



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 Ed Danko
Council Member Nick Klufas

Tuesday, March 8, 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, 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.

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 PRESENTATIONS

- 1 PRESENTATION - NATIONAL CITIZEN SURVEY RESULTS**
- 2 RESOLUTION 2022-XX APPROVING THE ASSESSMENT OF FAIR HOUSING**
- 3 RESOLUTION 2022-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**
- 4 PRESENTATION - TOWN CENTER VISION**
- 5 RESOLUTION 2022-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., FOR ENGINEERING SERVICES FOR EAST-WEST EXTENSION FEASIBILITY STUDY**
- 6 RESOLUTION 2022-XX APPROVING AMENDMENTS TO THE FACILITY DESIGN CONTRACT AND CONSTRUCTION SERVICES CONTRACT FOR THE PUBLIC WORKS FACILITY**
- 7 RESOLUTION 2022 -XX APPROVING A WORK ORDER WITH DRMP, INC., FOR ENGINEERING DESIGN SERVICES FOR MATANZAS PARKWAY WEST EXTENSION**
- 8 RESOLUTION 2022-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., FOR ENGINEERING SERVICES FOR WHITEVIEW PARKWAY FINAL DESIGN**

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

9 WORKSHEET

City of Palm Coast, Florida Agenda Item

Agenda Date: March 8, 2022

Department	COMMUNICATIONS & MARKETING	Amount
Item Key	13196	Account #
Subject	PRESENTATION - NATIONAL CITIZEN SURVEY RESULTS	
Presenter:	Brittany Kershaw, Director of Communications & Marketing	
Background:	<p>As part of the annual Strategic Action Plan process, a comprehensive citizen survey is conducted. Staff utilized the National Research Center, Inc. (NRC) and Polco to facilitate the National Citizen Survey (NCS), a statistically sound survey that is sent to a systematic sampling of all households within the City. This benchmarking survey provides a comprehensive and accurate picture of livability and resident perspective about local government services, policies, and management. The NCS compared local results with benchmarks compiled from surveys conducted across the U.S.</p> <p>To prepare for the survey, staff compiled draft topics for the three allowed custom questions and sought feedback from City Council. The custom questions covered the topics of street maintenance and enhancements, swales, and saltwater canal dredging.</p> <p>The National Citizen Survey was conducted from December 2021 through January 2022. The first phase of the survey is open only to the systematic sampling of 2,400 households. This phase accounts for the “scientific” portion of the survey.</p> <p>All households within the City of Palm Coast were eligible to participate in the survey. A list of all households within the zip codes serving Palm Coast was purchased from Go-Dog Direct based on updated listings from the United States Postal Service. Since some of the zip codes that serve the City of Palm Coast households may also serve addresses that lie outside of the community, the exact geographic location of each housing unit was compared to community boundaries using the most current municipal boundary file. Addresses located outside of the City of Palm Coast boundaries were removed from the list of potential households to survey. Each address identified as being within city boundaries was further identified as being within one of the four districts. From that list, addresses were randomly selected as survey recipients, with multi-family housing units (defined as those with a unit number) sampled at a rate of 5:3 compared to single family housing units.</p> <p>An individual within each household was selected using the birthday method. The birthday method selects a person within the household by asking the “person whose birthday has most recently passed” to complete the questionnaire. The underlying assumption in this method is that day of birth has no relationship to the way people respond to surveys. This instruction was contained in the introduction of the survey.</p>	

Phase 2 - At the conclusion of the scientific phase, the survey is opened to the general public and hosted through the Polco platform. This open survey was promoted by City staff through radio, local media, City-operated social media outlets, as well as word-of-mouth at City-operated facilities.

Staff has compiled the results and will present the findings to City Council as part of the Strategic Action Plan process.

Recommended Action :
FOR PRESENTATION ONLY

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City of Palm Coast, Florida Agenda Item

Agenda Date : March 8, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Item Key	13195	Account
		#
Subject	RESOLUTION 2022-XX APPROVING THE ASSESSMENT OF FAIR HOUSING	
Presenter :	Jose Papa, Senior Planner	
Background :	<p>COUNCIL PRIORITY: This is standard operations.</p> <p>Title VIII of the Civil Rights Act of 1968, known as the Fair Housing Act, requires US Dept. of Housing and Urban Development (HUD) and recipients of federal funds from HUD to affirmatively further the policies and purposes of the Fair Housing Act, also known as “affirmatively further fair housing” or “AFFH.” The obligation to affirmatively further fair housing requires recipients of HUD funds to take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics, which are:</p> <ul style="list-style-type: none">• Race• Color• National origin• Religion• Sex (including sexual orientation and gender identity)• Familial status• Disability <p>Generally, in administering programs and activities relating to housing and community development, the federal government, HUD, and its recipients must:</p> <ul style="list-style-type: none">• Determine who lacks access to opportunity and address any inequity among protected class groups• Promote integration and reduce segregation• Transform racially or ethnically concentrated areas of poverty into areas of opportunity. <p>HUD’s 2021 Interim Final Rule (IFR), “Restoring Affirmatively Furthering Fair Housing Definitions and Certifications,” requires program participants to submit certifications that they will affirmatively further fair housing in connection with their consolidated plans, annual action plans, and PHA plans. In order to support these certifications, the IFR creates a voluntary fair housing planning process for which HUD will provide technical assistance and support.</p>	

The IFR does not require program participants to undertake any specific type of fair housing planning to support their certifications, but it does commit HUD to providing technical assistance to those that wish to undertake Assessments of Fair Housing (AFHs), Analyses of Impediments to Fair Housing Choice (AIs), or other forms of fair housing planning.

The completion of the City of Palm Coast AFH follows the assessment tool provided by HUD for local governments. The Assessment Tool guides program participants through an assessment of key fair housing issues and contributing factors in their jurisdictions and regions, including what data to use in the assessment. It also guides program participants through the process of setting meaningful fair housing goals and priorities. Generally, an AFH will include:

- Summary of fair housing issues and capacity;
- Analysis of HUD-provided data, local data, and local knowledge;
- Assessment of fair housing issues and contributing factors; and
- Identification of fair housing priorities and goals.

A key component of the Assessment Tool is the HUD provided data sources program participants must use. Certain HUD-provided data may have limitations, including limitations in how they apply to geographic areas with different characteristics (e.g., rural, urban, suburban, majority/minority areas). For this reason, program participants must supplement the HUD-provided data with local data and local knowledge. A key contribution from incorporating an active citizen participation role in the development of an AFH is in providing the local perspective to augment the mapping and data collection remotely completed by HUD.

The AFFH rule requires the analysis of data to complete the AFH. Program participants must use HUD-provided data and must supplement this data with local data and local knowledge as more fully explained in the Assessment Tool Instructions. HUD provides maps and tables to be used in completing the Assessment Tool. The maps can be utilized to visualize data and their tables help to display and represent the data contained in the maps.

As provided in the full report, a number of local organizations was contacted to provide input into a survey designed to elicit views and issues associated with furthering fair housing. Additionally, an on-line survey was released on the City's website for the general public. Although, the two surveys differ in questions, both were intended to identify issues associated with fair housing such as access, integration and segregation and concentrated areas of poverty.

Findings:

The AFH report's findings are summarized below, grouped by the issue areas the report must cover.

Demographics

The most obvious observation is that the City continues to grow at a robust phase. Between 2010 and 2020, the City grew at an average annual rate of 2.33% or about 25% over the decade. The City continues to be predominantly White at 79.7% with Black or African-American as the next most common race at 11.5%.

Segregation/Integration

Compared with the findings of the 2016 Assessment of Fair Housing, Palm Coast continues to show no significant negative indicators related to Segregation/Integration based on HUDs “dissimilarity index”. The values in Palm Coast range between 13.52 for Asian-Pacific Islander/White to 17.35 for Black/White.

The dissimilarity index is a measure of the distribution of any two differing groups across census tracts. The values range from 0 to 100, with 0 marking perfect integration and 100 indicating complete segregation or a census tract with only 1 race.

Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)

There are no R/ECAPs in Palm Coast. This is similar to the findings from the 2016 Assessment of Fair Housing for Palm Coast.

R/ECAPS requires a two-pronged test of meeting a poverty and racial/ethnic concentration threshold. By definition, R/ECAPs have a non-white population of 50 percent or more. The poverty threshold is if census tract has a poverty rate that exceeds 40% of individuals living in the census tract or is three times the average tract poverty rate for the metro/micro area, whichever threshold is lower.

Disparities in Access to Opportunity

HUD developed this metric as a way to measure the degree to which a neighborhood offers features commonly viewed as important community assets such as education, employment, and transportation, among others. HUD acknowledges that there may be other assets which may be measured and these features do not capture everything that is important to the well-being of individuals and families.

School Proficiency Index

The school proficiency rating for the block groups in the City ranged from 49 to 84 and remains comparable with school proficiency ratings for the City in 2016.

Labor Market Index

As shown below, the labor market index for the city ranges from 10 to 56. In the 2016 report, most City households were in the 50-60 range. Further review of labor market index based on race/ethnicity does not indicate a skewing towards one race or another.

Opportunity Indicators by Race/Ethnicity (Table 12 of AFH)

HUD used a two-stage process for developing the data needed to analyze disparities in access to opportunity. The first stage involves quantifying the degree to which a neighborhood offers features commonly viewed as important opportunity indicators, these indicators are as follows:

- Low Poverty Index,
- School Proficiency Index,
- Labor Market Index, Transit Index,
- Low Transportation Cost Index,
- Jobs Proximity Index, and
- Environmental Health Index.

In the second stage, HUD compares these rankings across people in particular racial and economic subgroups to characterize disparities in access to opportunities. To focus the analysis, HUD developed methods to quantify a selected number of the important opportunity indicators in every neighborhood (i.e. census tracts or block groups). Scores range from 0 to 100 (percentile ranks nationally), with a higher score indicating less exposure to a particular indicator within a neighborhood. As described above, HUD’s analyses is intended to indicate if a particular racial or economic group has a greater challenge in access to a particular indicator.

	Low Poverty Index	School Proficiency Index	Labor Market Index	Transit Index	Low Transportation Cost Index	Jobs Proximity Index	Environmental Health Index
(Palm Coast, FL CDBG) Jurisdiction							
Total Population							
White, Non-Hispanic	47.00	54.07	32.18	5.14	11.53	24.25	61.11
Black, Non-Hispanic	42.90	57.59	32.26	3.70	11.43	23.97	60.52
Hispanic	44.61	57.59	31.90	3.48	11.49	23.24	60.82
Asian or Pacific Islander, Non-Hispanic	46.55	54.64	33.10	4.44	11.38	23.01	60.91
Native American, Non-Hispanic	44.74	57.02	31.52	4.34	11.38	22.61	60.84
Population below federal poverty line							
White, Non-Hispanic	43.10	56.36	31.82	4.73	11.94	25.78	59.99
Black, Non-Hispanic	42.29	57.71	32.73	4.85	11.46	26.86	59.07
Hispanic	39.63	65.56	27.56	1.62	12.53	26.07	60.47
Asian or Pacific Islander, Non-Hispanic	50.30	52.19	35.36	2.05	8.30	14.75	62.13
Native American, Non-Hispanic	25.00	28.99	10.00	63.00	14.00	52.29	60.00
(Deltona-Daytona Beach-Ormond Beach, FL) Region							
Total Population							
White, Non-Hispanic	47.72	48.96	35.39	27.08	17.54	43.69	52.28
Black, Non-Hispanic	29.32	34.65	22.46	30.31	22.50	58.31	48.32
Hispanic	40.42	40.86	31.33	15.84	15.45	31.32	46.72
Asian or Pacific Islander, Non-Hispanic	48.07	48.76	37.62	24.92	18.05	45.98	49.75
Native American, Non-Hispanic	42.11	43.15	32.34	28.74	19.01	44.93	51.22
Population below federal poverty line							
White, Non-Hispanic	41.67	44.59	31.99	32.11	20.43	49.21	52.13
Black, Non-Hispanic	23.40	30.61	17.56	37.41	24.83	67.37	47.26
Hispanic	36.91	37.37	30.55	19.71	18.32	39.31	46.10
Asian or Pacific Islander, Non-Hispanic	44.22	34.54	33.91	25.36	21.17	49.55	49.65
Native American, Non-Hispanic	26.89	40.80	21.75	34.22	23.23	59.70	54.87
Note 1: Data Sources: Decennial Census; ACS; Great Schools; Common Core of Data; SABINS; LAI; LEHD; NATA							
Note 2: Refer to the Data Documentation for details (www.hudexchange.info/resource/4848/affh-data-documentation).							

The results in Table 12 compares the index for Palm Coast with that for the region (Deltona-Daytona Beach-Ormond Beach) of which Palm Coast is a part. The comparison indicates that Palm Coast fares comparatively with the region as a whole, other than Transit Index, Low Transportation Cost Index, and Jobs Proximity Index. The lower score compared to the region is likely an indication of the lack of fixed transit routes within Flagler County/Palm Coast and the need for a greater number of the labor force to commute to other areas (leading to a higher transportation cost and a lower jobs proximity index score). The Index does indicate that Palm Coast has lower exposure rate to environmental toxins (Environmental Health Index).

Disproportionate Housing Needs

To assist communities in describing disproportionate housing needs in their geography, HUD is providing data which identifies instances when the incidence of housing problems are measurably higher for members of racial or ethnic groups than for the population as a whole.

These measures are:

- Lack complete kitchen facilities
- Lack complete plumbing facilities
- More than one person per room
- Cost Burden - monthly housing costs (including utilities) exceed 30 percent of monthly income

A disproportionate housing need is defined as a circumstance when the members of racial or ethnic group within an income level experience housing problems at least 10 percentage points more frequently than the entire population at that income level.

The current available data shows that 33.54% of households experience one of the 4 housing problems compared to 41.27% of households in the data available for the 2016 AI report. This reduction is similarly reflected based on race or ethnicity.

Survey Results (Local Input)

As indicated earlier, the HUD provided data can be useful in examining many aspects of fair housing within a community. Gaining local perspective, however, is an equally important factor to augment the mapping and data collection remotely completed by HUD. To provide this local perspective two different, yet complementary surveys were conducted during the months of November and December. The first was a survey that was emailed out to the 16 organizations previously listed as partners to this effort. These organizations are regularly involved serving the Palm Coast area citizens in a variety of ways from housing to life skills to legal aid to advocating for the needs of the various protected classes of the diverse Palm Coast area population. The second survey was targeted toward the general Palm Coast population. Community feedback was obtained in an online survey through the Palm Coast website between 11/8/21 and 12/4/21. It is important to note that the community survey is not a “scientific” or “responsible” survey whose results may be used to draw conclusions for a larger population. The survey results should be viewed as simply the opinion of those who chose to respond.

Both surveys asked if the respondents felt like there were areas of concentration of minorities and low- to moderate-income households. Overwhelmingly the responses between both surveys indicated that there were no real areas of minority concentration. When it came to lower-income areas of the community, the responses leaned slightly toward there not being any highly concentrated areas of low- to moderate-income households. Areas that had the most likelihood of being considered low- to moderate-income neighborhoods were sections P, R, S, the Town Center, areas that were zoned to allow duplex development, and the older neighborhoods of the community.

While responses leaned toward there not being a need for additional housing opportunities for low- to moderate-income families and the elderly & disabled, there was significant support for the development of additional facilities.

Public transportation seems to be an issue that is recognized within both surveys. On the other hand, respondents to both surveys leaned toward the opinion that jobs, shopping, and access to services were easily accessible, which seems to be somewhat of a contradiction to the need for public transportation.

Both survey respondents indicated an overwhelming sentiment that there were no areas within the community where conflicts existed based upon race, age, or disability. A few respondents indicated that this was more of an individual issue. Rather than a neighborhood or community-wide issue.

An overwhelming sentiment between both surveys was a need for more education on Fair Housing and home buyer education.

Suggestions for Future Consideration

Based on the results of HUD driven data and the survey results the following are actions that may be implemented to “affirmatively further fair housing”.

1. Establishment of public education opportunities. Subject matter might include:
 - a. Fair Housing regulations for
 - i. Landlords
 - ii. Potential home buyers
 - iii. Potential renters
 - iv. Real estate professionals (Realtor Associations typically require continuing education with Fair Housing being one of the areas of concentration)
 - b. First-time Homebuyer education
2. Expand code enforcement efforts. Significant comments were about the need for increased code enforcement. These types of efforts often tend to maintain neighborhood property values.
3. Explore the possibility of establishment of a public transportation system. Public transportation was mentioned several times as a hindrance to commuting to and from work, as well as access to shopping, services, and community events. Flagler County Transit as part of requirements to receive federal funds periodically completes a 10-year Transit Development Plan (TDP).
4. Other ideas or strategies may come from development of the Consolidated Action Plan or the Annual Action Plan.

Citizens Advisory Task Force Public Hearing and 30-day comment period

The CATF held a public hearing for the Assessment of Fair Housing on January 5, 2022. The document was then made available for a 30-day public comment period from January 27, 2022 to February 25, 2022. There were no public comments.

Recommended Action :

THE CITIZENS ADVISORY TASK FORCE (CATF) RECOMMENDS THAT CITY COUNCIL APPROVE THE ASSESSMENT OF FAIR HOUSING

City of Palm Coast, Florida Agenda Item

Agenda Date : March 8, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Item Key	13203	Account #
Subject	RESOLUTION 2022-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM	
Presenter : Jose Papa, Senior Planner		
<p>Background: COUNCIL PRIORITY: This item is for standard operations.</p> <p>In April 2009, the City Council approved an Interlocal Agreement (ILA) with Flagler County to implement a Joint Housing Assistance Program. One of the programs administered by Flagler County is the State Housing Initiatives Partnership (SHIP) program. The SHIP program is funded by a portion of the documentary stamps collected on the recordation of deeds.</p> <p>As required by State Statutes, every three years, the Affordable Housing Advisory Committee (AHAC), who serves as the advisory board for the SHIP program, shall review and recommend incentive strategies to promote affordable housing as required by Florida Statutes Chapter 420.9076. After the preparation of a report on the local housing incentives, the local government shall incorporate the local housing incentive strategies into the Local Housing Assistance Plan (LHAP) for the SHIP Program.</p> <p>On February 25, 2022, the Affordable Housing Advisory Committee (AHAC) will review the above-mentioned incentives at a public hearing and make a recommendation to the County Commission and City Council to accept the report and incorporate the recommendations into the LHAP.</p> <p>Since the LHAP is part of a Joint Housing Program between Flagler County and the City of Palm Coast, both the Board of County Commissioners (BOCC) and City Council review and approve the proposed amendment to the LHAP.</p>		
<p>Recommended Action : ADOPT RESOLUTION 2022-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM</p>		

City of Palm Coast, Florida Agenda Item

Agenda Date: March 8, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Item Key	13200	Account #
Subject	PRESENTATION - TOWN CENTER VISION	
Presenter: Jason DeLorenzo, Chief Development Officer		
Background: Council Priority: A Innovation District 2 Focus on Town Center brick and mortar for shopping opportunities, Entertainment, and restaurants.		
Staff will present the current conditions in Town Center development with prompts for City Council to provide feedback and vision.		
This presentation utilizes ARCGIS StoryMap. The presentation is available to view with this link: https://arcg.is/1iOiCb .		
Recommended Action: Presentation Only		

City of Palm Coast, Florida Agenda Item

Agenda Date: March 8, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$ 125,000.00
Item Key	13202	Account	#21097011-063000-54626
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., FOR ENGINEERING SERVICES FOR AN EAST-WEST CONNECTOR FEASIBILITY STUDY		
Presenter : Carl Cote, Director of Stormwater & Engineering			
Background :			
COUNCIL PRIORITY: This item is for standard operations.			
<p>The Florida East Coast Railway (FEC) runs north/south just west of US-1, bisecting Palm Coast. There are approximately 12,000 acres of land within the City limits and west of the railroad tracks, with limited access. The City believes that one or more western roadway extensions are needed to provide additional access to this western portion of the City to promote economic opportunities. Transportation access to the west is part of the Northeast Florida Regional Council's 2022 Legislative Priorities as adopted by City Council.</p>			
<p>The City acknowledges that it might not be physically possible to extend one or more of the roadways. Also, it might not be possible to extend all three roadways due to funding constraints, environmental concerns, right-of-way needs, as well as obtaining FEC Railway approval. However, due to the expected growth in this area, the City is interested in securing the rights-of-way for the extension(s) before they are blocked by development.</p>			
<p>The proposed scope of services consists of an investigation of the feasibility of the permitting and construction of westward extensions of Palm Coast Parkway, Royal Palms Parkway, and Whiteview Parkway. Services will include a review of possible roadway alignments, impacts to existing properties/uses, rights-of-way needs, design/permitting requirements, wetland and floodplain impacts, and construction costs.</p>			
<p>Services also include an investigation of the potential construction of an eastward extension of Whiteview Parkway, connecting to Old Kings Road, to facilitate traffic circulation in the eastern part of the City.</p>			
<p>Under the existing contract (RFQ-CD-19-70) with England-Thims & Miller, Inc., staff negotiated a scope and fee not-to-exceed \$125,000. City staff has determined the cost for these services are reasonable and fair and are consistent with these types of services for a project of this size and scope. Funds for this project are budgeted in the Transportation Impact Fee Fund.</p>			

SOURCE OF FUNDS WORKSHEET FY 2022

Transportation Impact Fee 21097011-063000-54626	\$ 150,000.00
Total Expended/Encumbered to Date.....	0
Pending Work Orders/Contracts.....	0
Current (WO/Contract).....	<u>\$ 125,000.00</u>
Balance	\$ 50,000.00

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., FOR ENGINEERING SERVICES FOR AN EAST-WEST CONNECTOR FEASIBILITY STUDY

City of Palm Coast, Florida Agenda Item

Agenda Date: March 8, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,007,980.00
Item Key	13206	Account	#4300099-063000-59005

Subject RESOLUTION 2022-XX APPROVING AMENDMENTS TO THE FACILITY DESIGN CONTRACT AND CONSTRUCTION SERVICES CONTRACT FOR THE PUBLIC WORKS FACILITY

Presenter : Carl Cote, Director of Stormwater & Engineering

Background:
COUNCIL PRIORITY:
D. Service Delivery and Efficiency
1.) Ensure that the Public Works Facility is top priority facility project and commence with initial improvements based on Capital Improvement Plan timeline

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.

On May 19, 2020, City Council approved an agreement with Pond & Company, in the amount of \$1,985,798.11, for design and construction administration services as well as an Agreement with Gilbane Building Company, for \$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.

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 & 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 & 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.

On October 20, 2020, City Council approved a not-to-exceed amount of \$130,000.00 to

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 an 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.

On February 8, 2022, staff presented Council with an updated Master Plan layout.

This item is to approve a contract amendment with Pond & Company for additional design services in the amount of \$988,315.00 based upon the new proposed Master Plan layout. Staff is also requesting a contract amendment with Gilbane Building Company, in the amount of \$19,665, for additional construction management services. The design will include obtaining all permits and release of conservations easements for the entire Master Plan development, 100% site design for phase 1A & 1B areas and 60%+/- site design for remaining site areas; 100% design of Fleet, Wash & Fuel Facilities and 60% design of Administrative / Operations / Warehouse & associated ancillary structures such as storage bins, material storage and covered bin structures.

SOURCE OF FUNDS WORKSHEET FY 22

Capital Improvement/PW 43000099-063000-59005	\$ 7,915,000.00
Total Expended/Encumbered to Date.....	\$ 2,023,733.62
Pending Work Orders/Contracts.....	\$ 0
Current (WO/Contract).....	<u>\$ 1,007,980.00</u>
Balance.....	\$ 4,883,286.38

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING AMENDMENTS TO THE FACILITY DESIGN CONTRACT AND CONSTRUCTION SERVICES CONTRACT FOR THE PUBLIC WORKS FACILITY

City of Palm Coast, Florida Agenda Item

Agenda Date: March 8, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,760,681.77
Item Key	13207	Account	#21097011-063000-54620
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH DRMP, INC., FOR ENGINEERING DESIGN SERVICES FOR MATANZAS PARKWAY WEST EXTENSION		
Presenter : Carl Cote, Director of Stormwater & Engineering			
<p>Background : COUNCIL PRIORITY: D. Service Delivery and Efficiency</p> <p style="padding-left: 40px;">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 Florida East Coast Railway (FEC) runs north/south just west of US-1, bisecting Palm Coast. There are approximately 12,000 acres of land within the City limits and west of the railroad tracks, with limited access. Currently, there are only two, at grade, railroad crossings within the city limits. The City is actively evaluating options for three additional westbound corridors at Matanzas Woods Parkway, Palm Coast Parkway, and Whiteview Parkway. Judicious transportation investments lower the costs of moving people and goods increasing economic productivity. Because productivity is a central component of economic growth, it should be a strong consideration when assessing the value of transportation expenditures. Opening these corridors will promote economic opportunities in Palm Coast and Flagler County. Transportation access to the west is part of the Northeast Florida Regional Council's 2022 Legislative Priorities as adopted by City Council.</p> <p>Due to several factors the City proceeded with performing an analysis of the western extension of Matanzas Woods Parkway.</p> <ul style="list-style-type: none"> • Its close proximity to US1, connection to I-95, and fewer environmental constraints than other areas, Matanzas Woods is a viable solution for access to the west. • Current site development was occurring between the railroad and the current termination point of Matanzas Woods Parkway which expedited the need to coordinate with developer and determine a roadway alignment and identify right-of-way needs. • The City is developing a Master Plan for a new Public Works Facility that will connect to and abut the West Matanzas Woods Parkway and will require coordination for access points and traffic circulation as well as potentials for a shared stormwater facility. <p>The City engaged England-Thim & Miller, Inc. to perform a feasibility study to coordinate a roadway alignment. This roadway alignment assisted with access points, stormwater and rights-of-way needs. The City acquired one parcel of land as part of the land purchase for the</p>			

Public Works facility and the City is under negotiations to finalize a purchase agreement for the remaining lands needed on the eastern side of the railroad system. The City has also engaged the landowner to the west of the railroad to discuss rights-of-way needs for lands on the west side of the railroad tracks. A proposed roadway alignment has been finalized and staff utilized this information to seek engineering services to complete the design.

The proposed design will have a complete set of roadway construction contract plans, utility plans, landscape and irrigation plans, specifications, and other related tasks as necessary, for the extension of the West Matanzas Woods Parkway to be used by a contractor to completely construct the improvements, and by staff to ensure the project is built as designed and to specifications. The consultant will apply for and obtain all required permits, including but not limited to SJRWMD, USACOE, FDEP, and FEC. Work will include roadway design, stormwater design, utility plans, traffic signal design improvements, landscape and irrigation plans, bidding documents, surveys, geotechnical investigation, maintenance of traffic, and cost estimates and all necessary incidental items to complete the project. It is expected that this project will be constructed in phases along its length as well as phased from an initial 2-lane section to a 4-lane section in the future.

Staff advertised a request for qualifications (RFSQ-22-23) for engineering services for the western extension of the West Matanzas Woods Parkway project extension from the current terminus westward to serve the Public Works Facility with a flyover the railroad with a new termination at grade on the western side of the railroad tracks.

Staff negotiated a scope and fee with DRMP, Inc., for an amount not-to-exceed \$1,760,681.77. City staff has determined that the cost for these services are reasonable and fair and are consistent with these types of services for a project of this size and scope. Funds for this project are budgeted in the Transportation Impact Fee Fund.

SOURCE OF FUNDS WORKSHEET FY 2022

Transportation Impact Fee 21097011-063000-54620	\$ 825,000.00
Total Expended/Encumbered to Date.....	\$ 35,046.86
Pending Work Orders/Contracts.....	\$ 0
Current (WO/Contract).....	<u>\$ 789,953.14</u>
Balance	\$ 0

SOURCE OF FUNDS WORKSHEET FY 2023

Transportation Impact Fee 21097011-063000-54620	\$ 970,728.63
Total Expended/Encumbered to Date.....	\$ 0
Pending Work Orders/Contracts.....	\$ 0
Current (WO/Contract).....	<u>\$ 970,728.63</u>
Balance	\$ 0

Recommended Action :
ADOPT RESOLUTION 2022-XX APPROVING A WORK ORDER WITH DRMP, INC., FOR ENGINEERING DESIGN SERVICES FOR MATANZAS PARKWAY WEST EXTENSION

City of Palm Coast, Florida Agenda Item

Agenda Date : March 8, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Item Key	13201	Account #
Subject	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., FOR ENGINEERING SERVICES FOR WHITEVIEW PARKWAY FINAL DESIGN	
Presenter : Mike Grunewald, Traffic Engineer		
<p>Background : COUNCIL PRIORITY: This item is for standard operations.</p> <p>One of City Council objectives is to continue to enhance safety improvements at intersections and along roadways. The Whiteview Parkway Corridor Safety improvement is designed to improve safety for both motorists and non-motorists, as well as improve traffic operations along the entire corridor. Reported in the River to Sea TPO's 2017 Crash Analysis, the segment within the corridor, between Wood Aspen Ln. and Rolling Sands Dr., was ranked in the top 10 for crash severity. The proposed project will improve safety along this segment by addressing the turning movement conflicts created by the proximity of three intersections along the corridor (Rolling Sands Dr., Wood Aspen Dr., and Woodbury Dr.). The proposed design will provide access movement improvements that eliminates turning conflict by an access management plan to eliminate certain turning movements along this stretch of the White View Pkwy Corridor. In addition to the access management improvements described above, the proposed project will add either right or left--turn lanes as recommended by the completed corridor study. These improvements are intended to reduce the number of rear end collisions as well as improve traffic flow. These improvements are consistent with addressing the findings of the 2012 Florida Strategic Highway Safety Plan which identifies Intersection Crashes as an Emphasis Area. Finally, the project proposes the addition of street lighting along the entire corridor, as well as the extension of the multi-purpose path system that currently ends at White Mill to be extended to the west to provide a connection to Rolling Sands and Wood Ash Lane. The lighting provides an additional safety benefit by improving visibility along the corridor for both motorists and bicyclists, while the multi-purpose path improves safety by creating a dedicated separate facility for bicyclists and pedestrian users of the corridor.</p> <ul style="list-style-type: none"> • April 11, 2017, City Staff presented the project to City Council. • January 31, 2018, a neighborhood meeting was held. • May, 24 2018 and June 28, 2018, staff presented the project concept and discussed the project with the Beautification and Environmental Advisory Committee. • August 7, 2018 City Council Approved a Work Order with England-Thims & Miller Inc. (ETM) to complete the design of the project. 		

The City submitted an application to FDOT/TPO to seek funding for the construction of the improvements. It is currently ranked #4 on the TPO List of Prioritized Traffic Operations, Safety, and Local Initiatives Projects. City staff has had numerous discussions regarding this project for potential upcoming funding opportunities.

The previously completed design plans for Whiteview Parkway included: reducing the existing 4-lane roadway down to 2-lanes (road diet), an extension of the multi-use path from Whitemill Drive to US-1, intersection improvements, and drainage improvements associated with the roadway and path construction. Due to feedback received, ongoing development will occur along and adjacent to the corridor, as well as the potential extension of Whiteview Parkway to the west to accommodate future development to the west of the railroad tracks. It has been determined that the design should be updated to seek a modified design not reducing the existing roadway down from 4-lanes to 2-lanes. The City negotiated and obtained a scope and fee proposed with ETM to provide services that consists of a preliminary engineering analysis to determine the feasibility of constructing the multi-use path without reducing the existing roadway down to two lanes. Services will include preliminary roadway and path design, preliminary drainage design, coordination with COPC and St. John's River Water Management District (SJRWMD) staff, and preparation of plans to the 15% design level. Upon completion of the preliminary engineering analysis a determination will be made as to whether it is feasible to proceed with the final design, permitting and final plans preparation. If determined to be feasible, then ETM will then proceed with engineering services to provide a final design for construction of the improvements without reducing the existing roadway down to two lanes.

On August 7, 2018, Council approved a work order with England-Thims & Miller for design services for the Whiteview Parkway Improvement Project. The originally completed design plans for Whiteview Parkway included: reducing the existing 4-lane roadway down to 2-lanes (road diet), an extension of the multi-use path from Whitemill Drive to US-1, intersection improvements, and drainage improvements associated with the roadway and path construction.

On September 7, 2021 and follow-up on October 12, 2021, City staff presented an overview of the project and current status as well as a scope of work that consisted of the completion of an engineering analysis to determine the feasibility of constructing the multi-use path without reducing the existing roadway down to two lanes.

On October 12, 2021, Council approved a work order with England-Thims & Miller for a feasibility study, in the amount of \$130,059. The results of that study indicated that construction of the revised project is feasible.

On February 15, 2022, A public meeting was held to present the feasibility study and to obtain citizen feedback on the proposed changes. The comments regarding the updated design were positive with indication that this option was preferred.

This item is to approve engineering services to provide final design plans, permitting and FDOT updates and services as required to prepare a set of construction documents for the improvements to Whiteview Parkway, without reducing the exiting roadway down to two lanes.

Under the existing contract (RFQ-CD-1970), staff negotiated a scope and fee not-to-exceed \$271,120.00 with England-Thims & Miller, Inc. City staff has determined that the cost for these services are reasonable and fair and are consistent with these types of services for a project of this size and scope. Funds for this project are budgeted in the Transportation Impact Fund.

SOURCE OF FUNDS WORKSHEET FY 2022

Transportation Impact Fee 21097011-063000-54420	\$	405,000.00
Total Expended/Encumbered to Date.....		130,059.00
Pending Work Orders/Contracts.....		0
Current (WO/Contract).....	\$	<u>271,120.00</u>
Balance	\$	3,821.00

Recommended Action :

ADOPT RESOLUTION 2022-XX APPROVING A WORK ORDER WITH ENGLAND-THIMS & MILLER, INC., FOR ENGINEERING SERVICES FOR WHITEVIEW PARKWAY FINAL DESIGN