



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 Ed Danko
Council Member Cathy Heighter
Council Member Nick Klufas
Council Member Theresa Pontieri

Tuesday, October 17, 2023

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Kaley Cook, 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 AND A MOMENT OF SILENCE

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. MINUTES

1. MINUTES OF THE CITY COUNCIL:

OCTOBER 3, 2023, BUSINESS MEETING

OCTOBER 10, 2023, WORKSHOP MEETING

OCTOBER 10, 2023, SPECIAL WORKSHOP MEETING

F. PROCLAMATIONS AND PRESENTATIONS

2. PROCLAMATION - OCTOBER 2023 AS DISABILITY EMPLOYMENT AWARENESS MONTH

3. PROCLAMATION - OCTOBER 2023 AS ADOPT A DOG MONTH

4. PROCLAMATION - THE WEEK OF OCTOBER 15, 2023, AS CELEBRATE BABIES WEEK

5. PROCLAMATION - THE WEEK OF OCTOBER 27, 2023, AS MOBILITY WEEK

6. PROCLAMATION - OCTOBER 27, 2023, AS TEMPLE BETH SHALOM FIFTIETH ANNIVERSARY CELEBRATION DAY

7. PROCLAMATION - OCTOBER 28, 2023, AS FOUNDERS DAY

8. PRESENTATION - PARKS MASTER PLAN DRAFT REPORT

G. ORDINANCES FIRST READ

- 9. ORDINANCE 2023-XX A COMPREHENSIVE PLAN AMENDMENT FROM COUNTY DESIGNATION OF RESIDENTIAL LOW DENSITY AND COMMERCIAL-LOW INTENSITY TO CITY DESIGNATION OF RESIDENTIAL AND MIXED-USE WITH SITE SPECIFIC POLICY TO LIMIT DEVELOPMENT ON 62.3+/- ACRES**
- 10. ORDINANCE 2023-XX OLD KINGS VILLAGE REZONING - APPLICATION NO. 5506**

H. RESOLUTIONS

- 11. RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH FLORIDA SMALL BUSINESS DEVELOPMENT CENTER AT THE UNIVERSITY OF CENTRAL FLORIDA FOR SMALL BUSINESS CONSULTING SERVICES**

I. CONSENT

- 12. RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH ALFA LAVAL, INC., FOR THE PURCHASE OF SIX COPLASTIC STOP GATES TO REPLACE EXISTING METAL STOP GATES AT WASTEWATER TREATMENT PLANT 1**
- 13. RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ATLANTIC PIPE SERVICES, LLC CONTRACT WITH THE CITY OF SOUTH DAYTONA, FLORIDA FOR SEWER MAIN REHABILITATION AS NEEDED**
- 14. RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ATLANTIC PIPE SERVICES, LLC CONTRACT WITH VOLUSIA COUNTY, FLORIDA FOR MANHOLE REHABILITATION AS NEEDED**
- 15. RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH PROMOTIONAL DESIGNS, INC., FOR CITYWIDE CUSTOM LOGO APPAREL**
- 16. RESOLUTION 2023-XX EXCEPTION TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COST FEASIBILITY LIMIT**
- 17. RESOLUTION 2023-XX APPROVING A CONTRACT WITH MIE, INC., FOR CITY HALL INTERIOR MODIFICATIONS**
- 18. RESOLUTION 2023-XX APPROVING THE CULTURAL ART GRANTS FOR FISCAL YEAR 2023-2024**
- 19. RESOLUTION 2023-XX APPROVING AN AMENDMENT AND PARTIAL RELEASE OF**

RESTRICTIVE COVENANTS

20. PRESENTATION - PARKS & RECREATION FEE STRUCTURE BACKGROUND AND FUTURE ANALYSIS DISCUSSION

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

21. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR SEPTEMBER 2023

N. ADJOURNMENT

22. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: OCTOBER 3, 2023, BUSINESS MEETING OCTOBER 10, 2023, WORKSHOP MEETING OCTOBER 10, 2023, SPECIAL WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: 1. Minutes (3)	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: OCTOBER 3, 2023, BUSINESS MEETING OCTOBER 10, 2023, WORKSHOP MEETING OCTOBER 10, 2023, SPECIAL WORKSHOP MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - OCTOBER 2023 AS DISABILTY EMPLOYMENT AWARENESS MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim October 2023 as Disability Employment Awareness Month.	
Recommended Action: PROCLAIM OCTOBER 2023 AS DISABILTY EMPLOYMENT AWARENESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 2023 AS ADOPT A DOG MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to recognize October 2023 as Adopt a Dog Month.		
Recommended Action: PROCLAIM OCTOBER 2023 AS ADOPT A DOG MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - THE WEEK OF OCTOBER 15, 2023, AS CELEBRATE BABIES WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The Florida Association of Infant Mental Health Northeast Central Florida Chapter has requested that the City of Palm Coast recognize the week of October 15, 2023, as Celebrate Babies Week.	
Recommended Action: PROCLAIM THE WEEK OF OCTOBER 15, 2023, AS CELEBRATE BABIES WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - THE WEEK OF OCTOBER 27, 2023, AS MOBILITY WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim the week of October 27, 2023, as Mobility Week.	
Recommended Action: PROCLAIM THE WEEK OF OCTOBER 27, 2023, AS MOBILITY WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - OCTOBER 27, 2023, AS TEMPLE BETH SHALOM FIFTIETH ANNIVERSARY CELEBRATION DAY	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim October 27, 2023, as Temple Beth Shalom Fiftieth Anniversary Celebration Day.	
Recommended Action: PROCLAIM OCTOBER 27, 2023, AS TEMPLE BETH SHALOM FIFTIETH ANNIVERSARY CELEBRATION DAY	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - OCTOBER 28, 2023, AS FOUNDERS DAY		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to recognize October 28, 2023, as Founders Day.		
Recommended Action: PROCLAIM OCTOBER 28, 2023 AS FOUNDERS DAY		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	PARKS & RECREATION	Amount
Division		Account #
Subject: PRESENTATION - PARKS & RECREATION MASTER PLAN DRAFT REPORT		
Presenter: Brittany McDermott, Deputy Director of Parks & Recreation and Art Thatcher, Consultant with BerryDunn		
Attachments: 1. Presentation 2. Action Plan and Prioritization Draft Report 3. Trail Assessment		
Background: Council Priority: B. Safe and Reliable Services 2. Identify local recreation demands (i.e., aquatics, fields, senior services, etc.) to balance the need of regional activity centers		
<u>UPDATED BACKGROUND FROM AUGUST 8, 2023, WORKSHOP:</u> Pursuant to Council Priority B2, aimed at identifying local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have prepared a draft presentation for City Council to review. This presentation serves as the comprehensive summary of the entire development process of the Parks & Recreation Master Plan. It will specifically highlight the action plan that identifies short-term, mid-term, and long-term priorities.		
<u>UPDATED BACKGROUND FROM JUNE 20, 2023, WORKSHOP:</u> In line with Council Priority B2, which focuses on identifying local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have created a 'Goals & Objectives' presentation for review by City Council. This presentation will encompass the essential aspects of the Master Plan to include identifying key themes and priorities as well as a level of service analysis.		
<u>UPDATED BACKGROUND FROM DECEMBER 13, 2022, WORKSHOP:</u> As part of the ongoing Council Priority B2 to identify local recreation demands through a comprehensive Parks & Recreation Master Plan, City Staff and BerryDunn, the consultant developing the Master Plan, have prepared a 'Findings Summary' presentation for City Council to review. The Findings Summary will include an overview of the data collected so far through surveys, a social pinpoint website, demographics analysis, and parks & trails assessments		
<u>ORIGINAL BACKGROUND FROM THE DECEMBER 13, 2022, WORKSHOP:</u> As adopted by City Council, the 2023 Strategic Action Plan, B2 priority, staff began to		

prioritize recreation projects as part of the Parks & Recreation Capital Improvement Plan.

The Comprehensive Parks & Recreation Master Plan will make project recommendations and develop a financially feasible 5-year Capital Improvements Schedule to meet the defined needs of the community. This will be accomplished over several phases including an inventory of all recreation facilities, a needs assessment, and a visioning workshop. The City of Palm Coast is working closely with Flagler County on this initiative and has established an Interlocal Agreement approved by City Council, which identified a cost share for City and County.

In accordance with the City's Purchasing Policy, City staff advertised a Request for Statement of Qualifications: RFSQ-PR-22-87 - Parks and Rec Master Plan for COPC & Flagler County. The City received two (2) responses. The evaluation team ranked the qualifications and selected BerryDunn to conduct the study. The cost share of the study is \$100,000 for the City of Palm Coast and \$100,000 for Flagler County.

Recommended Action:
FOR PRESENTATION AND DISCUSSION

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2023-XX A COMPREHENSIVE PLAN AMENDMENT FROM COUNTY DESIGNATION OF RESIDENTIAL LOW DENSITY AND COMMERCIAL-LOW INTENSITY TO CITY DESIGNATION OF RESIDENTIAL AND MIXED-USE WITH SITE SPECIFIC POLICY TO LIMIT DEVELOPMENT ON 62.3+/- ACRES		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: 1. Presentation 2. Ordinance 3. Staff Report 4. Location Map 5. Existing Future Land Use Map 6. Proposed Future Land Use Map 7. Existing Zoning Map		
Background: This is a legislative item. The subject area of this amendment is a total 62.3+/- acre site located 2.5 miles south of State Road 100 on the eastside of Old Kings Road. This application is for a Future Land Use Map (FLUM) amendment from its current Flagler County designations of Residential Low Density and Commercial Low Intensity to City of Palm Coast designations of Residential and Mixed-Use. The property is currently subject to a site-specific Comprehensive Plan Policy to limit development to 36,000 sq.ft. of commercial with use limitations to prohibit convenience store, filling stations, and fast-food restaurants. The proposed amendment will include site specific policy to limit development to 210 dwelling units and 30,000 sq. ft. of non-residential use. In addition to the Comprehensive Plan Amendment, there is a companion zoning map amendment for the subject property to amend the current Flagler County designations of Planned Unit Development to City of Palm Coast designation of Single-Family Residential-1, and General Commercial (COM-2). City Council approved the annexation at 2nd reading on September 19, 2023. The proposed amendment was reviewed for the following:		

- **Analysis of the proposed amendment's impacts on public facilities and infrastructure.** Consistent with the required analysis to compare the proposed land use designation with the existing land use designation, staff compared the current maximum potential development (using the approved PUD entitlements-232 dwelling units and 36,000 sq. ft. of commercial area) against the proposed potential development (210 dwelling units and 30,000 sq. ft. of non-residential) to determine impacts on public facilities and infrastructure. The proposed amendment will have a slight decrease on the demand for services and infrastructure. Consistent with the development process outlined in the Land Development Code, a concurrency determination will be conducted during the site plan/platting process. Any deficiency found in the infrastructure system may require the developer to pay a proportionate share of the improvements necessary to address the deficiency.
- **Impacts on the environmental/cultural resources.** The proposed amendment will not have impacts on any significant environmental or cultural resources. There are no wetlands or Special Flood Hazard Area within the subject property.

The amendment will not cause more impact on the property than what is allowed by the existing FLUM designations.

- **Compatibility with surrounding land uses.** The proposed FLUM designations are generally consistent with the surrounding properties.
- **Consistency with Comprehensive Plan Policies.** Finally, the proposed amendment is consistent with comprehensive plan policies regarding:
- **Coordinating development with public infrastructure.**

PLDRB MEETING: The Planning and Land Development Regulation Board (PLDRB) held a public hearing on September 19, 2023, for the proposed amendment. The PLDRB voted unanimously (5-0) to approve the proposed FLUM amendment. Public comment was heard from adjacent property owners regarding the impact of the proposed project. These concerns included potential height of new homes, amount of clearing to occur for buffers and other compatibility considerations.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS APPLICATION NO. 5505 CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE FLUM AMENDMENT FROM FLAGLER COUNTY RESIDENTIAL LOW DENSITY AND COMMERCIAL-LOW INTENSITY TO CITY OF PALM COAST DESIGNATION OF RESIDENTIAL AND MIXED-USE WITH A SITE-SPECIFIC POLICY TO LIMIT DEVELOPMENT ON THE SUBJECT PROPERTY TO 210 DWELLING UNITS AND 30,000 SQ. FT. OF NON-RESIDENTIAL

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2023-XX OLD KINGS VILLAGE REZONING - APPLICATION NO. 5506		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: 1. Ordinance 2. Staff Report 3. Location Map 4. Aerial Map 5. Existing Future Land Use Map (FLUM) 6. Existing Zoning Map 7. Proposed Zoning Map 8. Site Plan 9. Landscape Plan 10. Traffic Impact Study Methodology Report 11. Environmental Report 12. Neighborhood Meeting Information 13. Application Packet 14. Citizen Email		
Background: This is a quasi-judicial item, please disclose any ex parte communication The applicant is proposing to rezone 62.31 +/- acres from Planned Unit Development (PUD) with 60.12 +/- acres going to Single-Family Residential-1 (SFR-1) and 2.19 +/- acres to General Commercial (COM-2). The subject property was part of the 84 +/- acre Old Kings Village PUD that was rezoned by the Flagler County Commissioners in June 2007 from the Agricultural (AC) Zoning District. The Old Kings Village PUD was approved for up to 232 residential units and about 4 acres of Commercial Low Intensity uses located at the intersection of Old Kings Road and Steeplechase Trail. The 84 +/- acre PUD also included a 21 +/- acre preserve parcel that was located about ¼ mile east of the subject site. In January 2008, the Flagler County Commissioners approved a Preliminary Plat for the project for 159 patio homes (located on individual lots with minimum dimensions of 50' wide x 125' deep), 72 townhome units (located on lots with minimum dimensions of 22' wide x 87'		

deep) and an approximate 4-acre commercial tract. In October 2009, the 21 +/- acre preserve parcel was deeded to Flagler County and is not part of this rezoning application.

In November 2020, Geosam Capital US (Florida), LLC purchased the subject 62.31 +/- acres with the intent of annexing the site into the City, modifying the FLUM designation for the site and rezoning most of the site to SFR-1 so it can be developed for up to 210 single-family homes on 50' wide lots having a minimum area of 6,000 s.f. The remainder of the site about 2.19 +/- acres is being rezoned to General Commercial (COM-2) with this portion of the project located at the SW corner of the site along Old Kings Road and south of Steeplechase Trail.

Staff has determined that the proposed SFR-1 and COM-2 uses will be compatible with neighboring properties along Old Kings Road. The proposed COM-2 zoning would provide the opportunity for residents along Old Kings Road to have some commercial services that should provide a few job opportunities in reasonable proximity to their residences.

Public Participation: The applicant's team held a neighborhood meeting at 6:00 PM at the Hilton Garden Inn on September 11, 2023. All neighboring residents within 300 feet of the project's boundaries were invited by US Mail to this meeting. Ten neighbors attended (apparently all from the Polo Club), the applicant's team and one City Planner. Two signs along Old Kings Road will be erected and a news ads run prior to each public hearing.

Planning and Land Development Regulation Board (PLDRB) Meeting: The PLDRB reviewed this application at its regularly scheduled meeting at 5:30 PM on September 19, 2023, and by a 5 – 0 vote found it in compliance with the Comprehensive Plan and recommended approval to City Council. Two neighboring residents spoke against the overall project citing concerns with having SFR-1 zoning abutting their 5-acre homesites in the Polo Club.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD DETERMINED THE PROPOSED REZONING (APPLICATION NO. 5506) TO BE CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDED APPROVAL TO CITY COUNCIL TO REZONE 62.31 +/- ACRES FROM PLANNED UNIT DEVELOPMENT (PUD) TO SINGLE-FAMILY RESIDENTIAL-1 (SFR-1) AND GENERAL COMMERCIAL (COM-2)

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	ADMINISTRATION	Amount	\$68,000
Division	ECONOMIC DEVELOPMENT	Account #	10012103
Subject: RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH FLORIDA SMALL BUSINESS DEVELOPMENT CENTER AT THE UNIVERSITY OF CENTRAL FLORIDA FOR SMALL BUSINESS CONSULTING SERVICES			
Presenter: Jason DeLorenzo, Chief of Staff			
Attachments: 1. Presentation 2. Resolution 3. Master Services Agreement			
Background: Council Priority: A. Strong Resilient Economy The University of Central Florida Small Business Development Center (UCF SBDC) offers a wide range of outstanding services to support entrepreneurs and small businesses in their growth and success. Some of the key services provided by the UCF SBDC include: Business Consulting: The UCF SBDC offers one-on-one consulting services, where experienced advisors work closely with entrepreneurs to address specific business challenges. They provide guidance on business planning, marketing, financial management, and more. Business Training: The center conducts various workshops, seminars, and training sessions on topics such as business planning, marketing strategies, financial management, and technology integration. These programs are designed to enhance the knowledge and skills of small business owners. Access to Capital: UCF SBDC assists entrepreneurs in securing financing for their businesses. They help businesses prepare loan applications, access government grants and loans, and connect with potential investors and lenders. Market Research and Analysis: The center offers market research services to help businesses understand their target audience, competition, and industry trends. This information is crucial for making informed decisions and developing effective marketing strategies.			

Export Assistance: UCF SBDC helps small businesses explore and expand into international markets. They provide guidance on export strategies, market-entry, and compliance with international regulations.

Technology Commercialization: For businesses involved in technology-based industries, UCF SBDC helps in technology commercialization, intellectual property protection, and licensing.

Strategic Planning: The center helps businesses develop strategic plans for long-term growth and sustainability. They assist in setting goals, creating action plans, and measuring progress.

Disaster Recovery Assistance: UCF SBDC plays a vital role in helping businesses recover from natural disasters or economic downturns. They provide guidance on disaster preparedness, access to emergency funding, and business continuity planning.

Networking and Partnerships: The UCF SBDC connects small businesses with a network of industry experts, government agencies, and other organizations to foster collaborations and growth opportunities.

Specialized Services: Depending on the specific needs of a business, the UCF SBDC offers specialized services in areas such as government contracting, minority business development, and innovation support.

In summary, the UCF SBDC offers a comprehensive suite of services aimed at nurturing small businesses, helping them thrive, and contributing to the economic development of the region. Their expertise, resources, and support have made them a valuable resource for entrepreneurs and small business owners in the Central Florida area.

This Master Services Agreement will provide these services free of charge to Palm Coast businesses.

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A MASTER SERVICES AGREEMENT WITH FLORIDA SMALL BUSINESS DEVELOPMENT CENTER AT THE UNIVERSITY OF CENTRAL FLORIDA, FOR SMALL BUSINESS CONSULTING SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$88,456.00
Division		Account #	54029083 063000 85005
Subject:	RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH ALFA LAVAL, INC., FOR THE PURCHASE OF SIX COPLASTIC STOP GATES TO REPLACE EXISTING METAL STOP GATES AT WASTEWATER TREATMENT PLANT 1		
Presenter:	Danny Ashburn, Utility Systems Manager		
Attachments:	1. Resolution 2. Intent to Award 3. Draft Contract		
Background:	Council Priority: D. Sustainable Environment and Infrastructure Staff is requesting approval for replacement of existing metallic stop gates located at both chlorine contact chambers and disc filter control structures at Wastewater Treatment Plant 1. Existing metallic gates have become difficult to operate due to age and corrosion. Replacement gates consist of stainless frames, hardware, and coplastic material to resist corrosion. The Utility has installed the Alfa Laval stop gates at Wastewater Treatment Plant 2, approved under Resolution 2022-07 Wastewater Treatment Plant 2 Expansion Construction Contract, and are specified in the current expansion project. Staff is pleased with the installation and ease of operation of the Alfa Laval gates. In accordance with the City’s purchasing policy, City staff advertised and solicited bids for the purchase of six (6) non-metallic stop gates and received one bid and was determined to be responsive and responsible. The project bid overview and notice of intent are attached. Staff recommends the purchase of six (6) Alfa Laval, Inc. non-metallic coplastic stop gates. Funds for this purchase are included in the 2024 Utility capital funds budget.		
SOURCE OF FUNDS WORKSHEET FY 2024			
UTILCAPPRJ GENERAL PLANT R&R 54029083 063000 85005			\$2,050,000.00
Total Expended/Encumbered to Date			\$42,015.50
Pending Work Orders/Contracts			\$295,706.60
Current (WO/Contract)			\$88,456.00
Balance			\$1,623,821.90

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH ALFA LAVAL, INC., FOR THE PURCHASE OF SIX COPLASTIC STOP GATES TO REPLACE EXISTING METAL STOP GATES AT WASTEWATER TREATMENT PLANT 1

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division	WASTEWATER	Account #	54029083 063000 85020
Subject:	RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ATLANTIC PIPE SERVICES, LLC CONTRACT WITH THE CITY OF SOUTH DAYTONA, FLORIDA FOR SEWER MAIN REHABILITATION AS NEEDED		
Presenter:	Christopher Crawford, Utility System Supervisor		
Attachments:	1. Resolution 2. Piggyback Contract		
Background:	Council Priority: D. Sustainable Environment and Infrastructure The City of Palm Coast Utility Department has identified the need for sewer main rehabilitation, based on the City's standards. Sewer mains throughout the city need rehabilitation due to our aging infrastructure. The primary purpose of this piggyback is to provide services to structurally line and seal old failing sewer gravity mains. Failed mains cause water intrusion into our wastewater system which then causes our wastewater plants to treat excessive amounts of ground water. This program will identify and fix these issues as needed when found. City staff is recommending piggybacking the Atlantic Pipe Services, LLC contract (#23-B-005) with the City of South Daytona, Florida for the use of services beyond our capabilities in house to maintain and repair our city's wastewater collections system. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the City does not incur the expense and delay of soliciting a bid. City staff will purchase items on an as-needed basis upon City Council approved budgeted funds.		
Recommended Action:	ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ATLANTIC PIPE SERVICES, LLC CONTRACT WITH THE CITY OF SOUTH DAYTONA, FLORIDA FOR SEWER MAIN REHABILITATION AS NEEDED		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division	WASTEWATER	Account #	54029083 063000 85010
Subject:	RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ATLANTIC PIPE SERVICES, LLC CONTRACT WITH VOLUSIA COUNTY, FLORIDA FOR MANHOLE REHABILITATION AS NEEDED		
Presenter:	Christopher Crawford, Utility System Supervisor		
Attachments:	1. Resolution 2. Piggyback Contract		
Background:	Council Priority: D. Sustainable Environment and Infrastructure The City of Palm Coast Utility Department has identified the need for manhole rehabilitation, based on the City's standards. Sewer manholes throughout the city need rehabilitation due to our aging infrastructure. The primary purpose of this piggyback is to provide services to structurally line and seal old failing sewer manholes. Failed manholes cause water intrusion into our wastewater system which then causes our wastewater plants to treat excessive amounts of ground water. This program will identify and fix these issues on an as-needed basis. City staff is recommending piggybacking the Atlantic Pipe Services, LLC contract (#23-B-105LS) with Volusia County, Florida for the use of services beyond our capabilities in house to maintain and repair our city's wastewater collections system. Piggybacking existing competitively bid contracts is advantageous since the pricing is generally better than what the City could obtain on its own, and the City does not incur the expense and delay of soliciting a bid. City staff will purchase items on an as-needed basis upon City Council approved budgeted funds.		
Recommended Action:	ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE ATLANTIC PIPE SERVICES, LLC CONTRACT WITH VOLUSIA COUNTY, FLORIDA FOR MANHOLE REHABILITATION AS NEEDED		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	As Needed
Division	STORMWATER OPERATIONS	Account #	Multiple- City-Wide Use
Subject:	RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH PROMOTIONAL DESIGNS, INC., FOR CITYWIDE CUSTOM LOGO APPAREL		
Presenter:	Stacey Davis, Stormwater Maintenance Manager		
Attachments:	1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Executive Summary		
Background:	Council Priority: B. Safe and Reliable Services City staff have determined the need to purchase Citywide custom logo apparel on an as-needed basis. A professional uniformed look helps to create a safe environment for both citizens and staff. Staff advertised and solicited bids (RFP-SWE-23-58) for City-wide custom logo apparel in accordance with the City's Purchasing Policy. City staff received four (4) bids that was deemed responsive and responsible and recommends Council approval of a master price agreement with Promotional Designs, Inc. The notice of intent to award and project bid overview are attached to this agenda item. Since this is a price agreement, City staff from all departments will be able to utilize this agreement to purchase items on an as-needed basis using budgeted funds appropriated by City Council.		
Recommended Action:	ADOPT RESOLUTION 2023-XX APPROVING A MASTER PRICE AGREEMENT WITH PROMOTIONAL DESIGNS, INC., FOR CITYWIDE CUSTOM LOGO APPAREL		

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	COMMUNITY DEVELOPMENT	Amount	\$10,000.00
Division	PLANNING	Account #	21000099-0340000-23008
Subject: RESOLUTION 2023-XX EXCEPTION TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COST FEASIBILITY LIMIT			
Presenter: Jacqueline Gonzalez, Site Development Coordinator			
Attachments: 1. Resolution 2. Contract/Change Order			
Background: <u>UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their October 10, 2023, Workshop Meeting. There have been no changes to the item. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> This item is a request to exceed the City's Community Development Block Grant (CDBG) Cost Feasibility Limit to complete rehabilitation of a single-family home for an eligible applicant to the City's housing rehabilitation program. Since 2012, the City of Palm Coast has offered an Owner-Occupied Housing Rehabilitation program using funds from the City's annual allocation from the Community Development Block Grant (CDBG) program. The objectives of this program include, the following: • <i>To remove unhealthy or hazardous conditions in Very-Low Income (VLI) (50% less than Area Median Income) and Low-Moderate Income (LMI) households (51 to 80% of Area Median Income),</i> • <i>To preserve existing housing stock or replacement of substandard housing,</i> • <i>To enable VLI and LMI families to rehabilitate their homes by providing financial and technical assistance to those unable to obtain private financing.</i> A typical scope of work for homes receiving financial assistance have included: roof replacement, Heating, Ventilation, and Air-Conditioning (HVAC) systems, new doors and windows (for energy efficiency), and other rehabilitation work to address health and safety issues (mold remediation, electrical upgrades, etc.). Other program rules are governed by the Local Housing Assistance Plan (LHAP). Based on the LHAP, Section VI(C) the maximum cost limit for a rehabilitation project is \$50,000.			

However, the limits may be exceeded when alternative funds are available but must be specifically approved by the City Manager.

The scope of service for a recent qualified applicant has shown the need for rehabilitation work that will exceed the program's cost feasibility limit. This home has structural deficiencies related to an exterior bathroom wall that will require reconstruction of the framed wall, a new window, weatherization, and sealing and painting of the exterior wall. Additionally, an electrical inspection report was required as part of the scope of work. Per the report, the home needs grounding to primary service meter, repairs to multiple electrical outlets including GFCI protections and smoke detectors for the home to meet the current electrical codes and HUD's Housing Qualifying Standards (HQS).

The estimated cost for the scope of work is \$57,315.00. The estimated cost can be directly tied to the amount of repair necessary to address all the health and safety issues needed to bring the home into an appropriate level of livability, and due to the unpredictable and volatile costs associated with construction in today's market (materials and labor). An additional \$2,685.00 is being request for any additional unseen overages that may occur while repairing the home. The total project requested amount to be \$60,000.00. Any funds not used will be return to program funding with close out of the purchase order.

City staff in partnership with the Administrators of the Flagler County State Housing Initiative Partnership (SHIP) program have agreed to commit funds to assist the homeowner to complete the rehabilitation work. The City-County have an Interlocal Agreement for the Joint Local Housing Assistance Program (LHAP) that among other things allows the City to coordinate with the County to implement Affordable/Workforce Housing programs by mutual consent.

City/County staff have discussed splitting the cost, but unfortunately the property currently has an active SHIP mortgage which restricts the property owner from acquiring additional funding from same funding source being Flagler County SHIP program.

Staff is requesting the allocation of an additional \$10,000.00 (\$7,345 for rehabilitation plus \$2,685.00 for additional unseen overages, minus the \$30.00 difference currently available) over the typical cost feasibility limits to complete the rehabilitation work.

Source of Funds Worksheet FY 20224/2023

OCS-Entitlement Housing Rehab Fund 21000099-0340000-23008	\$300,000.00
Total Expended/ Encumbered to Date	\$275,217.74
Pending Work Orders/ Contracts	\$0.00
Current (WO/ Contract)	<u>\$10,000.00</u>
Balance	\$14,782.26

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING AN EXCEPTION TO THE CDBG COST FEASIBILITY LIMITS

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$454,404.00
Division	ENGINEERING	Account	43000099-062000-99001
Subject	RESOLUTION 2023-XX APPROVING A CONTRACT WITH MIE, INC., FOR CITY HALL INTERIOR MODIFICATIONS		
Presenter: Carl Cote, Director of Stormwater & Engineering			
Attachments: 1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Executive Summary			
Background: Council Priority: B. Safe and Reliable Services <u>UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their October 10, 2023, Workshop Meeting. There have been no changes to the item. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> To ensure the safety and security of our City employees, City staff is proposing interior modifications to three public-facing areas of City Hall. The purpose of these modifications is intended to protect City employees. The three locations that will be addressed in the scope of work are Human Resources, Building, and Administration. <u>Interior modifications:</u> Human Resources: Partition modifications, acoustical ceiling plan modifications, new millwork installation, interior doors and window modifications, and associated electrical, mechanical, and fire protection modifications. Building Department: Partition modifications and associated electrical, mechanical, and fire protection modifications. Administration: Partition modifications, acoustical ceiling plan modifications, new millwork installation, interior doors and window modifications, and associated electrical, mechanical, and fire protection modifications. In accordance with the City's Purchasing Policy, staff advertised (ITB-SWE-23-41) and solicited bids for City Hall interior modifications. The City received one (1) bid that was responsive and responsible. The Project Bid Overview and Notice of Intent to Award are attached. Staff			

recommends approving a contract with MIE, Inc.

The contract amount for these services is \$304,405.00. Staff is requesting a project contingency in the amount of \$150,000.00 to cover additional furniture needs, engineering design services, and construction engineering inspection services for the revised modifications.

Funds for this project are budgeted out of the five-year Capital Improvement Budget.

SOURCE OF FUNDS WORKSHEET FY 24

Capital Projects 43000099-062000-99001	\$480,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$454,404.00</u>
Balance	\$25,596.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH MIE, INC., FOR CITY HALL INTERIOR MODIFICATIONS

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	PARKS & RECREATION	Amount	\$20,000.00
Division		Account #	10016016-082003
Subject: RESOLUTION 2023-XX APPROVING THE CULTURAL ART GRANTS FOR FISCAL YEAR 2023-2024			
Presenter: James Hirst, Director of Parks & Recreation and Katelyn Anderson, Parks & Recreation Staff Assistant II			
Attachments: 1. Resolution			
Background: Pillar of Priority: Civic Engagement: Build a cooperative and trusting relationship between the City and the Community. <u>UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their October 10, 2023, Workshop Meeting. There have been no changes to the item. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> The City of Palm Coast has been offering the annual Cultural Arts Financial Assistance Matching Grant program since 2002. The Cultural Arts organizations in the presentation have expressed a desire to receive grant monies from the City of Palm Coast for programs and/or events held in the City of Palm Coast. The City of Palm Coast has supported local organizations by awarding Cultural Arts Grants to eligible applicants for the past twenty-two years. Thirteen applications were accepted for review for Fiscal Year 2023-2024. This year, our team of City employee met on September 8, 2023, in a public meeting with the applicants. The committee reviewed the thirteen applications to make sure they met the qualifications of the grant. Attached is the recommendation for Council to review. The applications are available in the City Clerk's Office.			
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING THE CULTURAL ART GRANTS FOR FISCAL YEAR 2023-2024			

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department PARKS & RECREATION Division	Amount Account #
Subject: RESOLUTION 2023-XX APPROVING AN AMENDMENT AND PARTIAL RELEASE OF RESTRICTIVE COVENANTS	
Presenter: Lauren Johnston, Assistant City Manager	
Attachments: 1. Resolution 2. Amendment	
Background: <u>UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their October 10, 2023, Workshop Meeting. There have been no changes to the item. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> In 2014, the City approved a lease amendment with the Palm Coast Arts Foundation (PCAF) to allow for construction of an event lawn and performance area on City-owned property within Town Center, which is designated, and deed restricted for a cultural arts facility. PCAF and the City of Palm Coast were required to execute a restrictive covenant to ensure that the property continues to be used for cultural arts for at least 10 years consistent with the goals of the grant program. The covenant concludes in 2026.	
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING AN AMENDMENT AND PARTIAL RELEASE OF RESTRICTIVE COVENANTS	

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 17, 2023

Department	PARKS & RECREATION	Amount
Division		Account #
Subject: RESOLUTION 2023-XX APPROVING THE PARKS & RECREATION FEE STRUCTURE		
Presenter: James Hirst, Director of Parks & Recreation, Brittany McDermott, Deputy Director of Parks & Recreation, and Lauren Johnston, Assistant City Manager		
Attachments: 1. Resolution		
Background: Pillar of Priority: Strong Resilient Economy: Maintaining financial strengths within the City and promote fiscal responsibility to ensure future stability. <u>UPDATED BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> City Council received a presentation on this item at their October 10, 2023, Workshop Meeting. City Council provided staff with further direction for the Palm Harbor Golf Course which will come back to Council at a later date. The Resolution and Fee Structure have been added to the item since the Workshop Meeting. <u>ORIGINAL BACKGROUND FROM THE OCTOBER 10, 2023, WORKSHOP MEETING:</u> The Palm Coast Parks & Recreation Department is presenting the need to evaluate its current fee structure. The fees that need to be evaluated are the Community Garden Plot Fees, Palm Coast Aquatics Center Lane Rentals, Palm Coast Arts Foundation Amphitheater Rental, Palm Coast Community Center Cocktail Table & Tablecloth Rentals, Palm Harbor Golf Course Green Fees, and Waterfront Park Patio Rental. This analysis is in line with City Council's pillar of maintaining financial strengths within the City and promote fiscal responsibility to ensure future stability. Reviewing our fees on a regular basis also allows us to balance cost recovery and maintain the level of quality in our programs and facilities that our residents expect and deserve. Analyzing the Parks & Recreation Fee Structure involves a couple steps: - The first step is to review the current fee structure and determine what changes may need to be made. - The second step is finding comparable organizations to check our fees against. Staff is looking for feedback and direction on the proposed rates for the Parks & Recreation facilities.		
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING THE PARKS & RECREATION FEE STRUCTURE		

City of Palm Coast, Florida Agenda Item

Agenda Date: October 17, 2023

Department	FINANCIAL SERVICES	Amount
Division	BUDGET & PROCUREMENT OFFICE	Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR SEPTEMBER 2023		
Presenter: Denise Bevan, City Manager		
Attachments: 1. Emergency and Sole Source Purchase Report		
Background: Attached is a list of all emergency and sole source purchases for the month of September 2023, 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).		
Recommended Action: FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS		