



City of Palm Coast Agenda COUNCIL WORKSHOP

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

Mayor David Alfin
Vice Mayor Ed Danko
Council Member Theresa Carli Pontieri
Council Member Cathy Heigher
Council Member Nick Klufas

Tuesday, January 10, 2023

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.

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 - STRATEGIC ACTION PLAN EVALUATION UPDATE**
- 2 RESOLUTION 2023-XX APPROVING A CONTRACT WITH TAYLOR ENGINEERING FOR THE SALTWATER CANAL STUDY PHASE I**
- 3 PRESENTATION - NEIGHBORHOOD ROADWAY SAFETY**
- 4 RESOLUTION 2023-XX APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK**
- 5 RESOLUTION 2023-XX APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT**
- 6 RESOLUTION 2023-XX APPROVING AMENDMENTS TO THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020 CDBG ANNUAL ACTION PLANS**
- 7 RESOLUTION 2023-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT-2023 FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM AND THE (LHAP) PLAN**

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

8 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: January 10, 2023

Department CITY ADMINISTRATION	Amount
Division	Account
	#
Subject PRESENTATION - STRATEGIC ACTION PLAN EVALUATION UPDATE	
Presenter: Lauren Johnston, Assistant City Manager	
Background : Staff will provide a comprehensive update on the implementation of Fiscal Year 22-23 Strategic Action Plan adopted by Resolution on May 3, 2022. The update will include a timeline regarding the Strategic Action Plan annual evaluation process.	
Recommended Action : FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: January 10, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$175,952.48
Division		Account	43000099-034000
Subject	RESOLUTION 2023-XX APPROVING A CONTRACT WITH TAYLOR ENGINEERING FOR THE SALTWATER CANAL STUDY PHASE I		
Presenter : Don Schragar, Deputy Director of Stormwater & Engineering			
Background :			
COUNCIL PRIORITY:			
D. Sustainable Environment and Infrastructure			
5) Develop a plan for maintenance of the saltwater canals.			
<p>On February 15, 2022, staff presented an overview of the consultant selection process for the saltwater canal dredging study.</p> <p>The proposed work is for the evaluation, design, permitting, and engineering services to dredge approximately 26 miles of the saltwater canal system. The scope of service will include data collection, preliminary design, permit application assistance, final design, technical specifications, preparation of bid documents, bid assistance, and construction phase services.</p> <p>On February 16, 2022, staff advertised a request for statements of qualifications for professional engineer services (RFSQ-SWE-22-33) and received three (3) bids that were deemed responsive and responsible. Staff recommends awarding the contract to the highest ranked bidder, in the amount of \$175,952.48, Taylor Engineering, Inc., for the stormwater canal dredging study.</p> <p>Taylor Engineering, Inc., has proposed a three (3) phased approach to the project:</p> <p>Phase I – Initial Investigation</p> <ol style="list-style-type: none"> 1. Permit and Design Review 2. Data Collection 3. Identify and Evaluate Potential Funding Sources <p>Phase II – Design and Permitting</p> <p>Phase III – Construction Administration</p> <p>On May 10, 2022, staff presented the scope and fee to the saltwater canal dredging study for Council direction. Staff received permission to move forward with Phase I of the study.</p> <p>Funds for this assessment are budgeted out of the Capital Improvement Projects Fund and are included in the 5-Year Capital Improvement Plan.</p>			

The City Attorney’s Office reviewed the title work relating to the saltwater canals within the boundaries of the City of Palm Coast. Attached is a summary of Ms. Borkert’ s review highlighting items to note.

SOURCE OF FUNDS WORKSHEET FY 23

Capital Projects – Professional Services 43000099-034000.....	\$	180,000.00
Total Expended/Encumbered to Date.....	\$	0.00
Pending Work Orders/Contracts.....	\$	0.00
Current (WO/Contract).....	\$	<u>175,952.48</u>
Balance.....	\$	4,047.52

Recommended Action :
ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH TAYLOR ENGINEERING FOR THE SALTWATER CANAL STUDY PHASE I

City of Palm Coast, Florida Agenda Item

Agenda Date: January 10, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account
Subject	PRESENTATION - NEIGHBORHOOD ROADWAY SAFETY	
Presenter: Michael Grunewald, Traffic Engineer III		
Background : Presentation to discuss traffic safety initiatives on residential roadways in Palm Coast.		
Recommended Action : FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department	Information Technology	Amount
Division	Information Technology	Account #
Subject	RESOLUTION 2023-XX APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK	
Presenter : Doug Akins, Director of Information Technology		
Background : In April 2008, the City Council approved a Communications Site Lease Agreement with MetroPCS, Florida, LLC, for a wireless communication facility at Ralph Carter Park. Also, there were two previous amendments to this agreement. The first amendment was in December 2008, relating to rental amounts, and the second amendment in September 2012, related to direct rental payments to be made to the City of Palm Coast. The City of Palm Coast owns the Flagpole Cell Tower located at 1385 Rymfire Drive in Ralph Carter Park. Currently, T-Mobile is the sole carrier on the tower and would like to perform upgrades to their equipment located on the tower. Therefore, these upgrades necessitate a third amendment to the agreement in order to update the locations being occupied by the carrier both on the tower and the ground, and to revise outdated language related to third parties mentioned in the agreement. The City Attorney along with staff drafted the third amendment, which is attached to this item.		
Recommended Action : ADOPT RESOLUTION 2023-XX APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK		

City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$11,165.00															
Division		Account	# 54205509-063000-55003															
Subject	RESOLUTION 2023-XX APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT																	
Presenter: Carmelo Morales, Stormwater Engineer III																		
<p>Background : This item is for standard operations. The E-Section West Project is a continuation of the Eisenhower and Easthampton Canal Dredging Project that was completed in June of 2022. This in-house enhancement project entails a ditch modification and upsizing of pipes to improve drainage flow. In November of 2022 Staff completed swale/ditch regrading, vegetation removal, and a smaller stormwater pipe installation in the Ehrly/Evans vicinity. Utility work is needed before the larger stormwater pipe can be lowered to increase drainage at Evans Drive.</p> <p>A work order in the amount of \$42,945 was created under the existing contract with B&B Underground & Drilling (ITB-UT-19-96) for directional drilling to install stormwater pipes. It was determined that a longer pipe length is needed which will increase the original proposal by \$11,165.</p> <p>This item is to request council approval of an increase to the work order in the amount of \$11,165 above the City Manager’s allotted approval of \$49,999.</p> <p>Funds for this project have been budgeted in the Stormwater Engineering FY 23 Budget.</p>																		
<p>SOURCE OF FUNDS WORKSHEET FY 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Ditch&Pipe R&R-54205509-063000-55003</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">90,000.00</td> </tr> <tr> <td>Total Expenses/Encumbered to date</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">60,689.00</td> </tr> <tr> <td>Pending Work Orders/Contracts</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Current Contract</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><u>11,165.00</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">18,146.00</td> </tr> </table>				Ditch&Pipe R&R-54205509-063000-55003	\$	90,000.00	Total Expenses/Encumbered to date	\$	60,689.00	Pending Work Orders/Contracts	\$	0	Current Contract	\$	<u>11,165.00</u>			18,146.00
Ditch&Pipe R&R-54205509-063000-55003	\$	90,000.00																
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Current Contract	\$	<u>11,165.00</u>																
		18,146.00																
<p>Recommended Action : RESOLUTION 2023-XX APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT</p>																		

City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department	COMMUNITY DEVELOPMENT	Amount	
Division		Account	21000000-331501 21000000-331502 21000000-334403 21000000-380100

Subject RESOLUTION 2023-XX APPROVING AMENDMENTS TO THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS

Presenter : Jose Papa, AICP, Senior Planner

Background :
The proposed amendments to the Federal Fiscal Year (FFY) 2017, 2018, 2019, and 2020 Annual Action Plans are housekeeping in nature. The intent of the amendments are to align the City’s records in HUD’s Integrated Disbursement and Information System (IDIS) with the City’s grant records.

These amendments will account for the use of available obligated funds from previous years to cover activities which have been completed. Other than for General Planning/Administration activity (this action will result in an increase of \$25,000 for housing activity while reducing the funds available for General Planning/Admin activity), the amendment does not change the amount of funding dedicated for any activity. The only difference will be that when the City completes a reimbursement request for completion of an activity, it will be with funds from a different funding year.

As shown on the tables below, unobligated funds from the 2017, 2018, 2019 were drawn to pay for housing activities (see Table 1). In return a similar amount from the 2020 allocation will now be dedicated for the activities previously identified in 2017, 2018, 2019 Annual Action Plan (Table 2).

Table 1

FUNDING YEAR	ACTIVITY			TOTAL AMOUNT OF FUNDS
	From General Planning/Admin Activity to Housing Activity	From Public Service Grant Activity to Housing Activity	From Public Service – Youth Activities to Housing Activity	
2017	\$10,000	\$30,000		\$40,000
2018	\$5,000	\$15,200	\$43,800	\$64,000
2019	\$10,000	\$18,184	\$1,436.65	\$29,620.65
TOTAL	\$25,000	\$63,384	\$45,236.65	\$133,620.65

Table 2

FUNDING YEAR	ACTIVITY			TOTAL AMOUNT OF FUNDS
	From Housing Activity to General Planning/Admin Activity	From Housing Activity to Public Service Grant Activity	From Housing Activity to Public Service - Youth Activity	
2020	No transfer. Additional \$25,000 of funds are allocated for Housing Activities.	\$63,384	\$45,236.65	\$108,620.65

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING THE AMENDMENTS TO THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS

City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account
Subject	RESOLUTION 2023-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT-2023 FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM	
Presenter : Jose Papa, AICP, Senior Planner		
<p>Background: 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, the Affordable Housing Advisory Committee (AHAC), who serves as the advisory board for the SHIP program, shall annually 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 November 15, 2022, the Affordable Housing Advisory Committee (AHAC) reviewed the above-mentioned incentives at a public hearing and made 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>The AHAC report recommends the following potential actions for the City of Palm Coast.</p> <ul style="list-style-type: none"> • Develop a Planned Affordable Development ordinance consistent with the county's ordinance. Such an ordinance would lay out a definition and conditions which defines an affordable housing project. • Publish the inventory of surplus lands suitable for housing development on the City's web page. • Consider the adoption of an affordable housing trust fund for the purpose of funding affordable housing development incentives. Potential implementation of this recommendation will require additional research of examples/ordinances to create a program that may work for the City of Palm Coast. 		
<p>Recommended Action: THE AFFORDABLE HOUSING ADVISORY COMMITTEE RECOMMENDS CITY COUNCIL APPROVE THE ANNUAL AFFORDABLE HOUSING INCENTIVE REPORT-2023</p>		