



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 John Fanelli III
Council Member Nick Klufas

Tuesday, June 14, 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.

E PRESENTATIONS

- 1 PRESENTATION - FLAGLER COUNTY SHERIFF**
- 2 PRESENTATION - PEDESTRIAN FEASIBILITY STUDY**
- 3 RESOLUTION 2022-XX APPROVING THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT WITH FLAGLER BEACH RELATING TO POTABLE WATER SALE AND SHARED UTILITY CUSTOMERS**
- 4 PRESENTATION – OVERVIEW OF PROPERTY TAXES AND MILLAGE (TRIM) RATE**
- 5 RESOLUTION 2022-XX APPROVING A LAND EXCHANGE AGREEMENT BETWEEN KINGS BUSINESS CENTER LLC AND THE CITY OF PALM COAST**
- 6 RESOLUTION 2022-XX APPROVING OPTION AND GROUND LEASE AGREEMENTS WITH DIAMOND TOWERS V LLC, FOR CONSTRUCTION OF TELECOMMUNICATIONS TOWERS AT ROYAL PALMS FL297 AND CLUBHOUSE DRIVE UTILITY SITE FL 162**
- 7 RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023-2025 LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM**
- 8 PRESENTATION - HARDENING FACILITITES**

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 CALENDAR AND WORKSHEET**

City of Palm Coast, Florida Agenda Item

Agenda Date : June 14, 2022

Department CITY ADMINISTRATION Division	Amount Account #
Subject PRESENTATION - FLAGLER COUNTY SHERIFF	
Presenter : Rick Staly, Flagler County Sheriff	
Background : The Flagler County Sheriff, Rick Staly, will provide an overview to assist City Council during the upcoming budget preparations.	
Recommended Action : FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: June 14, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	
Division	STORMWATER	Account #	
Subject	PRESENTATION - PEDESTRIAN FEASIBILITY STUDY UPDATE		
Presenter:	Mike Grunewald, Traffic Engineer		
Background :	Staff will provide City Council with an update on the pedestrian feasibility study.		
Recommended Action :	FOR PRESENTATION		

City of Palm Coast, Florida Agenda Item

Agenda Date: June 14, 2022

Department	WATER AND WASTEWATER UTILITY	Amount
Division	UTILITY	Account
Subject	RESOLUTION 2022-XX APPROVING THE SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT WITH FLAGLER BEACH RELATING TO POTABLE WATER SALE AND SHARED UTILITY CUSTOMERS	
Presenter : Steve Flanagan, Utility Director		
Background : <p>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 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”.</p>		
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 14, 2022

Department FINANCIAL SERVICES Division	Amount Account #
Subject PRESENTATION – OVERVIEW OF PROPERTY TAXES AND MILLAGE (TRIM) RATE	
Presenter : Helena Alves, Financial Services Director	
Background : On September 22, 2021, City Council adopted Resolution 2021-136, approving the Fiscal Year 2022 Budget, in the amount of \$248,635,694. At the April 26, 2022 Special Budget Workshop, City Council was presented with the Year to Date Budget results for operating departments for Fiscal Year 2022, October through March. On May 3, 2022, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2022-2023. At the May 24, 2022 Workshop, staff presented to City Council on the fund accounting and revenue source restrictions to prepare for the upcoming Fiscal Year 2023 budget. Financial Services Director, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will be presenting to City Council an overview of the process for adopting the Property Tax and TRIM rate in preparation to adopt the Fiscal Year 2023 TRIM rate in September.	
Recommended Action : FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: June 14, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject	RESOLUTION 2022-XX APPROVING A LAND EXCHANGE AGREEMENT BETWEEN KINGS BUSINESS CENTER LLC AND THE CITY OF PALM COAST	
Presenter: Jordan Myers, Environmental Planner, CFM		
Background: THIS IS A LEGISLATIVE ITEM. In early 2004, property was deeded to the City of Palm Coast for a future flyover that would connect Whiteview Parkway with Old Kings Road. Recently, Kings Business Center LLC submitted a rezoning application to the City. Upon receipt and review of the application, staff advised the applicant to provide the City with a land exchange agreement for 1.4 acres of land plus an additional 100 foot easement adjacent to exchanged property. The Agreement has been reviewed by legal and City staff, including our Director of Stormwater & Engineering and Site Development Engineer. Staff is in agreeance with this land exchange as the revised layout will impact less wetlands and could decrease future infrastructure costs to the City.		
Recommended Action: ADOPT RESOLUTION 2022-XX APPROVING A LAND EXCHANGE AGREEMENT BETWEEN KINGS BUSINESS CENTER LLC AND THE CITY OF PALM COAST		

City of Palm Coast, Florida Agenda Item

Agenda Date : June 14, 2022

Department Information Technology	Amount
Division	Account #
Subject RESOLUTION 2022-XX APPROVING OPTION AND GROUND LEASE AGREEMENTS WITH DIAMOND TOWERS V LLC, FOR CONSTRUCTION OF TELECOMMUNICATIONS TOWERS AT ROYAL PALMS FL297 AND CLUBHOUSE DRIVE UTILITY SITE FL 162	
Presenter : Doug Akins, Director of Information Technology	
Background : 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 FL297 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">1. Initial term will be five years with the option to extend for nine, five-year periods.2. A Site Development Fee of \$25,000 shall be paid to the City upon the commencement of construction of the tower.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 : ADOPT RESOLUTION 2022-XX APPROVING OPTION AND GROUND LEASE AGREEMENTS WITH DIAMOND TOWERS V LLC, FOR CONSTRUCTION OF TELECOMMUNICATIONS TOWERS AT ROYAL PALMS FL297 AND CLUBHOUSE DRIVE UTILITY SITE FL 162	

City of Palm Coast, Florida Agenda Item

Agenda Date : June 14, 2022

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject	RESOLUTION 2022-XX APPROVING THE FISCAL YEAR 2023-2025 LOCAL HOUSING ASSISTANCE PLAN (LHAP) FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM	
Presenter : Devrie Paradowski, MPA, Flagler County Housing Program Manager and Jose Papa, AICP, Senior Planner		
Background :		
THIS IS A LEGISLATIVE ITEM.		
<p>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:</p> <ul style="list-style-type: none"> • Provide funds to local governments as an incentive to create partnerships to produce and preserve affordable housing; • Meet the housing needs of very low, low, and moderate income households; • Further the housing element of the local government comprehensive plan; and • Increase housing-related employment <p>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.</p> <p>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.</p> <p>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</p>		

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 14, 2022

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account #
Subject	PRESENTATION – SAFETY UPDATES ON HARDENING FACILITITES	
Presenter :	Carl Cote, Director of Construction Management & Engineering and Matthew Mancill, Director of Public Works	
Background :	This item is to present an update on safety measures on hardening City facilities. Mr. Carl Cote and Mr. Matthew Mancill will present to Council on the safety updates for hardening City facilities.	
Recommended Action :	FOR PRESENTATION AND DISCUSSION	