



**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, June 21, 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  
JUNE 7, 2022 BUSINESS MEETING  
JUNE 14, 2022 WORKSHOP**

**F. PROCLAMATIONS AND PRESENTATIONS**

- 2. PROCLAMATION - NATIONAL MOSQUITO CONTROL AWARENESS WEEK**
- 3. PROCLAMATION - JULY AS CHRISTMAS COME TRUE MONTH**
- 4. PROCLAMATION - PATRIOTIC WEEKS**
- 5. PRESENTATION - SCORE VOLUSIA/FLAGLER CERTIFICATE OF APPRECIATION**

**G. RESOLUTIONS**

- 6. RESOLUTION 2022-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V LLC FOR CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT CLUBHOUSE DRIVE UTILITY SITE FL 162**
- 7. RESOLUTION 2022-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V LLC, FOR CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT ROYAL PALMS FL 297**
- 8. RESOLUTION 2022-XX APPROVING A CONCESSION LEASE AGREEMENT WITH THE**

**GREEN LION CAFÉ, LLC FOR FOOD AND BEVERAGE CONCESSIONS AT PALM HARBOR GOLF COURSE**

- 9. RESOLUTION 2022-XX AN AMENDMENT TO THE TOWN CENTER AT PALM COAST DEVELOPMENT OF REGIONAL IMPACT DEVELOPMENT ORDER**

**H. ORDINANCES FIRST READ**

- 10. ORDINANCE 2022-XX AMENDING THE TOWN CENTER AT PALM COAST MASTER PLANNED DEVELOPMENT-DEVELOPMENT AGREEMENT**
- 11. ORDINANCE 2022-XX TOWN CENTER TRACTS 16 & 17 FUTURE LAND USE MAP AMENDMENT- APPLICATION #5080**
- 12. ORDINANCE 2022-XX OLD KINGS ROAD MULTI-FAMILY REZONING-APPLICATION #5059**
- 13. ORDINANCE 2022-XX AMENDING SECTION 2-1 (b) CITY OF PALM COAST CORPORATE SEAL; LOGO; USE OF, CODE OF ORDINANCES OF THE CITY OF PALM COAST**

**I. CONSENT**

- 14. RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023-2025 LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**
- 15. RESOLUTION 2022-XX APPROVING THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT WITH FLAGLER BEACH RELATING TO POTABLE WATER SALE AND SHARED UTILITY CUSTOMERS**
- 16. RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE WTP #1 WELLFIELD EXPANSION, EQUIP WELLS SW-1R, SW-2, SW-3 & NEW RAW WATER MAIN**
- 17. RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FLORIDA STATE TERM CONTRACT NO. 15100000-19 WITH KIMBLE'S AVIATION LOGISTICAL SERVICES FOR THE PURCHASING OF FUEL PRODUCTS FOR THE CITY'S FLEET AND EQUIPMENT**

**J. PUBLIC PARTICIPATION**

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

**K. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

**L. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

**M. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

**18. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR MAY 2022**

**N. ADJOURNMENT**

**19. CALENDAR AND WORKSHEET**

# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> MINUTES OF THE CITY COUNCIL JUNE 7, 2022 BUSINESS MEETING JUNE 14, 2022 WORKSHOP	
<b>Presenter : Virginia Smith, City Clerk</b>	
<b>Background :</b>	
<b>Recommended Action :</b> <b>APPROVE MINUTES OF THE CITY COUNCIL</b> <b>JUNE 7, 2022 BUSINESS MEETING</b> <b>JUNE 14, 2022 WORKSHOP</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account</b>
	<b>#</b>
<b>Subject</b> PROCLAMATION-NATIONAL MOSQUITO CONTROL AWARENESS WEEK	
<b>Presenter: Mayor and City Council</b>	
<b>Background :</b> The East Flagler Mosquito Control District requested the City of Palm Coast proclaim the week of June 19 through June 25, 2022, as National Mosquito Control Awareness Week.	
<b>Recommended Action :</b> <b>PROCLAIM JUNE 19, 2022 THROUGH JUNE 25, 2022 AS NATIONAL MOSQUITO CONTROL AWARENESS WEEK</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PROCLAMATION - JULY AS CHRISTMAS COME TRUE MONTH	
<b>Presenter: Mayor and City Council</b>	
<b>Background:</b> Christmas Come True & Begin Again Home Goods has requested City Council proclaim the month of July as "Christmas Come True."	
<b>Recommended Action :</b> <b>PROCLAIM JULY AS CHRISTMAS COME TRUE MONTH</b>	

# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PROCLAMATION - PATRIOTIC WEEKS	
<b>Presenter : Mayor and City Council</b>	
<b>Background :</b> The American Flag Project requests that the City proclaim June 14, 2022 through July 4, 2022 as "Patriotic Palm Coast Weeks."	
<b>Recommended Action :</b> <b>PROCLAIM JUNE 14, 2022 THROUGH JULY 4, 2022 AS "PATRIOTIC PALM COAST WEEKS"</b>	



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	PRESENTATION - SCORE VOLUSIA/FLAGLER CERTIFICATE OF APPRECIATION	
<b>Presenter: SCORE Representatives</b>		
<b>Background:</b> SCORE Chapter 87   Volusia-Flagler is a nonprofit association dedicated to helping small businesses get off the ground, grow, and achieve their goals through education and mentorship. The acronym SCORE was derived from "Service Corps of Retired Executives". The fact that a growing number of members are still actively working enables, their Counselors to remain fresh. Thus, SCORE is now known as "Counselors to America's Small Business".  Limited funding is provided by the Federal Government through the SBA. Chapter #87 relies on the generous support of the Counties, the Cities and local businesses. SCORE'S expenses are kept low by the fact that all the counselors donate their time, free to the chapter. Annually, SCORE Chapter 87, receives a grant from the City of Palm Coast, in an amount not to exceed \$7,200, to provide services in Palm Coast.  SCORE representatives will present City Council with a token of gratitude and a Certificate of Appreciation.		
<b>Recommended Action :</b> <b>PRESENTATION ONLY</b>		

# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b>	Information Technology	<b>Amount</b>
<b>Division</b>	Information Technology	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V LLC FOR CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT CLUBHOUSE DRIVE UTILITY SITE FL 162	
<b>Presenter : Doug Akins, Director of Information Technology</b>		
<b>Background :</b> <b><u>UPDATE FROM JUNE 14, 2022 WORKSHOP</u></b> This item was heard by City Council together with the Option and Ground Lease Agreement for the Royal Palms FL 297 and requested to consider the two lease agreements separately. This item is for Council's consideration of a wireless facility on Clubhouse Drive Utility Site FL 162.  <b><u>ORIGINAL BACKGROUND FROM THE JUNE 14, 2022 WORKSHOP</u></b> On May 1, 2017, City Council approved a contract with Diamond Towers for Telecommunications consulting to improve wireless coverage throughout the City of Palm Coast. While that contract expired in May of 2022, a couple of sites were already under planning before its expiration, including the Clubhouse Drive Utility Site FL162 location.  Since it's still the City's goal to continue to improve wireless coverage throughout the City, staff recommends entering into this ground lease under the same terms that were negotiated under the previous contract, which are present in this lease agreement.  Diamond Towers V LLC has requested to lease City property located at Clubhouse Drive Utility Site FL162 (20 Palm Harbor Drive) for the purpose of constructing a 150-foot high, telecommunications facility (structure). The tower will be a monopole style tower with a full antennae array. This facility will have the capacity to accommodate at least four (4) carriers.  This specific site is not identified in the approved Wireless Master Plan, however it is located in an area that was identified as needing additional coverage. City staff approached Diamond with the possibility of building a tower on this site knowing that Diamond had a carrier interested in expanding in this area. Because the site is not specifically identified in the Wireless Master Plan, it will need to go through the Special Exception process with the Planning and Land Development Regulation Board. This ground lease is contingent upon successfully obtaining all required government approvals.  The terms of the lease agreement are consistent with what they had been under the City Council approved contract with Diamond Towers. Some of the highlights are as follows:  <ol style="list-style-type: none"><li>1. Initial term will be five years with the option to extend for nine, five-year periods.</li><li>2. A Site Development Fee of \$25,000 shall be paid to the City upon the commencement of construction of the tower.</li></ol>		

3. The City will receive 40% of any new recurring revenue generated by the new tower.
4. Diamond Towers V LLC will have access to the land to build a 150-foot structure and house ground equipment on the site.

**Recommended Action :**

**APPROVE RESOLUTION 2022-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V LLC FOR CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT CLUBHOUSE DRIVE UTILITY SITE FL 162**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b> Information Technology	<b>Amount</b>
<b>Division</b>	<b>Account #</b>
<b>Subject</b> RESOLUTION 2022-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V LLC, FOR CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT ROYAL PALMS FL 297	
<b>Presenter : Doug Akins, Director of Information Technology</b>	
<b>Background :</b> <b><u>UPDATED BACKGROUND FROM THE JUNE 14, 2022 WORKSHOP</u></b> This item was heard by City Council at their June 14, 2022 Workshop. Council requested a change to the Exercise of Option section of the Option and Ground Lease Agreement for the Clubhouse Drive Utility Site FL 162. Therefore, the item was split into two items for Council's consideration. This item is for Council's consideration of an Option and Ground Lease Agreement with Diamond Towers V LLC for the Royal Palms FL 297 site.  <b><u>ORIGINAL BACKGROUND FROM THE JUNE 14, 2022 WORKSHOP</u></b> On May 1, 2017, City Council approved a contract with Diamond Towers for Telecommunications consulting to improve wireless coverage throughout the City of Palm Coast. While that contract expired in May of 2022, a couple of sites were already under planning before its expiration, including the Royal Palms FL 297 location.  Since it's still the City's goal to continue to improve wireless coverage throughout the City, staff recommends entering into this ground lease under the same terms that were negotiated under the previous contract, which are present in this lease agreement.  Diamond Towers V LLC has requested to lease City property located at 1255 Town Center Boulevard FL297 for the purpose of constructing a 150-foot high, telecommunications facility (structure). The tower will be a monopole style tower with a full antennae array. This facility will have the capacity to accommodate at least four (4) carriers. This site is part of the approved Wireless Master Plan.  The terms of the lease agreement are consistent with what they had been under the City Council approved contract with Diamond Towers. Some of the highlights are as follows:  <ol style="list-style-type: none"><li>1. Initial term will be five years with the option to extend for nine, five-year periods.</li><li>2. A Site Development Fee of \$25,000 shall be paid to the City upon the commencement of construction of the tower.</li><li>3. The City will receive 40% of any new recurring revenue generated by the new tower.</li><li>4. Diamond Towers V LLC will have access to the land to build a 150-foot structure and house ground equipment on the site.</li></ol>	

**Recommended Action :**

**ADOPT RESOLUTION 2022-XX APPROVING AN OPTION AND GROUND LEASE AGREEMENT WITH DIAMOND TOWERS V LLC, FOR CONSTRUCTION OF A TELECOMMUNICATIONS TOWER AT ROYAL PALMS FL 297**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>			
<b>Division</b>	PLANNING	<b>Account #</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>					
<p><b>Background:</b>  <u><b>UPDATED BACKGROUND FROM THE MAY 3, 2022 COUNCIL BUSINESS MEETING.</b></u>            This item was heard by City Council at their May 3, 2022 Council Business meeting. Council, by consensus, after a lengthy discussion, instructed staff to return in 30 to 45 days with a revenue model that was neutral to expenses within 24 months of lease signing. Tenants counsel affirmed the approach was acceptable to his client.</p> <p>Council also instructed staff to reduce the hours of operation as requested by the tenant, and remove the requirement to publish an annual catering menu.</p> <p>In addition, the full square footage of the restaurant space (2,561 sq. ft.) will be utilized for the calculation of the lease, as proposed by the tenant. Additional language was added to the agreement to memorialize the use of the deck for normal golf operations.</p> <p>A starting lease rate of \$9.00 per square foot with a 3% annual increase will produce a neutral expense within 24 months. Water and wastewater will be the responsibility of the City and all other utilities will be paid by the tenant.</p>					
	<b>9/1/2022</b>	<b>9/1/2023</b>	<b>9/1/2024</b>	<b>9/1/2025</b>	<b>9/1/2026</b>
Annual Lease (incl. 3% annu. increase)	23,859	24,575	25,312	26,071	26,854
Water/Wastewater paid by City	24,000	24,000	24,000	24,000	24,000
Electricity	Tenant	Tenant	Tenant	Tenant	Tenant
Propane	Tenant	Tenant	Tenant	Tenant	Tenant
Telecom	Tenant	Tenant	Tenant	Tenant	Tenant
Internet	Tenant	Tenant	Tenant	Tenant	Tenant
<b>Annual total paid to City by Tenant</b>	<b>23,859</b>	<b>24,575</b>	<b>25,312</b>	<b>26,071</b>	<b>26,854</b>
<b>Annual total paid by City</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$24,000</b>
<b>Difference</b>	<b>(\$141)</b>	<b>\$575</b>	<b>\$1,312</b>	<b>\$2,071</b>	<b>\$2,854</b>
Please note a utility rate study in underway and may affect future utility costs.					

**UPDATED BACKGROUND FROM THE FEBRUARY 8, 2022 COUNCIL WORKSHOP.**

This item was heard by City Council at their February 8, 2022 Council Workshop. Staff presented to Council on this item, which also included a new draft concession agreement with the Green Lion Café, LLC. At the subsequent business meeting on February 15, 2022, by consensus of the City Council, staff was directed to solicit a commercial real estate professional to provide a Fair Market Value analysis for the leased space, discontinue the RFP, and remove the clause for termination by convenience and termination for cause to remain.

Staff utilized City procurement methods to receive quotes. No quotes were received during the open period, but an inquiry was made by a local professional who indicated she wished to provide the service. After the quote period closed, continuing with standard procurement, staff followed up with the local professional who then provided a quote and was selected to provide the Fair Market Value analysis.

Cornelia Downing Manfre, CCIM is a Realtor® with Sotheby's International. With 39 years of real estate experience, she brings a unique skill set to the Flagler area selling residential and commercial properties throughout the state of Florida. She is a designated Certified Commercial Investment Member of the CCIM Institute of Chicago, IL.

Mrs. Manfre will provide an overview of the Fair Market Value analysis she produced.

After the fair market analysis was complete, City staff updated the agreement previously presented to City Council on February 8, 2022. This agreement was negotiated in good faith, with representatives of the Green Lion Café, LLC, over several months of in person meetings.

The concession lease agreement includes the following changes from the previous draft:

- The starting lease rate is \$10 per sq. ft. equal to \$1,665 per month
- An increase of 3% applied annually
- Electrical consumption for the leased space will be metered and charge to the tenant
- The hot water booster is the responsibility of the tenant
- The tenant will be required to install and maintain an under sink grease interceptor

The concession lease agreement as previously heard included the following major changes:

- Clarified and reduced the leased space the tenant is responsible for
- Clarifies tenant is responsible for propane, phone, and internet
- Removes the termination for convenience provision
- Strengthens the termination for cause provisions
- Requires coordination of events, maintenance, and proposed operational changes

On February 25<sup>th</sup>, 2022 the City received correspondence from the tenant's legal counsel, which included an amendment to the current (original) agreement and a request to use this format rather than the new agreement which encompassed all previously agreed upon improvements from months of negotiations. Staff indicated to tenants Counsel the suggested format was not acceptable. On April 21<sup>st</sup>, 2022 tenants Counsel provided an updated amendment which is included in the backup for review.

The amendment as presented by tenants Counsel changes the following:

- Starting lease rate of \$9 per sq. ft. equal to \$1,498.50 per month
- An annual 3% increase applied annually
- A reduction of the leased space tenant is responsible for
- Provides the tenant will be responsible for propane, telecom, and internet only\*
- Changes the opening hours from 7am to 9am MON-THU, and 8am FRI-SUN
- Eliminates the Termination for Convenience clause
- Adds a First Right of Refusal clause for future contracts

\* A note from tenants counsel expresses a willingness to pay for metered electricity but only with a reduced lease rate.

Staff does not recommend the use of this amendment as it does not provide clarity to the agreement nor encompass all the negotiated changes.

City staff originally provided the draft agreement to the tenant on January 19<sup>th</sup> for review. On February 18<sup>th</sup>, staff continued to suggest via email a legal review of the agreement be conducted while the Fair Market Analysis was completed. On March 23<sup>rd</sup> the Fair Market Analysis was made available to the tenant with an indication we would return to City Council on April 12<sup>th</sup>. The tenant asked the item be heard after April 15<sup>th</sup> as they would be out of the country.

To date, tenants Counsel has not provided any comments regarding the final draft agreement as presented to City Council for adoption.

Staff will present two options:

1. Approve new lease agreement
2. Approve tenants proposed amendment

Staff also requests no more than 30 days for tenant to execute the agreement.

**ORIGINAL BACKGROUND FROM THE FEBRUARY 8, 2022 COUNCIL WORKSHOP.**

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:

- Several cleanup items related to the original RFP.



- A clarification of utility payment responsibilities.
- Required collaboration for operational changes, facility maintenance and event schedules.
- A 653.25 reduction of the leased space to 1,998 sq. ft. to better match current operations.
- A schedule to increase the lease each year to an amount more consistent with market value.

The concession lease agreement provided is a draft and any changes after attorney review will be provided before consideration on 02/15/2022.

**Recommended Action:  
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**

# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX AN AMENDMENT TO THE TOWN CENTER AT PALM COAST DEVELOPMENT OF REGIONAL IMPACT DEVELOPMENT ORDER	
<b>Presenter : Jose Papa, AICP, Senior Planner</b>		
<b>Background :</b>		
<p><b>THIS IS A QUASI-JUDICIAL ITEM. PLEASE REMEMBER TO DISCLOSE ANY EX-PARTE COMMUNICATIONS AT THE MEETING.</b></p> <p><b><u>Planning and Land Development Regulation Board Public Hearing</u></b></p> <p>The PLDRB held a public hearing on May 18, 2022 for the proposed amendment. There were no comments from the public. The PLDRB recommended unanimously to approve the proposed amendments with a condition that an additional 5 workforce housing units be provided as part of the Town Center DRI.</p> <p>Town Center at Palm Coast Development of Regional Impact (DRI) is a 1,601+/- acre Development of Regional Impact originally approved in 2003. The proposed amendment to the Town Center DRI-DO will accomplish the following:</p> <ul style="list-style-type: none"> <li>• Amend Exhibit B to change Tracts 16 &amp;17 from Town Business to Town Residential along with expansion of development area consistent with FLUM amendment to depict updated wetland boundaries,</li> <li>• Update Present Entitlements table due to previous land use conversions and to increase allowable administrative land use conversion from 10% to 20% (along with requiring analysis to show impacts on public facilities),</li> <li>• Addition of options for potential transportation projects (potential extension of City Place),</li> <li>• Clarify language regarding vesting of development, addition of lands to the DRI,</li> <li>• Clarify requirement to provide biennial reports on entitlements,</li> <li>• Reserving 5% of housing stock for workforce housing,</li> <li>• Housekeeping update to reflect changes in state law pertaining to DRI projects, and</li> <li>• New Exhibit D to reflect updated Master Plan.</li> </ul> <p>Analysis:</p> <p>The proposed amendment is consistent with the Comprehensive Plan based on the following policies:</p> <p style="text-align: center;"><i>Policy 1.1.4.1 - Mixed Use land use designation is intended to provide opportunities for</i></p>		

*residents to work, shop, engage in recreational activities, and attend school and religious services in reasonably close proximity to residential dwellings.*

The proposed amendment is consistent with the policy above and does not hinder the vision to create opportunities for residents to work, shop, engage in recreational activities, and attend school and religious services in reasonable proximity to residential dwellings.

*Policy 1.1.4.5 - Land use patterns will be required to be efficient and not disproportionately increase the cost of providing and maintaining public facilities, as well as providing housing and transportation strategies that will foster energy conservation.*

The proposed amendment is consistent with the policy above. The amendments do not impact the opportunity to create more efficient land use by allowing residential and service uses within proximity of each other.

*Policy 1.3.1.3 – The City shall encourage development to locate in the areas where public facilities, infrastructure, and services are available. Where there are deficiencies and where appropriate, the City shall require the developer to provide or extend the facilities as necessary to accommodate development. Applicable impact fees shall be used by the City consistent with State law to offset the costs of the City providing facilities.*

The proposed amendment does not expand into areas which are currently not served by infrastructure. Consistent with this Policy, the adopted Development Order requires analysis to ensure that the facilities to serve any proposed development is adequate.

Additionally, the proposed amendment is consistent with criteria established in the Land Development Code (LDC) based on the following:

- As previously provided, the proposed amendment is consistent with the Comprehensive Plan,
- No impact on health, safety, and welfare of surrounding residents (no change in allowable uses and density/intensity of project), and
- Accomplishes a legitimate public purpose by providing flexibility to respond to changes in market conditions for a long-term project (the amendments protect the vision of Town Center as an “urban center” for Palm Coast and Flagler County).

**Recommended Action:**

**The Planning and Land Development Regulation Board recommends that the City Council find the proposed amendment to the Town Center at Palm Coast DRI-DO (Application #4437) consistent with the comprehensive plan and recommend that City Council approve the proposed amendments to the Town Center DRI-DO. PLDRB further recommends that the DRI-DO include a condition for 5 additional workforce housing units. The PLDRB voted 5-0 to recommend approval to City Council.**

# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	ORDINANCE 2022-XX AMENDING THE TOWN CENTER AT PALM COAST MASTER PLANNED DEVELOPMENT-DEVELOPMENT AGREEMENT	
<b>Presenter : Jose Papa, AICP, Senior Planner</b>		
<b>Background :</b> <b>THIS IS A QUASI-JUDICIAL ITEM. PLEASE REMEMBER TO DISCLOSE ANY EX-PARTE COMMUNICATIONS AT THE MEETING.</b>		
<b><u>PLDRB Public Hearing</u></b> The Planning and Land Development Regulation Board held a public hearing on this item on May 18, 2022. There were no recommended changes from the Board and there were no public comments on the item. The PLDRB voted 5-0 to recommend approval to City Council.		
Town Center Palm Coast Master Planned Development is a 1,601+/- acre Master Planned Development. The proposed amendment seeks to clarify permitted uses in certain tracts and to provide additional flexibility in the permitted uses within certain tracts. The amendment also includes changes based on on-going development of Town Center MPD as a medical hub combined with institutes of higher learning.		
In summary, the Development Agreement amendment will accomplish the following:		
<ul style="list-style-type: none"><li>• Clarify that Town Center development is subject to a Town Center Architectural Review Board (ARB) review,</li><li>• Clarify that Tracts in "Town Business Areas" along with Tract 18A permit Institutional Uses,</li><li>• Amend designation for Tracts 16 &amp; 17 from Town Business to Town Residential,</li><li>• Permit certain personal service uses within "Urban Core" areas (dry cleaning, medical clinics),</li><li>• Clarify that hospitals are permitted in Tracts that also permit public facilities,</li><li>• Create a definition for student housing and permitting such uses in tracts that also permit colleges and universities,</li><li>• Reduce minimum lot sizes in Town Core Areas (to accommodate live, work, learn, play development),</li><li>• Reduce minimum lot sizes in Town Residential Areas,</li><li>• Establish minimum living area for residential uses,</li><li>• Amend parking requirements for multi-family development on certain parcels,</li><li>• Regulate overnight parking along on-street parking,</li><li>• Clarify rules for construction fences, and</li><li>• Combine and update Exhibits.</li></ul>		

The proposed amendment is consistent with criteria established in the Land Development Code (LDC) based on the following:

- Consistency with the following Comprehensive Plan policies – promote opportunities to provide housing opportunities near services; direct development in areas served by infrastructure (no expansion of development area); provide variety of housing types and opportunities.
- Amendment is not in conflict to public interest or creates a hazard or nuisance – the amendment promotes opportunities for institutional uses such as hospitals, colleges & universities to locate in Town Center, which is envisioned as a mixed use development community to serve as an “urban center” for Palm Coast.
- No significant financial liability or hardship – amendment is in area served by infrastructure and does not increase density/intensity within Town Center.
- The amendment furthers the vision within the MPD to create a mixed use community with a variety of housing types along with a mix of non-residential uses, and
- The amendment will not result in additional impacts to environmental or natural resources since the amendment does not propose to increase the developable area of the project.
- Consistency with surrounding land uses – Town Center is a compact planning area bordered by arterial roadways. The standards established for Town Center are based on the vision of Town Center as a mixed use “urban center” for Palm Coast. The proposed amendment does not stray from this vision but rather enhances the potential to complete the vision of Town Center as an area to live, work, and play within an “urban center” in Palm Coast.

**Recommended Action :**

**The Planning and Land Development Regulation Board (PLDRB) finds the proposed amendment to the Town Center MPD-DA (Application #4438) consistent with the Comprehensive Plan and recommends that City Council APPROVE the proposed amendments to the Town Center MPD-DA. The PLDRB voted 5-0 to recommend approval to City Council.**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	ORDINANCE 2022-XX TOWN CENTER TRACTS 16 & 17 FUTURE LAND USE MAP AMENDMENT- APPLICATION #5080	
<b>Presenter: Jordan Myers, Environmental Planner, CFM</b>		
<p><b>Background:</b> <b>THIS IS A LEGISLATIVE ITEM.</b></p> <p>An application was submitted to amend the Town Center Tracts 16 and 17 Future Land Use Map (FLUM) – Application #5080. This property is part of the Town Center Development of Regional Impact and as such has existing entitlements. This amendment is not changing any of the entitlements, only the physical area which is designated Conservation. A recent wetland delineation to ground-truth existing site conditions, the application is requesting to change 29.42 +/- acres from Conservation to DRI Urban-Core.</p> <p>No impacts are anticipated with the proposed FLUM Amendment. As stated above, a wetland delineation was conducted by Carter Environmental Services on February 8, 2022 and found that the on-site wetlands differed from the Conservation FLUM. Per Policy 6.1.9.9 in the Comprehensive Plan, Conservation FLUM “will require field verification to determine wetland quality and boundaries with precision.” As the existing Conservation FLUM delineation was done via aerial interpretation, this new data more accurately shows the existing on-site wetlands per the mentioned policy.</p> <p>Public notification: A sign was posed on the property at least 14 days prior to the Planning and Land Development Regulation Board (PLDRB) meeting held on May 18, 2022. The PLDRB voted 5-0 to recommend approval to City Council at that meeting.</p>		
<p><b>Recommended Action:</b> <b>The Planning and Land Development Regulation Board (PLDRB) find Application #5080 consistent with the Comprehensive Plan and recommend that City Council approve Application #5080, a FLUM amendment due to ground truthing of on-site wetlands of 29.42+/- acres from Conservation to DRI Urban-Core. The PLDRB voted 5-0 to recommend approval to City Council.</b></p>		

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	ORDINANCE 2022-XX OLD KINGS ROAD MULTI-FAMILY REZONING APPLICATION #5059	
<b>Presenter: Jordan Myers, Planner, CFM</b>		
<b>Background:</b>		
<b>THIS IS A QUASI-JUDICIAL ITEM. PLEASE REMEMBER TO DISCLOSE ANY EX-PARTE COMMUNICATIONS AT THE MEETING.</b>		
<p>The project is located about 0.75 mile south of Utility Drive, and about 2 miles north of the intersection of Town Center Blvd and Old Kings Rd. The parcel is bisected by City property that was intended for the Whiteview Parkway flyover that would connect to Old Kings Road. This piece of City property is where the zoning of the parcel is also bisected between OFC-2 and MFR-2. The intent of the rezoning is to eliminate the two zonings and just have one MFR-2 zoned property. There is also a separate land exchange agreement proposed to move the Whiteview flyover from the middle of the property to the north side of the parcel.</p>		
<p>In an analysis of the property, based on 2.05.05 of the Unified Land Development Code (ULDC), half of the property is already zoned MFR-2, being such, this rezoning would not be in conflict or contrary to the public interest. Also, staff has determined this application for the proposed development is consistent with the Comprehensive Plan and the provisions of the ULDC. The proposed development must not impose a significant financial liability or hardship for the City. The public infrastructure needed to support the project in place or close to the site and any extensions of utilities, construction of neighborhood roads; stormwater systems, etc. will be provided and constructed by the developer at the developer's expense.</p>		
<p>The proposed development poses no unreasonable hazard, nuisance, nor does it constitute a threat to the general health, welfare, or safety of the City's inhabitants as the proposed rezoning will be compatible with the overall neighborhood as half of the property is already zoned MFR-2. Furthermore, all improvements will be newly constructed and/or developed in compliance with the relevant Land Development Code, Building Code and other review agency requirements.</p>		
<p>The subject property will be required to comply with the City's Land Development Code, Comprehensive Plan, and the requirements of all other applicable local, state and federal agencies throughout the development process.</p>		
<p>The request will be consistent with all applicable portions of the LDC and the Comprehensive Plan.</p>		

An environmental report will be required at the next stage of development. It is the applicant's intent to put all wetlands on the east side of the property in a conservation easement to be preserved in perpetuity.

Impacts to the Palm Coast economy are anticipated to be positive since the project will provide numerous construction jobs and will provide additional tax revenues to the City.

The impact on the necessary governmental services including: concurrency regulations and impact fees paid by the developer during the Technical Site Plan and construction drawing review process will cover wastewater, potable water, drainage, fire and police protection, solid waste and transportation systems.

There are no changes in circumstances or conditions that would affect the area.

As previously described, the proposed zoning will be compatible with the existing multi-family uses.

The subject property has existing MFR-2 zoning on half of the property. Which is an allowable use in Mixed Use FLUM. The rezoning to MFR-2 would be consistent with the Mixed-Use FLUM and compatible with the adjacent properties.

Public Participation:

The developer notified the neighboring property owners via standard USPS mail of an upcoming neighborhood meeting that was held on April 9, 2022 at 3:00 P.M. at the Palm Coast Community Center located at 305 Palm Coast Parkway NE. The developer erected a City provided sign on Old Kings Road, notifying the public of the upcoming public hearing for the Planning and Land Development Regulation Board by May 4. Newspaper ads will be run approximately two weeks before each of the three public hearings.

At the May 18, 2022 Planning and Land Development Regulation Board meeting, the Board voted 4-1 to recommend approval to City Council.

**Recommended Action:**

**The Planning and Land Development Regulation Board determine the proposed rezoning of Old Kings Road Multi-Family (Application No. 5059) is consistent with the Comprehensive Plan and recommend approval to City Council to rezone 12.07 +/- acres from the General Office (OFC-2) Zoning District to the Multi-family Residential (MFR-2) Zoning District.**



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	COMMUNICATIONS & MARKETING	<b>Account #</b>
<b>Subject</b>	ORDINANCE 2021-XX AMENDING SECTION 2-1 (b) CITY OF PALM COAST CORPORATE SEAL; LOGO; USE OF, CODE OF ORDINANCES OF THE CITY OF PALM COAST	
<b>Presenter: Brittany Kershaw, Director of Communications &amp; Marketing</b>		
<b>Background:</b> With the increasing digital environment sweeping the nation, it became a practical necessity for the City of Palm Coast to adopt a modern, responsive marketing logo design that could be used across various platforms from commercial vehicles to uniforms to digital experiences. The logo is scalable, meaning that it will maintain its clarity regardless of size, without losing any detail.  The City's marketing logo was created entirely in-house by members of the Communications & Marketing department in 2019 and can be seen throughout the City's branding initiatives including the website, marketing materials, apparel, promotional items, City vehicles, and more. With the addition of the new marketing logo, the City's Code of Ordinances must be updated.  The old language adopted in 2004 stated: The City of Palm Coast Logo shall be similar to the corporate seal but in an oval shape with or without the "Palm Coast Incorporated 1999" band.  The new proposed language states: The City logo may be revised by the City Manager from time to time. The most updated version of the City logo shall be kept on file with the City Clerk.  <b><u>*The City seal will not be affected or changed in any way.</u></b>		
<b>Recommended Action :</b> <b>ADOPT ORDINANCE 2021-XX AMENDING SECTION 2-1 (b) CITY OF PALM COAST CORPORATE SEAL; LOGO; USE OF, CODE OF ORDINANCES OF THE CITY OF PALM COAST</b>		

# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023-2025 LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM	
<b>Presenter : Devrie Paradowski, MPA, Flagler County Housing Program Manager and Jose Papa, AICP, Senior Planner</b>		
<b>Background :</b>		
<b>THIS IS A LEGISLATIVE ITEM.</b>		
<b><u>UPDATE FROM THE JUNE 14, 2022 WORKSHOP</u></b>		
This item was heard by City Council at their June 14, 2022 Workshop. There were no changes suggested to this item.		
<b><u>ORIGINAL BACKGROUND FROM THE JUNE 14, 2022 WORKSHOP</u></b>		
In 1992, the State Legislature passed the Sadowski Affordable Housing Act. The affordable housing program is funded through a documentary stamp tax on real estate transactions in Florida and can be used for homeownership and rental assistance. The purpose of the SHIP Program is to:		
<ul style="list-style-type: none"><li>• Provide funds to local governments as an incentive to create partnerships to produce and preserve affordable housing;</li><li>• Meet the housing needs of very low, low, and moderate income households;</li><li>• Further the housing element of the local government comprehensive plan; and</li><li>• Increase housing-related employment</li></ul>		
In April 2009, the City of Palm Coast and Flagler County entered into an Interlocal Agreement to create a Joint Local Housing Assistance Program. The ILA allows the City and Flagler County to coordinate on housing affordable activities including having Flagler County as the administrator and coordinator of the SHIP program.		
Flagler County is entering the thirty-first year with the SHIP program. Every three years, Flagler County is required to submit a new three (3) year plan to the Florida Housing Finance Corporation. The three (3) year plan covers fiscal years 2022-2023, 2023-2024, 2024-2025 and must be submitted prior to May 2, 2022. Florida Housing Finance Corporation has provided conditional approval of the attached Local Housing Assistance Plan (LHAP), and it requires certification and approval by the Board of County Commissioners.		

According to the Florida Statutes, Chapter 420.9075, two constraints are placed on the use of these funds. The first constraint requires at least sixty-five percent (65%) of the funds to be used for homeownership activities, and seventy-five percent (75%) of the funds used for new construction, rehabilitation or repair activities. The second constraint requires all units constructed, rehabilitated or otherwise provided funding assistance through the SHIP program be occupied as follows:

- At least thirty percent (30%) of the units must be occupied by very low-income persons and an additional thirty percent (30%) by low-income persons.
- The remainder may be occupied by eligible persons including moderate-income persons.

The required provisions and constraints of the Florida Statutes have been incorporated into the content of the SHIP LHAP. Florida Housing Finance has already reviewed and approved the draft plan.

As specified in the City of Palm Coast-Flagler County Interlocal Agreement for Joint Local Housing Assistance Program, the LHAP is approved by the governing bodies of Palm Coast and Flagler County.

**Recommended Action:**

**ADOPT RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023-2025 LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	WATER AND WASTEWATER UTILITY	<b>Amount</b>
<b>Division</b>	UTILITY	<b>Account</b>
<b>Subject</b>	RESOLUTION 2022-XX APPROVING THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT WITH FLAGLER BEACH RELATING TO POTABLE WATER SALE AND SHARED UTILITY CUSTOMERS	
<b>Presenter : Steve Flanagan, Utility Director</b>		
<p><b>Background :</b>  <u><b>UPDATED BACKGROUND FROM THE JUNE 14, 2022 WORKSHOP</b></u>            This item was heard by City Council at their June 14, 2022 Workshop. Council asked if the temporary bulk water that the City of Palm Coast would provide until December of 2022 might need to be extended, if Flagler beach wasn't ready to provide permanent service. This is a possibility, therefore Council directed staff to modify the Resolution allowing the City Manager to execute any extension(s) relating to providing temporary bulk water, if necessary.</p> <p><u><b>ORIGINAL BACKGROUND FROM THE JUNE 14, 2022 WORKSHOP</b></u>            The Cities of Palm Coast and Flagler Beach Florida entered into an Interlocal Agreement in August of 2006 in an effort to service properties in the State Road 100, Colbert Lane, and Roberts Road area north of State Road 100. This was done in an effort to have both parties best utilize existing utility systems already in the area while limiting the additional capital costs of running new infrastructure to some of these properties.</p> <p>Pursuant to the Interlocal Agreement, properties within the area designated as "Area A" have the City of Palm Coast provide water service and the City of Flagler Beach provide wastewater service. Some of these properties have now been improved with new development on their sites and are being served according to the terms of the Interlocal Agreement. Improved Properties consist of Beach Village Apartments, a Seven Eleven Convenience Store, two banking facilities and a Publix Shopping center complex with other retail stores attached.</p> <p>Properties in "Area B" were proposed to be served by the City of Palm Coast providing bulk potable water to the City of Flagler Beach and then Flagler Beach would basically resell that water to the property owners within Area "B". Since the approval of the Interlocal Agreement in 2006, no customers have existed and no development has occurred on the properties within "Area B". After discussions with representatives of both Cities it was determined that Flagler Beach staff would prefer to amend the Interlocal Agreement and service "Area B" directly from its Water Distribution System and Treatment Facilities.</p> <p>Flagler Beach will need to extend its water lines to "Area B" to accomplish servicing the properties direct from their system. To facilitate Flagler Beach's efforts, Palm Coast would agree to provide bulk water on a temporary basis to allow development to begin while Flagler Beach works to design, permit and then construct the extension of their water system to the property in</p>		

Area "B". The temporary bulk water would be provided by Palm Coast to Flagler Beach until January 1, 2023. After this date, Palm Coast would continue to provide potable water to customers in Area "A" and would have no further responsibilities to provide bulk water to Area "B".

**Recommended Action :**

**ADOPT RESOLUTION 2022-XX APPROVING THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT WITH FLAGLER BEACH RELATING TO POTABLE WATER SALE AND SHARED UTILITY CUSTOMERS**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$158,523.00
<b>Division</b>	STORMWATER	<b>Account</b>	#54029088-063000-81019
<b>Subject</b>	RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM & CREED, INC., FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE WTP #1 WELLFIELD EXPANSION, EQUIP WELLS SW-1R, SW-2, SW-3 & NEW RAW WATER MAIN		
<b>Presenter: Alex Blake, Utility Engineer</b>			
<b>Background :</b> <b>THIS ITEM IS FOR STANDARD OPERATIONS.</b>			
<p>Water Treatment Plant No. 1 has been in operation for approximately forty (40) years. Raw water is processed at the treatment plant, then distributed as potable water through the water main network to customers. The plant is currently served by 31 raw water wells. Several of the older wells have lost production over the years and are not feasible to rehabilitate to original capacity. As growth in the City has increased, water production demand has also increased. It is necessary to install new raw water wells to offset production loss of older wells and supplement the raw water supply to meet increasing demand. Two existing undeveloped well sites just north of Water Treatment Plant 1, located off of Breeze Hill Lane (SW-2 and SW-3) and one location on the plant site (SW-1R), were investigated by the City's continuing service hydrogeologist. These locations were determined to be good locations for the development of raw water production wells.</p> <p>City staff recommends McKim &amp; Creed, Inc., a continuing services consultant (RFSQ-CD-19-12), to provide design, permitting, and construction engineering services for the equipping of SW-1R, SW-2, and SW-3 and a raw water main extension to the WTP1 from SW-2 and SW-3.</p> <p>This project is in the Utility 5-Year Capital Improvement Plan, and the construction is budgeted for Fiscal Year 2022.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
Impr-Wellfield and Wells 54029088-063000-81019			\$ 2,555,000.00
Total Expended/Encumbered to Date.....			\$ 2,263,910.91
Pending Work Orders/Contracts.....			\$ 0
Current (WO/Contract).....			\$ 158,523.00
<b>Balance.....</b>			<b>\$ 132,566.09</b>
<b>RECOMMENDED ACTION:</b> <b>ADOPT RESOLUTION 2022-XX APPROVING A WORK ORDER WITH MCKIM &amp; CREED, INC., FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR THE WTP #1 WELLFIELD EXPANSION, EQUIP WELLS SW-1R, SW-2, SW-3 &amp; NEW RAW WATER MAIN</b>			

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 21, 2022

<b>Department</b>	PUBLIC WORKS	<b>Amount</b>	Over \$50,000.00
<b>Division</b>	FLEET	<b>Account #</b>	65010071-052002
<b>Subject</b>	RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FLORIDA STATE TERM CONTRACT NO. 15100000-19 WITH KIMBLE'S AVIATION LOGISTICAL SERVICES FOR THE PURCHASING OF FUEL PRODUCTS FOR THE CITY'S FLEET AND EQUIPMENT		
<b>Presenter : Matthew Mancill, Director of Public Works</b>			
<p><b>Background :</b>  <b>THIS ITEM IS FOR STANDARD OPERATIONS.</b>            The City of Palm Coast Public Works, Fleet Division, is responsible for Citywide fleet and equipment including bulk fuel, gasoline and diesel. There is a piggyback between the Florida State Term Contract No. 15100000-19-1 and Kimble's Aviation Logistical Services, for fuel products for Citywide fleet and equipment to include bulk fuel, gasoline, and diesel.</p> <p>This agreement will provide for the purchase of fuel products required for the day to day operation of Citywide fleet and equipment. The use of this contract will allow us to take advantage of exclusive and competitive pricing and a high level of customer service and profitability.</p> <p>By piggybacking the Florida State Term Contract No. 15100000-19-1, for bulk fuel, gasoline, and diesel with Kimble's Aviation Logistical Services, the City 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. Using the piggybacked 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>This contract will assist in leveraging the City's financial strengths while ensuring the City remains committed to fiscal responsibility while delivering value-added services to residents and businesses. Strategy 3.2.4 Seek in-house alternative to external services while maintaining high-quality services</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2022</b>			
FUEL FOR RESALE 65010071- 052002			\$ 735,963.00
Total Expended/Encumbered to Date.....			\$ 643,036.56
Pending Work Orders/Contracts.....		\$	0.00
Current (WO/Contract).....		\$	0.00
<b>Balance.....</b>		<b>\$</b>	<b>92,926.44</b>
<p><b>Recommended Action :</b>  <b>ADOPT RESOLUTION 2022-XX APPROVING PIGGYBACKING THE FLORIDA STATE TERM CONTRACT NO. 15100000-19 WITH KIMBLE'S AVIATION LOGISTICAL SERVICES FOR THE PURCHASING OF FUEL PRODUCTS FOR THE CITY'S FLEET AND EQUIPMENT</b></p>			





# City of Palm Coast, Florida Agenda Item

Agenda Date : June 21, 2022

<b>Department</b> FINANCIAL SERVICES <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR MAY 2022	
<b>Presenter :</b> Denise Bevan, City Manager	
<b>Background :</b> Attached is a list of all emergency and sole source purchases for the month of May 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).	
<b>Recommended Action :</b> <b>FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS</b>	