



City of Palm Coast Agenda COUNCIL 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 on any matter, including those on this Workshop agenda. Following any comments from the public, there may be discussion by the City Council. Citizens' comments in this Workshop are limited to the times noted on the

agenda.

(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 PRESENTATIONS

1 RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH BERRYDUNN FOR THE DEVELOPMENT OF A COMPREHENSIVE PARKS & RECREATION MASTER PLAN

2 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

3 RESOLUTION 2022-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2021 (FY 2021/22) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

F PUBLIC PARTICIPATION

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

G DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

H DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

J ADJOURNMENT

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			
Background :			
CITY COUNCIL PRIORITY:			
C2. Identify local recreation demands (i.e. aquatics, fields, senior services, etc.) to balance the need of regional activity centers			
As adopted by City Council, the 2023 Strategic Action Plan, C2 priority, staff began to prioritize recreation projects as part of the Parks & Recreation Capital Improvement Plan.			
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 approved by City Council, which identified a cost share for City and County.			
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 share of the study is \$100,000 for the City of Palm Coast and \$100,000 for Flagler County.			
Recommended Action :			
ADOPT RESOLUTION 2022-XX APPROVING A MASTER SERVICES AGREEMENT WITH BERRYDUNN FOR THE DEVELOPMENT OF A COMPREHENSIVE PARKS & RECREATION MASTER PLAN			

City of Palm Coast, Florida Agenda Item

Agenda Date : December 13, 2022

Department	PARKS AND RECREATION	Amount	
Division		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		
Background :	<p>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>		
Recommended Action :	<p>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 CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2021 TO SEPTEMBER 30, 2022	
Presenter : Jose Papa, AICP, Senior Planner		
Background :		
<p>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>		
Recommended Action:		
<p>THE CITIZENS ADVISORY TASK FORCE RECOMMENDS THAT CITY ADOPT RESOLUTION 2022-XX APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FFY 2021 (FY 2021/22) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)APPROVE THE CONSOLIDATED ANNUAL</p>		

**PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM PERIOD OF
OCTOBER 1, 2021 TO SEPTEMBER 30, 2022**