



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, February 14, 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 MOMENT OF SILENCE

D ROLL CALL

E 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.

F PRESENTATIONS

1 PRESENTATION - TOWN CENTER CULTURAL & ARTS MASTER PLAN FROM JOHNSON CONSULTING

2 PRESENTATION - STORMWATER BIENNIAL UPDATE

3 PRESENTATION - STORMWATER RATE STUDY

4 PRESENTATION - COUNCIL PRIORITY COMMUNITY CENTER PARKING

5 RESOLUTION 2023-XX APPROVING CONTRACTS FOR CONSTRUCTION MANAGEMENT SERVICES, PROFESSIONAL DESIGN SERVICES WITH MULTIPLE VENDORS, AND PROJECT CONTINGENCY FOR DESIGN AND CONSTRUCTION OF NEW FIRE STATIONS AND BAY DOOR REPLACEMENT

G PUBLIC PARTICIPATION

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

H DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

J DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

K ADJOURNMENT

6 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date : February 14, 2023

Department Division	PARKS & RECREATION	Amount Account #
Subject	PRESENTATION - TOWN CENTER CULTURAL & ARTS MASTER PLAN FROM JOHNSON CONSULTING	
Presenter : Lauren Johnston, Assistant City Manager, and James Hirst, Director of Parks & Recreation		
Background :		
COUNCIL PRIORITY:		
<p>A.1. - Town Center should promote and partner with well-known higher education institutions to become a regional center for learning. Partnerships will be enhanced by a home for arts & culture offering opportunities for performance, display, creative expression, and training.</p> <ul style="list-style-type: none"> • Evaluate Town Center land for potential acquisition of open space to meet the need of future growth. 		
<u>UPDATE FROM THE FEBRUARY 7, 2023 BUSINESS MEETING.</u>		
<p>On February 7, 2023, City Council approved Phase 2 of the Town Center Cultural & Arts Master Plan with Johnson Consulting. This item is to present to City Council with a refresh overview of the Arts District initiatives and vision from the adoption of the Strategic Action Plan priority. Johnson Consulting will provide a summary of the Town Center Cultural & Arts Master Plan. City Staff will seek guidance on next steps for the Arts District.</p>		
<u>ORIGINAL BACKGROUND FROM THE FEBRUARY 7, 2023 Business Meeting.</u>		
<p>Through the Strategic Action Plan, the following priorities were established:</p> <p>2019 - Council Priority Established</p> <ul style="list-style-type: none"> - Create an Art District for the Innovation District and establish funding support through revenues generated within the District. <p>2020 - Reaffirmed</p> <ul style="list-style-type: none"> - Create an Art District for the Innovation District, establish dedicated funding support through generated revenues, and foster relationships in support of a cultural arts facility while expanding programs and experiences within the District. <p>2021 - Reaffirmed</p> <ul style="list-style-type: none"> - To foster support and elevate the Arts District, staff shall conduct the following: <ul style="list-style-type: none"> • Provide a comprehensive presentation to City Council that details the proposed approach to establishing dedicated funding for the Art District that includes status, timeline, and recommended set percentage of revenues within the Arts District. • Formalize the membership of the “United We Arts” committee while expanding programs and experiences within the Arts District. 		

2022 - Reaffirmed

- Town Center should promote and partner with well-known higher education institutions to become a regional center for learning. Partnerships will be enhanced with a home for arts & culture offering opportunities for performance, display, creative expression, and training.
- Evaluate Town Center land for potential acquisition of open space to meet the need of future growth.

On October 27, 2021, the City opened a Request for Statement of Qualifications (RFSQ) to receive responses from qualified firms capable of providing a strategic plan to incorporate the City's Cultural Arts and/or Recreation Facilities within the Town Center Development of Regional Impact to enhance Town Center's growth and role in becoming a destination in Palm Coast for residents and visitors. On November 12, 2021, the RFSQ closed and was reviewed by City Staff. The applicant, Johnson Consulting, scored a total of 93.33 points out of 100 points and on November 24, 2021, the City awarded Johnson Consulting, a Master Services Agreement to develop a Town Center Cultural & Arts Master Plan.

Johnson Consulting has completed Phase 1 of the project and are in the process of finalizing Phase 2. The cost of Phase 1 was \$49,999.00; the cost of Phase 2 will be \$37,500.00.

Recommended Action :
FOR PRESENTATION AND COUNCIL DIRECTION

City of Palm Coast, Florida Agenda Item

Agenda Date : February 14, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	STORMWATER	Account
Subject	PRESENTATION - STORMWATER BIENNIAL UPDATE	
Presenter :	Carl Cote, Director of Construction Management & Engineering	
Background :	Staff will provide City Council with a biennial update regarding the Master Stormwater Plan.	
Recommended Action :	FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 14, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account
Subject	PRESENTATION - STORMWATER RATE STUDY	
Presenter: Donald Schragger, Deputy Director of Stormwater & Engineering		
Background :		
<p>In 2018 the City completed, and City Council adopted, a comprehensive rate study. This study was to evaluate the adequacy of stormwater rates necessary to pay for system operations, enhanced levels of maintenance, critical capital repairs and upgrades, and ongoing replacement of fleet and equipment. The rate study findings resulted in a recommended rate increase based on enhanced operations and a capital plan. The plan accelerated capital repairs and improvements, as well as maintenance activities for the citywide stormwater system.</p> <p>The adopted rate was phased in incrementally through FY24. Adopted rate increases include 8.2% for FY23 which was implemented on October 1, 2022, and an additional 7.5% scheduled for implementation in FY24. An annual indexing provision was also adopted to increase rates beyond FY24 based on the change in the consumer price index (CPI), but not less than 2% annually. Currently, the CPI has increased by 8.2% from October 2021 through September 2022.</p> <p>In May of 2022, Raftelis Financial Consultants, Inc., was contracted to perform a review of the Stormwater Enterprise Fund and provide a new rate study analysis to support the future needs and level of service of the Stormwater Utility.</p>		
Recommended Action :		
FOR PRESENTATION AND DIRECTION		

City of Palm Coast, Florida Agenda Item

Agenda Date : February 14, 2023

Department PARKS & RECREATION	Amount
Division	Account
	#
Subject PRESENTATION - COUNCIL PRIORITY COMMUNITY CENTER PARKING	
Presenter : James Hirst, Director of Parks & Recreation and Kyle Berryhill, Fire Chief	
Background :	
COUNCIL PRIORITY:	
C. Safe and Reliable Services:	
<p>3) Seek opportunities for the Community Center to help relieve parking pressures through the following approaches:</p> <ul style="list-style-type: none"> ○ Evaluate the utilization of the Community Center playground, basketball courts and tree area for additional parking. ○ Conduct a detailed analysis of city-owned lands and facilities in the vicinity of the Community Center to determine optimum use value. ○ Evaluate the option to repurpose FS22, to preserve the Historical value and expand the visitor awareness of Palm Coast. 	
<p>The Palm Coast Community Center currently faces complications with the amount of parking offered at the facility. Parking spots have become extremely limited due to participation in recreation programs, attendance of private events hosted in our community rooms, and the utilization of the Community Center Park and Basketball Court by the public. Staff is researching options to remedy this complication, while also looking into an analysis for keeping the historic Fire Station 22 in its current location. Overall, this was deemed a priority by City Council so that the facility would provide safe and dependable parking services to the community.</p>	
Recommended Action :	
FOR PRESENTATION AND DISCUSSION	

City of Palm Coast, Florida Agenda Item

Agenda Date : February 14, 2023

Department	STORMWATER & ENGINEERING	Amount	\$476,676.82
Division	ENGINEERING	Account	# 2107400-063000-49013 # 2107400-063000-49014 # 4300099-063000-49010
Subject	RESOLUTION 2023-XX APPROVING CONTRACTS FOR CONSTRUCTION MANAGEMENT SERVICES, PROFESSIONAL DESIGN SERVICES WITH MULTIPLE VENDORS, AND PROJECT CONTINGENCY FOR DESIGN AND CONSTRUCTION OF NEW FIRE STATIONS AND BAY DOOR REPLACEMENT		
Presenter: Eric Gebo, Architect III			
Background:			
Council Priority:			
C. Safe and Reliable Services:			
3. Seek opportunities for the Community Center to help relieve parking Repurpose FS22, to preserve historical value and expand visitor awareness of Palm Coast.			
<p>These projects are part of the 10-year Capital Improvement Plan to address Fire Department response times, and involve the replacement of an existing station, modifications to existing stations, and the construction of a new facility.</p> <p>City staff advertised the project (RFSQ-SWE-22-60) and received eight (8) firms that were deemed responsive and responsible. City staff recommends awarding contracts for professional design services in the following amounts to Schenkel & Shultz, Inc.:</p> <ul style="list-style-type: none"> • Fire Station 22 - \$150,050 • Fire Station 25 - \$ 54,900 • Fire Station 26 - \$157,030 <p>City staff advertised the project (RFSQ-SWE-22-89) and received four (4) firms that were deemed responsive and responsible. City staff recommends awarding contracts for construction management services, in the amount \$64,696.82 to Wharton-Smith, Inc.</p> <ul style="list-style-type: none"> • Fire Station 22 - \$30,358.32 • Fire Station 25 - \$ 3,980.18 • Fire Station 26 - \$30,358.32 <p>Staff is also requesting a contingency of \$50,000, be approved, in case of unforeseen circumstances and/or unknown conditions, for a total project cost of \$476,676.82.</p>			

Funds for this project have been budgeted in the Capital Improvement and Fire Impact Fee Fund FY 23 Budget.

SOURCE OF FUNDS WORKSHEET FY 2023

Capital Projects Fund—43000099-063000-49010	\$ 520,000.00
Total Expenses/Encumbered to date	\$ 0
Pending Work Orders/Contracts	\$ 0
Current Contract	<u>\$ 54,900.00</u>
Balance	\$ 465,100.00

SOURCE OF FUNDS WORKSHEET FY 2023

Fire Impact Fee—21074000-063000-49013	\$ 500,000.00
Total Expenses/Encumbered to date	\$ 0
Pending Work Orders/Contracts	\$ 0
Current Contract	<u>\$ 207,398.41</u>
Balance	\$ 292,601.59

SOURCE OF FUNDS WORKSHEET FY 2023

Fire Impact Fee—21074000-063000-49014	\$ 500,000.00
Total Expenses/Encumbered to date	\$ 0
Pending Work Orders/Contracts	\$ 0
Current Contract	<u>\$ 214,378.41</u>
Balance	\$ 285,621.59

The contracts attached to this agenda item are in draft format and under final legal review. The attached Resolution is requesting City Council approval and to grant authority to the City Manager, or designee to negotiate, finalize, and execute the contracts for this project.

Recommended Action :

ADOPT RESOLUTION 2023-XX APPROVING CONTRACTS FOR CONSTRUCTION MANAGEMENT SERVICES, PROFESSIONAL DESIGN SERVICES WITH MULTIPLE VENDORS, AND PROJECT CONTINGENCY FOR DESIGN AND CONSTRUCTION OF NEW FIRE STATIONS AND BAY DOOR REPLACEMENT