



# City of Palm Coast Agenda City Council Workshop Meeting

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoastgov.com](http://www.palmcoastgov.com)

*Mayor David Alfin*  
*Vice Mayor Ed Danko*  
*Council Member Cathy Heighter*  
*Council Member Nick Klufas*  
*Council Member Theresa Pontieri*

---

**Tuesday, February 13, 2024**

**9:00 AM**

**City Hall - Community Wing**

---

**City Staff**

**Denise Bevan, City Manager**

**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 PRESENTATIONS**

### **1 PRESENTATION - SPORTS ACTIVITIES CENTER**

### **2 PRESENTATION - INFILL LOT DRAINAGE**

### **3 RESOLUTION 2024-XX APPROVING A PIGGYBACK CONTRACT WITH HERNANDO COUNTY, FLORIDA, AND ASPHALT PAVING SYSTEMS, INC., AND EXPENSES RELATED TO GLOBAL TREATMENT SERVICES**

### **4 ORDINANCE 2024-XX - REVISING THE RATES OF THE CITY'S UTILITY SYSTEMS**

## **F PUBLIC PARTICIPATION**

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

## **G DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

## **H DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

## **I DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

## **J ADJOURNMENT**

**5 AGENDA WORKSHEET AND CALENDAR**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** February 13, 2024

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> PRESENTATION - SPORTS ACTIVITIES CENTER	
<b>Presenter:</b> Lauren Johnston, Assistant City Manager	
<b>Attachments:</b> 1. Presentation	
<b>Background:</b>  <b>Council Priority:</b> <b>A. Strong Resilient Economy</b>  <b><u>UPDATED BACKGROUND FROM THE DECEMBER 12, 2023, WORKSHOP:</u></b> Per Council direction at the December 12, 2023, Workshop, staff will present on the Sports Complex Assessment conducted by Synergy Sports. Synergy Sports Global is a full-service sports facility development and management company.  <b><u>ORIGINAL BACKGROUND FROM DECEMBER 12, 2023, WORKSHOP:</u></b> City Council will review a comprehensive presentation on the feasibility study for a proposed sports complex. The study aims to assess the viability of such a facility, considering factors such as economic impact, community engagement, and potential benefits for residents and visitors alike. The study includes a regional gap analysis, with similar facilities across the Southeast. The presentation will be an integral part of the City Council's decision-making process regarding the development of this significant community asset.  City Council continues to prioritize economic development as a key driver of prosperity for the community. Recognizing the importance of securing additional funding to diversify the city without competing with private businesses, the City Council will assess and discuss alternative funding sources. The goal is to identify sustainable revenue streams, including grants, partnerships, and collaborative initiatives that can support City Council's priorities.  As Palm Coast experiences smart managed growth, the City Council acknowledges the increasing need for recreation amenities. On December 5 <sup>th</sup> City Council approved the Parks Master Plan. This plan set goals and strategies, on the development of facilities that not only meet the demands of our growing community but also position the city as a destination for sports enthusiasts, events, and tournaments.  <b><u>UPDATED BACKGROUND FROM OCTOBER 18, 2022, WORKSHOP:</u></b> In 2022, City Council adopted a Strategic Action Plan priority for the westward expansion.  A5. The westward expansion is guided by master planning for smart, managed, growth. Economic development is driven by Town Center regional destination initiatives. Economic	

growth and community marketing are supported by competitive youth sport activity centers catering to young athletes, families, and fans from regional and distant locations.

Several projected outcomes were determined for this priority: create a conceptual master plan for Matanzas Woods Fly over, secure funding through legislative appropriations and conduct a youth sports activity center feasibility study.

City Council approved a contract with Sports Facilities Companies at the October 18, 2022, business meeting to conduct a youth sports activity center. The completed Sports Complex feasibility study will showcase the market demand and feasibility of developing a sports complex in Palm Coast.

**Recommended Action:  
FOR PRESENTATION ONLY**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** February 13, 2024

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>
<b>Division</b>	ENGINEERING	<b>Account #</b>
<b>Subject:</b> PRESENTATION - INFILL LOT UPDATE		
<b>Presenter:</b> Lynn Stevens, Deputy Director of Stormwater & Engineering and Carl Cote, Director of Stormwater & Engineering		
<b>Attachments:</b> <ul style="list-style-type: none"><li>1. Presentation</li><li>2. Board Application</li><li>3. Draft Resolution</li></ul>		
<b>Background:</b>  <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b>  During the December 12, 2023, and January 16, 2024, Council workshop meetings, City Council provided staff direction to provide information on historical, current, and future information on the issues of flooding in Palm Coast. This included a 3-pronged approach: infill lot fact gathering, technical manual modifications, and funding sources.  In addition, staff was asked to provide recommendation on creating a Citizens Committee for residential flooding issues. This report provides the information.		
<b>Recommended Action:</b> <b>FOR PRESENTATION AND DIRECTION FROM COUNCIL</b>		

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** February 13, 2024

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>	\$1,050,000.00
<b>Division</b>	ENGINEERING	<b>Account #</b>	21055011-034000- 54104
<b>Subject:</b> RESOLUTION 2024-XX APPROVING A PIGGYBACK CONTRACT WITH HERNANDO COUNTY, FLORIDA, AND ASPHALT PAVING SYSTEMS, INC. AND EXPENSES RELATED TO GLOBAL TREATMENT SERVICES			
<b>Presenter:</b> Carl Cote, Director of Stormwater & Engineering			
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Presentation</li><li>2. Resolution</li><li>3. Engagement Letter</li><li>4. Proposal</li></ol>			
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment and Infrastructure</b> <p>City staff and Transmap have put together a 5-Year Pavement Management Plan based on direction from City Council to only utilize current funding sources; no new funding source was approved to provide the necessary funding shortfall in the pavement management program. Staff will incorporate the use of global treatments to reduce the current \$10 million-dollar annual funding shortfall. With these factors, the recommendation for Arterial and collector roadways is to utilize milling and resurfacing only with full-depth repair where needed with a budget to maintain a 73 PCI over the upcoming 5-year outlook. For Local Residential Roadways, the plan would introduce global treatments with any surplus funds from maintaining the arterial network utilizing global treatments where possible.</p> <p>Staff is recommending piggybacking the Hernando County, Florida contract (#23-T00029/AP) with Asphalt Paving Systems, Inc. through May 9, 2026, for global treatment services. 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>This item is to approve a piggyback contract with Hernando County, Florida, and Asphalt Paving Systems, Inc., and expenses in the amount of \$955,210 to provide global treatment services. Staff also recommends the approval of a contingency of \$94,790 for a total amount of \$1,050,000. Funds for this project are budgeted for out of the Street Improvement fund.</p>			

**Source of Funds Worksheet FY 24**

<b>Street R&amp;R 21055011-034000-54104</b>	<b>\$6,580,000.00</b>
Total Expended/Encumbered to Date	\$2,192,355.93
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$1,050,000.00</u>
<b>Balance</b>	<b>\$3,337,644.07</b>

**Original Background**

In order to be more efficient with the limited funding available and ongoing needs (1,126 lane miles), the city sought professional engineering services for the implementation of a pavement management program. This program is designed to preserve and extend the useful life of paved surfaces throughout the City and optimize the available funds to meet the network condition needs. With careful planning and diligent effort, highest performance standards are maintained while reducing the overall long-term costs of managing the network pavement system.

On August 1, 2017, City Council approved a contract with Transmap Corporation to assist in the development of a Network Pavement Management System. The general objective was for the consultant to collect pavement data by way of a digital survey and to create a Pavement Condition Index (PCI) for each city-maintained roadway. The PCI allows the City to determine a pavement condition standard and plan for maintaining all roadways.

Given the persistent shortage of funds for maintaining these street systems, the preservation and stewardship of existing roads have become major activities for all levels of government. An excellent way of maximizing the return on investment for the money that exists for road maintenance is to implement a Pavement Management System. Pavement management is a systematic approach to extending the life of a pavement network. More specifically, it is the process of planning, budgeting, funding, designing, constructing, monitoring, evaluating, maintaining, and rehabilitating the pavement network to provide maximum benefits with available funds. A Pavement Management System provides tools and methods for finding and implementing the best Maintenance & Rehabilitation (M&R) strategies. Repairing streets when they are still in fair condition ultimately cost less over their lifetime than waiting to fix roads that have fallen into poor condition. In other words, the proactive approach of routine pavement management means less money wasted on frequent roadway reconstruction and a potential savings of millions of dollars.

On August 28, 2018, City Council was presented with the findings of the Final Pavement Management Report. Those findings determined time Arterial and Collector roadways had a PCI average of 83 and Local roadways had a PCI average of 78. In order to maintain the current level of service, and existing PCI average, additional funding was requested however it was not approved by City Council.

In order to provide a more accurate forecast and better performance model for roadway maintenance, it is recommended to have the roadways digitally surveyed every 4 to 5 years. On August 17, 2021, City Council approved a Work Order with Transmap Corporation to conduct a survey and to provide a report and updated forecast for the city's pavement management program comparing project revenue as well as recommended funding needed to maintain the current roadway system condition for



arterial and residential roads.

This item is a presentation to present City Council with the findings and funding needs based upon the updated survey that was completed with proposed new revenue options to provide the necessary funding.

**Recommended Action:**

**ADOPT RESOLUTION 2024-XX APPROVING A PIGGYBACK CONTRACT WITH HERNANDO COUNTY, FLORIDA, AND ASPHALT PAVING SYSTEMS, INC. AND EXPENSES RELATED TO GLOBAL TREATMENT SERVICES**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** February 13, 2024

<b>Department</b>	WATER AND WASTEWATER	<b>Amount</b>
<b>Division</b>	UTILITY	<b>Account #</b>
<b>Subject:</b> ORDINANCE 2024-XX - REVISING THE RATES OF THE CITY'S UTILITY SYSTEMS		
<b>Presenter:</b> Stephen Flanagan, Utility Director		
Attachments: 1. Presentations (2) 2. Ordinance		
<b>Background:</b> <b>Council Priority:</b> <b>D. Sustainable Environment &amp; Infrastructure</b>  To ensure revenues are sufficient to support the operation, maintenance and expansion of the water and sewer utility the City periodically conducts a review of the established rates and fees. The city enlisted the services of Stantec Consulting Services Inc., in Florida to conduct a <i>Water and Wastewater Revenue Sufficiency and Capital Facilities Fees Study</i> . Calculations are needed to assess the rates necessary to maintain the infrastructure of the water and sewer system. The consultant will recommend adjustments to various rates including monthly base charges and per gallon charges as well as adjustments to water and sewer capacity fees that are assessed for new construction. Rate studies are performed to assure that the studied entity will be sustainable over time to cover operating costs, capital improvements costs, stay within financial policies and cover debt payments with a reserve for emergencies. Much information must go into this evaluation and ultimately the result that is derived from all the information that goes into the study. These studies are usually performed every 3 to 5 years to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, equipment costs as well as maintenance and other factors.  Based on the current economic factors changing much of how our economy functions, such as covid impact, supply chain issues, inflation, labor shortages and the fact that our past few studies have not been of the most comprehensive nature, this study is a more thorough dive into our system needs.  During the regularly scheduled City Council meeting of November 14, 2023, utility staff and the utility rate consultant presented its initial findings, options for consideration, and recommendations for cost adjustments. This was a presentation only for information and to request council direction with a future rate consideration to come back to council for adoption. City staff and the Consultant have taken the guidance provided by council at the November meeting and included a new water tier, holding the base rates flat for the initial		

rate adjustment, and moving up the capacity fees adjustment from October to May to coincide with the first monthly rate adjustment.

Staff recommends adoption of the proposed rate adjustments as presented to Council by Stantec Consulting Services Inc. at the February 20, 2024, City Council meeting.

**Recommended Action:**

**ADOPT ORDINANCE 2024-XX - REVISING THE RATES OF THE CITY'S UTILITY SYSTEMS**