2023 Strategic Action Plan, C2 priority, staff began to prioritize recreation projects as part of the Parks & Recreation Capital Improvement Plan.</p> <p>The Comprehensive Parks & Recreation Master Plan will make project recommendations and develop a financially feasible 5-year Capital Improvements Schedule to meet the defined needs of the community. This will be accomplished over several phases including an inventory of all recreation facilities, a needs assessment, and a visioning workshop. The City of Palm Coast is working closely with Flagler County on this initiative and has established an Interlocal Agreement identifying a cost share.</p> <p>In accordance with the City's Purchasing Policy, City staff advertised a Request for Statement of Qualifications: RFSQ-PR-22-87 - Parks and Rec Master Plan For COPC & Flagler County. The City received two (2) responses. The evaluation team ranked the qualifications and selected BerryDunn to conduct the study. The cost of the study is \$100,000.</p>			
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH BERRYDUNN FOR THE DEVELOPMENT OF A COMPREHENSIVE PARKS & RECREATION MASTER PLAN</p>			

City of Palm Coast, Florida Agenda Item

Agenda Date : December 13, 2022

Department Division	PARKS AND RECREATION	Amount Account #	
Subject	RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH LOOPERS AT PALM HARBOR GOLF CLUB, LLC, FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE		
Presenter : Jason DeLorenzo, Chief of Staff and James Hirst, Parks N Recreation Director			
<p>Background : UPDATE FROM THE OCTOBER 13, 2022 WORKSHOP This item was heard by City Council at their October 13, 2022 Workshop.</p> <p>ORIGINAL BACKGROUND FROM THE OCTOBER 13, 2022 WORKSHOP In September, the City issued RFP-PR-22-74 for a Concession Lease Agreement for the Palm Harbor Golf Course. The RFP included the final draft agreement previously discussed with City Council. We received two proposals considered complete, and individuals from a staff team independently evaluated and scored each proposal on certain criteria. The unanimous choice was Loopers. The Loopers RFP is attached for your review.</p> <p>Per the RFP, Loopers is a new concept by experienced restaurateur Jamie Bourdeau. Since 2014, Mr. Bourdeau has successfully operated Beach Front Grille in Flagler Beach. Prior to Beach Front Grille, Mr. Bourdeau operated Old Fibbers Restaurant and Tavern in Millford, Connecticut.</p> <p>This Concession Lease Agreement is for 5 years with three (3) 5-year extensions available. The rent starts at \$17,982 annually, equivalent to \$9.00 per square foot, and increases 3% annually.</p> <p>Electric, propane, phone, and internet are the sole responsibility of the tenant. Water and sewer utilities are split 50/50 between the tenant and the city.</p>			
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH LOOPERS AT PALM HARBOR GOLF CLUB, LLC, FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE</p>			

City of Palm Coast, Florida Agenda Item

Agenda Date : December 13, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division		Account #
Subject	RESOLUTION 2022-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2021 (FY 2021/22) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)	
Presenter : Jose Papa, AICP, Senior Planner		
<p>Background : UPDATE FROM THE DECEMBER 13, 2022 WORKSHOP This item was heard by City Council at their December 13, 2022 Workshop.</p> <p>ORIGINAL BACKGROUND FROM THE DECEMBER 13, 2022 WORKSHOP 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).</p> <p>The CAPER describes the activities and accomplishments during the recently completed program year (October 1, 2021 to September 30, 2022), using CDBG funds. This document provides information on expenditures of the CDBG funds received by the City through HUD.</p> <p>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.</p> <p>During the reporting period, the City used \$676,460 from the regular CDBG allocation to accomplish the following:</p> <ul style="list-style-type: none"> • Completed rehabilitation of 20 single-family homes - \$571,535 • Assisted one household with down-payment assistance - \$10,000 • Provided recreational activities scholarships to 62 low – moderate income students - \$13,845 (total - \$24,765) • Program Administration (including Housing Activity Admin) - \$81,079 <p>The Citizens Advisory Task Force met on December 7, 2022 and recommended City Council approve the CAPER for 2021-2022.</p>		
<p>Recommended Action: THE CITIZENS ADVISORY TASK FORCE RECOMMENDS THAT CITY COUNCIL APPROVE RESOLUTION 2022-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2021 (FY 2021/22) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: December 13, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$261,994.00
Division	ENGINEERING	Account	54029087-063000-84003
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE NEW SLUDGE THICKENER AT WATER TREATMENT PLANT NO. 2		
Presenter: Alex Blake, PE, Utility Engineer III			
Background:			
<p>The City's Water Treatment Plant No. 2 utilizes a mechanized lime sludge thickening basin, which is critical to the zero liquid discharge process that was implemented at the plant in 2015. A second sludge thickening basin is proposed for handling additional flows and to provide redundancy and the ability to perform maintenance on each basin without interruption to the water treatment process. Also, included with the project is the upgrading of mechanical equipment within the existing basin after the new sludge thickening basin is constructed and placed into service. This project is a scheduled Capital Improvement Plan utility project for the approved fiscal year 2023 budget.</p> <p>Under the existing contract (RFQ-CD-19-12), City staff negotiated a scope and fee not-to-exceed of \$261,994.00 with McKim & Creed, Inc., to provide design and construction engineering services for the new sludge thickener at WTP No. 2. City staff has concluded the cost for the services are reasonable and fair, and consistent with these types of services for a project of this size and scope.</p> <p>This project is in the utility 5-Year Capital Improvement Plan, and the construction is budgeted for the Fiscal Year 2023.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
WTR QUALITY/WELLS & WELLFIELDS 54029087-063000-84003			\$ 3,600,000.00
Total Expended/Encumbered to Date.....		\$	520,540.35
Pending Work Orders/Contracts.....		\$	0
Current (WO/Contract).....		\$	261,994.00
Balance.....		\$	2,817,465.65
Recommended Action :			
RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR THE DESIGN AND CONSTRUCTION ENGINEERING FOR THE NEW SLUDGE THICKENER AT WATER TREATMENT PLANT NO. 2.			

City of Palm Coast, Florida Agenda Item

Agenda Date: December 13, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$735,000.00
Division	ENGINEERING	Account	54029088-063000-81019
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE DESIGN, PERMITTING, DRILLING, CONSTRUCTION, AND TESTING OF THREE PUBLIC WATER SUPPLY WELLS FOR WATER TREATMENT PLANT 1		
Presenter: Alex Blake, PE, Utility Engineer III			
Background :			
<p>Additional raw water production wells are needed for Water Treatment Plant 1 (WTP1), to both offset production loss of older wells and to supplement the raw water supply to meet increasing demand due to development. Two existing undeveloped well sites just north of WTP1, which are located off Breeze Hill Lane (SW-2 and SW-3) and one located on the plant site (SW-1R), were investigated by the City's continuing service hydrogeologist and have been determined to be good locations for the development of raw water production wells.</p> <p>City staff recommends retaining CCI, Inc., a continuing services engineering consultant for the City, to provide hydrogeological engineering services for the design, permitting, drilling, construction, and testing of three public water supply wells project. Under the existing contract with CCI, Inc. (RFQ-CD-19-12), staff negotiated a scope and fee not-to-exceed of \$735,000.00.</p> <p>This project is in the Utility 5-Year Capital Improvement Plan, and the construction is budgeted for Fiscal Year 2023.</p>			
SOURCE OF FUNDS WORKSHEET FY 2023			
Wells & Wellfields 54029088-063000-81019			\$ 2,600,000.00
Total Expended/Encumbered to Date.....			\$ 336,778.75
Pending Work Orders/Contracts.....			\$ 0
Current (WO/Contract).....			<u>\$ 735,000.00</u>
Balance			\$ 1,528,221.25
Recommended Action :			
RESOLUTION 2022-XX APPROVING A WORK ORDER WITH CONNECT CONSULTING, INC., FOR THE DESIGN, PERMITTING, CONSTRUCTION, AND TESTING OF THREE PUBLIC WATER SUPPLY WELLS FOR WATER TREATMENT PLANT 1			

City of Palm Coast, Florida Agenda Item

Agenda Date : December 13, 2022

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