



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 Heigher
Council Member Nick Klufas
Council Member Theresa Pontieri

Tuesday, September 5, 2023

6:00 PM

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:**
 - AUGUST 15, 2023, BUSINESS MEETING**
 - AUGUST 29, 2023, SPECIAL BUDGET WORKSHOP MEETING**

F. PROCLAMATIONS

- 2. PROCLAMATION - AUGUST 2023 AS NATIONAL BLACK BUSINESS MONTH**
- 3. PROCLAMATION - SEPTEMBER 16, 2023, AS NATIONAL CLEANUP DAY**
- 4. PROCLAMATION - THE WEEK OF SEPTEMBER 17, 2023, AS CONSTITUTION WEEK**
- 5. PROCLAMATION - SEPTEMBER 2023 AS PROSTATE CANCER AWARENESS MONTH**
- 6. PROCLAMATION - SEPTEMBER 2023 AS NATIONAL PREPAREDNESS MONTH**
- 7. PROCLAMATION - SEPTEMBER 2023 AS NATIONAL RECOVERY MONTH AND FLAGLER OPEN ARMS RECOVERY SERVICES (OARS) UPDATE**

G. ORDINANCES SECOND READ

8. **ORDINANCE 2023-XX BELLE TERRE ESTATES MASTER PLANNED DEVELOPMENT (MPD)
- APPLICATION NO. 5302**
9. **ORDINANCE 2023-XX APPROVING THE 2023 AMENDMENT TO THE MARINA VILLAGE
MASTER PLANNED DEVELOPMENT (MPD) - APPLICATION NO. 5448**

H. ORDINANCES FIRST READ

10. **ORDINANCE 2023-XX VOLUNTARY ANNEXATION OF AN APPROXIMATELY 62.1 ACRE
PARCEL GENERALLY LOCATED ON THE EAST SIDE OF OLD KINGS ROAD
APPROXIMATELY 2.5 MILES SOUTH OF STATE ROAD 100**

I. RESOLUTIONS

11. **RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER
COUNTY AND THE CITY OF PALM COAST FOR UTILITY INFRASTRUCTURE
IMPROVEMENTS**
12. **RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSULTANT CONTRACT WITH
WRIGHT-PIERCE, INC., FOR THE WATER TREATMENT FACILITY 1 SUSTAINABILITY
STUDY**
13. **RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSULTANT CONTRACT WITH
CPH, LLC FOR THE WASTEWATER TREATMENT FACILITY 1 EXPANSION STUDY**
14. **RESOLUTION 2023-XX APPROVING A CONTRACT WITH GPS CIVIL CONSTRUCTION,
INC., FOR THE CONSTRUCTION OF THE RAW WATER MAIN EXTENSION WATER
TREATMENT FACILITY 3 WELLFIELD PROJECT**
15. **RESOLUTION 2023-XX APPROVING 2024 LEGISLATIVE PRIORITIES**

J. CONSENT

16. **RESOLUTION 2023-XX APPROVING MASTER PRICE AGREEMENTS WITH FERGUSON
WATERWORKS AND FORTILINE WATERWORKS TO PURCHASE VARIOUS UTILITY
SUPPLIES**
17. **RESOLUTION 2023-XX APPROVING WORK ORDER WITH GABRIEL, ROEDER, SMITH &
COMPANY FOR ACTUARIAL SERVICES**

K. PUBLIC PARTICIPATION

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

- L. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**
- M. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**
- N. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**
- O. ADJOURNMENT**

18. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: AUGUST 15, 2023, BUSINESS MEETING AUGUST 29, 2023, SPECIAL BUDGET WORKSHOP MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. August 15, 2023, Business Meeting Minutes 2. August 29, 2023, Special Budget Workshop Meeting		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: AUGUST 15, 2023, BUSINESS MEETING AUGUST 29, 2023, SPECIAL BUDGET WORKSHOP MEETING		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - AUGUST 2023 AS NATIONAL BLACK BUSINESS MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim August 2023 as National Black Business Month.		
Recommended Action: PROCLAIM AUGUST 2023 AS NATIONAL BLACK BUSINESS MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 16, 2023, AS NATIONAL CLEANUP DAY		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim September 16, 2023, as National CleanUp Day.		
Recommended Action: PROCLAIM SEPTEMBER 16, 2023, AS NATIONAL CLEANUP DAY		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - THE WEEK OF SEPTEMBER 17, 2023, AS CONSTITUTION WEEK	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The Old Kings Highway Chapter of the Daughters of the American Revolution has requested that the City proclaim the week of September 17, 2023, as Constitution Week.	
Recommended Action: PROCLAIM THE WEEK OF SEPTEMBER 17, 2023, AS CONSTITUTION WEEK	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - SEPTEMBER 2023 AS PROSTATE CANCER AWARENESS MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The City of Palm Coast would like to proclaim September 2023 as Prostate Cancer Awareness Month.	
Recommended Action: PROCLAIM SEPTEMBER 2023 AS PROSTATE CANCER AWARENESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject:	PROCLAMATION - SEPTEMBER 2023 AS NATIONAL PREPAREDNESS MONTH	
Presenter:	Mayor and City Council	
Attachments:	1. Proclamation	
Background:	The City of Palm Coast would like to proclaim September 2023 as National Preparedness Month.	
Recommended Action:	PROCLAIM SEPTEMBER 2023 AS NATIONAL PREPAREDNESS MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 5, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - SEPTEMBER 2023 AS NATIONAL RECOVERY MONTH AND FLAGLER OPEN ARMS RECOVERY SERVICES (OARS) UPDATE	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation 2. Presentation	
Background: Flagler Open Arms Recovery Services (OARS) has requested a proclamation for September 2023 in honor of National Recovery Month. Pam Birtolo, Executive Director, will provides Council with updates on the organization.	
Recommended Action: PROCLAIM SEPTEMBER 2023 AS NATIONAL RECOVERY MONTH	

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2023-XX BELLE TERRE ESTATES MASTER PLANNED DEVELOPMENT (MPD) - APPLICATION NO. 5302		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none">1. Ordinance2. Master Planned Development Agreement3. Location Maps (2) - Distant and Close-Up4. Maps (3) - Future Land Use Map, Existing and Proposed Zoning Maps5. Conceptual Plan6. Conceptual Dog Park Plan7. Elevations and Floor Plans8. Color Elevations9. Rezoning Application		
Background: <p>This is a quasi-judicial item, please disclose any ex parte communication.</p> <p><u>UPDATED BACKGROUND FROM THE AUGUST 15, 2023, BUSINESS MEETING:</u></p> <p>The City Council at this project's first reading on August 15, 2023, approved Belle Terre Estates Master Planned Development(MPD) by a 4 – 1 vote but requested that the applicant review the project for three items, including: have the commercial parcel pad ready, have some lots meet the MFR-1 and MFR-2 minimum lot widths of 25 feet and minimum lot sizes of 2,500 square feet, and provide some units for workforce housing or assist in some manner regarding this topic.</p> <p>Planning staff discussed these three items with the applicant and the applicant agreed to make changes to the MPD Agreement to address the first two items which are shown via underlines and yellow highlighting on the updated MPD Agreement. Essentially, the applicant agreed to have the commercial parcel cleared, filled, and graded so it is pad ready and put in a requirement that all end units (roughly 80 townhome lots) will meet the minimum lot width of 25 feet and a minimum lot size of 2,500 square feet. On the third item the applicant pointed out that Belle Terre Estates would provide platted homes that would cost significantly less than single-family detached homes and the HOA maintenance fees would also be substantially less than single-family communities. Combined it should make the townhomes much more affordable for residents in meeting their mortgage requirements and/or budget.</p> <p>These changes are underlined with yellow highlighting and can be seen in Sections 5(c) and 6(a) on page 9 and the Section 7 table on pages 14-15 in the updated MPD Development Agreement.</p>		

ORIGINAL BACKGROUND FROM THE AUGUST 15, 2023, BUSINESS MEETING:

The 40 +/- acre subject site is located at the Southeast (SE) corner of Belle Terre Boulevard and Citation Boulevard. The site is currently zoned General Commercial (COM-2) and was platted as a commercial subdivision in January 2006, which was comprised of four large irregular-shaped lots. The land has set vacant since that time.

Belle Terre Holdings, LLC purchased the property on December 1, 2021. Mark Goldschmidt, Manager of Belle Terre Holdings, LLC has requested a rezoning from COM-2 to Belle Terre Estates Master Planned Development (MPD) for a 275-unit platted townhome community with a future 1.75 +/- acre commercial project located at the SE corner of Belle Terre Boulevard and Citation Boulevard and a public dog park located just east of the commercial area.

The applicant is proposing to rezone the subject property for a mixed-use project with the intention of initially developing the 275 platted townhomes and later developing the 1.75 +/- acre commercial parcel that would retain COM-2 uses, as more demand for commercial uses occurs with additional rooftops being developed within the project and to the east along Citation Boulevard. Citation Boulevard is currently under construction for an extension all the way to Seminole Woods Boulevard which will provide future residents and neighboring residents a quicker route on going to or returning from I-95. The expansion of Citation Boulevard is expected to be completed in the second half of 2024.

The townhome community will have approximately 1497 s.f. interior townhomes with one-car garages and typically have 1497 s.f. to 1663 s.f. exterior townhomes (end units) with one or two-car garages on 275 platted lots. After several design revisions the project will meet Section 5.03.04.A.3. of the LDC that requires one-car garages for townhomes less than 1,500 s.f. and two-car garages for townhomes 1,500 s.f. or larger. Interior lots are a minimum of 19 feet wide by 90 feet deep while exterior lots are at least 22 feet wide by 90 feet deep.

The applicant is donating about 1.19 +/- acres of land for the City dog park as part of the required public benefit of rezoning to an MPD. Once half of the townhomes have received a Certificate of Occupancy the applicant has agreed to construct the public dog park. As proposed, the MPD would allow the applicant to receive park impact fee credits for the actual design and construction costs of the public dog park. The townhome community will also have a private amenity center including clubhouse and pool that will be located in the northeast corner of the MPD.

Public Participation: The applicant scheduled a neighborhood meeting at 5:30 p.m. at the Hilton Garden Inn on July 10, 2023. All neighboring residents within 300 feet of the project's boundaries were invited by USPS First Class mail to this meeting. The applicant and staff attended but none of the invited neighbors. Signs and new ads will be run 10-14 days prior to each public hearing.

Planning and Land Development Regulation Board (PLDRB): The PLDRB reviewed this application at its regularly scheduled meeting at 5:30 p.m. on July 19, 2023, and by a 7 – 0 vote, found it in compliance with the Comprehensive Plan and recommended approval to City Council subject to two conditions. No one from the public spoke regarding this project.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDED THAT CITY COUNCIL APPROVE BELLE TERRE ESTATES MASTER PLANNED DEVELOPMENT (MPD) - APPLICATION NO. 5302 SUBJECT TO THE FOLLOWING TWO CONDITIONS:

- 1. THE APPLICANT REVIEWS THE SITE PLAN TO SEE IF MORE PARKING CAN BE ADDED FOR GUESTS AND VISITORS.**
- 2. EQUIPMENT IN THE PUBLIC DOG PARK SHALL MEET CITY PARKS' TEAM STANDARDS.**

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2023-XX APPROVING THE 2023 AMENDMENT TO THE MARINA VILLAGE MASTER PLANNED DEVELOPMENT (MPD) - APPLICATION NO. 5448		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none"> 1. Ordinance 2. Restated MPD Development Agreement (DA) Redlined 3. Proposed Key Changes 4. Staff Report 5. Aerial Maps (2) - Distant and Close-Up 6. Future Land Use Map (FLUM) 7. Zoning Map 8. Village Tract Map 9. Concept Plan 10. Carport Pictures (2) 11. Kiln Dust Remediation Study 12. Applicant's Application and Cover Letter 13. Neighborhood Meeting Summary and Sign-in Sheet 14. Clarification Letter 15. Public Correspondence 		
Background: This is a quasi-judicial item, please disclose any ex parte communication. <u>UPDATED BACKGROUND FROM THE AUGUST 15, 2023 BUSINESS MEETING:</u> <p>The City Council at this project's first reading on August 15, 2023, approved the restated Marina Village MPD by a 4 – 1 vote but requested that the applicant review his project for four items. These included: ensure the kiln dust data demonstrates the Project will meet all applicable environmental requirements, ensure that the Tract 3 open space area will remain open to the public, provide assurance that the waterfront mixed uses will actually occur, and have the townhouse lots meet the MFR-1 and MFR-2 minimum lot widths of 25 feet and minimum lot sizes of 2,500 square feet.</p> <p>Planning staff discussed these four items with the applicant and the applicant agreed to make numerous changes to the MPD Agreement to address most of these items which are shown via underlines and strikethroughs and with yellow highlighting on the updated MPD Agreement. Essentially, the applicant's updated MPD Agreement: provides a full service marina with gas, ship store and related marina services open to the public; states the public open space area (lawn event area) would be a minimum of one-acre in size and remain open to the public including for special events; eliminates the potential of multi-family uses on all of Tract 6 by limiting those to a portion of the previous Tract 6 (now shown as Tract 6A);</p>		

states the Owner will provide and maintain a minimum of one sit-down waterfront restaurant; provides specifics on how the Owner can easily utilize the lawn event area for special events; now states the dry-boat storage stackhouse will be under 70 feet instead of 60 feet in height, modified Exhibit "3" Tract Map to show the partial split-off of Parcel 6 into Parcel 6A; and added Exhibit "4" Townhouse Lot Widths which is a table showing the width of the proposed townhome lots and that three would meet the minimum 25-foot townhouse lot width standards of the MFR-1 and MFR-2 Zoning Districts.

ORIGINAL BACKGROUND FROM THE AUGUST 15, 2023, BUSINESS MEETING:

The new property owner wants to modify the Marina Village MPD Agreement, in order to decrease the allowable commercial gross floor area from 160,500 s.f. to 103,000 s.f., increase allowable residential units from 663 to 1085, and modify some development standards. The proposed changes would only affect Tracts 2 – 8, the 66.66 +/- acres located east of Colbert Lane and north of Roberts Road. Tract 1 is not part of this MPD amendment, and this proposal will not affect Tract 1's development standards or its allowed 240 residential units. Tract 1 is the 22.34 +/- acres of the MPD located west of Colbert Lane at the intersection with Roberts Road.

The property owner also wants to modify development standards with the key ones described below. Decrease the maximum building height from 95 feet to 60 feet on Tracts 2, 3, 5 and 7. Modify minimum garage requirements so only a one-car garage or architecturally designed carport is required per for at least 30% of multi-family homes. Add a requirement to provide at least one Level 2 (240-volt) electric vehicle-charging station for each residential unit having a garage. Provide a 10' wide Landscape Buffer Type "C" along the northern property line where none was previously required. Reduce the minimum size of townhome lots from 2,500 s.f. to 2,000 s.f. and width from 25 feet to 20 feet while allowing the height to increase from 35' to 45'. Added new dimensional standards for mixed use buildings with commercial uses on the first floor and residential uses above those commercial uses.

Tract 1 was sold on May 26, 2021, to Colbert Lane Development, LLC, who recently received a Development Order for a Technical Site Plan to construct a 240-unit luxury apartment project. Lighthouse Palm Coast Holdings, LLC purchased Tracts 2 – 8 on October 10, 2022, and on May 23, 2023, submitted a MPD amendment, in order to develop a high-density mixed-use community oriented around the marina basin.

The owner of Tracts 2 – 8 (applicant) already has the environmental permits in place to construct the marina basin on Tract 8 with 80 wet slips and on Tract 6 a building for dry storage of 200 boats. Construction is expected within a few months once the applicant secures building permits from the City to construct the sea walls. The applicant also wants to start development of the residential and commercial portion of the MPD as depicted on the Conceptual Master Plan. This would include up to 103,000 s.f. of commercial uses and 845 residential units on Tracts 2 – 7 that would be designed as a mixed-use project located with a common architectural theme around the marina basin. The marina dry boat storage building is not counted in the 103,000 s.f. of commercial entitlements.

Public Participation: The applicant held a neighborhood meeting at 6:00 p.m. at the Hilton Garden Inn on July 12, 2023. All neighboring residents within 300 feet of the project's boundaries were invited by US Mail to this meeting. Ten neighbors along with the applicant's team and two City staff members attended. Signs along both Colbert Lane and Roberts Road will be erected 14 days prior to each public hearing. Additionally, news ads will be run at least 10 days prior to each public hearing.

Planning and Land Development Regulation Board: The PLDRB reviewed this application at its regularly scheduled meeting at 5:30 p.m. on July 19, 2023, and by a 7 – 0 vote, found it

in compliance with the Comprehensive Plan and recommended approval to City Council with one staff minor update and added a condition of approval regarding proof for the remediation of cement kiln dust. No one from the public spoke regarding this project.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDS THAT CITY COUNCIL APPROVE THE 2023 AMENDMENT TO THE MARINA VILLAGE MPD – APPLICATION NO. 5448 SUBJECT TO THE FOLLOWING CONDITION:

1. PRIOR TO CONSTRUCTION THE CITY RECEIVE PROOF THAT THE SITE'S CEMENT KILN DUST REMEDIATION PLAN HAS BEEN COMPLETED AND APPROVED BY THE STATE REGULATORY BOARD.

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account
		#
Subject	ORDINANCE 2023-XX VOLUNTARY ANNEXATION OF AN APPROXIMATELY 62.1 ACRE PARCEL GENERALLY LOCATED ON THE EAST SIDE OF OLD KINGS ROAD APPROXIMATELY 2.5 MILES SOUTH OF STATE ROAD 100	
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: 1. Presentation 2. Ordinance 3. Location Map		
Background: Property Owner, Old Kings Village, has filed a petition to voluntarily annex real property into the City of Palm Coast municipal boundaries. The subject area is composed of three parcels and totals approximately 62.1 acres. The subject area is generally located on the east side of Old Kings Road approximately 2.5 miles south of State Road 100. The proposed annexation is being accomplished in accordance with Florida Statutes, Chapter 171, more specifically, Chapter 171.044, Voluntary annexation. Per Florida Statutes Chapter 171.044: (1) <i>The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.</i> ... (5) <i>Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.</i> Based on a review of the petition, staff provides the following findings: <ul style="list-style-type: none">• The subject area is contiguous on its northern property line to the City of Palm Coast municipal boundary, and• The property is reasonably compact, and• Annexation of the property does not create an enclave (i.e., a parcel or area does not become enclosed within the boundaries of the City of Palm Coast).		
Recommended Action: STAFF FINDS THAT THE PETITION FROM OLD KINGS VILLAGE TO ANNEX AN APPROXIMATELY 62.1 ACRE AREA MEETS THE CRITERIA ESTABLISHED IN FLORIDA STATUTES CHAPTER 171.044		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$0.00
Division	UTILITY	Account #	N/A
Subject:	RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND CITY OF PALM COAST FOR UTILITY INFRASTRUCTURE IMPROVEMENTS		
Presenter:	Steve Flanagan, Utility Director		
Attachments:	1. Presentation 2. Resolution 3. 2023 Interlocal Agreement 4. 2022 Interlocal Agreement		
Background:	<p>Council Priority: D. Sustainable Environment & Infrastructure</p> <p>Original background of the 2022 agreement: Flagler County has identified two areas of the barrier island community that the County would like to work with the City of Palm Coast and its Utility Department to make utility capital improvements to better provide services not presently available to property owners in the area. These projects consist of certain necessary improvements to the City's water and wastewater utility systems in order to provide an adequate minimum level of service to areas of the barrier island which are presently not served by centralized water and wastewater facilities.</p> <p>Project Update, previously approved: Flagler County would utilize some of the funds that they have received through the American Rescue Act Plan Act. Those funds were provided through Subtitle M of the Act which created the Coronavirus State and Local Fiscal Recovery Fund (CLFRF) to provide \$65.1 billion in direct funding to counties; and whereas, the County is a recipient of funds under the CLFRF; and whereas, the Act provides that CLFRF funds may be used to make necessary improvements to water and sewer infrastructure. Flagler County will provide for the projects funding per the Interlocal Agreement. The City will then utilize the funding to contract for the design and permitting of the projects, project bidding, construction, and engineering services, and ultimately the construction of the projects. Should project costs come in above the estimated costs of the projects in the Interlocal Agreement the County and City will evaluate the projects and determine if any project scope or funding adjustments may be needed. If project scope or funding adjustments are necessary than an amendment to the Agreement may be in order.</p>		

The first projects summary scope entails the extension of the trunk sewer line, owned and operated by the City, northward along State Road A1A from Jungle Hut Road to Mala Compra Road and then east from State Road A1A and continuing along the north side of Mala Compra Road to the Hammock Community Center and then the Mala Compra Park property. This improvement will also provide for the ability for commercial property along A1A to connect and eliminate the need for their existing or future proposed septic tanks and drain fields. It will also provide the availability to one day begin the process of converting some of the residential home septic tanks over to improved central sewer.

The second project consists of the extension of a municipal water supply line and sewer dry line, owned and operated by the City, from the State Road A1A right of way westward along Old A1A into the Willow Woods neighborhood and then along the full lengths of Elizabeth Drive, Wendi Lane, and Debra Lane, and then northward along Rawlins Road terminating at parcel number 37-10-31-1550-00000-0172.

Current Item Background Information:

This agreement will cover the addition of a federal funding grant secured by Flagler County to extend the proposed wastewater force main system from the previous proposed location at the intersection of Mala Compra Road with State Road A1A. This proposed additional work will likely extend the Wastewater Force Main from the intersection at Mala Compra Road along State Road A1A up to the southerly limits of the Town of Marineland.

All work will be performed to meet City of Palm Coast design and construction specifications and standards. Local governments are encouraged to cooperate on the basis of mutual advantage to provide services that will influence the needs of local communities, and this is a wonderful example of two local governments working together to improve the local availability of water and wastewater service to parts of the barrier island community. This project will be managed by city staff under the Utility's Capital Project Fund.

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND CITY OF PALM COAST FOR UTILITY INFRASTRUCTURE IMPROVEMENTS

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$517, 854.47
Division	ENGINEERING	Account #	54029086-063000-84002
Subject: RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSULTANT CONTRACT WITH WRIGHT-PIERCE, INC., FOR THE WATER TREATMENT FACILITY 1 SUSTAINABILITY STUDY			
Presenter: Alexander Blake, P.E., Utility Engineer III			
Attachments: <ul style="list-style-type: none">1. Presentation2. Resolution3. Draft Contract4. Scope of Service5. Proposal6. Notice of Intent to Award			
Background: <p>Council Priority: B. Safe and Reliable Services</p> <p>Water Treatment Facility 1 (WTF-1) is the oldest of three (3) water treatment facilities operated by the City of Palm Coast. It was constructed in 1977 and in 1980, the facility was expanded to treat 6.0 million gallons per day (MGD), which has remained the permitted treatment capacity. The water treatment process is lime softening chemical precipitation. WTF-1 collects its raw water from several shallow packed wells. Over the years of operation, WTF-1 has undergone several repair and replacement projects on various plumbing and mechanical equipment, including some electrical upgrades; however, the facility has never been significantly renovated.</p> <p>WTF-1 currently has two limiting factors, which reduce its total potable water output capability below the 6.0 MGD permitted level. One limiting factor is source water from raw water production wells and the other limiting factor is treatment processing. The current treatment capability of WTF-1 is approximately 5.0 MGD, due to various components which have been in service for an extended duration and will eventually need to be replaced or upgraded. Raw water supply to WTF-1 has also been a limiting factor due to the degradation of older raw water production wells. Three new additional wells are currently being constructed to add flow to WTF-1 and an upcoming raw watermain interconnect has been planned for redirecting three more existing shallow wells from the WTF-3 wellfield to WTF-1. With these raw water supply improvements in addition to the existing production wells, the combined feed to WTF-1 is expected to be adequate for WTF-1 to produce 6.0 MGD peak demand of potable water after improvements to WTF-1 are implemented. Peak demand is typically between 30% to</p>			

50% more as compared to annual average demand. For annual average potable water production to reach 6.0 MGD, rehabilitation of older wells and production of new wells will need to continue. Raw water wells can be pumped at high output for short duration to meet peak demands; however, this can reduce the longevity and water quality of the wells; therefore, it is beneficial to have an adequate number of wells so that peak demand may be met without stressing the wells.

WTF-1 also serves an important function in processing the concentrate water produced from the WTF-3 low pressure reverse osmosis filter process, which is pumped to WTF-1 for lime softening treatment. This allows for a very high utilization rate of the raw water at approximately 98%. In 2022, WTF-1 produce approximately 37% of the total potable water demand of the city, with WTF-2 and WTF-3 fulfilling the remaining 63%.

The City of Palm Coast has experienced significant growth in the past several years and is expected to continue to grow for many years into the future. To meet increasing demand for potable water, it will be necessary to develop near and long-term planning for WTF-1. Staff developed scope objectives for an engineering study to explore and address the needs of WTF-1 out to 20 years. The primary objectives of the sustainability study are as follows:

- Evaluate the structural, mechanical and electrical condition of buildings, tanks, basins, major equipment and control systems.
- Estimate the asset value of inventoried equipment.
- Develop a twenty (20) year capital forecast plan which identifies annual improvement needs for WTF-1.
- Investigate options for modifying and improving water treatment processes which would be needed for the WTF-1 to successfully treat and distribute 6.0 MGD or greater and provide site plan concept renderings.
- Recommend improvements for system automation and cyber security.
- Lime sludge handling evaluation,
- Provide subsurface exploration and testing of piping integrity.
- Develop cost analysis of maintaining and modifying WTF-1, including operation cost, for a term of twenty (20) years into the future.
- Evaluate cost and benefit of compared options and time of implementation considerations to forecasted water demands.
- Provide sustainability report with conclusions and recommendations for a twenty (20) year forecast.

Request for Qualifications, RSFQ-SWE-23-35, was advertised on March 29, 2023, to receive qualifications from design consultants for consideration of performing an engineering study for sustainability of WTF-1. The City received three (3) submittals on May 11, 2023. Staff reviewed the submittals and selected Wright-Pierce, Inc. as the most qualified firm to perform the study. Staff negotiated a scope and fee with Wright-Pierce, Inc., in the amount of \$517,854.47.

Funds for this project are budgeted in the Utility's 5-year Capital Improvement Plan

Source of Funds Worksheet FY 2024**WTP 1 Study 54029086-063000-84002****\$750,000.00**

Total Expended/Encumbered to Date

\$0.00

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$517,854.47**Balance****\$232,145.53****Recommended Action:****ADOPT RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSULTANT
CONTRACT WITH WRIGHT-PIERCE, INC., FOR THE WATER TREATMENT FACILITY 1
SUSTAINABILITY STUDY**

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$919,203.16
Division	ENGINEERING	Account #	54029082-063000- 82002
Subject: RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSULTANT CONTRACT WITH CPH, LLC FOR THE WASTEWATER TREATMENT FACILITY 1 EXPANSION STUDY			
Presenter: Alexander Blake, P.E., Utility Engineer III			
Attachments: <ul style="list-style-type: none">1. Presentation2. Resolution3. Draft Contract4. Scope of Service5. Notice of Intent to Award6. Executive Summary			
Background: Council Priority: B. Safe and Reliable Services Wastewater Treatment Facility 1 (WWTF-1) has been in continuous operation for more than forty (40) years. During that time, the facility has undergone various phases of improvements to upgrade equipment and expand treatment capacity. The facility's last major upgrade was performed in 2006, which expanded treatment capacity to the current permitted 6.83 million gallons per day (MGD). Several equipment replacement and improvement projects have been performed in the past five (5) years. A few examples of recent improvement projects are: two (2) of the clarifiers were reequipped, the mechanical bar screens at the headworks were replaced, an odor control system was added to the headworks and a parallel forcemain was added from the north feed of the plant. A new administration building for WWTF-1 was completed in 2022. A construction project is underway for restoration of the facility's headworks and process improvements to its oxidation ditches, which involve the installation of floating jet aerators. Design projects are underway for a new biosolids treatment facility and replacement of an older backup generator with a higher capacity backup generator. A new above ground fuel tank was recently installed. The below ground fuel tank will be abandoned after the new generator is installed. Request for Qualifications, RSFQ-SWE-23-34, was advertised on March 29, 2023, to receive qualifications from design consultants for consideration of performing an engineering study for expansion of WWTF-1. The study will investigate overall needs of the existing facility to replace electrical and mechanical equipment nearing the end of service life; collect and unify project plans of previous improvement projects and conversion of older survey datum to			

project plans of previous improvement projects and conversion of older survey datum to current survey datum; investigate treatment concepts for expansion, including future State and Federal compliance considerations; master plan the site layout to maximize usage; develop a preliminary design report which will be used for permitting the expansion; provide design-build criteria and cost estimates and assist with funding application. The City received two (2) submittals on May 11, 2023. Staff reviewed the submittals and selected CPH, LLC. as the most qualified firm to perform the study. CPH, LLC. has previously designed several improvement projects for WWTF-1 and is very familiar with the site and operations of the facility. Staff negotiated a scope and fee with CPH, LLC., in the amount of \$919,203.19

Funds for this project are budgeted in the Utility's 5-year Capital Improvement Plan

Source of Funds Worksheet FY 2024

WWTP 1 EXP 54029082-063000-82002	\$750,000.00
Transfer from WWP 2	\$170,000.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$919,203.16</u>
Balance	\$796.84

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSULTANT CONTRACT WITH CPH, LLC FOR THE WASTEWATER TREATMENT FACILITY 1 EXPANSION STUDY

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$295,229.00
Division	ENGINEERING	Account #	54029088-063000-81010
Subject:	RESOLUTION 2023-XX APPROVING A CONTRACT WITH GPS CIVIL CONSTRUCTION, INC., AND A PROJECT CONTINGENCY, FOR THE CONSTRUCTION OF THE RAW WATER MAIN EXTENSION WATER TREATMENT FACILITY 3 WELLFIELD PROJECT		
Presenter:	Alex Blake, PE, Utility Engineer III		
Attachments:	<div>1. Presentation</div> <div>2. Resolution</div> <div>3. Draft Contract</div> <div>4. Notice of Intent to Award</div> <div>5. Executive Summary</div>		
Background:	<p>Council Priority: D. Sustainable Environment and Infrastructure</p> <p>Additional raw water production wells are needed for Water Treatment Facility 1 (WTF-1), to offset the production loss of older wells and to supplement the raw water supply to meet increasing demand due to development. This project consists of the installation of a new 8" raw water main and the interconnection of three (3) existing raw water production wells originally established for WTF-3 and redirect raw water to WTF-1. The project will increase production, improve water quality, and increase operational flexibility at WTF-1.</p> <p>The project, ITB-SWE-23-46, was advertised on June 21, 2023, and received four (4) Bids on July 27, 2023. Bids ranged from \$268,390.00 to \$479,250.00. City staff recommends awarding the contract to the low bidder GPS Civil Construction, Inc. of Holly Hill, Florida for \$268,390.00, with a 10% contingency of \$26,839.00, for a total of \$295,229.00. The Notice of Intent to Award and a Project Bid Overview is attached.</p> <p>Funds for this project are budgeted out of the FY24 Utility Capital Improvement Plan.</p>		
Source of Funds Worksheet FY 24			
WTR Quality WTP 3 54029088-063000-81010			\$2,248,000.00
Total Expended/Encumbered to Date			\$0.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$295,229.00
Balance			\$1,952,771.00

Recommended Action:

RESOLUTION 2023-XX APPROVING A CONTRACT WITH GPS CIVIL CONSTRUCTION, INC. AND A PROJECT CONTINGENCY, FOR THE CONSTRUCTION OF THE RAW WATER MAIN EXTENSION WATER TREATMENT FACILITY 3 WELLFIELD PROJECT

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division		Account #
Subject: RESOLUTION 2023-XX APPROVING 2024 LEGISLATIVE PRIORITIES		
Presenter: Jason DeLorenzo, Chief of Staff		
Attachments: <ol style="list-style-type: none">1. Resolution2. 2024 Legislative Session - Local Priorities		
Background: Council Priority: D. Sustainable Environment and Infrastructure <u>UPDATE FROM THE AUGUST 8, 2023, WORKSHOP</u> This item was heard by City Council at their August 8, 2023, Workshop. The following additions were requested: <ul style="list-style-type: none">• Include Regional RIB Site as NEFRC priority• Request construction funding for YMCA• Citation Boulevard Reclaimed Water Main extension• Preservation of Historic Fire Station 22 <u>ORIGINAL BACKGROUND FROM THE AUGUST 8, 2023, WORKSHOP</u> The City has a contract with The Southern Group to provide state lobbying services. Our registered lobbyist, Laura Boehmer, specializes in advocating for local governments. Ms. Boehmer will present an overview of the 2023 legislative session and describe key legislation that will affect local governments and residents of Palm Coast. Following Ms. Boehmer's presentation, staff will review a list of potential priorities for the upcoming 2024 state legislative session for City Council's discussion.		
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING 2024 LEGISLATIVE PRIORITIES		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division	UTILITY	Account	# 54019090 046000 # 54019090 052000 # 54019090 063000 81001 # 54019082 046000 # 54029082 063000 82001
Subject: RESOLUTION 2023-XX APPROVING MASTER PRICE AGREEMENTS WITH FERGUSON WATERWORKS AND FORTILINE WATERWORKS TO PURCHASE VARIOUS UTILITY SUPPLIES			
Presenter: Peter Roussell, Utility Deputy Director			
Attachments: <ul style="list-style-type: none">1. Resolution2. Intent to Award3. Project Bid Overview4. Draft Contracts (2)			
Background: <p>Council Priority: D. Sustainable Environment & Infrastructure</p> <p>The City's Utility Department maintains the water and wastewater facilities throughout its service area and uses various parts to repair or install services and to maintain the City's utility infrastructure. To provide continuous water and wastewater service to our customers, it is necessary to purchase various utility supplies.</p> <p>City staff advertised ITB-UT-23-51 for utility supplies in accordance with the City's purchasing policy. The length of the contract term will be one (1) year and allows for two (2) annual renewals. Staff recommends that the City approve master price agreements with Ferguson Waterworks and Fortiline Waterworks, for various utility supplies based on the City of Palm Coast bid ITB-UT-23-51. The Notice of Intent to Award and Project Bid Overview are attached to this agenda item.</p> <p>City staff will purchase various supplies on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2024 Budget includes funds within Utilities budget to purchase these supplies.</p>			

SOURCE OF FUNDS WORKSHEET FY 2024

UTILITYFND Repair and Maintenance 54019090 046000	\$96,500.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$96,500.00

SOURCE OF FUNDS WORKSHEET FY 2024

UTILITYFND Operating Supp&Equip 54019090 052000	\$307,500.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$307,500.00

SOURCE OF FUNDS WORKSHEET FY 2024

UTILITYFND Water Meter Installs 54019090 063000 81001	\$2,750,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$2,750,000.00

SOURCE OF FUNDS WORKSHEET FY 2024

UTILITYFND Repair and Maintenance 54019082 046000	\$510,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$510,000.00

SOURCE OF FUNDS WORKSHEET FY 2024

UTILITYFND Pep Service Installs 54029082 063000 82001	\$4,750,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	\$0.00
Balance	\$4,750,000.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING MASTER PRICE AGREEMENTS WITH FERGUSON WATERWORKS AND FORTILINE WATERWORKS, FOR THE PURCHASE OF VARIOUS UTILITY SUPPLIES

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 5, 2023

Department	FINANCIAL SERVICES/HUMAN RESOURCES	Amount	NOT TO EXCEED \$25,000
Division		Account	10012200 031000
Subject	RESOLUTION 2023-XX APPROVING A WORK ORDER WITH GABRIEL, ROEDER, SMITH & COMPANY, FOR ACTUARIAL SERVICES IN AN AMOUNT NOT TO EXCEED \$25,000		
Background: In the International Association of Fire Fighters (IAFF) Collective Bargaining agreement for 2021 – 2024, Article 23, Retirement, the city agreed to research the estimated cost of transitioning from the current 401(a) Defined Contribution Plan to the Chapter 175 State Retirement Program Defined Benefit Plan. On January 20, 2022, the City posted an RFQ for an actuarial study. In May 2022, the City engaged GRS Consulting to conduct the study. The study was completed and presented to the City Manager in June 2023. Due to current labor contract negotiations, we are seeking additional information from GRS Consulting. 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), we are seeking Council approval for additional services from GRS Consulting not to exceed \$25,000. The additional actuarial services to be provided by Gabriel, Roeder, Smith and Company meet the sole source purchasing requirements as the services needed will utilize the initial actuarial study completed to update and recalculate some of the initial assumptions provided by Gabriel, Roeder, Smith and Company. Given the foregoing, this purchase must be sole sourced to GRS Consulting as these are updated calculations needed based on current negotiations.			
SOURCE OF FUNDS WORKSHEET FY 2023			
FUND NAME 10012200 031000		\$596,737.00	
Total Expended/Encumbered to Date		\$564,597.75	
Pending Work Orders/Contracts		\$0.00	
Current (WO/Contract)		<u>\$25,000.00</u>	
Balance		\$7,139.25	
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING A WORK ORDER WITH GABRIEL, ROEDER, SMITH & COMPANY, FOR ACTUARIAL SERVICES IN AN AMOUNT NOT TO EXCEED \$25,000			