



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 19, 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:

SEPTEMBER 5, 2023, BUSINESS MEETING

SEPTEMBER 7, 2023, BUDGET HEARING

SEPTEMBER 12, 2023, WORKSHOP MEETING

F. PROCLAMATIONS

2. PROCLAMATION - OCTOBER 2023 AS "RAISE THE PINK FLAG WITH THE PINK ARMY" MONTH IN SUPPORT OF BREAST CANCER AWARENESS

3. PROCLAMATION - SEPTEMBER 15, 2023, TO OCTOBER 15, 2023, AS HISPANIC HERITAGE MONTH

4. PROCLAMATION - OCTOBER 2023 AS NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

G. APPOINTMENT

5. APPOINT FOUR (4) REGULAR MEMBERS AND TWO (2) ALTERNATE MEMBERS TO THE CODE ENFORCEMENT BOARD

H. ORDINANCES SECOND READ

- 6. ORDINANCE 2023-XX 5TH AMENDMENT TO THE PALM COAST PARK MASTER PLANNED DEVELOPMENT (MPD) AGREEMENT APPLICATION NO. 5276**
- 7. 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. ORDINANCES FIRST READ

- 8. ORDINANCE 2023-XX A FLUM AMENDMENT FOR 375+/- ACRE AREA FROM COUNTY DESIGNATION OF RESIDENTIAL LOW DENSITY/RURAL ESTATE AND CONSERVATION TO CITY OF PALM COAST DESIGNATION OF RESIDENTIAL AND CONSERVATION WITH POLICY TO LIMIT DEVELOPMENT TO 850 UNITS**
- 9. ORDINANCE 2023-XX THE CASCADES REZONING APPLICATION NO. 5107**
- 10. ORDINANCE 2023-XX AMENDMENTS TO THE SPECIAL EVENT ORDINANCE**

J. PRESENTATIONS

- 11. PRESENTATION - 2023 INTRACOASTAL WATERWAY CLEANUP RESULTS**

K. RESOLUTIONS

- 12. RESOLUTION 2023-XX APPROVING THE 2023 FIND GRANT FOR THE WATERWAY CLEANUP**
- 13. RESOLUTION 2023-XX THE LEGACY AT PALM COAST A TECHNICAL SITE PLAN - TIER 3 APPLICATION NO. 5304**
- 14. RESOLUTION 2023-XX APPROVING THE RETREAT AT TOWN CENTER PHASE ONE FINAL PLAT**
- 15. RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSTRUCTION CONTRACT WITH HAZEN CONSTRUCTION FOR THE WILLOW WOODS A1A WATER MAIN EXTENSION**

L. CONSENT

- 16. RESOLUTION 2023-XX APPROVING THE VACATION OF THE FOLLOWING EASEMENTS FOR THE PROPERTY LOCATED AT 5622 STATE HIGHWAY 100 E, PALM COAST, BEING**

PARCEL IDS 08-12-31-4300-00000-0010 AND 08-12-31-4300-00000-0020, OWNED BY SKUSA PALM COAST, LLC

- 17. RESOLUTION 2023-XX APPROVING A CONTRACT WITH AQUATIC MANAGEMENT PLUS, LLC FOR WEED CONTROL OF THE FRESHWATER STORMWATER DRAINAGE SYSTEM**
- 18. RESOLUTION 2023-XX APPROVING ADDITIONAL FUNDING FOR EXPENSES RELATED TO PEAVY GRADE ROADWAY DESIGN AND MAINTENANCE OPERATION CENTER**
- 19. RESOLUTION 2023-XX APPROVING PIGGYBACKING THE CITY OF COCONUT CREEK CONTRACT WITH CITYSCAPE CONSULTING, INC., TO UTILIZE PRICING FOR WIRELESS COMMUNICATION PERMIT REVIEW**
- 20. RESOLUTION 2023-XX APPROVING A MASTER SERVICE AGREEMENT WITH ROADTEK, LLC FOR ASPHALT AND CONCRETE REPAIR SERVICES**
- 21. RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SOURCEWELL STATE OF MINNESOTA CONTRACT WITH WESCO DISTRIBUTION, INC., (ANIXTER) FOR THE PURCHASE OF MISCELLANEOUS ELECTRICAL SUPPLIES AS NEEDED**
- 22. RESOLUTION 2023-XX APPROVING A SOLE SOURCE AGREEMENT WITH EMPIRE PIPE & SUPPLY, INC., FOR THE PURCHASE OF WATER METERS**
- 23. RESOLUTION 2023-XX APPROVING A CONTRACT WITH FLORIDA BLUE FOR HEALTH INSURANCE AND STOP LOSS INSURANCE AND TO INCLUDE LIFE AND DISABILITY INSURANCE THROUGH USABLE LIFE (A FLORIDA BLUE PARTNER) FOR CITY EMPLOYEES**

M. PUBLIC PARTICIPATION

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

N. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

O. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

P. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

24. REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR AUGUST 2023

Q. ADJOURNMENT

25. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: MINUTES OF THE CITY COUNCIL: SEPTEMBER 5, 2023, BUSINESS MEETING SEPTEMBER 7, 2023, BUDGET HEARING SEPTEMBER 12, 2023, WORKSHOP MEETING	
Presenter: Kaley Cook, City Clerk	
Attachments: <ol style="list-style-type: none">1. September 5, 2023, Business Meeting Minutes2. September 7, 2023, Budget Hearing Minutes3. September 12, 2023, Workshop Meeting Minutes	
Background:	
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: SEPTEMBER 5, 2023, BUSINESS MEETING SEPTEMBER 7, 2023, BUDGET HEARING SEPTEMBER 12, 2023, WORKSHOP MEETING	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - OCTOBER 2023 AS “RAISE THE PINK FLAG WITH THE PINK ARMY” MONTH IN SUPPORT OF BREAST CANCER AWARENESS	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: AdventHealth requests that the City of Palm Coast proclaim October 2023 as “Raise The Pink Flag With The Pink Army” Month in support of breast cancer awareness.	
Recommended Action: PROCLAIM OCTOBER 2023 AS “RAISE THE PINK FLAG WITH THE PINK ARMY” MONTH IN SUPPORT OF BREAST CANCER AWARENESS	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PROCLAMATION - SEPTEMBER 15, 2023, TO OCTOBER 15, 2023, AS HISPANIC HERITAGE MONTH		
Presenter: Mayor and City Council		
Attachments: 1. Proclamation		
Background: The City of Palm Coast would like to proclaim September 15, 2023, to October 15, 2023, as Hispanic Heritage Month.		
Recommended Action: PROCLAIM SEPTEMBER 15, 2023, TO OCTOBER 15, 2023, AS HISPANIC HERITAGE MONTH		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PROCLAMATION - OCTOBER 2023 AS NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH	
Presenter: Mayor and City Council	
Attachments: 1. Proclamation	
Background: The Family Life Center requests that the City of Palm Coast proclaim October 2023 as National Domestic Violence Awareness Month.	
Recommended Action: PROCLAIM OCTOBER 2023 AS NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH	

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject	APPOINT FOUR (4) REGULAR MEMBERS AND TWO (2) ALTERNATE MEMBERS TO THE CODE ENFORCEMENT BOARD	
Presenter:	Virginia Smith, Land Management Administrator	
Attachments:	1. Code Board Applications	
Background:	<p>The terms of four regular Code Board Members, Gennaro Arcamone, Vincent Sullivan, Charles Dean Roberts, and Larry Pulos, expire September 30, 2023. In addition to the expired regular term seats, this agenda item is to also appoint to the two vacant alternate seats. Mr. Vincent Sullivan did not want to renew his seat on the Board. However, Mr. Roberts, Mr. Arcamone, and Mr. Pulos have reapplied.</p> <p>Code of Ordinances Section 2-202 - Intent. It is the intent of this division (Code Enforcement Board), to promote, protect and improve the health, safety and welfare of the citizens of the City by authorizing the creation of administrative boards with authority to impose administrative fines and other noncriminal penalties to provide an equitable, expeditious, effective and inexpensive method of enforcing any codes and ordinances in force in the City, where a pending, or repeated violation continues to exist.</p> <p>Section 2-205 - Code Enforcement Board Organization.</p> <p>(a) Members; qualifications. The City Council shall appoint a Code Enforcement Board with seven regular members and two alternate members who shall vote only when a regular member is unable to attend a meeting or hear a particular case or does not sit during a particular time of a meeting, which alternate members may attend meetings and sit without participating or voting with regard to other hearings. Each member shall be confirmed by the entire City Council. Members of the Enforcement Board shall be residents of the City and appointments shall be made on the basis of experience or interest in the subject matter jurisdiction of the Code Enforcement Board in the sole discretion of the City Council. The composition of the Enforcement Board shall, whenever possible, include an architect, a businessperson, an engineer, a general contractor, a subcontractor and a realtor.</p> <p>Section 2-2(a)(1) says, "All appointees shall be limited to two consecutive terms of office on the same body unless the City Council by a four-fifths vote determines that it is in the best interests of the City to appoint a person to a term of office exceeding that limitation."</p> <p>Under Florida Statute 162.05(3)(b)(3), Code Enforcement Board terms are for three years. Advertisements were published in the Flagler News-Tribune, the Palm Coast Observer, posted</p>	

on the City's website and social media sites.

CONTINUING MEMBERS	DISTRICT	TERM EXPIRES	OCCUPATION
Dodzik, Andrew	4	2024	Civil Engineer
Mugford, Norman	4	2024	Alarm Co.
Wright, Geraldine	3	2024	Office Chief CAFDOT

POSITIONS FOR APPOINTMENT	DISTRICT	TERM EXPIRES	OCCUPATION
Arcamone, Gennaro	4	2023	Ret. Property Mgmt.
Pulos, Larry	4	2023	Business Owner
Roberts, Charles Dean	2	2023	Ret. Sales Representative
Sullivan, Vincent	1	2023	Attorney

APPLICATIONS	DISTRICT	OCCUPATION
Andrejczyk, Jonathan	2	Tax Compliance Manager
*Arcamone, Gennaro	4	Ret. Property Mgmt.
**Roberts, Charles Dean	2	Ret. Sales Representative
*Pulos, Larry	4	Business Owner
Stancel, Dana Mark	3	Ret. Postal Worker
Zucca, Merritt	1	Realtor

*Mr. Arcamone and Mr. Pulos have each completed one term and would like to be reappointed to the board.

**Mr. Roberts has completed 4 terms and would like to be reappointed to the board. However, Mr. Roberts would require a four-fifths vote to be reappointed to the board.

Background screening has been performed on all applicants; the reports are available in the Human Resources department.

Recommended Action:
APPOINT FOUR (4) REGULAR MEMBERS AND TWO (2) ALTERNATE MEMBERS TO THE CODE ENFORCEMENT BOARD

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject:	ORDINANCE 2023-XX 5TH AMENDMENT TO THE PALM COAST PARK MASTER PLANNED DEVELOPMENT (MPD) AGREEMENT APPLICATION NO. 5276	
Presenter:	Bill Hoover, AICP, Senior Planner	
Attachments:		
Background:	<p>This is a quasi-judicial item, please disclose any ex parte communication</p> <p><u>UPDATE FROM THE JUNE 6, 2023, MEETING:</u> The item was scheduled for second reading to be heard at the September 19, 2023, meeting. The applicant has requested that the hearing of this item be rescheduled to a later date. City staff will readvertise the item.</p> <p><u>PROPOSED CHANGES FROM APPLICANT SINCE JUNE 6, 2023:</u> The applicant has met with staff numerous times to potentially address City Council's concerns voiced at the June 6, 2023, second reading on this item. Essentially, the applicant has dropped residential uses from Tract 17 and added IND-1 uses to Tracts 4, 13A, 13B, and 13C that are all located along the east side of US Highway 1.</p> <p><u>CITY COUNCIL SECOND READING ON JUNE 6, 2023:</u> The City Council continued this MPD Amendment with concerns about allowing residential uses on Tract 17 and a lack of tracts with allowed IND-1 uses along US Highway 1.</p> <p><u>CITY COUNCIL FIRST READING ON MAY 16, 2023:</u> The City Council approved the accompanying 9th Amendment to the Palm Coast Park DRI via Resolution 2023-52 and approved this 5th Amendment to the Palm Coast Park MPD at its regularly scheduled meeting on May 16, 2023.</p> <p><u>ORIGINAL BACKGROUND FROM THE MAY 16, 2023, BUSINESS MEETING:</u> The Declarant for the Palm Coast Park MPD, Byrndog PCP, LLC, has requested this 5th Amendment to the Palm Coast Park MPD Development Agreement (MPD DA) which encompasses a variety of changes to land uses on some tracts and some development standards.</p> <p>The Declarant is proposing to change the MPD Uses, DRI Land Uses and/or LDC Zoning Categories in Table 4-1 of the MPD DA.</p>	

- a. On Tracts 5A - 5E also allow Industrial MPD Uses using LDC Zoning Category of IND-1.
- b. On Tract 13A change DRI Uses from Business/Institutional to Mixed Uses.
- c. On Tract 15 change MPD Uses from Flex Uses to Residential Low Density, change DRI Uses from Business/Institutional to Residential, and update applicable LDC Zoning Categories.
- d. On Tract 17 add Institutional to MPD Uses, change DRI Uses from Business/Institutional to Mixed-Uses, add PSP as a LDC Zoning Category, and clarify that a RV/Boat Storage Facility operated as a business could be allowed in COM-2 as a Special Exception.
- e. On Tracts 21A and 21B also allow MPD Uses of Residential High Density, change DRI Uses to Mixed-Uses and add various LDC Zoning Categories.

The Declarant is also proposing changing the MPD Exhibit “B” MPD Master Plan as follows:

- a. Split Tract 21 into Tracts 21A and 21B.
- b. Change Tract 15 from Flex Uses to Residential Low Density.
- c. Also allow IND-1 uses on Tracts 5A – 5E.

The Declarant is also proposing adding some light industrial development standards and reduced the maximum building height on Tract 21A from 80 feet to 50 feet.

Planning and Land Development Regulation Board (PLDRB): The PLDRB reviewed this at its regularly scheduled meeting on April 19, 2023, and by a 5 – 0 vote, found it in compliance with the Comprehensive Plan and recommended approval to City Council without any changes.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDED THAT CITY COUNCIL APPROVE THE PROPOSED 5TH AMENDMENT TO THE PALM COAST PARK MPD DEVELOPMENT AGREEMENT

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 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 4. Conceptual Plan		
Background: <u>UPDATED BACKGROUND FROM THE SEPTEMBER 5, 2023, BUSINESS MEETING:</u> City Council heard the first reading of this item at their September 5, 2023, Business Meeting. A conceptual plan has been attached to this item since the first reading. <u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 5, 2023, BUSINESS MEETING:</u> 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 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2023-XX A FLUM AMENDMENT FOR 375+/- ACRE AREA FROM COUNTY DESIGNATION OF RESIDENTIAL LOW DENSITY/RURAL ESTATE AND CONSERVATION TO CITY OF PALM COAST DESIGNATION OF RESIDENTIAL AND CONSERVATION WITH POLICY TO LIMIT DEVELOPMENT TO 850 UNITS		
Presenter: Jose Papa, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none"> 1. Presentation 2. Ordinance 3. Staff Report 4. Location Map 5. Current FLUM 6. Current Zoning Map 7. Proposed FLUM 		
Background: This is a legislative item. <p>The subject area of this amendment is a total 375.6+/- acre site located 3 miles south of State Road 100 on the westside of Seminole Woods Blvd. The application includes a proposed Future Land Use Map (FLUM) amendment for recently annexed 330.8+/- acre area (which was adopted by City Council at their August 15, 2023, meeting) from its current Flagler County designations of Residential Low Density/Rural Estate and Conservation to City of Palm Coast designations of Residential and Conservation. There is an additional 44.8+/- acre parcel with a current designation of City Residential that will be part of the Cascades Planning Area and will be subject to a site-specific policy to limit development in the Planning Area to 850 dwelling units.</p> <p>In addition to the Comprehensive Plan Amendment, there is a companion zoning map amendment for the subject area to amend the current Flagler County designations of Planned Unit Development, & New Rural Communities to City of Palm Coast designation of Single Family Residential-1, Multi-Family Residential-2, and Preservation.</p> <p>In 2005 (while the entire subject area was within unincorporated Flagler County), the FLUM designation for the Cascades was amended to its current Flagler County designations of Residential Low Density/Rural Estate and Conservation. After approval of the FLUM amendment a PUD Agreement was approved by Flagler County in 2005 (called the Cascades at Grand Landings). The PUD agreement covered an area of 696+/- acres and permitted 416 single-family residential units along with 20,000 sq. ft. clubhouse and other recreational amenities. As part of the FLUM and PUD agreement approval, approximately 354 acres of mainly wetlands and environmentally sensitive areas was transferred to Flagler County in 2005. No development commenced within the Cascades PUD area.</p> <p>The proposed amendment was reviewed for the following:</p>		

- **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-416 dwelling units) against the proposed potential development (850 dwelling units) to determine impacts on public facilities and infrastructure. The proposed amendment will have an increase 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. A small section of the subject area is within Flood Zone A, any development within this area will require compensatory storage within the same defined floodplain's hydrologic sub basin as the placement of the fill pursuant to section 10.02.11B Land Development Code.

There are no other identifiable impacts to the environmental and cultural resources in the subject area as analyzed in the staff report.

Finally, it is important to note that the proposed amendment will designate 67+/- acres as Conservation on the FLUM. This is consistent with Comprehensive Plan Policies 6.1.9.9 and 6.1.10.6, all optimal quality wetlands that are larger than 10 acres or are connected to a system that is larger than 10 acres are to be designated as Conservation on the Future Land Use Map.

- **Compatibility with surrounding land uses.** The proposed FLUM designations are generally consistent with the surrounding properties.

Finally, the proposed amendment is consistent with comprehensive plan policies regarding:

- Directing development where existing infrastructure is available, and
- Designation of wetland systems and other environmentally sensitive land as Conservation on the FLUM.

Planning and Land Development Regulation Board (PLDRB) Public Hearing

The PLDRB held a public hearing on August 20 regarding this application. Members of the public spoke to express concerns about stormwater impacts and buffering from potential multi-family development. A PLDRB Board member spoke regarding concerns about the increase in impact from the proposed development. The PLDRB voted 4-1 to recommend approval of the proposed amendment.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) FINDS APPLICATION NO. 5109 CONSISTENT WITH THE COMPREHENSIVE PLAN AND RECOMMENDS THAT CITY COUNCIL APPROVE THE FLUM AMENDMENT FROM RESIDENTIAL LOW DENSITY/RURAL ESTATE & CONSERVATION (FLAGLER COUNTY DESIGNATIONS) TO RESIDENTIAL & CONSERVATION (CITY OF PALM COAST DESIGNATIONS). ALONG WITH A SITE-SPECIFIC POLICY TO LIMIT DEVELOPMENT ON THE SUBJECT AREA TO 850 DWELLING UNITS

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2023-XX THE CASCADES REZONING APPLICATION NO. 5107		
Presenter: Bill Hoover, AICP, Senior Planner		
Attachments: <ol style="list-style-type: none">1. Presentation2. Ordinance3. Staff Report4. Location Map5. Future Land Use Maps (2) Current and Amended6. Current Zoning Map7. Proposed Zoning Map8. Survey9. Environmental Report10. Rezoning Amendment Affidavit11. Combined Neighborhood Meeting and Summary12. Application		
Background: <p>This is a quasi-judicial item, please disclose any ex parte communication</p> <p>The applicant is proposing to rezone 375 +/- acres of vacant land located on the NW side of Seminole Woods Blvd. about ½ mile NE of US Highway 1 from the Planned Unit Development (PUD) and New Rural Communities (NRC) Zoning Districts to the Single-Family Residential-1 (SFR-1), Multi-Family Residential – 2 (MFR-2) and Preservation (PRS) Zoning Districts.</p> <p>The fishhook shaped property (44 +/- acres with a current zoning of New Rural Communities) on the northern end of the project is owned by JTL Grand Landings Development, LLC (Fishhook Parcel) who purchased it in July 2014. Later, it was annexed into the City and has a current City FLUM designation of Residential. The remaining four parcels (331 +/- acres with a current zoning of Planned Unit Development) are owned by Byrndog PCP, LLC who purchased the land in August 2022. These four parcels were approved for annexation into the City on August 15, 2023. A separate FLUM application for these four parcels requests that the parcels be redesignated Residential except for some key wetland areas that would be designated Conservation. It should be noted that the FLUM application also includes the Fishhook Parcel and offers a maximum cap of 850 residential units to be developed throughout the five parcels.</p> <p>JTL Grand Landings Development, LLC wants to rezone their Fishhook Parcel to SFR-1 and Byrndog PCP, LLC wants to rezone their four parcels to SFR-1, MFR-2 and PRS. The areas designated Residential on the FLUM would be rezoned to SFR-1 except for two</p>		

separated areas with frontage along Seminole Woods Boulevard that would be rezoned to MFR-2.

The developer is preserving key wetland areas of about 67 +/- acres and will be constructing single-family homes with a minimum lot width of 50 feet and developing two separated multi-family projects along Seminole Woods Boulevard. This is not leap-frog development as ITT single-family lots have already been developed on the opposite side of Seminole Woods Boulevard and to the southwest of the project is the Integra Woods apartment community. Both of the proposed multi-family projects will be across from single-family homes that back up to Seminole Woods Boulevard (a minor arterial roadway) so the residents of those single-family homes will be subject to some additional vehicular noise along this major roadway and some impact from the proposed multi-family projects. The two multi-family communities will be required to provide a 25-foot wide Landscape Buffer "G" which will assist in providing some needed screening between the single-family residences and the multi-family residences.

Public Participation: The developer notified the neighboring property owners of a neighborhood meeting that was held on August 9, 2023, at 6:00 P.M. at the Hijacker's restaurant adjacent to the Flagler County Airport. Eight neighbors, the developer's two representatives and two City staff members attended. Neighbors voiced concerns especially with the two proposed MFR-2 zoned areas directly across Seminole Woods Boulevard. Three signs along Seminole Woods Boulevard will be erected and news ads will be 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 August 16th, 2023, and by a 5 – 0 vote recommended approval to City Council. No one from the public spoke during the rezoning public hearing but two neighboring residents did speak against the overall project during the accompanying FLUM Amendment public hearing, which was heard just before this item.

Changes Since the Planning and Land Development Regulation Board Meeting: The applicant has tried to address the concerns of the neighbors and the PLDRB members by proposing two voluntary conditions that would be placed as additional site specific policies in their FLUM Amendment request. The first condition would require all of the 25' wide Landscape Buffer "G" to not overlap with the 40' wide drainage easement located on the NW side of Seminole Woods Boulevard (per the LDC it could overlap 12.5' into the drainage easement). The applicant also offered to provide a minimum setback of 150 feet for all residential buildings in the proposed MFR-2 area from the northwest edge of the 40' drainage easement. To compensate the developer for this reduced area for the location of their MFR-2 buildings they have requested that their proposed MFR-2 area be expanded along all of their frontage along Seminole Woods Boulevard which increases the MFR-2 area about five acres. Staff believes the applicant's recent changes makes the project generally more compatible with the existing single-family homes across Seminole Woods Boulevard as the multi-family buildings would have a minimum separation of 285 feet from the rear setback line of those single-family homes in lieu of 147.5 feet.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDED APPROVAL TO CITY COUNCIL TO REZONE 375 +/- ACRES FROM THE PLANNED UNIT DEVELOPMENT (PUD) AND NEW RURAL COMMUNITIES (NRC) ZONING DISTRICTS TO THE SINGLE-FAMILY RESIDENTIAL-1 (SFR-1), MULTI-FAMILY RESIDENTIAL-2 (MFR-2) AND PRESERVATION (PRS) ZONING DISTRICTS

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	PARKS & RECREATION	Amount
Division		Account #
Subject: ORDINANCE 2023-XX AMENDMENTS TO THE SPECIAL EVENT ORDINANCE		
Presenter: Brittany McDermott, Deputy Director of Parks & Recreation and Jared Dawson, Recreation Coordinator		
Attachments: <ul style="list-style-type: none">1. Presentation2. Ordinance (Redlined Copy)		
Background: <p>Strategic Action Plan Pillars of Priorities: Safe & Reliable Services: A safe community for all is the catalyst to ensure that residents and regional visitors enjoy quality amenities year-round.</p> <p><u>UPDATED BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP MEETING:</u> This item was presented to City Council at the September 12, 2023, Workshop Meeting. City Council requested changes to the Ordinance which are reflected in the redline Ordinance attached to this item.</p> <p><u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP MEETING:</u> On February 2, 2010, City Council adopted the Special Event Ordinance 2010-01 with the primary objective of safeguarding and promoting the health, welfare, and safety of both the citizens and visitors within the City.</p> <p>In 2019, the Special Events Review Team (SERT) initiated the process to update the ordinance, aiming to establish clearer and precise verbiage to effectively communicate the provisions and requirements outlined. The 2019 draft was reviewed and approved by legal. However, due to the unforeseen circumstances surrounding the pandemic, it was put on hold for presentation to Council.</p> <p>Currently, in 2023, SERT has revisited the ordinance and has incorporated additional revisions to the 2019 draft, focusing on clarity and removing outdated regulations. These revisions have also undergone legal review and approval. These amendments to the ordinance align with the key priority of "Safe & Reliable Services." By continuously refining and improving the ordinance, the City demonstrates its unwavering commitment to ensuring the safety and well-being of both its community members and visitors.</p>		
Recommended Action: ADOPT ORDINANCE 2023-XX AMENDMENTS TO THE SPECIAL EVENT ORDINANCE		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account #
Subject:	PRESENTATION - 2023 INTRACOASTAL WATERWAY CLEANUP RESULTS	
Presenter:	Jordan Myers, Stormwater Operations Manager	
Attachments:	1. Presentation	
Background:		
Council Priority:	B. Civic Engagement	
	Staff will be presenting the results of the 2023 Intracoastal Waterway Cleanup event.	
Recommended Action:	FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division	STORMWATER	Account #
Subject: RESOLUTION 2023-XX APPROVING THE 2023 FIND GRANT FOR THE WATERWAY CLEANUP		
Presenter: Jordan Myers, Stormwater Operations Manager		
Attachments: <ul style="list-style-type: none">1. Resolution2. Florida Inland Navigation District Agreement		
Background: Council Priority: B. Civic Engagement On July 12, 2023, the City petitioned the Florida Inland Navigation District (FIND) to award grant funds for a public waterway cleanup event in 2023. On September 8, 2023, the FIND Board approved the City's request for a \$5,000.00 grant to be utilized for, but not limited to, garbage bags, gloves, event bags, and t-shirts relating to the cleanup event. In order to receive the funding, an agreement must be approved between the City and FIND. The agreement provides provisions that the City is the "Project Sponsor" and will coordinate all associated work for the event. Terms are also provided to satisfy the requirements of the grant funding including payment of funds, records retention, incurred expense reporting, and associated liability.		
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING THE 2023 FIND GRANT FOR THE WATERWAY CLEANUP		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX THE LEGACY AT PALM COAST A TECHNICAL SITE PLAN – TIER 3 APPLICATION NO. 5304		
Presenter: Phong Nguyen, Senior Planner		
Attachments: <ol style="list-style-type: none"> 1. Presentation 2. Applicant Presentation 3. Resolution 4. Staff Report 5. Location Map 6. Future Land Use map 7. Zoning Map 8. Site Plan(s) 9. Boundary Survey 10. Building Types and Elevations 11. Town Center Architectural Review Committee Approval 12. Application 		
Background: This is a quasi-judicial item, please disclose any ex parte communication <p>The applicant has submitted a Technical Site Plan application for a 300-unit multi-family residential housing project at a gross density of 11.05 units/per acre. The project is proposed on a vacant 27.14 +/- acres of land located on the northwest quadrant of Town Center Blvd and Lake Ave. Since wetland preservation comprised about 9.45 acres, the developable area is 17.69 +/- acres which will make the net density 16.96 units/per acre.</p> <p>The subject site is designated as a Development of Regional Impact (DRI) “DRI-Urban Core” and “Conservation” on the Future Land Use Map. In this case it is part of the 1557 +/- acre Town Center DRI with its zoning Town Center Planned Unit Development (PUD). The Town Center Master Development Plan shows that the project comprises Tract 18A, with all having a designation of Town Residential. The Town Residential areas within the Town Center PUD specifically allow for the various types of proposed homes.</p> <p>The project’s Technical Site Plan shows the development to be comprised of an even number of three-story and four-story residential buildings for a total of eight buildings with a total of 128 one-bedroom units, 140 two-bedroom units, and 32 three-bedroom units. A large clubhouse with pool and amenity area is centrally located. Another amenity area within walking distance from the clubhouse includes a pickleball court, gazebo, fire pit, and a kayak launch. In addition, there are two dog parks and another covered picnic/gazebo</p>		

area. The project has its primary entrance onto Town Center Blvd and a secondary entrance onto Lake Ave.

The project is considered a “Major” (Tier 3) development, based on the project’s 300 units, which requires review and recommendation by City staff, followed by review and recommendation by the Planning and Land Development Regulation Board (PLDRB) and with final review and determination by the City Council.

MGM Palm Coast – The Legacy at Palm Coast, LLC purchased the subject property on December 03, 2022. On December 8, 2022, they submitted a Technical Site Plan – Tier 3 for a 300-unit multi-family complex that was comprised of three-story and four-story buildings at a gross density of 11.05 units/per acre and net density of 16.96 units/per acre.

Planning and Land Development Regulation Board: The PLDRB meeting was held at 5:30 PM on August 16, 2023. The PLDRB found this project in compliance with the Comprehensive Plan and recommended approval to City Council of the Technical Site Plan by a 5 – 0 vote.

Recommended Action:

THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDS THAT THE CITY COUNCIL FIND THE PROJECT IN COMPLIANCE WITH THE COMPREHENSIVE PLAN AND APPROVE THE LEGACY AT PALM COAST, A TECHNICAL SITE PLAN TIER 3 APPLICATION NO. 5304

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX APPROVING THE RETREAT AT TOWN CENTER PHASE ONE FINAL PLAT		
Presenter: Estelle Lens, AICP, Planner		
Attachments: <ul style="list-style-type: none">1. Presentation2. Resolution3. Final Plat		
Background: <p>This is a quasi-judicial item, please disclose any ex parte communication</p> <p>The application, submitted by the owner/applicant, Toll Southeast LP Company, Inc., proposes to plat and subdivide approximately 39.74 acres of land into 66 single family residential lots and 13 tracts.</p> <p>Retreat at Town Center Phase One is located north of the terminus of Market Ave in Town Center. The Future Land Use Map is DRI-Town Residential and the Official Zoning is Town Center Master Planned Development (MPD).</p> <p>The Town Center MPD was last amended in July 2022 by the Palm Coast City Council. The Applicant was issued a site development permit in December 2021 in accordance with the approved construction plans filed with the approved preliminary plat.</p> <p>Prior to plat execution, the applicant will be required to provide a performance surety bond of 120% of the infrastructure cost, which has not been completed, in the amount of \$252,591.79.</p> <p>The project meets the technical requirements of the City Code and Florida Statutes, Chapter 177 FS.</p>		
Recommended Action: <p>ADOPT RESOLUTION 2023-XX APPROVING THE FINAL PLAT AND AUTHORIZING THE MAYOR TO EXECUTE THE PLAT AND STAFF TO ISSUE A FINAL PLAT DEVELOPMENT ORDER FOR APPLICATION NO. 5301</p>		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$1,077,424.70
Division	ENGINEERING	Account #	54029090-063000-95010
Subject: RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSTRUCTION CONTRACT WITH HAZEN CONSTRUCTION FOR THE WILLOW WOODS A1A WATER MAIN EXTENSION			
Presenter: Alex Blake, Utility Engineer III			
Attachments: <ol style="list-style-type: none"> 1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Executive Summary 			
Background: Council Priority: B. Safe and Reliable Services <p>The Willow Woods residential community is located off Old A1A, an area of the northern A1A peninsula of Flagler County and is within the City's utility service territory. Willow Woods has 41 lots of which 24 are occupied. This community is currently not served by municipal utilities. The project involves the extension of 8-inch and 6-inch watermain, approximately 6,000 ft total, throughout the roads of the community, installing water services and fire hydrants. The City has an existing 16-inch potable watermain along A1A, from which the 8-inch watermain will be extended.</p> <p>Flagler County received fiscal recovery funding from the Federal issued American Rescue Plan Act 2021. The funding is allowed to be used on water and wastewater infrastructure. Flagler County and City staff have an interlocal agreement approved by Council, which provides for the City being responsible for the design and construction of the project and Flagler County, using its Rescue Act funds, responsible for reimbursement to the City for the project costs.</p> <p>The project, ITB-SWE-23-25, was advertised on July 26, 2023, and received three (3) bids on August 25, 2023. Bids ranged from \$2,056,015.71 to \$979,477.00. City staff recommends awarding the contract to the low bidder Hazen Construction of New Smyrna Beach, FL, for \$979,477.00 with a 10% contingency of \$97,947.70 for a total of \$1,077,424.70. The Notice of Intent to Award and a Project Bid Overview is attached.</p> <p>Funds for this project are budgeted in the Utility's 5-year Capital Improvement Plan. The project's construction is budgeted for Fiscal Year 2024.</p>			

SOURCE OF FUNDS WORKSHEET FY 2024

Water Extension to Willow Woods 54029090-063000-95010	\$1,498,377.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$1,077,424.70</u>
Balance	\$420,952.30

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING AN ENGINEERING CONSTRUCTION
CONTRACT WITH HAZEN CONSTRUCTION FOR THE WILLOW WOODS A1A WATER
MAIN EXTENSION**

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: RESOLUTION 2023-XX APPROVING THE VACATION OF THE FOLLOWING EASEMENTS FOR THE PROPERTY LOCATED AT 5622 STATE HIGHWAY 100 E, PALM COAST, BEING PARCEL IDS 08-12-31-4300-00000-0010 AND 08-12-31-4300-00000-0020, OWNED BY SKUSA PALM COAST, LLC		
Presenter: Virginia Smith, Land Management Administrator		
Attachments: <ol style="list-style-type: none"> 1. Resolution 2. Petition 		
Background: <p><u>UPDATED BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP:</u> City Council received a presentation on this item at the September 12, 2023, Workshop. No changes have been made to the item.</p> <p><u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP:</u> On October 31, 2022, the City received a petition from CPH, LLC, on behalf of SKUSA Palm Coast, LLC ("SKUSA"), petitioning to vacate the following easements for the property located at 5622 State Highway 100 E, Palm Coast, Florida, Parcel IDs 08-12-31-4300-00000-0010 and 08-12-31-4300-00000-0020:</p> <ul style="list-style-type: none"> • 220 foot long, 41-foot-wide Ingress/Egress Easement • 59 foot long, 1 foot wide Non-Vehicular Access Easement <p>During the City's review of the development plans, the City requested SKUSA move the property entrance to the east to allow for a shared access with the neighboring property and thus reduce the number of driveway connections to SR-100. SKUSA coordinated with the adjacent property owner to provide a shared access and new supporting easements have been prepared and recorded.</p> <p>The Florida Department of Transportation also reviewed and approved the vacation of these two easements.</p>		
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING THE VACATION OF THE FOLLOWING EASEMENTS FOR THE PROPERTY LOCATED AT 5622 STATE HIGHWAY 100 E, PALM COAST, BEING PARCEL IDS 08-12-31-4300-00000-0010 AND 08-12-31-4300-00000-0020, OWNED BY SKUSA PALM COAST, LLC		

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$2,521,537.72
Division	STORMWATER	Account	#542055011-034000-99019
Subject: RESOLUTION 2023-XX APPROVING A CONTRACT WITH AQUATIC MANAGEMENT PLUS, LLC FOR WEED CONTROL OF THE FRESHWATER STORMWATER DRAINAGE SYSTEM			
Presenter: Lynn Stevens, Deputy Director of Stormwater & Engineering			
Attachments: 1. Resolution 2. Draft Contract 3. Notice of Intent to Award 4. Executive Summary			
Background: Council Priority: D. Sustainable Environment and Infrastructure <u>UPDATED BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP:</u> City Council received a presentation on this item at the September 12, 2023, Workshop. No changes have been made to the item. <u>ORIGINAL BACKGROUND FROM THE SEPTEMBER 12, 2023, WORKSHOP:</u> The stormwater system includes 58 miles of freshwater canals, 177 miles of ditches, and 13 freshwater lakes. Weed control is a vital component of the maintenance of these systems to ensure proper operation. Weed control activities include spraying, biological treatments, and mechanical harvesting. The current weed control contract expires in October 2023 and there are no renewal options available. In accordance with the City's Purchasing Policy, on July 19, 2023, City Staff advertised a request for proposal (RFP-SWE-23-53). One bid was received and thoroughly evaluated. Aquatic Management Plus, LLC. has held multiple spray contracts with the City of Palm Coast for the past 13 years. To stay consistent with our enhanced Stormwater Master Plan Program, staff is requesting approval of a master services contract with Aquatic Management Plus, LLC, in the amount of \$2,521,531.72 over a three (3) year term which may be renewed for (2) successive periods not to exceed one (1) year each. The annual costs are detailed below:			
FY 2023-24		\$	799,853.36
FY 2024-25			839,846.03
FY 2025-26			881,837.33
3-Year Total			\$2,521,537.72

Staff is also requesting approval of a \$50,000 annual contingency for unforeseen circumstances. Staff has determined that the costs for these services are reasonable and fair and are consistent with these types of services for a project of this size and scope. The City has the right to terminate this agreement without cause by providing fifteen (15) days prior written notice.

Funds for these services are budgeted in the five-year Stormwater Capital Improvement Budget.

Source of Funds Worksheet FY24	\$850,853.00
SW Weed Control 54205511-034000-99019	\$0.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$799,853.36</u>
Balance	\$50,999.64

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH AQUATIC MANAGEMENT PLUS, LLC FOR WEED CONTROL OF THE FRESHWATER STORMWATER DRAINAGE SYSTEM

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	219,825.00
Division	ENGINEERING	Account #	43000099-063000- 59005
Subject:	RESOLUTION 2023-XX APPROVING ADDITIONAL FUNDING FOR EXPENSES RELATED TO PEAVY GRADE ROADWAY DESIGN AND MAINTENANCE OPERATION CENTER		
Presenter:	Eric Gebo, Architect III		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Work Order/Proposal (3)		
Background:	<p>Council Priority: B. Safe and Reliable Services 1. Ensure that the Maintenance & Operations Complex is a top priority facility project and commence with initial improvements based on Capital Improvement Plan timeline.</p> <p>Pond and Company were contracted to submit a Conservation Easement Release Request to the St. Johns River Water Management District (SJRWMD) to request the release of existing regulatory conservation easements that are located within the footprint of the proposed Matanzas Woods Parkway extension and the proposed Maintenance Operations Center. Pond completed a review of the publicly available SJRWMD database that lists, and maps recorded conservation easements to identify all known conservation easements that needed to be released for the proposed projects.</p> <p>In addition to this database review, Pond coordinated directly with SJRWMD through multiple meetings prior to submitting the release request to ensure that the request included all necessary information. After the submittal of the release request, SJRWMD's Office of General Counsel & Surveyor identified two (2) additional conservation easements that are located within the footprint of the proposed roadway extension, and therefore need to be released to allow for the construction of the roadway extension.</p> <p>These additional conservation easements were not mapped in SJRWMD's publicly available database and were not known to or mentioned by SJRWMD staff that Pond had been coordinating with prior to submittal. Due to these reasons, Pond was unable to identify these additional conservation easements and therefore was not able to include them in the original request.</p> <p>This has now led to the need to modify the existing release request to include additional information relating to these newly discovered conservation easements, which is outside of the scope of the original proposal Pond provided for Release of Conservation Easement</p>		

Services, dated February 16, 2022.

City Staff requests approval for an increase to the original Purchase Order for this increased scope of work in the amount of \$41,865.00.

In addition, a substantial amount of fill will be required for the construction of the new Maintenance Operations Center. In an effort to be fiscally responsible, the fill being removed from the recently approved London Waterway Project will be transported to the site of the future Maintenance Operations Center. The Project timing is such that the fill material removed from the London Waterway Project will need to be transported off-site prior to the commencement of Sitework for the Maintenance Operations Center. A Stockpile Plan is required to ensure that the fill brought to the site has adequate area for storage, that there is the required access for delivery, and that any sensitive environmental areas impacting the site have been avoided.

Under the existing contract (RFSQ-CD-20-20) staff negotiated a scope and fee not-to-exceed \$9,250.00 with Pond and Company for this scope of work.

As part of the City of Palm Coast's new Maintenance Operations Center and to provide improvements to serve the access to the existing Water Treatment Plant 3, the City of Palm Coast has requested a traffic impact analysis and complete roadway improvement design along Peavy Grade Road. Due to an expected increase in traffic and changes in general traffic patterns, existing and proposed intersections in the surrounding roadway network will be evaluated to determine the overall impact of this development, as well as identified recommendations. In addition, Peavy Grade Road will be improved and converted to a cul-de-sac at the western terminus and reconstructed.

Under the existing contract (RFSQ-CD-20-20) staff negotiated a scope and fee not-to-exceed \$168,710.00 with Pond and Company for this scope of work.

This item is to approve an increase of an existing work order and approval of two new work orders with Pond & Company for a total amount of \$219,825. Funding for this project is budgeted in the Capital Improvement Plan.

SOURCE OF FUNDS WORKSHEET FY 23/24

CAPROJ MOC 4300099-063000-59005

\$14,250,000.00

Total Expended/Encumbered to Date

\$2,757,034.07

Pending Work Orders/Contracts

\$0.00

Current (WO/Contract)

\$219,825.00

Balance

\$11,273,140.93

Recommended Action:

**ADOPT RESOLUTION 2023-XX APPROVING ADDITIONAL FUNDING FOR EXPENSES
RELATED TO PEAVY GRADE ROADWAY DESIGN AND MAINTENANCE OPERATION
CENTER**

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	INFORMATION TECHNOLOGY	Amount	AS NEEDED
Division		Account #	54702525 034000
Subject	RESOLUTION 2023-XX APPROVING PIGGYBACKING THE CITY OF COCONUT CREEK CONTRACT WITH CITYSCAPE CONSULTING, INC., TO UTILIZE PRICING FOR WIRELESS COMMUNICATION PERMIT REVIEW.		
Presenter: Doug Akins, Director of IT			
Attachments: 1. Resolution 2. Piggyback Contract			
Background: The City of Palm Coast uses a third-party consultant, Cityscape, to review wireless communication facility (cell tower) permit applications due to their technical nature. Each permit received related to a wireless communication facility is reviewed by Cityscape and the review is paid for by the applicant through the permitting process. The City of Palm Coast piggybacks the City of Coconut Creek’s contract with Cityscape for the pricing of the permit reviews. At the beginning of the fiscal year, City staff estimated that expenses related to these services would be less than \$50,000, however, the number of these permit applications has increased this year and the expenses will exceed \$50,000 and requires City Council approval.			
Recommended Action: ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE CITY OF COCONUT CREEK CONTRACT WITH CITYSCAPE CONSULTING, INC., TO UTILIZE PRICING FOR WIRELESS COMMUNICATION SITE MANAGEMENT AND PERMITTING			

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	PUBLIC WORKS, UTILITY, STORMWATER MAINTENANCE	Amount	Up to \$200K for Concrete Repair Services Up to \$350K for Asphalt Repair Services
Division	MULTIPLE	Account #	Multiple Accounts
Subject: RESOLUTION 2023-XX APPROVING A MASTER SERVICE AGREEMENT WITH ROADTEK, LLC FOR ASPHALT AND CONCRETE REPAIR SERVICES			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: <ol style="list-style-type: none"> 1. Resolution 2. Asphalt Repair Services: Executive Summary, Draft MSA Contract, Notice of Intent to Award 3. Concrete Repair Services: Executive Summary, Draft MSA Contract, Notice of Intent to Award 			
Background: Council Priority: D. Sustainable Environment & Infrastructure <p>The maintenance and repair of the City's infrastructure, particularly its roads, sidewalks, and other concrete structures, are critical to ensuring the safety and functionality of the environment. In line with this objective, the City has routinely engaged Asphalt and Concrete Repair Services to undertake major repairs, including the restoration of sidewalks, road surfaces, spillways, and road crossings. These repairs are vital to uphold the integrity of city streets and to prevent any hazards or inconveniences stemming from displacement and deterioration.</p> <p>Funding for these repairs is allocated across various divisions, reflecting the City's commitment to maintaining a well-functioning infrastructure. City staff will purchase items on an as-needed basis using budgeted funds appropriated by City Council. The Fiscal Year 2024 budget includes \$16,000.00 within the Streets Division, while the Utility Division has set aside \$135,000.00 and the Stormwater Division has allocated \$395,000.00. These budgeted funds underscore the importance placed on maintaining the city's infrastructure to meet safety and quality standards.</p> <p>In line with the City's established Purchasing Policy, a competitive bidding process was initiated to solicit proposals for asphalt and concrete repair services. This process aims to secure the best services while maintaining fiscal responsibility. The City received three responsive and responsible bids from service providers in this sector: RoadTEK, LLC, Creative Concrete Design of Columbia County, Inc, and PSG Concrete & Excavation, LLC. Detailed bid overviews, including pricing, are provided in the attached documentation. After a comprehensive evaluation of the received bids, considerations were made not only on</p>			

the basis of pricing but also on past performance. Among the bidders, RoadTEK, LLC emerged as the most suitable candidate for this partnership. Notably, RoadTEK, LLC received a "Pass" status, signifying a high level of alignment with the City's expectations and requirements.

Given the aforementioned factors and after careful evaluation, City staff strongly recommends that the City Council approve the initiation of a Master Service Agreement with RoadTEK, LLC. This agreement would formalize the City's collaboration with RoadTEK, LLC for asphalt and concrete repair services. The agreement will empower City staff to engage RoadTEK, LLC for repairs on an as-needed basis, utilizing the budgeted funds allocated by the City Council. By approving this Master Service Agreement, the City Council would be taking a significant step toward ensuring the continued safety, functionality, and aesthetics of the city's infrastructure.

SOURCE OF FUNDS WORKSHEET FY 2024:**Streets & Drainage - Road Material and Supplies**

Fund 10015011-053000	\$85,400.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$16,000.00</u>
Balance	\$69,400.00

Wastewater Collection - Other Contractual Services

Fund 54019082-034000	\$425,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$60,000.00</u>
Balance	\$365,000.00

Water Distribution - Other Contractual Services

Fund 54019090-034000	\$619,008.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$75,000.00</u>
Balance	\$544,008.00

Stormwater Maintenance - Canal Maintenance

Fund 54205511-034000-55265	\$93,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$15,000.00</u>
Balance	\$78,000.00

Stormwater Maintenance - Swale Maintenance

Fund 54205511-034000-55105	\$490,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$30,000.00</u>
Balance	\$460,000.00

Stormwater Maintenance-IMPR-All Pipe Replacements

Fund 54205511-063000-55003	\$950,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$350,000.00</u>
Balance	\$600,000.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A MASTER SERVICE AGREEMENT WITH ROADTEK, LLC FOR ASPHALT AND CONCRETE REPAIR SERVICES

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	AS NEEDED
Division	WASTEWATER	Account #	MULTIPLE
Subject:	RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SOURCEWELL STATE OF MINNESOTA CONTRACT WITH WESCO DISTRIBUTION, INC., (ANIXTER) FOR THE PURCHASE OF MISCELLANEOUS ELECTRICAL SUPPLIES AS NEEDED		
Presenter:	James Melley, Utility Systems Manager		
Attachments:	<ol style="list-style-type: none">1. Resolution2. Piggyback Contract		
Background:	<p>Council Priority: D. Sustainable Environment and Infrastructure</p> <p>The City of Palm Coast Utility Department has identified the need for electrical parts, based on the City's standards and the proprietary aspects for lift stations and PEP tank installs within the wastewater collection system. The Utility Department requires priority for replacement of parts and equipment for repairs within the Utility Water and Wastewater System on an as-needed basis.</p> <p>City staff is recommending piggybacking the Sourcewell State of Minnesota Contract (RFP #091422) with WESCO Distribution, Inc. (Anixter), for the purchase of miscellaneous electrical parts. 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.</p> <p>City staff will purchase items on an as-needed basis upon City Council approved budgeted funds.</p>		
Recommended Action:	ADOPT RESOLUTION 2023-XX APPROVING PIGGYBACKING THE SOURCEWELL STATE OF MINNESOTA CONTRACT WITH WESCO DISTRIBUTION, INC., (ANIXTER) FOR THE PURCHASE OF MISCELLANEOUS ELECTRICAL SUPPLIES AS NEEDED		

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department	WATER AND WASTEWATER UTILITY	Amount	\$ AS NEEDED
Division	WATER	Account #	# 54029090 # 54029088
Subject: RESOLUTION 2023-XX APPROVING A SOLE SOURCE AGREEMENT WITH EMPIRE PIPE & SUPPLY, INC., FOR THE PURCHASE OF WATER METERS			
Presenter: Peter Roussell, Utility Deputy Director			
Attachments: <ol style="list-style-type: none">1. Resolution2. Intent to Award			
Background: Council Priority: D. Sustainable Environment & Infrastructure Empire Pipe & Supply, Inc., is the only authorized waterworks utility distributor for Master Meter in the state of Florida. This includes Master Meter's entire product line including but not limited to all sizes and types of water meters, Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) meter reading system, components, and accessories. The City of Palm Coast standards and specification approved materials list for water meters include Master Meter product line Octave and Sonata. The purchase of these water meters will be for new installs and the replacement of deteriorating water meters. The City cannot lose sight of the procurement lead time when monitoring our operational procedures. Awareness of lead time and having a long delay on receiving water meters when needed is vital to the success of ensuring an ongoing operational flow of installing new meters, retiring old meters, and replacing damaged meters. The Master Meter line, Octave and Sonata can integrate and facilitate communications with the existing software that supports the Advanced Metering Infrastructure. City staff advertised SS-UT-23-61 for the purchase of water meters in accordance with the City's Purchasing Policy. The notice of intent to sole source is attached. City staff recommends City Council approve a Sole Source Agreement with Empire Pipe & Supply Inc., for the purchase of water meters. City staff will make purchases on an as needed basis using budgeted funds appropriated by City Council. For Fiscal Year 2024, the budget includes available funding in the Utility Capital Projects budget for the purchase of water meters.			

SOURCE OF FUNDS WORKSHEET FY 2024**UTILCAPPRJ-DISTRIBUTION SYSTEM 54029090 063000 84005** **\$1,415,000.00**

Total Expended/Encumbered to Date \$0.00

Pending Work Orders/Contracts \$0.00

Current (WO/Contract) \$650,000.00**Balance** **\$765,000.00****SOURCE OF FUNDS WORKSHEET FY 2024****UTILCAPPRJ-WELLFIELD AND WELLS 54029088 063000 81019** **\$3,550,000.00**

Total Expended/Encumbered to Date \$0.00

Pending Work Orders/Contracts \$0.00

Current (WO/Contract) \$68,314.30**Balance** **\$3,481,685.70****Recommended Action:****ADOPT RESOLUTION 2023-XX APPROVING A SOLE SOURCE AGREEMENT WITH
EMPIRE PIPE & SUPPLY, INC., FOR THE PURCHASE OF WATER METERS**

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 19, 2023

Department HUMAN RESOURCES Division	Amount \$7,816,517 Account # 65002124 023003; 65002124 034000; 65002124 052000
Subject: RESOLUTION 2023-XX APPROVING A CONTRACT WITH FLORIDA BLUE FOR HEALTH INSURANCE AND STOP LOSS INSURANCE AND TO INCLUDE LIFE AND DISABILITY INSURANCE THROUGH USABLE LIFE (A FLORIDA BLUE PARTNER) FOR CITY EMPLOYEES	
Presenter: Renina Fuller, Director of Human Resources and Ashley Fenner, Benefits Coordinator	
Attachments: <ol style="list-style-type: none"> 1. Resolution 2. Contribution Summary 3. Executive Summary of Self-Funded Coverage 4. Contract 5. Renewal Letter 	
<p>Background:</p> <p>The City currently offers a well-rounded, self-insured benefits program to all full-time employees. Under the self-insured programs, the City pays a per employee per month fee for the group health plan administration services and also pays for any health insurance claims incurred. In addition to the fixed fee for the plan administration services, there is a fixed monthly per-employee fee for stop-loss insurance up to \$175,000 per person/per year, as well as aggregate coverage for the group as a whole. The program includes group health insurance, basic life insurance, and long-term disability insurance. The City also offers Dental, Vision, Voluntary Life insurance, Voluntary short-term disability insurance, and supplemental accident and critical illness insurance but the full cost is borne by the employees.</p> <p>The stop loss renewal with Companion Life came in with an increase to the city of \$197,758.</p> <p>Supplemental insurance for accident/critical illness will remain with Colonial Life. There is no change in premium for FY2024. Florida Combined Life is dental, The Standard is vision, USABLE Life is the voluntary life, and disability carrier. There is no increase to the city for these premiums in FY2024.</p>	
SOURCE OF FUNDS WORKSHEET 2024	
65002124 023003	\$6,628,517.00
65002124 034000	\$1,163,000.00
65002124 052000	\$25,000.00
Total	\$7,816,517.00

Recommended Action:

ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH FLORIDA BLUE FOR HEALTH INSURANCE AND STOP LOSS INSURANCE AND TO INCLUDE LIFE AND DISABILITY INSURANCE THROUGH USABLE LIFE (A FLORIDA BLUE PARTNER) FOR CITY EMPLOYEES

City of Palm Coast, Florida Agenda Item

Agenda Date: September 19, 2023

Department FINANCIAL SERVICES Division	Amount Account #
Subject: REPORTING OF EMERGENCY AND SOLE SOURCE PURCHASES FOR AUGUST 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 August 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	