



# City of Palm Coast Agenda COUNCIL WORKSHOP

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

*Mayor David Alfin*  
*Vice Mayor Eddie Branquinho*  
*Council Member Victor Barbosa*  
*Council Member Ed Danko*  
*Council Member Nick Klufas*

---

**Tuesday, February 8, 2022**

**9:00 AM**

**COMMUNITY WING**

---

## City Staff

**Denise Bevan, Interim 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, persons needing assistance to participate in any of these proceedings 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>.
- All pagers and cell phones are to remain OFF while City Council is in session.

## **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 PRESENTATIONS**

**1 RESOLUTION 2022-XX PIGGYBACKING THE PALM BAY CONTRACT WITH STANTEC CONSULTING SERVICES, INC., FOR THE UTILITY RATE STUDY**

**2 PRESENTATION-PUBLIC WORKS MASTER PLAN UPDATE**

**3 RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE GREEN LION CAFÉ, LLC FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE**

**4 PRESENTATION-UPDATE TO LEGISLATIVE PRIORITIES**

**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**

**5 WORKSHEET**

# City of Palm Coast, Florida Agenda Item

Agenda Date : February 8, 2022

<b>Department</b> UTILITY	<b>Amount</b> \$149,948
<b>Item Key</b> 13101	<b>Account</b> # 54019099 034000
<b>Subject</b> RESOLUTION 2022-XX PIGGYBACKING THE PALM BAY CONTRACT WITH STANTEC CONSULTING SERVICES, INC. FOR THE UTILITY RATE STUDY	
<b>Presenter : Steve Flanagan</b>	
<b>Background :</b>	
<p><b>COUNCIL PRIORITY: D4- Service Delivery and Efficiency: Continue to implement water and wastewater utility improvements to harden facilities to mitigate the impacts of flooding and other hazards.</b></p>	
<p>The City of Palm Coast will perform utility rate studies every three to five years. These studies are usually performed within this time frame to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, equipment costs as well as maintenance and other factors. Rate studies are performed to assure that the studied entity will be sustainable over time to cover operating costs, capital improvements costs, stay within financial policies and cover debt payments with a reserve for emergencies. Much information goes into this evaluation, and ultimately, the result is derived from all the information that goes into the study.</p>	
<p>Based on the current economic factors changing much of how our economy functions, such as COVID impact, supply chain issues, labor shortages and the fact that our past few studies have not been of the most comprehensive nature, we are proposing a more thorough study at this time. Staff has reviewed Stantec Management Consulting in Florida and found them to be extremely knowledgeable in this field and thus the city staff recommends utilizing Stantec's services to provide the Utility Rate Study.</p>	
<p>City staff is recommending piggybacking the Palm Bay contract RFP 48-0-2017/SB with Stantec Consulting Services, Inc. through 07/17/2022 for the Utility Rate Study. Piggybacking existing competitively bid contracts is considered to be advantageous because we can immediately leverage the competitively awarded contract prices without the need to go out for a time-consuming formal bid, wait for the bids to come back and abstract the bids. By using this contract, we can save a significant amount of time compared to the typically lengthy process while still leveraging the best value of a competitively awarded agreement.</p>	
<p>The Fiscal Year 2022 Budget includes available funding appropriated by City Council for the Utility Rate Study.</p>	

**SOURCE OF FUNDS WORKSHEET FY 2022**

UTILITYFND OTHER CONTRACTUAL SVCS 54019099 034000	\$611,800.00
Total Expended/Encumbered to Date.....	394,100.00
Pending Work Orders/Contracts.....	
Current (WO/Contract).....	149,948.00
<b>Balance</b> .....	<b>\$67,752.00</b>

**Recommended Action :**

**APPROVE RESOLUTION 2022-XX PIGGYBACKING THE PALM BAY CONTRACT WITH STANTEC CONSULTING SERVICES, INC. FOR THE UTILITY RATE STUDY**

# City of Palm Coast, Florida Agenda Item

Agenda Date: February 8, 2022

<b>Department</b> STORMWATER <b>Item Key</b> 13102	<b>Amount</b> <b>Account</b>
<b>Subject</b> PRESENTATION-PUBLIC WORKS MASTER PLAN UPDATE	
<b>Presenter: Carl Cote</b>	
<p><b>Background :</b> <b>COUNCIL PRIORITY: D. Service Delivery and Efficiency</b></p> <p>1) Ensure that the Public Works Facility is top priority facility project and commence with initial improvements based on Capital Improvement Plan timeline.</p> <p>The existing Public Works facility does not meet current operational needs and is deficient in safety, technology, capacity, traffic flow, and workflow. In order to continue providing a high level of service to our residents and to address current and future needs of the community, a new public works facility is needed. City Council conducted a site visit of the current public works facility in 2016. Council determined that the current facility underserves the needs of public works, and approved a “needs analysis” to be conducted. The City had a master plan study completed to identify needs and to ensure that such improvements can be implemented in a fiscally responsible manner. The “needs analysis” was prepared and presented to Council in FY16. The masterplan study was prepared and presented to City Council in FY 17. The intent is to construct the improvements in phases. In order to move forward with City Council’s initiative to ensure that the public works facility is a top priority facility project and commence with initial improvements.</p> <p>On May 19, 2020 City Council approved an agreement with Pond &amp; Company, in the amount of \$1,985,798.11, for design and construction administration services as well as an Agreement with Gilbane Building Company, in the amount of \$99,860.00, for pre-construction services and to set fees for construction phase services at 4.25% of the total cost of the project.</p> <p>The scope of work included updating and validating the Master Plan. The 2017 Master Plan maximized the property to accommodate use for the next 10-20 years at which time satellite campus(s) would be created to handle future growth and needs. Upon the presentation of the project update to City Council staff was directed to evaluate options to expand the area of the existing site or identify other sites suitable for current and long term future needs of a Facility to serve Public Works, Stormwater &amp; Engineering and Parks Maintenance in a single location as well as to evaluate ability to incorporate the Utility Department. On October 13, 2020 staff presented findings of two options; one that modified and expanded the existing public works property that entails a land exchange &amp; purchase of property and the second option is to utilize existing park land and purchase of some private lands to provide better circulation and connection to city utility property and to provide land for future recreational needs.</p> <p>On October 20, 2020 City Council approved a not-to-exceed amount of \$130,000.00 to</p>	

complete a due diligence analysis for expenses associated with appraisals, floodplain modeling, environmental assessments, engineering and other services that may be necessary to determine the cost implications including but not limited to wetland and floodplain impacts as well as to negotiate and establish costs for property purchases. City Council also requested that operation impacts of site locations as well as consolidating operations of City staff (Public Works, Parks & Recreation, Utility and Stormwater & Engineering) be evaluated and compared to determine operational impacts of current location(s) versus Option A and Option B based upon current conditions as well as the projected future development service needs.

On February 9, 2021, City Staff presented and update on the due diligence status and information that had been collected to date. City Council directed staff to proceed with locating the Public Works Facility (Option B) on property north of Peavy Grade and adjacent of the City Waster Water Plant #2 and Water Plant #3. This option requires purchasing of additional lands to provide traffic circulation connections to the north and the south, to provide enough developable acreage to accommodate future needs and to provide alternate park lands as the city property proposed to be utilized was identified as a future sports complex as part of the DRI. As part of the land purchase analysis city staff spoke with adjacent property owners/developers along the northern boundary to ascertain how western development would be accessed so that the appropriate lands could be obtained and so that development of the public works site could accommodate this as part of the master planning process.

On April 6, 2021, City Council approved the purchase of lands, 139.92+/- acres, associated with the public works project. Funding for the purchase of lands was not included in the current budget, however, there was some funding identified to begin construction. Due to the change in project programming and new site location, construction will not begin this year therefore those funds were utilized for the land purchase. A portion of the land purchased will be able to be associated with adding roadway capacity to extend Matanzas Woods to the west, therefore transportation impact fee funds were allocated for the purchase of those lands.

On April 6, 2021, City Council approved a contract amendment of the design contract to perform a Master Plan Study, Survey and Environmental services, in the amount of \$356,618.00, that includes a contingency of \$30,000.00 for additional services that may be necessary, including, but not limited to geotechnical work. This will include creating a program and space needs analysis for the Utility Department, obtain survey & environmental information for the entire site, analyze traffic circulation route options and site layout options of the various facilities and functions to determine a recommended site layout and phasing plan that will accommodate current & future operational and facility needs for the new site location.

This item is to present City Council with the updated Master Plan layout. City staff intends to present an implementation plan at an upcoming City Council Workshop.

**Recommended Action :**  
**FOR COUNCIL PRESENTATION ONLY.**

# Agenda Item

Agenda Date: February 8, 2022

<b>Department</b> PLANNING <b>Item Key</b> 13104	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE GREEN LION CAFÉ, LLC FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE	
<b>Presenter: Jason DeLorenzo, Chief Development Officer</b>	
<b>Background :</b> The Green Lion Café, LLC has operated the food and beverage concession at Palm Harbor Golf Club since 2017. On April 13, 2021, the owners indicated, in writing, their desire to extend the concession lease, as allowed in the current contract, for an additional five years.  On August 27, 2021 negotiations commenced with the intention of retaining The Green Lion Café, as the food and beverage concession provider. Negotiations concluded, after several meetings, with the draft Concession Lease Agreement provided herein.  When negotiating the Agreement, staff did so with understanding of Council's prior discussion of the current lease amount and a desire to raise the amount of the lease closer to market value. Staff was also mindful of the current minimal lease amount and finding a path that considered the Green Lion Café's prior investment, COVID related closure and economic conditions, and structural conditions and limitations of the facility.  Major changes in the Agreement include: <ul style="list-style-type: none"><li>• Several cleanup items related to the original RFP.</li><li>• A clarification of utility payment responsibilities.</li><li>• Required collaboration for operational changes, facility maintenance and event schedules.</li><li>• A 653.25 sq. ft. reduction of the leased space to 1,998 sq. ft. to better match current operations.</li><li>• A schedule to increase the lease each year to an amount more consistent with market value.</li></ul> The attached draft Concession Lease Agreement is still under final legal review. Any revisions made will be provided to Council for consideration at the February 15, 2022 Business Meeting.	
<b>Recommended Action :</b> <b>ADOPT RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE GREEN LION CAFÉ, LLC, FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: February 8, 2022

<b>Department</b> PLANNING <b>Item Key</b> 13103	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PRESENTATION UPDATE TO LEGISLATIVE PRIORITIES	
<b>Presenter: Jason DeLorenzo, Chief Development Officer</b>	
<b>Background:</b> On August 17, 2021 City Council approved the 2022 NEFRC Legislative Priorities which included: <ul style="list-style-type: none"><li>• PEP system power restoration prioritization</li><li>• Old Kings Road Phase 2 and 3 construction</li><li>• Transportation access to the west</li></ul> Staff will provide Council with a six month progress update.	
<b>ORIGINAL BACKGROUND FROM THE AUGUST 17, 2021 BUSINESS MEETING:</b> The Northeast Florida Regional Council (NEFRC) has requested that each county submit its top legislative priorities for inclusion in NEFRC's 2022 Legislative Priorities publication by September 25, 2021. Flagler County has requested submission from each municipality by August 18, 2021 in a similar format as previous years. Attached are the 2021 Legislative Priorities.	
<b>Recommended Action:</b> <b>PRESENTATION ONLY</b>	